

3101 Walnut Street  
Philadelphia, PA 19104-6289

March 18, 2014

To Whom It May Concern,

I'm writing to affirm the value and innovative nature of the Green Office program at Penn for this STARS report. Offices represent a significant portion of campus energy and material use and waste production. The Green Campus Partnership recognizes the efforts of staff and faculty to green their daily activities by offering four levels of Green Office certification.

The Green Office Certification Program is organized into seven sustainability categories:

- Waste
- Purchasing
- Energy
- Water
- Indoor Air Quality and Human Health
- Transportation
- Involvement

Participating offices earn points by completing specific sustainability actions. Offices can choose to aim for the highest level from the start, or work their way up slowly from Level One. Actions are assigned point values based on impact and level of difficulty to implement. Some actions can be implemented at no cost; others may have a cost associated with initial implementation, but result in operational savings over time. Offices can be certified at four levels based on the number of points achieved. The relative ease of entry into the first level of the program is intended to gain widespread participation from offices around the campus. Participating green offices receive a certificate celebrating their achievement.

At the conclusion of FY13, 59 offices with approximately 1400 staff members had been approved for Green Office Certification – including three level 4 certifications (the highest level). The Green Office program has been a rich tool for engagement and has allowed the Green Campus Partnership to expand its reach across the University.

Sincerely,

David Hollenberg  
University Architect  
Facilities and Real Estate Services  
University of Pennsylvania