



# Sustainability

Washington University in St. Louis

## Green Office Innovations

Below are examples of innovations (with office names and awarded point values in parentheses) that certified Green Offices have submitted to us in the past. Please use these examples as a guide to starting and describing your own innovative practices.

As a reminder, innovations are practices that are **not covered in the rest of the checklist**. They are included in the last category on the checklist, and awarded point values are assigned by the Office of Sustainability following checklist submission.

- We collect coffee grounds for composting. We have quite a bit of coffee grounds at the end of the week. I add them to my home compost pile for use in my garden.  
*(Institute for Public Health – 1 point)*
- Our office coordinates storage box pick-ups (off-site document storage) with another office (General Accounting) to reduce the number of trips the storage company needs to make.  
*(Accounting Operations – 1 point)*
- Our office is working with IS&T to convert some monthly, quarterly and annual reports currently received via paper copy to electronic reports.  
*(Accounting Operations – 2 points)*
- New employee orientation includes an introduction to the sustainability office website, recycling awareness information, sustainability pledge, computer guidelines (sleep, double sided printing, etc.), and transportation alternatives.  
*(Law School Office of Administration and Finance – 2 points)*
- Our office has implemented procedures for the acceptance of electronic invoices. This includes both faxed and emailed invoices. If an invoice is faxed or emailed, the invoice no longer needs to be printed and then scanned. The document is turned into a PDF file and is "dragged and dropped" into a queue for payment processing in AIS. This method has eliminated unnecessary duplicate faxes which used to just be printed and later discarded.  
*(Accounting Operations – 3 points)*
- We initiated a university-wide online check reimbursement and travel receipts process. The Law Office alone processes approximately 25-50 check reimbursements each week on average with at least one page (or more) of documentation.  
*(Law School Office of Administration and Finance – 3 points)*