

**TO:** LTD Staff  
**FROM:** The Green Team  
**DATE:** 10 December 2012  
**RE:** Green Team Reflection

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The Green Team has created a presence at LTD since its development in April 2012. The following memorandum introduces the Green Team, highlights the group's successes, and outlines the next steps for sustainability at LTD.

The Green Team is a group of LTD employees representing each department of the Agency. The Green Team aims to make LTD a more sustainable Agency, both in transit service and office operations. The Green Team's mission is as follows- To lead the way in helping our organization to use financial, human, and natural resources in a responsible and efficient manner.

The following list shows how the Green Team has worked towards its mission statement in 2012:

- ♻️ Set first and second year goals;
- ♻️ Developed a logo;
- ♻️ Compiled a review of LTD's current sustainable practices;
- ♻️ Contacted BRING for a business ReThink Consultation;
- ♻️ Attended the APTA Sustainability Conference in Philadelphia September 2012;
- ♻️ Implemented Love Food Not Waste Compost Program;
- ♻️ Developed Materials and conducted a fall training module, Sustainability 101;
- ♻️ Presented to Leadership Council on new developments;
- ♻️ Created ties with regional transit agencies to discuss sustainable practices;
- ♻️ Completed a baseline utilities inventory;
- ♻️ Contributed monthly to the Inside Lane employee periodical;
- ♻️ Regularly monitored utilities usage; and
- ♻️ Implemented a signage and education program.

The Green Team has forward momentum and will continue working towards more sustainable practices at LTD. The Green Team's next steps will focus on the roots of the agency, making sure the foundation of support exists for the Green Team's efforts in the future. The Green Team will:

- ♻️ Develop an overarching goal statement regarding the sustainability efforts at LTD;
- ♻️ Engage all leadership and staff in sustainability efforts;
- ♻️ Expand employee education efforts with lively presentations, fun events, informative signage, and brown bag lunch sessions;
- ♻️ Create targets to measure our sustainability efforts; and
- ♻️ Develop an annual reporting system to share our targets and achievements with the Agency.

We want to thank everyone who has contributed to making LTD a more sustainable Agency.

Keep up the green work!