



Certified Green Office Program Monthly Meeting #1

Institute for Sustainability, Energy,
and Environment

UNIVERSITY OF ILLINOIS

AT URBANA-CHAMPAIGN



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Agenda

- Introductions
- About the program
- Becoming a Certified Green Office
- Timeline
- How can you complete the basic five requirements?
- Questions



Introductions

- Ben McCall, Associate Director for Campus Sustainability at *iSEE*
- Morgan Johnston, Associate Director for Sustainability at Facilities & Services
- Stephanie Lage, Assistant Director at *iSEE*
- Nishant Makhijani, Student Intern for Campus Sustainability at *iSEE*



About the program

- *i*SEE's campuswide sustainability engagement program
- Opportunity for faculty & staff to participate in recent campus sustainability push
- Any group – not just those labeled “office” – occupying space in a campus building or affiliated with the University may enroll
- Focuses on reducing carbon footprint by reducing impact of transportation, energy, waste, purchasing, and events – and by advocacy of sustainable practices
- Incentive for offices to become more sustainable



Becoming a Certified Green Office

- Certified Green Office – 5 Basic Requirements by Dec. 15
 - Sustainable Advocacy (Ambassador)
 - Sustainable Transportation (Carpool Office)
 - Sustainable Purchasing (Recycled Paper)
 - Sustainable Waste Disposal (Recycling Station)
 - Energy Conservation (Unplug)
- Additional Requirements focus on similar themes
 - Bronze Certified Green Office – make 40% or more (at least 7) of all additional requirements.
 - Silver Certified Green Office – make 60% or more (at least 11) of all additional requirements.
 - Gold Certified Green Office – make 80% or more (at least 14) of all additional requirements.



Timeline

- Step 1: Choose a Sustainability Ambassador
- Step 2: Enroll for the program
- Step 3: Analyze which of the five requirements need to be worked on
- Step 4: Update the application (.xls file) on a regular basis
- Step 5: Submit application (.xls file) by Dec. 15
- Step 6: Consider additional commitments
- Step 7: Resubmit applications by March 15 if pursuing additional commitments
- Step 8: Awards ceremony (Earth Week)
- Step 9: Be sustainable!



Who is currently enrolled?

- University Housing
- Dept. of Natural Resources and Environmental Sciences
- Office for Mathematics, Science, & Technology Education (MTSE)
- College of Media's Student Services Center
- Prof. Lauren Goodlad's Office
- Benjamin J. McCall's Research Group - Dept. of Chemistry
- Illinois Sustainable Technology Center
- iSEE
- Dept. of Chemistry Main Office
- IEFX Program, College of Engineering
- Pre-Law Advising Services
- Department of Urban and Regional Planning
- Department of Landscape Architecture
- Inorganic, Materials and Physical Chemistry
- Asian American Studies
- Native American House
- Agricultural Communications Program



#1 Sustainability Ambassador

- This person will act as a liaison with the *i*SEE program team – and will lead implementation of the Certified Green Office Program for your group, track your progress toward program goals, and promote sustainable awareness throughout the the office. Here's some things you can do:
 - Mention the program in your staff meetings
 - Form a Green Team
 - Sign up for the *i*SEE newsletter & follow us on social media
 - Engage new people in your office
 - Publicize campus sustainability events in your office mailing list
 - Organize lunches/talks focused on sustainability
 - Professional development related to sustainability (new hire training program)



#2 Car Pool Sustainable Options

- Adopt an office policy to request the use of the University of Illinois Car Pool Office's Sustainable Options and/or smallest vehicle(s) when office employees make car reservation for travel
 - Mention sustainable options in comments while booking a car
- * If your office doesn't currently use the Car Pool Office, adopt a policy eitherway just in case you use the services in the future



How?

- Ask your office manager to request the smallest cars/compact sedans (Toyota Prius, Ford C-Max, and Chevrolet Volt)
- Chevy Volts will travel up to 40 miles on electricity and more than 300 miles on a full tank of gas
- Need a full-size sedan? Get the Ford Fusion



#3 Recycled Paper

- Adopt an office policy requiring a minimum of 30% recycled-content and FSC-certified printer paper
 - Office copier paper
 - E.g. Aspen 30 can be bought through iBuy; Office Max let's you filter through Recycled Goods
 - Other stationary could be recycled, too; can be used toward innovation points



#4 Recycling Bins/Stations

- Identify, label and communicate the location of recycling stations (paper, bottles and cans) around the office/building, and if needed request new bins from F&S. Also, label bins with list of acceptable materials to ensure all recyclables go in appropriate containers



Note: If you use the blue deskside bin, it is your responsibility to empty it to the big paper bin. Blue collection bags are a marker for recycled goods, so make sure you use those for bottles and cans and not black ones.



