

Green Department Certification

Resource Guide

Green Department Certification recognizes departments on campus that have integrated environmental sustainability into their operations in order to lower their ecological footprint. The program identifies actions and conditions that departments can take along with innovative ideas that are department-specific.

We hope that this resource guide will expedite your process.

Initial inquiries, requests for assistance, completed applications and supporting documentation should be sent to Nicole Gaetjens, Sustainability Coordinator, at ngaetjens@mills.edu

Points required for Certification

Silver: required measures plus 25 Points

Gold: required measures plus 35 Points

Platinum: required measures plus 42 Points

Steps to certification:

- Establish a Green Team
- Consult the Resource Guide or the Sustainability Center
- Tally your points
- Create an “action plan” to implement new measures.
- Complete the checklist and submit to the Sustainability Center
- An audit and review meeting will be scheduled
- Certification confirmed- post your new certificate and celebrate!



Helpful Hints, Descriptions and Additional Resources

Required measures

____R-1. Define your department.

____R-2. Department should have a Green Team with representatives from multiple areas of the department. The Green Team should meet at least once a month and report back to the rest of the department.

Helpful Hint: *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. One person from the department is not considered a green team. Enthusiastic students make great additions to the team!*

____R-3. Department uses 30% post consumer content, Forest Stewardship Council certified copy paper for at least 90% of purchases.

Description: *Recycled content copy paper can be purchased at most office supply outlets. The Mail and Copy Center provides 100% PCC, FSCC copy paper.*

Resources: *Office Depot Green Book (order online: vin number: 875 346), Give Something Back. (Prices vary ≈\$45.99)*

____R-4. Department participates in the Mills commingled recycling program and has well-labeled recycling bins in all offices, copy rooms, and common areas (like break and meeting rooms).

____R-5. Signage for what materials go into the landfill, recycling and/or compost bins is posted on the wall or bin.

Helpful Hint: *Go to the website: www.mills.edu/green in the Reduce, Reuse, Recycle, Compost section, or contact the Sustainability Coordinator*

____R-6. Department has knowledge of and participates in Power Down Days. Department has a contact person who notifies the rest of the department to power down.

Helpful Hint: *The contact person will be added to a "Power Down Day Reps" email alias and will be notified either the day before or the day of a Power Down Day. This person engages the rest of the department to refrain from using any unnecessary electricity that afternoon.*

____R-7. Department does not purchase styrofoam.

____R-8. Department offers no bottled water (either small personal ones or the larger 3-5 gallon coolers).

Description: *Utilizing pitchers of water and cups is both cost efficient and environmentally preferable. Hot/Cold beverage cups that are compostable can be purchased from the Office Depot Green Book, Give Something Back. (Try WorldCentric or Eco-Products for bulk orders and prices). Some departments invest in reusable canteens or mugs for their staff to reduce costs for disposables.*

____R-9. Department recycles inkjet and laser jet cartridges (any brand) through **Office Max**, either by giving them to our driver or by using an OfficeMax-provided toner return box, available from kathleengranderson@officemax.com. As another option, we know we can recycle our



laser printer cartridges by sending them back to their manufacturer at the Mail and Copy Center.

____R-10. Department contacts IT Helpdesk to pick up, reuse and recycle large electronic waste (computers, laptops, printers, fax machines, office phones).

- i. The IT Department donates working equipment below the Mills supported standard to the Oakland School District. They work closely with Bruce Buckelew, <http://otxwest.org/index.html>.
- ii. For non-working eWaste, IT works with companies that recycle responsibly.

____R-11. Department has a small e-waste recycling procedure.

- i. Work orders are submitted to handle CFL bulbs.
- ii. Batteries are either 1.) taken to specific bin in Sage Hall or 2.) a small container is collected within the department and a work order is submitted for the electrician to pick up.
- iii. For small e-waste such as CDs, tapes, cell phones, small inkjet cartridges and wires, either department has a small collection box with periodic helpdesk requests for pick-up or staff member takes to the e-waste bin in Sage Hall. If it doesn't fit in the bin, it does not belong there.

 **Resource:** Please see Appendix A for more details.


Additional measures

Purchasing and Waste

total waste points _____

____W-1. To support the current Mills College diversion rate, at least 60% of purchases can be reused, recycled, or composted. Must provide documentation.

