



# Administrative Procedures Compiled Comments

General		Change page formatting (except page numbering) to match rest of manual.	J. Lyons
General		Delete all blank pages.	J. Lyons
General		We should encourage use of chlorine free paper with the maximum amount of recycled content.	J. Lyons
General		These procedures are prerequisites for the manual checklists. As a logical sequence, Administration Procedures should be the first section in the SDM.	All (PPT)
General		SDM is a living document that allows for practices and techniques to evolve with technology, and should be updated, at a minimum, annually.	All (PPT)
General		Committee review of section before publication.	All (PPT)
General		[Weather permitting, hold meetings] outside to take advantage of natural light and fresh air.	All (PPT)
General		Refer to draft Green Events planning guidelines for City of Chicago DOE (see attached .xls file)	B. Daley
9.1	9-1	Introductory paragraph should emphasize awareness for stewardship.	All (PPT)
9.1	9-1	Delete 'required' before intent section since a prerequisite by definition is required.	J. Lyons
9.1	9-1	Requirements. Add sentence stating where green policy can be found.	J. Lyons
9.1	9-1	Submittals. Why is there a Submittals section listed? Should it say 'none 'underneath?	J. Lyons
9.1	9-1	Technology/ Strategy. Meeting Greetings. Delete "intended to: ...stewardship." and replace with "found at website X".	J. Lyons
9.1	9-1	Technology/ Strategy. Meeting Greetings. Delete "meeting materials and recyclable bottles" and replace with "recyclable items".	J. Lyons
9.1	9-1	Do not provide water bottles [encourage people to bring their own]	A. Hanson
9.1	9-1	Place signs in all conference rooms detailing Green Meetings policy	H. Clark

9.1	9-1	Meeting Greetings – Should i.d. blue plastic containers as opposed to just collecting materials for re-use such as id badges.	A. Garcia
9.1	9-1	The primary goal is to reduce the amount of materials. Use recyclable materials, if materials are needed.	All (PPT)
9.1	9-1	Recyclables like badges and excess handouts should be collected by meeting facilitator at conclusion of meeting.	All (PPT)
9.1	9-1	Encourage use of webinars in addition to internet/phone options	A. Hanson
9.1	9-1	Recommend hotels near transit lines to out-of-town attendees.	A. Hanson
9.1	9-1	Accountability: Meeting facilitators should be charged with following the GMP and incorporating into meeting minutes.	All (PPT)
9.1	9-1	Include statement at bottom of meeting minutes	All (PPT)
9.1	9-1	Create one (1) page GMP template for meeting facilitator to follow, to ensure policy is implemented and to use as signage in all conference rooms.	All (PPT)
9.1	9-1	Change Section title to “Chicago Green Meetings Policy”. Section 9.1 is itself the policy.	All (PPT)
9.1	9-1	Some sort of evaluation after the fact should be part of the Intent. i.e.. Lessons Learned, what can we do better or what did not work. Awareness of consequences of our decisions.	A. Garcia
9.1	9-1	Recommendation to use catering for breakfast or lunch when meetings are on multiple days, which reduces travel time and cost, which in turn reduces the carbon footprint. An appropriate balance should be kept in mind for individuals to get outside for fresh air.	All (PPT)
9.1	9-2	Meeting Planning. Use consistent spacing.	J. Lyons
9.1	9-2	Meeting Planning. If hand outs are needed at the meeting... Add whenever possible print in draft mode.	J. Lyons
9.1	9-2, 9-3	9-2 to 9-3 seems to be duplication of information that would be found in the 'Green Meeting Policy'. An effort should be made not to duplicate information. Consider deleting.	J. Lyons
9.1	9-3	2 <sup>nd</sup> bullet under “When conference is over..”Change “criticism and comments” to ‘feedback’	C. Drouet
9.1	9-3	Under implementation add another item – Post Green Meetings Policy in conference	C. Drouet