Recommended Placement

Printer and deskside bin



ACCEPTABLE

- Office Paper: All Types
- Newspaper
- Magazines
- Journals
- Envelopes: All Types
- Junk Mail
- Ream Wrappers
- Books
- Phone Books
- Manila and File Folders including:
 - All Colors
 - Staples
 - Paper Clips
 - Rubber Bands

UNACCEPTABLE

- Cardboard*
- Carbon Paper
- Tissues
- Fax Paper
- Candy Wrappers
- Metal Report Covers
- Paper Towels
- Photographs
- Blue Print

* Consult facility managers or BSWs for best **CARDBOARD** recycling practices
A dedicated drop-off site for **CARDBOARD** and **NEWSPAPER** is located at the northwest corner of parking lot E14 (corner of Oak St. and Kirby Ave.)

By the recycling station



ACCEPTABLE

- Plastic Bottles  & *
- Aluminum Cans

*Look for the  on the bottle

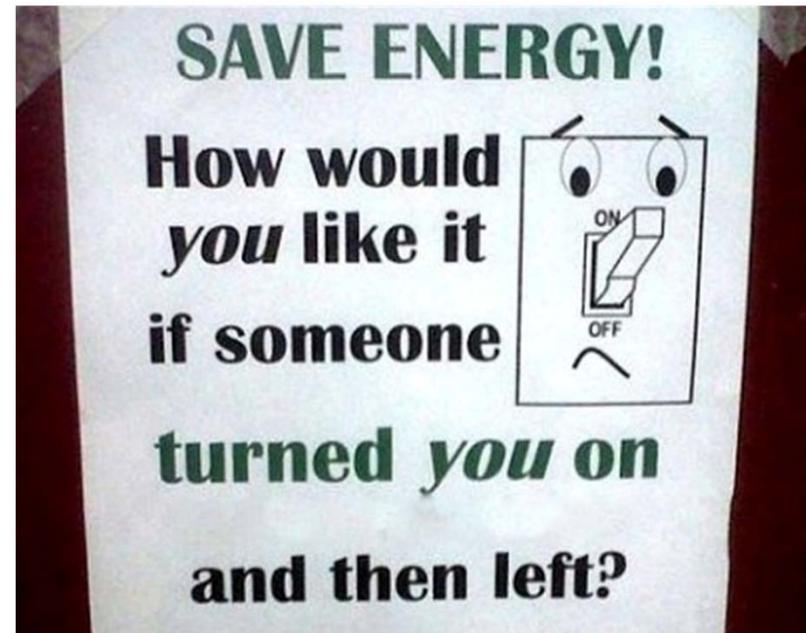
UNACCEPTABLE

- Plastic Containers
- Steel, Tin, Glass



#5 Unplug!

- Adopt an office policy of turning off/unplugging all unnecessary equipment – lights, computers, printers, etc. – when not in use



This one's easy!

- Did you know?
 - Approximately 30% of energy used in buildings is used inefficiently or unnecessarily
- Identify non-active office spaces (kitchen, storage room, mail room) and place a sign asking people to turn off the light
- It is advised to turn off lights, when not in use at all times
- Ask all staff members to turn off computers/printers when they leave for work
 - Make sure to work with IT Dept. to assist computer updates
- According to U.S. Department of Energy:
 - turn off the monitor if you aren't going to use your PC for more than 20 minutes
 - Turn off both the CPU and monitor if you're not going to use your PC for more than 2 hours



Email me at makhija3@illinois.edu

QUESTIONS?



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Upcoming Events

- Monthly Meetings
 - Sept. 25, Illini Union 210
 - Nov. 4, Illini Union 314B
 - Dec. 4, Illini Union 314B
- Same day – Thursday
- Same time – 10-11 a.m.
- Please RSVP so we can get an idea of how many people to expect!
- *i*SEE Congress
 - Feeding 9 Billion: A Path to Sustainable Agriculture
 - Sept. 30 – Oct. 2
 - Register online, Free
- Campus Sustainability Day
 - iCAP forum
 - Guest speaker (TBA)
 - Oct. 22
- Game Day Recycling Challenge
 - Homecoming Game – Oct. 25

