Thank you for your interest in the Green Office Certification Program!

The Green Office Certification Program is a voluntary, self-guided initiative that promotes sustainable practices at the University of South Carolina and to engage staff, faculty, and students in making our campus and our world a little greener. The Program is designed, implemented and maintained by a team of student interns with Sustainable Carolina. The goals of the program are to:

- Support and promote offices that are taking steps toward reducing their environmental footprint
- Educate participants on how and why to live and work more sustainably
- Further integrate sustainability into campus culture
- Conserve water, save energy, minimize waste, and save money

Why participate?

Being green is part of Gamecock culture. The Green Office Certification program will help the university push toward a more sustainable future. It is a perfect example of how small changes can save both critical natural resources and money. True sustainability happens when it is embedded into our every part of our lives, including how and where we work.

What is an office?

Define your own office! An office is a work area (administrative, academic or service) that shares common areas and resources. It may include just one or all of the offices within a unit or division. You may have an office of 5 people or 50 people, all sizes are welcome to participate! Please include part-time and full-time staff, students, and faculty. Your office could include kitchens, meeting rooms, storage rooms, and other commonly shared areas.

What will your Green Office receive?

Besides pride in a greener, healthier planet and in a job well done, your office will receive:

- An award to hang in your front office (or other common area).
- Acknowledgement and promotion that your office is setting an example for the University on sc.edu/green/office
- A digital logo to place on your website that recognizes your Green Office status
- A digital footer for your email signatures

On the following pages, you'll find the Green Office Resource Manual, developed specifically to answer questions about the Green Office Certification Program. It includes details on how to apply, what kinds of changes you can make to green your office, and why your contributions are so incredibly important to our campus. If at any point your office has a question about the program or about sustainability, please contact us at greenoffice@sc.edu.

Together, we can make the University of South Carolina an example of a truly sustainable campus. The time for change is now and it starts with you.

Thank you and go Gamecocks!

The Students of the Green Office Certification Program
The Certification Process

Step 1: Designate an Office Coordinator
Step 2: Ensure your office meets the prerequisites
Step 3: Visit sc.edu/green/office and fill out the application

Prerequisites

1. We have identified/designated an Office Coordinator.
   This individual will be in charge of motivating and helping their office strive for Green Office Certification and be the designated point of contact of the Green Office Certification. Any employee of the office may be chosen for the position.

2. Our office includes training in sustainable practices for all new staff.
   All new staff members attend university orientation which includes an overview of sustainable practices on campus. In addition, new staff members are made aware of sustainability efforts within the office through office specific training, handouts, or other awareness training.

3. Recycling receptacles are present in all common areas where trash bins are present.
   Common areas within an office include, but are not limited to, areas such as break rooms, copy rooms, kitchens, and mailrooms. Recycling bins should also be provided in meeting, conference, and classrooms as well. In addition to providing recycling bins, Office Coordinators are encouraged to display recycling posters on or near recycling bins to inform office members of proper recycling practices.

4. Our office has established and reviewed a comprehensive recycling policy that includes all material available for pickup through USC.
   The Office Coordinator is responsible for facilitating the establishment of a comprehensive recycling policy for the office. The Office Coordinator is responsible for ensuring that new and existing members of the participating office have an adequate understanding of what materials can be recycled through the USC Recycling Program. A full list of items can be found on the USC Facilities website: http://www.cpc.sc.edu/facilities-recycling.html

5. All cleaning products we use are “green” and we have requested Custodial Services utilize only the products that fall under the Campus Green Cleaning Policy within our spaces.
   All cleaning products used by office members are Green Seal Certified (for more information visit here: http://www.greenseal.org/GreenLiving/WhereToFindTheGreenSeal/CaringForTheHome.aspx). To request that your custodial staff apply products under the Campus Green Cleaning Policy, please call (803) 777-TREE.
Evaluation and Scoring System

In order to be eligible to apply for the Green Office Certification program, the applicant office must first meet the five prerequisites. After verifying the prerequisites have been met, the Office Coordinator must complete two tasks:

• Fill out the 54-question Office Coordinator Survey
• Send out the Office Member Survey to all members of the applicant office.
• In order to be certified as a Green Office, the applicant office must:
  • Score a 65% (35 of 54 questions) on the Office Coordinator Survey
  • 50% of Office Members must respond to the Office Member Survey. The average of these scores must be above 66% (10 of 15 questions).

