



Green Department

Last Updated 10/28/2015

Green Department Certification Checklist

Green Department Certification identifies and recognizes departments on campus that have integrated environmental sustainability into their operations in order to lower their ecological footprint. The program identifies actions and procedures that departments can implement, along with innovative ideas that are department-specific. Certifications are valid for two years.

Documentation and certification process:

Those that want to be certified as a green department should establish a Green Team to identify which points they want to pursue. Feel free to contact Nicole Gaetjens, Sustainability Coordinator, at ngaetjens@mills.edu for assistance. Departments who believe they have achieved the goal of point(s) using an alternative method from that described in the point can contact Nicole for approval of point allocation. Completed applications and supporting documentation should be sent to ngaetjens@mills.edu.

Points required for Certification

Silver: required measures plus 25 points
 Gold: required measures plus 35 points
 Platinum: required measures plus 42 points

Department Name:

Number of Staff in Department:

Contact Person and Title:

Email:

Telephone:

Number of Points:

SUMMARY OF MATERIAL CHANGES FROM 2014 CHECKLIST:

CURRENT	PREVIOUS
Departments can earn up to 8 points in Innovation section	Departments can earn up to 4 points in Innovation section
E-1 & E-3: Departments are to conduct appliance and electronics audits with Sustainability Coordinator or person designated by Sustainability Coordinator	E-1 & E-3: Departments are to conduct appliance and electronics audits with Power Down Specialist
W-3: Department offers composting in all common areas where food is prepared , such as break rooms and kitchens.	W-3: Department offers composting in all common areas such as break rooms and kitchens.
Departments who believe they have achieved the goal of point(s) using an alternative method from that described in the point can contact Nicole for approval of point allocation	N/A

W-4: Department has centralized, rather than desk-side, waste collection or a mini-waste bin program.	W-4: Department has adopted a Mini-Waste Bin Program and only has one large landfill bin in a central location.
W-13: Department contacts media and catalogue distributors to receive fewer publications at the office. - OR - Department team members have signed up at www.catalogchoice.org or another similar site to assist in their requests to stop unwanted mail.	W-13: Department contacts media and catalogue distributors to receive fewer publications at the office. - OR - Department team members have signed up at www.catalogchoice.org to assist in their requests to stop unwanted mail.
F-3: Department purchases soaps and cleaning supplies that meet at least one of the following criteria: <ul style="list-style-type: none"> ○ Certification by a reputable third-party verifier such as Design for the Environment, Green Seal, EcoLogo, or Cradle to Cradle ○ A Good Guide score of 7.5 or higher (www.goodguide.com) ○ Made by Seventh Generation, Method, or Clorox Green Works. 	F-3: Department purchases soaps and cleaning supplies that meet at least one of the following criteria: <ul style="list-style-type: none"> ○ Certification by a reputable third-party verifier such as Design for the Environment, Green Seal, or Cradle to Cradle ○ A Good Guide score of 7.5 or higher (www.goodguide.com) ○ Made by Seventh Generation, Method, or Clorox Green Works.
E-2: Department has implemented recommendations resulting from appliance audit.	E-2: Department has implemented recommendations to eliminate unnecessary personal refrigerators and other appliances.
E-4: Department has implemented recommendations resulting from electronics audit.	N/A
N/A	T-3: Department is registered for the U-Haul Carshare Program at Mills.
N/A	T-7: Department tracks air flight miles and reports them to the Sustainability Committee each year.

Required measures

____R-1. Define your department.

____R-2. Department should have a Green Team with representatives from multiple areas of the department. The Green Team should meet at least once a month and report back to the rest of the department.

