



# Sustainability Ambassadors

## The University of Texas at Dallas





# The Office of Sustainability



Sustainability  
Officer/Associate  
Vice President

Associate Director of  
Energy Conservation  
& Sustainability

Sustainability  
Coordinator



Eco Rep

Eco Rep

Eco Rep

Eco Rep

Eco Rep

Eco Rep



# Facilities Management

## The Office of Sustainability



Water  
Conservation

Energy  
Conservation



Habitat  
Conservation

Trash &  
Recycling



Green  
Buildings





# Sustainability Ambassadors

## What is a Sustainability Ambassador?

“The Sustainability Ambassador will be the point of contact between the Office of Sustainability and the certified office. The ambassador will share sustainability news, information, and educational material with their office and other employees on-campus”

**Sustainability Newsletter**

**Event & Activity Awareness**

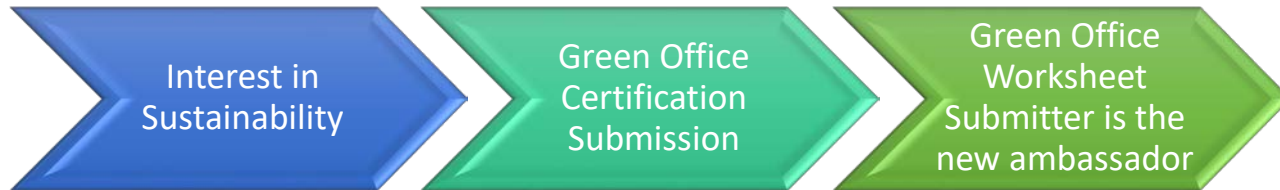
**Fun Facts, Tips, & Training**



# Sustainability Ambassadors

## How to become a Sustainability Ambassador?

- Everyone can be a Sustainability Ambassador
- Formally, the individual who submits the Green Office Certification is the ambassador
- Listing of Sustainability Ambassadors on website (Coming Soon)





# Sustainability Ambassadors

## Green Office Certification Program

“Fun, user-friendly, and engaging tool to help assess how “green” we are operating on a department, office, and individual level”



Review  
Website



Complete  
Worksheet



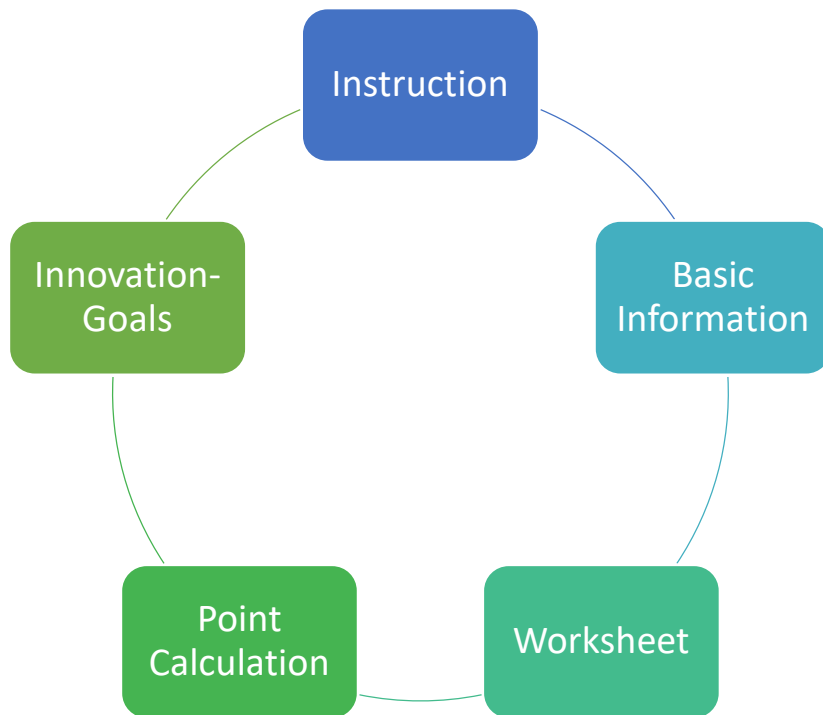
Submit  
Worksheet

I make  
UTD  
green



# Sustainability Ambassadors

## Green Office Certification Program



### Welcome to the Green Office Certification Program

**Step 1:** Become familiar with the program tabs (Instruction, Basic Info., Worksheet, Point Calculation, and Innovation-Goals) and acquire office leadership approval to participate in the program.

