green **department** certification recognizes campus departments[[1]](#footnote-1) that have taken extra steps to have greener operations and lower their environmental footprint. The program identifies actions that departments can take, with certification[[2]](#footnote-2) contingent on documenting all 4 of the required pre-requisite criteria and a specified number of the total optional criteria.

**Documentation and Certification Process**

Those interested in becoming a green **department** should first establish a department Green Team and complete the Green Department application. A Green Department Associate will then be assigned to each department to assist in the certification process and help complete the checklists, which should include adequate documentation. For many points, a short description of what was done or existing practices is sufficient. For other points (e.g., email communications or supply ordering), further verification in the form of a picture or screenshot may be required. The Green Department Associates can provide additional guidance.

Completed checklists (**including electronic documentation for each point claimed**) should be sent to the Office of Sustainability & Energy ([sustainability@berkeley.edu](mailto:sustainability@berkeley.edu)) or to the assigned student Associate. At that time, a one-hour audit and review meeting may be scheduled between the student associate and the department, where additional information or minor modifications may be requested. *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.*

**Points Required for Certification**

*Blue Certified – Pre-requisites plus 11 out of 32 points*

*Gold Certified – Prerequisites plus 16 out of 32 points*

*Green Certified – Pre-requisites plus 21 out of 32 points*

DEPARTMENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Staff in Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NUMBER OF POINTS: \_\_\_\_\_\_**  (Attach documentation to this checklist)

***Pre-requisites (Total: 4)***

**PR 1 : Department has an active Green Team.**

*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 (at least quarterly) and report back to their department on their work. A record of at least two meetings should be submitted (unless the Green Department Associate has attended these meetings).*

**PR 2 : Department uses 100% post-consumer content copy paper.**

*Use of recycled content paper reduces the amount of virgin wood in paper and also reduces energy usage. Departments should use 100% recycled content copy paper for at least 90% of purchases.*

**PR 3** : **Department has well-labeled recycling bins for paper and beverage containers.**

*Recycling is common on campus, but the amount 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 (including common areas). Locate beverage container recycling in at least one location per floor or provide information on the location of the closest recycling container. Ideally, containers should be in all central locations, including break rooms, public spaces, and conference rooms. A list/map of locations could be useful, but a visual check by the Green Department Associate may be sufficient.*

**PR 4 : Department recycles toner/printer cartridges.**

*Mail Services and Campus Recycling and Refuse offer a free inkjet/toner cartridge recycling program. There are also other takeback programs that provide the same service.*

***Energy and Climate (Total Points: 6)***

**EC 1 : Department minimizes energy use from appliances. (1 point)**

*Newer refrigerators use far less energy compared to their older counterparts, about half the energy for the equivalent cubic feet. Department has conducted an appliance audit (created a list of all appliances and their approximate ages) and eliminated any unnecessary personal refrigerators and other appliances OR shown that there are no refrigerators older than 7 years in use by the Department. Verification should include details about the appliance audit conducted, or the specifications of the appliances in use.*

**EC 2 : Department minimizes energy use from computers, copiers and printers.**

**(1-3 points)**

*(1 point) Department turns off unattended computer monitors when not in use and utilizes office reminders to encourage this behavior. Reminders can be in the form of a small physical reminder such as a sticker, a monthly e-mail reminder to the entire department, etc. Point can also be achieved by dimming the display of at least 25% of monitors.*

*(1 point) Department utilizes power save modes on all computers to power down to deepest sleep setting after 1 hour of no activity, if possible. Departments may be asked to verify how this was achieved.*

*(1 point) Department utilizes power save modes on all public copiers and printers to power down to deepest sleep setting after 1 hour of no activity, if possible. Departments may be asked to verify how this was achieved.*

**EC 3 : Department minimizes energy use from lighting. (1 point)**

*Department has either replaced incandescent lamps with CFLs or LEDs in all available task lighting fixture or developed a plan to regularly shut off overhead lighting and equipment in common areas. Reminders can be in the form of a small physical reminder such as a sticker, a monthly e-mail reminder to the entire department, etc.*

**EC 4 : Department uses no space heaters. (1 point)**

*Space heaters can be a significant source of electricity use in a building. Department has verified that there are no space heaters in use (unless approved by the Energy Office in compliance with the campus Energy Policy).*

***Waste (Total Points: 5)***

**WA 1 :** **Department offers composting. (1-2 points)**

*Composting can noticeably reduce the amount of waste that the campus sends to landfills. Implementation of a composting service will include working closely with the Campus Recycling and Refuse Services. Departments receive one point for offering composting in one central location; a second point is available for composting in three or more locations. Ideal locations for composting bins are in restrooms (for paper towels) and break rooms or public spaces. Verification should include information on the location of composting bins, as well as how department members were made aware of the program.*

**WA 2 :** **Department uses mini-bin system. (1 point)**

*Incorporating landfill saddles (or mini-bins) with deskside paper recycling can encourage recycling and composting. If possible, departments should work with the Campus Recycling and Refuse Services to install mini-bins and standard signage in all offices, and should have a number of mini-bins that represents a significant proportion of the department. Verification should include information on how many bins were installed, and when they were installed*

