



# Housing Sustainability Certification Resource Toolkit (On Campus)

# **University Sustainability Practices**

University Sustainability Practices (USP) challenges you to make sustainable choices in your home as an opportunity to make impactful change. This Resource Toolkit acts as a how-to guide for making your home and lifestyle more sustainable by offering ASU centric resources for each of the Certification Assessment criteria.

USP highly recommends that you review this Toolkit to become familiar with the criteria before submitting the Certification Assessment. The <u>Housing Sustainability Certification Assessment</u> certifies a single room in a residence hall or a single off-campus residence. USP will send you your certification results and complementary marketing materials within 5 business days of submission. Please do not hesitate to contact USP if you have any questions or need assistance in making your home and lifestyle more sustainable.

We want your input! Is there a resource, piece of advice, or best practice that you would like to add to this toolkit to share with others in the ASU community? Do you have feedback for the ASU Sustainability Certification Program? <u>Click here</u> for our Feedback Survey. It is encouraged to revisit this page periodically as the toolkit undergoes updates.

To find the specific criteria that you need help with, utilize the Table of Contents links or type Ctrl+F to find the specific criteria item you're looking for.

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#### **Culture of Sustainability**

- Determine your ecological footprint using online tools such as the Carbon Footprint, Water Footprint, Food Impact, or Global Footprint Network Calculators. (1 point)
  - Be aware and conscious of your impact on the environment. Learn more about and calculate your ecological footprint.
    - The Nature Conservancy Carbon Footprint Calculator
    - Conservation International Carbon Footprint Calculator
    - Carbon Footprint Calculator
    - Water Footprint Calculator
    - Food Impact Calculator
- Inform roommates and floormtes about the ASU Sustainability Certification Program and assist them in completing this assessment. (2 points)

- Display your housing sustainability certificate and emblem where it is easily visible to people in your hall. Encourage your friends and colleagues to become more sustainable and assist them in completing the certification!
- ASU's Zero Waste department offers a variety of recycling signage to utilize in your home!
- Complete the Seeds of Sustainability Literacy Training to become more informed about sustainability. (2 points)
  - <u>Click here</u> for the Seeds of Sustainability Literacy Training.
  - Email University Sustainability Practices (<u>usp@asu.edu</u>) to attend a Housing Sustainability Certification Training or if you have any questions about how to make your residence more sustainable.
- ❖ Your residence hall has set sustainability goals and strategizes to meet these goals. (3 points)
  - Familiarize your floormates with this assessment, the <u>ASU Sustainability Goals</u>, and the <u>United Nations Sustainable Development Goals</u> (SDGs).
  - Assign duties or set guidelines to reduce the ecological footprint of your hall. Post these goals in your common areas!
    - Examples: Recycling or green purchasing guidelines (see the below Waste Diversion & Green Purchasing sections)!
- Participate in community service or volunteering opportunities in your community. (3 points)
  - The ASU sustainability goal, Community Success, states that as a University, we believe in diversity, social equity, and the well being of the ASU community, as well as the surrounding community we are embedded in: Tempe, Phoenix, Glendale, Mesa, & Lake Havasu.
  - Below are some volunteer opportunities:
    - HandsOn Greater Phoenix
    - City of Phoenix volunteer opportunities
    - Neighborhood of Good
    - ASU Sustainability: What you can do

## Health & Well-being

- ♦ When possible, take the stairs instead of the elevator. (1 point)
  - This is great for your health and saves energy. Try to refrain from taking the elevator unless you have a heavy load to carry, an injury, or other health issues.
- Tips to increase well-being and quality of life are shared with your room mates. (1 point)
  - Staff have <u>Health and Wellness Program</u> opportunities!
  - Utilize ASU <u>fitness and wellness programs</u>, and the Memorial Union's meditation and interfaith space and recreational spaces.
- Encourage participation in Meatless Mondays. (2 points)
  - Have you heard about the Meatless Monday movement? It is one of the most effective and transformational ways to decrease the global carbon footprint. <u>Click here</u> to read an article from Penn State University that shows how effective Meatless Mondays can be from a mathematical standpoint.
- Reduce your personal meat consumption (i.e. eat meat-free three or more days of the week).
  (3 points)
  - Have you heard about the Meatless Monday movement? This is one of the most effective and transformational ways to decrease the global carbon footprint. <u>Click here</u> to view ten easy ways to reduce your meat consumption.

