

Education & Outreach

USU's Green Office Certification Program encourages campus offices to become more environmentally sustainable by efficient energy, water, and other resource use. This Green Office checklist will help you evaluate your progress. Select the initiatives your office has pursued. Keep in mind you can add innovations or additional steps your office has taken at the end.

- **Certified** 50% earned of total points
- **Silver** 65%
- **Gold** 80%
- **Platinum** 95%

Contact Information

First Name

Last Name

Email

Phone

Office/Department

Office Location

Number of Members in Office/Dept

We have notified the Sustainability Council and any combination of faculty, staff, and students in our department of Green Team formation, encouraging voluntary participation.*

- Yes
- No

Registering as a Green Team is a requirement of applying for a Green Team certification level. Please register at <http://sustainability.usu.edu> before continuing the survey.

Notification (1 pt each)**We have...**

	Yes	No	N/A
Held a kick-off meeting, including any combination of faculty, staff, and students. We discussed and recorded our goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discussed our goals with members of the building management, maintenance division, and department administration.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Created a listserv or a centralized location for information about our activities, and co-workers have been informed of its existence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subscribed our green team members to the monthly Sustainability Council e-newsletter .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hosted a "brown bag" for all co-workers, including non-Green Team members, to learn about sustainability in our department/building.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Invited new office members to participate by reviewing our Green Team goals and the USU sustainability website.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Collaboration (1 pt each)**We have...**

	Yes	No	N/A
Contacted other Green Teams on campus to discuss potential opportunities for collaboration.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explored possible service learning opportunities for students related to sustainability and the environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteered with a community agency at least once in the past year.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Resource Use & Recycling**Paper**

We order paper with recycled content. Choose the option representing the amount of recycled content your office paper products contain. (Each percentage increment is worth 0.25 pts.)

	0%	10%	30%	50%	100%	N/A
Office paper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post-its, envelopes, and other non-copy paper products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Napkins and paper towels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

We...
(0.5 pts each)

	Yes	No	N/A
Order Forest Stewardship Council (FSC) Certified paper.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Print or copy double-sided whenever possible to conserve paper.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request externally printed documents contain recycled fiber, FSC certification, and vegetable-based inks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Waste Reduction (0.5 pts each)

We...

	Yes	No	N/A
Have a designated area for sharing reusable office supplies (scrap paper, file folders, binders, pens, paper clips, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact USU Surplus to see if reusable surplus items are available before purchasing new furniture.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact USU Surplus before disposing of office furniture & electronics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offer an electronic version as an alternative to our hard copy publications and forms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Take measures to be removed from mailing lists of unsolicited catalogs, mail, and faxes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Procurement (1 pt each)

We...

	Yes	No	N/A
Consider sustainable furniture options before purchasing new furniture, e.g. low VOC, renewable resources, recycled content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contacted our Building Services staff to identify whether cleaning products used are Green Seal , Ecologo , or EPA DfE certified.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase at least 30% by cost Green Seal, Ecologo, or EPA DfE cleaning products in our building.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase Energy Star electronics, appliances, and equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase EPEAT Silver or greater computers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Combine delivery orders for office supplies and equipment when possible to reduce transportation emissions and packaging.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Recycling (1 pt each)**We...**

	Yes	No	N/A
Have recycling containers in all common areas, including copy rooms and break rooms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have identified recycle bins in all common areas that are often contaminated or underutilized and taken corrective action, e.g. pairing the bin with a trash can or adding a label.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recycle batteries size D and smaller in battery containers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recycle ink jet and toner cartridges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Events, Meetings, and Food (1 pt each)**We...**

	Yes	No	N/A
Use reusable containers or recyclable or compostable products when reusable dining materials are not possible. Recycle bins or compost bins are available as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have made reusable dishware and utensils available in our kitchen or break room.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request Be Well, plant-rich, local, or organic products when we order catering.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have established kitchen composting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follow the USU Green Event Guide .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Energy & Built Environment

Transportation (1 pt each)**We...**

	Yes	No	N/A
Promote transportation options, such as carpooling, high-mpg vehicles, airport shuttle, CVTD, Aggie Shuttle, biking, and carpooling, to employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include transportation options as part of new employee orientation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have verified bike parking near our building and notified Facilities Customer Service if bicycle parking is not meeting demand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have joined the Aggie Blue Bike Department Bicycles Program or have other bicycles available for employee use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have sought out co-workers who are interested in creating an office carpool program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Publicize Transportation Week and Open Street Festival.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have teleconferencing capability and encourage its use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allow telecommuting and alternative schedules when appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage individuals to use stairs and walk/bike during breaks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Travel (1 pt each)**We...**

	Yes	No	N/A
Choose greener transportation options when cost-effective, e.g. airport shuttle, nonstop flights, high-mpg vehicles, or public transit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Choose lodging with GreenLeaders certification when cost effective.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explain the USU Carbon Offset fund to employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Utilities & Interior Comfort (1 pt each)**We...**

	Yes	No	N/A
Have collaborated with USU's Energy Auditor to identify areas to conserve energy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have reviewed our energy and water statements within the past year.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verified our thermostat is working and set to $\leq 68^{\circ}\text{F}$ in winter or $\geq 78^{\circ}\text{F}$ in summer. We contacted Facilities Customer Service if needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signed our office up to receive energy conservation email reminders prior to extended breaks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have discontinued space heaters in our office.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have discontinued the use of personal mini-fridges in our office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintain office plants in common areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Electronics, Appliances & Lighting (1 pt each)

We...

	Yes	No	N/A
Deactivated all screen savers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activated energy saving modes (standby/hibernate) on our computers when not in use during the day.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turn off computers at night.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activated sleep mode on all copiers and printers after five minutes or less of inactivity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use power strips, smart power strips, or timers to unplug several appliances at once.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unplug or deactivate microwaves, coffee makers, and other small appliances when not in use or at night.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use CFLs (compact fluorescent lights) or LEDs (light emitting diodes). We dispose of CFLs through USU EHS .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use natural daylight in offices with windows as much as possible, turning off unneeded overhead lighting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turn off the lights when not in use, including common areas such as kitchens, conference rooms, closets, and bathrooms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have prompts in visible areas to tell individuals to turn off lighting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have prompts in visible areas to tell individuals to unplug unused appliances.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have prompts in visible areas that tell individuals to shut down computers when they leave the office.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Get credit for your departmental innovations related to sustainability. The next screen will show your *preliminary score* without innovations. You can earn up to 5 points on your final score. Example innovations include:

- **Converting paper files to an electronic filing system**
- **Hosting a green event that coincides with USU Earth Week.**
- **Closing fume hood sashes when not in use in order to conserve energy**
- **Partnering with TerraCycle to recycle additional materials such as food packaging**
- **Consolidating printers in the office by eliminating individual printers**
- **Referencing USU's sustainability policy and commitments in job postings**
- **Assembling a [National Bike Challenge](#) team.**