

Hypertherm®



Three Leaf

**HELPING YOU
SHAPE THE WORLD.
SHAPING
POSSIBILITY.**



PLASMA | LASER | WATERJET | AUTOMATION | SOFTWARE | CONSUMABLES

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Greener Cuts certification: Three Leaf level

Process	Waste	Energy	Carbon	Associate
1 Leader Commitment	1 Monthly Waste Stream Visual Audit	1 Participate in Weekend Shutdown Project	1 Inter-facility Travel reduction Brainstorm	1 12 Greener Cuts Talks Annually
2 Champ Participation	2 Quarterly ZWBC Waste Audit	2 Pareto of all Team Energy Use	2 Reduce Inter-Facility Travel	1 Reusable Beverage Containers =75%
3 GBI Posted Annually	3 Landfill Reduction	3 Create and post 5 panel	3 Handprint Project	1 Review Commuting Benefits 2x Annually
4 100% Green CIA Participation	4 Create and Post 6 Panel	4 100% of Top Energy Projects		2 25% of Team Members try a Non-SOV Commute
5 Team Pledge or Mission Statement	5 Report Reduction Projects to CSR Team	5 Collaborate on a Cross-Team Project		
6 Environmental IPO Quantified Annually	6 100% of Top 10 Waste Projects	6 Report Reduction Projects to CSR Team		
7 Team Passes Sustaining 2 Leaf Audit	7 Kick IT!			

