

green department **Resource Guide**

green department certification identifies and recognizes departments¹ on campus that have taken extra steps to have greener operations and lower their environmental footprint. The program identifies a set of conditions and actions – some optional and some required – that departments can take. Certification is contingent on documenting all 5 of the required pre-requisite criteria and specified number of the total optional criteria. Certification is good for 2 years; criteria and other requirements may change over time.

Becoming a **green department** is easy and can reap real rewards – this Resource Guide contains the basic information you will need to get started. The certification process is designed to provide resources, guidance, and recognition to faculty, staff, and students as they take steps to decrease their environmental impacts at work. The points and pre-requisites identified here focus on relatively easy tasks and programs that any department can complete and implement. Innovation points were created to allow greater flexibility for department-specific initiatives.

Process

Step 1: Convene a department Green Team and begin discussions of which of the points you intend to implement.

Step 2: Use this Resource Guide to determine the requirements for each point and the necessary documentation; you may also want to consult with the Office of Sustainability.

Step 3: Implement the new initiatives and tally up your points. *Note: For a point to be recognized, it must be valid for all members and buildings of the department. Points will only be certified for initiatives that have been active in the last year.*

Step 4: Complete the checklist, sign, and submit to the Office of Sustainability (sustainability@berkeley.edu). Documentation as described below should be included with the application, *preferably in electronic form only. Photos are especially welcomed.*

Step 5: An audit and review meeting will be scheduled, where the application will be reviewed and analyzed. This process is not intended to take more than two (2) hours and will likely be accomplished in a single meeting.

Step 6: Provide any additional information or make modifications as requested by the audit and review team.

Step 7: Certification confirmed – post your new certificate and celebrate!

Step 8: Consider applying for up to \$50 to implement one additional sustainability initiative. An annual check-in will also be scheduled with each department after the first year of certification.

Points Required for Certification

Blue Certified – Pre-requisites plus 10 out of 31 points
Gold Certified – Pre-requisites plus 15 out of 31 points
Green Certified – Pre-requisites plus 20 out of 31 points

¹ “Department” is used generically to mean any department, office, unit, institute, or other administrative unit of 15-20 or more members. Members can be faculty, staff, and/or students.

Point-by-Point Descriptions and Information

Pre-requisites

- **Department should have a Green Team with representatives from multiple areas of the department. Green Teams should meet at least quarterly.**

Description: 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 department, should be enthusiastic and empowered to propose new ideas and make changes, and should meet regularly and report back to their department on their work.

Resources: Contact the Office of Sustainability (sustainability@berkeley.edu) or the Green Campus Program (BerkeleyGreenCampus@gmail.com) for any needed assistance in establishing a Green Team. Departments can also contact the Chancellor's Advisory Committee on Sustainability (sustainability@berkeley.edu) to schedule someone to give a presentation on sustainability basics.

Documentation: Departments should 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.

- **Department uses 30% post consumer content copy paper for at least 90% of usage.**

Description: Use of recycled content paper reduces the amount of virgin wood in paper and also reduces energy usage. Departments are encouraged to use the highest recycled content feasible, in order to maximize the environmental benefits.

Resources: Recycled content copy paper can be purchased at most office supply outlets. Additional information on sustainable copy paper can be found at: <http://sustainability.berkeley.edu/OS/PaperGuidelines.htm>. Currently, Office Max sells 30% PCW for slightly less than virgin paper.

Documentation: Departments should include information on their most recent copy paper purchases, including amounts purchased of each type (to the extent available).

- **Department has well-labeled recycling bins for paper in all offices, copy rooms, and common areas.**

Description: Paper recycling is very common on campus and easily implemented, but the amount of paper actually recycled is dependent on having well-marked and convenient bins. Departments should have paper recycling bins everywhere that paper might otherwise be thrown away.

Resources: Paper recycling bins are supplied by Campus Recycling and Refuse Services (CRRS, recycle@berkeley.edu). CRRS also provides labels you can print out and apply to the bin. If you choose to make your own labels, please be sure to identify what is and isn't recyclable (see below examples).

Documentation: Departments should provide a list of all locations (besides individual offices) for recycling bins.

What kinds of paper can go in my deskside bin?

White paper, color paper, regular envelopes, window envelopes, soft & hardbound books, computer paper, glossy paper, junkmail, magazines, brochures, newspaper, catalogs, files, post-its, copy paper wrap, bound or spiral notebooks, phonebooks, carbonless forms (NCR), and flattened cardboard boxes. Staples, paper clips and other fasteners are ok!

