University of New Hampshire
Green Office Program
**Prerequisites:**

1. Establish your office’s Green Office Program Leader. This person will take charge and spearhead the initiative in your office.
2. Build your Green Office Team.
3. Outline your vision for the office – what are your goals for the program? What values does your office hope to instill in participating in the program?
4. Sign up for the Green Office Program online at www.sustainableunh.unh.edu/green-office-program
5. Have your office sign the Green Office Program Pledge and submit to the Sustainability Institute (SI).
6. Schedule a meeting with a representative from (SI) to kick off your office’s involvement in the Green Office Program. This meeting is intended to:
   - Create a face-to-face connection with SI
   - Provide an educational opportunity for office members to realize the importance and meaning behind each metric
   - Get your office excited to participate in the program!
7. The Green Team Leader and SI representative will walk through the first level of the program together to ensure understanding.
8. Start progressing through the metrics in each level!

**Conditions for Reaching Next Level:**

1. Complete 75% of the metrics involved in each level.
2. Have the Green Office Team and at least 75% of the remaining office sign off that all metrics have been completed (ensures engagement and involvement).
3. Submit to the Sustainability Institute (SI) for review.
4. Schedule a time for your SI representative to come into the office and perform an audit of our progress on each level.
5. Celebrate your team’s completion of the level, and move on to the next level!
Green Office Program

Level 1: 56 Metrics (complete 42)

Reuse and Reduction:

Paper:
- We have set our computer defaults to duplex printing
- We have placed a reminder to print duplex on all printers
- It is our office policy to always print preview before printing to minimize reprinting
- We reuse envelopes (inter-office)
- We reuse boxes for shipments
- We host a junk mail de-subscription party to reduce unnecessary mail
- We have switched to electronic subscriptions
- We print addresses on envelopes rather than using labels
- Our office communicates exclusively electronically, no printed communication occurs within our office

Breaks/Lunch:
- We use reusable dishes and flatware
- We use reusable mugs
- Shared products are bought in bulk rather than individual packaging (coffee, sugar, creamer) and stored in multi-serving containers
- Disposable napkins/paper towels, if provided, are compostable and made of recycled materials

Recycling:
- We post university guidelines for recycling clearly and effectively
- Our office couples all trash receptacles with a recycling bin
- Our office has a designated area for an Internal Reuse Area (coworkers can leave unneeded office supplies for others to use)
- One or more Green Team members has downloaded the iRecycle app to determine nearby areas to recycle special materials
Green Office Program

Level 1: 56 Metrics (complete 42)

Energy:

Office Equipment:
- We set our appliances to switch to standby mode after 10-15 minutes of not being used
- Our office has deactivated screen savers on all computers
- We have set energy saving/sleep/auto-off mode on for copiers, printers, fax machines, scanners, etc.
- Power saving settings have been applied to all computers and monitors in the office

Lighting:
- All light switches have UNH reminder sticker to turn off when not utilized
- All lights have been turned off at the end of the work day

Energy Efficiency:
- We unplug power strips and appliances when not in use
- We share common appliances such as coffee makers and refrigerators
- We have cleared space in front of radiators and vents (at least 8-12 inches)
- Our office refrigerator is set to 37°F and freezer set to 3-5°F
- We close and shut our windows at night and during cold weather

Green Meetings:

Waste:
- We use, or coordinate use with caterers, bulk dispensers rather than individual packets (sugar, cream, etc.)
- We use napkins that are compostable, unbleached, and made with recycled content
- We provide or encourage use of reusable cups, plates, flatware
- We avoid use of individually wrapped food/flatware

Advertising/Printed Materials:
- We avoid lamination
Green Office Program

**Level 1: 56 Metrics (complete 42)**

- We collect and reuse name tag sleeves
- We send out electronic invitations rather than paper invitations
- We print necessary materials on recycled paper
- We avoid stirrers, straws, individual packets
- We send out all meeting agendas electronically prior to our event

**Equipment:**

- Our conference/meeting room has a projector
- Our conference/meeting room has a whiteboard
- Our office avoids using plastic tablecloths

