



# SUSTAINABILITY GUIDE



LEIBNIZ CENTRE FOR  
**AGRICULTURAL LANDSCAPE RESEARCH**  
(ZALF)

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# TOWARDS A MORE SUSTAINABLE WORKPLACE

**Sustainability at ZALF is not only a research topic: potential actions to reduce energy and material consumption are also part of our everyday work. Even small changes can make a big difference. This guide summarizes ideas, concrete practical tips and advice for a more environmentally conscious conduct that can have a positive impact not only on the environment but also on our work place. Join in—for more sustainability at ZALF!**

# OFFICE


### Printing

- » Avoid printing out documents unnecessarily.
- » If possible, set the »double-sided printing« function as default when printing.
- » Use recycled paper for printing.
- » Reuse misprints as scribbling paper.
- » Not only the printout of an e-mail consumes energy. Just sending and reading an e-mail costs about 10 g CO<sub>2</sub>. So bundle information into fewer e-mails and reduce the overall mail volume.

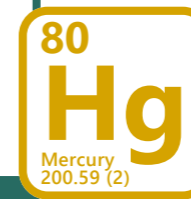
### Office equipment

- » Use environmentally friendly office accessories such as refillable pens or staplers without metal.
- » Choose items from alternatives to plastic: recycled cardboard pens, adhesive paper tape, fabric bags, wooden USB sticks, etc.
- » Use LED lamps instead of ordinary neon tubes. LED lamps are mercury-free, use 75 percent less energy and last 25 percent longer than neon tubes.
- » When purchasing electronic devices, you should make sure that they last long and that components can be replaced or re-purchased in order to avoid waste.
- » Before making a new purchase, get in touch about existing equipment with the Information Technology (IT) department.



  
A neon tube contains up to

## 4.0 mg Mercury



Mercury is dangerous for humans and animals and can pollute air, water and soil.



**SWITCH**  
to LED lamps

**75%** less energy  
**25%** longer service life



## 12,000,000 tons of electronic waste

expected for 2020 according to experts' estimates



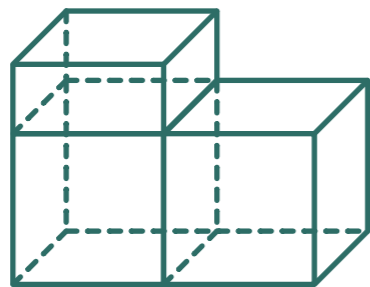
of which are recycled

## 20%

### The recycling of 1 ton of paper saves



**70%**  
energy & water



**2.52m<sup>3</sup>**  
volume on a landfill



**17**  
trees

### Saving Energy

- » Only use the heating when the office is in use. If you are absent for a longer period of time, set the heating in your room to »frost protection«. The heating is shut down centrally after closing time.
- » Switch off the light when you are the last person to leave the room.
- » Activate the energy-saving mode (stand-by or hibernation mode) if your monitor or computer is not used and switch it off overnight.
- » All other electronic devices should also be switched off when leaving the building. Toggle switches on sockets are particularly suitable for this purpose, which you can obtain from the Purchasing department. Please contact the secretariats of your structural units for this.
- » In cold temperatures: effective ventilation instead of tilted or left open windows. When the window is open, be sure to turn down the heating, even when airing for a short time.
- » Unused chargers or other power supply units should always be disconnected from the power sockets, as, for example, a mobile phone charging cable without a device can still consume up to 40 kilowatt hours of electricity per year.
- » A wireless keyboard and mouse often has an on/off switch. Save batteries by switching it off at the end of the day.



# NUTRITION



## Packaging

- » Bring your lunch in a reusable container, avoid plastic or disposable packaging and, if possible, pre-packaged convenience food.
- » Drinks should preferably be consumed in reusable bottles or cups, and water should preferably be used from the tap.
- » Take a cup with you to the coffee machine, this way you can avoid the paper cup.
- » Use recyclable coffee cups and water bottles if none of the above mentioned options possible.
- » Collect packaging material and use it again.

