



Green Champion Meeting

May 12, 2017

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Green Team Mission Statement

- The City of Fort Lauderdale's Green Team strives to accelerate City efforts to achieve the internal sustainability goals of Press Play and the Sustainability Action Plan.

PROJECT 3

THE PAPER WISE CHALLENGE



THE PAPER WISE CHALLENGE

Purpose

To encourage sustainable practices among Community Builders in the use and purchase of paper products

Challenge Dates

May 30, 2017 – July 21, 2017



Strategic Alignment

Press Play

- **Initiative 12.2.4:** Develop a policy for sustainable product purchasing



Sustainability Action Plan

- **Leadership - Action 1.2.1:** Implement policy of environmentally preferable purchasing practices.
- **Waste - Action 1.1.4:** Reduce paper consumption for documents by supporting paperless technologies.



Sustainable Purchasing Policy



CITY OF FORT LAUDERDALE

POLICY AND STANDARDS MANUAL

CHAPTER: 9 | SECTION: 2 | SUBJECT: 4

DATE: May 9, 2017

CHAPTER: Financial and Purchasing
SECTION: Special Purchasing Information
SUBJECT: Sustainable “Green” Purchasing Policy
AUTHORIZATION: Lee R. Feldman, ICMA-CM, City Manager

A handwritten signature in blue ink, appearing to read 'L. Feldman'.

2017.05.10
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1. Purpose

The City of Fort Lauderdale recognizes its responsibility to minimize negative impacts of its purchases on human health and the environment while supporting

Paper Waste & Consumption Facts

- Americans use approximately 70 million tons of paper a year
- One tree can produce 16 reams of virgin paper
- Every 50 reams of paper used with 30% post consumer recycled content can save one tree
- Recycling one ton of paper would:
 - Save enough energy to power the average American home for six months;
 - Save 7,000 gallons of water;
 - Save 3.3 cubic yards of landfill space; and
 - Reduce greenhouse gas emissions by one metric ton of carbon equivalent (MTCE).



Sources:

<https://archive.epa.gov/wastes/conservation/materials/paper/web/html/index-2.html>

<http://conservatree.org/learn/EnviroIssues/TreeStats.shtml>

THE PAPER WISE CHALLENGE

Goal

- To reduce paper products usage;
- Increase purchase of sustainable paper products; and
- To increase awareness of the Sustainability Purchasing Policy.



Recyclable Product Details

Pre-consumer material

Material diverted from the waste stream during the manufacturing process.

Post-consumer material

Waste material generated by end-users of the product.

Forest Stewardship Council (FSC) Certification

Indicates that products come from responsibly managed forests that provide environmental, social and economic benefits.

Green Seal Certification

Represents compliance with a rigorous set of third party criteria designed to achieve leadership levels in sustainability.

Chlorine-free paper

Paper which is unbleached or whitened without chlorine.

Chlorine is harmful to the environment. It is used to give paper its white appearance and to remove "lignin," an element of wood fiber that yellows paper when exposed to sunlight.





P-CARD USERS' SUSTAINABLE PURCHASING TIPS

	Paper Products	Office Supplies	Electronics	Food & Associated Supplies
<p>✓ YES!</p> <p>Features to look for:</p>	<ul style="list-style-type: none"> ○ Recycled content—100% if possible ○ High % of post-consumer materials ○ Sustainably-harvested 	<ul style="list-style-type: none"> ○ Reusable ○ Refillable ○ Recycled content ○ Recyclable ○ Remanufactured ○ Non-toxic ○ Biodegradable 	<ul style="list-style-type: none"> ○ Energy-saving (Energy Star or better) ○ Extended product life ○ Rechargeable ○ Takeback program eligible ○ Rented ○ Search City Share on LauderLink 	<ul style="list-style-type: none"> ○ Locally-grown or raised ○ Organic ○ Fair trade ○ Minimal packaging ○ Recyclable packaging
<p>⊘ NO!</p> <p>Features to avoid:</p>	<ul style="list-style-type: none"> ○ Unnecessary bleaching ○ No or low recycled content 	<ul style="list-style-type: none"> ○ Excessive packaging ○ Toxic Materials ○ Single-use 	<ul style="list-style-type: none"> ○ Excessive packaging ○ Redundant equipment 	<ul style="list-style-type: none"> ○ Styrofoam ○ Bottled water ○ Multi-layer packages ○ Single serving packages
<p>Associated Eco Symbols</p>				

QUESTIONS TO ASK BEFORE USING YOUR P-CARD

1. Can it be recycled at the time of disposal?
2. Does it conserve energy, water, or other resources compared to other options?
3. What type of packaging does the product ship in?
4. Is it green certified?
5. Can you buy this product in a long-lasting model instead of a disposable model (e.g., Coffee mug versus a paper coffee cup)?
6. Is it possible to buy this product in bulk or consolidate ordering?
7. Can I buy it from a local vendor to reduce travel miles and support the local economy?

