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Leading a sustainable lifestyle is easy and necessary in this day and age. To make sure you are keeping up with USG’s sustainable practices be sure to read over the checklist by the door if you are the last person to leave the office at the end of the day. Furthermore, after reading this handbook you should know how to sustainably conduct yourself in the USG office and in life!

**Recycling**

Recycling in the USG office is easy and rather self-explanatory. All of the recycling and garbage is handled by the Ohio Union, but trash and recycling bins are offered in the USG suite as well. Before throwing anything out, take a second to determine whether it is paper, glass, plastic, metal, newspaper, cardboard, or lumber. All of these materials can be recycled through the Ohio Union. In addition, there are two containers in the Union (ground floor @ info center, and 2nd floor @ the K.B. Center for Student Leadership) that can be used to recycle toner/ink cartridges, batteries, bottle lids, and cell phones. Additionally, you can find these containers in dorms and all of the classroom buildings on campus. USG members are also encouraged to reuse office materials such as binders and folders.

**Conservation**

Conservation in the USG office is as simple as turning off lights and computers when not in use and printing as little as possible. In case you forget, there will be stickers posted by each light switch to kindly remind you. If you are in the office during daylight hours please take advantage of the natural light provided by the windows rather than using the bulbs. In addition, rather than printing materials, be sure to make use of Google drives or email. When it is necessary to print**,** make sure you print double-sided. Lastly, make sure all computers and printers are in sleep mode when not in use and turned off at the end of each workday.

**Water Conservation**

All USG staff members and guests are encouraged to use USG reusable cups and mugs to drink water from the tap located in the USG kitchen. If you notice a leak in a water pipe, or sink, please report it to Service2Facilities (292-HELP) immediately. A poster with this information will be hanging in the bathroom to remind you. Lastly, make sure that you turn off all running water while washing hands and dishes. In case you forget, there will be a sign located by the sink to remind you of these sustainable practices.

**Temperature**

The temperature settings in the office are to be set to a maximum heating of 70 degrees Fahrenheit and a maximum cooling of 76 degrees Fahrenheit. There will be a sign to remind you of these settings. To avoid feeling uncomfortable with the office temperature we suggest you dress appropriately for the weather. Windows should be shut at all times to prevent air leaks and blinds should be closed each night in order to keep out cold air in the winter and warm air in the summer.

**Environmental Goals**

(updated yearly)

As a committee, we set forth policies and projects that are focused on increasing sustainability on campus and transforming campus culture into one of greater environmental stewardship. Three goals we have this year specifically are (1) Obtaining Green Buckeye Certification status (2) Pass out window insulation kits to students living off campus in order to increase heating efficiency in student’s households (3) Encouraging students to eat local and explore local farmers markets through our Eat Right, Eat Local, Right Now event!

**USG Office Kitchen**

All USG staff is encouraged to make use of the office kitchen. We have provided reusable mugs, plates, and silverware that are to be used by all members instead of paper or plastic materials. Though, please be kind and clean all of your dishes after each use.

**Communication**

Bi-yearly the Sustainability Committee will share the environmental initiatives and policies we are working on so every member of the USG committee stays informed and up to date about what is going on. In addition, we will make our expectations clear about the sustainable practices every single person should be taking part in. Lastly, keep a lookout for a sustainability segment in the USG weekly email.

**Zero Waste Events**

One way USG leaders can practice sustainability outside of the office is through holding Zero Waste Events. To learn more go to <http://footprint.osu.edu/zero-waste-event-service/>.

**Need more information?**

**Sustainability.osu.edu**

**recycle@osu.edu**