

UAF OFFICE OF SUSTAINABILITY

GREEN DEPARTMENT CERTIFICATION INSTRUCTIONS & FORMS

PART II & III: GREEN DEPARTMENT CERTIFICATION



INTERNAL AUDIT PART II: CERTIFICATION POINTS

Departments that meet the prerequisite requirements have the option to earn additional points for either Bronze, Silver, or Gold level certification.

15 out of 30 points awards a Bronze certification, 20 out of 30 awards a Gold certification, and 25 out of 30 awards a Green certification.

Energy and Climate

- There are no CRT monitors in use by the department. CRTs can be recycled through surplus (insert link). (1 point)
Description/Documentation:
- Department has conducted an appliance audit and eliminated any unnecessary refrigerators or other appliances OR there are no refrigerators older than 7 years in use by the department. Apply for funding to replace old appliance through the RISE department grant program. (50% 1 point, 75% 2 points, 100% 3 points)
Description/Documentation:
- Personal electronics are plugged into a power strip and turned off at the end of use or each work day. (75% 1 point, 100% 2 points)
Description/Documentation:
- Large electronics are set to energy saving modes e.g. copy machines, fax machines, large screens. (1 point)
Description/Documentation:
- Electronics and appliances are shared (as much as possible). (50% 1 point, 75% 2 points, 100% 3 points)
Description/Documentation:
- Department shares information on building energy usage with all employees at least quarterly. (Insert information – where to get information). (1 point)
Description/Documentation:
- Department has reviewed the requirement checklist for LEED (Leadership in Energy and Environmental Design) certification for existing buildings and has discussed checklist at a staff meeting. (3 points)
Description/Documentation:

ENERGY & CLIMATE TOTAL: ____ / 14

Waste

- Department has a one-sided clean paper bin near each public printer and/or copier. (1 point)
Description/Documentation:
- Department has set double-sided printing as the default for each public printer. (1 point)
Description/Documentation:
- Department contacts Surplus when they wish to have office items, electronics, batteries pick up instead of discarding them. (1 point)
Description/Documentation:

WASTE TOTAL ____ / 3



Transportation

- Department has created an area dedicated to posting information on alternative transportation, including alternatives to business travel. (1 point)

Description/Documentation:

- Department participates in the FNSB “Don’t be a Fuelist” program. (2 points)

Description/Documentation:

TRANSPORTATION TOTAL ____ / 3

Purchasing

- Department uses 100% post consumer content copy paper for at least for at least 90% of paper purchased. (1 point)

Description/Documentation:

- Department uses rechargeable batteries and/or offers battery recycling. (1 point)

Description/Documentation:

- Department utilized furniture that is reused or manufactured with recycled or environmentally-friendly for 100% of new acquisitions in last year. (1 point)

Description/Documentation:

- Department never purchases Styrofoam. (1 point)

Description/Documentation:

PURCHASING TOTAL: ____ / 4

Food & Dining

- Department offers reusable plates, cups, and silverware (along with a means to wash them) in each break room. (1 point)

Description/Documentation:

- Department purchases no bottled water. (1 point)

Description/Documentation:

- Department utilized reusable plates, cups, and silverware, offered local or organic food, or had drinks available in bulk containers (not individual cans or bottles) at one of its meetings or events. (1 point per event or meeting over 10 people, max 4 points)

Description/Documentation:

TOTAL FOOD & DINING TOTAL ____ / 6

CERTIFICATION POINTS TOTAL ____ / 30



INTERNAL AUDIT PART III: *Innovation Points – Bonus!*

Departments can earn up to 10 additional points for department sustainability initiatives not listed above, subject to approval. These initiatives can include those addressing individual behaviors in the areas like using less energy or water. Please itemize, describe, and document below. (10 points maximum)

- _____ (1 point)
- _____ (1 point)
- _____ (1 point)
- _____ (1 point)
- _____ (1 point)
- _____ (1 point)
- _____ (1 point)
- _____ (1 point)
- _____ (1 point)
- _____ (1 point)

INNOVATION POINTS TOTAL ____ / 10

WANT TO DO MORE? CHECK OUT THESE SUGGESTIONS FOR MAKING YOUR DEPARTMENT REALLY GREEN!