Survey Categories

Education

Why it's Important

Education is the stepping stone into campus wide sustainability practices. If the importance of sustainable practices are not conveyed to the general public, what incentive do they have to act green? USC strives to include sustainability topics in over 700 classes in order to reach our students. The Green Office Certification team seeks to support offices on campus to train their staff on sustainable practices and the importance of caring for our environment.

Efforts at USC

The Arbor Day Foundation has awarded USC with the Tree Campus USA Award for its upkeep of the Horseshoe.

Resources

Integrating Sustainability – http://www.aashe.org/blog/ten-ways-integrate-sustainability-curriculum

Waste Reduction

Why it's Important

The decomposition of trash in a landfill releases methane gas emissions, which hold 21 times more heat than carbon dioxide as a greenhouse gas. This fact makes it vital for students on campus to minimize their waste, either through better sorting of trash, including composting, or by producing less waste in general. Refer to the guides below on how to reduce waste.

Efforts at USC

Last year, this campus wide effort recycled approximately 800 tons of paper, metal, wood, electronics and other recyclable materials.
Resources

Green Meetings – http://www.epa.gov/oppt/greenmeetings/pubs/basic.html

Purchasing

Why it’s Important

Purchasing is similar to education in that making environmentally conscience purchases helps other aspects of improving sustainability. Purchasing lightly packaged commodities helps reduce waste while purchasing high-efficiency light bulbs saves on energy costs. Purchasing is just another catalyst to sustainability.

Efforts at USC

USC works with Staples to purchase sustainable office supplies. Staples currently offers over 10,000 green certified products and the university hopes to make all of its office supplies green.

Resources

USC Purchasing – http://purchasing.sc.edu/index.shtml
Environmentally Preferable Purchasing – http://www.epa.gov/epp/

Energy

Why it’s Important

One of the biggest concerns facing our nation and the world includes future sources of energy. Moreover, energy has many local concerns as it is in an office,Â’s financial and environmental interest to conserve energy. We understand that changing how you use energy can seem scary, especially with the concerns of availability with some alternative sources of energy. We are not expecting these large scale transitions but instead through simple changes, like setting shorter timers on computers and preventing leaks in faucets. With the potential financial benefits, why not invest in these small-scale changes.

Efforts at USC

Our community consumes 1.1 million gallons of water everyday! We,Â’re working to reduce through the use of low-flow shower and faucet heads and with reminding everyone to turn faucets completely off after you use them.

Resources

Office IT – http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_low_carbon
Office Coordinator Survey Questions

Education

1. There is a space on the office bulletin board or other intra-office communication system dedicated to green tips.
2. We have information about our office’s environmental efforts posted in an easily visible location for staff and visitors to see.
3. We plan to hold at least one annual Office Clean Out Day to promote recycling and reuse.
4. Artificial air fresheners are not used in the office. Instead, baking soda is used to naturally absorb smells.
5. Our office has purchased at least one office-friendly, pollutant-removing plant.
6. Our intra-office newsletter is distributed as an e-mail that can be printed, but is only printed when necessary.
7. We plan to send an email to our staff before holidays and breaks containing an energy saving checklist for leaving their office.

