Spartan Green Office Certification Workbook

Version 1

October 2021

About the Certification

The Spartan Green Office Certification recognizes units at MSU that are taking steps to embrace sustainability throughout their work practices. The certification is a self-reporting assessment that assesses actions relating to energy, transportation, health and well-being, food and beverages, purchasing, waste management and fostering a sustainable culture. The certification is open to any MSU unit, including those located beyond MSU’s main East Lansing campus.

Becoming Certified

The unit must designate a green office coordinator to lead the certification process. The green office coordinator serves as a peer-to-peer educator for their unit. Their responsibilities may include identifying current sustainability practices, identifying additional actions that could be taken, educating colleagues about the unit’s sustainability actions and commitments, and/or completing the Spartan Green Office Certification self-assessment. To help, ensure that the unit as a whole is pursuing sustainable practices, the green office coordinator should verify that at least 75% of the unit’s employees are committed to following the actions selected in their Spartan Green Office Certification self-assessment. The self-assessment online submission form and additional resources are available on the Spartan Green Office Certification Website: <https://bit.ly/MSUGreenOffice>.

Scoring

The self-assessment checklist is comprised of 68 items and is scored automatically via the online form. Each item is worth one point. Units will not be penalized if a particular item is not applicable to their office. The scoring is based on the honor system, and no evidence is required. See below for certification level thresholds.

Gold: implement at least 80% of the items on the checklist

Silver: implement at least 65% of the items on the checklist  
Bronze: implement at least 50% of the items on the checklist

Green Office Certification Form

Use the following pages to help document unit sustainability actions and commitments. When you are ready to submit, visit the Spartan Green Office Certification website and complete the online submission form (<https://bit.ly/MSUGreenOffice>). We encourage you to maintain this document electronically, rather than printing it. Certain checklist items have resource links and tips; these can also be found on the certification website.

**Unit Name**

**Green Office Coordinator First Name**

**Green Office Coordinator Last Name**

**Title**

**Email**

**Select the option that best describes you:**

* Faculty
* Academic Staff
* Non-academic Staff
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this the first time your unit is completing the Green Office Certification?**

* Yes
* No
* Not sure

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| --- |
|  |

**Approximately how many employees are within your unit?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Energy

**Turn off lights (if safe) in unoccupied areas.**

* Yes
* No
* Not Applicable

**Turn off electronics when not in use.**

* Yes
* No
* Not Applicable

**Use power strips at workstations and turn them off over weekends and breaks.**  
*Tip: Appoint a person who is responsible for shutting down non-computer electronics/appliances over weekends and holiday breaks.*

* Yes
* No
* Not Applicable

**Enable energy-saving power management settings on computers and other electronic equipment (e.g., copy machines).**   
*Tip: Contact IT for assistance if changing these settings requires administrative rights.*Resource: [Energy Star Power Management](https://www.energystar.gov/products/low_carbon_it_campaign/power_management_computer)

* Yes
* No
* Not Applicable

**Utilize natural day lighting when possible.**  
*Did you know? Regular exposure to natural light promotes both good physical health and emotional well-being.*

* Yes
* No
* Not Applicable

**Use LEDs in all task lighting (e.g., desk lamps).**  
Resource: [Energy Star - Learn about LEDs](https://www.energystar.gov/products/lighting_fans/light_bulbs/learn_about_led_bulbs)

* Yes
* No
* Not Applicable

**Keep windows closed when AC or heat is running.**

* Yes
* No
* Not Applicable

**Use blinds/shades in each office to prevent excess heating/cooling.**

* Yes
* No
* Not Applicable

**Set refrigerator temperature between 35°-38°F and freezer at 0°F, if applicable.**  
Resource: [Learn more about energy savings and refrigerators](https://www.energy.gov/energysaver/appliances-and-electronics/kitchen-appliances)

* Yes
* No
* Not Applicable

**Send an email to employees before holidays and breaks containing an energy saving checklist.**  
Resource: [Share this electronic flyer with your unit.](https://sustainability.msu.edu/get-involved/fac-staff-resources/Sustainable%20Office%20Checklist%20for%20Breaks.pdf)

* Yes
* No
* Not Applicable

**Report leaks, heating/cooling comfort issues, or other maintenance issues to IPF.**  
*Call or text 517-353-1760 for immediate issues.*

Resource: [IPF Service Requests](https://ipf.msu.edu/)