THE PAPER WISE CHALLENGE

Challenge Design



Star Recognition

- Participating areas will be awarded Green and Gold stars for achievements in the following three Metric Categories:

 Milestones

 Performance

 Innovation



THE PAPER WISE CHALLENGE

MAY 30 – JULY 21, 2017

We're hosting a friendly competition to encourage sustainable practices among community builders in the use and purchase of paper products.

Winners will receive an awards luncheon, a championship banner, possession of the Green Champion Cup trophy and bragging rights!

Call your Paper Wise Champion so you can participate in the Challenge!

MILESTONES (Green Star for completion of milestones)

Region	Complete performance metrics	Complete milestones	Reduce emissions of CO2e	Complete performance metrics	Reduce emissions of CO2e	Complete milestones

ACHIEVEMENTS (Gold Star for performance metrics achievement)

Reduce emissions of CO2e per unit of paper products sold in the following categories:

Performance metric	Performance metric	Performance metric	Performance metric	Performance metric	Performance metric	Performance metric
Reduce emissions of CO2e per unit of paper products sold in the following categories	Reduce emissions of CO2e per unit of paper products sold in the following categories	Reduce emissions of CO2e per unit of paper products sold in the following categories	Reduce emissions of CO2e per unit of paper products sold in the following categories	Reduce emissions of CO2e per unit of paper products sold in the following categories	Reduce emissions of CO2e per unit of paper products sold in the following categories	Reduce emissions of CO2e per unit of paper products sold in the following categories
100%	100%	100%	100%	100%	100%	100%

Reduce emissions of CO2e per unit of paper products sold in the following categories:

Performance metric	Performance metric	Performance metric	Performance metric
100%	100%	100%	100%

Reduce emissions of CO2e per unit of paper products sold in the following categories:

Performance metric	Performance metric	Performance metric	Performance metric
100%	100%	100%	100%

Milestone

- **Green Star for milestones completed (7 max)**
 - ✓ Registration
 - ✓ Printers and/or copiers inventory
 - ✓ Office paper inventory
 - ✓ Identification of purchasers of paper products
 - ✓ Copier/printer (paper) usage audit to determine baseline
 - ✓ Sharing of sustainable purchasing reference guide
 - ✓ Sharing of weekly green tips with team

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Copier/ Printer Inventory:

List all printers and/or copiers in area (*exclude color printers*)

Paper Usage Audit:

Reports the number of sheets currently being printed from copiers and/or printers

Reference guide provided at www.fortlauderdale.gov/paperwise

Office Paper Inventory:

Identifies the type(s) of copy paper currently stocked in area to determine if any or all are already being purchased sustainably and where there may be areas for improvement

Green Champions will not be required to take a physical count of copy paper.

Printer/Copier Reference Guide

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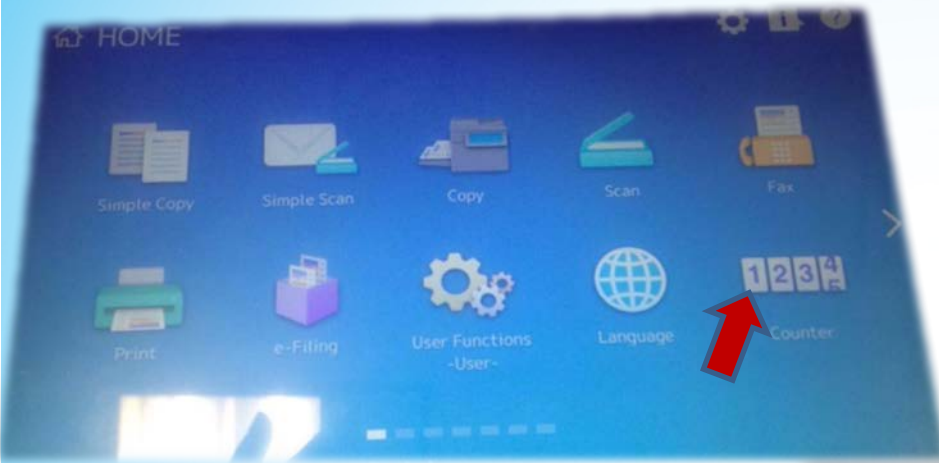
List of Printers/Copiers with Steps to Audit Printed Pages