____W-2. To support the Mills College goal of Zero Waste, at least 90% of purchases can be reused, recycled, or composted. Must provide documentation.

 **Helpful hint:** In lieu of documentation, the Sustainability Coordinator or her designee can conduct a waste audit (upon request).

____W-3. Department offers composting in all common areas such as break rooms and kitchens.

 **Helpful hint:** Depending on the current Compost Program at Mills, this may or may not be possible at this time. You can check feasibility with the Sustainability Center. If not possible, you may look for innovative ideas to obtain a point.

____W-4. Department members either use reusable containers from home for their lunch, or uses Eco-Clamshells for to-go orders from Rothwell Center.

____W-5. Department reviewed proper recycling practices at a recent staff meeting to ensure that all members of our office are aware of the rules and had their questions answered.

- i. Date of meeting and who led review:



____ W-6. Department has a one-side clean (OSC) paper bin near each public printer and/or copier to use as scratch paper.

____ W-7. Department has arranged with the IT Department to set double-sided printing as the default for each computer.

i. Note: Such requests can be made at the IT Virtual Helpdesk, located in the portal.

____ W-8. Department has a scanner available to all employees to minimize the need for printing and has a program in place to train employees how to use it. Note: The copy machine company is able to provide department training.

____ W-9. The default setting of margins and fonts are adjusted to use less pages per print job.

Helpful hint: *Have IT do this when they set everything to be double-sided default. Overall, it is a good idea to package what IT can help you with when you put together your action plan for your department.*

____ W-10. Department disposes of unneeded office equipment and furnishings by contacting Facilities or the Re-Use Depot.

____ W-11. Department has an office supplies reuse and exchange area in their supply room, or reuses their supplies through Facilities or the Re-Use Depot.

____ W-12. Department contacts media and catalogue distributors to receive fewer publications at the office. - OR - Department team members have signed up at www.catalogchoice.org or another similar site to assist in their requests to stop unwanted mail.

____ W-13. Department uses 100% post consumer content copy paper for at least 90% of paper purchased. Note: Mail and Copy Center purchases 100% post consumer content paper.

Resources: *Office Depot Green Book (order online: vin number: 875 346), Give Something Back. Prices vary ≈ \$71.99*

____ W-14. Department uses rechargeable batteries.

Resources: *Office Depot Price: Charger \$21.00; Batteries (pack of four) ≈ \$8.00*

____ W-15. Department utilizes furniture that is reused or manufactured with recycled or environmentally-friendly materials for 100% of new acquisitions made within the last year.

____ W-16. Department has only purchased or ordered appliances and equipment (printers, copiers, microwaves, etc) that are Energy Star or EPEAT certified models.

____ W-17. Department utilizes reusable decorations for events. For example, rather than using balloons to call attention to the gathering area, the department uses brightly colored cloth streamers on poles.

Helpful Hints: *There are many ways to attract people to your events. Be creative, utilize re-use organizations and please be mindful of your waste! Latex balloons utilize helium, a limited resource, and are very un-friendly to wildlife in the environment.*

Resource: *Look at Appendix B for tips.*



Food and Dining

total food & dining points _____

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

Helpful hint: *The Sustainability Coordinator will want to see them during the audit.*

____ F-2. Food purchased for everyday use is local, fair-trade, and/or organic.

Description: *This is food purchased by your department and would include coffee or tea that is used everyday. This does not include special events.*

Resource: *Coffee ideas: Equal Exchange, Green Mountain Roasting Company, Equator Estate Coffees and Teas, Inc., Alter Eco.*

Tea: Numi Organic Teas, Choice Organic Tea, Equal Exchange

____ F-3. Department purchases soaps and cleaning supplies that meet at least one of the following criteria:

- Certification by a reputable third-party verifier such as Design for the Environment, Green Seal, EcoLogo, or Cradle to Cradle
- A Good Guide score of 7.5 or higher (www.goodguide.com)
- Made by Seventh Generation, Method, or Clorox Green Works.

Resource: *These are items such as dish cleaner for your kitchen. Cleaning supplies can be bought from Office Depot, Give Something Back, or your typical store.*

____ F-4. Before events and meetings, send an email reminding attendees to bring mugs or reusable cups if beverages will be served.

