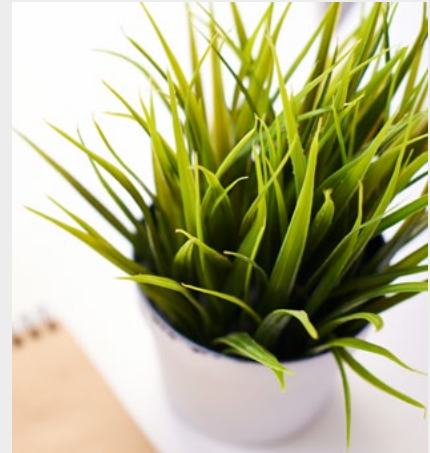




# Sustainable practices for your campus office

Sustainability—the integrated pursuit of environmental integrity, social equity, and economic security—is a priority for the University of Utah. The Green Office program by the Sustainability Office allows offices and departments to engage in the mission of sustainability by evaluating and changing everyday office practices, such as energy used, supplies purchased, and trainings offered. Through Green Office, the Sustainability Office provide tools, support, and guidance so we can collectively reduce the U’s impact.



## How to complete Green Office certification, step-by-step:

- 1** Complete at least 8 items on the checklist (See page 2 for descriptions and required supporting documentation)
- 2** Enter your checklist and documentation online at [sustainability.utah.edu/GO-form](https://sustainability.utah.edu/GO-form)
- 3** After submitting the checklist, schedule a virtual Q&A for your team with a Sustainability employee

### Background information

- ▶ Office name \_\_\_\_\_
- ▶ Number of full-time employees \_\_\_\_\_
- ▶ Designated Green Office Educator (name, title, email) \_\_\_\_\_

### Green Office checklist (see page 3 for remote worker opportunities)

- At a team meeting, watch [introductory video](#) for the Green Office program. How many team members watched the video? \_\_\_\_\_
- Schedule a training with the [Office for Inclusive Excellence](#) or other U organization focused on enhancing anti-racist practices. Name of training scheduled: \_\_\_\_\_  
Date: \_\_\_\_\_
- Post **TURN OFF** stickers as prompts to shut off lights and electronics.
- Hold paperless meetings.
- Create a centralized waste and recycling collection system.
- Shop at and return items to [Surplus & Salvage](#).
- Buy office supplies in bulk; keep in centralized location.
- Create policy to purchase only ENERGY STAR or EPEAT certified electronics.
- Create policy to purchase only paper that is 30-100% recycled content.
- Innovation credit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Descriptions & documentation

**At a team meeting, watch introductory video for the Green Office program.** This video, available at [youtu.be/1GpZAs2N6Bs](https://youtu.be/1GpZAs2N6Bs) will walk through the process of how to achieve Green Office certification. Watch this video during a staff meeting, and take note of how many employees are present. No additional documentation needed.

**Schedule a training with the Office for Inclusive Excellence or other U organization focused on enhancing anti-racist practices.** Systemic racism present in so many of our practices and institutions is unsustainable. Put another way, justice is a prerequisite to sustainability. Make use of the vast campus resources to make sure your team is part of the transition to a more just society. *Documentation: Provide PDF copy of email confirmation that training is scheduled.*

**Post TURN OFF stickers as prompts to shut off lights and electronics.** This is an easy way to save energy by reminding staff to turn off electronics and not waste energy. These stickers also help develop the habit of turning off lights and electronics in other spaces. Email request for stickers to [sustainability@utah.edu](mailto:sustainability@utah.edu). No additional documentation needed.