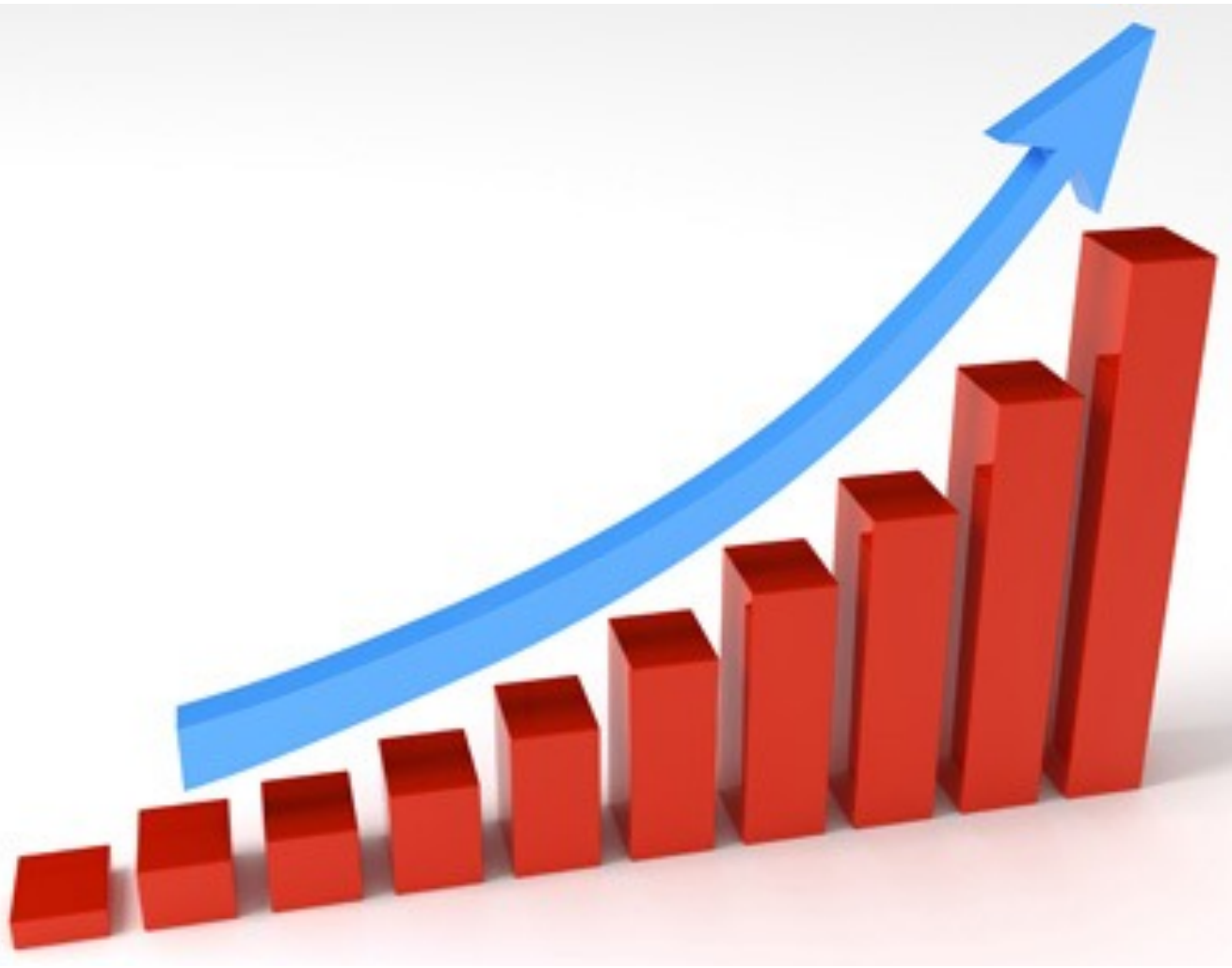


Plan for success

Three Leaf Certification Project Plan					Status Key:	Complete												
Team:						In progress												
Champion(s):						Not started												
Update Version Date:								Timeline										
Category	Standard	Action	Lead Associate	Support Team	Target Completion Date	Status	Actual Completion Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Se		
Process	1. Leader Commitment																	
Process	2. Champ Participation																	
Process	3. GBI																	
Process	4. 100% Green CIA Participation																	
Process	5. Team Pledge or Green Mission																	
Process	6. IPO																	
Process	7. Sustaining 2 Leaf Audit																	
Process/Assoc	8. 12 Greener Talks Given Annually																	
Waste	1. Waste Stream Visual Inspection																	
Waste	2. Quarterly Waste Audit																	
Waste	3. Landfill Reduction																	
Waste	4. Waste 6 Panel																	
Waste	5. Report Waste Reduction Projects																	
Waste	6. 100% of Top 10 Waste Projects																	
Waste	7. Kick it																	
Waste/Assoc	8. > 75% Reusable Beverage Containers																	
Energy	1. Participate in W/E Reduction Project																	
Energy	2. Pareto of All Team Energy Use																	
Energy	3. Electricity 5 Panel																	
Energy	4. 100% of Top 10 Energy Projects																	
Energy	5. Cross-Team Project																	
Energy	6. Report Energy Reduction Projects																	
Carbon	1. Inter-Facility Travel Red. Brainstorm																	
Carbon	2. Reduce Inter-Facility Travel																	
Carbon	3. Handprint Project																	
Carbon/Assoc	4. 2x/yr Review Communiting Benefits																	

Use this [template](#) to plan your certification, assign tasks and track completion.

Track your progress



Please Track
you Three Leaf
Progress using
the spreadsheet
linked [here](#),
also available in
the Three Leaf
documents
library on
SharePoint.
Use this
[template](#) to
display your
progress.

Organize your presentation

Hypertherm®

Three Leaf Certification Template

**HELPING YOU
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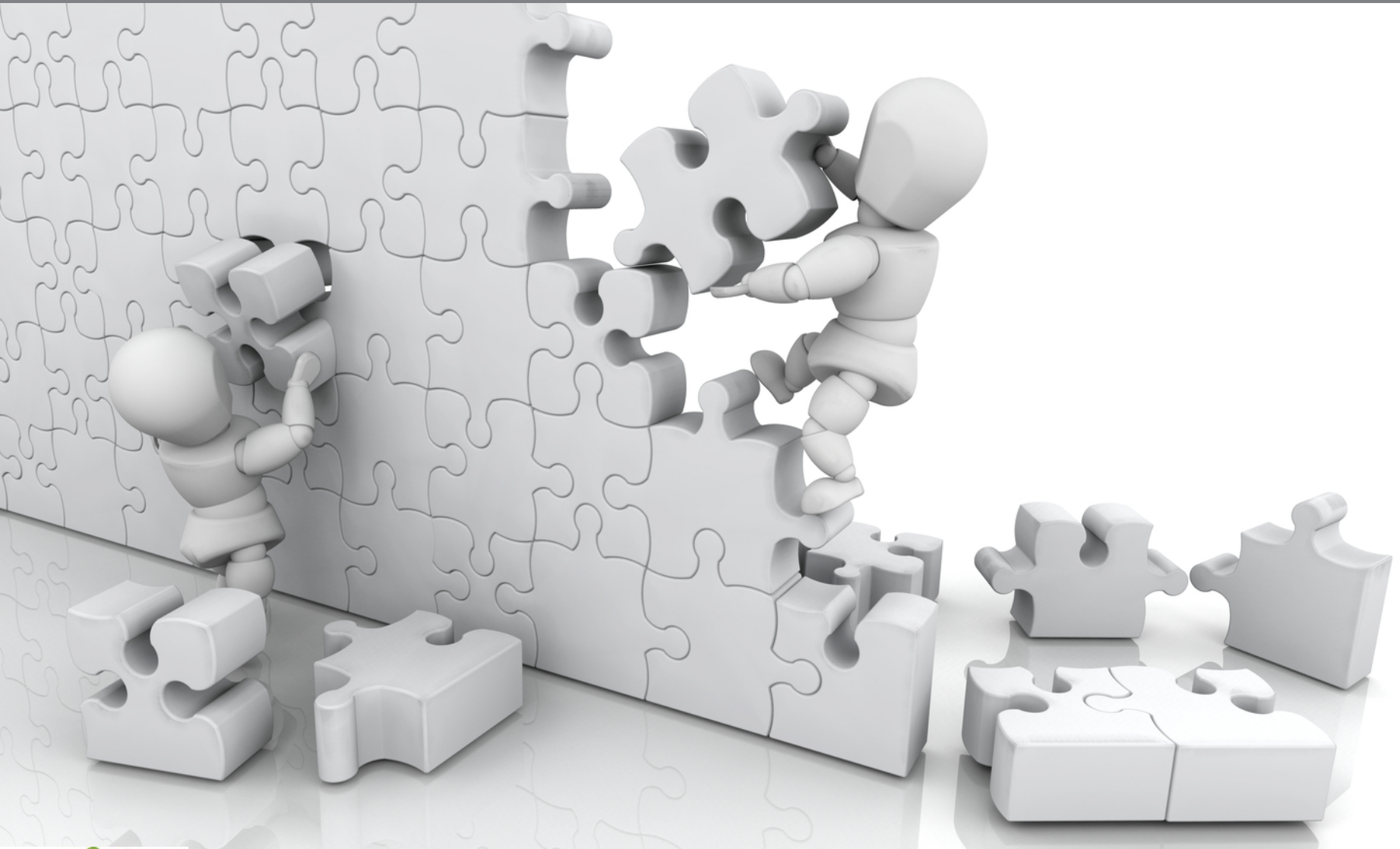
Use this [template](#) to organize and report on your Three Leaf Progress

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Process



1. Leader commitment

1. Team Leaders must own and complete one of the 3 leaf criteria.
2. Leader must create designated time for Green Champ work.
3. Leader's leader must state support. [Leader Sign-off](#)
4. Goal of 3 leaf completion must be in (Fall) team plan Green champ tasks must be in individual plan.
5. Team Plan shared within team.