____ F-5. Department has worked with The Sustainability Center to incorporate sustainability into one of their events, before the event takes place. (Another resource that can be consulted in addition to The Sustainability Center is the Green Event Guide at <http://www.mills.edu/green/GreenEventGuide.pdf>)

Resource: *See Appendix B for tips on how to host a green event.*

Energy and Climate

total energy & climate point _____

____ E-1. Department has conducted an appliance audit with the Sustainability Coordinator, or someone designated by the Sustainability Coordinator.

____ E-2. Department has implemented recommendations resulting from appliance audit.

____ E-3. Department has conducted an electronics audit with the Sustainability Coordinator, or someone designated by the Sustainability Coordinator.

____ E-4. Department has implemented recommendations resulting from electronics audit.

____ E-5. Department has implemented recommendations to eliminate unnecessary fax machines or other electronics.

____ E-6. Department has consolidated printers in office, rather than have individual printers at each work station.



Helpful hint: Departments tend to allow a personal printer for a very good reason, such as if the Dean needs to manage a variety of contracts that are highly confidential. However, printers are more expensive for the department per page and also use significantly more energy than centralized printing stations.

- ____ E-7. Department effectively utilizes power strips in break and conference rooms for electronic equipment with idle currents - OR - department has a culture of unplugging appliances when not in use.
- ____ E-8. Electronics at personal work stations are plugged into a power strip and turned off at the end of use or the end of each work day.

Helpful Hint: Contact IT to find your power cord today! Sometimes they hide behind desks, computers, or cabinets!

- ____ E-9. Department turns off computer monitors and/or manually sends computers into energy-saving modes (hibernate or sleep) when not in use. Department members turn them off at night (except for Wednesday). Office reminders are utilized to encourage this behavior.

Resource: to buy: www.recyclereminders.com/Recycling-Signs/Conserve-Energy.aspx, but it is greener to make your own! Find a creative member in your department!

- ____ E-10. As backup, department utilizes power save modes on computers to power down to deepest sleep setting after 30 minutes of no activity, if possible. The IT Department is available for assistance on this point.
- ____ E-11. Copiers are set to power down to deepest sleep setting after 10 minutes of no activity, if possible. The Mail and Copy Center is available for assistance on this point.
- ____ E-12. Lights are turned off when not in use during the day and at night, including in common areas such as kitchens, conference rooms and bathrooms. There are office signs encouraging this behavior.
- ____ E-13. Department composes and sends an email, or forwards a note crafted from Facilities, to our staff before holidays and breaks containing an energy-saving checklist.

Transportation

total transportation points _____

- ____ T-1. Everyone in the department has completed a transportation survey to 1. Assess transportation modes in the department 2. Gather feedback about what transportation options they would like to see and how likely they would be to switch from driving alone if certain initiatives were implemented.
- ____ T-2. Department has created an area dedicated to posting information on alternative transportation, including alternatives to business travel.

Resource: Please see Appendix C for example/model

- ____ T-3. Staff walk, bike, or wheelchair to destinations on campus.
- ____ T-4. Members of your department carpool several times a week.
- ____ T-5. Members of your department have signed up on the Mills Carpool Network.

- Who? _____



Description: Members can register on the Mills Portal. Find "Mills Carpool Network" under myMILLS Resources.

____ T-6. Department has decreased the greenhouse gases from air travel from last year to this year.

Workplace Culture **total workplace culture points** _____

____ C-1. If an academic department, implement a standard and provide guidance to incorporate green practices into supported student events. (2 points)

____ C-2. Organize office-wide participation in a community service activity such as participating in a Creek Care Day, a campus farm work day, or Hey Day Play Day. (2 points)

____ C-3. Include information about our office/departmental environmental policies and goals in hire packets for all new staff. We also include [Mills College's commitment to reduce its greenhouse gas emissions](#) in our hiring information.

Resource: Please see Appendix D for example/model

____ C-4. We inspired another group, _____, to pursue Green Department Certification.

Helpful hint: The other department needs to have started and made it through part of the process in order for you to get this point.

