



Sustainable Office Checklist

By the Green Office and Atmos

The green stamps: = green employee; = green role model; = green hero

WASTE

- Separate waste according to UG policy.
 - Did you know that the RUG will implement a new greener UG policy on waste next year? ([LINK](#))
- Choose a sustainable Christmas gift such as an experience or online magazine.
 - Did you know that in the Christmas gift list you receive every year the sustainable gifts are marked with a green label?
- When buying a gift for a colleague or a visiting staff member, think about a local gift, sustainable plant or a donation to charity in their name.
- Inform your faculty manager about university unused electronic devices, so someone else can use them.

FOOD & DRINKS

- In the canteen, choose a plate and metal cutlery instead of single use plastics.
- Use your own reusable water bottle.
- Opt for a plant-based or vegetarian lunch.
- Bring your own mug or take a reusable pantry mug *after the covid pandemic is over*
 - Did you know Beijk and MiCaffè offer a 10% discount for bringing your own mug?
- Order plant-based or vegetarian catering for meetings and events.
- Discuss with your colleagues about ordering only vegan catering when you have meetings within your research/work group.
 - Did you know the University canteen is preparing a new menu with more vegetarian and plant-based options?



PAPER

- If you must print, print double-sided to reduce paper waste and use the 'save ink/toner' option in Adobe to reduce ink usage.
 - Did you know that the RUG printing machines automatically print double-sided to save paper? And the printing requests are deleted after 24h so you don't accidentally print old files!
- Put a reminder not to print emails in your email signature.
- Use a tablet or laptop to take notes.
- Only print on request; keep documentation digital where possible.
- Create a 'one-side-clean' box next to the printer where one-sided prints are disposed of for re-use.

MOBILITY

- Travel to work by bike or public transport.
 - Did you know you can make use of a [one-week trial period for a Speed Pedelec](#) via the Green Office?
 - Did you know about our [Bike policy](#)? Staff members can buy a tax-friendly bicycle once every 48 months. A maximum of € 1000 can be deducted from the gross salary!
- Use the bike or public transport when you need to move between Zernike and the city centre.
 - Did you know you can use [university's campus bicycles](#) for these trips?
- Be aware of the university's flying policy when travelling for work.
- If possible, meet via video call instead of in person when meeting people not located in Groningen.
- Choose transport by train over flying even for long trips (>6 hours).
 - Did you know the Green Office created [a map](#) showing travel times and CO₂ emission of train & air travelling options from Groningen?

ENERGY

- Turn off the lights when a room is not in use.
- Turn off your computer (screens) at the end of the day and the other appliances at the office.
 - Did you know that appliances consume energy in stand-by mode as well?
- Unplug your computer when leaving the office.
- Once in a while, delete all unnecessary emails and documents.
 - Did you know that storing an average email produces approximately 2 g of CO₂?

Do you want to contribute in making our RUG more sustainable with other staff members?

You can join one of our Green Teams on Food, Plastic, Waste, Energy or Mobility.

Do you teach a course in sustainability?

We can collaborate with your students via the [Living Lab](#).

Write us at greenoffice@rug.nl!