Waste Reduction

1. We accept recycled electronics and inkjet/laser jet cartridges from students.
2. We provide a box or bin for cell phone recycling.
3. We plan to do a large e-waste drive at least once a year.
4. We have eliminated desk-side trash containers and switched to desk-side recycling and with central trash locations.
5. We have purchased a battery recharger for the office and we use rechargeable (instead of disposable) batteries for our portable electronics.
6. Paper-based office supplies (envelopes, notepads, etc.) use materials with at least 30% recycled content.
7. Margins are reduced in printed documents so more text fits on each page.
8. Our office’s kitchen utilizes reusable cups, dishware, and utensils.
9. We remind staff to bring their own mugs and have reusable mugs available for inter office meetings.
10. Our office minimizes the purchase of plastics and cardboard for our events.
11. Events sponsored by our office emphasize use of reusable cups, dishware, and utensils.
12. We have the caterer provide drinks and snacks in bulk rather than individual containers.
13. We purchase food in bulk trays and avoid purchasing cardboard and plastic-boxed meals.
14. Our kitchen has a composting container.
15. Office printers and copiers have double-sided printing capability.
16. Computers are set to print double-sided by default.
17. We keep a stack of scrap paper near our printers for one-sided printing and other misc uses.
18. We have a designated recycling container for used batteries, compact fluorescent lights (CFLs), CDs, and/or other small electronic waste.

19. Our office takes large electronic waste (computers, printers, etc.) to Consolidated Services for proper recycling.

20. We recycle empty inkjet and laserjet cartridges.

21. Our office has a storage area for reusable office supplies. (file folders, paper clips, binders, etc.)

**Purchasing**

1. Our office has established a policy to only purchase Energy Star or EPEAT certified machines in the future.

2. Before making major purchases, our office checks with Consolidated Services to see if similar items are in surplus stock.

3. We give preference to buying new furniture with recycled content.

4. We will require all painting projects to be low or zero VOCs (volatile organic compounds).

5. When purchasing/leasing new vehicles we request alternative fuel vehicles, hybrids or high efficiency vehicles.

6. Our office uses printer paper with at least 50% recycled content.

7. External printing vendors have been asked to use vegetable-based inks in publishing and to require fewer coatings/varnishes if possible.

8. All paper is Forest Stewardship Council (FSC) certified. (Look for the green seal on your paper reams).

9. We will require all new carpeting to be low or zero VOCs (volatile organic compounds).

**Energy**

1. Fluorescent (or compact fluorescent) lightbulbs make up at least 60% of light bulbs in office fixtures.

2. We have installed motion sensors to turn off lights when rooms are empty. (bathrooms, classrooms, etc.)

3. We have posted prompts near light switches to encourage energy conservation.

4. Our office uses power strips as central turn-off points and they are switched off at night.

5. Our office uses only Energy Star or EPEAT certified machines.

6. If we have control over our thermostat, we keep it set at the campus mandated settings of:
   
   *Occupied:* 72 for heating and 75 for cooling.
   
   *Unoccupied:* 60 for heating and 85 for cooling.

7. Office blinds are closed at night during cold weather to reduce energy loss.

8. We leave clear space in front of all of our radiators and vents.

9. We have installed or will install CO2 monitors in common areas.

10. Sleep mode activates after 5 minutes for all office printers and copiers.

11. We shut down office computers at the end of the work day.
12. We do NOT leave windows open in winter months.

13. We do NOT use individual space heaters.

14. Our office fully shuts off all faucets and promptly fixes or reports any leaks.

15. Our office uses an energy-saving checklist that is completed before the office is closed for the winter break.

16. Lights are turned off when not in use during the day and at night.

17. After 10 minutes of idleness, computer monitors are shut off or set to enter an energy-saving mode.

**Office Member Survey Questions**

1. Is your computer set to a 15 minute sleep mode?

2. Do you turn off your computer at the end of the day?

3. When possible, do you utilize double sided printing?

4. Do you turn off your lights whenever they are not in use?

5. Do you turn off all your lights at the end of the day?

6. Do you avoid using a personal space heater?

7. Do you know how to report building maintenance and repair issues?

8. Do you use reusable mugs and water canteens instead of disposable cups and water bottles?

9. Is there a recycling bin paired with every trash can in your office?

10. Do you reuse office supplies as much as possible?

11. Are your computer and electronics connected to power strips?

12. When possible, do you set your documents to use smaller margins on all sides?

13. Do you utilize the use of electronic forms and documents as much as possible?

14. Do you receive the weekly Sustainable Carolina Newsletter to stay informed about events on campus?

15. Do you walk or use the campus shuttle to get to meetings on campus?

**Optional Questions**

16. Do you drive a hybrid or electric vehicle?

17. Do you use an alternative method of transportation to get to work?

18. How far do you commute to campus?