Innovations **total innovation points** _____

Departments can earn up to 4 additional points for departmental sustainability initiatives not listed above, subject to approval by the Sustainability Coordinator. Please itemize, describe, and document below.

____ I-1. _____

____ I-2. _____

____ I-3. _____

____ I-4. _____



Appendix A

Department E-Waste Collection Procedure

If your department wants to start a small-scale electronic and universal waste collection program, here are some guidelines for how to set it up.

Two separate boxes, with signage indicating which items should go into each:

First Box, IT:

Items accepted: Common small ewaste items such as small inkjet cartridges, computer parts, wires of various types, ipods, power strips, cell phones, vhs tapes, etc.

This box needs to be picked up first, through emailing kspaeth@mills.edu or an IT help-ticket (portal). You can also take it directly to Lucie Stern 21 during regular business hours.

E-Waste that does not fit in a box, IT:

Items include: Mills-owned computer monitors, hard drives, printers and copiers, large toner or inkjet cartridges, fax machines, servers, stereo equipment, VCRs, television sets.

Items do NOT include: microwaves, refrigerators, fans, blenders, appliances. Please look to stopwaste.org.

For these larger items, you have two options. You can take these items directly to Lucie Stern 21 during regular business hours. Or, you can request an IT help-ticket (portal) or email kspaeth@mills.edu for a pick up.

Second Box, Facilities:

Items accepted: CFL bulbs, batteries, fluorescent tubes. CFL bulbs must be contained in a small plastic bag, as per EPA guidelines.

This box needs to be picked up after the other is empty, through a work-order. You can request that Sang, the campus electrician, come pick up the box. He usually does this in a timely manner.

If there are items such as paints, solvents or chemicals your department needs to dispose of, please email Pat/work order directly about the pick up procedure. Please do not leave in common areas.

Thank you for contributing to the responsible handling of toxics, preventing contamination of our natural resources and our neighbors.



Sage Hall E-Waste Collection Guidelines

If your department does not have an e-waste collection program, here is a way for you to participate.

Sage Hall has two small, yellow e-waste collection boxes. If your item doesn't fit in the box, please take it directly to Lucie Stern 21 during regular business hours. This collection site is meant for small items.

Sage Hall First Box, IT:

Items accepted: Common small ewaste items such as small inkjet cartridges, computer parts, wires of various types, ipods, power strips, cell phones, vhs tapes, etc.

E-Waste that does not fit in a box, IT:

Items include: Mills-owned computer monitors, hard drives, printers and copiers, large toner or inkjet cartridges, fax machines, servers, stereo equipment, VCRs, television sets.

Items do NOT include: microwaves, refrigerators, fans, blenders, appliances. Please look to stopwaste.org.

For these larger items, you have two options. You can take these items directly to Lucie Stern 21 during regular business hours. Or, you can request an IT help-ticket (portal) or email kspaeth@mills.edu for a pick up.

Sage Hall Second Box, Facilities:

Items accepted: CFL bulbs, batteries, fluorescent tubes. These items must be contained in a small plastic bag, as per EPA guidelines.

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Appendix B

Green Events Guide

Think green early in the planning process.

Location:

- Is it accessible by alternative transportation: walking, bike, carpooling, public transit?
- LEED buildings: Leadership in Efficiency and Environmental Design.
- What time of day? If during the daytime, is there a location that is brightly lit and environmentally comfortable to avoid the usage of lights and fans/AC?

Advertising:

- Utilize electronic media for publicizing the event.
- Offer electronic registration.
- Provide information about alternative transportation options on your electronic invitations.
- Use flyers sparsely and post in areas where people tend to congregate.
- Design signs and decorations that you can use at your next event (ie without the date).
- Avoid decorations that are not readily reusable, recyclable, or compostable, or that contain toxic materials. An example of a decoration to avoid: balloons.