PLEASE NO: Food-contaminated paper, non-paper waste, paper towels, tissues, toilet paper, paper cups, or bottles and cans.



Department recycles all toner/printer cartridges.

Description: Mail Services and Campus Recycling and Refuse offer a free inkjet/toner cartridge recycling program for the Berkeley campus called "Rethink Your Ink."

Resources: *Copiers/Fax Machines/Laser Printers:* For TONER cartridges, put the empty toner cartridge in its original box, seal it, and place it in the outgoing campus mail – no need for labels or postage. If the original package is not available, use a similar box. Unfortunately, the program is unable to accept leaking or unpackaged toner cartridges.

Ink Jet Printers: For INKJET cartridges, use one plastic pouch per cartridge, seal it, and place it in the designated outgoing campus mail container. Pouches can be requested through the Campus Recycling and Refuse office at recycle@berkeley.edu.

More information on the campus recycling program (including a program poster) can be found at: <http://www.ocf.berkeley.edu/~recycle/services.htm#toner>

Documentation: Departments should provide information on how they are collecting cartridges for recycling and also on how they ensure that department members were made aware of the program.

Department pledges to stay green and to offer training and information on their green efforts.

Description: This UC Berkeley Green Department certification is valid for 2 years, with the expectation that the work described by individual offices continues over that time period. Additionally, it is important to share information on green initiatives with the entire Department – via a sustainability bulletin board, continuing meetings of the Green Team, publicizing green events such as the sustainability summit and CACS (Chancellor's Advisory Committee for Sustainability) meetings, etc.

Documentation: The signature on the application serves as the pledge. Departments should also provide a record of having shared information on the certification with the rest of the department. This record could be related to a specific meeting where the certification process was discussed or of an electronic communication.

Energy and Climate

- **There are no CRT (cathode ray tube) monitors in use by the Department. (1 point)**

Description: Newer LCD computer monitors use substantially less energy than older CRT monitors (up to 3 times less), while providing improved screen functionality. The University currently has a program to subsidize the purchase of the LCD monitors in exchange for old CRT ones, in order to maximize the energy savings to campus.

Resources: LCD (liquid crystal display) monitors are available through the Scholar's Workstation or any vendor who sells computer equipment.

Documentation: If possible, Departments should supply receipts for purchase of LCD monitors and for the disposal of old ones (through Excess and Salvage, <http://mailservices.berkeley.edu/node/482>) of the CRT monitors. Alternately, Departments should verify that there are no CRT monitors currently being used.

- **Department has conducted an appliance audit and eliminated any unnecessary personal refrigerators and other appliances OR there are no refrigerators older than 7 years in use by the Department. (1 point)**

Description: Newer refrigerators use far less energy compared to their older counterparts, about half the energy for the equivalent cubic feet. Newer models are better insulated, cycle less often, and are available Energy Star certified. Additional energy savings can also be achieved through the use of other new appliances.

Resources: Energy Star appliances are available through many vendors. Go to the Energy Star website (<http://www.energystar.gov/index.cfm?fuseaction=refrig.calculator>) for more information on the energy used by different refrigerator models. You can also check with PG&E for rebates for purchases of new, Energy Star refrigerators (<http://pge.com/myhome/saveenergymoney/rebates/recycling/>). The Green Campus Program (BerkeleyGreenCampus@gmail.com) can also be a resource for information on appliances.

Documentation: Departments should provide information on the age of all refrigerators. If possible, supply receipts for purchase of new refrigerators and for the disposal (through Excess and Salvage, <http://mailservices.berkeley.edu/node/482>) of the old ones. Departments should provide information on the appliance audit and the number, age, and size of any eliminated appliances.

Department effectively utilizes power strips in break and conference rooms for electronic equipment with idle currents (1 point)

Description: Many appliances in break rooms and conference rooms have idle currents, which means the appliances are drawing electricity even when they appear to be off. Appliances such as microwaves and coffee makers have idle currents to power the digital clocks that are still on when the appliance isn't running. Other indicators of idle currents can be LED lights that remain on when the appliance is "off." While the idle current of each individual appliance doesn't amount to much, all together this wasted energy accounts for 5-7% of our nation's total energy consumption. To eliminate idle currents, departments should unplug appliances or attach them to a power strip and turn the power strip switch off when the appliances are not in use.