Break Room and Office Area

- Purchase items like sugar in bulk
- Purchase fair-trade organic or local coffee
- Staff members use reusable mugs, plates and silverware at the workplace
- Use non-toxic dish cleaning soap
- Send an e-mail before meetings/events reminding staff and faculty to bring their own mugs if beverages will be served.
- Use non-chlorine bleached paper towels/napkins
- Perform regular maintenance on break room appliances
- Promote stocking fridge with organic and/or local products that have minimal packaging
- Install low-flow or an aerator on tap to conserve water
- Energy efficient kitchen appliances
- Live plants in office to improve air quality
- Reuse packaging or request that vendors take back unused packaging

Alternative Transportation

- Promote a bike friendly workplace by providing bike-lockup and information about showers/lockers
- Set up a carpool board, Green Bikes information, and MACS bus information in the workplace
- Use the UAF shuttle system to travel on or off campus
- Organize teleconferences, virtual meetings, and remote access when possible
- Encourage staff to take advantage of subsidized Metro passes for year round access
- Create a reward system and documentation for employees who utilize non-motorized transportation, or use public transit.

Eco-friendly work place culture

- Recognize employees who are actively supporting green office practices.
- Promote community service/volunteer opportunities, organize office wide activities which engage in such opportunities
- Provide incentives for attending and participating in campus or local sustainability events.
- Use environmentally friendly cleaning supplies in office areas.
- Provide employees with reusable shopping tote for office purchases.

Reduce Energy Consumption

- Shut down computers at the end of the day
- Turn off monitors if you are stepping out for more than fifteen minutes
- Maintain office thermostats between 60-75 degrees
- Send out reminder e-mails containing energy-saving tips before break periods
- Set computers and other machines to enter "sleep-mode" after 15 minutes
- Share items such as printers and scanners



- Use energy efficient light bulbs
 - Keeps lighting limited in areas of office that are not used frequently
 - Replace individual space heaters with Cozy Foot warmer mats. (insert link)
 - Use electronic forms whenever possible.
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Furniture

- Procure locally sourced furniture manufactured with sustainable forestry practices (FSC)
- Look for furniture made from post-consumer recycled or repurposed materials

The Forest Certification Research Council provides a list of products certified by the Forest Stewardship Council:
http://www.metafore.org/index.php?p=Forest_Certification_Resource_Center&s=147

- Purchase low-emissions furniture
 - Look for recycled, recyclable, or modular furniture, where worn components can be replaced without having to replace the whole
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Electronics

- Update existing devices rather than buy new ones
- Perform regular maintenance to ensure long life of equipment
- When all else fails repurpose equipment through SunSET
- Choose energy efficient equipment and/or seek out low emission equipment

ENERGY STAR publishes for and lists of energy efficient office products:
http://www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductCategory&pcw_code=OEF

Paper and Printing

- Use post-consumer recycled content paper
 - Avoid bleached paper.
 - Seek out products with third party certification e.g. Forest Stewardship Council (FSC)
 - Use soy based inks instead of petroleum based inks
 - Set printers to "Economode" in order to save toner
 - Download ecofont and install it on your computer to save ink when you have to print
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Green Supply Procurement

- Look for items with high post-consumer (when applicable)
- Avoid purchasing disposable products.
- Obtain items that are either recyclable or biodegradable
- Purchase locally made products (when applicable)
- Look for used office supplies
- Make sure any new furniture/carpeting purchases are non-toxic



Waste Reduction/Recycling

- Post fliers containing commingled blue bin information in common areas
- Share supplies rather than provide one per office e.g. staplers, hole punches
- Re-use cardboard boxes, tape dispensers, pens, envelopes (avoid single use items)
- Devote a box or cabinet to save all unused supplies like folders and binders
- Appoint a “recycling captain” who periodically monitors recycle bin contamination
- Dedicate a bin in your office to e-waste collections
- Convert an old coffee can into a battery recycler
- Contact alana.levine@asu.edu to receive a recycling bin for any sponsored event or meeting
- Use “re-writable CDs” or send used or scratched CDs back to manufacturer
- Implement indoor composting system in break room or work room
- Purchase or design your own worm bin for the break room and recycle kitchen scraps
<http://www.wormswrangler.com/?gclid=Cj02ruKop4CFQgtowodThFGmg>
- Just tap it! Invest in a water filtration system for your employees so they can take back the tap and kick that nasty bottle habit
- Print multiple slides per sheet when printing power points
- Collect “scrap” paper in your workrooms and use as scratch paper
- Adjust margins and font to use less pages per print job