Handouts and giveaways:

- Avoid mass distribution of printed materials. Consider making your materials or presentation available electronically or posted on a website post-event.
- If you must print handouts, use post-consumer recycled paper and print them double-sided with minimal margins.
- Avoid lamination, unless you can reuse the material.
- Provide and later collect reusable name badges.
- Consider the environmental impact of freebies and their packaging.
- Give items that are usable, such as canvas bags, sporks, reusable coffee cups, environmentally designed pens, buttons, bicycle bells, seeds
- Give products with recycled content

Food and presentation:

- Use RSVPs or registration to assist in forecasting a head count. Forecasting will help avoid food waste.
- Use washable tableware, cups, utensils, and linens. If not possible, use certified compostable. Tip: Avoid any products that say “biodegradable,” look for the certified compostable label.
- Buy in bulk to reduce packaging and cost. Avoid individually wrapped food products. Remove packaging prior to serving and place in correct bin.
- Include in advertising and provide incentives for attendees to bring reusable mugs, utensils, etc. The first time will be rocky, but once people understand the program future years will go more smoothly.



- If ordering your own food, try to maximize the use of local, seasonal, and organic food. Try to support local businesses. Try for as little packaging as possible. Choose fair trade beverages such as coffee and tea.
- If ordering from a caterer: outline what type of containers (no Styrofoam!); seek caterers that maximize the use of local, seasonal and organic; and if possible support a local business or non-profit. I.e. A student once had her event catered by the Youth Uprising catering program.
- Avoid bottled water. A huge hit at Mills has been water served in large jugs with a little bit of fruit/vegetable in it, such as strawberries, lemon, cucumber, or oranges. Serve in reusable or compostable paper cups, if possible.

Recycling, Compost, and Landfill

- Maximize the amount of compostable and recyclable materials in the event. Avoid plastic. Super avoid Styrofoam.
- Advertise that you are working towards Zero Waste.
- Develop a plan for what and how materials will be collected.
- Set-up or request resource recovery stations. Typically, a Bon Appetit event that uses mostly compostables will use 3 compost bins to every 1 recycling bin and 1 landfill bin. Large events that include organizations tabling on the meadow tend to need 3-4 compost bins, 2 recycling bins, and 1 landfill bin. It is important to only have 1 landfill bin. Request that reusable signage arrive with the bins (Facilities has them).
- Train or hire bin monitors. They will help direct the materials into the correct bin, training the whole campus in the process. The best bin monitors have an incentive such as pay/tickets to event/cool giveaway (vs being volunteer).
- Make an announcement during the break reminding people to recycle and educating about where the standard materials go.
- Ensure that bins are placed in a set and not separated. Avoid stand-alone bins.
- Ensure that reusable decorations are stored or donated rather than landfilled.

Document your success and share that information.

Thank your guests for their contributions.



Appendix C

Tired of stopping at the gas station so much? Worried about your carbon emissions?

Explore ALTERNATIVE transportation!

RESOURCES

AC TRANSIT

Find real-time departures: 511.org, GoogleMaps, *Transporter App* (iPhone)

Utilize you Clipper Card!

MILLS SHUTTLE

Free for Mills Students!

