



Green Office
Certification Credit
Companion Guide

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Introduction

Thank you so much for your interest in the Green Office Certification Program, created and managed by the Georgia State University Sustainability Initiatives Office! This is a program that is open for all university offices and departments and is an excellent way for your existing sustainability efforts to be recognized as well as a way to learn how to become an even “greener” part of the university.

Your office can earn points by completing specific sustainability actions, which are assigned point values based on their impact and level of difficulty to implement. Offices can choose to aim for the highest level from the start, or work their way up slowly from a lower level. Level 1 certification can be reached with easily achievable actions, while subsequent levels require increasingly more effort and cost, but also have larger impact. The checklist provided in a separate attachment can be used to track points and mark progress towards an office/department’s target level.

Participating green offices will be acknowledged on the Georgia State University Sustainability website and monthly Green Scene newsletter for their positive contribution to sustainability at Georgia State. Offices will also receive a framed certificate for the level achieved. The certificate should be placed in an area where it will be easily viewed by staff and visitors to the office. Signing members will receive a complimentary meal ticket to use at the University dining halls.

Certification is valid for 2 years from the date of the award. To recertify, an office must submit a new application for certification.

Sustainability staff are available to talk with you about the green office program and to assist your office in reviewing its operations and selecting the appropriate level of certification to strive for. **To inquire about the green office program, send an email to sustainability@gsu.edu, using the subject line “Green Office”.**

Scoring

The Green Office Program is organized into seven sustainability categories:

1. Waste
2. Purchasing
3. Energy
4. Water
5. Indoor Air Quality and Human Health
6. Transportation
7. Involvement

Actions are assigned point values based on impact and level of difficulty to implement. Some actions can be implemented at no cost; other may have a cost associated with initial implementation, but result in operational savings over time. Offices can be certified at four levels based on the number of points achieved. The entry certification level (Level 1) is based on an office being able to implement at least 25 achievable points. The relative ease of entry into the first level of the program is intended to gain widespread participation from offices around the campus.

There are over 207 possible points that can be earned. No office is expected to implement all the actions listed in this document. Points required for certification are:

- Level 1 (Participant): 25
- Level 2 (Silver): 53
- Level 3 (Gold): 106
- Level 4 (Platinum): 200+

To encourage efforts that will last beyond the participation of a few individuals in an office, certification at levels 1 and 2 requires at least 50% of the office to sign the certification form. Certification at Level 3 and 4 requires signatures from at least 75% of the office as well as a 50% staff attendance at a 1 hour green office presentation by the OOS.

Application and Certification Process

Process:

1. A designated representative in the interested office/department completes the attached checklist of existing office policies, procedures, and infrastructure and submits to the Georgia State University Sustainability Initiatives Office via email (sustainability@gsu.edu) for initial certification.
2. Those offices/departments applying for level 3 certification, or higher, must schedule a date/time for representatives from the Georgia State University Sustainability Initiatives Office to come present to at least 50% of all office/staff members.
3. Once the checklist is submitted, the Sustainability Initiatives Office will review and contact the applicant within 2 weeks to notify them of their certification.

Waste Credits

W.1: We conducted an audit of our waste stream

Intent: Waste audits can help your office find its largest sources of waste so it can identify ways to reduce these waste streams. Whether through reducing the waste stream through source reduction or recycling, this can help the office reduce costs in the long run. Waste audits can also increase awareness within the office.

Point Value: 4

Instructions: A waste audit is an analysis of your office waste stream. It identifies the types of waste your office generates, and how much of each type is recovered for recycling or discarding. Using this data, your office can identify ways to reduce waste, increase recycling, and determine the potential for cost savings.

1. Look at what materials you are currently disposing of and in what quantities. In developing your program, concentrate on the high volume materials (in offices this is often paper). Also look at high volume materials such as toner cartridges and aluminum cans.
2. Look at weight and volume of the materials you currently dispose of that could be recycled or reused.
3. Look at your overall operation and determine where the waste is being generated and if this material can be:
 - Reduced (ex: make two sided copies or providing reusable coffee cups in breakroom)
 - Reused (ex: reusing packaging materials)
 - Recycled (ex: collect and recycle office paper)
4. Always locate collections containers where recyclables are being generated. The easier it is to recycle, the higher the participation rate will be. It is very important to clearly mark all collection containers and make it as hard as possible to contaminate the recyclables. Locating the recycling bins beside trash cans can cut down on contamination.

W.2: We set double-sided printing as a default on our office computers, and we place a visual prompt on our copy machine to remind members of our office to double-side copy.

Intent: Double-sided printing reduces the amount of paper used per printout, thus reducing the use of resources and reducing waste produced.

Point Value: 2

Instructions: Double-Sided Printing on Individual Computers

1. Go to the Start Menu, click on 'Control Panel'
2. Choose 'Printer', under 'Hardware and Sound'

3. Select your default printer and click 'Select Printing Preferences'
4. Under the Finishing tab, click on the box next to 'Print on Both Sides'
5. Click Ok to Apply changes
6. Repeat steps 3-5 to change the settings on other printers if you regularly use more than one.

Printers must have a duplex tray to take advantage of the option. Check with your IT staff to determine if one needs to be ordered.

