

GREEN SPACE CHECKLIST

Fall 2016 Version

Green Space certification recognizes campus spaces¹ that have taken extra steps to have greener operations and lower their environmental footprint. The program identifies actions that spaces can take, with certification² contingent on documenting all 5 of the required pre-requisite criteria and a specified number of the total optional criteria.

Documentation and Certification Process

Those interested in becoming a **green space** should first establish a space Green Team and begin to identify which points they want to pursue. Consulting with the Sustainability Coordinator (and Green Office Intern) can be useful at this stage in the process, usually through an initial meeting to discuss the program.

Completed applications (**including electronic documentation for each point claimed**) should be sent to the Office of Sustainability (smcsustainability@stmarys-ca.edu). At that time, a one hour audit and review meeting will be scheduled, where additional information or minor modifications may be requested. *Note: For a point to be recognized, it must be valid for all members and buildings of the space. Points will only be certified for initiatives that have been active in the last year.*

Points Required for Certification

- (A) Dark Green** – Pre-requisites plus 24 out of 34 points
- (B) Mid Green** – Pre-requisites plus 18 out of 34 points
- (C) Light Green** – Pre-requisites plus 12 out of 34 points

WORKPLACE NAME: _____

Description of Space: _____ Number of Staff in Space: _____

Contact Person and Title: _____ Initials: _____

Email: _____ Telephone: _____

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Email: _____ Telephone: _____

NUMBER OF POINTS: _____ (Attach documentation to this checklist)

¹ "Space" is used generically to mean any department, office, unit, or other administrative unit of 5-20 members that shares common spaces (ex. kitchen). Members can be faculty, staff, and/or students.

² Certification is good for 2 years; criteria and other requirements may change over time.

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Pre-requisites

Space has an active Green Team.

Green Teams are an integral part of the process for identifying new initiatives and ensuring their adoption. There is no set size for a Green Team, but ideally they should be representative of the space, should be enthusiastic and empowered to propose new ideas and make changes, and should meet regularly (at least quarterly) and report back to their space on their work.

Documentation: *Submit a record of at least two meetings of the Green Team. These records could be meeting minutes, but will more likely be electronic communications about meeting dates and times. (Minutes)*

Space uses 30% post-consumer content copy paper (bonus point for 50% or higher).

Use of recycled content paper reduces the amount of virgin wood in paper and also reduces energy usage. Spaces should use 30%+ recycled content copy.

Documentation: *Include information on the most recent copy paper purchases or assert that purchases meet this threshold. (Receipt or visual check)*

Space has well-labeled recycling bins for paper and beverage containers.

Recycling is common on campus, but the amount actually recycled is dependent on having well-marked and convenient bins. Spaces should have recycling bins everywhere that paper might otherwise be thrown away (including common areas). Locate additional recycling in at least one location per floor or provide information on the location of the closest recycling container. Ideally, containers should be in all central locations, including break rooms, public spaces, and conference rooms.

Documentation: *Provide list or map of all locations for recycling bins. (Visual check)*

Space recycles all toner/printer cartridges, batteries and electronics.

Most providers offer a free inkjet/toner cartridge recycling program. We encourage use of HP products, due to their takeback program. Additionally, battery and electronic disposal bins are at various locations on campus (DLS, Library, Galileo, Fillippi Admin.).

Documentation: *Provide information on how they are collecting cartridges for recycling and on how they made space members aware of the program. (Email or sign)*

Space commits to stay green.

This SMC Green Space certification is valid for 2 years. Spaces should maintain their programs and initiatives, seek to continually improve and expand green programs, and work to educate faculty, staff, and/or students about participation in this program.

Documentation: *The signature on the application checklist is sufficient.*

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Energy and Climate (Total Points: 5-6)

Space minimizes energy use from appliances. (1 point)

Newer appliances use far less energy compared to their older counterparts (ex. new fridges use about half the energy for the equivalent cubic feet). Green Space has conducted an appliance audit and eliminated any redundant appliance OR have purchased more efficient appliances.

Documentation: *Provide information on list of current and eliminated appliances. (Document)*

Space minimizes energy use from computer monitors. (1 point)

Space turns off unattended computer monitors when not in use and utilizes office reminders to encourage this behavior. Reminders can be in the form of a small physical reminder such as a sticker, a monthly e-mail reminder to the entire space, etc. Point can also be achieved by dimming the display of at least 25% of monitors.

