

UAF OFFICE OF SUSTAINABILITY

GREEN DEPARTMENT CERTIFICATION INSTRUCTIONS & FORMS

PART I: GETTING STARTED & REQUIRED ACTIONS



What is Green Department Certification?

Green department certification identifies and recognizes departments that have taken extra steps to have greener operations and lower their environmental footprint. The program identifies a set of conditions and actions – some optional and some required – that departments can take.

Certification is contingent on documenting all 5 of the required pre-requisite criteria and specified number of the total optional criteria.

Certification is good for 2 years: criteria and other requirements may change over time.

Documentation and Certification Process

Departments interested in becoming a certified green department should download the application form and complete the internal audit as well as identify the points they wish to pursue. Consulting with the Office of Sustainability can be useful at this stage in the process. Completed applications (including electronic documentation for each point claimed) should be sent to the Office of Sustainability. If needed or requested a review meeting with an Office of Sustainability employee may be scheduled.

Note: Points will only be certified for initiatives that have been active in the last year.

Departments will be recognized for having achieved this certification. They will be issued a certificate, and the Office of Sustainability will request that the department be acknowledged through a list of certified departments that will be maintained on the sustainability website. We will encourage departments to advertise through their own Facebook pages, website, and through the Cornerstone.

Levels of Certification

| | |
|----------------------|---|
| Bronze Certification | Pre-requisites plus 15 out of 30 points |
| Silver Certification | Pre-requisite plus 20 out of 30 points |
| Gold Certification | Pre-requisite plus 25 out of 30 points |

READY TO GET CERTIFIED? READ ON!



DEPARTMENT NAME:

Number of Staff in Department:

Contact Person and Title:

E-mail:

Telephone:

TOTAL NUMBER OF POINTS:

INTERNAL AUDIT PART I: REQUIRED ACTIONS

All certified Green Departments must adhere to the following minimum guidelines to be considered for Green Department Certification at any level. Please place a checkmark next to each item that applies to your department and write a description or attach documentation that demonstrates how the item has been met. Move on to PART II if all prerequisites have been met.

- Department must establish a Green Team with at least three representatives from multiple areas of the department (i.e.: such as students, faculty and staff). Your Green Team should meet at least quarterly to ensure that the department continues to maintain the standards required for certification.

List of Green Team Members (additional members may be listed in an attached list):

1. _____

2. _____

3. _____

- Department purchases 30% post consumer content copy paper for at least 90% of the time.
Description/Documentation:
- Department has well labeled recycling bins located next to or near all trash bins, or where trash bins are available.
Description/Documentation:
- Department recycles all toner/printer cartridges.
Description/Documentation:
- Department pledges to stay green and offers training and information on sustainability efforts.
Description/Documentation:
- Computers are set to energy saving modes.
Description/Documentation:

GREEN DEPARTMENT PLEDGE

As the designated representative of _____, I pledge that:

- 1) We currently meet the requirements of the Green Department certification.
- 2) We intend to maintain the programs and initiatives described in our application.
- 3) We will seek to continually improve and expand our green programs, and,
- 4) We will work to educate our faculty, staff, and/or students about our participation in this program.

Signature: _____

(Please copy and paste a signature in and submit by e-mail)

