As a Staff or Faculty Eco-Rep, you are dedicated to improving environmental sustainability and promoting behavioral change in Penn offices and labs. Eco-Reps maintain contact with their departments and serve as sustainability ambassadors and change agents to reduce waste, decrease energy use, promote green habits, and help Penn accomplish its Climate Action Plan 2.0 goals. We thank you for your commitment to the program!

Whether you are a new or veteran Eco-Rep, this guide will be a useful tool. Here, you will find key information and priorities, as well as further resources to help you achieve your goals. You may also find it helpful when answering questions about the program to interested colleagues.

**Green Office Program**

The Green Office Program is a rating tool and roadmap to help implement sustainability initiatives in your office. Utilizing this framework will help you gauge the sustainability of your office’s current operations so you can pinpoint areas of improvement. Green Office is a point-based system with four levels of certification, and it is highly recommended for all Eco-Reps to use this program as an impactful outreach and implementation tool. You can download and complete the checklist on the [Green Office Program webpage](#) to get started!

**Prompts and Signage**

By strategically placing prompts and signage throughout your building, you can promote sustainable behaviors, raise awareness, and encourage others to adopt green behaviors. Research has shown that prompts need to be specific and placed in strategic locations in order to be effective. For signage, you can download the University’s recycling, compost, and landfill posters on the [Penn Facilities & Real Estate Services Waste Management webpage](#).

**Meetings**

While it may seem obvious, it is important to attend monthly Eco-Rep meetings, in order to get the most out of the program. By attending and participating in meetings, you will gain invaluable knowledge and meet a network of peers across the University dealing with similar issues. Meeting dates and topics are posted to the [Staff and Faculty Eco-Reps webpage](#), and a reminder and RSVP is sent out each month (lunch is also provided). We encourage everyone to add meeting information to their Outlook calendars. Staff and Faculty Eco-Reps are also invited to join semi-regular book and film discussions, as well as brown bag lunch workshops.
Green Teams

Green Teams are groups of people who share a common workspace, school, center, or division within Penn and collaborate to bring sustainable initiatives and practices into their office. Similar to committees, Green Teams are intended to bring people together within similar areas of the University to solve environmental challenges. Many Eco-Reps are able to accomplish a significant amount on their own, but sometimes it is helpful to have a group of people to help discuss and implement sustainability projects together.

Talk to individuals in your office or building who have expressed an interest in reducing waste and energy use; building a supportive Green Team is a great way to work towards your office’s environmental goals.

Strategic Relationships

In order to implement sustainability projects within your office, you may need to build strategic relationships with stakeholders in your school, center, or division. Understanding people’s skills and spheres of influence is important to know who can help you achieve your goals. Some people you should consider when looking for support include building administrators, IT professionals, financial managers, sustainability coordinators and housekeeping supervisors. You can search for your building administrator on the FRES website. All of these individuals have knowledge and influence in important areas related to sustainability. Likewise, support from senior leadership can also be valuable.

Building a network of engaged peers takes time, but can be one of the most effective ways to create change in your office. Remember to use strategies, such as the 4 Cs of Selling Ideas (Consider, Connect, Communicate, Commit) when trying to persuade people to get involved. Oftentimes colleagues will be willing to help you if you can find ways to persuade them or influence their behavior by being a role model. Speaking to people’s expertise and asking for their help in a particular area will often lead to a positive response. Take a look at the list of Staff and Faculty Eco-Reps, as it is a great place to look for other Eco-Reps in your school or center.

Additional Resources

These are Key initiatives to reduce energy use around campus
- Power Down Challenge
- University Red Days

Here are some specific recycling programs implemented by Eco-Reps:
- Reuse Collections
- Shoe recycling
- Eyeglass recycling
- Writing utensil recycling
- Shoe recycling

The Green Events Guide is a great resource for planning events.

Contact us if you have any questions at sustainability@upenn.edu.