



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 your day-to-day practices. Small actions make a big difference when many take those small actions. The Illinois Climate Action Plan outlines our plans to achieve carbon neutrality by 2050 or sooner. We believe everyone can play a part in achieving that goal through their day-to-day actions.



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

BRONZE



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

SILVER



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

GOLD

// 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. iSEE staff will get in touch with you promptly to schedule an in-person meeting.
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. Once you have taken your chosen actions, have at least half of your office (or 25% if your office has over 100 members) fill out the Individual Survey (a Google Form on the CGOP web page). This form asks each all persons if they are aware of, or have participated in implementing, each task. Let us know once you have done this, and iSEE will help you work through any obstacles we notice in the responses.
5. After speaking to iSEE, have the Sustainability Ambassador fill out the Ambassador Survey, another Google Form featuring similar questions. 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.

- A** Use office paper with a minimum of 30% recycled content. Purchasing this through F&S iStores is cheaper than buying paper without recycled content directly from OfficeMax. You may wish to speak with your purchasing office if you do not purchase your own paper.
- B** 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 someone to be the official “turner-offer”.
- C** Do not purchase or acquire disposable dishware for your office, except for special circumstances like catered events or especially large meetings. If dishware is not used in your office, you don’t need to do anything. If it is, you may need to get a few sets of reusable dishes (there are plenty of sets available at secondhand stores!).
- D** 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. If necessary, request new bins by contacting Facilities & Services.

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.
- 2** Use separate power strips or another tool to make it easy to switch off monitors and computer peripherals without cutting off the CPU.
- 3** **3** Select one or more types of device (monitor, refrigerator, 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 Energy Star devices, commit to continue purchasing Energy Star versions of the device. (1 point per device type.)
- 4** Schedule a meeting with your IT professional and determine the most energy-efficient settings for your computer equipment. Share (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-content or biodegradable writing utensils, fair-trade coffee, biodegradable cleaning products.)
- 9** Have staple-free staplers available to all employees within your unit.
- 10** **10** Record your annual paper purchases and commit to reducing your usage by 10% (1 point) or 25% (2 points).
- 11** Eliminate bottled water purchases in favor of tap water, unless bottled is absolutely necessary.
- 12** Offer vegetarian options at all office events/functions involving food.
- 13** Purchase carbon offsets from iSEE to reduce your office’s, event’s, or transportation’s carbon impact.

Engagement and Innovation Actions

- 30** Form a Green Team to share the responsibilities of the Sustainability Ambassador.
- 31** Have a student volunteer or employee help engage the office in the program.
- 32** **32** Get another office to contact iSEE about the Certified Green Office program (one point per office recruited).
- 33** **33** Come up with your own strategy to make your office more sustainable. (Multiple points available.)

Waste Reduction Actions

- 14** Eliminate consumption of single-use disposable coffee pods (e.g. Keurig, Nespresso).
- 15** **15** (2 points) Zero out your coffee waste. Consume no disposable filters (except for large coffeemakers with no reusable filter options), cups, sugar packets, creamer tubs, or stirrers.
- 16** Set the default print setting on your printers to 2-sided, black-and-white.
- 17** Collect and reuse scrap paper for printing. Make sure all office members know where to load scrap paper in the printer and which side should face up.
- 18** Start or join a battery recycling program, such as the one at <https://www.batterysolutions.com/>.
- 19** If you have nonfood Styrofoam waste, participate in the campus Styrecycle program.
- 20** Work with a caterer you use to reduce packaging and waste in your orders.
- 21** Participate in one of campus’s Terracycle brigades, housed at the Illinois Sustainable Technology Center.
- 22** Collect and recycle printer cartridges. Many office supply stores have drop-off boxes available to the public.

Transportation Actions

- 23** If you have teleconferencing equipment, provide written instructions for using it in a readily accessible place and make sure all members understand them.
- 24** Take action to make sure all members 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.
- 25** Share information about bus routes with people coming to your building for events when relevant.
- 26** **27** Participate in a departmental bike share program or start an employee carpool (1 point for bike share / 1 point for carpool).
- 28** **28** Take the train, bus, or carpool to at least one business trip that would usually be taken by plane (2 points for at least three trips).
- 29** Eliminate use of single-occupancy vehicles to travel between campus locations (i.e., from meeting to meeting).