Resources: Power strips can be purchase at any local office supply, hardware, or department store. More information on how to maximize power strip use and safety can be found on the Department of Energy website (towards the end: <http://management.energy.gov/reduction.htm>). Use the following list of appliances with idle currents compiled by Lawrence Berkeley National Lab to see which appliances your department should unplug or put on a power strip (<http://standby.lbl.gov/summary-table.html>.)

Documentation: Departments should provide photos displaying the use of power strips. Departments must also ensure that appliances are unplugged or power strips are utilized by placing reminder fliers or stickers in break and conference rooms, which can be documented with photos or the document file. Departments could alternatively designate one or a few office members to unplug appliances and turn off power strips at the end of each work day.

Department turns off unattended computer monitors throughout the day and utilizes office reminders to encourage this behavior (1 point)

Description: A typical desktop monitor alone uses between 20 – 30 watts and in some cases uses more than 50% of the computer's total energy consumption. The U.S. Department of Energy strongly recommends turning off computer monitors if the computer will not be in use for more than 20 minutes to save energy. Appropriate times during the day for employees to turn off their computer monitors include when individuals are taking a lunch break, attending a meeting, and any other instances when the individual is not using their computer for more than 20 minutes. Office reminders can be in the form of a small physical reminder such as a small laminated sign for employees to tape near their computer monitor, a monthly e-mail reminder to the entire department, etc.

Resources: See the following information from the Department of Energy: http://www.energysavers.gov/your_home/appliances/index.cfm/mytopic=10070

Documentation: Departments should provide documentation of how they remind employees to turn off monitors.



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Department utilizes power save modes on computers and copiers to power down to deepest sleep setting after 1 hour of no activity, if possible. (1 point)

Description: The easiest way to reduce energy consumption of computers and copiers is to adjust their settings to automatically fall into a deep sleep setting or turn off. Copiers are the most energy intensive office appliance, but their consumption can be dramatically reduced if energy saving settings are applied. For computers, power save modes can be customized to a department's needs.

Resources: You should first talk to your departmental IT manager before changing any settings on computers. Microsoft provides instructions on how to adjust power save modes on PC's

(http://www.microsoft.com/windowsxp/using/setup/learnmore/rusnel_02march25.mspx).

Apple does the same for their computers (<http://support.apple.com/kb/HT2412>).

Information on energy saving modes for copiers can be found in your copier's manual. If not available, a copy of the manual can often be downloaded from online.

Documentation: Departments should provide copies of e-mail communication encouraging staff to apply power save modes or offering volunteers to do this for all department computers. Departments can also include pictures or screen shots of the process of adjusting power settings.

Department has replaced incandescent lamps with Compact Fluorescent Lamps (CFLs) in all available lighting fixtures. (1 point)

Description: Replacing inefficient incandescent light bulbs with Compact Fluorescent Lamps (CFLs) is a quick and easy one-time switch that can save a substantial amount of energy. A CFL uses 75% less energy than an incandescent bulb, and lasts up to 10 times longer. For example, if a department switches fifteen 60W traditional incandescent bulbs with fifteen 60W-equivalent CFLs, the department will save an annual 756 kWh = 396 lbs CO₂ avoided = \$75 in energy savings each year (assuming CFLs are used 4 hours a day for 300 days per year). Please note that CFLs contain trace amounts of mercury and must be recycled properly at the end of their lifetime. See "Resources" below for recycling information.

Resources: The UC Berkeley Green Campus program may be able to provide your department with free CFLs! Email BerkeleyGreenCampus@gmail.com.

CFL Info:

http://www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=LB

PG&E Rebate Info: <http://www.pge-cfl.com/>

Recycling CFLs: Many stores, such as Home Depot, now offer free CFL recycling.

<http://www.epa.gov/epawaste/hazard/wastetypes/universal/lamps/index.htm>

You can also contact Campus Recycling & Refuse Services for further details:

<http://www.ocf.berkeley.edu/~recycle/>

Documentation: Departments should provide copies of CFL purchase receipts (if department purchased CFLs) and a list of the number and locations of CFLs in use in the department. Departments can also include pictures of CFLs in available lighting fixtures.

Waste

- Department offers well-labeled beverage container recycling in at least one location per floor or provides information on the location of the closest recycling container. (1 point)**

Description: Bottle and can recycling requires additional effort by departments, relative to paper recycling. Departments must request a recycling bin from the Campus Recycling and Refuse Services and also commit to notifying CRRS that the bin is ready to be picked up. Regular generation of more than 35 gallons per month ensures CRRS can schedule a regular pick up. If you are in a leased space, you would need to work with your building manager or local municipality.

