

Tufts Office of Sustainability Green Office Certification Checklist 1.4

Criteria	Do you fulfill the criteria?
<u>1. Energy & Water Use</u>	
<p>1.1 - Lighting: Lighting in our office is controlled by occupancy sensors, or we manually turn off all our lights at night and during the day in spaces that are not being used, such as kitchens, conference rooms, storage closets, and bathrooms. This means there is an office policy for the last person to leave to shut off all lights. (Please note that lighting in stairwells or other spaces that might create a safety hazard should not be shut off during the day.) (2pts)</p>	
<p>1.2 - Light Switch Prompts: We have prompts posted on or next to our light switches that remind people to turn off the lights when they exit a room. (1pt)</p>	
<p>1.3 - Light Bulbs: (If your office has personal desk lamps or floor lamps) We use energy efficient light bulbs (e.g. fluorescent tubes, CFLs, LEDs) instead of incandescent light bulbs. (1pt)</p>	
<p>1.4 - Computers: We have enabled energy saving modes (standby or hibernate) on our computers, and we turn off both computers and monitors at night (NOTE: If you work at the Medical School, only the energy saving mode is applicable). (2pts)</p>	
<p>1.5 - Power Strips: We use power strips as central turn-off points at all of our individual work stations and switch them off each night or use Advanced Power Strips. (2pt)</p>	
<p>1.6 - EPEAT Certified: Our office equipment is Energy Star or EPEAT certified. (2pts for >50% of office equipment, 1pt for 10-50% of office equipment)</p>	
<p>1.7 - Thermostat: We set our thermostat lower in the winter and higher in the summer to save energy and stay within the guidelines of the Tufts Temperature Policy. We close our windows when heating or cooling systems are in use as well as at night and on the weekends. (1pt)</p>	

1.8 - Water Conservation: We conserve water in our office by not running the faucet for extended periods of time (e.g. when washing hands or dishes), and we have prompts posted next to the faucets in our bathroom and kitchen (if we have one) reminding people to turn off the water. We report all water leaks or dripping faucets to Facilities in a timely manner. (1pt)

1.9 - Appliance Shutdown: We appoint a person who is responsible for shutting down non-computer electronics/appliances over weekends and holiday breaks (e.g., switch off power strip or unplug the microwave) or we have an Advanced Power Strip for these devices. (1pt)

1.10 - WiFi for Internet: Our office is all using wifi for our computers and we have unplugged from ethernet cables. (1pt)

2. Waste & Recycling

2.1 - Recycling Bins: We have recycling bins in all common areas where trash bins are present, such as in kitchens, break rooms, conference rooms, mail rooms, offices, copy rooms, and hallways. (1pt)

2.2 - Wall Signs: We have signs posted that explain what can be recycled in the mixed recycling bin as well as what should go in the Landfill bin. (1pt)

2.3 - Zero-Waste Events: We host zero-waste events with either certified compostable materials or real china/utensils (2pts for > 50% of events, 1pt for 10-50% of events)

2.4 - Composting in Office: We use and successfully manage a compost bin in our office. (2pts)

2.5 - Compost at Events: We compost or utilize all leftover food at our events. (2pts)

2.6 - Specialty Recycling: We dispose of Tufts-owned electronics, computers, batteries, ink and toner cartridges, and fluorescent/CFL light bulbs according to the Tufts specialty recycling website protocol. Visit go.tufts.edu/specialtyrecycling (3 pts. for All of these actions, 1 pt. for Some of these actions)

2.7 - Reduce Paper Mail: We minimize unwanted mail by removing our address from mailing lists. (1pt)	
2.8 - Pre-Owned Furniture: It is our policy to first consider pre-owned furniture and to donate our unneeded items (e.g. through the Surplus Furniture Wish List). (3pts)	
2.9 - Recycling Education: We have had a How to Recycle presentation from the Office of Sustainability within the past year or have scheduled one to happen within a month of green office certification submission. (2pts)	

3. Paper, Printing & Office Supplies

3.1 - Recycled-Content Paper Mailings: We use 100% recycled content paper for letterhead, envelopes, and legal pads. (2pts for > 50% of products, 1pt for 10-50% of products)	
3.2 - Recycled-Content Paper: We use 100% recycled paper or tree-free paper (e.g. from sugar cane waste) for printing and copying, unless extenuating circumstances force us to use 30% or 50% recycled paper. We never use paper without recycled content. (3pts)	
3.3 - Paper Scraps: We save one-sided paper for printing drafts and scrap paper, and/or we make it into recycled notepads. (1pt)	
3.4 - Double-Sided Printing: Our copier/printer defaults to double-sided printing, or we have placed a visual prompt on the machine to remind people to set it manually. (1pt)	
3.5 - Double-Sided Printing: Our office computers are set to default to double-sided printing. (2pts)	
3.6 - External Printing: For all printing completed outside of our office, we ask our external printing contractors to use paper with at least 50% recycled content. (2pts)	
3.7 - Remanufactured Toner Cartridges: We purchase remanufactured toner cartridges (not available for Konica Minolta multi-function devices) (2 pts)	
3.8 - Electronic Filing: We use electronic filing and storage in lieu of paper files. (2pts for >50% of the office, 1 pt for 10-50% of the office)	