**Purchasing:**

**Paper:**

- We purchase recycled content office paper (at least 50%)
- We purchase unbleached paper

**Transportation:**

**Alternative Transport:**

- At least 10% of our office commutes to work by alternative means (walk or bike)
- At least 50% of our office walks or bikes to campus meetings

**Public Transport:**

- At least 10% of our office commutes using Wildcat Transit/public transportation

**Water Conservation:**

- Our office waits to run our dishwasher until completely full
- When washing dishes by hand, we soap and scrub before running water
- We report any leaks immediately to facilities for repair (See Green Office Resources)
Green Office Program

Level 1: 56 Metrics (complete 42)

Indoor Air Quality:
- Our office has appointed an Indoor Air Quality (IAQ) Liaison to work with the Office of Environmental Health and Safety (OEHS) regarding office IAQ
- Our IAQ Liaison has read the IAQ Management Plan (see Green Office Program Resources)

Community:
- We have placed reminder signs strategically around the office (see Green Office Program Resources)
- Our entire office has watched and participated in the Sustainability Institute’s Sustainability Professional Development Module
- Our Green Team has made our office’s Green Office Program info/tracking chart clearly visible/accessible to our entire office
- Our Green Team meets regularly (at least 3 times a semester, monthly is encouraged)

Innovation:
- Our office practices the following innovation that has not been mentioned above:

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Reuse and Reduction:

Paper:
- We store documents online through UNH Box, or on an external drive (flashdrive, external hard drive, etc.)
- We work on drafts electronically utilizing UNH Box
- We have started a scrap paper pile to use for drafts and notes
- Our office practices paperless staff meetings
- We consider the proper paper size to use before printing
- We request that our outside designers use fewer varnishes and coatings
- We request that our outside designers use at least 30% recycled content materials

Breaks:
- We have set up a composting bin in a central location for all to contribute to
- We discourage aluminum foil and plastic wrap use (use reusable storage containers instead)
- Our office has a filtered water container in our common area or we are in close proximity to a Hydration Station

Recycling:
- Our office has a designated area for recycling toner/ink cartridges and batteries
- Our office has multiple locations for recycling
- Our office has centralized landfill receptacles and only have desk-side recycling containers (no desk-side landfill)

Energy:

Lighting:
- We have replaced all incandescent light bulbs with compact fluorescent lights (CFL) or LED bulbs (better than CFLs)
- Our office minimizes overhead lighting and instead uses individual LED lamps
**Level 2: 51 Metrics (complete 38)**

- We send out the holiday/break checklist before all holidays to remind our office of energy saving techniques
- We close our blinds in the summer to reduce heat
- We close our blinds at the end of the day during the winter months

**Appliances:**
- We ensure that all appliances (coffee maker, microwave, etc.) are turned off and unplugged at the end of each day
- Our office has organized/cleaned out our electronic storage to put less pressure on our power-hungry servers

**Green Meetings:**

**Food/Purchasing:**
- We buy fair trade, shade grown, humanely raised, and organic options
- We serve (or coordinate with catering to serve) food from lower on the food chain (fruits and vegetables rather than meat)
- We strive to purchase options with minimal processing and packaging

**Waste:**
- We reuse centerpieces

**Advertising:**
- Our office spreads awareness of the sustainable aspects of events prior to the event to all attending
- We encourage attendees to bring their own utensils and mugs/cups
- We create banners that can be reused for future events rather than one-time use posters

**Energy:**
- We advertise opportunities for alternative transportation prior to the event (encourage carpooling, local transit, etc.)
- Our office allows for and accommodates virtual conferencing via Zoom
Purchasing:

Office Supplies:
- We purchase recycled toner/ink cartridges
- We purchase green cleaning products (Seventh Generation, EPA Safer Choice standard hand soap and dish soap)
- We purchase recycled material desktop items such as paper clips, pencils, pens, etc.
- We purchase facial tissues made with recycled content
- We purchase rechargeable batteries
- We purchase paper with a minimum of 50% recycled content
- We consolidate orders and wait to order until a minimum of $50 price has been reached
- We have switched to ordering water-based permanent markers rather than solvent based

