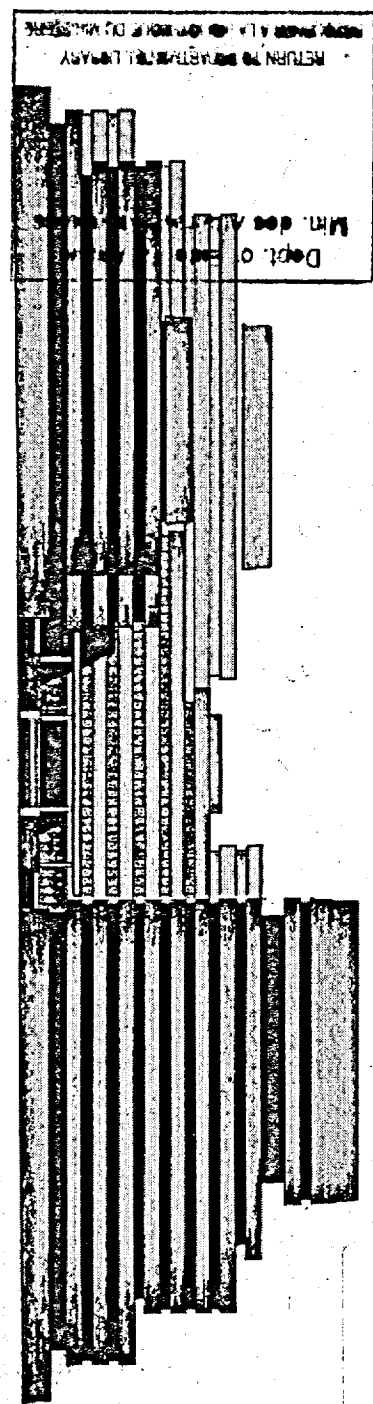


Department of Foreign Affairs
and International Trade
Ministère des Affaires étrangères
et du Commerce international

Canada



Working Green At Headquarters

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WORKING GREEN AT HEADQUARTERS

This brochure provides information on how you can take full advantage of the various conservation, recycling and waste reduction programs at the Pearson Building.

Your efforts do make a difference. By making a decision to first **reduce** consumption of goods, then to **reuse** as much as possible, and finally to **recycle** what cannot be reused, you contribute to significant reductions in energy consumption, greenhouse gases, water pollution, acid rain, the movement of hazardous goods, and the depletion of natural resources.

Place Vanier and Bisson Campus have similar programs to those at the Pearson Building. If you work at either one, you can apply the general principles of conservation and waste management outlined in this brochure.

Environmental Services Division (AES) will address questions, concerns or suggestions you have regarding greening operations. **Telephone** ☎ 944-0631 or visit our sustainable development web site (see overleaf).

CONSERVATION

Of the 3 R's, to **reduce** is by far the most beneficial one to the health of the planet. Consider the environmental cost of not only the manufacture of goods you consume,

but the packaging, transporting and, ultimately, the disposal of them.

Energy Savings

Computer monitors: without power savers installed or turned on, computer monitors use more than 80% of the total energy consumed by computers. Most new computer models have built in powersave options. If you have not already done so, request that Signet Support configure your computer monitor with the powersave operative. Call **Info Tech** ☎ 944 1776 (option - Signet Support and electronic information management services).

Computer terminals: turn your computer off at night, or whenever you are away from your desk for lengthy periods.

Lights: if you are the last to leave your work area, turn out the lights.

Window coverings: if your office or work area has blinds or curtains, shut them at the end of the day in the winter time to reduce heat loss. In summer, use them to block out the sun's heat to save on air conditioning costs.

Water

Leaky faucets: Report any water leaks or water emergencies immediately to PWGSC Service Call Centre ☎ 1-800-463-1850.

Supplies and Paper

Subscriptions: Cancel unwanted or redundant mail. Contact the originators of the material or **Mail Services (SBG)**, ☎944-6245.

Surplus office supplies: Excess quantities should be returned to **Headquarters Material Support (SBAM) BG #131** for use by others.

Boxes for moving offices: In the event of moving work areas, SBAM will supply grey plastic containers rather than cardboard boxes. When your move is completed, these containers will be collected by SBAM for reuse. For pick-up, call **Headquarters Materiel Support (SBAM), BG #131, ☎996-7174.**

Diskettes: Reuse diskettes whenever possible. If you have questions regarding disk reformatting, contact **Info Tech** ☎ 944 1776 (option - Signet Support).

Printing e-mail messages to exclude long address lists: Click the **Browse** window, then on **File** and then on **Print**. Also, when sending a message to many others, warn the recipients that it contains pages of addressees.

