

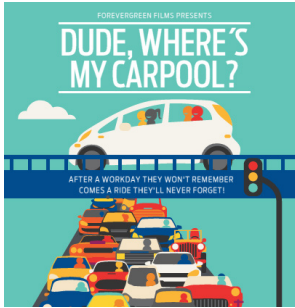
FOREVERGREEN TEAM PACK

SESSION GUIDE



May: Cycling

In May we will examine the many health and environmental benefits of choosing cycling as your main mode of transportation.



June: Carpooling / Sustainable Transportation

In June we will look at ways that you can cut your transportation footprint by reducing car travel and we provide resources to conduct a transportation audit of your company.



July/August: Water Conservation

As we head into the heat of the summer we will discuss the importance of water conservation and how we can all make a difference at work and at home.



CYCLING



Whether motivated by recreation or transportation, more adults are taking up bicycling than ever before. Many of these adults are cycling for the first time in many years or are using their bicycle in different situations than they previously did - such as commuting to work or a short trip to the local grocery store.

Taking up cycling is great for a number of reasons, including a reduced carbon footprint, increased health and extra money in your wallet – it costs about \$200 per year to maintain a bike, plus an additional \$300 for accessories — compared to \$7,500 the average person pays

to own a car.

If you live under 10 kilometres from your place of work, you are in an ideal distance for bicycle commuting. Most people who reside 10 to 20 kilometres away will also find it quite easy to cycle to work, although the distance in the high end of this range will become a little more demanding.

Environmental Benefits

Cycling can have a significant impact on your carbon footprint. For example, if you live 8 kilometers (5 miles) from your place of work, and decide to bike those 8 kilometers every day rather than driving an average car, you could reduce total household emissions by six percent. If you're not up to commuting to work every day by bike, consider commuting just one or two days a week by bike to start out with and working up to commuting everyday by bike.

Health Benefits

There are many health benefits that are associated with cycling – whether for commuting, running errands, or leisure.

- **Cycling is one of the easiest ways to exercise.** You can ride a bicycle almost anywhere, at any time of the year, and without spending a fortune. All you need is a bike, a half an hour here or there when it suits, and a bit of confidence.
- **Cycling builds strength and muscle tone.** Contrary to normal perceptions, cycling is not a fitness activity that solely involves the legs. Cycling builds strength in a holistic manner since every single part of the body is involved in cycling.
- **Cycling improves cardio-vascular fitness.** Cycling makes the heart pound in a steady manner and helps improve cardio-vascular fitness. Studies have shown that cycling to work will increase cardiovascular fitness by 3-7%.
- **Cycling eats up calories.** Cycling is a good way to lose those unwanted pounds. Steady cycling burns approximately 300 calories per hour. If you cycle for 30 minutes every day you would burn 11 pounds of fat in a year.
- **Cycling reduces stress.** Any regular exercise can reduce stress and depression and improve well-being and self-esteem. Cycling provides the added benefit of being in the great outdoors.

FOREVERGREEN ENGAGE: BIKE SAFETY SEMINAR

Activity Description:

Whether employees are regular commuters or leisure riders, May is great time to remind people about safe cycling. Contact your municipality for information on local organizations that can conduct these seminars.

How:

- Engage your municipality or a local non-profit to come to your workplace and conduct a presentation about commuter cycling over the lunch hour.
- Invite your colleagues interested in cycling to attend. Entice them with a pizza lunch, or encourage them to bring their own litterless lunch.
- Enter attendees into a draw to win a free bike tune-up!
- If available, be sure to hand out municipal cycling route maps.



FOREVERGREEN MIND: BIKE BENEFITS CALCULATOR

Activity Description:

Use this [Bike Benefits Calculator](#) to get a measure of the health and environmental benefits to be gained by trading four wheels for two. You can calculate the benefits just for yourself or survey your office and report the collective benefits!

How:

- If you just want to calculate the benefits of your own cycle commute, click the link below and fill in the required details.
- If you would like to calculate the impact that your office could have, follow these steps:
 - Survey your fellow co-workers to find out how far everyone commutes to work.
 - Narrow down the results to only those people who live within 10 km from the workplace (10km is an ideal distance for bicycle commuting).
 - Add up the kilometers that would be traveled by bike rather than car if all of those people commuted by bike, enter that number into the Bike Benefits Calculator.
 - Share the results with the office, including dollars and greenhouse gases saved, and calories burned!

