

Greetings to all!

The **(Insert IC name)** is going green! We have formed the “**(Insert IC name)** Green Team” to lead this effort by reviewing our institute activities and identifying ways to lessen our impact on the environment and public health. We are examining such things as the equipment and materials that we buy, how we conduct our office and lab activities, the energy we use, and the amounts and types of waste that we generate.

In order to first baseline how we conduct our office activities across the **(Insert IC name)** and identify opportunities for greening them, members of the Green Team will be walking through many of our offices during the coming weeks through **(Insert end date)**. If a Green Team member visits your office to observe your work space and interview you, please help out by showing them around your work space and answering their brief questions. This will help us do a better job of evaluating where we are and will establish a starting point for tracking our success as we look to green our office spaces. Please keep in mind that this is also an opportunity for you to ask questions and learn how to green your work activities at the **(Insert IC name)**!

Your participation is critical to the survey’s success and I thank you in advance for allowing the Green Team to gather this important data. I encourage you to share with the Green Team any concerns or suggestions you may have about lessening our environmental impact.

In the future, the Green Team will also conduct a baseline evaluation of lab spaces and activities, but this round will be limited to office space only. If you have any questions, please contact **(Insert Green Team Lead name)** at **(Insert Green Team Lead email)**.

Many thanks in advance for your help,

**(Insert Name of IC Director)**