green **department¹** certification identifies and recognizes departments1 on campus that have taken extra steps to have greener operations, lower their operating costs and 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.

Becoming a green **department** is easy and can reap real rewards – this Resource Guide contains the basic information you will need to get started. The certification process is designed to provide resources, guidance, and recognition to faculty, staff, and students as they take steps to improve energy efficiency at work. The points and pre-requisites identified here focus on relatively easy tasks and programs that any department can complete and implement. There are certain points – *Addressing Individual Behavior* and *Innovation* – that were created to allow greater flexibility for department-specific initiatives.

Process

Step 1: Convene a department Green Team and begin discussions of which of the points you intend to implement.

Step 2: Use this Resource Guide to determine the requirements for each point and the necessary documentation; you may also want to consult with the Office of Sustainability.

Step 3: Implement the new initiatives and tally up your points. *Note: Points will only be certified for initiatives that have been active in the last year.*

Step 4: Complete the checklist, sign, and submit to the Office of Sustainability (uaa_sustain@uaa.alaska.edu). Documentation as described below should be included with the application, *preferably in electronic form only*. *Photos are especially welcomed*.

Step 5: An audit and review meeting will be scheduled, where the application will be reviewed and analyzed. This process is not intended to take more than two (2) hours and will likely be accomplished in a single meeting.

Step 6: Provide any additional information or make modifications as requested by the audit and review team.

Step 7: Certification confirmed – post your new certificate and celebrate!

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

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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.

Pre-requisites

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

Description: Green Teams are an integral part of the process for identifying new initiatives and ensuring their adoption. There is no set size for a Green Team, but ideally they should be representative of the department, should be enthusiastic and empowered to propose new ideas and make changes, and should meet regularly and report back to their department on their work.

Resources: Contact the Office of Sustainability (uaa_sustain@uaa.alaska.edu) for any needed assistance in establishing a Green Team. Departments can also contact the Office of Sustainability to schedule a presentation on sustainability basics.

Documentation: Departments should submit a schedule of at least two meetings of the Green Team, and should submit a record of the meetings after they take place. These records could be meeting minutes, but will more likely be electronic communications about meeting dates and times.

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

Description: Use of recycled content paper reduces the amount of virgin wood in paper and also reduces energy usage. Departments are encouraged to use the highest recycled content feasible, in order to maximize the environmental benefits.

Resources: Recycled content copy paper can be purchased at most office supply outlets. Additionally, this requirement is consistent with Regent Policy 05.08 which states:

P05.08.010. Printing Standards: General Statement.

Publications produced by and for the university will be simple, low in cost and consistent. Publications will be printed on recycled paper whenever it meets specific printing needs and will be printed on both sides of the paper. A publication with actual annual general fund production costs in excess of $1,500 will contain the disclosure statement if required by AS 44.99.210.

(08-19-94)

Documentation: Departments should include information on their most recent copy paper purchases, including amounts purchased of each type (to the extent available).

Department has well-labeled recycling bins for paper in all offices, copy rooms, and common areas.

Description: Paper recycling is very common on campus and easily implemented, but the amount of paper actually recycled is dependent on having well-marked and convenient bins. Departments should have paper- recycling bins everywhere that paper might otherwise be thrown away. As another option, departments may consolidate trash and recycling bins in one area. This will mean that individuals are not allotted individual trash bins in their office and that they must walk to a central area to dispose of trash and recycling. A department   will earn 2 additional points for doing this, as it significantly reduces the number of plastic bags going into the trash each evening.

Resources: Centrally-located paper recycling bins are supplied by the Office of Sustainability (mailto:uaa_sustain@uaa.alaska.edu). The Office website also has labels available that
you can print out and apply to the bin. If you choose to make your own labels, please be sure to identify what is and isn't recyclable.

Documentation: Departments should provide a list of all locations (besides individual offices) for recycling bins.

Department recycles all toner/printer cartridges.