A sign reminding staff to reduce paper use can also be posted on your copiers of printers.

W.3: We have an office policy to use reduced paper margins in order to decrease the length of documents we print.

Intent: Reducing the paper margins on documents decreases the document length, thus decreasing the number of pages used to print. This saves paper, saving money and valuable natural resources.

Point Value: 2

Instructions:

1. Go to the 'Page Layout' tab.
2. Click on 'Margins'
3. Select 'Narrow' to use the default setting for small paper margins or 'Custom Margins...' to select your own settings.
4. If you chose 'Custom Margins...' type in the size margins you wish to use in the pop-up box to change the sizes. Often, side margins of .75", top margin of .75", and bottom margin of .5" is a change barely noticed by the reader.

W.4: We hold zero-waste staff meetings (at least 80% of the staff meetings are zero waste)

Intent: Zero-waste mean that your office has eliminated unnecessary paper handouts and trash from its office meetings and events. This represents a strong office commitment to sustainability and provides an opportunity to show your office guests your dedication to reduce waste.

Point Value: 2

Instructions: **How to host a zero-waste event:**

1. Provide electronic copies of all agendas and presentations. Ask attendees to only print if necessary and reduce handouts. Be sure to provide paper recycling for discarded print-outs. Project the agenda and other meeting materials onto a wall or screen during the meeting.
2. Remember to send out an informational email to all participants before the meeting. Remind them of your goals and remind them to bring their own mug and reduce printouts.
3. Ensure your meeting space has ample recycling receptacles and that they are well labeled.

4. Provide filtered water and reusable cups and mugs or remind participants to bring their own.
5. If your staff meeting is catered, use a green caterer who can provide food and beverages on reusable platters that is served family style. See if the caterer will provide compost bins to collect leftover food. Inform the caterer of your goals and ask them to help by not providing single-serving packets or other disposable items but instead to provide all food in bulk and serve them on reusable platters.
6. Designate someone to take electronic meeting notes that will be distributed to attendees.

W.5: We use an electronic timesheet system

Intent: Electronic timesheet systems reduce the paper waste associated with printing regular paper timesheets. Another benefit is improved legibility.

Point Value: 2

Instructions: Most if not all Georgia State University offices should already be implementing this by using enterprise system in ADP.

W.6: We use electronic financial reports

Intent: Utilizing electronic financial reports decreases the amount of paper and ink used for printing. This has an environmental as well as a financial benefit.

Point Value: 3

Instructions: Most, if not all, Georgia State University departments are using electronic financial reports through Spectrum and Financial Edge.

W.7: We keep a stack of previously used paper near printers to be used for scratch paper or internal memos, made into notepads, or loaded into a designated bypass tray on printer for printing internal or draft single-sided documents.

Intent: Reusing paper reduces the amount of trees cut down for new paper products.

Point Value: 1

W.8: We have a designated area in our supply closet, or elsewhere in our office, for sharing office supplies that can be re-used (file folders, binders, pens, paper clips, etc.).

Intent: First, reusing supplies reduces the amount of virgin materials and energy used to create new supplies. Second, reuse is an important and easy way to save money. New supplies are expensive and waste disposal is expensive. Supply reuse reduces both of these budget drains.

Point Value: 1

Instructions: Designate an area or shelf for reused supplies. Make sure the reusable supplies are conveniently located for ease of access. It is often best to store reusable supplies with new supplies so staff can easily choose to reuse.

Speak with the person in your office in charge of supply purchases and ask them to encourage supply reuse as a way to reduce unnecessary purchases and waste.

Encourage staff to collect reusable supplies at office cleanouts.

Periodically remind staff to reuse supplies when possible to reduce consumption.

W.9: We have a designated person in our office that unsubscribes people from junk mail.

Intent: Decreasing junk mail decreases the amount of paper used unnecessarily, thus reducing waste and conserving trees. It also decreases the amount of energy used to create, process, and deliver this unwanted mail.

Point Value: 2

Instructions: To reduce junk mail:

1. Designate one office member in charge of unsubscribing people from junk mail.
2. Find a convenient, central location within the office where unwanted mail can be collected. Ask office members to drop unwanted mailings into the box to be removed from the distribution list.
3. Inform office members of the bin location and why it is important to reduce unwanted mailings. Teach office members how to unsubscribe from junk mail at home as well.

Additional options for reducing Junk mail and junk faxes:

To opt out of credit card offers simply call: 1-888-5-OPTOUT (1-888-567-8688)

Call the customer service number on catalogs and product offers to remove your address from the mailing list.

Direct Marketing Association's (DMA) Mail Preference Service - sign up online to opt out of various mailings: <https://www.dmachoice.org/dma/member/home.action>

Other services for reducing junk mail:

www.stopjunkmail.org

www.catalogchoice.org

Eliminating junk faxes:

www.junkfax.org

Use the iPhone app "Mailstop Mobile" to take pictures of your junk mail and eliminate it. If you do not have an iPhone, instead register here:

<https://www.catalogchoice.org/login>

W.10: We have eliminated all personal printers and utilized a shared, networked print environment only

Intent: To save money and reduce toner, energy, and paper use.

Point Value: 3

Instructions: Call your IS&T department to have them set up a network printer for you.