**Step 2:** Input your information into the basic information tab. Only fill in green highlighted cells.

**Step 3:** Input your information into the worksheet tab. Most are drop-down selection inputs, some are auto-populated, and some are direct numeric inputs.

**Step 4:** Input your responses, if any, into the innovation-goals tab. This is an optional tab.

**Step 5:** Review your point earnings and ranking on the basic information tab.

**Step 6:** Save the excel document and title it "Green Office Certification-Office Name" (Ex. Green Office Certification - The Office of Sustainability).

**Step 7:** Submit the completed excel document to [sustainability@utdallas.edu](mailto:sustainability@utdallas.edu). Email subject should be "Green Office Certification Submission - Office Name".

**Step 8:** Contact us for any questions you may have at [sustainability@utdallas.edu](mailto:sustainability@utdallas.edu)



# Sustainability Ambassadors

## Green Office Certification Program

Date of Submission
Office/Department Name
Office/Department Location
Contact Name
Contact Email
Contact Phone
Total # Employees
Total # Computers
Total # Printers

Office Leadership/Supervisor Name
Office Leadership/Supervisor Title
Do they approve participation?

Office/Department Information									
Date of Submission									
Office/Department Name									
Office/Department Location									
Contact Name									
Contact Email									
Contact Phone									
Auto Populate Information									
Total # Employees									
Total # Computers									
Total # Printers									
Point Summary (DO NOT EDIT)									
Category	Earned	Available	Rankings						
			Bronze	Silver	Gold	Platinum			
Waste	0	30							
Energy	#DIV/0!	13	0	15.6	30.6	40.6			
Paper	#DIV/0!	6	15.5	30.5	40.5	61			
Awareness	#DIV/0!	4	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			
Innovation	0	4							
Goals	0	4							
Total Points	#DIV/0!	61							
Qualified for Ranking	#DIV/0!								
Office Leadership Approval									
Office Leadership/Supervisor Name									
Office Leadership/Supervisor Title									
Do they approve participation?									

## Basic Information

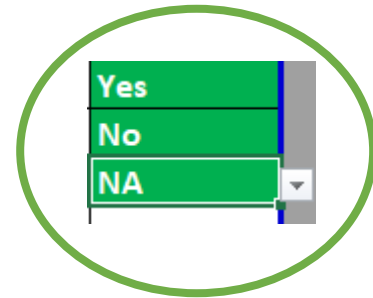




# Sustainability Ambassadors

## Green Office Certification Program

ID	Credit	Data Requirement	Input
W1	Bulk Purchasing	Does your dept. purchase office supplies?	
		Does your dept. purchase office supplies in bulk to last the year?	
W2	Giveaways	Does your dept. purchase giveaway materials?	
		Does your dept. avoid products with dates and non-annual events printed on them?	
		Does your dept. purchase giveaways that are made of recycled/reused material?	
W3	Condiments	Does your dept. purchase food condiments?	
		Does your dept. purchase small packets of food condiments?	
		Does your dept. purchase bottles of food condiments (Ex. Bottle Ketchup)?	
W4	Single-Serve Drink	Does your dept. have shared coffee machines?	
		Does your dept. have shared single-serve coffee machines?	
		Does your dept. use single serve disposable and/or styrofoam cups?	
		Does your dept. use single serve coffee packs for the coffee machines?	
		Does your dept. collect used styrofoam cups for special recycling?	
		Would your dept. be interested in hosting a styrofoam cup recycling bin?	
		Does your dept. use compostable single-serve cups and dispose in UTD compost?	
Would your dept. be interested in purchasing compostable cups?			
W5	Water Bottle Pledge	How many employees use reusable water bottles?	
		Does your office have any water refill stations nearby? <a href="#">Click Here for Locations</a>	
		Would your office be interested in an estimate for a water refill station? <a href="#">Click Here For More Info</a>	