## **Energy Efficiency**

- Make a conscious effort to turn off lights when leaving rooms, before sleep, or if daylight meets your needs. (1 point)
  - It's not always true that it is more energy-efficient to turn the lights off, depending on the amount of time the lights will be off.
    - A general rule of thumb: If you will be out of a room for 15 minutes or less, leave the lights on. If you will be out of a room for more than 15 minutes, turn the lights off.
  - Create reminder stickers such as "Remember to turn off" to remind roommates to turn off lights in conference rooms, kitchen, and any common areas when not in use and at the end of the day.
  - Motion sensors or occupancy sensors turn off lights when rooms are unoccupied. Shop on Amazon or at your local lighting or electrical store! More information about energy efficiency can be found on the <u>US Department of Energy website</u>.
- Modify electronic device settings to sleep if idle for more than ten minutes, such as printers, computers, and televisions. (1 point)
  - Did you know that electrical plug load can be reduced by turning off and unplugging all electronic devices such as computers, monitors, and kitchenette appliances? Learn more about this in the Eliminating Vampire Power article.
  - For computers, this feature is available in the control panel under system > Power & Sleep.
    - On-campus, <u>ask the IT department</u> to change your computer settings to Energy Saving Mode.
  - <u>Click here</u> to download a power-saving program.
- Switch lighting to compact fluorescent lights (CFLs) or LED bulbs. (2 points)
  - Switching to LED bulbs is energy and cost-efficient. Nevertheless, maximizing the use of natural
    daylight is key because it greatly reduces the need for artificial lighting resulting in a reduction of
    energy use and cost. The National Resource Defence Council (NRDC) has designed a chart
    that can help you determine which light is more efficient for your home.
- Unplug chargers, appliances, and other electronic devices when not in use, or plug these devices into smart power strips. (2 points)
  - Create reminder stickers such as "Remember to turn off" to remind your roommates to turn off lights when not in use and at the end of the day.
  - Did you know that electronic devices continue to consume energy even after they have been turned off? This is called <u>Vampire Energy</u>. An article by Direct Energy answers the question: <u>Should you unplug appliances to save electricity?</u>
  - Power strips protect your home from electrical surges, save you money on electrical bills, and keep your electrical cords protected.
    - Use *smart* power strips so that groups of appliances or electronic devices can be powered down automatically each night or when not in use. Smart power strips are designed to eliminate this issue for electronics that are powered down or in 'stand-by mode'.
    - You can purchase power strips at the <u>ASU bookstore</u>, <u>Amazon</u>, <u>Walmart</u>, or <u>Target</u>.
- Use the cold water setting when washing your clothes to conserve the energy needed to heat the water. (2 points)
  - Using the appropriate setting while doing your laundry saves energy, water, and money, and
    prevents your clothes from getting damaged during the wash. Minimize the amount of time you
    wash and dry your clothes, do not double rinse your clothes, and wash your clothes in cold
    water!
- Appliances in bedrooms or common space areas are Energy Star rated (i.e. coffee machine, mini-fridge, toaster oven, etc). (3 points)

• Learn more about and shop for energy-efficient appliances on the **Energy Star website**.