Documentation: *Document reminders to employees to turn off monitors or of the program to dim monitors. (Email or sign)*

Space minimizes energy use from computers, copiers, and printers. (1 point)

Space utilizes power save modes on computers, copiers, and printers to power down to deepest sleep setting after 1 hour of no activity, if possible, for all computers and public copiers and printers.

Documentation: *Provide description of how power settings were changed. (Email or sign)*

Space minimizes energy use from lighting. (1 - 2 points)

Space has replaced incandescent lamps with CFLs or LEDs in all available lighting fixtures, and utilizes office reminders to encourage this behavior. Reminders can be in the form of a small physical reminder such as a sticker, a monthly e-mail reminder to the entire space, etc. Space can get a second point if a plan is developed to regularly turn off lights and equipment in common areas.

Documentation: *Provide a list of the number and locations of CFLs/LEDs in use in the space and document reminders to employees to turn off lights. Provide a description of plan for common areas. (Email, sign or visual check)*

Space uses no space heaters. (1 point)

Space heaters can be a significant source of electricity use in a building. Space has verified that there are no space heaters in use.

Documentation: *Verify that no space heaters are in use. (Visual check)*

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Waste (Total Points: 5-6)

Space offers composting. (1-2 points)

Composting can noticeably reduce the amount of waste that the campus sends to landfills. Spaces should work with ABLÉ Custodial and/or the Sustainability Office to set up this service. Spaces receive one point for offering composting in one central location; a second point is available for composting in three or more locations. Ideal locations for composting bins are in restrooms (for paper towels) and break rooms or public spaces

Documentation: *Provide information on the location of the composting bin(s) and also on how space members were made aware of the program. (Sign or visual check)*

Space has provided instruction on proper waste management (1 point)

This can be passively done by signage or actively through meetings. Information should include what materials go in landfill, recycling, and compost, while providing additional information on proper disposal of electronics, batteries, and other hazardous materials. This should include a discussion on "Paper Towels Only" in bathrooms.

Documentation: *Provide documentation of signage or description of when instruction happened within space. (Sign or minutes)*

Space has implemented at least two projects to reduce paper use. (1 point)

Reducing the total amount of paper used by the space yields both cost savings and environmental benefits. Ways to achieve this point include (but are not limited to) having a one-side clean paper bin near each public printer/copier, setting double-sided printing as the default for public printers, converting to electronic processes or filing, etc.

Documentation: *Description of each project; an estimate of the paper reduction. (Typed report)*

Space has developed a ReUSE location for any occupant to use or regularly donates to campus Free Store. (1 point)

Encouraging space members to reuse materials reduces the amount going into landfills and saves the resources that would have been needed to produce new materials. Besides offering office supplies such as binders and folders, consider offering books and magazines for exchange. The space ReUSE program should consult with our Free Store in DLS 105 via smcsustainability@stmarys-ca.edu to donate goods.

Documentation: *Provide information on the location of their ReUSE station and also on how the employees were made aware of the program. (Typed report, email, or Free Store data log)*

Space has developed a plan for waste for all internal and external events that the workspace/building sponsors (1 point)

Waste from events is significant when either too much food or materials is presented or when an accurate RSVP list is not attained. The plan should include how to secure event waste stations (landfill/recycling/compost), attain RSVP data, and utilize non-disposable (non-landfill) items.

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Documentation: *Provide plan and who within the space will be responsible for carrying out that plan. (Minutes, Green Event checklist, report)*

Transportation (Total Points: 4)

Space has a video-conference facility. (1 point)

Offering easy means of video-conferencing (that can be used by more than one person on each end of the call) can make reducing business travel simpler for staff. Other means of promoting alternatives to business air travel are also acceptable under this point.

Documentation: *Provide information on the video-conference facilities (or alternate program). (Visual Check)*

Space offers telecommuting to its employees or alternatively minimizes single occupancy vehicle emissions by 20%. (1-3 points)

Space can achieve this point by offering employees opportunity to telecommute 20% of the time or by reducing the number of miles traveled by the space by 20% (through alternates such as carpooling, biking, transit or other means).