Resources: More information on the campus recycling program can be found at: <http://www.ocf.berkeley.edu/~recycle/services.htm>. Sample advertising/signs can be obtained from Green Campus (BerkeleyGreenCampus@gmail.com).

Documentation: Departments should provide information on the location of the beverage recycling bin(s) (e.g., photos or a map of the department with locations of the bins marked) and also on how they ensure that department members were made aware of the program and the bin locations. Labels should clearly identify what is and isn't recyclable (see below example), and are available from CRRS.



- Department offers composting in one central location. (1 point)**
- Department offers composting in at least one location per floor. (2 points)**

Description: Composting requires even more effort by departments – including the additional cost for the service – but can noticeably reduce the amount of waste that the campus sends to landfills. Departments should work with the Campus Recycling and Refuse Services to set up this service.

Resources: More information on the campus composting program can be found at the CRRS website (<http://www.ocf.berkeley.edu/~recycle/>) and in Appendix A. Departments can achieve a maximum of 2 points for composting.

Documentation: Departments should provide information on the location of the composting bin(s) and also on how they ensure that department members were made aware of the program. The two points for offering composting in at least one location per floor is only available to departments who have at least three floors (at one or more locations). Labels should clearly identify what is and isn't recyclable and are available from CRRS.

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- Department has a one-side clean paper bin near each public printer and/or copier. (1 point)
- Department has set double-sided printing as the default for each public printer. (1 point)

Description: The use of one-side clean paper and double-sided printing can reduce the total amount of paper used by the department – yielding both cost savings and environmental benefits.

Resources: Just about any receptacle can be converted to a one-side clean bin, as long as there is adequate signage and marketing of it (see below example). Setting public printers to double-sided may require talking to your IT manager. In general, printer settings can be accessed from the Start menu, but some users may require additional assistance.

Documentation: Departments should provide information on the location of the one-side clean bin(s) and/or drawers, on which printers were set to double-sided, and also on how they ensure that department members were made aware of the program.



- Department has developed a mini ReUSE program, for any building occupants to use. This ReUSE station has been approved by the ReUSE Program (reuse.berkeley.edu) (1 point)

Description: Encouraging department members to reuse materials not only reduces the amount going into landfills, but also saves the resources and emissions that would have been needed to produce brand-new materials. There are several ReUSE station locations around campus set up by the ReUSE program to facilitate the sharing of unneeded office supplies and equipment. If your department does not have easy access to these locations, it can be simple to set up one in your area and find a way to encourage its use. Besides offering office supplies such as binders and folders, consider offering books and magazines for exchange as well.

Resources: The current ReUse stations are located in the following buildings:

Mulford Hall: Second floor, in the CNR lounge (room 260)

Minor Hall: Second floor, by the student lounge on the South side of the building

Dwinelle Hall: Floor C, between the Mens' and Womens' restrooms

University Hall: Basement, at the foot of the stairs

Units 1 & 2: Student center below the courtyard, by the mailroom

2000 Carleton: Second floor, in the copy room

Le Conte Hall: First Floor Mailroom (near 156) and Second floor reading room

McCone Hall: First floor, bottom of the stairwell near the south entrance

Sutardja Dai Hall/CITRIS: Sixth floor in East end, in the vending machine alcove

Barrow Hall: Main floor, located in a former phone booth near Room 119

Wurster: Third floor, in the administrative offices hallway, near the elevator lobby

International House: Along the ramp wall in the laundry room

2000 Carleton: On the main office floor, in the copy room

Center for Latin American Studies: Second floor in the copy room

MLK garage: Permanently closed.

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At any ReUSE station, you take what you want, donate what you don't want (but others can use). More information on the campus ReUSE program can be found at: <http://reuse.berkeley.edu>

Documentation: Departments should provide information on the location of their ReUSE station and also on how they ensure that department members were made aware of the program. The ReUSE station can be one of the existing ones listed above; in this case, the department should only submit documentation of how the initiative was promoted. The Department should also certify that any new ReUSE station has been approved by the ReUSE Program (reuse.berkeley.edu).