### **Waste Diversion**

- Reusable bags are used when shopping. (1 point)
  - Soft plastics get caught in recycling center conveyor belts, which can shut down the entire factory for an entire day. Recycle your plastic bags and other soft plastics here:
    - Bag Central Station
    - On-Campus Drop Off Locations
    - Other Soft Plastic Recycling Locations
- Reusable drinkware is used when traveling (i.e. during work, class, trips, shopping, etc.). (1 point)
  - Starbucks offers a discount on your drinks if you bring in your reusable mugs!
  - In most coffee shops and restaurants, if you ask for a glass cup instead of a plastic cup, they will do it for you!
  - Invest in a metal straw to take around with you every day.
- Printing is limited and double-sided. (1 point)
  - Many digital tools can be used in place of printed materials. If you must print, print double-sided and in black & white ink. Don't print multiple copies if not necessary and only use paper that is 100% post-consumer recycled content and <u>FSC certified</u>. The <u>ASU Print Shop</u> can advise on the most sustainable option for your project needs.
  - Make black & white and double-sided default settings on your computer and printer. Canon Print
    Anywhere printers across campus use these settings as defaults and use 100% post-consumer
    recycled paper.
  - 100% recycled, <u>FSC certified</u> paper can be purchased through ASU <u>SunRise</u> or Staples.
- To encourage the use of both sides of the paper before recycling, a 'scratch paper' box is utilized. (1 point)
  - Offer a scrap paper box near your printer to help you collect all paper that can still be used on one side. Use printing scraps as note cards to leave messages for roommates, take notes, or to make to-do lists.
- Reusable dishware, mugs, and silverware are used at home. (2 points)
  - Shop at Ecomended for eco-friendly products!
    - Bring your jars or bottles! The Refillery at Ecomended offers hand soap, dish soap, lotion, shampoo, conditioner, Castile soaps, shower gels, dish powders, tooth powders and pastes, activated charcoal, laundry detergent, etc. This is a great way to cut down on single-use plastic bottles for these items because you can use one jar forever and continuously bring it back to Ecomeded to refill the same bottle!
  - Buy a Brita filter! One Brita filter eliminates up to 300 plastic water bottles.
- Reusable K-cups are used instead of single-use K-cups, or K-cups are not used at all. (2 points)
  - Reusable K-cups are available for purchase on the Keurig website.
- Donate unwanted clothes and items, as opposed to sending them to the landfill. (3 points)
  - Walmart, Target, JCPenney, and more retail stores have clothing donation bins located in their parking lots.
  - You can also donate to these thrift stores: <u>Tempe Threadz</u>, Gracie's, Rocket a Go-Go, Buffalo Exchange, Salvation Army, and Goodwill.
  - <u>Click here</u> for clothing and household textile recycling drop off locations!

- Actively participate in the Ditch the Dumpster initiative when moving out of your residence hall.
   (3 points)
  - Participate in <u>Ditch the Dumpster</u> initiative which helps reduce the waste you send to the landfill during move-out week.
  - Walmart, Target, JCPenney, and more retail stores have clothing donation bins located in their parking lots. You can also donate to these thrift stores: <u>Tempe Threadz</u>, Gracie's, Rocket a Go-Go, Buffalo Exchange, Salvation Army, and Goodwill.
  - <u>Click here</u> for clothing and household textile recycling drop off locations!
- All landfill bins are accompanied by recycling bins and they are placed directly next to each other. (3 points)
  - Contact <u>Zero Waste</u> if your residence hall does not contain recycling bins (an equivalent amount to landfill bins).
  - Community Composting Programs are available at Villas and Vista Del Sol currently, and expansion of these programs is being looked into.
  - Not sure what items belong in each of the bins? Check out the <u>ASU Zero Waste</u> website.
     Please note that as of 2019, there are some major changes to what is recyclable in ASU recycling programs.
    - If your bin does not have sufficient labeling currently, <u>print labels and signs</u> for your bins. When a recycling bin becomes 'contaminated' with non-recyclable items, this causes huge problems for the conveyor belts at recycling facilities; therefore, 'contaminated' recycling loads end up in the landfill.
    - In your hall, what items do you find most often in the wrong bins? Identify these specific items and communicate this to all staff and students at your hall. For example, this can be an email, an announcement in a newsletter, or a sign can be placed in the common areas above the waste bins, that reads:

Where does your waste belong?
Recycle: clean cardboard
Compost: napkins, food
Landfill: candy wrappers, chip bags

- Recycle drop-off locations are utilized to recycle batteries, ink cartridges, old electronics, and other household items. (3 points)
  - On the Tempe campus, electronic waste bins can be found in the Memorial Union across from the information desk and Noble Library in the lobby. For large quantities <u>submit a request</u> for an e-waste bin or to schedule a pickup.
  - AZ StRUT is your one-stop-shop for recycling all electronics!
  - <u>City of Tempe, Staples, Lowe's, Ink & Toner Wholesale</u>, and <u>Office Depot</u> also offer a wide range of electronics, appliance, & light bulb recycling services!
- ❖ For any recyclable materials that cannot be recycled in ASU recycling programs, reuse the item or utilize a recycling drop-off location off-campus. (3 points)
  - <u>Click here</u> for recycling drop-off locations in Tempe. You can find drop off locations for appliances and electronics, bicycles, and more!
    - Click here to learn what can be dropped off at the <u>Household Products Collection</u> <u>Center</u>. This includes automotive products, electronics & appliances, household cleaning products, paints & solvents, pesticides, & other household products!