Documentation: *Provide information on space telecommuting policy or transportation changes. (Typed report)*

Purchasing (Total Points: 3)

Space uses rechargeable batteries (1 point)

Batteries contain hazardous materials, so disposing of them properly and/or purchasing rechargeable ones in order to reduce the total volume purchased can be beneficial.

Documentation: *Provide an estimate of the number of rechargeable batteries or plan to change workspace over to rechargeable batteries. (Visual check or receipt)*

Space minimizes the number of office or lab supply shipments. (1 point)

Spaces can reduce packaging waste and transportation impacts by establishing a system that consolidates orders of office or lab supplies across the space. To achieve this point, orders should on average be placed no more than once a week.

Documentation: *Spaces describe system for consolidating supply orders. (Typed report)*

Space purchases other office green products. (1 point)

Spaces follow and document green purchases through the Sustainable Purchasing Policy (June 2016). Products could include reusable office products (like refillable pens or mechanical pencils), recycled content products (office supplies, or furniture), Green Seal or other certified cleaning products.

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Documentation: Spaces provide list & cost of green products purchased as a baseline. Space should set a goal of what % spend on office supplies should be 'green' as well. Office Depot has a tracking tool on our SMC portal. (Receipts)

Food & Dining (Total Points: 2)

Space offers reusable plates, cups, and silverware (along with a means to wash them) in each break room. (1 point)

Offering reusable kitchenware in space break rooms can reduce waste going to the landfill. It can be a relatively simple initiative that may be embraced by space members. The Space should encourage use of reusable items at meetings and events.

Documentation: Space should submit information on the types and location of reusable kitchenware. (Visual check)

Space offers no bottled water (either small personal ones or larger 3-5 gallon coolers). (1 point)

The production of single-use water bottles uses significant amounts of oil. While some of the larger water cooler bottles are re-used, many companies may only do so around 25 times before discarding. The Bay Area generally has high quality drinking water, so switching to tap water may be an easy change for spaces.

Documentation: Spaces describe the alternatives to bottled water in use (e.g., water filters, reusable cups, water fountains, etc.) (Typed report)

Outreach & Events (Total Points: 8)

A wide range of actions can help raise awareness on campus about programs and efforts to be more sustainable, as well as to recognize outstanding work. These points also help spaces encourage individual actions, while connecting them to broader space/campus goals.

Space writes a piece on their sustainability efforts. (1 point)

Documentation: Share an article to be included in a campus forum.

Space hosted a sustainability-themed event in past year. (1 point)

Documentation: Describe event and sustainability theme. Examples include a speaker or brown bag event, Bike to Work day, Earth Day, Office Cleanout, or service project. Points for multiple events may be available – include any in the Innovation Section. (Typed report)

Space consists of 1 or more Sustainability Staff Ambassadors. (1 point)

Documentation: The Sustainability Staff Ambassador program consists of a monthly 1 hour meeting (Wed. 12-1p) that discusses sustainability challenges and what can be done in the office and at home. Email smcsustainability@stmarys-ca.edu to join. (Typed report)

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Space reviewed water conservation tips at a staff meeting. (1 point)

Documentation: *Include the date of the staff meeting. Review should include procedures for reporting leaks. (Minutes)*

Space encourages users to take the stairs. (1 point)

Documentation: *Share signage or communication used at the elevator or stairwell. (Signage)*

Space has certified at least one [green event](#). (1 point)

Green event certification is also offered by the Office of Sustainability as a way to reduce the environmental impacts of events. A green event is one that has achieved a certain number of points aimed at reducing energy and water consumption and increasing waste diversion.

Documentation: *Spaces submits a copy of approved green event checklist. (Printed copy of checklist)*

Members of the Green Space Team have attended 2+ sustainability programs per year (1 point)

Documentation: *Document who attended what programs and the relevant dates. (Report)*

Space reviewed the annual sustainability report at a staff meeting. (1 point)

Documentation: *Include the date of the staff meeting. (Minutes)*

Innovation Points (Maximum Number of Points: 5)

Spaces can earn up to 5 additional points for space sustainability initiatives not listed above, subject to approval. These initiatives can include those addressing individual behaviors in the areas like using less energy or water. Please itemize, describe, and document below.

_____ (1 point)