W.11: We remind staff to bring their own mugs and have reusable mugs and glasses available for visitors to their office.

Intent: To cut down on waste and save money by not continually purchasing single use disposables

Point Value: 1

W.12: At our events and meetings:

a. we use reusable cups, dishware, and utensils OR

b. we have a composting service and use compostable cups, dishware and utensils

Intent: To reduce waste and costs

Point Value for a: 3

Point Value for b: 3

W.13: In the lunch/break room, we have replaced disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable or bulk containers for sugar, salt& pepper, ketchup, etc. to avoid individual condiment packets.

Intent: To decrease amount of waste

Point Value: 3

Instructions:

1. Determine what your most common dishware and individual use items are.
2. Invest in reusable alternatives and refillable dispensers or bulk containers.
3. Place them in a prominent location for convenience
4. Remind office members not to collect disposables and individual condiment packets when they pick up food, but rather to use the reusables at the office.

W. 14:

- a. We have installed a piped filtration system and have eliminated purchases of any bottled water OR
- b: We have purchased an activated carbon filter (e.g. Brita) and have eliminated purchases of any bottled water.

Intent: Plastic bottles are made from petroleum and often end up in the trash rather than the recycling bin. There is also research that points to serious health consequences from the use of plastics. The water in these bottles is often pumped far from where it is sold, creating needless pollution as trucks and barges transport it across the country or around the world.

Point Value for a: 3

Point Value for b: 2

Instructions: Contact Georgia State University maintenance to discuss installing a water filter OR purchase an activated carbon filter and make sure to send information to staff about using the filter.

W.15: We send any used furniture or equipment to Georgia State University surplus or donate.

Intent: To reduce the amount of raw materials used to create new items and to save money

Point Value: 1

Instructions: The Georgia State University Surplus Operations Section is responsible for the redistribution and disposition of university surplus property in accordance with laws and guidelines established by Georgia Department of Administrative Services, Surplus Property Section. The Surplus Operations Warehouse is located at 934 Brady Ave NW, Atlanta, GA 30313. Surplus Operations is dedicated to Georgia State University's sustainability goals by supporting the prolonging of furniture and equipment life and decreasing our landfill waste. For more information contact the Surplus Warehouse at 404-413-8763

Surplus Transfer Request Form: <http://phy-astr.gsu.edu/files/2015/03/SurplusTransferRequest.pdf>

W.16: We reviewed proper recycling practices at a recent staff meeting or through an office email to ensure that all members of our office are aware of the rules and had their questions answered.

Intent: Education increases program awareness and reduces recycling contamination and loss of recyclables to the trash.

Point Value: 1

Instructions: You can email the Georgia State University Recycling Coordinator at recycle@gsu.edu to set up a meeting or presentation, or you can review our recycling program and practices on the Georgia State University Sustainability website.

W.17: There are recycling bins in all common areas where trash bins are present, such as kitchens, break rooms, mailrooms, and copy rooms.

Intent: By locating recycling and trash bins next to each other in convenient locations, users are more encouraged to separate their waste and recycle.

Point Value: 2

Instructions: For more recycling bins and/or signage, email recycle@gsu.edu.

W.18: We empty our deskside trash and recycling bins into centralized trash and recycling bins.

Intent: This system is aimed at reducing liner waste and increasing overall efficiency of custodial operations.

Encourage your co-workers to meet their step goals by taking their trash and recycling to centralized bins located in each general office area.

Point Value: 4

Instructions: Centralized trash bins will be emptied once daily, and centralized recycling bins will be emptied once weekly. All deskside and centralized recycling bins will be furnished with official Georgia State University signage. Deskside trash and recycling can be emptied at the leisure of the individual, and should any employee need a new trash liner they can leave their deskside bin outside their office or cubicle on Fridays. Email recycle@gsu.edu for delivery of centralized bins or deskside bins, or if you would like to schedule a presentation or meeting with your staff and the Sustainability Initiatives Office to discuss the new system.

W.19: In our office, recycling signs are clearly posted on or near recycling bins

Intent: To reduce confusion and contamination in our recycling stream

Point Value: 1

Instructions: Email recycle@gsu.edu for more signs

W.20: We recycle inkjet and laserjet cartridges

Intent: Ink cartridges are made out of plastic, which is a petroleum-based product that takes about 1000 years to decompose. Also, the energy needed to produce a new cartridge is several times the amount needed to reuse or recycle an old one. Three pounds of raw materials are saved with every empty ink cartridge you recycle.

Point Value: 3

Instructions: Place all used cartridges in the specified bin in your department copy room. If you need a bin, please contact recycle@gsu.edu

W.21: We recycle all electronics that leave our office

Intent: E-waste contains many harmful materials that should not be taken to landfills but can be recycled and reused.

Point Value: 4

Instructions: You can place small e-waste in the bins in your copy rooms that are also used for toner. For larger electronics, contact Georgia State University Surplus and they will pick them up. Call 404-413-3169 or email propertycontrol@gsu.edu.

Purchasing Credits

P.1: We have created a comprehensive inventory of office and other consumable supplies to avoid over ordering.

Intent: Reducing excess orders reduces the waste associated with manufacturing and delivery of these supplies that are not needed.