- Leader is committed to pursuing 3 Leaf Certification

signature

- Leader's Leader is committed to pursuing 3 Leaf Certification

signature

- Achievement of 3 Leaf Certification will be put into Operations Plan IF planning cycle is aligned with 3 Leaf Pursuit. If not, just pursue 3 Leaf if plan is already finalized.

signature



2. Champion participation

Green Champion participates in at least 3 Champ events

Role and Responsibilities of Green Champion

Attends at least three Green Champ Events in addition to initial training

Updates progress on the “Chart your Three Leaf Progress” document

Uses the online Green Champ Resource Center

Supports Team in Green Leaf Certification

Attends Green Champ Training

Presents at the CIA walkthrough to state the progress of the GBI

Challenges team to take steps to be more “green”

May be involved in larger “Green” projects

Ambassador for the initiative for their team

Team Focused

One to Two Year Term

Volunteer Basis

1. Champ must delegate tasks and gain partnership from at least 4 associates.
2. If team is >15, 2 or more green champs required.
3. If multi-shift or multi-function, 1 Green Champ per shift/function is required.



3. GBI

GBI identified during planning and posted by February (annual)

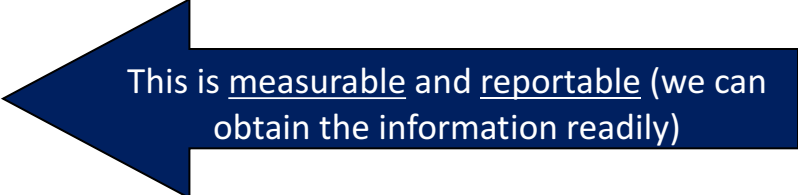
GBI Definition

GBI's are annual Green Business Indicators. They are a metric to measure the progress on a green initiative that your *team* has selected to work on for the year. Work with your team in the planning cycle to integrate project work with the team's operating plans. [GBI Instructions](#)

Example of a Good GBI

Metric: Weekend KWH at 100 Etna Rd.

Goal: to reduce electricity by \$10K in 2013 at 100 Etna Rd.



This is measurable and reportable (we can obtain the information readily)

Posting

CIA board, SharePoint by February of each new calendar year: [Enter GBI here](#)

Updating

Update your GBI progress to goal at least twice a year on your CIA board and post to the Green SharePoint site. There are times when it will take time to see progress toward your annual goal as you set foundations in place. The midyear CIA walkthrough is a good check toward if you will meet your year-end goal. Work with your team on needed efforts.

CIA walkthroughs

The Green Champ will be expected to present the GBI and progress against it at the CIA walkthrough for the team. This can be brief and serves an informational purpose for the walkthrough team: providing visibility to the GBI and the team's work.



4. 100% green CIA participation



1. Every team member must submit or implement a CIA.
2. Minimum of 8 Green CIAs/year
3. CIA's should be meaningful
4. All submitters and implementers should play an integral part in the CIA process
- 5. CIA's do not need to be complete to count towards 100% team participation**

4. 100% Green CIA participation: How to replicate CIA's

In the CIA search form, simply use the drop down boxes and chose **Completed** for *Status* and **Environmental sustainability – Green** for Ownership Category. Checking the **Replicable** check box will help narrow the search. This will populate a list of all completed green CIA's for review. Copy all that apply to your team

CIA Search Form

CIA #

Title

Submitted By Team

Assigned To Team

Submitted by Associate-Owner

Assigned to Associate-Owner

From To

Status **Completed** ▼

Ownership Category **Green - Environmental Sustainability** ▼

Priority

Recognition

Replicable

76028	Air compressor control timer	-	Schulze, Christopher	Advanced Technology	Schulze, Christopher
75993	Localized landfill/recycling/non-rigid plastics bins	-	Streit, Eric	LIS >50A Systems	Streit, Eric
75970	Electronic monthly HyLights	-	Matulonis, Melanie	Corporate Marketing	Matulonis, Melanie
75943	Scrap metal Bin	-	Harrington, Jeff	LIS <50A Systems	Robb, K
75922	Sharing Audit Results	-	Rooney, John	Corporate Improvement / CSR	Rooney, John
75918	Addition of paper only compost bin	-	McDowell, Justin	HCI Team	McDowell, Justin
75902	Repurposing Rubber Bands	-	Lain, Jonathan	T/C Mech Electrodes	Lain, Jonathan

6. IPO

1. Do a quantified IPO on your GBI.
2. Post it in team area.

- [IPO Examples](#) [IPO Template](#)