Stops: UC Berkeley, MacArthur BART, Kaiser @ Piedmont, Lakeshore

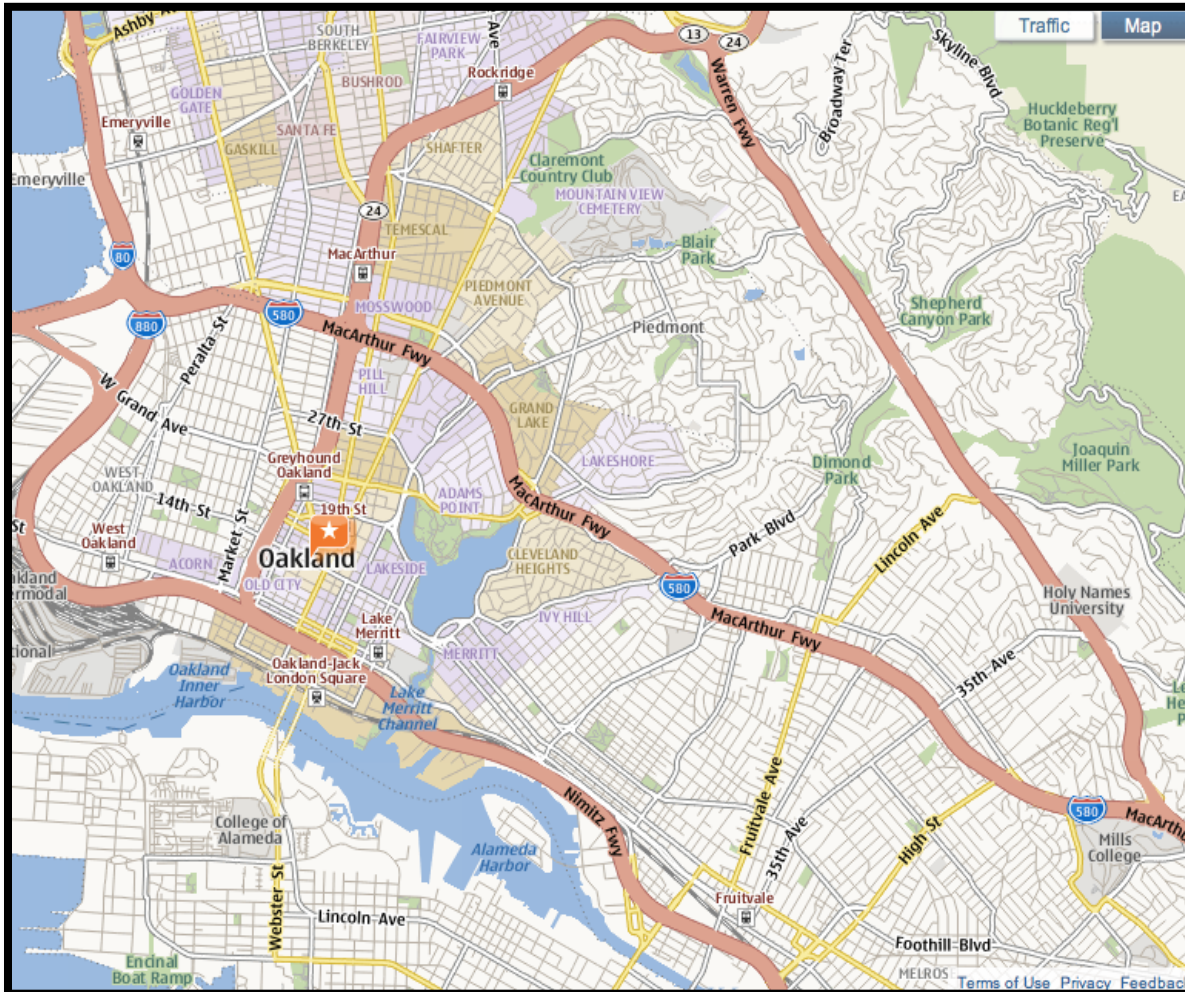
Go to the Mills Website for shuttle schedule

MILLS CARPOOL NETWORK

Register on Mills Portal!

BIKE LINES

Visit East Bay Bike Coalition for safest routes, bike lanes, and latest news on East Bay bike culture



Mills Shuttle Route

<u>AC Transit Routes</u>	57	45	18
NL Transbay	1		14
58L			



Appendix D

Example of Sustainability Messaging for New Employee Packet

At the Lorry I. Lokey School of Business, we hold corporate social responsibility at our core; therefore, we are committed to the stewardship of environmental sustainability. Because this is held in such high regard, we are a Mills College Green Certified Department. We were the first department to seek certification and we expect staff and faculty to follow these guidelines in their day-to-day operations. For instance, please remember to turn off the lights when you leave rooms and switch off surge protectors at the end of the day. Proper disposal of compost, recycle, e-waste and landfill items are a key to maintain certification. It is our hope that staff and faculty remembers to bring their own water bottles to meetings to reduce the use of paper cups. Finally, we encourage staff and faculty to seek commuter options, such as signing up for the Mills Carpool network.

Along with behavioral actions with sustainability impact in mind, we will also reduce adverse environmental impact in our purchasing decisions of goods for our department. With this, we will buy goods from vendors who share our commitment to the environment. This includes buying consumer products (such as copy paper) with 30% of more post recycled content. Cleaning products should be certified by a reputable third party verifier such as Design for the Environment, Green Seal, or Cradle to Cradle. Tea and Coffee supplied in common spaces are organic, fair trade or locally produced. When buying furniture or office equipment, the department should utilize items that are reused or manufactured with recycled or environmentally friendly materials.

