

# Sustainability Guidebook



The bottom section features logos for HealthPartners and Park Nicollet, both consisting of two overlapping diamonds (one green, one blue) with a purple diamond in the center. To the right is a sustainability diagram with three overlapping circles labeled "NATURAL ENVIRONMENT", "ECONOMIC VITALITY", and "HEALTHY COMMUNITIES", with the word "SUSTAINABILITY" in the center. The HealthPartners logo is also present at the bottom left of this section.

## **You and your team can make a difference!**

Our organization is committed to supporting leaders and their teams, to educate and inform better sustainability practices. One resource now available to you and your teams is this sustainability guidebook, also available on myPartner and Facets. It gives tips on what can and can't be recycled, answers to common questions on paper reduction and other resources for more information on sustainability.

## **How can I use this handbook?**

There are many ways you can use this handbook, so please use it as makes sense in your particular location. We want you to share it in a way that is meaningful to you and your team. Here are some ideas:

- Send out the link to your team via email
- Print out a copy and hang it in your break room or staff area
- Use the content as opening information for team meetings and Huddles
- Have a team member be responsible for presenting each page at a team meeting or Huddle.
- Quiz your team on a page at every team meeting or Huddle
- Use a page as an informative poster

## **Why is this important?**

Sustainability is an important part of our mission to improve health and well-being in partnership with those we serve. By being committed to sustainability at home and at work, we create a healthier and cleaner environment for us all.

Sustainability also impacts our bottom line and is tied to our stewardship goals. Health care is a big user of energy and generator of wastes, and when we save materials, resources and energy, we're not only improving the environment - we're also improving our bottom line.

You can support this organizational commitment to sustainability, and take accountability for educating and informing your team of the practices that will make a difference and help us reach our sustainability goals. Every item that rightly goes into recycling instead of trash makes a difference - and the more you can help your teams understand how they can help, the closer we are to fulfilling our mission.

## **Questions or concerns?**

Please feel free to email [HPSustainability@healthpartners.com](mailto:HPSustainability@healthpartners.com), or contact one of the Green Team members or Office Services. Thank you for your help and your commitment to sustainability!

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**HealthPartners®**



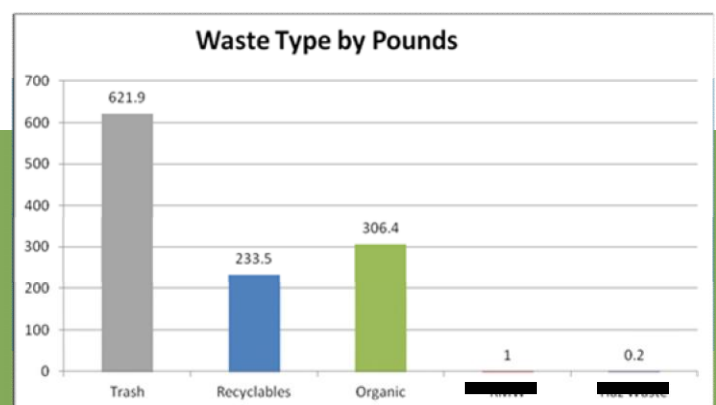
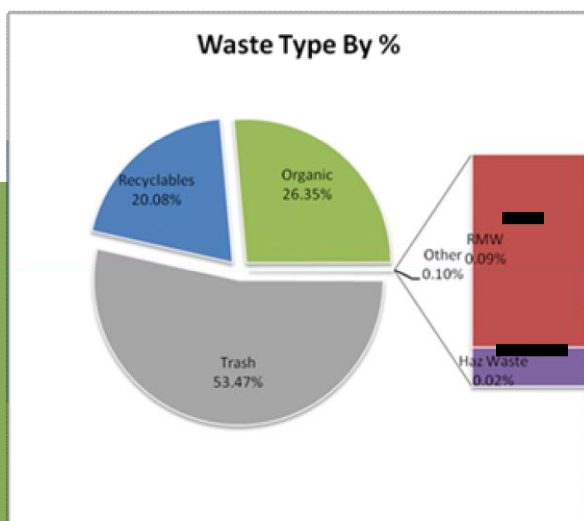
# Why Recycle



In 2013, the Sustainability department led eight waste sorts at clinics. The sample included clinics with a variety of specialties and of different sizes. In performing the sorts, it was found that on average, 20% of the material in the waste bins was recyclable material and about 26% was organic. At this time, most of our locations do not have the option of composting the organic material, though this does highlight the potential benefit of adding that in the future.

The 20% that is recyclable is what we want to target (along with reducing the amount of waste we create overall!). In order to properly sort this material, we all need to know what's recyclable—which can be tough to figure out sometimes!