TYPE	MAKE	MODEL	Printed Paper Audit Steps
Copier	Konica Minolta	BIZHUB 754E	Tap COUNTER BUTTON on touch screen to display counts
Copier	Konica Minolta	BIZHUB C454E	Tap COUNTER BUTTON on touch screen to display counts
Copier	Konica Minolta	BIZHUB C764e	Tap COUNTER BUTTON on touch screen to display counts
Copier	Ricoh	RICOH MPC6502COLOR	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 1560	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 202L	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 205LU	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 206L	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 233U	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 242U	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 2540CU	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 255U	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 255U	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 255U	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 3055CG	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 350A	Press COUNTER button on control panel to display the counter
Copier	Toshiba	TOSHIBA 355SEV	Press COUNTER button on control panel to display the counter

Printer/Copier Reference Guide

Toshiba Copier (most common model)

Step 1



Step 2



Pre-Challenge Tracking Sheet Printer/Copier Inventory & Paper Usage Audit

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Pre-Challenge Printer/Copier Inventory & Paper Usage Audit

Champion Name _____
Participating Area(s) _____

Reference the list of printer/copier inventory to complete this form. It includes steps to complete paper usage audit.

Type <i>(Printer/Copier)</i>	Make	Model	Shared by Multiple Departments/Divisions <i>(Yes or No)</i>	If Shared, List Departments/Divisions	Total Number of Copies Printed as of <i>May 15, 2017</i>	Total Number of Copies Printed as of <i>May 26, 2017</i>	Pre Challenge Bi-weekly Papers Printed
							-
							-
							-
							-
							-
							-

Visit www.fortlauderdale.gov/paperwise for reference guide.

Pre Challenge Tracking Sheet: P-Card User & Copy Paper Inventory

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P-Card User and Copy Paper Inventory

Champion Name _____
Participating Area(s) _____

P-Card user(s) responsible for procurement of office supplies in area

Name	Department and/or Division	Sustainable Purchasing Reference Guide Distributed (yes or no)	Extension

*Product Details

Brand of Copy Paper	Description	Paper Size	Recycled Copy Paper (yes or no)	Post Consumer Recycled Content ≥ 30%	Post Consumer Recycled Content ≥ 50%	Total Recycled Content ≥ 50%	Total Recycled Content = 100%	Forest Stewardship Council (FSC®) Certified	Green Seal Certified	Non-chlorine bleach (Process Chlorine Free (PCF))
Office Depot	EnviroCopy® 30 Paper	Letter - 8 1/2 x 11	YES	✓				✓	✓	

*Be sure to check (✓) the applicable recyclable product details of the sustainable product purchased. Reference example provided.

Performance

- Purchased sustainable paper product
(up to 7 stars earned)
 - ✓ Post-consumer recycled content $\geq 30\%$
 - ✓ Post-consumer recycled content $\geq 50\%$
 - ✓ Total recycled content $\geq 50\%$
 - ✓ Total recycled content = 100%
 - ✓ Forest Stewardship Council (FSC®) Certified
 - ✓ *Green Seal*
 - ✓ Non-chlorine bleach (*Process Chlorine Free (PCF)*)

Sustainable Paper Product Purchased

Office Depot Online Green Catalog (*Greener Office*)

<http://www.officedepot.com/a/browse/greeneroffice/N=5+11332/>

Office Depot® Brand EnviroCopy® 30 Paper, Letter Size Paper, 20 Lb, 30% Recycled, FSC Certified, 500 Sheets Per Ream, Case Of 5 Reams Item # 222202

★★★★☆ (14) | [Description](#) | [Share](#) | [Print](#)



5 reams

\$30.99 case

Subscribe Now ⓘ

- One-Time Delivery
- Subscription Delivery

Free delivery

Estimated delivery 1-3 business days

Free In Store Pickup ⓘ

Sold in stores

[Check your store availability](#)

Description

Any Office Depot paper selection will deliver great performance, but you want to prioritize a greener workspace. Do your part by using Office Depot Eco-Conscious recycled paper. Making the switch to this EnviroCopy letter-size paper is an easy solution you can feel good about.