Description: Most toner and inkjet cartridges provide a means by which you can recycle your toner or inkjet cartridges. For example, the box for HP inkjet cartridges includes a postage pre-paid label that you can place on the box when returning the inkjet cartridge. If you do not have a label, you can contact GSS. There may be charges associated with recycling the cartridge.

Documentation: Departments should provide information on how they are collecting cartridges for recycling and also on how they ensure that department members were made aware of the program.

Department pledges to stay green, offer training and information on their green efforts.

Description: This UAA Department certification is valid for 2 years, with the expectation that the work described by individual offices continues over that time period. Additionally, it is important to share information on green initiatives with the entire department – via a sustainability bulletin board, continued meetings of the Green Team, and publicizing green events.

Documentation: The signature on the application serves as the pledge. Departments should also provide a record of having shared information on the certification with the rest of the department. This record could be related to a specific meeting where the certification process was discussed or to an electronic communication.

What kinds of paper can go in my desk side recycle bin?

White paper, color paper, regular envelopes, window envelopes, soft & hardbound books, computer paper, glossy paper, junk mail, magazines, brochures, newspaper, catalogs, files, post-its, copy paper wrap, bound notebooks, spiral notebooks if the spiral is removed, phonebooks, carbonless forms (NCR), and flattened cardboard boxes. Staples are ok!

PLEASE NO: Food-contaminated paper, non-paper waste, paper towels, tissues, toilet paper, paper cups, or bottles and cans. No paper clips and binder clips.

Energy and Climate

There are no CRT (cathode ray tube) monitors in use by the Department. (1 point)

Description: Newer LCD (liquid crystal display) computer monitors use substantially less energy than older CRT monitors (up to 3 times less), while providing improved screen functionality.

Resources: LCD monitors are available for purchase through the IT website (http://www.uaa.alaska.edu/informationtechnologyservices/computersandlaptops.cfm).

Documentation: If possible, Departments should supply receipts for purchase of LCD monitors and for the disposal of old ones (through GSS) of the CRT monitors. Alternately, Departments should verify that there are no CRT monitors currently being used.

Department has conducted an appliance audit and eliminated any unnecessary personal refrigerators or other appliances *AND t*here are no refrigerators older than 7 years in use by the Department. (1 point)

Description: Newer refrigerators use far less energy compared to their older counterparts, about half the energy for the equivalent cubic feet. Newer models are better insulated, cycle less often, and are available as Energy Star certified.

Resources: Energy Star appliances are available through many vendors. Go to the

(http://www.energystar.gov/index.cfm?fuseaction=refrig.calculator) for more information on the energy used by different refrigerator models.

Documentation: Departments should provide information on the age of all refrigerators. If possible, supply receipts for purchase of new refrigerators and for the disposal (preferably recycled) of the old ones. Departments should provide information on the appliance audit and the number, age, and size of all appliances, specifying those that are being used and those that have been disposed of.

Departments share information on building energy usage with all employees at least quarterly. (1 point)

Description: Most UAA faculty, staff, and students do not have a good idea about how much energy individual buildings, or even the campus overall, uses. Having well-publicized data that compares current and past energy usage will help break the "hotel mentality" – when the cost of a resource use like energy and water is overlooked because inhabitants are not responsible for the bill.

Resources: The Office of Sustainability can be a resource for information on building energy usage and help connect Departments to Facilities and Campus Services for more information on your building's energy use.

Documentation: Departments should provide copies of at least one communication to employees on energy usage.

Built Environment

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

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

Description: While Departments likely do not have control over whether their building was certified by LEED during initial construction, building occupants can influence the progression for achieving LEED certification as an existing building. This work can substantially reduce the environmental impacts of the building, and so can yield a total of 3 points toward the Green Department certification. Facilities offers charettes when buildings are being built and when they are being renovated. Your voice encouraging LEED standards is a big help in that effort.

