



Green Training Opportunities Menu - For CT State Agencies

Check the left hand column for actions you noticed at today's meeting and the right hand column to check actions you will take at your next meeting.

✓	✓	Transportation: Minimize Vehicle Travel
		Select a meeting location that is geographically central and minimizes travel miles for your target audience.
		 <p>Encourage public transportation options for clean commuting to work and meetings by including links to area routes and schedules. CT public transit info and links to regional bus and rail providers can be found at www.ctrides.com. All state employees are eligible for a discount of \$3 on a 31-day bus pass on state-owned CTTRANSIT buses - please call Beverly Torres at CTTRANSIT for more info (860-522-8101 x215). Information about the Hartford Express bus system and the free Hartford Star Shuttle can be found at www.cttransit.com.</p>
		 <p>Highlight bike routes and location of bike racks. Check out the Bike to Work and Bike Everywhere programs run by the Central CT Bicycle Alliance, www.wecyclect.org. Also, all CTTRANSIT buses in Hartford, New Haven and Stamford are equipped with bike racks.</p>
		Provide shuttle service from mass transit stops, as necessary.
		Encourage carpooling by sharing travel information among meeting participants. To facilitate carpooling, event organizers can offer to share participants' names and locations with others interested in carpooling. A list of Connecticut's Park and Ride lots can be found at www.ct.gov/dot/ search for Park and Ride. NuRide is a ride matching organization supported by the CT DOT; users can earn rewards just for sharing rides. www.NuRide.com
		Offer virtual conferencing , especially for participants who are not local. Your agency's telecommunications contact can tell you how to set up teleconferences and video conferences.
		 <p>If you are traveling to an event in a state car, request a hybrid vehicle through your agency transportation administrator. A limited number of hybrids are available through both the DAS daily car rental program and the state contract with Enterprise.</p>
✓	✓	Publicity and Handouts: Go Paperless
		Send invitations and advanced meeting materials electronically .
		Post handouts and PowerPoint presentations on your website rather than providing paper handouts.
		 <p>Display agenda on large poster, flip chart, electrostatic film, or white board rather than individual paper copies. Corporate Express, one of the vendors for state office supplies, uses symbols in their catalogue to note environmentally friendly products. Corporate Express environmentally friendly products include easel pads and total erase easels. http://www.cexp.com/state/ct/</p>
		Where handouts are necessary, use white paper with recycled content , printed double-sided, and print only the quantity needed. White paper is easier to recycle than colored paper. Paper with 30% post consumer recycled content is required for paper used by all CT executive branch agencies, but strive for higher recycled content -- 50 and 100% recycled content papers are available through Corporate Express.
		 <p>For handouts that are larger print jobs, specify with the printer that you want at a minimum 30% post-consumer content recycled white paper, double sided printing, and vegetable based inks. DAS Central Printing accommodates specifications for high recycled content paper, double siding, etc. http://www.das.state.ct.us/PRINTSHOP/Print.htm</p>

		The contract and list of CT State vendors for "printing services for informational publications" can be found at http://www.das.state.ct.us/Contracts/005_0362.pdf . The contract notes vendors that use vegetable and soy-based inks . You may even inquire about using renewable energy to manufacture the paper or do the printing. Mohawk Fine Papers, available on special order through DAS office supply vendors (Corporate Express & Suburban Stationers) offsets all of the electricity used in manufacturing their paper through clean, renewable energy.
		If you are providing writing pads for participants, offer white paper pads rather than yellow because white paper is easier to recycle.
		Provide reusable name badges or badges made of recycled content.
		Use reusable folders/containers for handouts or samples (e.g., pocket or file folders, cloth bags, reused loose leaf notebooks).
		Where reusable items are not feasible, select products that are made with recycled content and that also can be recycled .
		If you contract for others to provide training to state employees, share these greening opportunities with contracted vendors and consider including some green requirements in your contract specifications.
✓	✓	Energy: Conserve And Maximize Efficiency
		Select meeting spaces with natural light .
		Turn off lights and AV equipment when not in use .
		Be sure your meeting room uses compact fluorescent bulbs . If this is not the case, work with your building administrator to install compact fluorescents, which are available through DAS contract, http://www.das.state.ct.us/Contracts/004_0028.pdf through Grainger Industrial
✓	✓	Waste: Reduce, Reuse, Recycle
		The following items commonly used at training events are required to be recycled in Connecticut: glass and metal beverage containers and white office paper . Use separate, labeled recycling containers for paper and food/beverage containers. Make sure recycling containers are paired with a trash container in the room. Check to be sure this material will be recycled through your building recycling system. If your agency or the meeting site is not recycling, visit www.ct.gov/dep/recycling and contact the DEP for assistance, 860-424-3365.
		Encourage participants to bring their own refillable water bottles or recycle plastic bottles along with the glass and metal beverage containers.
		Be sure and recycle cardboard boxes , as required by law.
		Donate excess food to charitable organizations.
		Collect plastic name badge holders for reuse.
✓	✓	Food: Buy Local and Minimize Waste
		Use Fair Trade coffee and teas .
		For light snacks, try to serve items that can be served with minimal plates and utensils (i.e., finger food).
		Use re-usable (washable) food serving utensils and plates, napkins and table cloths . If you must use disposable plates, look for plates made from recycled content (avoid Styrofoam). "Compostable" utensils and plates are only "greener" if you have made arrangements for composting them.

		Use bulk dispensers for sugar, cream, salt, pepper , etc. rather than individually wrapped packets.
		Serve drinks from pitchers rather than individual drink bottles.
		Plan food service needs carefully to avoid unnecessary waste .
		For small events, encourage meeting participants to bring their own reusable coffee mugs .
✓	✓	Hotels: Go Green
		If you are using a hotel for your meeting room or overnight guests, choose a green hotel . For green hotel programs and facilities, see information on EPA's Green Hotel Initiative at http://www.epa.gov/oppt/greenmeetings/pubs/current_init.htm#HOTELS
✓	✓	Education: Raise Awareness About The Green Features Of Your Meeting
		Publicize the green features of your meeting. Include energy, cost, and climate savings if possible. List green features in a PowerPoint slide or on a large poster or flip chart and on your meeting website.
		For local and sustainably grown foods, provide labels indicating producer's name and location .
		Acknowledge participants who have traveled to the meeting by bike, walking, carpool, mass transit, etc.
		Remind participants to recycle materials at the event.
✓	✓	More: Use Green Cleaners And Go Carbon Neutral
		Use green cleaners to keep your meeting space clean. DAS has Green Seal cleaning products on state contract http://www.greenseal.org/findaproduct/index.cfm#cleaners or use DEP's green cleaning recipe card to make your own at www.ct.gov/dep/p2 (click on "recipe card" under featured links).
		Buy carbon offsets to neutralize the emissions from your meeting. Work with an organization that will help you estimate the greenhouse gas emissions caused by your event (e.g., from transportation of participants to the meeting, electricity and fuel to heat/cool the room, etc.) and then purchase the equivalent amount of carbon offsets, which means your money funds things like new wind power projects or energy efficiency projects in the amount equivalent to the emissions from your event. Information on carbon offsets and offset providers can be found at http://www.cleanair-coolplanet.org/ConsumersGuidetoCarbonOffsets.pdf
✓	✓	Other: Can you think of other ways in managing resources to be more environmentally friendly?

For more information on Environmental Products available through DAS contract, contact Don Casella, CT DAS, 860.713.5150.