

Green Office Certification Implementation Guide

1. Energy & Water Use

Criteria	Tips, Suggestions & Ideas
1.1 - Lighting in our office is controlled by occupancy sensors OR we manually turn off all our lights in shared spaces that are not being used. (2 pts)	Create a nightly checklist posted in a prominent and highly visible to ensure that the last person to leave shuts all lights off. Facilities will install motion sensor lights upon request for a charge.
1.2 - We have prompts posted next to light switches in conference rooms to remind people to turn off the lights, projectors, and to adjust heating/cooling when they exit a room. (1 pt)	We can reduce energy use together through small behavioral changes! The Sustainability Office has prompt stickers available. Please email jkleindienst@wesleyan.edu with the number of stickers you request and your campus mailing address. Post stickers at eye level at room exits in shared rooms.
1.3 - We use desk or floor lamps instead of overhead lights (those working in shared spaces are exempt). (1 pt)	Desk and floor lamps use less energy than overhead lamps and provide light where it's needed instead of casting it across an entire room. Each summer, used lamps can be purchased through Waste Not ; contact jkleindienst@wesleyan.edu to set up an appointment to view lamps.
1.4 - We use energy efficient light bulbs (CFLs or LEDs) instead of incandescent light bulbs in all desk and floor lamps. (1 pt)	LED bulbs are the most efficient available, followed closely by CFL bulbs. WB Mason sells both LED and CFL light bulbs inexpensively. CFL bulbs contain mercury and have to be recycled separately (green bins in Usdan north entrance and Exley lobby by Pi Café).
1.5 - We have enabled energy saving modes (sleep, standby, or hibernate) on our computers, and we turn off both computers and monitors at night. (3 pts)	Contrary to early computers, leaving computers on all night uses far more energy than turning computers off at night and restarting in the morning (you can grab coffee while it restarts). Contact Desktop Support for information on your computer's update schedule and how to enable computer energy-saving modes.
1.6 - We do not have any individual printers. (2 pts)	Individual printers use energy and ink and are less efficient than shared printers. Contact ITS to remove an existing printer and/or for ideas on how to consolidate printers in your office.
1.7 - We put copiers and printers in sleep or energy saver mode whenever not in use. (2 pts)	Contact Desktop Support for information on how to enable copier or printer energy-saving modes. Most Ricoh printers have an "Energy Saver" button to the left of the "On" button that shuts off the display but keeps the printer ready for the next job.
1.8 - We use power strips as central turn-off points at all of our individual work stations and switch them off each night. (1 pt)	Some electronics and appliances continue to draw power when plugged in even when "off." Purchase a power strip (such as WB Mason item # IVR73304) for each work station that does not yet have one, and ask your coworkers to switch their power strips off at the end of each work day.
1.9 - We set our thermostats lower in the winter and higher in the summer to meet the guidelines of Wesleyan's Energy Comfort Policy. (5 pts)	Wesleyan's Energy Comfort Policy is targeted at energy conservation while keeping you comfortable. If you have control over your thermostat, adjust the settings to meet the policy. If you are having a problem with heating or cooling, email work_order@wesleyan.edu . Each summer, used fans can be purchased through Waste Not ; contact jkleindienst@wesleyan.edu to set up an appointment to view fans.

1. Energy & Water Use (continued)

<u>Criteria</u>	<u>Tips, Suggestions & Ideas</u>
1.10 - We close our windows when heating or cooling systems are in use, as well as at night and on weekends. (4 pts)	Windows are a large source of energy waste. View the Wesleyan Energy Comfort Policy for suggestions on how to stay comfortable year round.
1.11 - We use only shared office refrigerators and have eliminated additional or individual refrigerators (personal refrigerators for medical, lab, and research-related purposes are exempt). (3 pts)	Refrigerators are one of the highest non-heating/cooling energy consumers in a building. Consolidate mini fridges to conserve energy.
1.12 - We turn off all coffee machines and water coolers at the end of the day or have put these on a timer. (2 pts)	Coffee machines and water coolers consume a lot of energy. If your coffee machines and water coolers do not have on/off switches, plug them into a power strip and turn off at the end of the day. WB Mason sells inexpensive 1-outlet timers (PMWTNI2412) and 2-outlet timers (PMWTNI2423)
1.13 - We do not have any space heaters UNLESS provided by Physical Plant. (4 pts)	View the Wesleyan Energy Comfort Policy for suggestions on how to stay comfortable year round – a heating mat can be a low-energy alternative. If your building is out of range per the Wesleyan Energy Comfort Policy, email work_order@wesleyan.edu .

