Supervisors and employees may create a "checklist" of sustainable efforts.
Some examples of items that could be included are listed below.

✓ **Establish guidelines for recyclable materials**
- o Work with the Purchasing Department and their 4P (People, Planet, Performance, Price) Green Procurement guidelines when making purchases
- o Use remanufactured printer cartridges rather than new cartridges
- o Implement a departmental sustainability committee to lead initiatives
- o Flatten all cardboard before putting it in your recycling area
- o Use only reusable cups and glasses (or use recyclable materials such as #1 plastic cups)
- o Shop at UNM Surplus Property to buy office furniture, supplies, or certain equipment before buying new
- o Substitute products (e.g. paper) with a higher recycled content than what is currently used

✓ **Quantify usage and reduction of raw materials**
- o Track hours of professional development related to the University's Sustainable values
  - ▪ Encourage employees to pursue training (online courses coming soon)
  - ▪ Invite Energy Educators to your staff meetings
- o Track paper usage
  - ▪ Print and copy double-sided (printers may be set to default to double-sided)
- o Track volume of recycled materials

✓ **Convert manual processes to electronic processes**
- o Utilize scanning to share documents electronically; scan to centralized folder on server(s)
- o Eliminate paper communications by utilizing electronic notification resources
- o Consider raw materials (paper, ink, supplies), energy (power, transportation), and staffing (number of people involved, time allotted) to reduce impact on resources through more efficient processes

✓ **Review internal or external programs to meet the needs of University**
- o Identify core functions to focus limited resource on the areas that add the greatest value
- o Explore technologies that will support business initiatives and reduce human or physical resources
- o Consider utilizing services of UNM departments before going to off-campus vendors. This will reduce the university's carbon footprint, reduce vehicle traffic on campus, and increase the overall university budget

✓ **Identify cost savings measures**
  o Implement network printing rather than using individual printers
  o Start a ROSE (reusable office supplies & equipment) to minimize purchase of new materials
  o Utilize Surplus Property to advertise used furniture or equipment before sending in to surplus

Supervisors may provide criteria specific to their area such as requiring periodic reports identifying progress on sustainability efforts.

Coming Soon…

The Office of Sustainability is currently working on an online sustainability training for staff to take through Learning Central. Staff will be able to take the training and a quiz at the end of the session. When they pass the quiz, staff may print out a certificate of completion and provide it to their supervisor.

Staff may view the UNM Sustainability Web site at http://sustainability.unm.edu to learn more about recycling, energy conservation, alternative transportation, and other UNM sustainability initiatives.