Resources: Contact the US Green Building Council (http://www.usgbc.org/) for more information on LEED. The new HSB under construction has been designed to LEED Silver standards; let's keep up the good work!

Documentation: Departments should provide a copy of the relevant registration or certification.

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

> **Description:** Bottle and can recycling requires additional effort by departments, relative to paper recycling. Departments can request a centrally-located recycling bin from the Office of Sustainability. Pick up times for cans and bottles generally occur when paper recycling occurs. Any changes to that schedule will be announced on the Office of Sustainability website: http://www.uaa.alaska.edu/sustainability/Recycling/index.cfm.
>
> **Resources**: Sample recycling signs can be downloaded at: http://www.uaa.alaska.edu/sustainability/Recycling/uaa-recycling-policies-procedures.cfm
>
> **Documentation**: Departments should provide information on the location of the beverage recycling bin(s) (e.g., photos or a map of the department with locations of the bins marked) and also on how they ensure that department members were made aware of the program and the bin locations. Labels should clearly identify what is and isn't recyclable (see below example), and are available for download at the url listed above.

Please don't forget to let the recycling crew know where you have placed bins so they can pick them up! Email them at uaa uaa_recycle@uaa.alaska.edu.

What kinds of plastic and cans can be recycled?

Aluminum & steel food or beverage cans. #1 PETE & #2 HDPE bottles or jugs with a neck and stretchy plastic film.

Please No: Scrap metal of any kind. Bottle caps, other numbered plastics, tubs (yogurt), cups, plastic bags, stretch wrap, take out containers, or bottled which held chemicals.

Department has a one-side clean bin near each public printer and/or copier. (1 point)

Department has set double-sided printing as the default for each public printer. (1 point)

Description: The use of one-side clean paper and double-sided printing can reduce the total amount of paper used by the department – yielding both cost savings and environmental benefits.

Resources: Just about any receptacle can be converted to a one-side clean bin, as long as there is adequate signage and marketing of it (see example above). Setting public printers to double-sided may require talking to your IT manager. In general, printer settings can be accessed from the Start menu, but some users may require additional assistance.

Documentation: Departments should provide information on the location of the one-side clean bin(s) and/or drawers, on which printers were set to double-sided, and also on how they ensure that department members were made aware of the program.

Department has developed a mini Re-USE program, for any building occupants to use. (1 point)

Description: A ReUSE project can facilitate the sharing of unneeded office supplies and equipment. Set up a re-use center in your area and find a way to encourage its use.

At any ReUSE station, you take what you want, donate what you don't want (but others can use). UAA office supplies and equipment should only be used by other UAA departments and offices.

Documentation: Departments should provide information on the location of their Re-Use station and also on how they ensure that department members were made aware of the program.

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)

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)

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

Description: Using scanners, Docusign and storing documents electronically can allow documents to be distributed and saved electronically, saving paper and time. Some scanners are free-standing, while others are incorporated into all-in-one machines, which also copy and print.

Resources: Jacob Taylor with the Chancellor's Office can provide Docusign training to departments. You can work with your IT manager to purchase and set up a networked scanner, or purchase a stand-alone scanner.

Documentation: Departments should provide information on the location of the scanner and also on how they ensure that department members were made aware of how the scanner works, and/or indicate how many of their employees are using Docusign and whether they are saving documents electronically.

Transportation

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

Description: Faculty, staff, and student commutes account for about 30% of UAA's greenhouse gas emissions. There are numerous alternative transportation options and incentives available to those who are interested, but they are not always widely known.

Resources: Car sharing and car-pooling options are available through Parking Services at UAA. Your Wolfcard allows you to ride the People Mover free – anywhere, anytime – also courtesy of Parking Services.

Contact the Office of Sustainability (mailto:uaa_sustain@uaa.alaska.edu) for more information on alternatives to business travel. Consider a few alternatives to air travel: webinars and video conferencing eliminate the need to travel to meetings or conferences while reducing costs and the impact on the environment.

