



INSTITUTE FOR SUSTAINABLE PRACTICES

GREEN OFFICE CERTIFICATION PROGRAM

Green Office Application

Be sure to review all the information on the [Green Office Certification Program information page \(/sustainability/green-office-program\)](#), then complete the application form below.

Name: *

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541-463-6207

Department / Division: *

Small Business Development Center/Employer Training Services

Building number: *

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Energy Conservation

Lights

- 1. We turn off lights when a room is not in use and when daylighting is sufficient.
- 2. We use no incandescent bulbs in our offices.

Other considerations:

- Post reminders at the light switches. To request of a handful of "Save energy, Turn it off stickers," email Jennifer Hayward.
- Turn off overhead lights if desk lamps and/or natural sunlight are sufficient.
- Properly dispose of used compact fluorescent lamps.

Computers

- 3. We set the automatic power management system to turn the monitor off after 5 minutes and go to standby in 20 minutes.
- 4. We shut off all computers at night.

Other considerations:

- Screen savers help prolong screen life, but they use energy. Having the monitor automatically power off is a better choice.

Refrigerators

5. We share ENERGY STAR appliances. Individual employees do not have mini-fridges in their offices.

Other Appliances and Electronics

6. We minimize the number of additional appliances and electronics in common rooms and offices and we ensure they are turned off when we leave for the day.
7. We use radiant flat panel heaters where space heaters are needed.

Other considerations:

- Use a plug strip with a motion sensor that automatically turns off electronics when you have been out of the room for a specified period of time. Submit a work request to obtain a plug strip.
- Eliminate fax machines and add fax functionality to the department copier.
- Share a color copier/printer with other departments so as to avoid having another printer that will always be on, but rarely used.
- Eliminate desktop printers and have everyone print to a central location with a high capacity printer/copier.

Water Conservation

8. We have water saving aerators installed in our restroom and kitchen faucets.
9. We report water leaks by submitting a work order.

Solid Waste Reduction

10. We print double-sided and/or use paper that has already been used on one side, whenever possible.
11. We have made one or more of the following additional efforts to reduce paper use:

- a. We have moved to paperless filing or other systems.

Briefly describe:

.....
We use a database to collect data on clients instead of creating paper files.

- b. For academic departments: we require students to turn in work electronically, on double-sided paper, or paper that has already been used on one side.
- c. We use the PaperCut environmental report and attempt to lower overall print usage in comparison to similar periods in the past.

Other considerations:

- Limit the use of colored paper and use lighter colors because it is more difficult to recycle heavily dyed and dark colored paper.
- Use the PaperCut print management client software to monitor printing.
- Avoid color copiers because they have much smaller capacities in their black toner cartridges and using a color copier for black and white printing tends to increase the consumption of plastic toner cartridges.

Reusing

12. We look in surplus property and the Reusable Office Supply Exchange before purchasing new supplies or

furnishings.

- 13. We use tap water and washable drink containers and do not supply disposable cups or bottled water.
- 14. We supply reusables at department meetings and events rather than paper plates, cups, etc.
- 15. We use rechargeable batteries.

Recycling

- 16. We recycle paper, cardboard, plastic, glass, metal, printer cartridges, surplus office supplies, surplus property, and rechargeable batteries.
- 17. We have a composting station and a designated employee empties and rinses the container at least twice per week.

Purchasing

- 18. Our department considers sustainability factors before making purchases.
 - a. Products with recycled content.
 - b. Products with reduced packaging.
 - c. Energy efficient.
 - d. Locally harvested and/or manufactured.
 - e. Durable.
 - f. Recyclable.
 - g. Lower toxicity.
 - h. Organic.
 - i. Humanely raised.
 - j. Fair trade.
 - k. Sweat-shop free.
 - l. Minority-owned and women-owned businesses.

Briefly describe purchasing efforts:

Make sure we don't already have something. Check to see if we can purchase locally to reduce the need for shipping. Look for recycled products.

Transportation

- 19. In our Department/Division, at least 30% of employees carpool, walk, bike, bus, or telecommute at least two days per week.

Wellness/Equity/Social Sustainability

- 20. In our Department/Division at least 30% of employees participate in the employee giving campaign.

21. Our department promotes wellness by doing one or more of the following:

- Having a wellness station where employees can exercise or stretch during breaks.
- Having a wellness champion who makes wellness announcements in a department meeting.
- Having regular safety trainings.
- other

please describe 'other':

Building the Movement

- 22. We include sustainability in all job postings and include a sustainability question in all new hire interviews.
- 23. We have a representative on the Sustainability Committee.
- 24. We promote sustainability concepts within and outside our department and/or we mentor other departments in instituting their own sustainable practices.

Innovation for Sustainability

- 25. Innovation. This point is intended to provide departments with recognition for innovative sustainable practices that are not included addressed in this checklist.

Describe:

Quick & Easy Kaizen - Little changes initiated by our staff to make improvements.

Submit