

**National Institutes of Health  
GOING GREEN MATRIX**

Version 1 KF  
12/14/2008 22:26

| Activity           | Impact area →               | Acquisition  | Lighting  | HVAC  | Equipment  | Water   | Maintenance   | Transportation                                      | Reuse / Recycling   |
|--------------------|-----------------------------|--|---|---|--|---|---|---|---|
| <b>Acquisition</b> | General                     |  | 1)When purchasing lights choose fluorescents over incandescent<br><br>2) Buy task lighting to limit the need to use area lighting | 1) Remember to purchase and replace filters on a regular basis<br>2) When replacing your HVAC system buy a size appropriate for your space, not oversized and look for the energy star models<br>3) Invest in programmable thermostats to reduce heating/cooling during unoccupied periods or even at night |  |   |   |   |   |
|                    | Bedding                     | <a href="#">Buy bamboo or organic cotton products</a>  |   |   | <a href="#">Use bamboo or organic cotton sheets and blankets read article on reasons Green Bedding</a>   | Reuse sheets and blankets, where possible, instead of washing daily<br>Using the recommended amount reduces the water needed to rinse | Wash in full loads using high efficiency or natural soaps low in phosphate  |   | Reuse several days prior to washing where possible<br>Good to the last drop - rinse the bottle to use all of each product   |
|                    | Soaps/Shampoos              | Buy natural low phosphate products   |   |   |  |   |   |   |   |
|                    | Furniture                   | Look for natural wood products without pressed board/plywood or other renewables   |   |   |  |   |   |   |   |
|                    | Paper                       | Buy 100% Recycled Content White office paper   |   |   | Most recycled content paper is now fully compatible with printers and copiers  |   | Double side your printing and copying and reuse paper with printing on only one side  |   | Manufactured with Chlorine-Free pulp, no dioxins or other heavy metals<br>Recycle paper   |
|                    | Pens                        | Purchase biodegradable pens - Available from Corporate Express (# PIL36101)  |   |   |  |   |   | Buy locally made products, reduces carbon emissions | Using refillable pens reduces waste   |
|                    | Towels                      | Buy organic free cotton or Bamboo  |   |   |  | Reuse Towels several Days   | Using refillable pens reduces waste<br>Wash in energy and water efficient washer, line dry outside  |   | Reusable  |
|                    | Computers                   | Purchase Energy Star Products with take back packaging if possible   |   |   | Purchase Energy Star Products, the newest models now achieve substantial savings over models from <5 years ago   |   | Use energy star features instead of screen savers; Recycle at end of life   |   | <a href="#">Sanitize all computers prior to reuse, transfer or recycling</a>  |
|                    | Appliances                  |  |   |   | Purchase Energy Star Products, the newest models now achieve substantial savings over models from <5 years ago   |   |   |   |   |
|                    | Tableware<br>Toys           | Purchase Energy Star Products  |   |   |  | Look for Energy Star and water efficient units employ low flow devices  | Use food dye to test your toilet to determine if the inards need to be replaced   |   |   |
| <b>Office Work</b> | General                     | <a href="#">Consider Environmentally Preferable Purchasing (EPP) orders for office work. Purchase EnergyStar printers that are efficient and meet federal orders.</a>  |   |   |  |   |   |   |   |
|                    | Printing                    |  | <a href="#">Use printers with power-down features to save energy when inoperational.</a>  |   | Purchase EnergyStar printers.  |   | Use EPP extended warranty services for repairs.   |   | <a href="#">Print on both sides of recyclable paper and place recycling bin close to printer.</a>   |
|                    | Computer use                | <a href="#">Use EPEAT/EnergyStar computers that are eco-friendly and meet federal requirements. Use 100% recyclable copier paper.</a>  | <a href="#">Set computer/s on hibernate to shut down and save energy when departing form work station for a long time.</a>        |   | Purchase EnergyStar computers  |   | <a href="#">Use NIH's Center for Information Technology (CIT) for support and maintenance services.</a>   |   |   |
|                    | Copying                     |  |   |   |  |   |   |   | Use 100% recyclable paper.  |
|                    | Data management             | Use computers for data management<br>Use sliding bio-based file cabinets.  |   |   | Use filing cabinets to secure data hard copies. Use computers for electronic filing and file cabinets for keeping hard copies. Communicate as paperless as possible. Use email, or set up a web page with weekly newsletters and information |   | Electronic data management is efficient and easy to maintain.   |   | <a href="#">Reuse folders after recycling old/expired paper documents that meet statue of limitation.</a>   |
