



HSPH Green Team Meeting Notes

Mon Dec 17th 10:00am

1. Next Green Team meeting

Scheduled for Wed Jan 30th at 10am, location TBD.

2. HSPH "Green Project of the Month" Program

Each month we'd like to highlight one sustainability project that has made a difference at HSPH. The first project highlighted is the Dean's office for printing their holiday cards on 100% post-consumer content paper using soy-based ink - a great effort!

This project will be highlighted on the flat screens and will be featured in the HSPH NOW (the first one will be in the Jan 18th edition).

Please end us project nomination! Start thinking of other projects or people that you think should be highlighted through this new program, and send your ideas to greenideas@hsph.harvard.edu The Green Team planning committee will pick project at least each month.

3. Green Tips of the Month

The group had good ideas for improving the distribution of the Green Tips and making sure they do not keep getting caught in the spam filters (apparently all the Pledge emails were going into everyone's spam.....)

- Send the email from a consistent email address (like "greentip@harvard.edu), so this email can be added to everyone's "white list" (and talk to IT about doing this campus-wide)
- Don't use any pictures or heavy formatting, since any email with a picture is filtered.
- Continue to send the Green Tip to the Eco-opportunity at HSPH list, as well as to the staff@hsph list and portals - some Departments do like to pass it along to all staff in the department

4. HUDS update from Laurie

- HUDS is looking into compostable or recyclable silverware and will keep the group posted.
- HUDS recently started selling the new "**23 Pound**" mugs, which represent the resource savings if you use a re-usable mug every day instead of a disposable paper one, a great message!
- the square plastic plates that are used by HUDS catering ARE recyclable, and we brainstormed a few ideas for making sure people know this!

5. Printer Cartridge Recycling - Donation Program

Based on feedback from the group we have simplified the process for recycling printer cartridges through the "Recycle For Education" program.

Jaelyn will now be the central contact for ordering the pre-paid shipping labels, since this was the part of the process that was most confusing!

Jaelyn will bring pre-paid shipping labels and the revised informational sheet to the next Green Team meeting in January and we can spend a few minutes talking about the process.