# **Responsible Transportation**

- Carpool as often as possible, as opposed to driving alone. (1 point)
  - Instead of 2 or more cars emitting greenhouse gasses into the atmosphere, carpool to save the emissions! Carpooling also permits the use of the HOV lane on freeways, which gets you to your destination quicker.

- Use <u>Valley Metro SharetheRide</u> to carpool with your coworkers. This supports the <u>Maricopa Trip</u>
   <u>Reduction Program</u>, which ensures compliance with the state ordinance that requires employers
   or schools with 50 or more employees to offer this program. Try to increase the use of the
   <u>website</u> and <u>app</u> in your office!
- Other more sustainable vehicle options include: <u>Enterprise CarShare</u>, <u>Zipcar</u>, <u>PlanetTran</u> for greener taxi, and the <u>Environmental Impact Fee</u> for purchasing air travel through ASU.
  - Offer Incentives for Lyft. These deals are available to those who create a Lyft business profile using your ASU email address.
- Use the light rail or ASU Shuttle Service to travel between campuses. (2 points)
  - The <u>ASU Campus Shuttles</u> are free and travel between the ASU campuses.
  - The <u>Public Transit Pass</u> offered by ASU includes unlimited rides on light rail and different bus routes.
- Use a car for transportation for three days or less out of the week. (3 points)
  - Motor vehicles collectively cause 75 percent of carbon monoxide pollution in the U.S.
  - <u>Trip planner</u> to find the most efficient public transit route for you.
  - Orbit is a free shuttle.
- Take public transportation, bike, walk, or carpool regularly. (3 points)
  - Regular walking has incredible benefits on your health and wellbeing.
  - ASU offers free bike & longboard services.
  - Trip planner to find the most efficient public transit route for you.
  - The Public transit pass includes unlimited rides on light rail and different bus routes.
  - Orbit is a free shuttle.

## Water Conservation

- Report water leaks to Facilities Management as soon as possible. (1 point)
  - Report water leaks <u>here</u>.
- ❖ Turn off the water while brushing your teeth. (1 point)
  - Did you know that using faucets in your home for personal hygiene like brushing your teeth takes up approximately 12 percent of your home's water usage?
  - Here are some sustainable ways to conserve water while brushing your teeth.
- Run the dishwasher only when it is full, or do not use a dishwasher at all. (1 point)
  - <u>Click here</u> to learn about dishwasher efficiency.
- Adjust the washing machine to the correct load size (i.e. Try for 1 large load vs. 2 small loads to save energy). (2 points)
  - Minimize the amount of time you wash and dry your clothes, *do not* double rinse your clothes, and wash your clothes in cold water! This saves the energy needed to heat the water.
- ❖ Reduce showering time to ~5 minutes. (3 points)
  - An average American showers for 10 minutes, consuming 25 gallons of water. Have you tried the five-minute shower challenge? <u>Click here</u> to learn more.

# **Green Purchasing**

Green purchasing is the method whereby environmental, social, and economic considerations are given equal weight, pertaining to the entire lifecycle of a good or service. All university affiliates and all contracted and subcontracted services should be in compliance with the <u>ASU Sustainable Purchasing Guidelines</u>. The goal of the guidelines is to improve ASU's sustainability impact through procurement that supports the <u>ASU Sustainability Goals</u>. The guidelines describe how ASU vows to make purchases only from vendors who share our commitment to sustainability. Therefore, ASU is taking responsibility for its entire supply chain, because if

we demand more sustainable products, our vendors will supply us with this. This is one example of how ASU is forcing positive change worldwide, far beyond our campus. Use your purchasing power in your life!