Transportation:

Vehicles:
- We have started, and encourage use of, an office carpool

Alternative Transportation:
- There is a bike rack outside of our building or in close proximity

Reduce Travel:
- We encourage webinars or tele/videoconferencing

Water Conservation:
- Our office adheres to NH/UNH water advisories (especially during summer months)

Indoor Air Quality:
- While wary of allergies, our office has at least 1 plant per 5 people in our office
- At least half of our office has read the IAQ Management Plan
Community:
- Our office shares sustainability best practices during staff meetings to encourage action at the individual level
- Our office shares sustainability successes during staff meetings to encourage further action
- Our office has reviewed recycling practices at a staff meeting or an email memo has been sent out
- Our office has participated in a campus event related to sustainability. This event was:
  _______________________________________________________________
  _______________________________________________________________

Innovation:
- Our office practices the following innovation that has not been mentioned above or in previous levels:
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Level 3: 46 Metrics (complete 34)

Reuse and Reduction:

Paper:
- Our office loads tray 2 of our office printer with scrap paper for use on drafts of documents
- Our office tracks printer use
- Our office graphs/visualizes the progression of our printing practices weekly/monthly
- Our office strives to reduce document length by using smaller fonts and decreased margins
- Our office brings scrap paper to UNH printing to be bound into notepads for the office

Breaks/Lunch:
- Our office participates in Meatless Mondays (not sure here, don’t want people to feel judged for dietary choices)
- Our office strives for Zero Waste lunches

Recycling:
- We have procured large recycling bins and couple those with small landfill bins
- We have started an e-waste collection area
- Safe Electronic Equipment Disposal (SEED) Program utilized
- Our office recycles grocery store plastic bags
- Our office recycles printer cartridges
- Our office hosts an Office Clean Out Day annually to promote recycling and minimize clutter

Energy Use:

Lighting:
- Our office relies on daylight rather than overhead lighting as often as possible
Level 3: 46 Metrics (complete 34)

Energy Efficiency:
- Our office uses smart power strips to reduce phantom power draw
- Our office has adjusted our thermostat a few degrees to reduce heating and cooling needs

HVAC:
- Our office strives to cut our heating and cooling needs: 68° (winter) and 75° (summer) (if controllable by office??)

Green Meetings:

Food/Purchasing:
- We buy seasonally, local, and organic (See the attached in-season chart)
- We label all food items to display their source
- We offer primarily vegetarian dishes at our events
- We only serve certified sustainable seafood options

Waste:
- We provide large recycling bins, small landfill bins, and ensure our catering service will compost all food scraps from the event

Advertising:
- We advertise purely through electronic channels (email, UNH TV, online publications, etc.)

Energy Use:
- When planning an event, we strive to find a space that has opportunity for natural lighting rather than relying on overhead lighting

Purchasing:

Furniture:
- Our office donates unwanted furniture to Trash2Treasure at the end of the year
- It is our office’s policy, when in need of furniture, to first assess our options at Trash2Treasure or the USNH Surplus Property website before considering purchasing new furniture
Green Office Program

**Level 3: 46 Metrics (complete 34)**

- When purchasing furniture, it is our policy to buy items manufactured with recycled material

**Water:**
- It is our office policy to not have single use plastic water bottles

**Supplies:**
- We have created an inventory of all office and consumable supplies so as to avoid reordering supplies we already have
- We have/use staple-free staplers
- We purchase paper with a minimum of 75% recycled content

**Ordering:**
- Our office consolidates orders and wait to order until it has reached a minimum of $100
- We order veggie based inks rather than traditional ink (external orders as well)
- It is our office’s policy to examine where and of what materials our office merchandise is being sourced from

**Transportation:**

**Alternative Transportation:**
- At least 30% of our office commutes to work by alternative means (walk or bike)

**Water Conservation:**
- We sparingly use HVAC
- We have installed a faucet aerator on our kitchen sink and have set flow to no more than 1.5 gallons/minute
- We have installed a faucet aerator on our bathroom sinks and have set flow to no more than 0.5 gallons/minute

