

DRAFT Notes: Green Team Meeting – July 15, 2010

In Attendance: Roslyn Reeps, Kim Trella, Bob Hanon, Maritza Pagan, Shane Mulready, KC Alexander, Patricia Porter, Sherill Baldwin, Rosa Bailey, Elaine Fournier, Kevin Sullivan, Judy Singer, Jim Creighton, Jessica Morgan, Connie Mendolia, Mary Sherwin.

1. New Recycling Bins—labeling and placing by elevators:

DEP was able to get metal containers (some are green, some are grey) that we can use in the public areas for recycling of paper and bottles and cans. They will be located on each floor near the trash cans. We got the containers for free from Yale, but need to re-label them (some of which was done at the meeting today). *Update: Building management purchased labels and recycling staff finished the labeling so that they could be promptly placed at all elevator locations.*

2. Training Green Team on MFM use:

Rosa Bailey is the training coordinator for this. DEP will be getting several new machines in early August (color for basement, 6th floor, Kellogg and Harkness; B&W for Marine headquarters). These machines print, copy, fax and scan. The vendor will provide some basic training for Rosa and some select DEP staff (Super Users and Green Team).

Rosa would then like to have the rest of DEP trained, probably in small groups with hands-on approach rather than a large session in the auditorium. While each machine may be slightly different, once you know how to use one, using a different one will likely be intuitive. Rosa would also like to let staff know about many of the advanced features that can be accessed from our computers. She would also like to promote the training and use of the MFMs (they are really MFPs, Multi-function Program) in a fun way throughout the building (posters, etc. – Get Lean and Green with these Machines!!). Green Team can assist if needed.

One step that needs to be dealt with is getting first time users set up and mapped. The best way to do this is to contact the help desk and ask to get a folder set up for scanning and be mapped to the machine you will do this at. We have just requested that this be done for all Green Team members. *Update: As a Green Team member you have now been mapped to use these machines.*

Some concern was voiced over the availability of machines due to large copy jobs. As part of the training and promotion of use, suggestions can be made about when to use which machine, etc.

3. DEP Cleaning Products –are they compliant with state law?

Some staff checked cleaning supplies here at DEP and discovered that there are some items that are not “green” cleaning products. The cleaning company orders these products, not the building manager. It was recommended that we notify DAS about this and draft a letter that DAS can send to the vendor notifying them about this situation and requiring them to remove these products and report back within a specific timeframe (30 days?). If this is happening at DEP, it is probably also happening at other state agencies and we should make that point to DAS and in the letter.

4. White Paper Recycling Survey –what are other state agencies doing? WEED intern Randy Telfer is assisting the Green Team in an effort to find out what other state agencies might be able to join DEP in providing high grade white office paper to a paper recycler. The goal is to get our high grade white paper marketed for recycling at no cost to the agency.