

Green Department Certification Report

Prerequisites	Completed?	
P1. Department has completed appliance tally		
P2. There are no CRT (cathode ray tube) monitors used in the department		
P3. There are recycling bins next to every trash bin in the department		
P4. A department Green Team has been established		
Area	Possible Pts.	Pts. Earned
Energy	14	10.9
E1. Electronics are set to energy-saving modes	4	3.2
E2. Appliances/electronics are turned off when not in use	4	2.8
E3. Applicable appliances and electronics are Energy Star certified	3	1.9
E4. Highly efficient task lighting is used	2	2.0
E5. Lights are turned off when not in use for more than 15 min	1	1.0
Waste	11	8
W1. Percentage of disposable items that are recyclable (to be entered by SSI liaison after waste assessment)	4	3
W2. Percentage of items that are disposed of properly (to be entered by SSI liaison after waste assessment)	4	2
W3. The department uses rechargeable batteries only	2	2
W4. Info about what can/can't be recycled is posted above each recycling/trash bin	1	1
Printing	18	17.5
Pr1. Computers are set to print double-sided by default	4	4.0
Pr4. Copies are made double-sided and a reminder sign is posted	4	4.0
Pr2. Paper margins are set to 1/2-inch on all sides by default	3	2.5
Pr3. Department uses electronic forms that do not require printing	3	3.0
Pr4. Department-prints on paper that has one clean side and has a collection bin for such paper	2	2.0
Pr6. Staff use an environmentally conscious font	2	2.0
Pr7. Department gives preference to electronic forms of marketing (Bonus)	2	0.0
Food & Drink	13	5.0
F1. Food purchased for everyday use is fair-trade, local, and/or organic	4	0.0
F2. Food purchased for everyday use accommodates dietary needs of staff and includes plant-based side and whole-protein entrée alternatives for staff who choose to eat more sustainably	3	3.0
F3. Reusable dining ware is available for everyday use	3	0.0
F4. Water stations are used to replace bottled water	2	2.0
F5. Soaps and cleaning supplies are labeled as biodegradable and non-toxic	1	0.0
F6. Reusable dining products are used for catered department events (Bonus)	2	0.0
Transportation	8	6.5
T1. Department staff use alternative forms of transportation for their daily commute	5	3.5
T2. Staff bike, walk, or wheelchair to destinations within 1 mile of their dept.	3	3.0
T3. When possible, telecommuting is used as a substitute for meetings that require travel (Bonus)	2	0.0
Purchasing	14	9.2
Pu1. Department does not purchase styrofoam	4	4.0
Pu2. Copy/printing paper contains 100% Post Consumer Waste content	3	0.0
Pu3. If available, the department's top 5 most purchased office supplies contain recycled content	3	1.2
Pu4. Department apparel is made of sustainable fabric (recycled and/or organic content and sweatshop-free)	3	3.0
Pu5. Ink and toner cartridges are returned for recycling/reuse	1	1.0
Pu6. Vegetable- or soy-based ink cartridges are used (Bonus)	2	0.0
Participation and Culture	12	10.8
Pc1. Public documents and website convey a commitment to sustainability	4	4.0
Pc2. The department has encouraged another department to participate in the GDC Program and that department has completed an Intent to Participate form	3	3.0
Pc3. Staff attends educational events focused on sustainability (i.e. on- or off-campus events, lectures, movie screenings, etc.)	3	3.0
Pc4. Plants are used in the office to improve air quality	1	0.8
Pc5. All staff have signed up for the sustainability@chapman.edu listserv	1	0.0
Innovation	3	3
Add your innovation efforts on the last tab (Bonus)	3	3
Subtotal	90	70.9
Bonus points (maximum 11 points)	11	3.0
Total	101	73.9
Current Certification Level	82.15%	Level 3