



# Certified Green Office Program Launch Guide



## // Introduction

**You** have the power to reduce the environmental impact of the University of Illinois at Urbana-Champaign.

We invite you and your office to make a pledge to reduce your use of resources and improve overall sustainability in the day-to-day practices of your office. Small actions make a big difference when many take those small actions. The campus recently released the Illinois Climate Action Plan, which outlines our plans to achieve carbon neutrality by 2050, and we believe everyone can play a part in achieving that goal through their day to day actions.



BRONZE

- ◆ Complete 4 Required Actions
- ◆ Complete 5 Elective Actions



SILVER

- ◆ Complete 4 Required Actions
- ◆ Complete 10 Elective Actions



GOLD

- ◆ Complete 4 Required Actions
- ◆ Complete 15 Elective Actions

## // Getting Started

These are the first steps to officially register with iSEE as a Green Office. We want to make this as simple as possible, so please contact us with any questions you might have.

1. Select a Sustainability Ambassador. This person will be the main point of contact between iSEE and your office, and will take charge of implementation.
2. Send an email to [greenoffice@illinois.edu](mailto:greenoffice@illinois.edu). iSEE staff will get in touch with you promptly to schedule an in-person meeting or answer any questions you may have.
3. Start implementing all Basic Actions and as many of the Choice Actions as you like. Take as much time as you need for this. iSEE is here to help if you run into challenges.
4. Throughout the year, attend Certified Green Office Program events as they occur, and keep an eye out for monthly newsletters offering tips for how you can make your office more sustainable. Once you're confident that you've achieved as many actions as you'd like to take, reach out to the Green Office team and we'll help finalize your certification.
5. After speaking to iSEE, have the Sustainability Ambassador fill out the Ambassador Survey. This is used as the final "report" of your actions.

Once iSEE has received this, you can receive your award certificate and celebrate! Award levels and requirements are listed in the box to the left.

# Required Actions

These four actions must be implemented by all Green Offices to the extent they are applicable.

- 1 Use a minimum of 30% recycled paper. Purchasing this through iStores (<https://my.fs.illinois.edu/fsportal/portal/>) is cheaper than buying 0% recycled paper from a different vendor. You may wish to speak with your purchasing office if you do not purchase your own paper.
- 2 Turn off lights, monitors, and other unused devices at night and over weekends. You may accomplish this however you like: with an effective office policy, with occupancy sensors, or by designating a volunteer to check the lights at the end of the day.
- 3 Offer at least one vegetarian (or better yet, vegan!) food option at every event your department hosts. University Catering has a number of great options, and iSEE can provide guidance as to options for other off-campus catering options if needed.
- 4 Make sure your office has access to recycling bins (both paper and bottles/cans, if applicable) and that they are labeled. Standardized signage is available at [fs.illinois.edu](http://fs.illinois.edu). If necessary, request new bins by contacting Facilities and Services at [recycling@illinois.edu](mailto:recycling@illinois.edu).

# Elective Actions

You will earn a point for each of the following actions that you choose to take. Some actions may not apply to your office.

## Energy Conservation Actions

- 1 Put up signage near light switches prompting people to turn off the lights (don't adhere to the switch/wall, and follow all required University guidelines about posting information).
- 2 Use separate power strips or another tool to make it easy to switch off monitors without cutting off the CPU.
- 3 3 Select one or more types of devices (monitors, refrigerators, etc) and commit to replacing those devices with Energy Star or EPEAT versions when they reach the end of their lifespan. If you already have an Energy Star device, you can commit to continue purchasing Energy Star versions of that device. (1 point per device type.)
- 3 3 Schedule a meeting with your IT professional and determine the most energy-efficient settings for your computer equipment. Tell (or reiterate) this information to office members.
- 5 Pull down window shades in at least one room when AC is on, and pull them up when heat is on.
- 6 Keep lights off when natural light is sufficient to light your workspace.

## Purchasing Actions

- 7 7 Purchase 50% (1 point) or 100% (2 points) recycled-content paper.
- 8 Choose an office product that you regularly purchase. Commit to buying (or continuing to buy) the most ecologically friendly version of that product available through your chosen vendor. (examples: recycled writing utensils, fair-trade coffee, etc.)
- 9 Before purchasing office equipment or supplies, check University Surplus (1801 S. Orchard St., Urbana) to see if they have something that can work instead.
- 10 10 Record your annual paper purchases and commit to reducing your next purchase by 10% (1 point) or 25% (2 points).
- 11 Eliminate bottled water purchases in favor of tap water, unless bottled is absolutely necessary.
- 12 Stop purchasing disposable dishware for office use, and instead use either reusable dishes or leftover plates/cups from events.

## Engagement and Innovation Actions

- 29 Form a Green Team to share the responsibilities of the Sustainability Ambassador.
- 30 Have a student volunteer or employee help engage the office in the program.
- 31 31 Encourage another office to join the program (1 point per office recruited).
- 32 32 Come up with your own strategy to make your office more sustainable. (Multiple points available.)

## Waste Reduction Actions

- 13 Eliminate use of single use disposable coffee pods (e.g. Keurig, Nespresso).
- 14 14 (2 points) Zero out your coffee waste. Use a reusable filter if possible and don't purchase individual sugar packets, creamer tubs, or stirrers (reusing leftovers from events is acceptable).
- 15 Set the default print setting on your printers to 2-sided, black-and-white.
- 16 Collect and re-use scrap paper for printing. Make sure all your coworkers know where to load scrap paper in the printer and which side should face up.
- 17 Start or join a battery recycling program, such as the one at <https://www.batterysolutions.com/>. Check out the iCAP Portal page for battery recycling options, especially for rechargeable batteries which can't be disposed of through normal means: <https://icap.sustainability.illinois.edu/project/rechargeable-battery-recycling>
- 18 Recycle your non-food styrofoam waste at one of the locations listed under "Styrecycle" on the iSEE Website.
- 19 Work with a caterer you use to reduce packaging and waste in your orders.
- 20 Recycle nitrile gloves used by your area. Details available at: <https://icap.sustainability.illinois.edu/project/glove-recycling>
- 21 Collect and recycle printer cartridges. Many office supply stores have drop-off boxes available to the public.

## Transportation Actions

- 22 If you have teleconferencing equipment, make sure your office knows how to use it as an alternative to traveling for meetings.
- 23 Take action to make sure all coworkers are aware of the closest bus routes to your office and how to use their iCard as an MTD bus pass. For example, post them on a wall or send an email.
- 24 Share information about bus routes with people coming to your building for events when relevant.
- 25 26 Participate in a departmental bike share program or start an employee carpool (1 point each).
- 27 Take the train, bus, or carpool to at least one business trip that would normally be taken by plane.
- 28 Eliminate use of single-occupancy vehicles to travel between campus locations (i.e., from meeting to meeting).



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Energy, and Environment

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