**All HealthPartners facilities have co-mingled recycling, meaning no sorting of recyclables is necessary. All plastics, metals, glass, and paper (except confidential/PHI/office paper which should go in the shred bin) can be put in the recycling bins!**



# Yes, recycle these!

## Yes! Please Recycle These Items:

- All plastics #1-#7, including soft plastics, plastic bags and Saran wrap
- Boxboard (cereal & cracker boxes, frozen food boxes)
- Aluminum cans
- Tin and Steel cans
- Glass jars & bottles
- Packaging
- Paper bags
- Cardboard (please flatten the boxes)
- Shrink wrap (bagged or baled only)
- All office papers (colored paper too)
- Catalogs & magazines
- All junk mail & envelopes
- Milk cartons and juice boxes



# No don't recycle!

**NO! *DO NOT* Recycle These Items:  
(All of these items go in the Trash Container or Shred Box)**

*NO* PHI (Protected Health Information)

*NO* Food waste

*NO* Disposable gloves

*NO* Overnight shipping envelopes

*NO* Pizza boxes

*NO* Foam packaging peanuts

*NO* Waxy paper

*NO* Aluminum foil

*NO* Styrofoam cups, plates, clamshells

*NO* Plastic flatware

*NO* Aerosol cans

*NO* Garbage or yard waste material

*NO* PVC piping



# Recycling FAQ's

## What does the number on the plastic mean?

Plastics are categorized by type. The number you see on the plastic indicates the type of plastic the item is made out of. These numbers were used to distinguish which plastics could and could not be recycled but all plastics are recyclable now.

## Can lids and caps be recycled?

Generally, yes! Plastic caps can be recycled as long as they are attached to the container. These include water bottles, peanut butter jars, milk and juice cartons and broth boxes. Loose plastic caps, however need to be placed in the trash because they will fall through the sorting machine and cause damage. A metal cap (with suction insides) on a glass bottle can not be recycled and must be separated from the glass bottle. And finally, metal discs from aluminum cans can be recycled either attached or not.

Source: [eco.tips](#)

## What if I put something in the recycling that isn't actually recyclable?

With our waste and recycling hauler, we can have a contamination rate of up to 10% before the loads are actually rejected—so don't worry too much about accidental mis-sorting. Also, we know it can be concerning that all recycling is being thrown into one bin, but this increases the amount of recycling and makes it more convenient! On the other end of the process, there's a machine that sorts our recycling and then a person who picks through to get anything that was missed by the sorting machine.

## What can or should go in the shred bins?

So here's the deal, we pay a flat rate for our large shred bins to be taken away—so put all office paper in the shred bin, just to be safe! We don't want patient information or confidential information to be floating around.

## Caps and Lids Recycling

Keep lids on



Takes lids off



Do not recycle metal caps

# Recycling food FAQ

## Can I put recyclables with food still on them into the recycling? How much “contamination” is acceptable?

Do what you can to clean off the food container—scrape the food scraps into the trash (or organics container if there is one!); rinse off plastic trays, yogurt cups, etc. in the sink—but don’t worry if there’s a little bit of salad dressing or residue left behind.

**NOT Recyclable (Yet!)**



Scrape off any remaining food and remove silverware  
**Rule of thumb:** no chunks



**Ready to be Recycled**



Dump out any extra liquid



Rinse containers to remove any left-behind food





# What does recycling at HealthPartners and Park Nicollet look like?



## Additional Recycling Resources:

**Earth 911:**

<http://www.earth911.com>

**Greening your office space:**

<http://www.rethinkrecycling.com/businesses/how-guides/how-reduce-waste>

**Reduce, Reuse, Recycle:**

EPA

<http://www2.epa.gov/recycle>

# Paper reduction

**The What and Why:** Reduce paper! Not only does it save trees, it's a huge money saver. Reduce.org estimates that you can save 13 to 30 times more than what you already do in reducing the paper costs (due to decreased maintenance of printers, toner purchases, etc.)

**Goals:** Reduce paper use by 10% over the 2014 baseline by the end of 2020.

## Strategies for Paper Reduction:

- Always print double-sided (also called “duplex”)
- For copies, use the size reduction feature when you can. Two pages of a book or original document can often be copied onto one standard sheet.
- Run meetings electronically by projecting agendas and documents rather than printing hard copies. Send out materials before or after the meeting if necessary.
- Ask yourself, “Do I really need to print this?” Save things if possible.
- Format documents to reduce “white space”
- Send faxes to an electronic folder to be saved in PDF form rather than be printed



**Questions about printing or paper reduction?** Contact: Dana Slade, Sustainability Manager

## Paper reduction tips:

Think before you print!

