Get rid of single use products in the kitchen:
- Remove single use paper plates, cups and plasticware from general access.
- Purchase reusable plates, coffee cups, glasses and flatware for the kitchen.
  Choose plates and coffee cups that can be used in the microwave. Find reusable ware available through U-M here.
  - Some departments provide a place setting to each person who is responsible for the maintenance of their own items, keeping the items in their desk.
  - Other departments have a common set that everyone can use. These are kept in the kitchen/break room.
  - Some ask each employee to bring in their own dishware and flatware to use and maintain.

Get rid of individually packaged condiments:
- Bulk sugar, creamer, coffee is more environmentally friendly than individually packaged items. Seek out the bulk options found in Sustainable Kitchen Supplies.
- K-cups are generally very wasteful.
  However, if you must have a single cup dispenser, consider a reusable pod or compostable k-cups if you have composting in your kitchen. Sustainable Kitchen Supplies.
- Recycle plastic bottle caps: Send interoffice to Cap-Ture, 109 E. Madison Campus Zip 2993

Choose sustainable food items:
Help with U-M’s sustainable food goal by choosing Fair Trade, Organic, RainForest Certified or local products when supplying the department kitchen. Purchasing plant-based food will also help reduce the carbon impact.
If you don’t see the sustainable product you want in Sustainable Kitchen Supplies, ask the supplier contact for it or complete the suggestion form! Planet Blue Begins with You!

Reduce use of paper towels/napkins and compost what you use:
- Many units use reusable dishcloths or towels and use a professional cloth cleaning service. And many units wash dishes with a sponge that is replaced frequently.
- Staff should be encouraged to use less paper towel (6 inches or one dispenser pump are good rules of thumb).
- As long as the paper tower hasn’t been used with cleaning products it can be composted!

Make your events ZERO WASTE:
Go zero waste at events with reusable and compostable products.

Dishwasher vs hand washing:
If there is enough staff to warrant it, dishwashers are generally a worthwhile investment.
According to energystar.gov dishwashers use half the energy and much less water than hand washing.

Steps for environmentally friendly hand dishwashing
1. Scrape food off dishes (preferably into your compost bin) before rinsing.
2. Rinse dishes immediately after use (requires less hot water to clean) or soak dishes in a tub/sink with warm water.
  Note: To be more environmentally friendly than a dishwasher, each dish should use no more than 1 cup of water.

Steps for environmentally friendly dishwasher use
1. Run the dishwasher only when it is full.
2. Don’t use the dry cycle (allow dishes to air dry).

Refill your water bottle:
U-M has over 300 bottle filling stations across campus. Bottleless water coolers have an environmental benefit over plastic jugs, and often can be a financial savings.
Note: These may require that a water line be installed.

Help U-M meet the Sustainable Food and Waste Reduction goals, while gaining points toward Sustainable Office Certification.