Point Value: 4

Instructions:

1. Review existing stock and create a list of what you currently have and how much excess is in storage. Be sure to look in all storage locations and back corners for excess. Consider including office supplies, kitchen supplies, and anything else purchased regularly for the office. Consider asking office members to clean out their desks of excess before the inventory is conducted.
2. The list should be in a form that can be easily updated as supplies run out and new supplies are ordered.
3. Ensure purchasing staff review the list before purchasing additional stock. If your office has multiple purchasers, ensure that each has access to the list and can update it as orders are made.
4. Make it standard procedure to update the list every time supplies are ordered and used.

P.2 We commit to consolidate orders so that we do not make single item purchases:

- a. Less than \$50
- b. Less than \$100
- c. Less than \$200

Intent: Order consolidation reduces transportation emissions, packaging, and fuel usage. Oftentimes, there are also discounts offered when placing larger orders.

Point Value:

- a. 2
- b. 3
- c. 4

Instructions: Inform your purchasing staff why this is important and ask them to keep track of order requests until they reach a desired total. Remind them not to make individual orders but rather to order at or above the desired minimum. Depending on your office's purchasing needs, this may simply mean placing orders once a week or every two weeks. Selecting a standard day for ordering can also help office members anticipate and plan around ordering times.

P.3: We purchase copy, computer and fax paper with a minimum:

- a.30% post-consumer waste content
- b.100% post-consumer waste content
- c. Chlorine free
- d. Forest Stewardship Council (FSC) certified

Intent: Using products with recycled content reduces the quantity of virgin resources used, reduces the quantity of waste sent to the landfill, and increases market demand for greener products.

Point Value:

- a. 1
- b. 3
- c. 1
- d. 1

Instructions: To purchase paper with recycled content from an approved vendor, select “Eco-Conscious/Recycled” under “Browse Categories” in the Staples site through PantherMart. You can also type these keywords into the search bar to help narrow down your options.

P.4: We purchase letterhead, envelopes and business cards with minimum:

- a.30% post-consumer waste content
- b.100% post-consumer waste content
- c. Chlorine free
- d. Forest Stewardship Council (FSC) certified

Intent: Using products with recycled content reduces the quantity of virgin resources used, reduces the quantity of waste sent to the landfill, and increases market demand for greener products.

Point Value:

- a. 1
- b. 3
- c. 1
- d. 1

Instructions:

To purchase paper with recycled content from an approved vendor, select “Eco-Conscious/Recycled” under “Browse Categories” in the Staples site through PantherMart. You can also type these keywords into the search bar to help narrow down your options.

P.5: We purchase folders, notepads, post-its or other paper products with a minimum of:

- a. 10% post-consumer recycled content
- b. 30% post-consumer recycled content
- c. 100% post-consumer recycled content

Using products with recycled content reduces the quantity of virgin resources used, reduces the quantity of waste sent to the landfill, and increases market demand for greener products.

Point Value:

- a. 1
- b. 2
- c. 3

Instructions: To purchase paper with recycled content from an approved vendor, select “Eco-Conscious/Recycled” under “Browse Categories” in the Staples site through PantherMart. You can also type these keywords into the search bar to help narrow down your options.

P.6: We purchase only recycled or remanufactured laser and copier toner cartridges

Intent: Ink cartridges are made out of plastic, which is a petroleum-based product that takes about 1000 years to decompose. Also, the energy needed to produce a new cartridge is several times the amount needed to reuse or recycle an old one. Three pounds of raw materials are saved when you recycle an empty ink cartridge.

Point Value: 3

Instructions: To purchase paper with recycled content from an approved vendor, select “Eco-Conscious/Recycled” under “Browse Categories” in the Staples site through PantherMart. You can also type these keywords into the search bar to help narrow down your options.

P.7: We require our external printing contractor to use:

- a. Vegetable-based inks for all publications
- b. Paper with 30% post-consumer waste content OR
- c. Paper with 100% post-consumer waste content
- d. Forest Stewardship Council (FSC) certified

Intent: Using products with recycled content reduces the quantity of virgin resources used, reduces the quantity of waste sent to the landfill, and increases market demand for greener products.

Point Value:

- a. 4
- b. 1
- c. 3
- d. 1

Instructions: When placing your order, remember to specify the use of vegetable-based inks (ex. Soy) and recycled paper content.

P.8: We ask our designer to design publications that require fewer varnishes and coatings, and can be easily recycled.

Intent: reducing varnishes and coatings reduce the use of chemicals associate with these materials.

Point Value: 3

Instructions: Talk to your publication designer regarding the type of publication, planned binding that should be utilized, and the desire for fewer varnishes and coatings. Review the publication's printing specifications to make sure that is aligned with your desires and your discussions with the designer. Work with the printer to ensure that they can print the documents meeting all of your specifications and cost requirements.

P.9: a) At least 50% of our events are Zero Waste Events OR

b) All of our events are Zero Waste Events

Intent: Zero waste means that there is absolutely nothing that is used at your event that ends up in the landfill afterwards. This cuts down on the costs of continuously buying new products for each event as well as costs incurred by sending more items to a landfill.