## Food and Drinks

- » Buy sustainably produced coffee for the office. Get informed about product labels such as »Bio« and »Fairtrade« and decide for yourself whether any additional costs are justified for you.
- » If you eat in the canteen, try to eat vegetarian food at least once a week. Livestock farming is largely responsible for the greenhouse gas emissions in agriculture. This does not only include direct and indirect emissions, for example from keeping or fertilizing animals, but also from the animal feed industry. At present, large parts of animal feed are covered by soya imports from South America. More and more land there is being cleared or converted into arable land for cultivation. Transport to Europe also releases large quantities of emissions. If the cultivation of animal feed is attributed to animal husbandry, around ⅓ of the greenhouse gases emitted in agriculture come from animal husbandry.
- » Also consider taking advantage of the vegan options. About 70 percent of the emissions from cattle farming can be attributed to milk production. You can replace milk with plant-based products such as oat or almond milk. The ZALF canteen also offers a vegan meal, at the moment with advance notice to enable better calculation. It is estimated that up to 25 percent of diet-related emissions could be saved with a vegan diet.
- » If you precook your lunch yourself, pay particular attention to the use of regionally produced and seasonal foods.»Organic« and »Fairtrade« products are often associated with additional costs, so here, too, the following applies: inform yourself and decide what you can and want to contribute personally to climate and environmental protection.



## Kitchen

- » Be sure to have a dripping tap repaired. Please report this immediately to the Facility Management department.
- » Use compostable coffee pads. In principle, coffee machines are more energy and resource efficient than capsule machines.
- » Make sure that refrigerators in communal kitchens are only turned on when they are actually in use.
- » If possible, do not use plastic garbage bags for organic and residual waste, but small containers that you can often empty. If you want to use environmentally friendly bags, use garbage

bags made of recycled polyethylene, as these are currently the most resource-saving alternative.

- » If possible, boil only as much water as you need.



If you boil more water than you need, **20g** are quickly added to the CO<sub>2</sub> footprint.



**3 LATTE MACHIATTO** per day gives the same CO<sub>2</sub> footprint as a flight across half of Europe.



Standard coffee pods take **150–500 YEARS** to decompose.



**4 CUPS OF COFFEE** per day produce the same CO<sub>2</sub> footprint in one year as a 64.37 km car journey.



The milk in your coffee alone accounts for **⅓** of the total CO<sub>2</sub> footprint of your coffee.



**BUY** organic Fairtrade coffee or plant-based milk substitutes.



**CHOOSE** compostable coffee pods.



## Returnable bottles

can be refilled up to 20 times, glass bottles up to 50 times.



Every disposable bottle you buy is made of up to 70 percent newly produced plastic.



Up to 120 drops per minute: A dripping tap wastes so much water that you could fill a **SMALL POOL UP TO ⅓ ON ONE DAY.**



liters per day



liters per month



liters per year



**DRINK MORE TAP WATER**



## TRANSPORT

- » If possible, travel to the office by bicycle or public transport.
- » When travelling on business, preferably take the train: ZALF supports the initiative »Unter 1000 mach' ich's nicht« to avoid short flights of less than 1000 km. Business travel expenses for rail travel are also reimbursed if they exceed the price of flight tickets.
- » The reimbursement of CO<sub>2</sub> compensation for business trips is currently not yet possible. We are in contact with the funding agency for this purpose.
- » If travel by car is indispensable, take colleagues with destinations on the route.
- » If you use video conferences for project meetings, such as the video conference room in building 4 or software, unnecessary travel can be avoided.



## RECYCLING

- » Separate your waste into the appropriate containers wherever possible: plastic—paper—residual waste—organic.
- » Information on environmental friendly waste disposal at ZALF can be found in the new waste guide (Intranet: Committees/EMAS). For chemical waste you will find a disposal guideline on the intranet as well.
- » Bins for residual waste are distributed throughout the campus. Packaging, organic waste, paper and cardboard can be disposed of at the central waste disposal point at the Purchasing department (Building 20). Another organic waste bin is located at Building 32. Glass containers are located at the Scientific Meeting Center (WBZ). A compost for green waste was set up behind Building 10 (attention: do not dispose food waste). Batteries and data protection relevant documents or storage media can be disposed safely in the Purchasing department (Building 20)
- » Return technical accessories such as external hard drives, computers or monitors to the Information Technology department so that they can be properly recycled or even reused.
- » Before purchasing new office furniture or electronic equipment, ask in other departments. ZALF has a central furniture warehouse which can easily supply a new office with recycled furniture. Please contact the Facility Management department for more information.





# PLANTS

- » Decorate your office with potted plants for a more pleasant atmosphere, a better indoor climate and more oxygen for concentration.
- » Collect rainwater and use it for watering.



## Plants change the indoor climate



Reducing the air temperature by

**10°C**

15–20 plants can improve air in an area of up to

**140m<sup>2</sup>**



Keeping the air humidity between

**30–60%**



Improving productivity by

**15%**



# WC

- » Use eco-friendly and refillable hygiene products. These should be available centrally via the Purchasing Department.
- » Make sure that soaps do not contain microplastics.
- » Flush with flush stop: as much as necessary, as little as possible.
- » Do not leave the water tap running unnecessarily.
- » Please report a permanently running water tap or other defects to the Facility Management department immediately.



