



Resources including forms, tips, templates, and more to help your office become Green Office Certified



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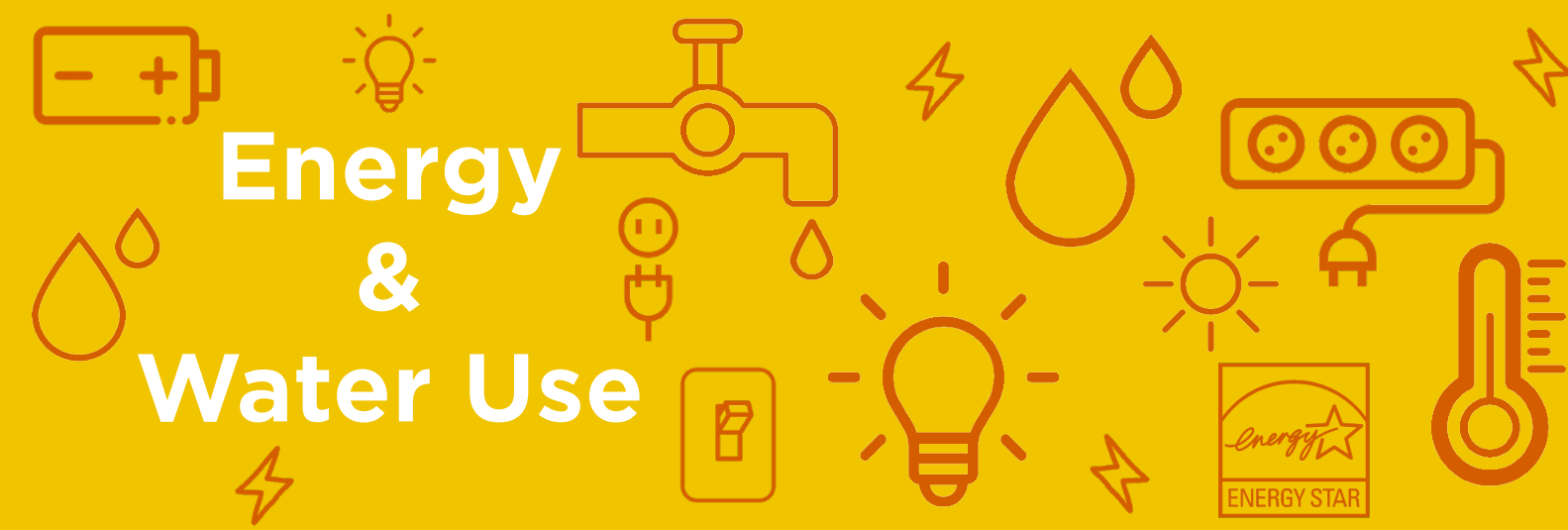
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This booklet is intended for Tufts University offices participating in the **Green Office Certification** program, but the resources may be helpful for anyone hoping to improve the sustainability of their workplace.



Energy & Water Use

Turn off the lights (1.1, 1.2, 1.3)

Use energy efficient lightbulbs for desk/floor lamps. Turn off the lights every time you leave the room and at night or use occupancy sensors.

Reduce power usage (1.4, 1.5)

Use power strips to easily turn off electronics. Shut down your computer at night and set power management to have computer go on sleep mode during the day when not in use for 20 mins or longer. Use low power mode when possible.

Use Energy Star or EPEAT certified products (1.6)

EPEAT-registered products meet strict environmental criteria that address the full product lifecycle, from energy conservation, to product longevity.

Regulate the temperature (1.7)

Set the thermostat to 78° in the summer and 68° in the winter during the day and shut it off overnight (set the thermostat at a temperature so that AC or heat do not turn on). Don't forget to close your windows and doors when the AC or heat is on.

Stop water waste (1.8)

Don't run the faucet for extended periods of time and report all water leaks or drips to facilities ASAP.

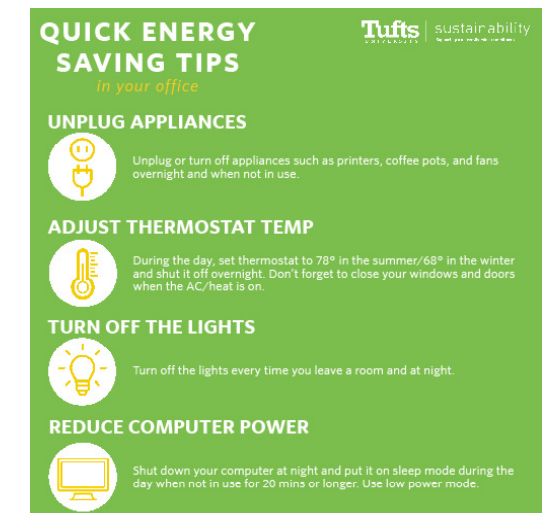
Energy & Water Use

Resources



Post **this prompt** next to light switches to remind people to conserve energy

Learn more about green purchasing [here](#)



Post **this sign** around your office to remind people of easy ways to save energy

If you have a leak or drip, submit a facilities work order request [here](#)



Post **this prompt** above faucets to remind people to conserve water

Waste & Recycling

Recycle (2.1, 2.2)

Zero-Waste Events (2.3)

Compost (2.4, 2.5)

Responsibly manage electronic waste, ink and toner cartridges, batteries, and CFL bulbs ^(2.6)

Reuse (2.8)

Consider buying reused when possible and donate unneeded items. You can join local Facebook groups and e-lists like Freecycle where people offer unwanted items such as kitchenware or furniture. Learn more about reusable goods in the Tufts community [here](#).