- Office Depot EnviroCopy paper features a 20-lb weight, which is ideal for everyday use.
- 104 (Euro), 92 (U.S.) brightness for vivid text and images.
- Acid-free paper won't yellow or fade over time.
- **Greener choice — contains 30% postconsumer recycled content.**
- **Meets the global standards of the FSC (Forest Stewardship Council).** Forest Stewardship Council US-0081. FSC Certification ensures responsible use of forest resources and provides assurance that the fiber in this paper comes from forests that are well-managed to protect biodiversity and the livelihoods of the people that depend on those forests.
- **Green Seal®-certified to ensure lower impact on the environment and human health.**

Sustainable Paper Product Purchased

Office Depot Online Green Catalog (*Greener Office*)

<http://www.officedepot.com/a/browse/greeneroffice/N=5+11332/>



Product Details

Item #	543650
OfficeMax #	24732470
Manufacturer #	OD4089A1
Brand Name	Highmark
Case Quantity	3 boxes
Color	white
Distributor	Swinton Avenue Trading Ltd., Inc.
Eco-Conscious	Recycled Content
Lotion	no
Number Of Tissues Per Box	85
Ply	2
Total Recycled Content	100%

Description

Whether it's allergy season or the flu is making the rounds, Highmark facial tissue is an office essential. Highmark 2-ply tissue is strong and absorbent with a gentle touch that guards against irritation for soothing use.

- These soft tissues are gentle against the skin.
- 2-ply design is durable and absorbent.
- **Processed Chlorine Free (PCF).**
- Highmark white tissue is an essential supply.
- Recycled content — helps you save resources and avoid waste. Greener choice — contains 100% total recycled content.

Tracking Form

Sustainable Paper Product Purchased

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Sustainable Paper Product Purchased Tracking Form

Champion Name _____
 Participating Area(s) _____

*Product Details

Type of Sustainable Paper Product Purchased	Description	Brand	Date Purchased	Quantity	Post Consumer Recycled Content ≥ 30%	Post Consumer Recycled Content ≥ 50%	Total Recycled Content ≥ 50%	Total Recycled Content = 100%	Forest Stewardship Council (FSC®) Certified	Green Seal Certified	Non-chlorine bleach (Process Chlorine Free (PCF))
Tissue	100% Recycled 2-Ply Facial Tissue	Highmark®	5/1/2017	Pack of 3				✓			✓

*Be sure to check (✓) the applicable recyclable product details of the sustainable product purchased. Reference example provided.



Performance

Competing for 12 Gold Stars Bi-weekly

- Highest reduction in copy paper usage
- Percent of team who sign green pledge*
- Percent of team who add eco message to emails*

* Stars awarded based on 25% increments



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PAPER WISE PLEDGE

Name	I Will Print Double-sided	I Will Utilize Multi-page Printing	I Will Use an Email Eco Message	I Will Support Wise Purchasing	I Will Print 25% Less
Jane Doe	✓	✓	✓	✓	✓

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Sample Eco Email Footers

Be Paper Wise; think before printing!

Be Paper Wise; print only when necessary!

Be Paper Wise; save trees, energy, and money!