Resources:

<http://www.cbc.ca/manitoba/features/biking/>

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If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Participate in Earth Day Canada's *Earth Day Every Day* campaign. An on-line mobile friendly platform that allows you to choose from a range of simple, voluntary activities to reduce your carbon footprint and impact on the planet. Get involved at <https://EDED.ca>
- Bike Day in Canada is May 30, 2016. Check out this link for local events: <http://www.canadabikes.org/activities/bike-day-in-canada/>
- Planning on cycling to work? Use www.ridethecity.com to map the best route.

Additional Resources:

National Geographic bicycle buying guide:

<http://environment.nationalgeographic.com/environment/green-guide/buying-guides/bike/shopping-tips/>

Bicycling Commuting Basics:

<http://gobiking.ca/resourceshow-to/cycling-to-work-commuting-basics/>

Commuting Basics from Bicycling Magazine:

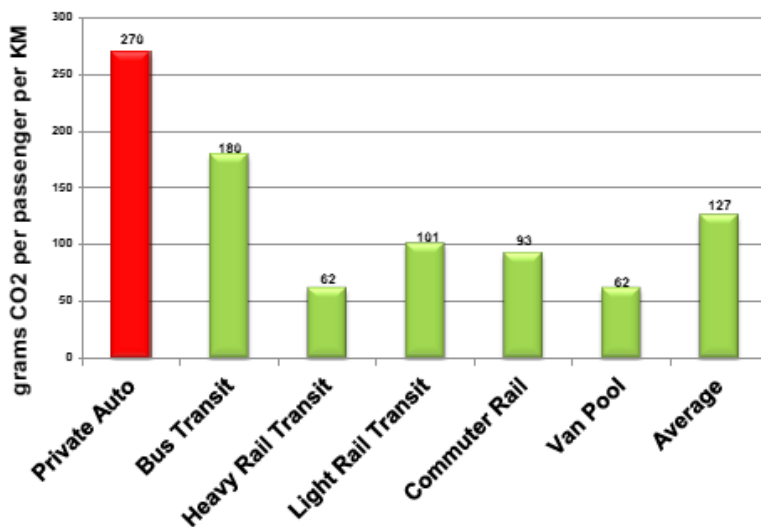
<http://www.bicycling.com/beginners/commuting>

SUSTAINABLE TRANSPORTATION / CARPOOLING



Vehicles of all shapes and sizes are a leading source of emissions that contribute to air pollution in North America. They emit both air pollutants, including ground-level ozone and fine airborne particles, and greenhouse gases such as carbon dioxide (CO₂). There are approximately 275 million registered passenger vehicles in North America. On average, approximately four to five tonnes of emissions are produced per vehicle annually.

The most inefficient use of transportation energy is “single-occupant vehicle” use and reducing this is one of the most cost-effective solutions to limiting the release of transportation emissions. If more people carpoled and took public transit – particularly for commuting to work – transportation emissions would be dramatically reduced.



Reducing car travel can also save you money. By rethinking transportation you can cut costs related to fuel, maintenance, parking and insurance.

Below are some suggestions that companies can take to help reduce emissions from employee commuting:

- Educate staff about fuel efficient driving techniques
- Use social networking / bulletin boards to connect employees with carpooling opportunities
- Provide transit passes, incentives or rebates for employees who use alternative transportation or purchase fuel efficient vehicles
- Provide preferred parking for carpool, fuel efficient and EVs
- Provide secure and reliable bicycle storage and shower / changing facilities
- Host ride and drive events to expose employees to new technologies

It is also important to reduce the impact of business travel. Here are some ideas:

- Use phone or video conferencing
- Use a car sharing program like Autoshare or Zipcar
- Choose taxi or car rental companies that operate hybrid or electric vehicles
- Ask your travel company to provide carbon emissions of your trip and track your business travel over time
- Create a business travel policy that encourages rental of hybrid or plug-in vehicles and promote trains instead of planes

FOREVERGREEN ENGAGE: COMMUTER CHALLENGE

Activity Description

Host a one-week commuting challenge for employees in your workplace and encourage all employees to green their commuter habits by ditching the car and walking, biking, carpooling or taking transit to work.