Point Value:

- a. 3
- b. 4

Instructions: When attempting to host a zero waste event, it is often easiest to start as early in the event planning process as possible. Key areas to focus on when planning a zero waste event include catering, promotion, signage, and giveaways. The Georgia State University Sustainability Initiatives Office is currently creating a reference guide specific to on campus events. In the meantime, Seven Generations Ahead has a helpful guide that you can reference:

https://sevendgenerationsahead.org/images/work/zerowaste/SGA_ZW_Event_Planning_Guide_FINAL.pdf.

P.10: We have the caterer provide drinks and snacks in bulk rather than individual containers.

Intent: Bulk containers reduce the excess waste associated with individual packaging.

Point Value: 2

Instructions: Ask your caterer to provide drinks and snacks in bulk containers and to not bring individually packaged drinks and snacks.

P.11: We purchase food in bulk trays and avoid purchasing cardboard and plastic-boxed meals.

Intent: Using bulk containers reduces excess waste associated with individual packaging. Reducing packaging cuts down on the use of resources used to create the packaging as well as the energy used to produce and distribute the packaging.

Point Value: 2

Instructions: Ask your caterer to provide meals on family style trays rather than in individually packaged meals. Serve food buffet style and ask one of the local, sustainable caterers to supply their own reusable products for your event or meeting.

P.12: We use caterers that source locally grown produce.

Intent: Locally grown produce requires less energy to be transported and is often more fresh!

Point Value: 1

Instructions: Ask your potential caterers whether they use locally grown produce (and how they define local).

P.13: We include at least 50% vegetarian or vegan options in all our orders.

Intent: Vegetarian and vegan menu options, being meatless, typically require less energy and water than meat-based menu options.

Point Value: 1

Instructions: Ask your potential caterers for their vegetarian and vegan options.

P.14: At least 50% of our events or conferences are paper-free; we only provide materials electronically.

Intent: Paper-free events represent a strong office commitment to sustainability and provide an opportunity to show your guests your dedication to reduce waste.

Point Value: 3

Instructions: Provide materials, such as an agenda or PowerPoint presentations via email in advance or on the event website. Ask attendees to print only when necessary. You can also give each participant a USB key, as their giveaway, with all the materials on it. Project the agenda and other relevant materials on a screen in the meeting room.

P.15: We only purchase giveaway items that are made of recycled material or is a reusable item that replaces a disposable one (e.g. travel mug)

Intent: Promoting recycled materials can raise awareness about the available options, and reduce the amount of virgin materials that need to be used. Reusable items like mugs and water bottles are useful prizes that can be kept in the office and reduce the use of disposable cups.

Point Value: 1

Instructions: Look at the recycled content of materials when purchasing prizes, and consider items that will be useful as well as reusable.

P.16: For new office furniture:

- a. We reuse furniture from Georgia State University Surplus before purchasing new office furniture OR
- b. We buy refurbished furniture OR
- c. We buy new furniture with at least 50% recycled content

Intent: Recycled, reused, and refurbished furniture reduces the use of raw materials and energy required to create new furniture. Local reuse also reduces the energy associated with transporting furniture to campus.

Point Value:

- a. 4
- b. 3
- c. 2

Instructions: How to find furniture at Georgia State University Surplus: The Surplus Operations Warehouse is located at 934 Brady Ave NW, Atlanta, GA 30313. Surplus Operations is dedicated to Georgia State University's sustainability goals by supporting the prolonging of furniture and equipment life and decreasing our landfill waste. For more information contact the Surplus Warehouse at 404-413-8763

Please note that the Surplus warehouse is for departmental use only.

P.17: All of our computer purchases meet at least EPEAT silver standards.

Intent: EPEAT®-registered products meet strict environmental criteria that address the full product lifecycle, from energy conservation and toxic materials to product longevity and end-of-life management. EPEAT-registered products offer a reduced environmental impact across their lifecycles.

Point Value: 2

Instructions:

When you are looking to purchase a computer, you can either:

1. Search the EPEAT Registry for the type of computer and size you are looking for to see what the available options are that are silver or gold certified. ww2.epeat.net/PublicSearch.aspx?return=true,h

or

2. Check the certification of the computer you want to purchase by going to the search site ww2.epeat.net/searchoptions.aspx

P.18: Any new equipment we purchase is ENERGY STAR rated, if applicable. If ENERGY STAR is not available, we work with our vendor to purchase the most efficient option.

Intent: ENERGY STAR rated equipment uses at least 40% less energy, saves money, and helps protect the environment. These devices also run cooler and last longer than standard machines. The ENERGY STAR label identifies products that deliver the same or better performance as comparable models while using less energy and saving money.

Point Value: 2

Instructions: Look for the EnergyStar label before you purchase!

Energy Credits

E.1: We have control over our thermostat and keep it set at 68 for heating and 78 for cooling.

Intent: Maintaining 68/78 temperature settings saves energy by preventing over heating or cooling the office space.

Point Value: 3

Instructions: If your office controls their own thermostat, assign one person to monitor the thermostat and regulate the temperature as per the above settings. Inform the office of the new policy and remind members to dress appropriately.

E.2: We leave clear space in front of all our radiators and vents.

Intent: Leaving radiators and vents clear allows for better airflow within the office. This allows the radiators and vents to heat and cool the space more efficiently, using less energy and also saving the university money.