Tracy Vendettuoli | Administrative Assistant I

City of Fort Lauderdale | Public Works Dept. - Engineering

100 N. Andrews Ave, 4th Floor | Fort Lauderdale, FL 33301

P: 954-828-5865 | F: 954-828-5074 | TVendettuoli@fortlauderdale.gov

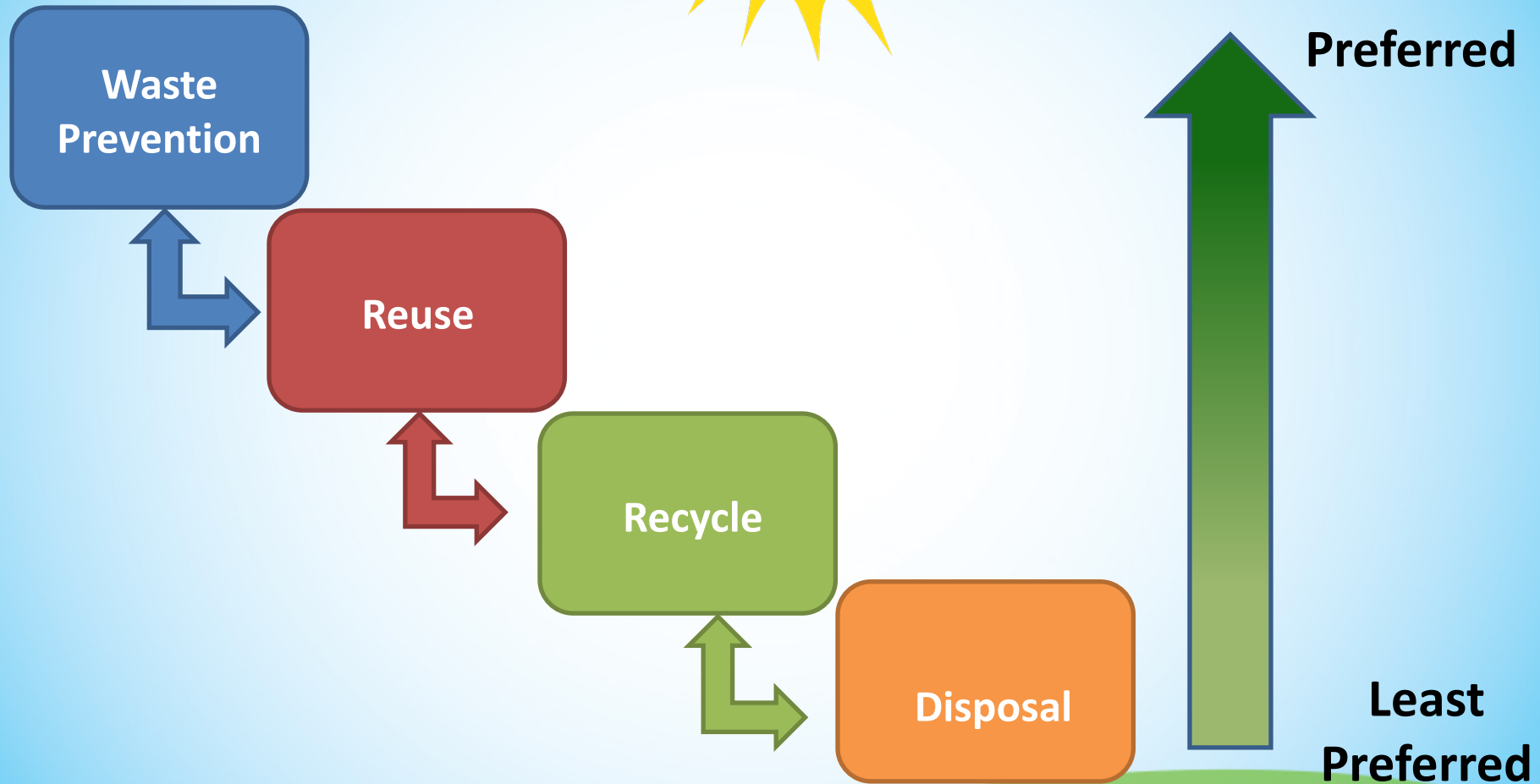


THE PAPER WISE CHALLENGE

Innovation



Take the
KICK THE CAN CHALLENGE



Innovation

Up to 4 gold stars awarded for:

- **Creative paper use reduction**
 - Identify paperless methods
 - Electronic submission of timesheets
 - Turn leftover (scrap) paper into notepads
- **Creative reuse of paper products**
 - Develop a reuse system for file folders
 - Purchase re-usable materials for break room to prevent use of paper products such as paper cups and plates.



Innovation

- Creative education and outreach
 - Jazz up weekly tips before sharing
 - Create presentation for area on the challenge
 - Recognize teammates that stand out during the challenge
- *Bonus Innovation*
 - 1) Complete a second innovation strategy or practice in any of the first three categories above; or
 - 2) Complete an innovation strategy or practice in a category not specified above.



Innovation Category Submission Form

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Innovation Category Submission Form

Champion Name: _____

Participating Area: _____

Date: _____

Innovation categories: Select all that apply

- Creative Paper Use Reduction
- Creative Reuse of Paper Products
- Creative Education and Outreach
- Other _____

Note that participating areas can earn a gold star for bonus innovation for (1) completing a second innovation strategy or practice in the any of the first three categories above or (2) completing an innovation strategy or practice in a category not specified above.

Were pictures submitted?