- _____R-3. Department uses 30% post consumer content, Forest Stewardship Council certified copy paper for at least 90% of purchases.
- _____R-4. Department participates in the Mills commingled recycling program and has well-labeled recycling bins in all offices, copy rooms, and common areas (like break and meeting rooms).
- _____R-5. Signage for what materials go into the landfill, recycling and/or compost bins is posted on the wall or bin.
- _____R-6. Department has knowledge of and participates in Power Down Days. Department has a contact person who notifies the rest of the department to power down.
- _____R-7. Department does not purchase styrofoam.
- _____R-8. Department offers no bottled water. When offering water from a large dispenser (such as a jug or cooler), provides only reusable or compostable cups.
- _____R-9. Department recycles inkjet and laser jet cartridges (any brand) through Office Max, either by giving them to our driver or by using an OfficeMax-provided toner return box, available from kathleengranderson@officemax.com. As another option, we know we can recycle our laser printer cartridges by sending them back to their manufacturer at the Mail and Copy Center.
- _____R-10. Department contacts IT Helpdesk to pick up, reuse and recycle large electronic waste (computers, laptops, printers, fax machines, office phones).
 - i. The IT Department donates working equipment below the Mills supported standard to the Oakland School District. They work closely with Bruce Buckelew, <http://otxwest.org/index.html>.
 - ii. For non-working eWaste, IT works with companies that recycle responsibly.
- _____R-11. Department has a small e-waste recycling procedure.
 - i. Work orders are submitted to handle CFL bulbs.
 - ii. Batteries are either 1.) taken to specific bin in Sage Hall or 2.) a small container is collected within the department and a work order is submitted for the electrician to pick up.
 - iii. For small e-waste such as CDs, tapes, cell phones, small inkjet cartridges and wires, either department has a small collection box with periodic helpdesk requests for pick-up or staff member takes to the e-waste bin in Sage Hall. If it doesn't fit in the bin, it does not belong there.

Additional measures

(Most additional measures earn 1 point each. Exceptions are noted in bold.)

Purchasing and Waste

total waste points _____

- _____W-1. To support the current Mills College diversion rate, at least 60% of purchases can be reused, recycled, or composted. Must provide documentation.
- _____W-2. To support the Mills College goal of Zero Waste, at least 90% of purchases can be reused, recycled, or composted. Must provide documentation.

- _____ W-3. Department offers composting in all common areas where food is prepared, such as break rooms and kitchens.
- _____ W-4. Department has centralized, rather than desk-side, waste collection or a mini-waste bin program.
- _____ W-5. Department members either use reusable containers from home for their lunch, or use Eco-Clamshells for to-go orders from Rothwell Center.
- _____ W-6. Department reviewed proper recycling practices at a recent staff meeting to ensure that all members of our office are aware of the rules and had their questions answered.
- Date of meeting and who led review: _____
- _____ W-7. Department has a one-side clean (OSC) paper bin near each public printer and/or copier to use as scratch paper.
- _____ W-8. Department has arranged with the IT Department to set double-sided printing as the default for each computer.
- Note: Such requests can be made at the IT Virtual Helpdesk, located in the portal.
- _____ W-9. Department has a scanner available to all employees to minimize the need for printing and has a program in place to train employees how to use it. Note: The copy machine company is able to provide department training.
- _____ W-10. The default setting of margins and fonts are adjusted to use less pages per print job.
- _____ W-11. Department disposes of unneeded office equipment and furnishings by contacting Facilities or the Re-Use Depot.
- _____ W-12. Department has an office supplies reuse and exchange area in their supply room, or reuses their supplies through Facilities or the Re-Use Depot.
- _____ W-13. Department contacts media and catalogue distributors to receive fewer publications at the office. - OR - Department team members have signed up at www.catalogchoice.org or another similar site to assist in their requests to stop unwanted mail.
- _____ W-14. Department uses 100% post consumer content copy paper for at least 90% of paper purchased.
- _____ W-15. Department uses rechargeable batteries.
- _____ W-16. Department utilizes furniture that is reused or manufactured with recycled or environmentally-friendly materials for 100% of new acquisitions made within the last year.
- _____ W-17. Department has only purchased or ordered appliances and equipment (printers, copiers, microwaves, etc) that are Energy Star or EPEAT certified models.
- _____ W-18. Department utilizes reusable decorations for events. For example, rather than using balloons to call attention to the gathering area, the department uses brightly colored cloth streamers on poles.

Food and Dining

total food & dining points _____

- _____ F-1. Department offers reusable plates, cups, and silverware (along with a means to wash them) in each break room.
- _____ F-2. Food purchased for everyday use is local, fair-trade, and/or organic.
- _____ F-3. Department purchases soaps and cleaning supplies that meet at least one of the following criteria:

- Certification by a reputable third-party verifier such as Design for the Environment, Green Seal, EcoLogo, or Cradle to Cradle
- A Good Guide score of 7.5 or higher (www.goodguide.com)
- Made by Seventh Generation, Method, or Clorox Green Works.

