









# 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](mailto:greenoffice@rug.nl)!**