

Examples of Individual Practices that Promote the Service’s Sustainability Goals

Operational Practices that Positively Affect Sustainability Goals	
Management Areas	Service employees can. . .
A. Acquisition	<ul style="list-style-type: none"> • Read and follow Service procurement policies and Federal preferences in 303 FW 1 – 7 Acquisition Policies, and A Practical Greening Manual at the U.S. Fish and Wildlife Service.
B. Awards	<ul style="list-style-type: none"> • Nominate individuals for annual awards programs such as those identified in Exhibit 2.
C. Commuting	<ul style="list-style-type: none"> • Carpool and share rides. • Promote use of public transportation.
D. Concessioners	<ul style="list-style-type: none"> • Demonstrate sound environmental management practices and a commitment to superior environmental performance, which enhances the protection, conservation, and preservation of resources.
E. Energy	<ul style="list-style-type: none"> • Turn off lights when leaving a room or when out of the office, even for short periods. • Use task lights whenever possible. • Remove excess light bulbs from work spaces, offices, and hallways. • Place reminder notes or decals on light switches to promote awareness. • Install occupancy sensors. • Replace incandescent light bulbs with compact fluorescent or LED lamps. • Ensure that vent grills are not blocked by plants, books, or furnishings. • Use window blinds to assist in control of heat gain and loss in office space. • Turn off and unplug coffee pots, radios, fans, refrigerators and other appliances when not in use. • Remove unnecessary fans, heaters, and other appliances to reduce “plug load.” • Hold office contests for ideas and activities for energy savings. • See the Division of Engineering intranet site for the “Top Ten Ways to Save Energy at Facilities.”
F. Environmental Education, Communication, and Leadership	<ul style="list-style-type: none"> • Incorporate sustainable or “green themes” in communications, environmental education, and interpretative programs. • Provide opportunities for visitors to learn about the principles of environmental leadership and sustainability by example and through our practices, including energy conservation, recycling/pollution prevention, green procurement, and sustainable design and construction.

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G. Fleet Vehicle Management	<ul style="list-style-type: none"> • Reduce fuel consumption by reducing the time you let your vehicle idle. • Maintain vehicles (e.g., maintain tire inflation, change air filters, and observe appropriate speeds). • Procure bio-based products, recycle waste oil, anti-freeze and other fluids, and provide proper materials storage. • Choose EPA-compliant repair centers where available, and request that repair and maintenance shops use green materials and practices. • Reduce fuel consumption by combining trips in vehicles and making fewer vehicle runs per week.
H. Landscape Management	<ul style="list-style-type: none"> • Promote the use of composting practices.
I. Pollution Prevention, Management of Toxic and Hazardous Materials, and Waste, and Hazardous Waste	<ul style="list-style-type: none"> • Reduce or eliminate the use of toxic chemicals. • Maximize the use of safe alternatives to ozone-depleting substances. • Phase out existing equipment containing ozone-depleting substances consistent with its normal life, and dispose of ozone depleting substances removed or reclaimed from facilities or equipment, including disposal as part of a contract, trade, or donation, in coordination with the Department of Defense. • Reduce printer paper use by using double-sided copying.
J. Property Management and Electronic Equipment	<ul style="list-style-type: none"> • Turn off printers, copiers, personal computers, and monitors when idle for periods of 1 hour or more. • Activate and use the ENERGY STAR® “power saver” and “sleep features.”
K. Recycling	<ul style="list-style-type: none"> • Promote and follow the recycling program at your facility.
L. Training	<ul style="list-style-type: none"> • Identify training opportunities to learn more about sustainable practices, environmental management systems, or other issues based on your role and responsibilities (see Exhibit 2).