* Yes
* No
* Not Applicable

**Keep heating, cooling, and ventilation equipment fixtures clear of furnishings or other material.**

* Yes
* No
* Not Applicable

**Develop a plan to replace older and appliances in poor-condition with new ENERGY STAR appliances.**  
Resource: [Energy Star](https://www.energystar.gov/products)

* Yes
* No
* Not Applicable

Transportation

**Where possible, minimize business travel through the use of teleconferencing and videoconferencing.**

* Yes
* No
* Not Applicable

**Allow employees to work remotely when appropriate and/or have flexible schedules.**

* Yes
* No
* Not Applicable

**Encourage and use sustainable transportations options available on campus and for commuting, including: walking, bicycling, public transportation, and rideshares.**  
Resource: [Sustainable Transportation Options at MSU](https://sustainability.msu.edu/get-involved/campus-tips-programs/Sustainable-Transportation.html)

* Yes
* No
* Not Applicable

**Have a designated department bicycle to share for campus transportation.**

* Yes
* No
* Not Applicable

**Prioritize shared transportation when traveling to and from the airport for university-related travel.**   
Resource: [Michigan Flyer](https://ctlr.msu.edu/COTravel/MichiganFlyer.aspx)

* Yes
* No
* Not Applicable

Health and Well-Being

**Encourage employee participation in MSU health and well-being programming and services.**

*Tip: Designate at well-being champion that is responsible for sharing health and well-being programs and events with the unit.*

Resources:    
[Health4U](https://health4u.msu.edu/)   
[Employee Assistance Program](https://eap.msu.edu/)   
[Recreational Sports and Fitness Services](https://recsports.msu.edu/)   
[SPARTANfit Fitness & Wellness Program](https://healthpromotion.msu.edu/fitness/index.html)   
[Exercise is Medicine on Campus Initiative](https://healthpromotion.msu.edu/fitness/index.html)   
[WorkLife Office](https://worklife.msu.edu/)   
[MSU Extension](https://www.canr.msu.edu/food_health/index)

* Yes
* No
* Not Applicable

**Encourage employees to take breaks and take a full lunch break.**  
*Tip: Encourage employees to spend time outside (weather permitting).*

* Yes
* No
* Not Applicable

**Encourage employees to review best practices for ergonomic workstations and conduct a worksite evaluation, if appropriate.**   
Resource: [MSU Ergonomics Resource](https://www.msuergonomics.com/)

* Yes
* No
* Not Applicable

**Provide a Well-Being space that is designed to improve the quality of individuals mental and physical health. This is a quiet space with comfortable seating and de-stressing activities.**

* Yes
* No
* Not Applicable

**Have at least 1 plant per 5 employees.**  
Resource: [Benefits of Indoor Plants](https://www.healthline.com/health/healthy-home-guide/benefits-of-indoor-plants)

* Yes
* No
* Not Applicable

Food and Beverage

**Encourage employees to bring beverages and food in reusable containers.**

* Yes
* No
* Not Applicable

**Provide reusable plates, cups, and utensils for employees and visitors to use.**

* Yes
* No
* Not Applicable

**Only offer organic and/or fair trade coffee.**  
*Tip: Purchase Spartan Spirit Coffee from University Stores (Catalog Item #: 18001250)*

* Yes
* No
* Not Applicable

**Share information about MSU produced vegetables and food products with employees.**  
Resources:

[MSU Student Organic Farm](http://www.msuorganicfarm.org/eat-our-produce.html)  
[MSU Meat Lab (purchase through Surplus Store)](https://msusurplusstore.com/search?q=msu+meat+lab)  
[MSU Dairy Store](https://www.canr.msu.edu/dairystore/)  
[Land Grant Goods](https://www.landgrantgoods.com/store/allitems)

* Yes
* No
* Not Applicable

**Include at least one vegetarian or vegan option at all events or meetings where food is offered.**

* Yes
* No
* Not Applicable

**When using catering, request that the caterer provide drinks and snacks in bulk rather than individual containers.**

* Yes
* No
* Not Applicable

**When using catering, select catering options that use reusable, recyclable or compostable products.**  
*For additional information on recycling and composting services, contact the Surplus Store and Recycling Center at recycle@msu.edu.*

* Yes
* No
* Not Applicable

Purchasing

**Review inventory at the Surplus Store first before seeking brand new items when purchasing office supplies or furniture.**  
Resource: [MSU Surplus Store](https://msusurplusstore.com/)

