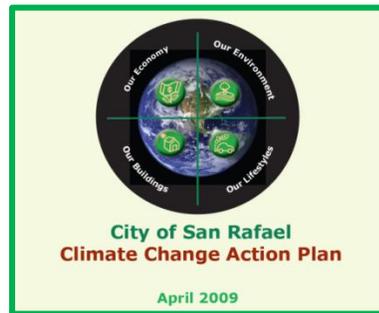


## City Green Policies - *A friendly reminder for the workplace* – Sharon Lange, Child Care

The City of San Rafael has long been a leader in environmental protection. From ordinances to employee policies, it is the intent of the City to encourage best sustainable practices among City departments, staff and the public we serve. The following is a guide to help you be the most sustainable employee you can be.



### Did you know:

- In 2009 the City Council adopted a [Climate Change of Action Plan](#). Under this plan the city agrees to adopt an environmental purchasing policy to reduce the environmental impacts of City operations and to provide a model for other businesses and organizations.
- To mitigate unnecessary greenhouse gas emissions, the Vehicle Use Policy stipulates that operators of City vehicles shall not permit a vehicle to idle for more than three consecutive minutes or while unattended and unlocked. (This anti-idling policy does not apply in traffic or in situations where it is necessary for the vehicle to operate for safety or equipment reasons).
- The City has an [Environmentally Preferred Purchasing Policy](#) that should be used as a guide for staff and janitorial purchases.
- A [Surplus Equipment Donation](#) guide can be found online for items that are no longer needed in the office.

### What you can do:

- Make sure you're **informed** by visiting the websites shown above.
- Stop buying individual-serving plastic **water bottles!**
- **Encourage reuse**- Circulate your item to other department staff via email, with a good photo. Take any leftovers to Goodwill or Salvation Army. Document the donation by using the [Surplus Donation Form](#) and have your supervisor sign it. Take any electronic equipment to Renew Computers on Anderson Drive.
- Ensure your **janitorial service** following the purchasing policy for cleaning products and that they're putting your recyclables in the proper bins.
- Use reusable **dishes and utensils** for daily use and mugs for meetings.
- And of course, come to your friendly **Green Team with any additional questions!** We want to help. [www.cityofsanrafael.org/greenteam](http://www.cityofsanrafael.org/greenteam)



Love,  
Your Employee Green Team  
[www.cityofsanrafael.org/greenteam](http://www.cityofsanrafael.org/greenteam)