____ F-4. Before events and meetings, department sends an email reminding attendees to bring mugs or reusable cups if beverages will be served.

____ F-5. Department has worked with The Sustainability Center to incorporate sustainability into one of their events, before the event takes place. (Another resource that can be consulted in addition to The Sustainability Center is the Green Event Guide at <http://www.mills.edu/green/GreenEventGuide.pdf>)

Energy and Climate **total energy & climate points** _____

____ E-1. Department has conducted an appliance audit with the Sustainability Coordinator, or someone designated by the Sustainability Coordinator.

____ E-2. Department has implemented recommendations resulting from appliance audit.

____ E-3. Department has conducted an electronics audit with the Sustainability Coordinator, or someone designated by the Sustainability Coordinator.

____ E-4. Department has implemented recommendations resulting from electronics audit.

____ E-5. Department has implemented recommendations to eliminate unnecessary fax machines or other electronics.

____ E-6. Department has consolidated printers in office, rather than have individual printers at each work station.

____ E-7. Department effectively utilizes power strips in break and conference rooms for electronic equipment with idle currents - OR - department has a culture of unplugging appliances when not in use.

____ E-8. Electronics at personal work stations are plugged into a power strip and turned off at the end of use or the end of each work day.

____ E-9. Department turns off computer monitors and/or manually sends computers into energy-saving modes (hibernate or sleep) when not in use. Department members turn them off at night (except for Wednesday). Office reminders are utilized to encourage this behavior.

____ E-10. As backup, department utilizes power save modes on computers to power down to deepest sleep setting after 30 minutes of no activity, if possible. The IT Department is available for assistance on this point.

____ E-11. Copiers are set to power down to deepest sleep setting after 10 minutes of no activity, if possible. The Mail and Copy Center is available for assistance on this point.

____ E-12. Lights are turned off when not in use during the day and at night, including in common areas such as kitchens, conference rooms and bathrooms. There are office signs encouraging this behavior.

____ E-13. Department composes and sends an email, or forwards a note crafted from Facilities, to our staff before holidays and breaks containing an energy-saving checklist.

Transportation **total transportation points** _____

- ____T-1. Everyone in the department has completed a transportation survey to 1. Assess transportation modes in the department 2. Gather feedback about what transportation options they would like to see and how likely they would be to switch from driving alone if certain initiatives were implemented.
- ____T-2. Department has created an area dedicated to posting information on alternative transportation, including alternatives to business travel.
- ____T-3. Staff walk, bike, or wheelchair to destinations on campus.
- ____T-4. Members of your department carpool several times a week.
 - Who? _____
- ____T-5. Members of your department have signed up on the Mills Carpool Network.
- ____T-6. Department has decreased the greenhouse gases from air travel from last year to this year.

Workplace Culture **total workplace culture points** _____

- ____C-1. If an academic department, implement a standard and provide guidance to incorporate green practices into supported student events. (**2 points**)
- ____C-2. Organize office-wide participation in a community service activity such as participating in a Creek Care Day, a campus farm work day, or Hey Day Play Day. (**2 points**)
- ____C-3. Include information about our office/departmental environmental policies and goals in hire packets for all new staff. We also include Mills College’s commitment to reduce its greenhouse gas emissions in our hiring information.
- ____C-4. Inspired another group, _____, to pursue Green Department Certification.

Innovations **total innovation points** _____

Departments can earn up to 8 additional points for departmental sustainability initiatives not listed above, subject to approval by the Sustainability Coordinator. Please itemize, describe, and document below.

- ____I-1. _____
- ____I-2. _____
- ____I-3. _____
- ____I-4. _____
- ____I-5. _____
- ____I-6. _____
- ____I-7. _____
- ____I-8. _____

Green Department Outreach Roles (Please fill in)

Name & Email	Role
	is responsible for coordinating green team meetings and reporting out to the rest of the department.
	is the Power Down Day contact person.
	is responsible for sending reminder emails related to other environmental behaviors. Ex: Holiday break shut down and mug reminders.
	is responsible for introducing all new employees to the Green Department program.
	is responsible for procurement in our office. Note if procurement is centralized.
	is responsible for maintenance and operations in our department.
	is the IT liaison in our office.
	is responsible for the e-waste recycling program in our office.
	is responsible for advising students about how to make their events more sustainable.
	collects our composting (if applicable)