* Yes
* No
* Not Applicable

**Consolidate office supply orders and purchase in bulk to minimize packaging.**

* Yes
* No
* Not Applicable

**Reuse packaging or request that vendors take back unused packaging. When packaging materials cannot be reused, recycle all applicable items.**  
*For information about unconventional items and reuse/recycling, see the* [*MSU Community Reuse Page*](https://msusurplusstore.com/pages/msu-community-reuse)*.*

* Yes
* No
* Not Applicable

**Purchase office supplies made from recycled materials whenever possible.**

* Yes
* No
* Not Applicable

**Purchase paper products with the max post-consumer recycled content available and that are certified by the Forest Stewardship Council or Sustainable Forestry Initiative.**  
*Tip: Purchase Boise Aspen 100 paper (100% post-consumer recycled content, chlorine free. Catalog Item #: 14054080)*  
Resources: [Forest Stewardship Council Certification](https://us.fsc.org/en-us) | [Sustainable Forestry Initiative](https://www.forests.org/)

* Yes
* No
* Not Applicable

**Purchase green cleaning products, such as EcoLogo, EPA Safer Choice or Green Seal.**   
*Tip: Search for these labels on Spartan Marketplace when ordering cleaning products.*  
Resources: [EPA Safer Choice](https://www.epa.gov/saferchoice/products) | [Green Seal](https://greenseal.org/certified-products-services/) | [EcoLogo](https://www.ul.com/resources/ecologo-certification-program)

* Yes
* No
* Not Applicable

**Only purchase Energy Star or EPEAT-rated printers, computers, monitors or other electronics.**  
Resources: [Energy Star](https://www.energystar.gov/products) | [EPEAT](https://www.epeat.net/)

* Yes
* No
* Not Applicable

**Purchase furniture that is used or that has a sustainability certification.**  
Resources:

[MSU Surplus Store](https://msusurplusstore.com/)  
 [Forest Stewardship Council Certification](https://us.fsc.org/en-us)  
 [Greenguard Certification](https://www.ul.com/insights/what-does-greenguard-certified-mean)  
 [Cradle to Cradle](https://www.c2ccertified.org/)

* Yes
* No
* Not Applicable

**Avoid purchasing single-use items (e.g., disposable plates and utensils, single-serve coffee, bottled water, non-refillable pens) whenever possible.**

* Yes
* No
* Not Applicable

**Purchase rechargeable batteries instead of disposable batteries.**

* Yes
* No
* Not Applicable

**Purchase high-yield and/or remanufactured toner and ink cartridges.**

* Yes
* No
* Not Applicable

**Minimize the use of giveaways and/or purchase items that are made sustainably (e.g., made from recycled content, fair trade), can be reused or recycled. Allow individuals to decline giveaways.**  
Resource: [Resource Guide for Sustainable Giveaways](https://sustainability.msu.edu/get-involved/campus-tips-programs/Sustainable-Events.html)

* Yes
* No
* Not Applicable

**Assess office purchases annually and identify opportunities for more sustainable purchasing.**

* Yes
* No
* Not Applicable

Waste Reduction

**Have at least one designated Waste Warrior within our unit.**   
Resource: [Learn more and become a Waste Warrior](https://msurecycling.com/waste-warriors/)

* Yes
* No
* Not Applicable

**Ensure all common areas have a recycling station that is properly labeled and includes signage for proper disposal.**  
Resources: [Campus Recycling Guide](https://msurecycling.com/campus-recycling-guide/) | [Order recycling bins](https://msurecycling.com/containers/) | [Order recycling signs](https://msurecycling.com/signs-posters/)

* Yes
* No
* Not Applicable

**Use mini landfill baskets and under the desk recycling bins for office and mixed paper at individual work stations.**  
*Note that employees need to empty their own mini landfill baskets and under the desk bins.*    
Resource: [Order mini-landfill basket and under the desk recycling station from the MSU Surplus Store and Recycling Center](https://msurecycling.com/personal-waste-diversion-bundle/).