		rooms	
9.1	9-3	Implementation Section; add new bullet point that reads: - Print meeting handouts on duplex paper.	A. Hardy
9.1	9-3	Implementation Section; add new bullet point that reads: - Include a green meeting disclaimer at the end of meeting minutes to read “This meeting was conducted in accordance with the Green Meetings Policy.”	A. Hardy
9.1	9.3	If heading title has no applicable text, should be marked “N/A”. Section 9.3 format does not match other sections.	All (PPT)
	9-4	Delete page.	J. Lyons
9.2	9-5	Change title to “Document Reduction and Recycling Initiative (DRRI)”.	All (PPT)
9.2	9-5	Documents should be printed double-sided if five (5) pages or more. (City of Chicago Municipal Ordinance 11-4-2080, Subsection B)	All (PPT)
9.2	9-5	Use FTP or Sharepoint sites for files too large to email in lieu of CDs.	All (PPT)
9.2	9-5	Wherever possible, documents should be sent electronically.	All (PPT)
9.2	9-5	Use at least 30% post-consumer recycled paper and soy or veggie inks, if printing is necessary.	All (PPT)
9.2		Encourage company to be an active member of an environmentally sustainable association.	All (PPT)
9.2		Policy should increase employee awareness and communicate policy to all stakeholders.	All (PPT)
9.2	9-5	Delete 'required' before intent section since a prerequisite by definition is required.	J. Lyons
9.2	9-5	Technology/ Strategy. Delete last sentence of second paragraph.	J. Lyons
9.2	9-5	Technology/ Strategy. Delete first paragraph.	J. Lyons
9.2	9-5	Technology Strategy, second line Engineer should be Engineering	C. Drouet
9.2	9-5	Under INTENT – add “of” between “volume” and “paper”	H. Clark
9.2	9-5	Expand policy to include reduction and recycling of all paper, not just design documents	H. Clark
9.2	9-5	Under TECHNOLOGY / STRATEGY – 2 <sup>nd</sup> line – fix typo – should be “Engineering”, not “Engineer”	H. Clark
9.2	9.5	Intent – Add- Implement other eco-friendly media to replace paper usage.	A. Garcia
9.2	9.5	Submittals- A periodic review of who needs to receive paper copies should be conducted to eliminate excess paper usage. Can electronic copies be given in stead of paper?	A. Garcia

9.2	9-6	3 <sup>rd</sup> paragraph, 3 <sup>rd</sup> line – fix typo – should be “an”, not “and”	H. Clark
9.2	9-6	3 <sup>rd</sup> paragraph, 4 <sup>th</sup> line – remove “the” between “from” and “distractions”	H. Clark
9.2	9-6	Encourage electronic transmission of construction project submittals in lieu of multiple hard copies, where possible	H. Clark
9.2	9-6	Encourage / allow electronic versions for Record Shop Drawings (collection of ALL project submittals turned over to client at conclusion of construction) and O&M manuals	H. Clark
9.2	9-6	Last sentence in the first paragraph under <u>Drawing Review Rooms</u> is incomplete – a verb seems to be missing.	C. Drouet
9.2	9-6	The questions are good – but the document needs to state the intent or follow through depending on the answers. If someone only needs a reference copy can they get one? If someone doesn’t submit formal comments can they get a set? You also need to be prepared to have staff to spend additional time sorting out what individual needs are for partial sets. If you open the door for partial sets recognize it will be come additional work.	C. Drouet
9.2	9-7	First sentence under <u>Disposal and Recycling</u> , suggest changing the word optimal to appropriate	C. Drouet
9.2	9-7	General question regarding recycling drawings and documents – Will the city make provision for those that receive interim copies for review (like the FAA) to return them for recycling?	C. Drouet
9.2	9-8	Delete page.	J. Lyons
9.3	9-9	After work shop, review a “lessons learned” documents. Certification of Green Meeting document?	A. Garcia
9.3	9-9	Have participating firms submit in an electronic format quarterly reports of how their sustainability policy is being implemented.	A. Garcia
9.3	9-9	Submittals Section: Add language that requires Company Policy to be approved by OMP.	A. Hardy
9.3	9-9	After work shop, review a “lessons learned” documents. Certification of Green Meeting document?	A. Garcia
9.3	9-9	Add a strategies section to that mentions of the use of FTP sites and project websites to minimize transmittal of hard copies of documents or use of products like Adobe acrobat and Cad viewers to electronically redline documents even in the internal QA/Qc process	J. Lyons

		of designers.	
9.3	9-9	Be sure to research meta data policy in your State that may require special handling of draft documents.	J. Lyons
9.3	9-9	Include carbon footprint analysis as basic requirement in corporate sustainability policy	H. Clark
9.3	9-9	<p>Include list of minimum requirements that must be contained in the Corporate Sustainability Policy.</p> <p>Perhaps give them the option to include 3 of the following (or other number).</p> <ul style="list-style-type: none"> <li>- Company to employ least 1 full time LEED Accredited Professional (mandatory)</li> <li>- Provide statement addressing company's carbon footprint analysis</li> <li>- Describe Company recycling procedure</li> <li>- Provide statement declaring</li> <li>- Company's office is located in LEED certified office or Building (optional)</li> <li>- Company is registered with the USGBC (optional)</li> <li>- Etc...</li> </ul> <p>OR... Create a new section for implementation and reference the above list as suggestions for creating a company sustainability policy.</p>	A. Hardy