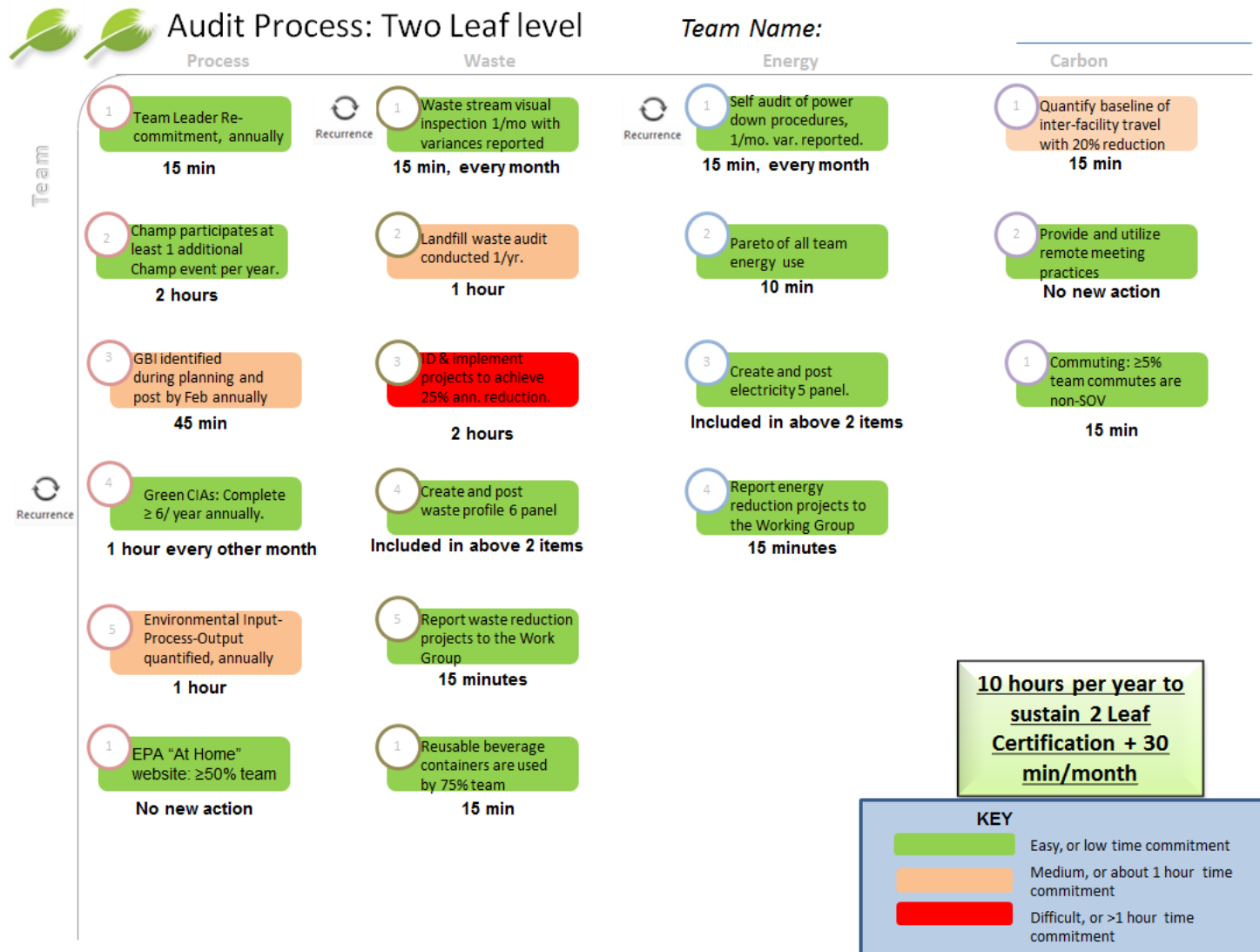
- Apply the IPO tool to your team's GBI. This practice generally takes around two hours to complete.
- **Measure or best estimate** the environmental inputs and outputs that you identify. An index of quantified common impacts (i.e., printed paper, dish washing, lighting, common machine kWh) is available on the Green Portal. With your IPO, work with your team for how to eliminate or reduce impacts generally and choose at least one input or output, set a reduction target for it, and work toward that goal through project work and/or CIAs.
- Track progress on a 4-panel that can be shared.

7. Team passes 2 leaf audit

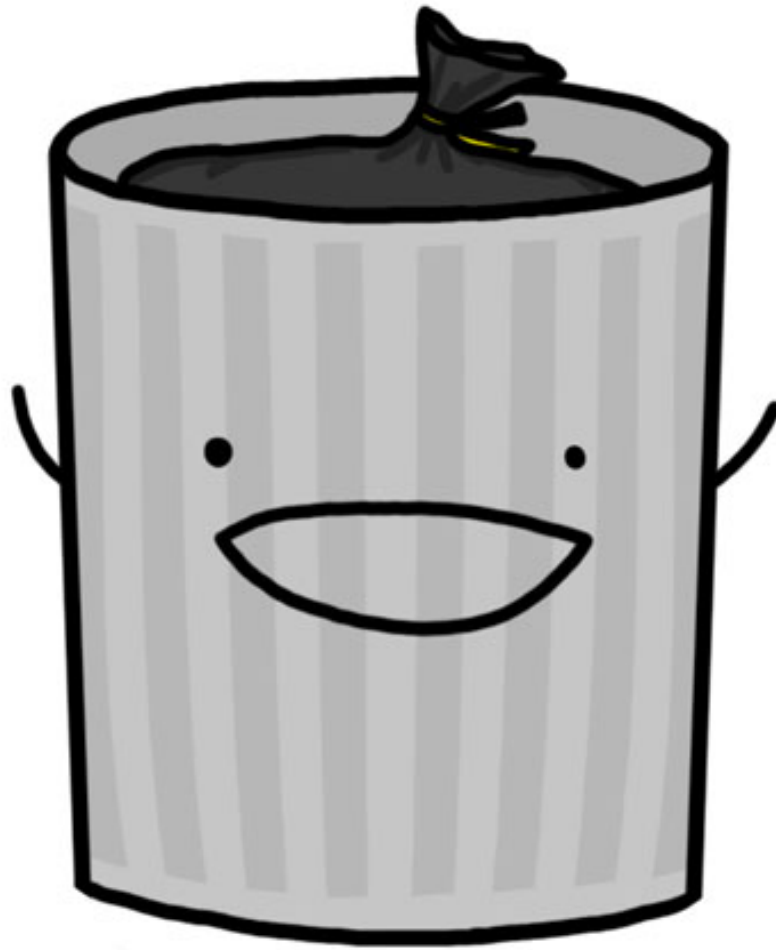
- 1. The [Two Leaf audit](#) ensures that all previous work from certification is upheld.
- Some criteria only need updating if there is a change. Ex. Maintaining 75% reusable beverage containers, new equipment is reflected in the energy pareto.
- Continued and sustained green progress, even if not attempting next certification at this time.
- Tasks feed into Three Leaf.
- The audit is waived if Three Leaf is achieved within six months of Two Leaf certification.