2. Waste & Recycling

Criteria	Tips, Suggestions & Ideas
2.1 - We have recycling bins next to trash cans in all communal waste stations. (2 pts)	Psychological research indicates that pairing trash and recycling bins is most effective for people to separate waste properly. Identify locations in your office where a trash can is present but there is no recycling bin, and place a work order to request a recycling bin at work_order@wesleyan.edu .
2.2 - We have signs posted next to each communal waste station explaining how to dispose of items properly. (1 pt)	New signs that outline what goes in trash and recycling bins will go up in July 2018. If you are missing your trash or recycling signs, request a replacement noting the specific location to work_order@wesleyan.edu .
2.3 - At least 10% of office members belong to the Wesleyan Freecycle listserv. (2 pts)	Wesleyan Freecycle is a great way to give or get things for office or home. Please note that Wesleyan property may only be given/received for office use, not for home use.
2.4 - We recycle used ink and toner cartridges. (2 pts)	Cartridges are recyclable, but not in regular recycling. Return used cartridges to your WB Mason delivery person or bring to the bright green recycling bins in Usdan north entrance or Exley lobby near Pi Cafe.
2.5 - We recycle electronics (computers, phones), chargers, batteries, CFL and fluorescent light bulbs, and pens (in green recycling bins at Usdan north entrance or in Exley lobby near Pi Café). (3 pts)	Did you know that you can recycle items like these at Usdan north entrance or Exley lobby by Pi Café? Email wneilligan@wesleyan.edu to request an electronics, ink cartridge, or large item recycling pickup. The Sustainability Office has comprehensive recycling information in its recycling guidelines .
2.6 - We offer composting in one or more central locations to compost food waste, tea bags, paper towels, and napkins. (4 pts)	Composting is the process of turning food waste into a soil amendment through decomposition. EPA estimates that 21% of US trash is compostable food waste. To request a compost bucket, fill out the bucket request form at bit.ly/compostbucket . All participating offices must take out compost themselves to one of the central collection points on campus . Learn more via the office composting handout .
2.7 - We have eliminated deskside trash cans in personal offices, replacing them with desktop mini trash cans or no trash can. (4 pts for 90+% of the office, 3 pts for 50-89%)	Most “trash” that is generated at a desk is actually recyclable. Other than lunch trash, most trash fits into a small container (gum, tissues, wrappers, etc.); having a smaller bin serves as a helpful reminder to reduce waste. To set up a mini-bin craft decorating workshop for your office, contact Dawn Alger at dalger@wesleyan.edu . The Sustainability Office has a small number of desktop mini bins available upon request by emailing jkleindienst@wesleyan.edu . If there is sufficient demand, Jeff Sweet in Facilities may also be able to order hanging deskside trash bins for interested employees.

3. Paper, Printing, & Office Supplies

<u>Criteria</u>	<u>Tips, Suggestions & Ideas</u>
3.1 - We use 50% or 100% recycled paper for most printing and copying. We never use paper without recycled content (except when a recycled content paper does not exist for our project). (3 pts for 100% recycled paper, 2 pts For 50-99% recycled paper)	Using paper with recycled content conserves trees. The Purchasing Office has negotiated with WB Mason to sell 50% recycled paper at a discount to make it affordable to you.
3.2 - We use one-sided paper as scrap paper and/or for printing drafts. (1 pt)	Reuse before recycling! Put a box next to your printer for collection of one-sided paper. Re-use this paper as scrap paper or for printing drafts.
3.3 - Our office computers are set to print double-sided by default. (2 pts)	Contact Desktop Support to set all of your office's computers to default to double-sided printing to conserve paper.
3.4 - For all printing completed outside of our office, we ask external printing contractors to use paper with at least 50% recycled content. (2 pts)	When placing printing orders, request that your provider use paper with at least 50% recycled content.
3.5 - We use electronic filing and storage in lieu of paper files for the majority of documents. (3 pts for 90+% of the office, 2 pts for 50-89%)	Start using electronic filing and storage instead of paper files, and encourage your colleagues to do the same. This will free up space in your office and reduce your paper use.
3.6 - We have shared office supplies instead of individual supplies for infrequently-used items (varies by office, may include stapler, tape, etc.). (1 pt)	It saves money and resources to share infrequently-used office supplies with your coworkers. Designate a central location in your office to house supplies such as staplers and tape that everyone can easily access.
3.7 - We have an internal reuse area for supplies such as binders and file folders. (1 pt)	Establish an internal reuse area in your office. Place a box there or designate a cabinet or drawer to house excess or lightly used supplies such as binders and file folders. Ask your colleagues to check this space before buying new items.