- Department has a scanner available to all employees to minimize the need for printing and has a program in place to train employees on how to use it. (1 point)**

Description: Using scanners can allow documents to be distributed and saved electronically, saving paper and time. Some scanners are free-standing, while others are incorporated into all-in-one machines, which also copy and print.

Resources: You can work with your IT manager to purchase and set up a networked scanner, or purchase a stand-alone scanner.

Documentation: Departments should provide information on the location of the scanner and also on how they ensure that department members were made aware of the program.

Transportation

- **Department has created an area dedicated to posting information on alternative transportation, including alternatives to business travel. (1 point)**

Description: Faculty, staff, and student commutes account for almost 10% of UC Berkeley greenhouse gas emissions. There are numerous alternative transportation options and incentives available to those who are interested, but they are not always widely known.

Resources: The Parking & Transportation Office (<http://pt.berkeley.edu/>) offers information on their New Directions program for alternatives to driving alone to campus. www.511.org is also a great resource for other transportation-related information that could be posted or otherwise shared with Department members.

Contact the Office of Sustainability (sustainability@berkeley.edu) for more information on alternatives to business travel. Consider a few alternatives to air travel:

- **Videoconferencing:** UC Berkeley's Education Technology Services (ETS) has highly customizable videoconferencing facilities on campus. Video conferences can be arranged with sites around the world, hosting up to 30 participants with two-way interactivity. Smaller and less complex conferences and meetings can also be accommodated.
- **Phone/Web Conferencing:** University of California now has a systemwide agreement for telephone-based conference calling with ReadyTalk. ReadyTalk offers competitive rates for reservationless (on demand) audio conferencing with the option to simultaneously conduct web conferencing in order to add real time visual content to your meeting. All you need is a telephone and a computer with internet access. Learn more about these inexpensive – interactive options: http://pages.readytalk.com/UCSystem_info.html
- **Traveling by bus or train, and even by car** - especially if you share a ride, can have less emissions impact than air travel.

Documentation: Departments should provide information on where they have posted the transportation-related data – whether in a physical location or electronically.

Purchasing

- **Department uses 100% post consumer content copy paper for at least 90% of usage. (1 point)**

Description: Use of recycled content paper reduces the amount of virgin wood in paper and also reduces energy usage. Departments are encouraged to use the highest recycled content feasible, in order to maximize the environmental benefits.

Resources: Recycled content copy paper can be purchased at most office supply outlets. Additional information on sustainable copy paper can be found at: <http://sustainability.berkeley.edu/OS/PaperGuidelines.htm>. Currently, Office Max sells 30% PCW for slightly less than virgin paper; 100% PCW is around 20% more.

Documentation: Departments should include information on their most recent copy paper purchases, including amounts purchased of each type (to the extent available).

- **Department uses rechargeable batteries and/or offer battery recycling. (1 point)**

Description: According to StopWaste.org, “purchasing rechargeable batteries saves money, protects the environment, and conserves resources. They can be re-used many times, reducing operating costs and hazardous waste disposal fees. All batteries contain hazardous substances including lead, cadmium, mercury, or strong corrosive materials. These will contaminate the environment or cause harm to humans if not disposed of properly.”

Resources: Rechargeable batteries can be purchased at numerous retail outlets. UC Berkeley’s Office of Environment, Health, and Safety (<http://www.ehs.berkeley.edu/pubs/factsheets/59batteries.html>) or your Department Safety Coordinator have more information on battery recycling on campus. Go to http://www.stopwaste.org/docs/rechargeable_batteries.pdf for more information on rechargeable batteries.

Documentation: Departments should provide an estimate of the number of rechargeable batteries in use or the number of batteries being recycled. In order to receive this point, Departments must use a sufficient number of batteries annually, as determined by the Office of Sustainability.

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- **Department utilized furniture that is reused or manufactured with recycled or environmentally-friendly materials for 100% of new acquisitions made with in the last year. (1 point)**

Description: Reusing furniture and purchasing furniture made in an environmentally-friendly fashion can help reduce a department's energy and water consumption and waste output. Departments are encouraged to reuse furniture whenever possible and shop for more eco-friendly options when new purchases are absolutely necessary.