7. Team passes 2 leaf audit



Waste



I'm
full of
garbage!

1. Monthly waste stream visual inspection

Waste Stream Inspections 1x/month

Green Champ(s) or any team member will visually inspect each waste stream (Zero-Sort, landfill, compost (if applicable), non-rigid plastics), at least monthly AND ON EACH SHIFT

- Put on nitrile gloves and dig through to see all items
- Remove non-compliant items
- Report findings to team
- Track estimated % compliant to compare progress month to month

Tips and Best Practices for Waste Stream Compliance:

- Place all types of waste containers together in the same area
- Reduce the numbers of landfill waste containers to the lowest number possible
- Clearly label containers so people know what goes where
- Create customized signs pertaining to the actual waste in your area
- Remind your team where new or strange items should go.
- Refer to the green guru or post a new question about unknown waste types
- Empty aerosol cans are recyclable in zero sort!

1. Log results and post. [Link to Spreadsheet](#)

2. Share in newsletter, standup or via email. (Photos are recommended)



2. Quarterly waste audit using ZWBC process

Landfill Waste Audit conducted 4x/yr: *Conducting the Audit: (Quarterly)*

Pick the date you want to do your audit and schedule on this [calendar link](#) (there are two calendars on this page, please take caution to use the one titled *Landfill Audit Cart Reservation Calendar*).

- **71 HTR:** Prior to your scheduled audit, [enter a Facilities request](#) to place a 24 – 72 hour hold on your waste pickup (24 hours for production audits and 72 hours for office audits). On the date of the audit, pick up the cart located in the Facilities storage closet. [\(MAP\)](#) Return the cart to its home location after the audit is complete.
- **21 GHR:** Prior to your scheduled audit, [enter a Facilities request](#) to place a 24 – 72 hour hold on your waste pickup (24 hours for production audits and 72 hours for office audits). On the date of the audit, pick up the cart located in the compressor room. [\(MAP\)](#) Return the cart to its home location after the audit is complete.
- **All other facilities:** Prior to your scheduled audit, [enter a Facilities request](#) to place a 24 – 72 hour hold on your waste pickup (24 hours for production audits and 72 hours for office audits) and request an audit cart drop off to your location. Return the cart to the location you picked it up from after the audit is complete.
- Label bags as to where in your team area they came from.
- Open each bag individually and dump out onto plastic sheeting.
- Using gloves and blue coveralls (optional), sort trash from that bag as to where it should have gone.
- Take a picture of the piles.
- From your waste weigh each category on scale and record in spreadsheet.
- Use this template [LINK](#) to track waste streams by category.
- Re-bag the trash and dispose. Recycle items where applicable.
- Note unusual items or circumstances; note questions.
- Repeat with all waste streams (Zero-Sort, Non-Rigid Plastics...)
- Report back and discuss with your team



3. Landfill reduction

1. ID & implement projects to reduce or eliminate remaining landfill item(s).
2. Maintain 4 panel. [Link to Blank 4 Panel](#)

- Tips and Best Practices for Landfill Waste Reduction:
 - Lack of accuracy is often the number one biggest contributor to landfill. Your audit will tell you how much landfill reduction you can get by having perfect accuracy.
 - Ensure food scraps, tissues, napkins, and paper towels are being composted.
 - Ensure metals and scrap parts are recycled.
 - Ensure NON-RIGID (hard) plastics are being recycled.
 - Reduce coffee cup disposal.
 - Reduce disposal of gloves.
 - Reduce disposal of safety glasses.
 - Eliminate Keurig landfill waste

Composting in CIT/CSR Area; Alex, John



Project Objective	Corrective Action / Solution																																												
<p>Implement a composting process in CIT/CSR office area by placing compost bins, adding removal and audit to the CIT/CSR 5S+ weekly responsibilities, and communicate/educate stakeholders by June 24, 2016.</p> <p>Start Date: June 1, 2016 Completion Date: June 24, 2016</p>	<p>Implement composting system, educate stakeholders, and audit and communicate results.</p>																																												
Stakeholders / Communication Plan	Action Items/ Accomplishments																																												
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4. Create and post waste profile 6 panel

Here is an example of a waste profile 6 panel:



- [Link to 6 Panel Tool](#)

5. Report waste reduction projects to John

1. Report landfill waste reduction projects to John Rooney
2. Using the Waste planning tool, entered your planed reduction from the project start date, to the end of the year.
3. Each month enter your actual savings. If savings are baked in, fill that amount through the rest of the year

4.0	LIS waste reduction through new layout, communication and added containers	-	SPI/JH	LF Plan	-	-	-	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(112.9)			
				LF Actual	-	-	-	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)	(12.5)		
				Recy Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
				Recy Actua	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
10.0	Replace paper towels with reusable terry cloth rags for cleaning	-	TW	LF Plan	-	-	-	-	-	-	-	-	-	-	-	-	-			
				LF Actual	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
				Recy Plan	-	-	-	-	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(200.0)	
				Recy Actua	-	-	-	-	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)		
19.0	Mercury Wire totes for low volume parts	-	LH	LF Plan	-	-	-	-	-	-	-	-	-	-	-	-	-			
				LF Actual	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
				Recy Plan	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(2,916.0)	
				Recy Actua	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	(243.0)	-	-	-	-	-	-	-		
20.0	PCM cables in returnable totes	-	LH	LF Plan	-	-	-	-	-	-	-	-	-	-	-	-	-			
				LF Actual	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
				Recy Plan	(60.0)	(61.0)	(60.0)	(61.0)	(60.0)	(61.0)	(60.0)	(61.0)	(60.0)	(61.0)	(60.0)	(61.0)	(60.0)	(61.0)	(726.0)	
				Recy Actua	(60.0)	(61.0)	(60.0)	(61.0)	(60.0)	(61.0)	(60.0)	-	-	-	-	-	-	-		
22.0	CSR Team Initiatives	-	JPR	LF Plan	-	-	-	-	-	-	-	(8.9)	(8.9)	(8.9)	(8.9)	(8.9)	(44.3)			
				LF Actual	-	-	-	-	-	-	-	-	(6.6)	(6.6)	(6.6)	(6.6)	(6.6)			
				Recy Plan	-	-	-	-	-	-	-	-	(0.5)	(0.5)	(0.5)	(0.5)	(0.5)	(2.3)		
				Recy Actua	-	-	-	-	-	-	-	-	(0.5)	(0.5)	(0.5)	(0.5)	(0.5)			
				LF Plan	-	-	-	-	-	-	-	-	-	-	-	-				