**1/3 OF OUR DRINKING WATER** goes directly into the waste water.



Toilet flushing accounts for up to **31% OF OUR DRINKING WATER.**



**27,938 USED TAMPONS** and applicators were collected on our beaches worldwide in just one day.



Uses paper towels sparingly.



A litter bin should be available in every washroom.



**USE** eco-friendly hygiene products.



**Toiletries belong in the waste bin for hygiene products, not the toilet**





# FURTHER READING

## SUSTAINABLE WORKPLACE

<https://www.umweltdialog.de/de/wirtschaft/arbeitsbedingungen/2019/Nachhaltigkeit-am-Arbeitsplatz.php>

<https://www.servicefutures.com/de/zehn-einfache-wege-um-heute-mit-einer-besseren-nachhaltigkeit-arbeitsplatz-zu-beginnen>

<https://www.waschbaer.de/magazin/nachhaltiges-buero/>

<https://www.alnatura.de/de-de/magazin/kultur-und-gesellschaft/gesellschaft/mehr-nachhaltigkeit-am-arbeitsplatz>

<https://www.fuer-gruender.de/blog/nachhaltigkeit-am-arbeitsplatz/>

<https://blog.sellwerk.de/nachhaltigkeit-am-arbeitsplatz-umweltbewusst-arbeiten/>

<https://www.nachhaltigejobs.de/green-office-gruene-alternativen-fuer-jedes-buero/m>

<https://unternehmer.de/infografik/236143-nachhaltigkeit-arbeitsplatz>

## CHARGING

<https://www.techbook.de/mobile/smartphones/darum-sollten-sie-das-ladegeraet-immer-aus-der-steckdose-ziehen>

## E-MAIL

<https://www.nachhaltiger-warenkorb.de/klimabilanz-e-mail-vs-brief/>

## GARBAGE BAG

<https://www.quarks.de/umwelt/muell/darum-sind-bio-muellbeutel-nicht-umweltfreundlich/>

## ANIMAL HUSBANDRY, CO<sub>2</sub> AND MILK PRODUCTION

[https://www.lfl.bayern.de/mam/cms07/schwerpunkte/dateien/emission\\_von\\_treibhausgasen\\_in\\_der\\_landwirtschaft.pdf](https://www.lfl.bayern.de/mam/cms07/schwerpunkte/dateien/emission_von_treibhausgasen_in_der_landwirtschaft.pdf)

## VEGAN NUTRITION

<https://www.newscientist.com/article/dn25795-going-vegetarian-halves-co2-emissions-from-your-food/>



# DID YOU KNOW?

- » When you take a break, put your computer into hibernation mode when you leave the office. Examples show that even small measures at the workplace can save 10 to 20 percent energy.
- » Food sharing among colleagues: The refrigerator at home is full and you are going away for the weekend? If you don't have any neighbours to whom you can share food, why not put a basket in the office, »to take away« for colleagues?
- » Laptops usually consume much less power than desktop computers.
- » Large coffee machines are usually more energy efficient than several individual machines. In addition, there is often a special setting (timer) that switches the machine off after a certain operating time.
- » Use existing devices as long as possible. Because even if new appliances have a very good energy class, the energy used for the production, transport and disposal of the old appliance must be taken into account.
- » Every German consumes almost 250 kg of paper per year, half of it in offices alone. This puts Germany clearly in the lead in a global comparison.
- » According to the VDP, the average CO<sub>2</sub> emissions for the production of one kilogram of paper in German paper mills are 609 g CO<sub>2</sub> (fossil)/kg paper, a total of 13,808,489 t CO<sub>2</sub> for the year 2018.

**YOU HAVE IDEAS, TIPS AND SUGGESTIONS TO MAKE ZALF MORE SUSTAINABLE?**

**PLEASE SEND THEM TO:  
UMWELT-TEAM@ZALF.DE**





# IMPRINT

## Leibniz Centre for Agricultural Landscape Research (ZALF)

Eberswalder Straße 84  
15374 Müncheberg, Germany  
T +49 (0)33432 82 200  
F +49 (0)33432 82 223

## Executive Board

Prof. Dr. Frank Ewert  
(Scientific Director)  
Martin Jank  
(Administrative Director)

## Public Relations

Hendrik Schneider  
public.relations@zalf.de  
T +49 (0)33432 82405

## Editing and Translation

Lea Nitz, Hendrik Schneider  
David Berry Languages

## Layout, Typesetting and Infographics





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