<http://www.nrdc.org/cities/living/paper/strategies.asp>

# Donate extra materials

**We are cleaning out the office and we have donations, but nowhere to put them – where should they go until there’s an appropriate donation location?**

Multiple facilities requires multiple outlets for storing donated materials. Below is a list of facilities and appropriate contact information:

- **HPMG:** Tom Collins and the staff at the central warehouse are able to hold donations at the warehouse until there’s a proper place for it to be donated.
- **HP Administrative Buildings:** Tom Shanley and Office Services are able to temporarily hold donations at 8170 until there is a permanent solution.
- **Hospitals:** Contact Housekeeping/ Environmental Services or Facilities.
- **Park Nicollet Locations:** Jim Holm and Bill Tester are able to store items at 3900 or will find an appropriate place to store donations.

**What has been donated in the past?**

- Office Chairs
- File cabinets
- Couches
- Bed side tables
- Baby formula
- Beds
- Desks
- Shelves
- Medical and dental supplies

## **Other Ways to Deal with Extra Stuff in the Office**

-Host an office clean out day and designate a location to drop off extra supplies

-If there is the supply (and demand) for a permanent drop off location, find a space in your office where employees can bring extra supplies and also take anything that they need. Through this sharing of resources we can save both money and waste!

# Resources for extra materials



## Locations for Donation of Unwanted Materials

More extensive list of donation locations and accepted items: <http://www.rethinkrecycling.com/businesses/donation-opportunities>

### **Create a listing on the Minnesota Materials Exchange:**

This online tool is like a Craig's list for Minnesotan organizations to post materials and items that they no longer need that others might want. You will need to create a username and be accepted before using the exchange.

Link here: [www.MNExchange.org](http://www.MNExchange.org)

### **The ReStore:**

The ReStore is owned and operated by Habitat for Humanity. The ReStore accepts building materials and other certain items to sell at their ReStore. The proceeds from these sold donations help Habitat build new houses for disadvantaged families.

- Will do pick-ups? Yes.
- Acceptance criteria: [Click here.](#)
- Schedule-a-donation: [Click here.](#)
- Main contact: Pete O'Keefe ([pete.okeefe@tchabitat.org](mailto:pete.okeefe@tchabitat.org))

(612) 305-7155

### **NIP (Neighborhood Involvement Program)**

NIP is a free community clinic that offers health services to individuals lacking health insurance. Nurses and physicians donate their time to provide these services. NIP is a great place to contact if you are clearing out a clinic or hospital area. They are always looking to improve equipment, furniture, and grab pretty much any medical supplies that may be being discarded.

- Will do pick-ups? Yes.

[www.neighborhoodinvolve.org](http://www.neighborhoodinvolve.org)

(612) 374-3323

### **Furnish**

Furnish is non-profit reuse store that is operated by Pride in Public Living. They take office equipment and sell it to raise funds for their community benefit initiatives.

- Will do pick-ups? Yes
- What they sell: [Click here.](#)
- Donate to furnish: [Click here.](#)

[www.furnishofficeandhome.org](http://www.furnishofficeandhome.org)

(612) 789-3322

[email@furnishofficeandhome.org](mailto:email@furnishofficeandhome.org)



# Other sustainable tips

## Energy Conservation Tips

Although the majority of energy consumption in your workplace is the result of decisions made by facilities about heating and cooling, the type of air regulation system in place, and bigger infrastructural elements of the building— it is still good to be mindful of the ways you can make a difference!

- Turn off lights when not needed (of course, but it's a good reminder!)
- Put your computer to sleep when you leave your desk for an extended period of time
- Unplug anything that is not in use. In the office setting, many of us need to leave our computers on overnight, but other things such as phone chargers, space heaters, small fans, etc. should be unplugged when you're not using them!
- Contact your Facilities Manager if you notice that something isn't working as it should be— i.e. leaks in piping, drafts by the windows,— anything that seems defective should be checked out soon as possible!

## Carpooling and other Sustainable Transportation Options

Carpooling is a sustainable and fun way to get to work. If possible, set up a carpooling program that allows coworkers to get to know each other better while traveling sustainably. Other forms of sustainable transportation include: public transportation (bus, light rail), biking and walking.

## BE ACTIVE!!

HealthPartners and Park Nicollet is committed to promoting a healthy lifestyle. By walking or biking to places you not only better the environment you better yourself. Check out the Sustainability webpage to learn more about how you can be active.

<https://www.healthpartners.com/public/about/sustainability/>

And on [MyPartner](#)

# Thank you!



**Thank you for your efforts in helping HealthPartners and Park Nicollet achieve a more sustainable environment. The tremendous progress we have made with going paperless, medication take back programs, energy reduction goals and increased recycling is all thanks to you.**