- ❖ When possible, buy in bulk to reduce fuel consumption and packaging. (1 point)
  - Instead of making multiple orders throughout the week, orders can be made in bulk on a specific day of the week. This reduces packaging and greenhouse gas emissions due to less trips driven. It is not recommended to buy food in bulk if the food often ends up going to waste. Here is a guide on how to buy in bulk and best practices.
  - Enroll in <u>Amazon Day</u>, which is a free program for Amazon Prime members. This program
    delivers all your Amazon packages on the same day of the week. This contributes to Amazon's
    goals to decrease its greenhouse gas emissions.
- When possible, request reduced packaging or zero packaging option for online and in-person purchases. (1 point)
  - The less packaging, the better! Avoid single-use, highly packaged, and individually wrapped items. Serve chips, condiments, spreads, etc. in bulk or in refillable containers, as opposed to individually wrapped foods, such as chip bags or sauce packets.
  - For purchases through Amazon, choose "Frustration-Free Packaging" for minimal packaging.
     Do this by checking the box on the left side of your page every time you make a purchase. See image below.



- You can add this request to your shipping instructions: "Little to zero excess packaging is requested".
- Purchase paper that is 100% post-consumer recycled content and FSC certified, or do not purchase paper at all. (2 points)
  - Printed materials should be limited and by request only. 100% recycled, FSC certified paper can be purchased through ASU <u>SunRise</u> or Staples.
  - <u>Click here</u> for Forest Stewardship Council (FSC) Recycled certified products. The FSC certified
    paper products for being environmentally appropriate by protecting and maintaining natural
    communities and high conservation value forests; socially beneficial by respecting the rights of
    workers, communities, and indigenous peoples; and economically viable by building markets,
    adding best value, and creating equitable access to benefits.
- Purchase eco-friendly, non-toxic cleaning products, such as Seventh Generation, Ecover, Method, or Green Works. (2 points)

- <u>Click here</u> to view and shop 11 natural and eco-friendly cleaning products for your home. You can purchase these products on Amazon, at WalMart, and more!
- Sprouts has an environmentally friendly household item & cleaning supplies aisle, including 100% post-consumer content & non-toxic toilet paper, paper towels, and more!
- Shop at **Ecomended** for eco-friendly products!
  - Bring your jars or bottles! The Refillery at Ecomended offers hand soap, dish soap, lotion, shampoo, conditioner, Castile soaps, shower gels, dish powders, tooth powders and pastes, activated charcoal, laundry detergent, etc. This is a great way to cut down on single-use plastic bottles for all these items, because you can use one jar forever and continuously bring it back to Ecomended to refill the same bottle!
- Purchase clothing or room decor items from secondhand or thrift stores. (2 points)
  - Check out these local thrift stores that next time you shop instead of buying items new: <u>Tempe Threadz</u>, <u>Gracie's Thrift Store</u>, <u>Rocket a Go Go</u>, <u>Plato's Closet</u>, <u>Buffalo Exchange</u>, <u>Salvation Army</u>, and Goodwill.
  - Goodwill Redesign, Goodwill retail stores, & ASU Surplus are great for cheap furniture and home decor!
    - Did you know ASU sells all their surplus furniture, bikes, stationery, electronics, and more for a very discounted price? Check out <u>ASU Surplus</u> before your next home decor or electronics purchase.
- When accessible, shop at Borderlands or farmer's markets or purchase organic or locally grown products. (3 points)
  - Promote local farmers markets, including <u>Fresh & Local at ASU</u>, <u>Tempe Farmers Market</u>, <u>Gilbert Farmers Market</u>, <u>Phoenix Public Market</u>, and <u>Borderlands Produce on Wheels</u>. Buying from a farmers market is a great way to ensure that your products are fresh, have a low carbon footprint, and support local farmers.
  - ASU campuses host <u>Produce On Wheels Without Waste</u> where you can purchase up to 70 pounds of rescued produce for as little as \$12.00. Check out their upcoming calendar on the P.O.W.W.O.W facebook page.
  - Many local farmers also offer weekly, bi-weekly or monthly subscriptions to have fresh produce delivered right to your doorstep. For more information on such systems check out <u>LocalHarvest</u>, <u>FarmFreshtoyou</u>, or <u>Farmbox Direct</u>, or visit your local farmers market to sign up.
  - In Sun Devil Dining, the Daily Root station offers vegan entrees.
- Buy products that are made out of post-consumer recycled content or other sustainable products such as bamboo and hemp. (3 points)
  - Use your purchasing power! Purchase sustainable brands and products- anything but plastic (unless it's post-consumer recycled plastic). For example, you can try a bamboo toothbrush, reusable bags, reusable straws, or collapsable dishware. Bring reusable dishware around with you daily so you're not forced to use single-use items!
- ♦ When possible, give preference to products with eco-labels. (3 points)
  - Use your purchasing power! Give preference to products that are sustainably and ethically produced.
  - <u>Click here</u> for Fair Trade certified products, such as coffee and tea. Sustainability balances the needs of people and societies, the economy, and the environment to sustain our future. Fair trade is sustainable because it supports income sustainability, empowerment, individual and community well-being, and environmental stewardship.
    - ASU is now the largest Fair Trade school in the nation! <u>Click here</u> to read more. Aramark and all ASU bookstores have Fair Trade products labeled and readily available. Textiles, clothing, and other manufactured goods that are Fair Trade certified must be given preference, per the <u>Sustainable Purchasing Guidelines</u>.