How

- Register your workplace for national or local campaigns taking place in June to leverage posters, prizes and everything else you need to get going
 - Commuter Challenge, June 5-11, 2016 (Canada-wide): <http://commuterchallenge.ca/>
- If you can't find a commuter challenge in your area it can be easy to plan your own. Simply create a list or electronic spreadsheet to share among employees. Every day people can check off beside their name if they got to work using a sustainable mode of transportation (e.g. walking, biking, transit or carpooling). Track for a week and reward those who did best.

FOREVERGREEN MIND: TRANSPORTATION AUDIT

Activity Description

A transportation audit helps you determine the environmental impact of your office's transportation choices. It measures the greenhouse gas (GHG) emissions associated with the two main components of travel: daily employee commuting and business travel.

WWF's Living Planet at Work Travel Audit Guide provides you with a step-by-step process for conducting a transportation audit at your own office.

The main goals of a transportation audit are to:

- Determine the modal split, total annual distance traveled, and associated GHG emissions for employee daily commuting
- Determine the total annual distance traveled and associated GHG emissions for business travel
- Help set specific targets for reducing GHG emissions and increasing the proportion of employees who use alternative modes of transportation for their daily commute
- Enable you to report the modal split, distance traveled, and GHG emissions associated with your office's commuting and business travel choices

How

An online or face-to-face corporate transportation survey can be used to collect the data for both travel types for each employee. Once collected, the data can be used with the Travel Tracking & Reporting Tool to calculate the modal split, distance traveled and associated GHG emissions.

Resources:

WWF's Travel Audit Guide: <http://atwork.wwf.ca/EN/resources/TravelAuditGuideGetting%20Started.cfm>

WWF's Travel Audit Spreadsheet: <http://atwork.wwf.ca/EN/resources/TravelAuditSpreadsheet.cfm>

Note: To access these resources you will have to create a free login for WWF's Living Planet at Work website.

This is a Canadian tool, but is relevant to residents of the United States as well. Simply use a tool such as Google (<https://www.google.ca/#q=kilometers+to+miles>) to convert kilometers to miles.

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If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- **Set Up a Carpool:** If you already have a carpool, then we suggest doing further promotions, but if you don't have a carpool we suggest you help develop one and promote it throughout the workplace. Many of your employees are likely driving in the same direction every day, might as well help them save gas, parking fees, and time. There are lots of online resources available, but here are some that we recommend:
 - Online Carpool Sign Up Sheets: <http://www2.findandremind.com/helpful/take-a-tour/>
 - Self-Organizing Carpools: <http://www.carpool.ca/>
 - Carpooling Resources: <http://mashable.com/2008/09/30/carpooling/>

Additional Resources:

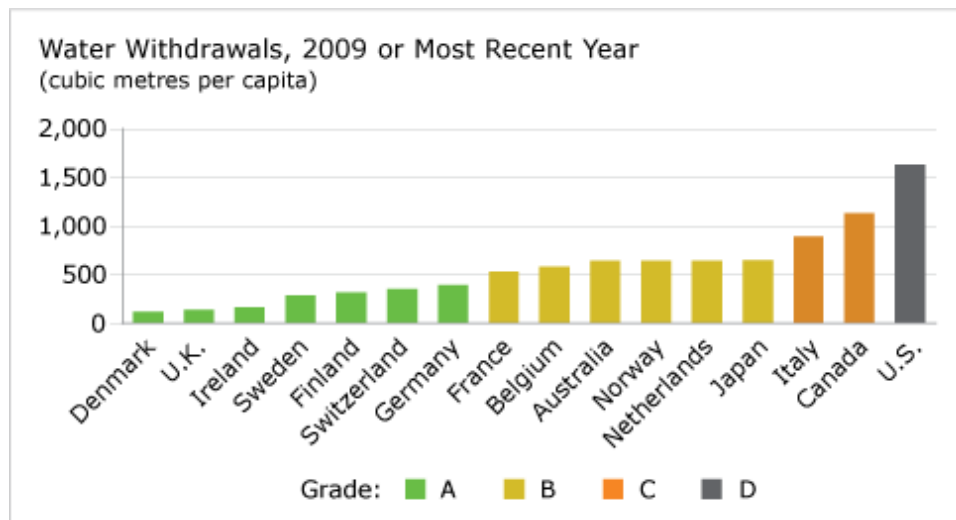
Commute Cost & Carbon Emissions Calculator
<https://transportation.stanford.edu/cost/>