Resources: Many well-known furniture companies today feature products made with their environmental impact in mind. In particular, UC Berkeley has a primary source agreement with Steelcase, a furniture company rich with products that are Cradle to Cradle Certified^{CM} and also certified for Indoor Air Quality. See <http://www.steelcase.com/na/products.aspx?f=10007>. The campus' primary source agreement with Steelcase allows for great discounts of up to 70% on their furniture. One Workplace is the local dealer for Berkeley and can be reached at the UC Call Center, 1-877-722-9090 or ucfurn@steelcase.com where departments can put their name in the system and let them know if they would like a quote, designer consultation, literature, etc. Departments can also contact UC Berkeley's Steelcase Representative, Kevin Schmidtbauer ((510) 263-4146; kschmidt@steelcase.com) with any questions.

Cal's Overstock and Surplus den makes surplus and reused office furniture (and other items) available for purchase to the campus community. Visit them online at <http://businessservices.berkeley.edu/overstock> or <http://128.32.215.200/fmi/iwp/cgi?-db=WebView&-loadframes>.

Documentation: Departments should include a statement that all furniture acquired within the last year was either reused or green. Departments should provide pictures of any reused furniture and a description of its origin. For new purchases, departments should provide pictures of the furniture accompanied with the product guides or online descriptions that explain its environmentally-friendly features.

Food & Dining

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

Description: Offering reusable kitchenware in department break rooms can reduce the amount of waste going to the landfill. It can be a relatively simple initiative that may be embraced by department members.

Resources: Reusable kitchenware can be purchased in many locations, but departments may want to invite department members to donate items as a way to defray costs and increase participation. It is likely that providing dish soap, etc., may be needed to ensure that the kitchenware is easily cleaned after use.

Documentation: Department should submit information on the number, type, and location of reusable kitchenware and documentation of how the initiative was promoted.

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

Description: The [Pacific Institute](#) estimates that producing the bottles for American consumption in 2006 required the equivalent of more than 17 million barrels 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 departments.

Resources: More information on the I Heart Tap Water campaign on campus can be found at: <http://uhs.berkeley.edu/tapwater/campuscampaign.shtml>

Documentation: Departments should submit a short statement describing what alternatives to bottled water are being offered (e.g., water filters, reusable cups, hydration stations <http://stayhydrated.net/>, water fountains, etc.)

- Department has certified at least one green event. (1 point)**

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

Resources: More information on the **green event** program can be found at the Office of Sustainability website: <http://sustainability.berkeley.edu/OS/greenevents.htm>

Documentation: Departments should submit a copy of the approved **green event** checklist.

Innovation Points

- **Departments can earn up to 10 additional points for departmental sustainability initiatives not listed above, subject to approval. These initiatives can include those addressing individual behaviors in areas like using less energy or water. Please itemize, describe, and document below. (10 points maximum)**

Description: There many more initiatives departments can undertake beyond those provided above. These could be projects in areas where the department has particular expertise or interest, or ones that are easier to implement because of differences between department structure, size, and organization. There are also steps that Departments can take to encourage actions on the part of their individual members – an extra way to make a difference. Many different types of projects will receive points in this category. Some examples are described below, but the points in this category are not limited to these options.

Resources/Examples:

- Department has conducted a sustainability audit (contact sustainabilityatcal@gmail.com for more information)
- Department conducts an “Energy Treasure Hunt” to investigate the amount of energy a department uses and how this varies with energy-saving measures put into place.
- Department occupies a building that is registered (or certified, 2 points) for LEED (Leadership in Energy and Environmental Design) certification for existing buildings.
- Department holds a “stuff swap” once per year for all building/department participants. This can include items from home and from offices. Materials must be usable/repairable and taken back by original owner if not swapped.
- Department has conducted a transportation survey of department members and shared the results.
- Department holds a spring cleaning day. This event would require sufficient capacity to recycle items being discarded and can also help populate/re-stock a reuse area. Special paper recycling cleanout bins can be requested at no charge from CRRS.
- Department encourages or stocks post-consumer recycled content office supplies besides copy paper.
- Department uses software like Fineprint.com, greenprint.com, and HP Smart Web Printing to reduce the number of unwanted pages when printing from web sites.
- Departments works to reduce junk mail and unneeded catalogs. To remove your name from most mailing lists, write with a 'request to be deleted': Direct Marketing Association, Mail Preference Service, P.O.Box 9008, Farmington, NY 11735-9008. For catalogs, you need to contact each vendor separately.
- Circulate newsletters, trade magazines, and supply catalogs in the department rather than subscribing individually.
- Department develops an outreach campaign promoting the use of stairs rather than elevators and as part of the campaign, works to “beautify” the stairs through the use of art, more frequent cleanings, etc.
- Department uses biodegradable soaps in kitchenettes.
- Hold an environmental service day (e.g., a volunteer event on Strawberry Creek)
- Have a BYOM (Bring Your Own Mug) campaign – to encourage the use of washable mugs for coffee or tea. Include the suggestion to take your own mug when buying coffee.