Yes

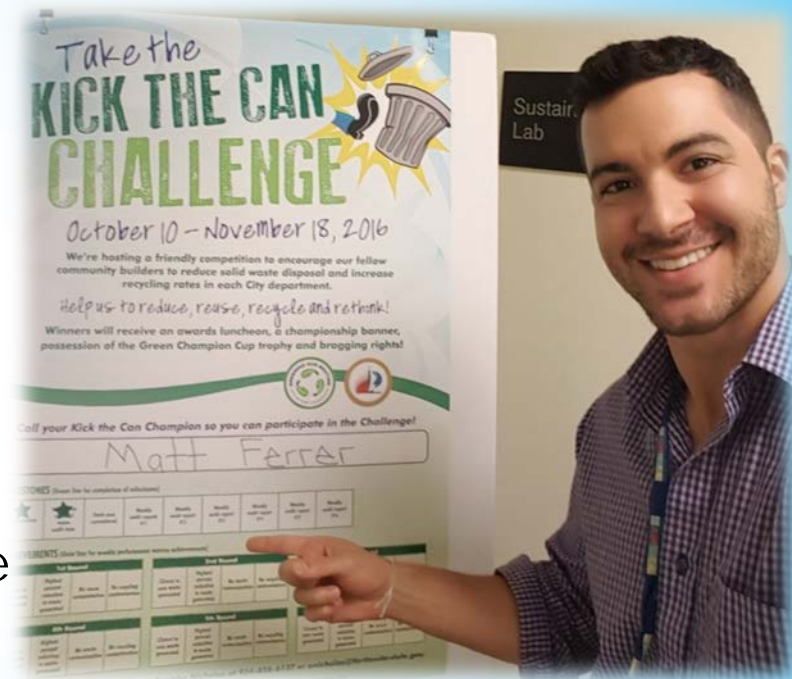
No

Briefly describe the innovative strategy or practice.

What was the outcome?

Pre-Challenge - Champion Responsibility

- ✓ Register area
- ✓ Confirm number of participating workstations
 - Note areas with shared copiers/printers may have to form one team*
- ✓ Complete printer/copier and copy paper inventory
- ✓ Identify Community Builders responsible for procurement of office supplies in area
- ✓ Perform paper usage audit to determine baseline



Champion Responsibility

- Perform and report bi-weekly copier/printer paper usage audit
- Report bi-weekly
 - Number of teammates who signed Green Pledge
 - Number of teammates with eco email message
- Report at least one sustainable product purchased
- Share educational materials and visual aids
 - Weekly green tips
 - Sustainable Purchasing Policy & Reference Guide
- Distribute Paper Wise Challenge owl stickers
- Attend 3 Green Team Meetings
- Engage participants

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Champion Resources

- Paper Wise Challenge Coordinator
- Paper Wise Challenge Web portal
www.fortlauderdale.gov/paperwise
- Green Team Members
 - *Serve as a support to Champions*
 - *Distribute stars*

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Winner Determined

Based on total stars received (up to 30 stars)

Winners Receive

- Award luncheon on August 3rd
- Individual participant awards
- Championship banner
- Possession of the "Green Champion Cup" until Project 4 is completed!



Timeline

- May 12, 2017** Champion Meeting
- May 15, 2017** Pre-Challenge Paper Usage Audit
- May 25, 2017** Green Team Meeting / Distribution of Champion Supplies
- May 26, 2017** Pre- Challenge Paper Usage Audit
- May 30, 2017** Challenge Launch
- June 9, 2017** Round 1- Paper Usage Audit & Reporting
- June 22, 2017** Green Team Meeting – Challenge Status Update
- June 23, 2017** Round 2 – Paper Usage Audit & Reporting
- July 7, 2017** Round 3 – Paper Usage Audit & Reporting
- July 21, 2017** Round 4 – Paper Usage Audit & Reporting
Challenge Ends
- July 27, 2017** Green Team Meeting - Results Announced
- August 3, 2017** Award Luncheon

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Participating Areas

Department/Division	Champion
Budget/CIP & Grants	Toy Beeninga
Human Resources	Sheena Grant
Information Technology	Kimberly Tuohy
Parks & Recreation	Cheryl Miller
Public Affairs Office	Carla Foster
Public Works - 4th Floor	Tracy Vendettuoli
Public Works - Utilities/Admin	Alejandra Simon
Structural Innovation	Ross Brady
Sustainable Development	Violia Saint Julien
Transportation & Mobility	Maritza Daniel
Utility Billing & Collections	Kristy Delgado/Elke Blanco

Questions

Answers