Post **this sign** above
compost bins to remind
people what is compostable

Join the Tufts Freecycle
e-list **here**



Paper, Printing, & Office Supplies

Use recycled paper (3.1, 3.2, 3.3, 3.6)

Use recycled paper for letterhead, envelopes, legal pads, and printer paper.

Print double sided (3.4, 3.5)

Save one sided paper for printing drafts and scrap paper or make into notepads. Set copiers and printers to double sided.

Responsibly manage toner cartridges (3.7)

Buy remanufactured toner cartridges and return old cartridges to the supplier for reuse. This can be done through WB Mason, see our purchasing guide for more information.

Reduce paper use (3.8)

Store files electronically instead of as printed paper files. Tufts Box has unlimited storage for electronic documents.

Share resources (3.10, 3.11)

Share office supplies such as staples, scissors, and tape, and have a reuse area for binders and file folders.

Paper, Printing, & Office Supplies

Resources

To purchase recycled paper products through Tufts Marketplace:

100% recycled letterhead or envelopes

WB Mason item #: NEE05064 or QUA38712

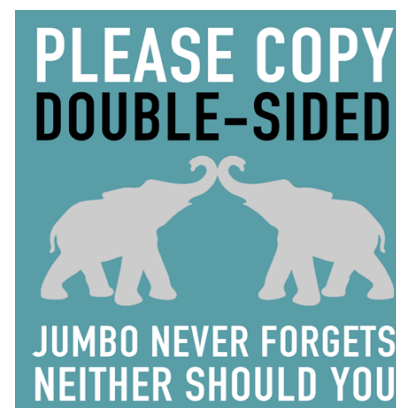
Tree-free copy paper made from sugar cane waste

WB Mason item #: TFLTRP10010

Paper from 100% recycled materials

WB Mason item #: HAM86790

When searching for paper products on WB Mason that are made with recycled content, use the filter on the left side of the web page under “Go Green” and choose “Recycled.” Then, when selecting a product, check the “Product Details” to ensure that it has 100% “Post-Consumer Recycled Content”



Post **this prompt** on printers to remind people to conserve paper

Visit our webpage on green purchasing [here](#)

Learn more about Tufts Box for electronic storage [here](#)

Food, Beverages, & Dishware

Food, Beverages, & Dishware

Resources

Use reusable dishware (4.1, 4.3)

Use reusable dishes and utensils in the office and at events. If your office does not have any, buy used ones from Goodwill, garage sales, etc. Also, the Office of Sustainability gets many of these items when students move out each year, so contact the office in May.

Host vegetarian events (4.2)

Meat, poultry, and fish are resource-intensive foods that have a huge carbon footprint. Can you offer just vegetarian food at meetings and events? It could even save money on catering costs.

Go organic and local (4.5, 4.6)

Buy organic, shade-grown coffee, Rainforest Alliance or Fair Trade certified coffee. Cater events with some organic and local food, finding catering companies that fit the bill. Basil Tree is a good example in the Boston area.

Trust the tap! (4.7)

Switch from bottled water to tap or filtered tap water in the office.

Use multi-serving containers (4.8, 4.9)

Provide multi-serving containers for beverages at events and in office (ex. gallon jugs instead of bottled water). Use multi-serving portions for shared coffee, sugar, salt, pepper, and other condiments instead of individual packets. Make sure to specify these requirements in your catering requests.

[Learn more](#) about sustainable coffee certifications from the National Coffee Association

To purchase environmentally friendly dish soap and dishwasher detergent through Tufts Marketplace:

Dish soap

WB Mason item #: SEV22734EA

WB Mason item #: EFP972006

Dishwasher detergent

WB Mason item #: SEV2217EA

To replace your bottled water with a water filtration system, contact Tufts' Poland Spring representative:

Scott DeFeo, scott.defeo@waters.nestle.com, (978) 970-5656 x3031



Alternative Transportation

Alternative Transportation

Resources

Encourage alternate transportation (5.1, 5.2, 5.3)

Provide information on public transit, biking, ridesharing, and walking routes to commute to work. Encourage carpooling in the office by seeing where people commute from and using the miles2share app.

Reduce traveling for meetings (5.4)

Replace business travel with video, web, or teleconferencing whenever possible.

Choose fuel efficiency (5.5)

When renting vehicles, select the most fuel-effecient option possible. You can also purchase a carbon offset with an Enterprise rental car.



Use our **bike tips** and read our **website** to learn about biking on Tufts' campuses

Learn about transportation and commuting options for all of Tufts' campuses **here**

Learn more about the tools that Tufts Technology Services provides for web, video, and audio conferencing

Learn more about the fuel efficiency of different types of cars



Celebrate sustainability accomplishments

(6.1, 6.2)

Track office progress towards achieving sustainability goals and share at least one success per year. Annual progress reports are a good place to share these successes.

Promote intra-office sustainability

(6.3, 6.4, 6.5)

Educate new and current staff about sustainable practices and include these in their job descriptions and performance plans.

Be a green leader

(6.6, 6.7)

Encourage office members to become Eco-Ambassadors and create an office or building Green Team.

Find a list of sustainability goals for performance planning [here](#)

Learn about the Eco-Ambassador program [here](#)

Learn about building a Green Team [here](#)