Videoconferencing: UAA's Audio Visual Department has highly customizable videoconferencing facilities on campus. Contact them at 786-4646 option 2.

Phone/Web Conferencing: UAA offices now have CISCO telephones which can be plugged in and used in almost every room on campus. These telephones allow you to conference call to multiple callers. Inexpensive audio conferencing is also available through Event Builder: http://www.eventbuilder.com/.

Traveling by bus or train, and even by car - especially if you share a ride, will generate far lower emissions than air travel.

Documentation: Departments should provide information on where they have posted the transportation- related data – whether in a physical location or electronically. A photograph would be welcome!

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

> **Description:** Use of recycled content paper reduces the amount of virgin wood in paper and also reduces energy usage. Departments are encouraged to use the highest recycled content feasible, in order to maximize the environmental benefits.

> **Resources**: Recycled content copy paper can be purchased at most office supply outlets. See page

> **Documentation**: Departments should include information on their most recent copy paper purchases, including amounts purchased of each type (to the extent available).

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

> **Description:** According to StopWaste.org, "purchasing rechargeable batteries saves money, protects the environment, and conserves resources. They can be re-used many times, reducing operating costs and hazardous waste disposal fees. All batteries contain hazardous substances including lead, cadmium, mercury, or strong corrosive materials. These will contaminate the environment or cause harm to humans if not disposed of properly." Commonly used alkaline batteries are highly corrosive.

> **Resources**: Rechargeable batteries can be purchased at numerous retail outlets. The Office of Sustainability picks up batteries for recycling. Tape the anodes (+ and – ends) and place them in a bag or box next to your other recycling.

> **Documentation**: Departments should provide an estimate of the number of rechargeable batteries in use or the number of batteries being recycled compared to an estimate of the total number of batteries being used in the department.

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:** Reusing furniture and purchasing furniture made in an environmentally-friendly fashion can help reduce a department's energy and water consumption and waste output. Departments are encouraged to reuse furniture whenever possible and shop for more eco-friendly options when new purchases are absolutely necessary.

Resources: Many well-known furniture companies today feature products made with their environmental impact in mind. UAA Procurement makes purchases from furniture manufacturers, such as Steelcase, a furniture company rich with products that are Cradle to Cradle certified and also certified for indoor air quality. See http://www.steelcase.com/na/products.aspx?f=10007. Procurement can help you purchase beautiful, long-lasting and reliable furniture for your needs.

Surplus and reused office furniture (and other items) are available to the campus community through GSS's Surplus program.

Documentation: Departments should include a statement that any furniture acquired in last year was either reused or environmentally friendly. Departments should provide pictures of any reused furniture and a description of its origin. For new purchases, departments should provide pictures of the furniture accompanied with the product guides or online descriptions that explain its environmentally-friendly features.

Food & Dining

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

Description: Offering reusable kitchenware in department break rooms can reduce the amount of waste going to the landfill. It can be a relatively simple initiative that may be embraced by department members.

Resources: Reusable kitchenware can be purchased in many locations, but departments may want to invite department members to donate items as a way to defray costs and increase participation. It is likely that providing dish soap, etc., may be needed to ensure that the kitchenware is easily cleaned after use.

Documentation: Department should submit information on the number, type, and location of reusable kitchenware and documentation of how the initiative was promoted.

Department offers no bottled water (either small personal ones or larger 3-5 gallon coolers). (1 point)

Description: The Pacific Institute estimates that producing the bottles for American consumption in 2006 required the equivalent of more than 17 million barrels of oil. While some of the larger water cooler bottles are re-used, many companies may only do so around 25 times before discarding. Anchorage has high quality drinking water, so switching to tap water may be an easy change for departments. For those who do not like the taste of water coming from the tap, offering a pitcher with a filter may be an option. Also, Facilities has been installing hydration stations in most buildings. They are there for you to use!

Documentation: Departments should submit a short statement describing what alternatives to bottled water are being offered (e.g., water filters, reusable cups, hydration stations, water fountains, etc.)

