**Haverford Green Office Program**

Our department/office is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we are applying for “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Squirrel” certification.
(silver, gold, green)

Once certified, Claudia Kent will deliver certificate, light plates and stickers to the Green Representative.

**Silver Squirrel**
To receive a Silver Squirrel award all of the following must be met:

**The department’s Green Representative must initial each of the following statements to achieve credit.**

*Participation*
\_\_\_\_\_One person from each department is selected to be the Green Representative and contact person for the program. While open communication is always encouraged, periodically a **Committee on Environmental Responsibility (CER)** member will make contact for evaluative purposes and to provide additional information.
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has selected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be our department’s green
        *(Department)                                                                          (Name)*
representative. Their email address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We have\_\_\_\_\_\_\_\_\_\_\_\_\_\_ staff and \_\_\_\_\_\_\_\_\_\_\_\_\_ students working in our department.

We have \_\_\_\_\_\_\_\_\_\_\_\_ faculty.

\_\_\_\_\_\_\_\_\_\_\_% of our department is willing to participate in the Green Office Program.

*Energy Conservation:*
\_\_\_\_\_We turn off all lights when they are not in use during the day and at night. In order to ensure that lights are turned off, we place labels or cover plates provided by Claudia Kent on switches as reminders.
\_\_\_\_\_We send a reminder to staff before breaks to turn off electronic devices before leaving. [Download the PDF](http://www.haverford.edu/greening_haverford/files/Before_You_Leave_for_Break.pdf)

*Waste Prevention and Purchasing:*
\_\_\_\_\_ Our printer defaults are set as double-sided duplex printing.
\_\_\_\_\_ The printer paper that we buy contains at least **30%** recycled content.
\_\_\_\_\_ We **encourage** all of our staff to use mugs or recyclable cups for daily use.
\_\_\_\_\_ If we supply paper products for our kitchens or break rooms, we purchase materials that have at least **30%** recycled content. If you do not provide paper products for your kitchens or break rooms, please initial here\_\_\_\_\_.
\_\_\_\_\_We use interoffice instead of regular envelopes whenever possible and promote the redistribution of inter-office envelopes in our office or department.

*Recycling:*
\_\_\_\_\_ We have clearly labeled paper and plastic recycling bins present in all common areas.
\_\_\_\_\_All of our electronics are properly recycled. Email IITS at **prodesk@haverford.edu** for more information.
\_\_\_\_\_ When we need to dispose of office furniture, we contact Director of Purchasing, Nikki Millas to see if it can be salvaged and reused elsewhere. Email: **nmillas@haverford.edu**
\_\_\_\_\_We recycle our small printer cartridges in the green 5-gallon trash can in the Dining Center Lobby.
\_\_\_\_\_We recycle our copier toner cartridges in the yellow 30-gallon container located in the Dining Center Lobby.
\_\_\_\_\_Batteries are recycled in the Dining Center and Campus Center Lobbies in the **red** 5-gallon trash can.

*Transportation:*
\_\_\_\_\_ We feel that there are adequate bike racks for faculty, staff and students located near the building. If not, we have contacted Facilities Management to see if obtaining new bike racks is a possibility.

**Gold Squirrel:**
In addition to the requirements of Silver Squirrel, to receive a Gold Squirrel award all of the following must be met:

*Energy Conservation:*
\_\_\_\_\_If we use PCs, I understand that energy saving settings are established centrally by IITS and administered remotely.
\_\_\_\_\_If we use Macs, the following settings are recommended for energy savings. We do not shut down our computers at the end of the day.


\_\_\_\_\_ As incandescent light bulbs burn out we request CFL (Compact Fluorescent Light) bulbs from either Facilities Management at facilities@haverford.edu  or Claudia Kent, Sustainability Coordinator at ckent@haverford.edu
\_\_\_\_\_ We close all windows at the end of the day.
\_\_\_\_\_ If we have control of daytime temperatures, we set the thermostat to 68° F in cold weather and78° F in warm weather.
\_\_\_\_\_ When we dispose of old appliances, we request the purchase of EnergyStar or EPEAT-certified appliances as replacements.
\_\_\_\_\_We unplug cell phone chargers when not in use.

*Waste Prevention and Purchasing:*
\_\_\_\_\_ At least **twenty percent** of the printer paper that we buy contains **100%** recycled content.
\_\_\_\_\_We **require** all of our staff to use mugs for daily use.
\_\_\_\_\_ For all printing completed outside of our department/office, we ask whether Forest Stewardship Council (FSC) certified paper is available for use.
\_\_\_\_\_ For all printing completed outside of our department/office, we ask our external printing contractor to use paper with at least **30%** recycled content.
\_\_\_\_\_ We only use reusable water bottles.
\_\_\_\_\_ We use non-disposable plates, silverware, and cups in the break room.

**Green Squirrel:**
In addition to achieving a Silver and Gold award, to receive a Green Squirrel award all of the following must be met:

 *Waste Prevention and Purchasing:*
\_\_\_\_\_At least three other items that we purchase frequently (i.e. pens, notepads etc…) contain at least 50% post-consumer material.
\_\_\_\_\_At staff meetings and events held by our office/department, we use non-disposable or recyclable plates, silverware, and cups. We also encourage attendees of the meetings and events to bring their own non-disposable plates, silverware, and cups.

*Recycling:*
\_\_\_\_\_We offer recycling at all meetings and events, and notify attendees of meetings and events of the proper location to recycle materials.

*Transportation:*
\_\_\_\_\_Information on Transit Chek has been distributed to everyone in the department. More information can be obtained from Pierrette Picard at ppicard@haverford.edu
\_\_\_\_\_We actively encourage that our staff reduce the number of SOV (Single Occupancy Vehicle) trips made by our staff.
\_\_\_\_\_We provide our staff members with current transportation options (SEPTA, Amtrak, Bolt, Chinatown buses etc.)
\_\_\_\_\_We encourage the use of Philly Car Share if we are leaving campus.

*Participation:*
\_\_\_\_\_Our department is in-touch with the CER if we have any questions regarding anything about the Green Offices protocol. We offer at least one suggestion per semester regarding green practices on campus on the CER’s suggestion box online. [Visit the Suggestion Box >](http://www.haverford.edu/greening_haverford/suggestion_box.php)

For more information on green purchasing, please visit Haverford College’s Sustainability website at<http://www.haverford.edu/greening_haverford/sustainable_campus_operations/green_purchasing.php>