* Yes
* No
* Not Applicable

**Conduct a waste audit to identify areas for improvement and report results and suggestions with the unit.**  
*Tip: Adapt this* [*home waste audit guide*](https://msurecycling.com/home-waste-audit/) *from the Surplus Store and Recycling Center for your office.*

* Yes
* No
* Not Applicable

**Hold at least one "Clean out day" to promote reuse and recycling annually.**   
*Tip: Send unclaimed items to MSU Surplus Store.*

* Yes
* No
* Not Applicable

**Designate an area for sharing office supplies that can be reused (e.g., folders, binders, scrap paper, pens).**

* Yes
* No
* Not Applicable

**Collect and re-use non-confidential one sided paper.**  
*Tips: Keep a stack of previously used paper near printers to be made into notepads, used for scratch paper or internal memos, or loaded into a designated bypass tray in the printer for printing internal or draft single-sided documents*

* Yes
* No
* Not Applicable

**Set all computers and printers to print double sided.**

* Yes
* No
* Not Applicable

**Distribute electronic versions of documents and avoid paper copies when possible.**

* Yes
* No
* Not Applicable

**Use posters or paperless means to promote an event or program rather than mass-printing and distributing brochures or flyers.**

* Yes
* No
* Not Applicable

**Lower the page count of publications and avoid using foils, lamination, or other effects that make printed materials unrecyclable.**

* Yes
* No
* Not Applicable

**Adjust at least one office policy to eliminate paper use.**

* Yes
* No
* Not Applicable

**Unsubscribe from unnecessary paper publications in the office.**  
*Tip: If you receive unwanted catalogs, call the organization's customer service number and request that your office be removed from their mailing list.*

* Yes
* No
* Not Applicable

Sustainable Culture

**All employees within the unit have taken the MSU Sustainability Pledge.**  
   
 [MSU Sustainability Pledge](https://bit.ly/SpartansInActionPledge)

* Yes
* No
* Not Applicable

**The unit follows the Office of Sustainability on Facebook, Twitter, and/or Instagram.**  
 Resources: [MSU Sustainability Facebook](https://www.facebook.com/msusustainability/) | [MSU Sustainability Twitter](https://twitter.com/MSU_Sustains) | [MSU Sustainability Instagram](https://www.instagram.com/msusustainability/)

* Yes
* No
* Not Applicable

**Subscribe to the MSU Sustainability newsletter.**  
Resource: [MSU Sustainability Newsletter](http://bit.ly/MSUSustainabilityNewsletter)

* Yes
* No
* Not Applicable

**Display signage to encourage sustainable actions including energy and water conservation measures, waste reduction and recycling information, and sustainable commuting and transportation options.**  
Resource: [MSU Recycling Station Signage](https://msurecycling.com/signs-posters/)

* Yes
* No
* Not Applicable

**Regularly discuss strategies to encourage sustainable behaviors such as energy and water conservation measures, waste reduction and recycling, sustainable commuting and transportation options, health and well-being.**

* Yes
* No
* Not Applicable

**Identify the U.N. Sustainable Development Goal(s) that most relate to the work of the unit.**  
Resource: [Sustainable Development Goals](https://sdgs.un.org/goals)

* Yes
* No
* Not Applicable

**Encourage and support employees in attending a sustainability event at least once per year.**  
Resource: [Sustainability Events at MSU](https://sustainability.msu.edu/campus-information/news/index.html)

* Yes
* No
* Not Applicable

**Employees participate in at least one university service event.**  
Resources: [Spartan Serve](https://serve.msu.edu/) | [Global Day of Service](https://alumni.msu.edu/serve/global-day-of-service.cfm)

* Yes
* No
* Not Applicable

**Inspire another office to pursue the Green Office Certification program.**

* Yes
* No
* Not Applicable

**All employees have attended at least one diversity, equity, and inclusion training opportunity.**  
Resource: [Inclusion and Intercultural Initiatives Education Opportunities](https://inclusion.msu.edu/education/index.html)

* Yes
* No
* Not Applicable

**Introduce new employees to unit sustainability policies and sustainable services and facilities at MSU.**  
Resource: [Sustainable Services and Departments at MSU](https://sustainability.msu.edu/campus-information/campus-sustainability-partners-departments/index.html)

* Yes
* No
* Not Applicable

**Integrate sustainability into new hire job descriptions.**

* Yes
* No
* Not Applicable

Wrap-Up

**I acknowledge that at least 75% of employees within the unit are committed to following the actions selected in the Green Office Certification program.**

* Yes

**How did you hear about this program? Check all that apply.**

* Email
* Social Media
* Website
* Friend or Colleague
* Newsletter
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you have any feedback you would like to provide about the Green Office Certification, please provide your input here.**