

Green Team - New Employee Checklist

The **Green Team** includes representatives from each Garden building or site and is responsible for promoting sustainable operations throughout the Garden.

1. Take a Tour to Show the Locations / Review Signage for:

- Single stream recycling
- Compost bins
- Small electronics recycling
- Battery recycling
- Ink and toner cartridges
- TerraCycle tin (items okay to bring from home)
- Review the document “Recycling Workplace Waste” in the Sustainability Tips folder



2. Explain Take Back the Tap

- Show location of hydration stations and / or water fountains in your building (share Garden Visitors Map if applicable)
- Confirm receipt of refillable cup/bottle from HR

3. Explain Think Before You Ink

- Review poster information in your office
- Confirm default computer settings for 2-sided printing
- Show 100% post-consumer recycled copy paper and explain 100% post-consumer waste vs. regular recycled content paper
- Use scrap or one-sided paper when it is an option



4. Summarize Purchasing Goods and Services Policies

- Review “MBG Sustainable Purchasing Policy” in the Sustainability Tips folder
- Introduce the office supplies purchaser for your department
- Explain Garden’s partnership with Office Essentials (OEI) and how we work directly with them to optimize eco-friendly options
- Mention the Seeds of Hope Farm Co-op - Garden staff can utilize to get access to fresh affordable produce. Contact: tamara.palmier@robot.org for details (available seasonally).

5. Explain Turn it Off Campaign

- Review poster information in your office (example: Turn Off computer at end of day)

6. Take a Tour of Kitchen/Break Room

- Give suggestions for waste-free meals + discuss waste reduction efforts at Sassafras
- Point out TerraCycle containers and signage
- Give composting guidelines for personal food waste and coffee grounds (if available)
- Encourage use of reusable dishes, utensils, cups and dishwasher (if available)

7. Give Overview of Alternatives to Driving

- Garden resource <http://www.missouribotanicalgarden.org/visit/the-garden/getting-here.aspx>
- Citizen's for Modern Transit programs: Try & Ride, Guaranteed Ride Home, and Zimride. Learn more at www.cmt-stl.org
- Electric vehicle charging stations at main campus
- Garden Bike Brigade efforts and resources

8. Introduce MBG Green Event Guidelines

- Review "Green Event Guidelines" and checklist in the Sustainability Tips folder
- Give examples of what has been done in your building and at events to practice sustainability

9. Explain additional internal resources for Sustainability education

- Discuss monthly Grub n' Green, lunch and learns featuring various sustainability topics (promoted via the weekly News in Bloom emails)
- EarthWays Center, the Garden's sustainability division, coordinates the annual Green Homes Festival, answers the Green Resource Answer Service (x246) and much more!

Green Team Representative(s): _____

E-mail _____ Phone _____

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/ See also supplemental Glossary of Terms

Thank You! for taking the time to go thru this Checklist. The success of many of our sustainability efforts requires the participation and cooperation of each employee. As Peter Wyse Jackson says, "**Sustainability is Everyone's Responsibility**".