

An aerial photograph of a university campus during autumn. The foreground is filled with trees showing vibrant orange, yellow, and red foliage. In the middle ground, there is a large, multi-story brick building with a prominent steeple. The sky is overcast with grey clouds. The text is overlaid on the image, framed by a thin black border.

# Loyola University Maryland Green Office Representatives

Initial Application Packet

# What is the Green Office Program?

The faculty and staff at Loyola University Maryland play a vital role in creating a culture of sustainability. The Green Office Program was created to aid employees of Loyola in their attempts to support the Jesuit mission through sustainable actions.

This packet includes an extensive (but my no means complete) list of ways that offices can participate. Each office on campus is encouraged to seek certification and will be in the running for the “Green Office of the Year” award that will be awarded annually in June.

The goal of the program is to increase campus awareness of our sustainability initiatives and involve the entire campus in executing these movements. Ultimately, the program will result in lower energy use, decreased water use, decreased trash production, and an overall improvement in our relationship with the Earth and one another. We hope to foster sustainable leadership across campus and lead to a better understanding of the way that our actions impact this planet.



# How does the Green Office Program work?

In order to participate in the Green Office Program, each office must follow a series of short steps:

1. Select a Green Office Representative: This person will be the point of contact and will gather the sustainability information from their office.
2. Email [sustainability@loyola.edu](mailto:sustainability@loyola.edu) to schedule an orientation. This meeting will go over the list and provide you with the tools your office needs to succeed. It should take no longer than 30 minutes.
3. Begin going through the worksheet. Note what you are currently doing. Select future goals that are currently attainable for your office.
4. Submit the completed worksheet and representative form to the sustainability staff for review. **Please complete the form electronically and email to [sustainability@loyola.edu](mailto:sustainability@loyola.edu). Please DO NOT print out this packet.**
5. When determining the office of the year, sustainability staff will account for presence at group meetings, progress in the office, and the office's willingness to take on challenging projects.

## Other Important Information

- All Loyola campuses are eligible to participate.
- An "office" is defined as a work space shared by three or more people. Individuals who work in non-traditional office environments are encouraged to email [sustainability@loyola.edu](mailto:sustainability@loyola.edu) to adapt the program to fit their specific situation.
- Certain credits are mandatory for certification. These are in bold font throughout the worksheet.
- The sustainability office reserves the right to audit participating offices at any time.
- Offices are asked to complete an anonymous exit survey at the end of each year.
- Re-certification must occur every fiscal year.

# Who should be a Green Office Representative?

There are usually a few people in each department that have already incorporated environmentally friendly behaviors into their lifestyle and engage in these behaviors daily, both at home and at work. These people make ideal Green Office Representatives, or GO Reps!

GO Reps meet with a member of the sustainability staff 1-3 times a semester to discuss progress, visions for the future, and strategies for success. We will also plan any events that the GO Reps want to hold in a given semester.

GO Reps will receive a monthly email about their participation in the program with tips about how to proceed in the coming months. GO Reps will also be signed up for the monthly sustainability newsletter that is distributed to campus.

If a GO Rep is interested in learning from a veteran office or having a member of the sustainability staff attend a department meeting, email [sustainability@loyola.edu](mailto:sustainability@loyola.edu).



# Certification Levels

The Green Office Program offers certification levels so that each office can determine what level and amount of work they would like to dedicate to this program. Each level has its own special logo that indicates office progress (see below).

Each action in the categories throughout the following pages comes with a specific number of “points” that can be earned if the office decides to work towards or has already achieved that item. These points are used to determine what level of certification the office attains. Offices are eligible to move through the levels each year and should indicate their plans for the new year in the annual renewal packet.



**Seedling**  
**0-31 points**

This is the first level offices are able to achieve. 11 points on the worksheet are required so seedlings are off to a great start immediately upon joining.



**Sapling**  
**32-62 points**

Sapling offices are beginning to work towards more difficult projects on these worksheets. Offices on this stage are eligible for consideration as a veteran office.



**Evergreen**  
**63-93 points**

Evergreen offices have reached the pinnacle of green office certification. These offices routinely strive to achieve difficult goals and often have creative solutions for their environmental problems.

# Special Achievement Designations

The Green Office Program also offers special achievement designations for offices that are doing a lot of great work in certain areas of sustainability. Offices receive a badge based on the number of tasks they have completed in a certain area using the seeding to evergreen progression.

Offices are eligible to earn acknowledgment in the following areas: Waste, Energy, Transportation, Purchasing, Food, Community, and Social Justice. In order to receive a badge in each area, the office must meet the following level requirements:

**Seedling:** 0—33% of tasks in that area

**Sapling:** 34—67% of tasks in that area

**Evergreen:** 68—100% of tasks in that area

Below is an example of how these percentages will be displayed on the sustainability website.