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- Put signs by all doors to remind occupants to turn lights and equipment off when they leave.
- Institute regular CalAgenda reminders – to turn lights and equipment off, close windows, or for other tips related to department initiatives.
- Encourage Department members to unplug chargers and other non-computer electronics when not in use.
- Conduct a water use audit and share the findings with department members along with tips to reduce water usage (e.g., make sure everyone knows how to report a leak or signage to remind people to turn off the water while washing hands).
- Set up or join a department Bike Fleet – to be used around campus instead of vehicles.
- Host regular social events as a way to solicit feedback and share information with the entire department. Consider setting up an environmental book club or hosting a Low Carbon Diet program.
- Encourage Department members to use task lighting or daylighting (windows) rather than overhead lights in offices.
- Advertise information on about the I Heart Tapwater Campaign and encourage members to use washable bottles and glasses for drinking.
- Set up an office carpooling match board.
- Place “These were trees” stickers on all paper towel dispensers (<http://thesecomefromtrees.blogspot.com/>)
- Also visit these websites:
<http://www.ecohusky.uconn.edu/documents/Guidelinesfinalizednewlogo.pdf>,
http://web.mit.edu/environment/pdf/Greening_Your_MIT_Department.pdf,
<http://www.sierraclub.org/greenoffice/tips.pdf>, <http://www.p2ad.org/toolkit/>
- The Green Campus program (BerkeleyGreenCampus@gmail.com) can also be a resource for information on behavioral programs.

Documentation will vary by initiative. Contact the Office of Sustainability (sustainability@berkeley.edu) or the Green Campus Program (BerkeleyGreenCampus@gmail.com) with any questions.

APPENDIX A: Composting Service at UC Berkeley Prices as of August 1, 2010

Size of bin	collection frequency/price		
	1 time/week	2 times/week	3 times/week
32 gallon cart	\$22.96	\$45.96	\$68.88
64 gallon cart	\$45.96	\$91.92	\$137.88
96 gallon cart	\$68.88	\$137.76	\$206.64
1 cubic yard bin	\$109.00	\$218.00	\$327.00
1.5 cu yd bin	\$152.00	\$304.00	\$456.00
2 cubic yard bin	\$200.00	\$400.00	\$600.00
3 cubic yard bin	\$285.00	\$570.00	\$855.00
4 cubic yard bin	\$400.00	\$800.00	\$1,200.00

Service Days:

M-F in the early morning. Bins should be placed out for collection at the end of the day, the day before collection day. Billing can be split for service days- ie: (5) 64 gallon carts collected Tuesday & Friday, (5) 96 gallon carts collected Friday only.

Equipment:

Vendor provides containers for pick up. Delivery and pick up at event site is provided by Campus Recycling and Refuse. For special events, vendor can only supply 10 containers max per event. Larger bins may be available from an alternate vendor as needed (1-4 cubic yards). Compostable bags must be purchased by the customer, and used when composting materials. Bags are available through EPS <http://www.excellentpackaging.com/pages/1/index.htm> and other vendors.

Process:

Customer must open a work order with PP-CS (642-1032) for service. Campus Recycling and Refuse Services (CRRS) will then contact customer to get specific service information and will contract with the vendor to provide these services for the customer.

Acceptable Materials in the Food Waste Composting Program

All Food:

For Example: fruits, vegetables, bread, pasta, rice, meat, fish, seafood, cheese, bones, egg shells, and coffee grounds

All Waxed & Food Soiled Paper Products:

For Example: milk cartons, coffee filters, tea bags, napkins, paper towels, paper plates, paper cups, paper food trays, waxed paper cups, waxed paper fry boats, pizza boxes, waxed paper To-Go containers, waxed cardboard produce boxes, biodegradable dishware and cutlery.

NOTE: *If a paper product has a shiny coating made from wax only, we can take it. If the shine is from a plastics-based product, we don't want it.*

All Plant Materials:

For Example: plant trimmings, flowers, leaves, grass, wood, sawdust, wooden crates, wooden chop sticks

Unacceptable Contaminants

Plastic, glass, tin, aluminum, styrofoam, cooking oil, broken crockery/ceramic.