|                    | Filing                      |  |   |   |  |   |   |   |   |
|                    | Communications              |  |   |   |  |   |   |   |   |
|                    | Notes                       |  |   |   |  |   |   |   | Use blank side of recyclable office paper for notes.  |
| <b>Nutrition</b>   | General                     |  |   |   |  |   |   |   |   |
|                    | Garden                      | Avoid chemicals, fertilizers, pesticides, etc. Compost your vegetable waste.   | Let the sun do all the work   |   | <a href="http://www.treehugger.com/files/2007/06/how-to-green-your-gardening.php">http://www.treehugger.com/files/2007/06/how-to-green-your-gardening.php</a>  | Water only when needed. Harvest rainwater to minimize water use from the tap.   | <a href="http://www.cityofsacramento.org/utilities/SolidWaste/waste_pages/compost_guide.pdf">http://www.cityofsacramento.org/utilities/SolidWaste/waste_pages/compost_guide.pdf</a> |   | Reuse compost and tree clippings for mulch. Reduce the output of waste by composting and recycling.<br>When shopping use your own shopping bags. Reuse food waste for composting. Recycle all containers. |
|                    | Consumables                 | Look for green consumables at the grocery store or market<br><a href="http://www.google.com/Top/Shopping/Health/Nutrition/Green_Foods/">http://www.google.com/Top/Shopping/Health/Nutrition/Green_Foods/</a> |   |   | Support your local farmers market. Purchase items packaged in recycled containers.   |   |   |   |   |
|                    | Guidance                    |  |   |   |  |   | <a href="http://www.sustainabletable.org/">http://www.sustainabletable.org/</a>   |   |   |
|                    | Cleanup<br>Drinks<br>Spices | Recycle, reuse, reduce, rebuy  |   |   | <a href="http://www.epa.gov/epaoswer/non-hw/green/pubs/brochure.htm">http://www.epa.gov/epaoswer/non-hw/green/pubs/brochure.htm</a>  |   |   |   | Recycle, reuse as much as possible.   |
|                    | Cooking                     | Use organic products. Cook with energy efficient appliances or try a solar oven  |   |   | <a href="http://www.aceee.org/consumer/guide/cooking.htm">http://www.aceee.org/consumer/guide/cooking.htm</a>  |   |   |   |   |

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| Impact area →                   | Acquisition  | Lighting  | HVAC   | Equipment  | Water  | Maintenance   | Transportation  | Reuse / Recycling  |
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| <b>Meetings</b> General         | Reduce carbon footprints and save money when meeting are organized as conference calls or videoconferencing. Assigning tasks to sub-groups can be quicker and easier accomplishment than hosting meeting. <a href="http://www.conventioni">http://www.conventioni</a>  | Conserve energy by installing light sensors in meeting rooms. Use sizable rooms with less lighting that can be fully occupied/utilized. Use/Construct meeting rooms with ambient windows for natural light.         |  |  |  |   | Encourage close meetings locations that minimize travel or that are accessible to public transportation systems. Use a shuttle service to transport attendees to meeting location | Provide recycling bins in meeting rooms. Conduct paperless meetings or use double-sided copies. Use green purchasing for recyclable meeting supplies. Serve water or drinks in glasswares instead of paper/styrofoam cups. Make promotional banners and wall posters that are not dated for future use |
| Location                        | <a href="#">Consider electronic meetings in place of travel, consider location with minimum travel distance and mass transit.</a><br><a href="http://www.epa.gov/oppt/greenmeetings/">http://www.epa.gov/oppt/greenmeetings/</a>                                       | Facilities use energy efficient practices/products and maximizes daylighting. When meeting room is not in use make sure lights are turned off.<br><a href="#">Green-e Energy are beneficial lighting resources.</a> | Make sure heating, air conditioning are not running when meeting room is not in use. | <a href="#">Energy Star equipment are needed at meeting location.</a>  | <a href="#">EPA WaterSense program promotes saving water and environmental protection</a>  | Green sustainable buildings with high efficiency and low maintenance cost are preferable. | Use of public transportation like Metro or MTA and the NIH shuttle service are available green requirements.  | <a href="#">Meeting location should have sound recycling and green procurement practices.</a>  |
| Resources                       | <a href="#">Paperless communication/registration whenever feasible</a>   |   |  | Create a meeting website, use email to announce date and agenda. Use recycled paper when needed, post information or provide in electronic format.   |  |   |   | If paper sign in, registration, etc are used recycle paper accordingly after use. Use recycled paper whenever possible.  |