3.9 - One Shared Printer: We have shared printer(s) (black & white/color) for the whole office, and individuals do not have their own deskside printers. (2 pts)

3.10 - Sharing Office Supplies: We share office supplies (e.g. staplers, scissors, tape) instead of each having our own. (1pt)

3.11 - Supply Reuse Area: We have an internal reuse area for supplies such as binders and file folders. (1pt)

4. Food, Beverages & Dishware

4.1 - Reusable Dishes: We use durable and reusable dishes and utensils in our office. (1pt)

4.2 - Vegetarian Food at Events: We host all-vegetarian meetings and events organized by our office, where no meat or fish is served. (3pts for > 50% of events, 2pts for 10-50% of events)

4.3 - Reusable Cups at Events: We remind attendees to bring their own reusable mugs and cups to events and meetings at which reusable options will not be provided. (2pts)

4.4 - Dish Soap: We use environmentally preferable dishwashing soap. (1pt)

4.5 - Sustainable Food: We provide food that is locally grown and/or organic at events. (2pts for >50% of food, 1pt for 10-50% of food)

4.6 - Sustainable Coffee: We serve organic, shade-grown, Rainforest Alliance certified, and/or Fair Trade certified coffee in our office and at events. (2pts for >50% of coffee, 1pt for 10-50% of coffee)

4.7 - No Bottled Water: We drink tap water or filtered tap water instead of bottled spring water. (2pts)

4.8 - No Single-Serving Beverages: We provide large, multi-serving beverages (e.g. 2 liter bottles, gallon jugs, pitchers) at events and for daily consumption instead of individual, disposable containers (e.g. water bottles, soda cans). (1pt)

4.9 - Multi-Serving Coffee Supplies and Condiments: We purchase our coffee, sugar, creamer, salt, pepper and other condiments in multi-serving containers rather than in single-serving packages. (Compostable K-Cups are OK). (1pt)

5. Transportation

5.1 - Transportation Education: We provide information on ridesharing, public transit, biking, and other alternative commuting options to our staff, and we make sure it is widely distributed and updated when necessary. We also provide information about alternate transportation options to office visitors and people traveling to campus for events. (2pts)

5.2 - Sustainable Commuting: Office members walk, bike, carpool, take public transit to work or telecommute from home at least one day per week on average. (5pts for >50% of office members, 3pts for 10-50% of office members)

5.3 - Sustainable Inter-campus Travel: Office members walk, bike, carpool, or take public transit around or between campuses. (3pts)

5.4 - Videoconferenced Meetings: Whenever possible (e.g. for recurring meetings or meetings with colleagues we already know), we replace business travel with video, web or teleconferencing. (3pts)

5.5 - Vehicle Rentals: When renting vehicles, we select the most fuel-efficient options available. (1pt)

5.6 - Carpool App: At least half of the people in our office have downloaded the Miles2share app for carpooling and have added at least one "route". (2pts)

6. Sustainability Planning & Leadership

6.1 - Office Sustainability Goals: We track our office's progress toward achieving our sustainability goals. (2pts)

<p>6.2 - Sustainability in Office Communications: We communicate our sustainability successes at least annually (e.g. in office communications or reports). (2pts)</p>	
<p>6.3 - Education for Staff Members: We educate our staff members about sustainable actions that relate to their work, and we include office sustainability content in job trainings and new employee orientations. (2pts)</p>	
<p>6.4 - Sustainability in Job Descriptions: We include sustainability practices and responsibilities in employees' job descriptions. (2pts for >50% of job descriptions, 1 pt for 10-50% of job descriptions)</p>	
<p>6.5 - Sustainability in Employee Performance Plans: Our employees' performance plans include at least 1 sustainability-related goal (Key Performance Area) each. Employees are evaluated on this goal(s) during the performance planning and review process. (3pts for >50% of employees' performance plans, 2pts for 25-50% of employees' performance plans, 1pt for 10-25% of employees' performance plans)</p>	
<p>6.6 - Eco-Ambassador: At least one member of our office is an active member of the Tufts Eco-Ambassador Program and is a known resource for sustainability in our office. (3pts)</p>	
<p>6.7 - Office/Department Green Team: We have an active green team in our office, building, or department that meets on a regular basis. (5pts)</p>	