WATER CONSERVATION



Over the summer months water conservation is top of mind as people fill pools and water lawns/ gardens. In North America, we use 75% more water than Europeans do. For the most part we have an abundant supply of water in North America; however, this is changing quickly as water demand for agriculture, industry and residential is rising quickly. The UN expects that 3.4 billion people will be living in countries defined as water-scarce by 2025. When water is scarce, people are forced to consume contaminated water. The message is: we need to use water wisely as every drop counts.

The graph below shows that Canada and the US rank 15th and 16th respectively, out of 16 peer countries when it comes to water use.



Source: <http://www.conferenceboard.ca/hcp/details/environment/water-consumption.aspx>

Water conservation is important both at home and work. Commercial and industrial facilities use enormous amounts of water for their day to day operations. The three largest uses of water in office buildings are restrooms, heating and cooling, and landscaping.

Successful implementation of water saving changes in multi-tenant properties requires a cooperative effort from everyone involved. Here are a few tips to ensure you're being water efficient at work:

- If you notice a leaky faucet inform your property manager right away;
- Use water wisely when washing the dishes in the workplace lunchroom and only run the dishwasher on a full load;
- If you're company is purchasing a new dishwasher for your lunchroom, be sure to purchase an ENERGY STAR one – not only will it save energy, but water too!

FOREVERGREEN ENGAGE: MOVIE LUNCH

Activity Description:

Organize a lunch and learn to view a documentary about water. A link to a list of movie suggestions is provided below.

How:

- Select a water documentary that you think will be of interest to you and your colleagues. This website provides a list of great suggestions: <http://www.watercache.com/blog/2011/10/must-see-water-documentaries-provide-insight-into-future-water-crisis/>
- Book a meeting room over a lunch hour or two and send an invite to your colleagues to attend the lunch and learn. Encourage everyone to bring their own litter-less lunch, or if you have budget for employee events you may want to provide lunch (but no bottled water!).
- Arrange for any technology requirements you may have.
- After watching the video host a discussion and ask your colleagues what they learned, what they found interesting and if any of their opinions on water use and water conservation have changed.

FOREVERGREEN MIND: WHAT'S YOUR WATER FOOTPRINT?

Activity Description:

Take a water tour with National Geographic through your home, yard, diet, energy, and consumer choices to determine your water footprint...then pledge to reduce it! Encourage your colleagues to do the same.

How:

- Access National Geographic's Water Footprint Calculator online (see link below).
- The website will ask you to enter a zip-code. If you live in Canada choose a zip-code with similar climate conditions to your location. Some suggestions are provided below
 - Ottawa: 13662
 - GTA: 14204
 - Calgary: 59401
 - Edmonton: 59401
 - Vancouver: 98101
 - Montreal: 05401
- Run through the calculator and answer the questions. Once complete, pledge changes that you will make in your daily life to reduce your water footprint.
- Share the calculator with your colleagues!

Resources:

National Geographic's Water Footprint Calculator

<http://environment.nationalgeographic.com/environment/freshwater/change-the-course/water-footprint-calculator/>



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If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Try this water conservation quiz from The Nature Conservancy and encourage your colleagues to do the same:
<http://www.nature.org/ourinitiatives/habitats/riverslakes/water-conservation-quiz.xml?src=e.gp>

Additional Resources:

There a number of best management practices outlined in the US EPA's publication WaterSense at Work. These practices can be applied to both commercial and industrial facilities.

http://epa.gov/watersense/commercial/docs/watersense_at_work/

EPA's WaterSense

<http://www.epa.gov/watersense/>

Earth Easy's 25 ways to conserve water at home

http://eartheasy.com/live_water_saving.htm