**Indoor Air Quality:**
- Our IAQ Liaison has scheduled an annual assessment of IAQ with OEHS
**Level 3: 46 Metrics (complete 34)**

- Based on this assessment, our IAQ Liaison has taken the necessary steps to improve IAQ in our office
- While wary of allergies, our office has at least 1 plant per 3 people in our office

**Community:**

- Our office shares ideas for sustainable action → Sustainability Idea Box?
- We provide updates on sustainable actions in our office at staff meetings (such as one’s progress through the Green Office Program
- Our office includes at least 1 sustainability performance metric in our individual work plans
- Our office participates in monthly Sweater Days (entire campus encouraged to layer up in a sweater, turn the heating down, opportunity for community engagement, pictures/social media, etc.)

**Innovation:**

- Our office practices the following innovation that has not been mentioned above or in previous levels:

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Green Office Program

Level 4: 38 Metrics (complete 28)

Reuse and Reduction:

Paper:
- Our office has digitized all handbooks, manuals, and orientation materials into online libraries
- Our office has digitized all necessary forms for our office allowing for online completion and submission

Recycling:
- Our office recycles polystyrene materials (Styrofoam, packing peanuts)

Energy Use:

Office Equipment:
- Our office has purchased energy efficient models of office equipment
- Our office encourages laptop use rather than desktops
- Our office has a network printer rather than individual printers

Lighting:
- Our office has installed occupancy sensors
- Our office has conducted a lighting audit to determine better practices for lighting in our space

Energy Efficiency:
- Our office has installed timed thermostats
- Our office has submitted a work order for our heating and cooling systems to be inspected for possible leaks/lack of efficiency
- Our office has installed energy meters and we actively track our energy consumption weekly
- Our office heating/cooling system has insulation to prevent temperature loss and if not we have contacted Facilities for consultation
- Our office has conducted a plug load survey

Green Meetings:

Waste:
Green Office Program

Level 4: 38 Metrics (complete 28)

- Our office plans with catering to ensure that our event does not over-serve in order to reduce food waste
- Our office has achieved zero waste meetings

Energy:
- We purchased Renewable Energy Credits to offset the carbon emissions of our event

Purchasing:

Equipment:
- Our office purchases materials necessary for refilling our own ink cartridges
- Our office consolidates orders for supplies and wait to order until $150 worth of materials are needed
- We purchase paper with 100% recycled content
- Our office has evaluated the companies we purchase from to ensure ethical social and environmental practices are observed by said company

Transportation:

Vehicles:
- Our office actively encourages the purchasing of fuel efficient vehicles
- When renting vehicles, we choose the most fuel efficient option we can

Alternative Transportation:
- Our office provides an ‘Office Bike’ for travel around campus
- Our office has a ZipCar subscription
- Our office encourages train travel rather than air travel

Reduce Travel:
- Our office discourages flying as a means of transportation
- Our office helps to offset emissions by air travel by purchasing Renewable Energy Credits
Green Office Program

Level 4: 38 Metrics (complete 28)

Water Conservation:
- All toilets in our office are low flow, urinals are waterless OR we have submitted a request for such toilets from facilities

Indoor Air Quality:
- Our office has worked with OEHS to ensure all furniture meets IAQ standards
- Our entire office has read the IAQ Management Plan

Community:
- Our office has coordinated with SI to have a staff outing to tour sustainability at UNH
- Our Green Team has read and reviewed the Sustainability Institute’s Strategic Vision
- Our office helped to sign up another office for the Green Office Program
- The building in which our office is housed has some level of LEED certification or Energy Star rating
- Our entire office has read the Sustainability Institute Strategic Plan/Roadmap
- Our entire office has read the executive summary of WildCAP – UNH’s Climate Action Plan
- Our office includes sustainability performance metrics in job descriptions

Innovation:
- Our office practices the following innovation that has not been mentioned above or in previous levels:

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