

Town of Duck

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Duck

Greenhouse Gas Emissions Management and Reduction

Use renewable energy sources such as solar, wind, biomass, and geothermal

Choose local vendors to reduce transport of items

Institute fuel economizing programs for company vehicles such as regular inspection of vehicles, reduced idling, and route planning to minimize travel distances

Adopt alternative forms of transportation and fuels such as hybrid-electric, biodiesel, E85, or electric for business activities

Utilize and provide staff and customers video conferencing/teleconferencing to minimize travel to meetings

Solid Waste Management, Reduction, Reuse, & Recycling

Conduct a waste audit to determine a baseline for future waste reductions

Purchase products in reusable, returnable containers

Donate obsolete/unwanted equipment, electronics, furniture to charity

Eliminate use of Styrofoam and other difficult to recycle products

Purchase products such as condiments, cleaning supplies, and other products in bulk/concentrated form

Offer reusable products such as glass cups, cotton linens, and refillable condiment dispensers

Give preference to products with high post-consumer recycled content

Ensure that printed materials are printed on paper with high recycled content (at least 35%) and print using soy-based ink

Purchase recyclable toner cartridges

Provide alternatives to individual plastic water bottles such as water pitchers/point of use water filters

Use rechargeable batteries

Provide cigarette disposal bins in smoking areas

Ensure proper disposal of hazardous materials

Use preventative maintenance on equipment to reduce risk of replacement

Provide and publicize recycling bins

Selecting printers/photocopiers able to print on both sides

Distributing information to guests/participants via email and avoiding hard copy

Distribute inter-office documents using routing slips, bulletin boards, or email distributions rather than printing copies for staff members

Using both sides of printing paper and using the reverse side of printing paper for printing rough drafts

Streamlining operational systems that rely on paper or hard copies

Reuse envelopes for inter-office mail

Set and use fax and copy machines to copy documents directly to computers rather than printing a new copy

Recycles the Following: Aluminum, Glass, Office mix, Batteries, Electronics, Plastic, Corrugated cardboard, Newspaper, Printer cartridges, Phone books, Fluorescent light tubes, Carpeting

Freshwater Consumption Reduction

Conduct regular inspections and establish preventative maintenance schedules to ensure maximum efficiency

Educate staff on water conservation and best practices

When purchasing new appliances or fixtures, purchase water-efficient models such as those certified by EPA WaterSense® and Energy Star®

Install low-flow aerators on sinks (1.5 gal/min)

Use floor cleaning equipment with high pressure, low volume, and recycling filtering systems

Establish frequency schedule according to local climate, season, and landscaped area in order to maximize water use efficiency

Raise lawn mower cutting height to cut down on evaporation

Routinely inspect sprinkler system, including heads, nozzles, lines and valves to ensure efficient settings and proper operation

Limit lawn areas and/or use xeriscaping

Water landscapes only when necessary

Time watering to occur in the early morning or evening when evaporation is the lowest

Remove any thatch and aerate turf to encourage the movement of water to the root zone

Avoid runoff and make sure sprinklers do not run onto sidewalks/paved areas

Do not water on windy, rainy, or overly hot days

Install rain shut-off/moisture sensors to guard against overwatering

Ensure irrigation equipment applies water uniformly

Mulch around plants to limit evaporation and discourage weed growth

Avoid hosing down sidewalks, driveways, and parking lots

Wastewater Management

Ensure proper use, storage, and disposal of cleaning products and other potentially harmful chemicals such as fertilizers and paints

Limit the number of chemical products used and stored

Ensure that all chemicals are securely stored and clearly marked

Use less harmful alternatives if possible such as organic substitutes for chemical fertilizers

Monitor equipment and products for potential chemical leaks

Use an integrated pest management (IPM) system for interior and exterior jobs

Use environmentally preferable or certified paints, solvents, and coatings (MSDS Health Hazard Rating of 1 or

Use latex paints rather than oil based paints

Educate staff on proper methods of containment and clean-up of spills, drips, leachings and conduct regular inspections of relevant areas

contaminants

Use environmentally safe cleaning products

Use best storm-water runoff practices to ensure that wastewater does not enter local waterways