



*\*Please write N/A if this action is 'not applicable' to your office, or there is a clear barrier to completing this action. State a reason for these responses on the reverse side of this form.*

*\*\*Note that some of these actions apply to, and require a whole-of-group response. Other actions apply to specific functions of a department.*

### Energy

- During cold weather, any blinds or curtains in all offices are closed at night.

### Reduce, Reuse, Recycle

- We recycle our printer cartridges.
- We do not purchase products with non-recyclable or non-biodegradable packaging.

### Publications

- We ask our external printing contractor to use vegetable-based inks for all publications.
- For all printing completed outside of our office, we ask our external printing contractor to use paper with at least 50% recycled content.

### Green Purchasing

- We never purchase bottled water, but use only refillable bottles, or glasses.

### Transport

- When planning work-related travel, we actively seek out the most environmentally friendly modes of travel, and use them (e.g. green ticket options for air travel, green taxi services, bicycle, bussing etc).

### Participation

- We inspired another office group to pursue UC Eco-Office certification.  
Name the group here:  
\_\_\_\_\_
- We have successfully implemented at least two additional Green Projects for our office.