Department has certified at least one green event. (1 point)

Description: green **event** certification is also offered by the Office of Sustainability as a way to reduce the environmental impacts of events. Similar to the green **department** program, a green **event** is one that has achieved a certain number of points aimed at reducing energy and water consumption and increasing waste diversion.

Resources: The green **event** program and green **event** checklist are available upon request to the Office of Sustainability.

Documentation: Departments should submit a copy of the approved green **event** checklist.

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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)

Description: There are many more initiatives departments can undertake beyond those provided above. These could be projects in areas where the department has particular expertise or interest, or ones that are easier to implement because of differences between department structure, size, and organization. There are also steps that departments can take to encourage actions on the part of their individual members – an extra way to make a difference. Many different types of projects will receive points in this category. Some examples are described below, but the points in this category are not limited to these options.

Resources/Examples:
Departments have conducted a sustainability audit (contact uaa_sustain@uaa.alaska.edu for more information).

Department holds a "stuff swap" once per year for all building/department participants. This can include items from home and from offices. Materials must be usable/repairable and taken back by original owner if not swapped.

Department holds a spring-cleaning day. This event would require sufficient capacity to recycle items being discarded and can also help populate/re-stock a re-use area. Please contact uaa_recycle@uaa.alaska.edu **IN ADVANCE** to request extra paper recycling cleanout bins or bags at no charge.

Set up an electronic re-use program – your own "Craig's list"

Department encourages or stocks post consumer recycled content office supplies besides copy paper. Department has a one-side clean drawer in one printer.

Department uses software like Fineprint.com, greenprint.com, and HP Smart Web Printing to reduce the number of unwanted pages when printing from web sites.

Departments work to reduce junk mail and unneeded catalogs. To remove your name from most mailing lists, write with a 'request to be deleted': Direct Marketing Association, Mail Preference Service, P.O.Box 9008, Farmington, NY 11735-9008. For catalogs, you need to contact each vendor separately.

Circulate newsletters, trade magazines, and supply catalogs in the department rather than subscribing individually. Department develops an outreach campaign promoting the use of stairs rather than elevators and as part of the campaign, works to "beautify" the stairs through the use of art, more frequent cleanings, etc.

Departments use biodegradable soaps in kitchenettes.

Hold an environmental service day (e.g., join Creek Clean Up, or a similar event)

Have a BYOM (Bring Your Own Mug) campaign – to encourage the use of washable mugs for coffee or tea. Include the suggestion to take your own mug when buying coffee.

Put signs by all doors to remind occupants to turn lights and equipment off when they leave.

Institute regular reminders – to turn lights and equipment off, close windows, or for other tips related to department initiatives.

Encourage Department members to unplug chargers and other non-computer electronic when not in use. Distribute tips to reduce water usage (e.g., make sure everyone knows how to report a leak or signage to remind people to turn off the water while washing hands).

Set up or join a department Bike Fleet – to be used around campus instead of vehicles.

Host regular social events as a way to solicit feedback and share information with the entire department.   Encourage Department members to use task lighting or day-lighting (windows) rather than overhead lights in offices. Encourage members to use washable bottles and glasses for drinking.

Advertise car-pooling and car sharing options.

Place "These were trees" stickers on all paper towel dispensers – available from the Office of Sustainability while supplies last.

Utilize Century Gothic, Times New Roman, Garamond or Ecofont to print, reducing the amount of ink used from printer cartridges.

Also visit these websites:
http://www.ecohusky.uconn.edu/documents/Guidelinesfinalizednewlogo.pdf
, http://web.mit.edu/environment/pdf/Greening_Your_MIT_Department.pdf,
http://www.sierraclub.org/greenoffice/tips.pdf,   http://www.p2ad.org/toolkit/

Documentation will vary by initiative. Contact the Office of Sustainability (mailto:uaa_sustain@uaa.alaska.edu) with any questions.