**WA 3 : Department has implemented at least two projects to reduce paper use. (1 point)**

*Reducing the total amount of paper used by the department yields both cost savings and environmental benefits.* *Ways to achieve this point include (but are not limited to) having a one-side clean paper bin near each public printer/copier, setting double-sided printing as the default for public printers, converting to electronic processes or filing (which may or may not include scanning), etc.*

**WA 4 :** **Department has developed a ReUSE location for any building occupant to use.** **(1 point)**

*Encouraging department members to reuse materials reduces the amount going into landfills and saves the resources that would have been needed to produce new materials. Besides offering office supplies such as binders and folders, consider offering books and magazines for exchange. Verification should include information on how employees were made aware of the program as well as the location of the ReUSE station. Note: this ReUSE station does not need to be approved by the ReUSE Program.*

***Transportation (Total Points: 2)***

**TR 1 :** **Department actively uses a car share account or a fleet bicycle. (1 point)**

*Offering alternatives to a department fleet vehicle can save money, as well as reduce environmental impacts. Other means of promoting alternative transportation are also acceptable under this point.*

**TR 2 : Department minimizes fleet vehicle emissions. (1 point)**

*The campus is committed to carbon neutrality by 2025, and fleet vehicle emissions will need to be part of this reduction effort. Department can achieve this point by reducing the number of fleet vehicles owned and operated by at least two, replacing one fleet vehicle with a more fuel efficient model, and/or reducing the number of miles traveled by the fleet vehicle(s) by 20%.*

***Purchasing (Total Points: 2)***

**PU 1 :** **Department uses rechargeable batteries and/or offers battery recycling. (1 point)**

*Batteries contain hazardous materials, so disposing of them properly and/or purchasing rechargeable ones in order to reduce the total volume purchased can be beneficial. In order to receive this point, Departments must use a sufficient number of batteries annually, as determined by the Office of Sustainability & Energy. Verification should include information on the extent of the rechargeable battery program and/or the details of the battery recycling program.*

**PU 2 : Department minimizes the number of office or lab supply shipments. (1 point)**

*Departments can reduce packaging waste and transportation impacts by establishing a system that consolidates orders of office or lab supplies across the department. To achieve this point, orders should on average be placed no more than once a week. Verification should include a record of recent orders, or some other documentation that adequately demonstrates the consolidative nature of these orders.*

***Food & Dining (Total Points: 2)***

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

*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. The Department should also encourage use of reusable items at meetings and events. This does not necessarily mean that the department must provide the plates, cups, and silverware as long as a significant number of people in the department use their own. However, the department must at least provide the means by which to wash these items (soap, sponge, and sink).*

**FD 2 : Department offers no bottled water (either small personal ones or larger 3-5 gallon coolers). (1 point)**

*The production of single-use water bottles uses significant amounts 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.*

***Outreach & Events (Total Points: 5)***

**OE 1 : Department writes an article on their sustainability efforts. (1 point)**

*Share an article that was included in the Bright Green News or another campus or departmental forum.*

**OE 2 : Department hosted a sustainability-themed event in past year. (1 point)**

*Verification should include a description of the event and sustainability theme. Examples include a speaker or brown bag event, Bike to Work day, Earth Day, Office Cleanout, or service project. Points for multiple events may be available – include any in the Innovation Section.*

**OE 3 : Department reviewed sustainability procedures at a staff meeting. (1 point)**

*This should include reviewing composting and recycling procedures, issues of water conservation in the workplace, and the most recent annual sustainability report highlights. If the department does not have a regular staff meeting, this information can be conveyed to the department members via email. Verification should include details of what was covered, when it was covered, and how it was communicated (email, meeting, etc.).*

**OE 4 :** **Department encourages users to take the stairs. (1 point)**

*This could include encouragement to use the stairs in other buildings if the department is not located in a location with stairs. Signs and email reminders work well. Verification should include the communication method used.*

**OE 5 : Department has certified at least one** green **event**. **(1 point)**

*green* ***event*** *certification is also offered by the Office of Sustainability & Energy 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. Verification should include a copy of the completed green event checklist.*

***Innovation Points (Maximum Number of Points: 10)***

*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 the areas like using less energy or water. Please itemize, describe, and document below.*

**IP 1 :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 point)

**IP 2 :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 point)

**IP 3 :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 point)

**IP 4 :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 point)

**IP 5 :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 point)

**IP 6 :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 point)

**IP 7 :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 point)

**IP 8 :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 point)

**IP 9 :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 point)

**IP 10:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 point)

***Resources/Examples*** *Some examples are described below, but the points in this category are not limited to these options.*

* *Conduct an “Energy Treasure Hunt” to investigate the amount of energy a department uses and how this varies with energy-saving measures put into place.*
* *Conduct a transportation survey of department members and share the results.*
* *Use software like Fineprint.com, greenprint.com, and HP Smart Web Printing to reduce the number of unwanted pages when printing from web sites.*
* *Work 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.*
* *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.*
* *Encourage Department members to use task lighting or daylighting (windows) rather than overhead lights in offices.*

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. [↑](#footnote-ref-1)
2. Certification is good for 2 years; criteria and other requirements may change over time. [↑](#footnote-ref-2)