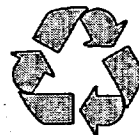
Double-sided printing and photocopying: The department's paper requirements have not diminished in this electronic age. Semi-trailer truckloads of paper are still delivered each year to the Pearson Building. Please use double-sided printing and photocopying options as a matter of course.

Use of styrofoam: Take your own mug for coffee and protect the environment while you save money. You will be charged five cents less per cup (any size) when using your own mug.

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RECYCLING AND WASTE REDUCTION

Thanks to your efforts, over 77% of the waste generated at headquarters is diverted from landfill. The recycling and waste reduction program provides for the collection and recycling of mixed office paper, cardboard, cans, glass, and mixed plastics, as well as printer toner cartridges, video tapes and batteries.



Deskside: Blue Bins - Paper Recycling

Each work station should have a blue recycling bin for used paper. They are available through Headquarters Materiel Support (SBAM), BG #131, ☎996-7174.

The following items go in the blue bins:

- laser printed, photocopied, stapled paper (not necessary to remove staples)
- newspapers, magazines and catalogues
- white or colored paper (except red or black)
- unwaxed lunch bags
- envelopes
- bond fax paper
- carbonless forms
- paper cups and boxes (e.g., Kleenex & lunch boxes)
- photocopy paper packaging
- paper with adhesives on the back (e.g., Post-It Notes)



The following items do not go in the blue bins:

- tissues
- wax paper, waxed paper cups or drink boxes
- plastic coated containers, or any other paper products with non-dissolvable materials on them.

If you are moving offices and are disposing of more material than will fit in your blue bin, a larger wheeled bin can be delivered to your office to accommodate your needs. To arrange for this and/or the pick-up of large amounts of recyclable material, call **PWGSC Service Call Center ☎1-800-463-1850.**

Deskside: Non-Recyclable Waste

Each work station should also have a mini black garbage container for non-recyclable waste. They are available at **Headquarters Materiel Support (SBAM), BG #131, ☎996-7174.**

You are responsible for emptying the contents of your mini container into the regular-sized bin (plastic lined) found in a central location in each division or work bay. The contents of these centrally located bins are disposed of each evening by the cleaning staff. The on-going cleanliness of your mini container is your responsibility.

Hallway Recycling Stations

Blue recycling stations with sections for cans, bottles, mixed paper and mixed plastics are located by the washrooms on each floor of every tower and in the cafeteria. They are emptied twice weekly. If an overflow problem occurs, please contact the **PWGSC Service Call Center ☎1-800-463-1850.**

Cans and Bottles

Cans and bottles should be emptied before deposit in the recycling bin. Metal caps and bottle lids can be placed in the can section.

Cardboard

Used cardboard boxes should be flattened and stacked near the Hallway Recycling Stations or near your divisional garbage bin. The cleaning staff will remove them during their evening rounds.

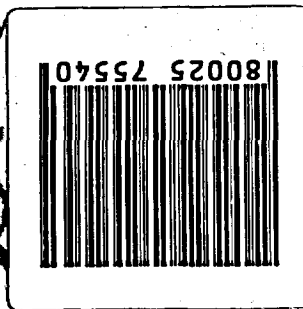
Mixed Papers

Same paper products that go in the deskside blue bins.

Mixed Plastics

The following types of plastics are recyclable if empty and rinsed clean when necessary:

- styrofoam cups
- food containers
- packing materials
- plastic pop bottles
- sandwich bags
- plastic wrap
- plastic grocery bags, straws
- shrink wrap
- coffee creamer and yogurt containers
- plastic cutlery



Battery Collection

Used batteries from small appliances and equipment such as calculators, test equipment and watches are collected by the Mail Messengers for recycling. Simply give the batteries to the Mail Messengers, who have collection bins attached to their carts, or place them in the Divisional "OUT Mail" tray.

Printer Toner Cartridge Exchange

The department uses reconditioned toner cartridges. Exchange your old cartridge for a reconditioned one at **Stationary Supplies Store (SBAM), BG #131, ☎996-7174.**

Video Tape Drop Off

Used video tapes can be sent for reuse to **Audio Visual Services (SXCH), B1 #115, ☎995-1332.**

Fluorescent Light Tubes

Fluorescent light tubes are disposed of through the hazardous waste program. They should not be thrown in the garbage. Burnt out light tubes should be reported to the **PWGSC Service Call Centre ☎1-800-463-1850.**

ADDITIONAL CONTACTS :

Help Desk (SERV): ☎ 992-2221
 Departmental telephone directory
 ☎ 944 4000 (option 1 and then option 7)

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<http://www.dfait-maeci.gc.ca/sustain/menu-e.asp>

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