4. Food, Beverages & Dishware

Criteria	Tips, Suggestions & Ideas
4.1 - We have a full supply of reusable dishes and utensils in each break room/kitchen for employees to use. (1 pt)	Replace disposable plates, cups, and utensils with reusable options in order to reduce your waste production. Inexpensive items can be acquired through the Waste Not tag sale in September, at Goodwill, or via the company Preserve , which sells recycled items (email jkleindienst@wesleyan.edu for a promo code if you'd like to purchase). Reusable travel cutlery kits can be purchased inexpensively in bulk from Barker Specialty.
4.2 - We do not use any disposable dishware for employees and/or use disposable dishware only for guests. (2 pts)	Reusables save money and resources. Use reusable dishes and utensils both daily in your office and at meetings and events that you host.
4.3 - We do not use disposable K-Cups in our office. (4 pts)	Even when recycled, K-Cups are much more resource-intensive to produce than coffee grounds and filters, which can be composted on campus.
4.4 - We dispose of K-Cups through the Grounds to Grow On program. (2 pts)	If you have a Keurig machine and would like to participate in Grounds to Grow On, contact Julie Bunce, Wesleyan's WB Mason representative at julie.bunce@wbmason.com .
4.5 - We purchase our sugar, sugar substitutes, salt, pepper, and/or other condiments in multi-serving containers rather than in single-serving packages. (1 pt)	To reduce trash production from wrappers and containers, purchase shelf-stable condiments and other items in multi-serving containers (e.g. salt and pepper shakers, cartons of creamer) instead of in single-serving packages.
4.6 - At all Bon Appétit catered events, we do not request any disposable items (coffee cups, etc.) other than napkins and coffee/tea accessories. (2 pts)	When placing a catering order, contact John Kehoe at jkehoe@wesleyan.edu to confirm that reusable dinnerware will be provided and request that paper coffee cups are not provided. John can provide composting at catered events upon request as well.
4.7 At Bon Appétit catered events, we never get boxed lunches. (1 pt)	Boxed lunches mostly contain non-recyclable items and generate a lot of waste. Opt for buffet-style instead to reduce waste.
4.8 - We remind attendees to bring their own reusable dinnerware to events and meetings at which reusable options will not be provided. (2 pts)	Use email invitations and reminder emails as opportunities to remind meeting or event attendees to bring their own mugs or cups.
4.9 - We do not provide or sell bottled water at any meeting or event that our office hosts or sponsors. (1 pt)	Wesleyan stopped selling bottled water in 2012 to reduce waste. You can purchase inexpensive Wesleyan-branded reusable water bottles through the Sustainability Office by emailing jkleindienst@wesleyan.edu .

5. Transportation

Criteria	Tips, Suggestions & Ideas
5.1 - Office members walk, bike, carpool, or take public transit to work at least one day per week on average. (5 pts for 90+% of office members, 4 pts for 50-89% of office members, 3 pts for 25-49% of office members)	Driving with someone or walking and biking are great ways to make your commute more pleasant while cutting your carbon footprint. Visit ctrides.com to find a carpool buddy or get a custom commute plan.
5.2- Whenever possible, we replace business travel with video or teleconferencing and encourage visitors to do the same. (4 pts)	Encourage your office to use videoconferencing instead of traveling to all meetings and events to save time and reduce your carbon footprint. You can reserve rooms available for videoconferencing via EMS/Events & Conferences.
5.3 - We do not travel via airplane for trips under 350 miles within the Northeast Corridor (i.e. Middletown to Boston, New York, Philadelphia, Baltimore, and Washington, DC). (5 pts for <10% of employees traveling via airplane for Northeast Corridor travel, 3 pts for 10-25% of employees, 0 pts for >25% of employees)	Business-related travel accounts for the largest portion of Wesleyan's carbon footprint after building energy use. Calculate your travel-related carbon footprint using this calculator .

6. Sustainability Leadership

Criteria	Tips, Suggestions & Ideas
6.1 - We distribute responsibility for communal tasks or have a clear line of responsibility for these tasks, which may include (but are not limited to) making coffee, washing dishes after events, emptying compost, or turning off the coffee pot or lights at the end of the day. (2 pts)	Part of sustainability is being sustainable in the social sense – if the responsibility for tasks falls on one person, it can get onerous. Sharing responsibility might include rotating responsibility weekly for taking out the compost or turning off coffee pots.
6.2 - We have at least one member of our office who is on SAGES (campus sustainability committee), the Green Team, and/or who joins the SAGES listserv to learn about sustainability progress and opportunities and shares these with the rest of the office. (2 pts)	SAGES and the Green Team are a great way to get more involved in campus sustainability efforts. Join SAGES, the Green Team, or SAGES listserv by emailing jkleindienst@wesleyan.edu .
6.3 - At every staff meeting, time is allocated for the discussion of sustainable practices. We educate our staff members about sustainable actions that relate to their work, and we include office sustainability content in job trainings. (4 pts)	Work with your department to integrate sustainability into employee training. During trainings, employees should be educated on all of the office's environmental practices and asked to provide input.