[Link to Planning tool](#)

[Link to instructional document](#)



6. 100% of the Top 10 Waste reduction projects

1. Review [Top Ten Waste Projects](#)
2. Define which projects are applicable to the team
3. Meet with CSR Environmental member for review when necessary
4. Mark progress with; gray for N/A, red for not started, yellow for in progress and green for complete

Number	Project Description	Description and examples	Teams that have done this	Who contact
1	Perform initial landfill waste audit	Audit Template		
2	Arrange presentation of waste hierarchy greener cuts talk by Green Champ at next team meeting.			
3	Increase accuracy by 50% annually with standards in the following waste streams: (a) Zero-Sort; (b) Compost, both food and paper; (c) Non-rigid Plastics, using monthly visual audits to track progress.	Visual Waste Audit Examples		
4	Develop team and individual process for ensuring full compost compliance.			
5	Kick the can. Eliminate personal trash receptacles. Create shared point of use centers for key waste streams, to be emptied into common recycling centers as needed. Use color coded standard signage, custom photos of your area's wastes and which receptacle they go into.			
6	Talk and walk the waste process using Lean Tools. Establish current state. Lean Waste Examples	Lean Waste Examples		

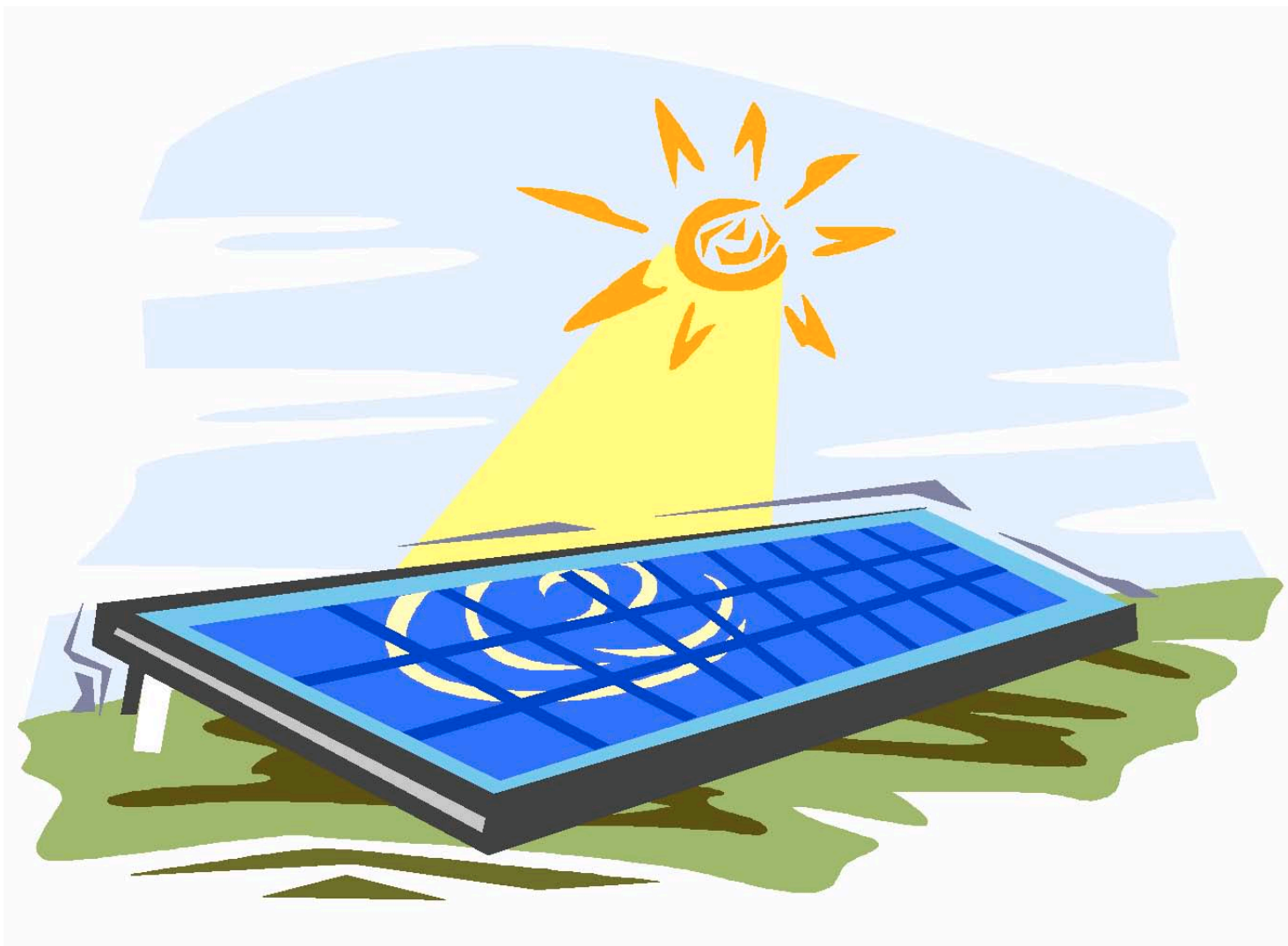


7. Kick it

1. Kick the can (no individual cubical or workbench landfill cans)
2. Kick the K-Cup (no disposable Keurig pods. Use reusable/refillable pods or cups)