| Information sharing             | Choose companies/locations selling ergonomic products with the environment in mind<br><a href="#">Use EPA's acquisition rules to hosting a green meeting for guidance or DEP's advice.</a>   | <a href="#">Light control sensors are ergonomic and energy efficient.</a>   |  | <a href="#">Use ergonomic furniture in meeting venue</a>   | WaterSense labeled High-efficiency toilets and sink faucets  |   |   | Strategically placed recycling bins in meeting rooms and on hallways. Use recyclable paper and glassware for drinks  |
| Ergonomics                      |  |   |  |  | Serve water in pitchers or bulk coolers with glassware instead of small plastic bottles.   |   | Use alternative fuel vehicles to shuttle attendees  |  |
| Host Services                   |  |   |  |  |  |   |   |  |
| <b>Recreation</b> General       |  |   |  |  |  |   |   |  |
| Activities                      | <a href="#">Utilize recyclable goods and minimize utility use procured thru GSA Advantage under Recreation &amp; Apparel.</a><br><a href="#">Find an organic hammock, couch, patch of grass and relax.</a><br><a href="#">Check out some relaxing activities here.</a> |   |  | <a href="http://www.lnt.org/">http://www.lnt.org/</a>  |  |   |   |  |
| Relaxation                      |  | Install solar lights on walk/bike path for night time.  | Provide maps of nature walking trails  | <a href="http://www.rawqanique.com/HAhh2a.htm">http://www.rawqanique.com/HAhh2a.htm</a>  | <a href="#">Try WaterSense certified efficient irrigation programs for green nature walk landscape.</a>  |   | Give group tours or walks that involve event attendees in the area's natural environment.   |  |
| Nature Walk                     | Leave no Trace   |   |  | <a href="http://www.lnt.org/">http://www.lnt.org/</a>  |  |   |   |  |
| Mental Challenges               |  |   |  | <a href="http://www.energyquest.ca.gov/">http://www.energyquest.ca.gov/</a>  |  |   |   |  |
| Educational Material            |  |   |  |  |  |   |   |  |
| Interactive learning            |  |   |  |  |  |   |   |  |
| <b>Personal Hygiene</b> General |  |   |  |  |  |   |   |  |
| Germ Control                    | Use green cleaning products.   |   | When using cleaning products make sure there is proper ventilation                   | <a href="http://www.greenworkscleaners.com/?WT.srch=1">http://www.greenworkscleaners.com/?WT.srch=1</a> -<br><a href="http://evolveshowerheads.com/?qclid=CPzMQqrG4pICFQFVlgodpCJIAQ">http://evolveshowerheads.com/?qclid=CPzMQqrG4pICFQFVlgodpCJIAQ</a> 2) -<br><a href="http://www.pristineplanet.com/natural-organic-shower-gel-organic/body-wash/8369_a_0.html">http://www.pristineplanet.com/natural-organic-shower-gel-organic/body-wash/8369_a_0.html</a> | Use as little water as needed when cleaning  |   |   | Use recycled papertowels/reusable organic cloths   |
| Shower etiquette                | Use low flow shower heads.<br>Buy organic show products<br>Use instant hand sanitizer whenever possible. Buy organic soap for washing.   |   |  | <a href="http://www.drugstore.com/qxc64340_333181_sepider/hand_sanitizers/hand_sanitizers.htm">http://www.drugstore.com/qxc64340_333181_sepider/hand_sanitizers/hand_sanitizers.htm</a>  | Use as little shampoo/soap as needed to shorten the rinse time   |   |   | Recycle plastic products (shampoo bottles, body lotion bottles, etc) after use.  |
| Hand Sanitizing                 |  |   |  | <a href="http://www.walmart.com/catalog/catalog.gsp?cat=961324">http://www.walmart.com/catalog/catalog.gsp?cat=961324</a>  | If using organic soap, use as little as need to minimize water usage<br>Reuse as much as possible before washing to conserve on water usage. Use short cycle when washing. |   |   | Reuse as much as possible before washing   |
| Towel Management                | Buy organic cotton or bamboo towels  |   |  |  |  |   |   |  |
| <b>Travel</b> General           |  |   |  |  |  |   |   |  |
| Public Transportation           | NIH Shuttle, Metro Rail/Buses,<br><a href="http://dtts.ors.od.nih.gov/">http://dtts.ors.od.nih.gov/</a>  |   |  | Provided by NIH and DC Metro   |  |   | Provided by NIH and DC Metro  |  |
| The Power of Feet               | Step outside and enjoy!<br><a href="http://www.greencars.org/drivingtips.htm">http://www.greencars.org/drivingtips.htm</a>   |   |  | <a href="http://www.simpleshoes.com/greentoe/">http://www.simpleshoes.com/greentoe/</a><br><a href="http://www.greencars.org/highlights.htm">http://www.greencars.org/highlights.htm</a>   | Always stay hydrated while exercising  |   | Your own two feet   | Shoe boxes from Simple can be used as planters and buried into the ground in your garden.  |
| Driving Tips                    |  |   |  |  |  |   |   |  |
| Trip Management                 | Plan ahead/Schedule  |   |  |  |  |   |   |  |