# Worksheet



# Sustainability Ambassadors

## Green Office Certification Program

ID	Credit	Data Requirement	Input	Individual Point	Possible Point
W1	Bulk Purchasing	Does your dept. purchase office supplies?	0	FALSE	0
		Does your dept. purchase office supplies in bulk to last the year?	0	FALSE	1
W2	Giveaways	Does your dept. purchase giveaway materials?	0	FALSE	0
		Does your dept. avoid products with dates and non-annual events printed on them?	0	FALSE	1
		Does your dept. purchase giveaways that are made of recycled/reused material?	0	FALSE	1
W3	Condiments	Does your dept. purchase food condiments?	0	FALSE	0
		Does your dept. purchase small packets of food condiments?	0	FALSE	1
		Does your dept. purchase bottles of food condiments (Ex. Bottle Ketchup)?	0	FALSE	1
W4	Single-Serve Drink	Does your dept. have shared coffee machines?	0	FALSE	1
		Does your dept. have shared single-serve coffee machines?	0	FALSE	1
		Does your dept. use single serve disposable and/or styrofoam cups?	0	FALSE	1
		Does your dept. use single serve coffee packs for the coffee machines?	0	FALSE	1
		Does your dept. collect used styrofoam cups for special recycling?	0	FALSE	1
		Would your dept. be interested in hosting a styrofoam cup recycling bin?	0	FALSE	0
		Does your dept. use compostable single-serve cups and dispose in UTD compost?	0	FALSE	1
		Would your dept. be interested in purchasing compostable cups?	0	FALSE	0
W5	Water Bottle Pledge	How many employees use reusable water bottles?	0	FALSE	1
		Does your dept. have a water bottle refilling station nearby? <a href="#">Click Here for Locations</a>	0	FALSE	1
		Would your office be interested in an estimate for a water bottle refill station? <a href="#">Click Here for More</a>	0	FALSE	0

Point Calculation – **Do Not Edit**



# Sustainability Ambassadors

## Green Office Certification Program

Innovation Page
Input details of the innovative sustainability practice in the below. Upon submission, the Sustainability Office staff will determine total points earned. Please be sure to justify how it pertains to sustainability. Each credit has 1 possible point. Dependent on the evaluation, you will receive 0, .25, .50, .75, or 1 point.
Innovation 1

## Innovation-Goals



# Sustainability Ambassadors

## Green Office Certification Program

Once the worksheet is complete, submit it to [sustainability@utdallas.edu](mailto:sustainability@utdallas.edu)

- Confirmation Email
- Congratulatory Email
- Green Office Mugs
- Office Photo
- Green Office Certificate
- Office name/rank on website



### Program Participants

Office / Department		Rank	Completed On
The Office of Sustainability	Facilities Management	Platinum	September 24, 2018
The Office of Student Volunteerism	Student Affairs	Gold	February 15, 2019
The Office of Facilities & Economic Development	Facilities & Economic Development	Gold	February 13, 2019
Engineering Office	Facilities Management	Gold	November 12, 2018
Custodial Shop	Facilities Management	Gold	November 7, 2018
Grounds Shop	Facilities Management	Gold	November 7, 2018
Sign & Key Shop	Facilities Management	Gold	October 24, 2018
Admissions Processing	Admissions & Enrollment	Gold	October 22, 2018
Plumbing Shop	Facilities Management	Silver	February 14, 2019
Library & Technical Services Department	Eugene McDermott Library	Bronze	December 6, 2018



# Sustainability Ambassadors

## Office Sustainability & Engagement

- **Now that you are a sustainability ambassador, now what?**
- Look at your worksheet and evaluate simple improvement opportunities
  - Example – recycling bins, used-paper collection, turning off computers & lights
- You will receive monthly newsletters from The Office of Sustainability
  - Share the newsletter with your office and coworkers
- Show off your “Green Office” Certificates for all to see
- Brag about your fancy “I Make UTD Green” Mugs





# Sustainability Ambassadors

## Office Sustainability & Engagement

- Encouraging a culture of sustainability does not have to result in creating more work, just creating new, yet simple habits
- Be creative
- Be Positive
- Inspire others
- Acknowledge efforts
- Casually talk about how cool sustainability is
  - “Saving the turtles” | “Water Refill Stations”
- The sky is the limit!





