



Application for Green Office Certification

Date: _____

Office Information

Program, Department: _____
Building: _____
Address: _____
Approximate # of Faculty/Staff in Department _____

Contact

Name: _____
Phone: _____
Email: _____

Please fill out the form below to apply for the Green Office Certification. If a requirement is not applicable to your department, make a note in the "Additional Comments" section so allowances can be made.

If possible, please complete this form electronically to conserve paper.

Contact the Environmental Safety Office with any questions regarding this application. E-mail usfrecycles@usfca.edu or call (415) 422-2705.

For additional information, including tips and signs, visit <http://www.usfca.edu/greenteam>.

To receive certification:

1. Download the Green Office Certification form.
2. Decide which level of certification you will be applying for. Remember, you must meet the designated number of requirements in the level you are applying for and the level(s) below it (for example, if you are applying for Level 3 certification you must also meet the requirements for Level 2 and Level 1).
3. Fill out the electronic application and e-mail to usfrecycles@usfca.edu.
4. Once your application is received, USF Recycles will contact you to schedule an audit of your office.

The **mission blue butterfly** is a critically endangered species found only in the San Francisco Bay Area. Most of its natural habitat has been destroyed due to human development. Through conservation efforts this species continues to survive. This butterfly is a symbol of what can be achieved with conscious effort. For more information on the status of this butterfly visit <http://www.missionblueproject.com/>



Offices that complete the certification process will receive a Green Office Certificate to be displayed in their office, and will be recognized on the USF Green Team website.



Level 1 – complete AT LEAST 14 out of 17 requirements

Recycling/Composting

- There are recycling bins in all common areas where trash bins are present.
- Each work area (cube or office) has a desk-side paper recycling bin.
- Office collects and empties compost to building's central compost collection point.
- Signs have been posted to explain what goes in each bin.

Energy

- We turn off all lights not in use, during the day and at night, and depend solely on natural light whenever possible.
- We turn computer monitors off when they are not in use.
- All computers are turned off or powered down at night.
- We have set all copiers and printers to enter sleep mode after 5 minutes of inactivity.

Printing/Copying

- We have set double-sided printing as the default on all printers with this capability.
- We have placed a visual prompt on our copy machine to remind staff members to double-side print when possible.

Purchasing

- We only purchase computer paper containing at least 30% recycled content.
- We purchase Energy Star or EPEAT certified appliances and equipment when available.
- Before buying new furniture or equipment through Purchasing, we check to see if Facilities has any in stock.

Kitchen/Break room

- We use napkins and/or paper towels containing at least 35% recycled content.
- We have replaced disposables with permanent ware (e.g. mugs, dishes and utensils).

Education and Participation

- We have signed up to receive monthly Green Tips from USF Recycles and will post them in common office areas.
- We educate all new employees on our sustainable office practices.



Level 2 – complete AT LEAST 10 out of 12 requirements

Recycling/Composting

- We send all electronic waste to USF Recycles.
- We keep file folders, binders and envelopes in a central location and reuse them whenever possible.

Energy

- We unplug small appliances (such as microwaves, coffee makers) at night.
- We have contacted ITS to set energy saving settings on our computers.
- We use CFLs (Compact Fluorescent Light Bulbs) in desk lamps and recycle them via Environmental Safety.

Printing/Copying

- We reuse paper with text on only one side for drafts and keep scrap paper next to printers and copiers.

Purchasing

- We only purchase computer paper containing at least 50% recycled content.
- All other paper products (e.g. envelopes, post-its) contain at least 30% recycled content.

Kitchen/Break room

- We use a cloth towel, rather than paper towels, to clean up spills.
- All coffee is fair trade and/or organic.

Education and Participation

- We send out periodic memos to staff/faculty to update them on our sustainable practices.
- We have a designated bulletin board or wall space for posting tips and information about green practices, events and groups.



Level 3 – complete AT LEAST 8 out of 10 requirements

Recycling/Composting

- We have made efforts to reduce mail by sharing newspapers, catalogs and magazines and removing our office from mailing lists.
- We recycle ink and toner cartridges through the original manufacturer or send them to USF Recycles.

Energy

- Each individual computer workspace uses a power strip as a central turn-off point. All power strips are turned off at night.
- During cold weather, all blinds are closed at night.

Printing/Copying

- We use the size reduction feature on copiers (e.g. print two pages of a document on one page) to reduce paper use (when appropriate).
- Whenever possible, we send inter-office memos via e-mail rather than print.

Purchasing

- We only purchase computer paper containing 100% recycled content.

Kitchen/Break room

- We use environmentally preferable dishwashing and hand soaps (biodegradable and non-toxic).
- We use refillable containers for sugar, salt and condiments to avoid use of individual packages.

Education and Participation

- We have designated one office/department member as a USF Green Team Ambassador who will receive periodic updates from the group. Members of our office know to contact this person to bring forward to the Green Team any questions or ideas regarding office sustainability.



Level 4 – complete AT LEAST 7 out of 9 requirements

Recycling/Composting

- We have at least one recycling bin for small electronic waste and have posted a sign explaining what can be recycled.
- We contact Facilities when disposing of office furniture or equipment to see if it can be reused.

Energy

- Heating/cooling is only used when absolutely necessary. The temperature on our thermostat is normally set at 68 degrees or lower. [Note: some thermostats must be adjusted by Facilities Maintenance]

Printing/Copying

- We set the default font to Century Gothic (uses about 30 percent less ink than Arial).

Purchasing

- We purchase recycled or remanufactured ink and toner cartridges.
- We purchase and use refillable pens.

Kitchen/Break room

- We drink tap water rather than use a water cooler or purchasing bottled water.

Education and Participation

- At least one staff member has joined the Air District's "Spare the Air" program and notifies employees of Spare the Air days. See <http://baaqmdsparetheair.enviroflash.info/> to sign up for e-mail alerts.
- We have implemented three additional green projects for our office (list in additional comments).

Additional Comments