Energy



1. Participate in weekend reduction project

1. Report to Dave Gaudet
2. Implement your own weekend energy reduction project, or participate in another team's.

Examples

- Powering down ovens on the weekend
 - Delayed machine start up on Sunday nights
 - Eliminating phantom draw from monitors and stand up desks
 - Adopting a common space and powering down the electronics
- ❖ Use [Lucid Building OS](#) to identify areas of opportunity at your location

2. Pareto of all team energy use

1. Maintain 2 leaf pareto, modifying for equipment or usage changes.
2. Post in team area.

A team should strive to have as few ancillary power devices as possible (i.e., individual space heaters, individual coffee brewers (Keurigs), refrigerators). Use these calculators or Facility's provided standards to estimate your team's typical power usage.

Common power-using equipment:

- [Laptops](#)
- [Desktops](#)
- [Monitors](#)
- [Printers](#)
- [Task lights](#)
- [Cell phone chargers](#)
- [Thin client – 13W per hour](#)

Measure other equipment with Watt-o-Meter by creating a Facilities Request...

Reserve meter using this [Calendar](#). **Please take care to use the calendar titled *WattsUp Meter Reservation Calendar*.**

(Generally, Hypertherm's power is \$0.12/kWh) [Link to Pareto Template](#)

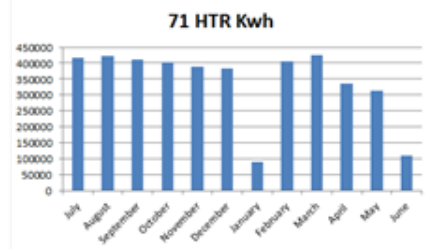


3. Create and post electricity 5 panel

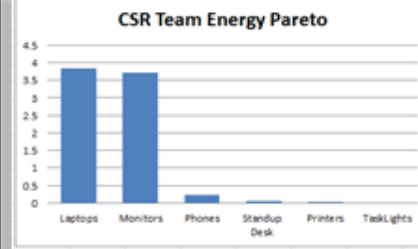
- [Link to 5 panel Template](#)

Team: CSR Energy 5 Panel Date: 6/13/16

Building's Electricity



Team's Electricity



Objective

Reduce 100% "phantom" energy by turning off power strips every night/weekend.

Projects

- Adopt the client meeting room for shutdown
- Create a power-down best practice and share with office teams

Power Down Compliance Audit

Month	Date of audit	Auditor name	# of failures of power down procedures	List failure details	Action items
May	5/3/2016	TA	0	None	Good Job Team!
June	6/10/2016	MA	0	None	Good Job Team!

4. 100% of Top Energy Efficiency projects

1. Define which projects are applicable to the team
2. Meet with CSR Environmental member for review when necessary
3. Mark progress with; gray for N/A, red for not started, yellow for in progress and green for complete

- [Link to Production](#)
- [Link to Office](#)
- [Link to Lab](#)



5. Collaborate on a cross-team project

A cross team project should be completed within 12 months prior to certification and should involve 2 or more teams. Can focus on replicating projects, minimizing energy usage in an area that has a higher impact.

Examples

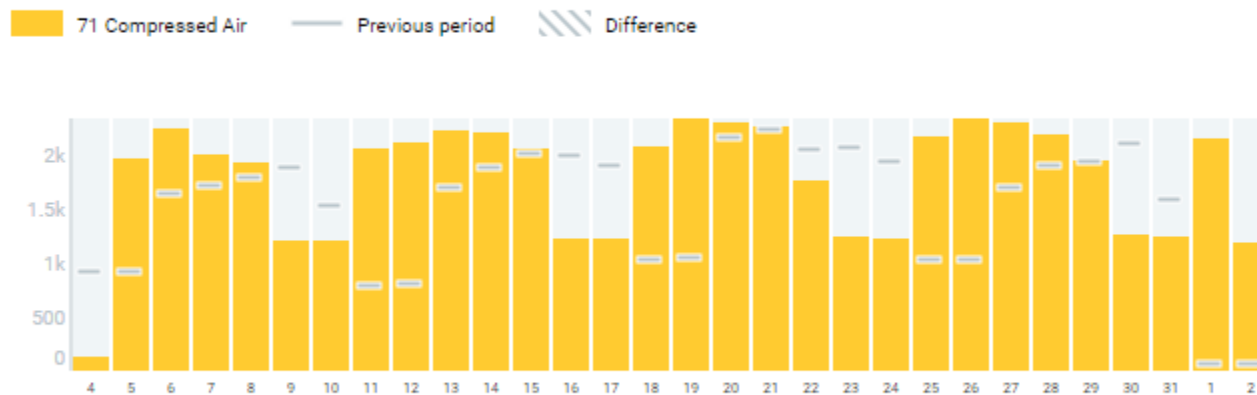
- Burn in time reduction – LIS Office w/ LIS Assembly
- Fixing compressed air leaks – CSR w/ Maintenance teams



6. Report energy reduction projects to Robin

1. Report projects and estimated energy savings
2. Use [Lucid Building OS](#) to track project progress and impacts

71 Compressed Air / Last 30 days



Jul 4, 12am–Aug 2, 1pm 2016
53,933 kWh

Jun 4–Jul 3, 2016
45,219 kWh

Difference
↑ 19%

Carbon

A graphic of a boot print with the word "CARBON" in the center. The print is filled with a pattern of black and white diagonal lines.

