green department Checklist

green **department** certification identifies and recognizes departments[1] on campus 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

Those interested in becoming a green **department** should work with a department Green Team to identify which points they want 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 (uaa_sustain@uaa.alaska.edu). At that time, a short audit and review meeting will be scheduled where additional information or minor modifications may be requested.

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

Departments will be widely recognized for having achieved this certification. They will be issued a certificate, the Office of Sustainability will request that the department be acknowledged in both issues of the Green & Gold, and a list of certified departments will be maintained on the sustainability website: uaa.alaska.edu/sustainability.

Points Required for Certification

Bronze Certified – *Pre-requisites plus 18 out of 32 points*
Gold Certified – *Pre-requisites plus 23 out of 32 points*
Green Certified – *Pre-requisites plus 28 out of 32 points*

DEPARTMENT NAME: _____

Number of Staff in Department: _____

Contact Person and Title: _____

Email : _____   Telephone: _____

NUMBER OF POINTS: _____   (Attach documentation to this checklist)

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[1] "Department" is used generically to mean any department, office, unit, institute, or other administrative unit of 10 or more members. Members can be faculty, staff, and/or students.

green **department** Checklist

Pre-requisites

☐ Department should have a Green Team with representatives from multiple areas of the department. Green Team should meet at least quarterly.

Description/Documentation:

☐ Department uses 30% post consumer content copy paper for at least 90% of purchases.

Description/Documentation:

☐ Department has well-labeled recycling bins for paper in all offices, copy rooms, and common areas e.g. like break and meeting rooms **OR** departments consolidate their trash and recycling bins and have them in the same locations (2 points in addition to meeting the pre-requisite) OR sticker that only gets picked up once per week and take organic waste to centrally located bins.

Description/Documentation:

☐ Department recycles all toner/printer cartridges.

Description/Documentation:

☐ Department pledges to stay green, offers training and information on sustainability efforts at least once per semester.

Description/Documentation:

Energy and Climate

☐ There are no CRT monitors in use by the Department. (1 point)

Description/Documentation:

☐ Department has conducted an appliance audit and eliminated any unnecessary personal refrigerators or other appliances *AND* there are no refrigerators older than 7 years in use by the Department. (50% of employees do not have appliances 1 point, 75% 2 points and 100% 3 points)

Description/Documentation:

☐ Computers are set to energy-saving modes. (75% 1 point and 100% 2 points)

Description/Documentation:

☐ Personal electronics are plugged into a power strip and turned off at the end of use or each workday. (75% 1 point, 100% 2 points)

Description/Documentation:

☐ Highly efficient task lighting is used (no overhead florescent bulbs). (75% 1 point, 100% 2 points)

Description/Documentation:

☐ Large electronics are set to energy-saving modes. (1 point)

Description/Documentation:

☐ Electronics and appliances are shared (as much as possible). (50 % 1 point, 75% 2 points and 100% 3 points)

Description/Documentation:

☐ Department shares information on building energy usage with all employees at least quarterly. (1 point)

Description/Documentation:

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Built Environment

☐ Department occupies a building that is registered for LEED (Leadership in Energy and Environmental Design) certification for existing buildings. (1 point)

Description/Documentation:

☐ Department occupies a building that is LEED (Leadership in Energy and Environmental Design) certified for existing buildings. (2 points)

Description/Documentation:

Waste

☐ Department offers well-labeled beverage container recycling in at least one location per floor or provides information on the location of the closest recycling container. (1 point)

Description/Documentation:

☐ Department has a one-side clean 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 GSS (surplus) when they wish to have office items, electronics and batteries picked up instead of discarding them. (1 point)

Description/Documentation:

☐ Department has a scanner available to all employees to minimize the need for printing and has a program in place to train employees on how to use it. (1 point)

Description/Documentation:

☐ Departmental employees use Docusign to minimize the need for printing and has a program in place to train employees on how to use it. (1 point)

Description/Documentation:

☐ Department stores documents electronically and only prints those that require printing. (1 point)

Description/Documentation:

Transportation

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

Description/Documentation:

Purchasing

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

Description/Documentation:

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

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Description/Documentation:

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

Description/Documentation:

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 never purchases Styrofoam. (1 point)

Description/Documentation:

☐ Department offers no bottled water (either small personal ones or larger 3-5 gallon coolers). (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 and bottles) at one of its meetings or events. (1 point per event or meeting over 10 people)

Description/Documentation:

Innovation Points

Departments can earn up to 10 additional points for departmental 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)

GREEN DEPARTMENT PLEDGE

"As the designated representative of _____, I pledge that:
• we currently meet the requirements of the Green Department certification,
•we intend to maintain the programs and initiatives described in our application,
• we will seek to continually improve and expand our green programs, and
• 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 email.)

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