Point Value: 3

Instructions: Inform your office of the new clear space policy and ask for their help and cooperation in keeping these areas clutter free. Identify one person in your office who can be in charge of regularly checking radiators and vents to ensure that they are not blocked and open space is maintained around them.

E.3: We have designated a person to report all complaints and temperature fluctuations in our office.

Intent: Georgia State University Facilities continually works to address temperature fluctuations and issues in campus buildings. However, they cannot address issues they are not aware of. It is most efficient if these issues are collected by one office member and reported together.

Point Value: 1

Instructions: Identify one person within your office who can collect office complaints about temperature issues and fluctuations. This person should regularly report these issues to the Building Administrator so they can work with Facilities to fix the problem when possible. The contact number for maintenance is ext. 30700.

E.4: We have sleep mode and auto-off enabled on all copiers and printers.

Intent: Sleep mode uses less energy than a full power state for these devices, and because many are used infrequently throughout the day, significant energy and money can be saved by allowing them to fall into sleep mode while idle. Sleep mode also helps these devices last longer. ENERGY STAR copiers

should be enabled to go into low power mode after 15 minutes of inactivity and “auto-off” after 90 minutes, or less, of inactivity.

Point Value: 1

Instructions: Contact your district’s IT coordinator to set up sleep mode and auto-off on communal copiers and printers.

E.5: We enabled the recommended power management settings on our computers. If changing these settings requires administrative rights, we’ve contacted our IT group for assistance.

Intent:

Point Value: 2

Instructions: Contact your IT support to enable power management settings.

E.6: We shut off our monitors and/or manually send our computers into energy saving modes (standby or hibernate) when not in use.

Intent: A PC in idle mode eats up the same amount of energy as in full-power mode. However, if you put your PC in power saver mode, you save energy and money. In case of a power failure, you might lose all the unsaved data on an idle PC. However, your documents remain safe in power saver mode, even during power cuts, as they are saved to the computer memory or hard disk and can be opened easily. Computers in energy saving modes use 2% of the energy used when at full power.

Point Value: 1

Instructions for Windows 7:

1. Go to your Start Menu
2. Click on Control Panel
3. Select Power Options
4. Choose the Power Saver plan

Instructions for Windows 8:

1. Go to your Settings
2. Click on Control Panel
3. Select Hardware and Sound
4. Choose Power Options
5. Edit your plan settings

E.7: It is now office policy to shut down computers at the end of the work day.

Intent: Computers continue to draw electricity while in sleep mode. For example, a desktop computer may draw on average 74 W when on and idle; it still draws 21 W when in sleep mode. When turned off (and still plugged in) the average draw drops to 2.8W.

Point Value: 4

Instructions: Create a policy that documents the procedures for staff to follow and inform every one of the new policy and procedures.

E.8: We have converted our office to virtual desktops.

Intent: Virtual desktops eliminate the need for CPUs at every desk, reducing the energy use per desk, the amount of material and energy used to produce and dispose of CPU's, thus reducing the life-cycle costs involved in operating an office full of computers.

For a standard desktop that is used Monday through Friday and left on over the weekend so the user can dial in remotely, they are using a base of 50 watts, with a peak of 85 watts when in use (processor at 80%). In contrast, the virtual desktop client only uses 12 watts, which does not change with usage patterns. A standard desktop uses about 10 KWh a week, while the virtual machine uses 2.02 KWh per week, about 1/5th the electricity use.

Point Value: 4

Instructions: Contact Georgia State University central ITT to ask about converting your office/department to virtual desktops. There may be a cost involved with this credit.

E.9: a. We use "smart strips" for electronics, chargers, and appliances/devices with digital clocks and program them to shut off each night OR b. We use power strips and surge protectors with an on/off switch for electronics, chargers, and appliances/devices with digital clocks and switch them off each night.

Intent: Most electronic devices, chargers and any device with a digital clock continue to use electricity when turned off. These are referred to as "vampire" loads and account for 10-15% of commercial energy use. Turning off power strips is the equivalent to unplugging the devices, and eliminating the "vampires."

Point Value:

a.4

b.3

Instructions:

Currently, only the traditional power strips and surge protectors are available on PantherMart. Smart Strips will need to be purchased externally at this time.

E.10: We encourage our staff to recycle computer equipment that no longer meets power standards.

Intent: Computer equipment is updated and made more efficient with each new model. Recycling the energy “hogs” among your computer equipment can significantly reduce office energy use.

Point Value: 3

Instructions:

1. Ask staff to identify if they have the following: computer monitors that are more than 8 years old; computers that are more than 4 years old; printers that are more than 5 years old.
2. Create a list, from oldest to newest, of equipment that should be replaced or budgeted for replacement.
3. When equipment is purchased, require the user to recycle the old equipment before they can receive the replacement. Remember, Georgia State University Surplus takes old computers and electronics!

E.11: We send, or will send, an email to our staff before holidays and breaks containing an energy saving checklist for leaving their office.

Intent: Unplugging electronics over extended breaks reduces energy consumption as many of these devices continue to use a small amount of energy while powered off but still plugged in. Closing blinds will reduce energy loss through windows and excess heating from direct sunlight.