**Hold paperless meetings.** Paperless meetings are a great way to reduce the use of paper. Email meeting agendas beforehand or ask employees to distribute/present electronically. Additionally, by using less paper, your office will save money! *Documentation: Provide a PDF copy of an electronic meeting agenda.*

**Create a centralized waste and recycling collection system.** Instead of having a trash bin by every desk, establish a waste area with a larger trash bin and recycling bins that are easily accessible. Campus recycling options include plastics (1&2 only), aluminum, and paper, and in some places glass. By centralizing waste, employees are able to properly separate materials and not just throw away recyclable materials because a trash can was more convenient. *Documentation: Send a picture of your centralized waste system.*

**Shop at and return items to Surplus & Salvage.** [University Surplus & Salvage](#) is the oldest recycling system at the University of Utah! It has electronics, furniture, art, and more that can be repurposed in offices or even at home. Instead of buying new items, reuse items from other offices that are in good condition. Additionally, per university regulation (Policy 3-040: Property Accounting), departments must retire items to Surplus & Salvage instead of throwing them away. *Documentation: Provide PDF copy of email reminder to department/office to purchase and/or retire items through Surplus & Salvage.*



▲ Request TURN OFF stickers from [sustainability@utah.edu](mailto:sustainability@utah.edu)

**Buy office supplies in bulk; keep in centralized location.** Purchasing office supplies in bulk typically reduces waste that comes with buying items individually. It also reduces emissions from shipping because of less frequent purchases. *Documentation: Send picture of centralized office supply location.*

**Purchase only ENERGY STAR or EPEAT certified equipment.** Offices use a lot of energy, so purchasing energy-efficient equipment helps reduce overall energy use. ENERGY STAR, by the U.S. Environmental Protection Agency and the Department of Energy, is a long-running program that rates the efficiency of electronics and appliances. EPEAT, which stands for Electronic Product Environmental Assessment Tool, is a more rigorous certification for computers, monitors, servers, TVs, mobile phones, and imaging equipment. Look for the logos. *Documentation: Send a PDF copy of an email to team members to only purchase ENERGY STAR or EPEAT electronic items.*



**Purchase paper that is 30-100% recycled content.** Recycled paper is a good alternative to regular paper, and it comes from recycled materials rather than virgin trees. We like trees. *Documentation: Send a PDF copy of a receipt for the purchase of recycled-content paper, or a PDF copy of an email to team members to only purchase recycled-content paper.*

**Innovation.** It's up to your team! There are hundreds of sustainable practices out there, and we want to know what is important to your team.

# Remote worker opportunities

The Sustainability Office supports departments and offices choosing to work remotely during the COVID-19 public health crisis. Physical distancing is one of the key solutions for slowing the spread of the virus. If the majority of workers in an office/department are working remotely, the following three items can be completed toward the achievement of 8 points (i.e. 5 points from the original list, plus these three points, equals 8 points and a Green Office certification!).

## Remote checklist

- Share tip sheet about reducing energy at home. Tip sheet available at [tinyurl.com/greenoffice-home-energy](https://tinyurl.com/greenoffice-home-energy).
- Share tip sheet about reducing water use at home. Tip sheet available at [tinyurl.com/greenoffice-home-water](https://tinyurl.com/greenoffice-home-water).
- Add a wellness tip to staff meeting agendas.

## Descriptions & documentation

**Share tip sheet about reducing energy at home.** The energy tip sheet is available at [tinyurl.com/greenoffice-home-energy](https://tinyurl.com/greenoffice-home-energy). The Sustainability Office tip sheet situates energy issues in equity and provides low- and no-cost tips for reducing home energy use. *Documentation: Provide PDF copy of email sent to staff members with tip sheet.*

**Share tip sheet about reducing water use at home.** Utah is among the country's highest water users, per capita. This tip sheet, available at [tinyurl.com/greenoffice-home-water](https://tinyurl.com/greenoffice-home-water), highlights ways to reduce residential water use. *Documentation: Provide PDF copy of email sent to staff members with tip sheet.*

**Add a wellness tip to staff meeting agendas.** A healthy and well society is essential for a sustainable society. Wellness tips can be personal or community based. Consider urging participating with the [University of Utah Health WalkerTracker](#), receiving an annual flu shot, exploring resources of the [University of Utah Mindfulness Center](#), getting involved in community organizations, discussing plant-centric diets, and more. *Documentation: Provide PDF copy of staff meeting agenda with wellness tip item.*