



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



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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 certified products (1.6)

Energy Star is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy to help consumers save money and protect the environment through energy efficient products and practices.

Regulate the temperature (1.7)

Set the thermostat to 78° in the summer/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.

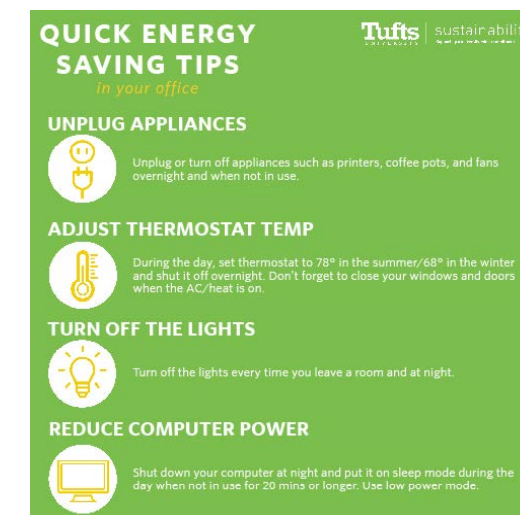
Energy & Water Use

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

Waste & Recycling

Resources

Recycle (2.1, 2.2, 2.3)

Place a recycling bin next to every trash (landfill) bin in common areas and label them with a sign about what can be recycled. Make recycling bins also available at office events/meetings. Specify that recycling bins should be placed next to trash bins in event work orders, especially for outdoor events.

Compost (2.4, 2.5)

Use compost bins for leftover food, food scraps, napkins, and paper towels in the office and at office events. Place a compost sign above the bin.

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

Dispose of Tufts electronics through Facilities and recycle other specialty items.

Reuse (2.8)

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



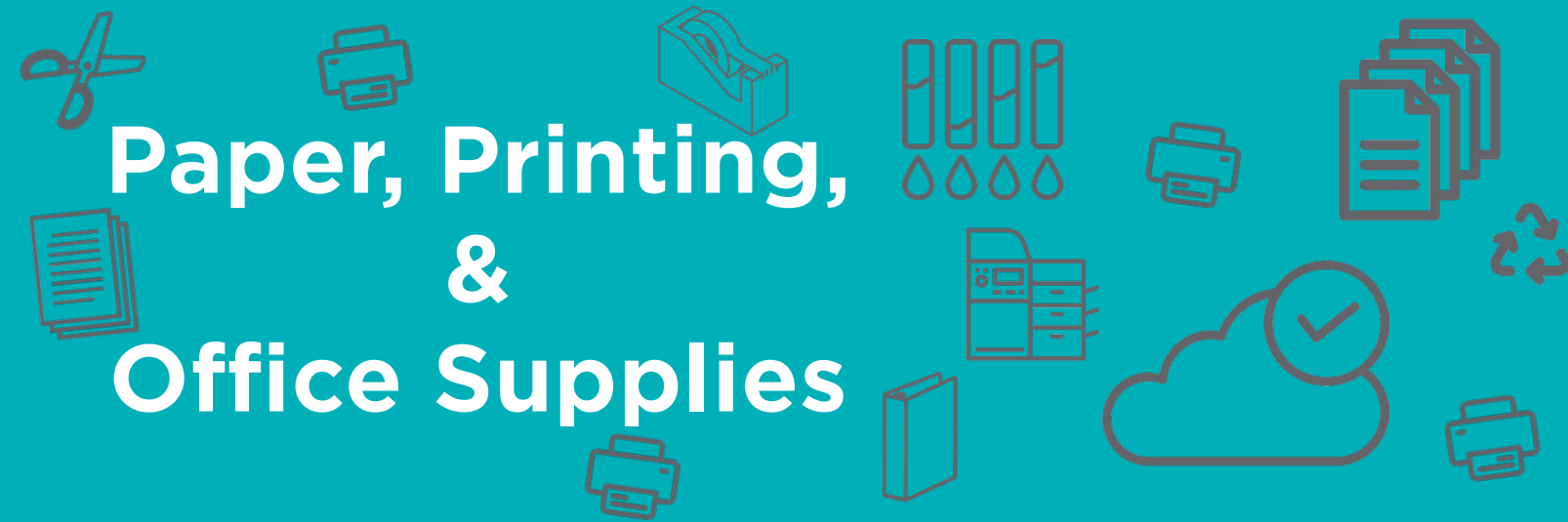
Post **this sign** above recycling bins to remind people what is recyclable



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

Visit our website to learn how to recycle various specialty items such as textiles and ink cartridges

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

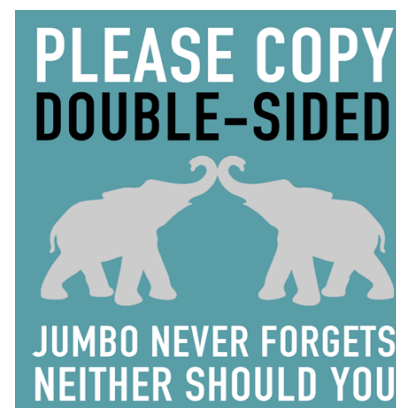
Tree-free copy paper made from sugar cane waste

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 electronic storage options [here](#)



Food, Beverages, & Dishware

Food, Beverages, & Dishware

Resources

Use reusable dishware (4.1, 4.2, 4.3)

Use reusable dishes and utensils in office and at events.

[Learn more](#) about the benefits of shade grown coffee for the planet

Go organic (4.4, 4.5, 4.6)

Buy organic, shade grown coffee and organic, local food. Use environmentally preferred dish soap.

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.

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



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.

Reduce traveling for calls (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.



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.

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

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.

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

Be a green leader

(6.6, 6.7)

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

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