# DRAFT Green Event Guidelines

## relevance to different types of events

category	suggestion	awards ceremony/ graduation	conference	environmental resource event/ distribution	information fair	public meeting	tour	workshop	press event	departmental meeting	DOE holiday party / summer picnic	informal party/shower/ bon voyage
<b>ID features</b>	Identify the green elements of the event on site and display a comprehensive list of green features at the event and on the website (perhaps use this checklist)	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	
	Affix signs to green materials to identify what makes them green.	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	
	Make an announcement about the green features of the event.	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	
	Summarize the green approach in all promotional materials.	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	
	Meet with event staff for a few minutes to explain the green features of the event, why it's important and how they fit in.											
	Measure the environmental benefits of green initiatives and report on them in any follow up reporting on the event.											
<b>Share information</b>	Share information on departmental event planning with the Green Team to include in the reference materials for planning green events.											
		yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	
<b>Food service</b>		yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
<b>Dishes</b>	<b>Dishes.</b> Use reusable cutlery, glasses and dishware.	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
	Serve beverages in large, reusable containers, not individual bottles. For example, provide pitchers of orange juice, instead of individual plastic bottles.											
	Use reusable serving platters and utensils.	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
	Give reusable coffee mugs at the start of the event.	maybe	maybe	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	maybe	
	If disposable dishes and utensils must be used, make sure they are compostable or recyclable (and they are composted or recycled after the event) or made from sustainable or recycled materials.	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
	If disposable cups must be used, mark each cup to prevent mix-ups when someone takes a cup and places it next to an identical one, and then both people have to get new cups.	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
	If disposable dishes and utensils must be used, eliminate the unnecessary items like straws and lids.	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
	If disposables cups, plates or bowls must be used, do not use styrofoam	yes, required	yes, required	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes, required	
	If disposables are used, save any unused materials for future use.	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
	Minimize superfluous dishes, e.g. caterer won't use saucers under coffee cups											
<b>Napkins</b>	<b>Napkins.</b> Use reusable, washable napkins	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
	If disposable napkins must be used, use unbleached paper napkins with 100% recycled paper content.	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
	If disposable napkins must be used, compost them with food scraps if appropriate.	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
	Specify use of reusable/collectable coasters rather than traditional cocktail napkins.											
<b>Tablecloth</b>	<b>Tablecloth.</b> Use reusable tablecloths Do not use vinyl table covers	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
<b>Recycling</b>	Ensure food and beverage packaging is recyclable, and that it gets recycled. Ensure that suppliers/service providers will recycle	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
<b>Food and beverage</b>		yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	
<b>Choice</b>	Ask people to 'sign-up' for meals, by letting you know what meals they will be attending. This will reduce food waste – and your costs.	yes	yes	unlikely	maybe	unlikely	maybe	maybe	unlikely	unlikely	yes	







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<b>Cars</b>	Promote area car-sharing programs as an alternative to traditional rental services. If rental cars are needed, choose green and hybrid car rentals											
<b>Shuttles</b>	For group travel/tours/field trips, consider hiring companies that use alternative fuel vehicles.											
<b>Carbon offsets</b>	Purchase carbon offsets for travel, or offer information for participants to purchase offsets themselves.		maybe									
<b>Carbon offsets</b>	Implement a carbon offset program and compensate for the emissions generated by equipment, heating/cooling, shipping, and electricity – <a href="http://www.carbonfund.org">www.carbonfund.org</a> . Incorporate these costs into your event fees for vendors and attendees.											
<b>Activities</b>	Ask the venue manager to suggest off-site activities that are nature-based, with minimal impact to the local environment.	maybe	maybe	unlikely	maybe	maybe	maybe	maybe	unlikely	maybe	unlikely	