

Reference Guide



Below are some helpful, environmentally conscious ideas for how you and your agency can help minimize the federal government's environmental footprint. (Many of the tips can even be used at home!) Also, the back of this guide contains valuable information on how the General Services Administration (GSA) can support your agency's "Green" initiatives. "Go Green" with GSA!

Energy-Saving Tips

Recycling

- While recycling may seem like a no-brainer, only one-third of Americans currently recycle. Whenever possible, recycling is an ideal way to cut down on waste.
- Reducing bottled water consumption in favor of tap water can cut landfill waste.

Lighting

- Consider switching to energy-efficient, longer-lasting light bulbs.
- Turning off lights during non-work hours saves energy.

Paper

- Using recycled paper is a simple and easy way to help preserve the environment.
- Whenever possible, print on both sides of paper to avoid unnecessary waste.
- Consider saving files electronically rather than filing hard copies.

Toner

- Turning down the contrast on your computer uses less toner.
- When purchasing toner, consider buying recycled cartridges – they help reduce waste and are often more cost-effective.

Computers

- Turning off equipment during non-work hours saves energy and money.
- Using energy-efficient IT equipment minimizes energy consumption during work hours.

Commuting

- To save energy and reduce greenhouse gas emissions, switch to public transportation, carpooling, biking, or telecommuting.
- If you do drive, find out the fuel efficiency of your vehicle. Explore more environmentally informed choices at www.fueleconomy.gov.

Alternative Fuel Vehicles (AFVs)

- Many federal government fleets are required to have a certain number of AFVs in operation.
- Driving an AFV, whenever possible, is a good practice. AFVs reduce harmful emissions in the air and reduce the nation's dependence on foreign oil.

Water

- Convert current toilet facilities to energy-efficient systems saves both water and energy.
- Report drips and leaks for repair. A slow and steady drip can waste up to 20 gallons of water a day.

Appliances

- Offices that supply refrigerators, microwave ovens, and/or other appliances for employees may choose to purchase appliances equipped with the newest developments in energy-use reduction.
- Unplugging radios, clocks and chargers on your desk when they are not in use stops "phantom" waste. Even when items are turned off their standby consumption is about equal to a running light bulb.



GSA Support to Green Initiatives

Executive Order 13423 requires federal activities to purchase recycled-content, energy-efficient, water-conserving, biobased and environmentally preferable products, as well as alternative-fuel vehicles, alternative fuels, electricity from renewable sources, and products with little or no toxic or hazardous components. GSA offers procurement options to simplify and expedite the process.

Using GSA Contract Vehicles to Obtain Products, Equipment and Services

GSA offers a variety of environmental products and services to its federal customers to assist them in their efforts to comply with procurement goals outlined in federal environmental laws and regulations. Environmental Specialty Categories have been added to online sites, *GSA Advantage!*[®] and the GSA Global Supply online ordering site. The Environmental Specialty Categories include and identify products with environmental attributes, such as biobased content, recycled content, energy efficiency, water efficiency, reduced toxicity, reduced air pollution, and non-ozone-depleting qualities.

The array of products and services include:

Products:

Buildings and Building Materials, GSA MAS 56

For energy-efficient light bulbs, environmentally friendly construction products, equipment to convert existing bathroom fixtures to energy-efficient systems, and much more.

Hardware, GSA MAS 51 V

For a wide variety of energy-efficient appliances and more. Look for Energy Star ratings on www.gsaadvantage.gov and www.GSAglobalsupply.gsa.gov.

Information Technology (IT) Equipment, GSA MAS 56 and GWACS

For upgrading computer systems with energy-efficient, EPEAT-rated IT equipment. Look for these ratings on www.gsaadvantage.gov and www.GSAglobalsupply.gsa.gov.

Office Supplies and Services, GSA MAS 75

For recycled paper and non-paper office products. For product listings, visit www.gsaadvantage.gov and www.GSAglobalsupply.gsa.gov.

Services:

Facilities Maintenance and Management, GSA MAS 03FAC

For energy audits; energy-efficiency management; use of alternative-energy sources, building-commissioning services and a variety of energy-management support services such as billing and management oversight; energy choice analysis; risk management; metering services; and vulnerability assessments.

www.gsa.gov/energyservices

Environmental Services, GSA MAS 899

For expertise in creating and auditing environmental management systems, as well as performing waste management and recycling activities.

Using GSA to obtain Alternative Fuel Vehicles (AFV)

Alternative-fuel vehicles are available for lease or sale through GSA.

GSA AutoChoice is an online ordering system that enables customers to choose vehicle models, compare contract prices from the major manufacturers, and place vehicle orders. For more information, visit www.autochoice.gsa.gov.

GSA also includes AFVs in the Fleet inventory as a leasing option, for more information, visit www.gsa.gov/afv.

Using GSA to Manage Excess Property, GSAXcess[®]

GSA maximizes the use of excess property by the government, thereby reducing new, unnecessary purchasing and contributing less to landfill waste. The GSAXcess Web site (www.gsaxcess.gov) enables federal entities to report excess property online, where other eligible entities can submit requests for the property. With GSAXcess, many items can be recycled, including computers, monitors, office furniture, hand tools, medical equipment, and vehicles. A special program, **Computers for Learning**, allows federal agencies to donate excess computer equipment to schools. For further details, visit www.computersforlearning.gov.