Energy



35%

Transportation



56%

Purchasing



33%

Community



85%

Recycling



27%

Social Justice



60%

# Green Office Program Worksheet

## Category: Recycling and Waste Reduction

Action	Already Complete	Date of Completion	Hope to Achieve	Certification Points
<b>Required: We have reviewed the recycling procedures in a staff meeting in the past 12 months</b>				1
<b>Required: We have scheduled a waste audit with sustainability staff in the past 12 months</b>				1
<b>Required: We have posted recycling posters over every waste bin</b>				1
Our printers are set to default on double sided and black and white.				1
We hold paperless staff meetings				2
We receive and store faxes electronically				3
We use interoffice envelopes				1
We have (or know the location of) a battery recycling bin				1
We participate in a toner recycling program				1
We reduce unwanted mailings by removing staff from mailing lists				2
Recycle defunct electronic equipment through EHS				1

# Green Office Program Worksheet

Category: Energy

Action	Already Complete	Date of Completion	Hope to Achieve	Certification Points
<b>Required: We have reviewed energy management policies and procedures at a staff meeting in the past year</b>				1
<b>Required: We adhere to temperature set points defined in energy management plan</b>				1
<b>Required: We enforce the university policy that does not allow space heaters</b>				1
<b>Required: We have posted reminders about turning lights and printers off</b>				1
At least 75% of office members have undergone an energy usage audit				2
Sleep mode is enabled after 10 minutes on all electronics				3
All monitors, printers, and other accessories are shut down overnight				3
We use energy efficient light bulbs in all fixtures				2
We have centralized printing and have eliminated desk side printers				2
We turn out the lights when the office is not in use				1
We use power strips for our electronics and turn them off when not in use				1



# Green Office Program Worksheet

## Category: Transportation

Action	Already Complete	Date of Completion	Hope to Achieve	Certification Points
In the past 12 months, we have surveyed our staff to determine common commuting habits				2
In the past 12 months, we have discussed alternative transportation at a staff meeting				1
We post information about alternative transportation				1
We provide the necessary equipment for teleconferencing				1
We set up meetings with sustainability staff to review transportation options				2
We have a department carpool				3
We use Lync as a tool to do web conferencing				1
Our employees are allowed to occasionally work from home				2

# Green Office Program Worksheet

## Category: Purchasing

Action	Already Complete	Date of Completion	Hope to Achieve	Certification Points
We have a centralized location to store office supplies				1
We request paper with at least 50% post-consumer content from Printing and Mail Services				2
At least 50% of the products we purchase are environmentally friendly				2
We buy refillable pens as opposed to disposable				1
We trade office supplies with other offices before purchasing new ones				3

# Green Office Program Worksheet

## Category: Community Engagement

Action	Already Complete	Date of Completion	Hope to Achieve	Certification Points
<b>Required: We have a designed Green Office Representative</b>				1
<b>Required: We receive the monthly sustainability newsletter</b>				1
<b>Required: Time is allocated at staff meetings to discuss sustainability</b>				1
<b>Required: We display our green office certification on our website</b>				1
We encourage staff to attend sustainability events on campus				2
We work as a veteran office and provide advice for newly certified offices				3
We tell other offices about the program and have recruited three offices to the program in the past 12 months				3
Our new staff orientation covers Loyola's environmental initiatives, policies, and procedures				2

# Green Office Program Worksheet

Category: Social Justice

Action	Already Complete	Date of Completion	Hope to Achieve	Certification Points
We share information about environmental volunteering opportunities with our staff				1
We participate in CCSJ's Brown Bag campaign				2
We have had a staff member serve as an SBO Leader				3
We purchase fair trade, humane labor, and conflict free materials whenever possible				2
We continually inform our staff about social sustainability issues				2
We request information about social sustainability issues when needed				1

# Green Office Program Worksheet

## Category: Food

Action	Already Complete	Date of Completion	Hope to Achieve	Certification Points
We only supply reusable coffee mugs				1
We only supply reusable water cups and do not have plastic water bottles				1
When catering, we do not provide plastic water bottles and use a large water jug				1
All coffee and tea purchased by the office is fair trade or organic				2
At least 75% of the food purchased for office consumption is fair trade, local, or organic				2
When ordering food for meetings, we request local, sustainable, or organic food				2
We encourage staff to go to Govanstowne Farmers' Market				1

# Green Office Program Worksheet

Category: Innovation

Please write any unique sustainability initiatives related to your office below.

Up to 3 points are available in this area.

## **Application for Loyola Green Office Certification**

Date Submitted:

Green Office Representative:

Number of People in the Office:

Program or Department:

Campus Address:

Green Office Level We Hope to Achieve:

Why did you decide to apply for Green Office Certification?

Were you recruited by another office?

If yes, which office?

I understand that by signing this form I am agreeing to be the Green Office Representative for my department. I will be available to hold meetings with the sustainability representative from Facilities to ensure that I am adhering to the program's guidelines.

Electronic Signature:

Date: