

## P2 Week 2009

### **P2 Week Day 1:** Day to day work activities. ENERGY CONSERVATION

You may recognize these tips from postings on bulletin boards and reminders that pop up when you turn off your computer. Don't ignore them. Do them.

When you leave, turn off your monitor after you shut down your computer, lower your blinds if you sit by a window seat, turn off your task lighting or office light as you leave.

### **P2 Week Day 2:** Day to day work activities. REDUCING EMISSIONS & CONSERVING FUELS

Our agency is now conducting a pilot to promote greater car pooling coordination for regional office based trips. Think about setting up car pooling opportunities within your daily work. Any time you take the extra step to set up such arrangements for meetings, trainings, etc. it really helps. It trims vehicle emissions and fuel consumption.

As always, bus, bike, car pool, or walk to get to work when possible.

### **P2 Week Day 3:** Day to day work activities. PAPER WASTE REDUCTION

We now have many conference rooms with computers and large screen monitors. Take full advantage of them and cut your use of paper. Show meeting materials on the screen; refrain from printing out copies for attendees. You may find you really like it. Lots of folks like it because it is so easy to edit documents electronically during a meeting.

### **P2 Week Day 4:** Day to day work activities. ELECTRONIC MEETINGS/FUEL CONSERVATION

Think about making use of web casting capabilities. Do you have some kind of training needs for your program staff? Could you develop a training curriculum and web cast it to them? It could save trips to and from regional offices. It can be archived so staff could have an extended period of time to take the course. Web cast viewers see and hear the speaker clearly and see their presentation materials clearly on the screen as well. You can use email for communication between presenter and attendees.

Check it out: <http://www.pca.state.mn.us/webcasts/>

Conference calls and video conferencing are tools we use frequently. We now have desk top video conferencing capabilities that can work well for small groups. These tools make a big impact in pollution prevention because they do so much to reduce travel. If one or the other can work out in a situation, make it happen.

For a conference call of 4 or more people, contact your support staff and see

<http://intranet.pca.state.mn.us/policies/opm-section-l-conference-call.doc>

For use of a video conference room, see <http://intranet.pca.state.mn.us/services/video.html>

For use of desk top video, see <http://intranet.pca.state.mn.us/services/schedule-desktop-vc.doc>

### **P2 Week Day 5:** Day to day work activities. CONSERVE RESOURCES/REDUCE WASTE

Pack a "no-waste lunch" -- a meal that does not end up in the trash.

You can buy food items in bulk then put them in reusable containers to carry to work. Use a reusable lunch box or bag and fill it with reusable containers instead of single-use wraps or bags. Bring cloth napkins and reusable silverware. Any of these steps will help.

See <http://www.reduce.org/school/index.html#lunch>