- <u>Click here</u> for Green Seal certified products. This certification means that product function, performance and life cycle assessments, and environmental and human health impacts have been assessed.
- <u>Click here</u> for UL ECOLOGO certified products. This certification implies that the product has
  undergone rigorous scientific testing and/or exhaustive auditing to prove its compliance with
  stringent, third-party, environmental performance standards.
- <u>Click here</u> for Rainforest Alliance certified products. The Rainforest Alliance is building an
  alliance of farmers, forest communities, companies, and consumers committed to creating a
  world where people and nature thrive in harmony. Their little green frog is a symbol of
  environmental, social, and economic sustainability and can be found on farm and forest
  products around the world.
- <u>Click here</u> for EPA Safer Choice labeled products. This label, formerly Design for the
  Environment, means that EPA scientists have evaluated every ingredient in the product to
  ensure it meets <u>Safer Choice's stringent criteria</u>. When people use Safer Choice-certified
  products, they are protecting their families and the environment by making safer chemical
  choices.

#### Want to learn more about sustainability?

- Check out the many opportunities that ASU offers for students to get involved on campus through various events (click here and here!) and student organizations that focus on sustainability.
- Click here for the ASU Residential Life Guidebook, which features ideas for how students, faculty, & staff can live sustainably.
- Check out the Greening Events Implementation Guide brought to you by the <u>Sustainable Cities</u> <u>Network</u>.
- Get involved in the culture of sustainability at ASU!
- Learn about <u>ASU Sustainability Goals</u>.
- Share <u>AASHE</u> (The Association for the Advancement of Sustainability in Higher Education) resources with professors and faculty!
- Watch a documentary about <u>climate change starring Leonardo DiCaprio</u>.
- Watch documentaries about A Plastic Ocean and Chasing Coral.
- Make sure you find the take-home messages- how can every one of us do our part to fix these global issues? Do not focus on the problem, focus on the solutions.
- Educate yourself on the <u>United Nations Sustainable Development Goals (SDGs)</u>. The SDGs were created by the United Nations (UN) and governments, communities, and businesses around the world center their work around the goals. For example, the Paris Climate Agreement is an example of the UN working on the SDGs. Hence, we use the SDGs to exemplify how sustainability is very broad. The SDGs are a part of the curriculum at the School of Sustainability, GIOS categorizes research by the SDGs, Changemaker hosts events and programming using them, and so on. It is recommended that you review the 17 SDGs, but also look into the many targets that serve as smaller objectives within each of the goals. This may inspire your team to think of creative ways to decrease your event's environmental impacts by exploring what others are doing at ASU and around the world.
- ❖ Be aware of your impact on the environment. <u>Learn more</u> about and <u>calculate</u> your ecological footprint.
- Learn more about how <u>businesses worldwide are becoming sustainable</u>.
- ❖ Learn about 100 climate change solutions.
- When shopping, choose products with <u>eco-labels</u>.
- Read about green purchasing.
- Learn more about the Sustainable Purchasing Research Initiative.
- Be aware of the Red List of common toxins and pollutants.

- More tips for increasing your well being and quality of life:
  - Promote ASU <u>fitness and wellness programs</u>, and Memorial Union's meditation/interfaith space and recreational spaces.

We want your input! Is there a resource, piece of advice, or best practice that you would like to add to this toolkit to share with other event planners? Do you have feedback for the ASU Sustainability Certification Program? Click here for our Feedback Survey. It is encouraged to revisit this page periodically as the toolkit undergoes updates.