Point Value: 1

Instructions:

Sample Checklist:

- Unplug electronics at the source
- Turn off all lights
- Close all blinds
- Turn down air conditioning (raise temperature) and heating (lower temperature) if you have the controls. Tightly turn off faucets and report any leaks
- Water plants

E.12: a. We have installed motion sensors

b. We have posted prompts by light switches, reminding people to turn off the lights when leaving the room.

Intent: Turning off lights is more energy efficient than leaving them on when the area is not in use.

Point Value: a. 1 point per sensor
b. 1 point

Instructions: Remind staff to turn off lights after leaving common spaces in a staff meeting or email. If appropriate, assign someone in the office to turn off lights when leaving at the end of the day. Post reminder signs or stickers on common area light switches to remind users to turn out the lights upon exiting.

To install motion sensors, contact your building administrator. There will most likely be a cost associated with this.

E.13: We have worked with our building administrator to assess overhead lighting lumens/foot-candles in the office and switch to more energy efficient bulbs where possible.

Intent: Energy efficient bulbs can use up to 75% less energy while producing the same amount of light output. They also last six-ten times longer, and can reduce energy bills.

Point Value: 2

Instructions: How to switch to more efficient bulbs:

1. Contact your Building Administrator to set up a time to assess overhead lighting and identify places where you could consider switching to more efficient options.
2. Work with your Building Administrator to make a plan for making the lighting changes deemed appropriate.

E.14: All of our workstations and desks have task lights fitted with CFLs or LEDs, which we use when working afterhours, times that the office is mostly empty, or other times when full overhead lighting is not necessary.

Intent: Energy efficient bulbs can use up to 75% less energy while producing the same amount of light output. They also last six-ten times longer, and can reduce energy bills. Turning off overhead lights and using only the necessary lighting can reduce energy use and energy bills as well.

Point Value: 3

Instructions:

How to fit desks with individual lights:

1. Purchase individual lights for all desks and workstations.
2. Identify times and areas where overhead lighting can be turned off.
3. Create an office policy that overhead lighting should be turned off at designated times, when the office is mostly empty, or when full overhead lighting is unnecessary.
4. Inform the office of this policy and ensure individuals have appropriate lighting to complete their work without overhead lighting.

E.15: We have invested office funds for replacing all of our inefficient lighting over the next 3 years.

Intent: Replacing inefficient lighting is the quickest way to see a return on investment when investing in energy efficiency projects. Most lighting projects have an ROI of two years or less before the customer starts seeing savings.

Point Value: 4

Instructions: Create a line item in your annual budget for facilities upgrades or equipment.

E.16: We turn off lights and use natural lighting when possible.

Intent: Turning off lights and using natural lighting is more energy efficient and reduces energy costs.

Point Value: 3

Instructions:

Remind staff to turn off lights when sunlight is sufficient to light spaces

Assign someone in the office to turn off lights when daylight is sufficient. Consider making this a rotating position.

Post reminder signs on common area light switches to remind users to turn out the lights when they are unnecessary.

E.17: We have an office policy that blinds/shades will be closed during peak summer to reduce heat coming in windows.

Intent: Shades & blinds can be used to reduce excessive heating of office space in the summer. This can also reduce the energy needed to maintain the appropriate temperature in the office and increase occupant comfort.

Point Value: 3

Instructions: How to create a new office policy to close blinds:

1. Identify the parameters or decision factors for blind/shade use, ex. time of day, weather conditions, etc. Document the parameters and decision factors in a policy.
2. Identify a person in the office (and a backup) responsible for operation of blinds/ shades.
3. Inform staff of the new policy.

E.18: We have an office policy that blinds/shades will be closed at the end of every day during winter heating season. We have appointed an individual to be responsible for closing them every day.

Intent: Shades & blinds can be used to reduce excessive heat loss from office space overnight during the winter. This can also reduce the energy needed to maintain the appropriate temperature in the office and increase occupant comfort.

Point Value: 3

Instructions: How to create a new office policy to close blinds:

1. Identify the parameters or decision factors for blind/shade use, ex. time of day, weather conditions, etc. Document the parameters and decision factors in a policy.
2. Identify a person in the office (and a backup) responsible for operation of blinds/ shades.
3. Inform staff of the new policy.

E.19: Microwaves, coffee makers, small appliances, printers, copiers, etc. are unplugged at night by a designated person or are programmed to shut off through a timer or plug load controller.

Intent: Most small appliances, electronics, and any device with a digital clock continue to use electricity when turned off. These are referred to as “vampire” loads and account for 10-15% of commercial energy use.

Point Value: 3

How to create a new office policy to unplug appliances:

1. Identify the appliances to be unplugged or programmed to shut off.
2. Determine whether you will be unplugging appliances or programming them to shut off through a timer or plug load controller.
3. If you are unplugging appliances manually, identify a person in the office (and a backup) responsible for this task. If you are programming appliances, ensure you have the proper equipment, or purchase the necessary materials.
4. Make sure new equipment is incorporated into the system you establish here.

E.20: No one uses space heaters in our office

Intent:

Space heaters are considered energy hogs with very good reason. The smallest electric space heaters can use about 10,000 BTUs per hour. Larger electric space heaters may use over 40,000 BTUs per hour. In addition, using space heaters can throw off the central heating control sensors and create an uncomfortable temperature environment for others in the office.