# Sustainability Ambassadors

## Office Sustainability & Engagement

- To keep things interesting and to raise awareness about how successful UT Dallas is doing in the world of sustainability, learn new things about sustainability
  - The United Nations Sustainable Development Goals (SDG's)
  - Global Citizens Sustainable Service Award (for students = your interns)

**Did you Know**  
NASA has a  
Sustainability Policy?



**Did you Know**  
UT Dallas has a  
Community Garden



# Sustainability Ambassadors

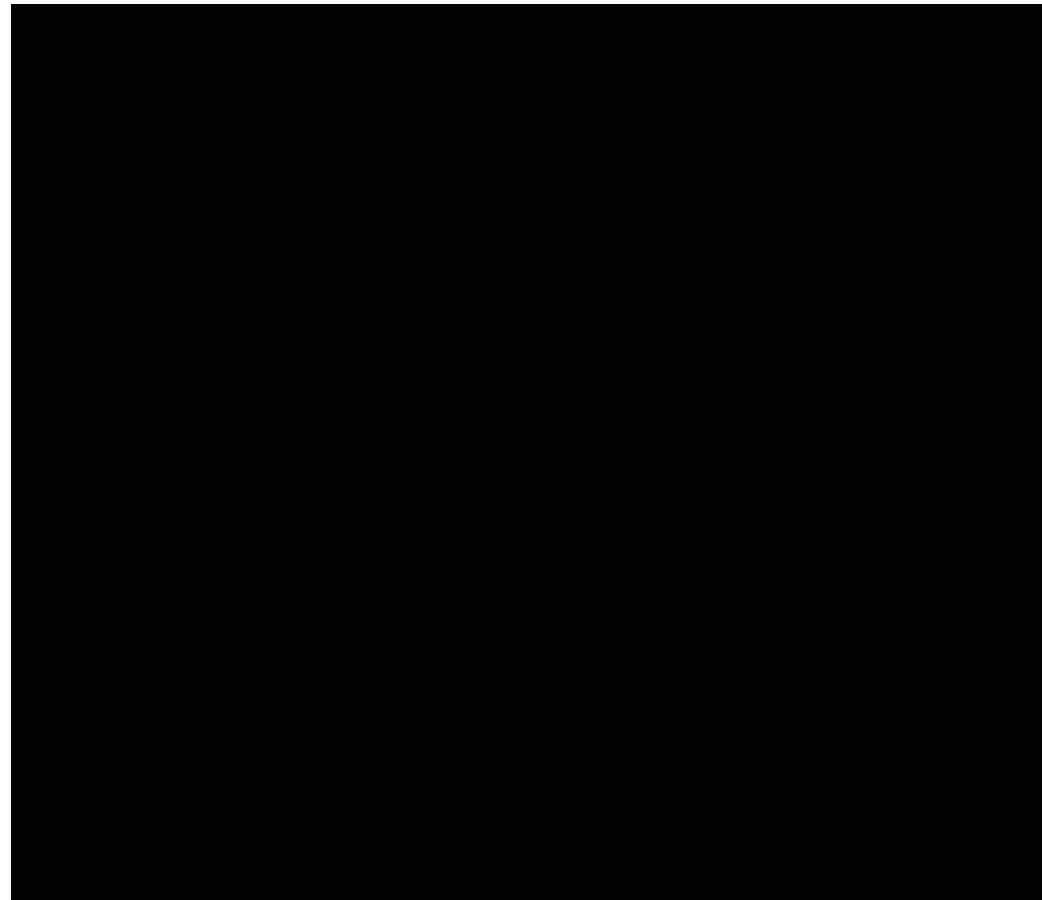
## UN Sustainable Development Goals

### Meet the United Nations Sustainable Development Goals (SDG's)

The **UN SDG's** are a global framework for advancing sustainability-oriented development worldwide. Adopted by over 150 nations in the **UN General Assembly** in September 2015, these goals outline 17 goals with 169 associated targets that to achieve by 2030. The goals are broad and interdependent; encompassing environmental, social, and economic sustainability.



Explore the SDG's and see how you can contribute to global sustainability.







# Sustainability Ambassadors

## Quiz

How many UN Sustainable Development Goals are there?

###



# Sustainability Ambassadors

## Quiz

**How many UN Sustainable Development Goals are there?**

**17**



# Sustainability Ambassadors

## Quiz

**What do you complete to become a Sustainable Ambassador?**

???



# Sustainability Ambassadors

## Quiz

What program do you complete to become a Sustainable Ambassador?

**Green Office  
Certification  
Program**



# Sustainability Partners

*cRc*

*Cartridge Recycle Center*





# Conclusion



**For any questions:**

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**Sustainability Coordinator**  
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