CARBON

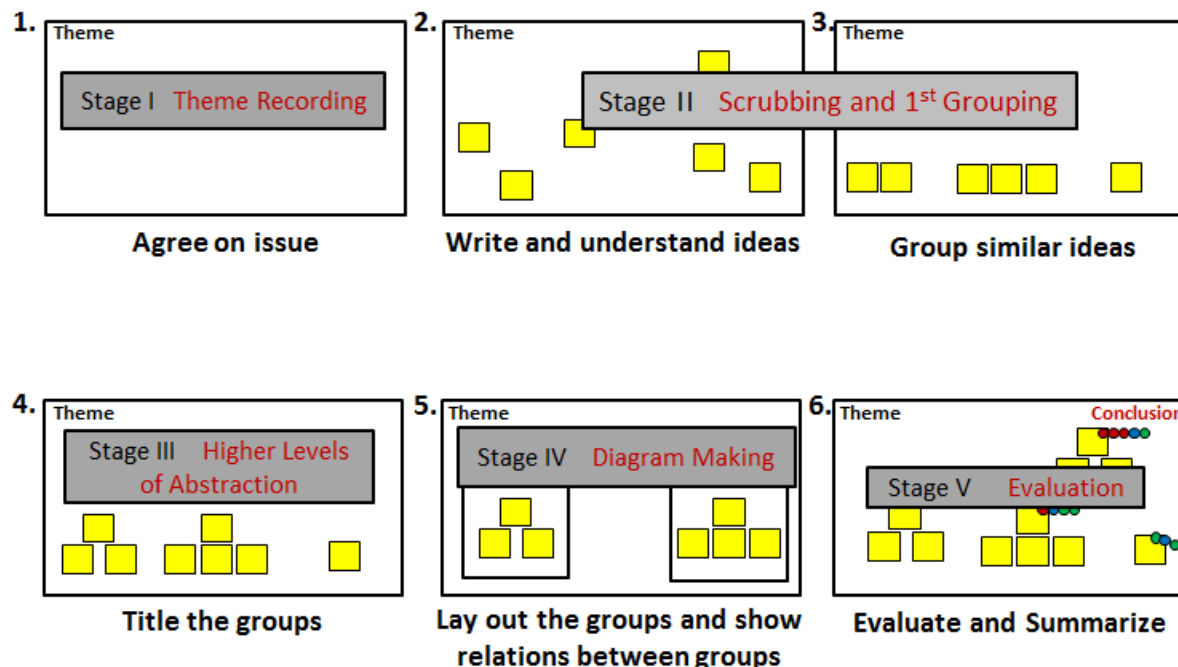
A graphic of a boot print with the word "FOOTPRINT" in the center. The print is filled with a pattern of black and white diagonal lines.

FOOTPRINT

1. Interfacility travel reduction brainstorm

1. Identify team members that travel regularly between facilities such as weekly or monthly.
2. For ONLY the identified team members, 2x/year run a 15 min. brainstorm session on ways to reduce interfacility travel.

[Link to brainstorming/LP Guide](#)



2. Reduce interfacility travel

1. Complete 2 CIAs or a lean project 4 panel that will reduce inter-facility travel. [Link to Blank 4 Panel](#)

2. Post 4 panel or CIAs

[List of Inter-facility Travel CIAs](#)

3. Handprint project



A Footprint is what we LEAVE...a negative impact.

A Handprint is what we GIVE....a positive impact.

Examples:

Internal: teach another team how to implement a project that you have found to be beneficial

- How to mop using less water
- How to use power strips to shut down everything on workbench or desktop

External: work with supplier or teach a supplier about a sustainability initiative.

- Work with Casella on a waste that could be reused instead of recycled
- Work with Kennemetal to ensure more carbide tooling is captured for recycling
- Speak at a conference or community round table

Associate



1. 12 Greener Cuts talks given annually

1. Aim to deliver these monthly, at an existing standup or team or COS meeting.



Route 120 Traffic

- On average every vehicle annually uses **600 gallons** of gas and produces **12,000 lbs.** of Co2
 - That's equivalent to **\$1,632** on gas each year using average prices from NH and VT
- Consider driving a carpool with 4 passengers every day and you could NET up to **\$3,514.00** based on a 251 day work year!

Benefits of Non SOV Commuting

- Save wear and tear on your vehicle
- Save on gas and receive a quarterly incentive
- As a passenger; read, relax or work on the ride
- Emergency Ride Home program available, register as a commuter using this [link](#)



- [Link to Greener Cuts Talks](#)
- [Link to Sign-off Sheet](#)



2. Reusable beverage containers are used by 75% of team

This is simply sustaining this metric from 2 leaf, keep an updated list of associates who use reusable beverage containers.



3. 2x/year review commuting features, options and benefits

1. Run this activity 2x/year. It is about 20 minutes, and includes hands on activities and education.

[Commuting Resources](#)

[Commuting Greener Cuts Talk](#)

Follow these links as a team and explore what they do:

1. [Reimbursement Information](#)
2. [Commuting Incentive Calculator](#)
3. [Advanced Transit's "Where's my bus?" App](#)
4. [Glympse](#)
5. [Vital Communities Emergency Ride Home](#)
6. [NH Rideshare](#)

1. Wow...that can really add up!
2. Plug in some numbers and see how much money you could get
3. Add any team members names and info to this list if they are interested in trying to find a carpool partner (to drive or to be driven).
4. Eliminate your excuses! You might be afraid of getting stranded due to a carpool, so check this out!
5. Find out where your bus is in real time.
7. Find out where your carpool buddy is in real time.



4. 25% of team tries non-SOV commute

1. Try anything once: 25% of team members must try carpooling, bus riding, biking, slugging or walking.
2. Check out the [Commuting Resource site](#)