Point Value: 5

Instructions: Create a policy prohibiting use of space heaters in your office. Inform all staff of the new policy by email and in person at a staff meeting.

Water Credits

WR.1: We have had Facilities install a kitchen sink aerator with on/off lever that does not exceed 1.5 gallons per minute.

Intent: Aerators reduce water flow, saving 30% more water and energy than regular water flow.

Point Value 3

Instructions: Contact your building administrator about installing a sink aerator in your kitchen.

WR.2: We have designated a person to report any sink leaks (kitchen, bathroom or lab) to the BA immediately.

Intent: Sink leaks can waste a lot of water. Reporting them quickly reduces water waste and ensures they are fixed in a timely manner.

Point Value: 1

Instructions: Designate one person to be in charge of reporting leaks.

WR.3: We have had Facilities install a bathroom sink aerator that does not exceed .5 gallons per minute.

Intent: Aerators reduce water flow, saving more water and energy than regular flow.

Point Value: 3

Instructions: Talk with your Building Administrator about installing a sink aerator in your bathroom.

Human Health & Indoor Environmental Quality Credits

H.1: In our kitchen, we use:

- a. Environmentally preferable dishwashing soap
- b. Environmentally preferable all-purpose cleaner in place of harsh chemical cleaners

Intent: Environmentally preferable dish soap is less toxic to the user. Environmental soaps are also nontoxic, biodegradable and hypoallergenic, and free of petroleum-based cleaners and phosphates. Kosher-certified dish liquid soap is not tested on animals.

Point Value:

- a. 1
- b. 2

H.2: We have at least

- a. 1 plant per 5 people in our office OR
- b. 1 plant per 2 people in our office

Intent: Office plants reduce stress and increase productivity. Plants also improve indoor air quality and reduce employee sickness.

Point Value:

- a. 1
- b. 3

Instructions: Remember to consider the amount of available sunlight in each location. Also consider how often the plants will need to be watered or cared for.

Determine whether each employee will be responsible for their own plants or whether one person or a committee of people will be responsible for caring for all plants.

H.3: We have walk off mats at the entrance to our office or department

Intent: Walk off mats collect dirt and excess moisture at the entrance. In doing so, they can help reduce slips and falls in the office and improve indoor air quality.

Point Value: 3

Instructions: Determine if your office lacks walk off mats at any entrance and work with purchasing to get the appropriate mats for these locations.

Transportation Credits

T.1: Members of our office are aware of Georgia State University's alternative transportation programs and the associated resource regarding public transportation, carpool/vanpool, bicycling, EV Charging stations, etc. Information about the applicable programs (including bike maps, car share info, etc.) is displayed prominently in the office.

Intent: To reduce GHG Emissions from employees using single occupant vehicles.

Point Value: 2

Instructions: Details on Georgia State University transportation programs and discounts can be found here: <http://transit.gsu.edu/>

T.2: a. We have enrolled all eligible and interested employees in incentive programs for taking public transportation, carpooling, or bike riding.
b. All of our staff only bike, walk, or use public transit to get to work. No one commutes regularly by car
OR
c. All of our staff use public transit, bike, walk or carpool to work. The only cars used are those used for carpools.

Point Value:

a.2

b.4

c.3

T.3: There is bicycle parking located convenient to our building. If not, we contacted facilities to see if relocating existing racks or obtaining new racks is a possibility.

Point Value: 1

T.4: We offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.

Point Value: 4

T.5: When planning work-related travel, we consult websites to explore greener transport options and carbon offsets.

Point Value: 2

Involvement Credits

I.1: This office has a Green Team or designated person that works with the Georgia State University Sustainability Initiatives Office staff

Point Value: 4

I.2: We have hosted an information session regarding Green Office Certification, with at least 50% of our office in attendance.

Point Value: 2

I.3: We have information about our office's environmental efforts and what we are doing to meet the Green Office program standards posted in an easily visible location for staff and visitors to see.

Point Value: 2

I.4: We have a designated section of an office bulletin board, or have a separate board for posting tips and information about green practices, events, and groups.

Point Value: 1

I.5: We attend Georgia State University Sustainability Initiatives Office events such as Earth Week, Georgia State Recycles Day, and others.

Point Value: 2

I.6: We recognize staff members for their environmental stewardship efforts.

Point Value: 2

I.7: We hold sustainability events at least annually (e.g. Green Day, Green Happy Hour, Bike/Walk to Work Day, etc.).

Point Value: 1

I.8: We have solicited feedback from office members about green building features we have or could have in our office, such as lighting retrofits, occupancy sensors, dual-flush toilet retrofits, aerators on sinks, etc. A member of our office has discussed this feedback with our building administrator.

Point Value: 2

I.9: We inspired another office, _____, to pursue Green Office Certification

Point Value: 2

I.10: Someone in our office has submitted a story for Georgia State University's sustainability e-newsletter, the Green Scene, about this experience or similar sustainability efforts in their life during the past two years.

Intent: This is a great opportunity to highlight your staff or departmental efforts in sustainability across the university. This also creates a "social norm" and a culture of sustainability across campus as communication and excitement grows.

Point Value: 2

I.11: We have successfully implemented additional green projects not listed here in our office:

Point Value: To be determined by Sustainability Initiatives Office