Green Office Program Application

Welcome to the Green Office Program Application!

This application is divided into seven sections: (1) Background, (2) Sustainable and Just Office Management, (3) Public & Campus Engagement, (4) Waste Reduction & Recycling, (5) Energy & Emissions, (6) Sustainable Procurement, and (7) Innovation. You will be scored depending on your responses to each question/action. Some questions/actions are worth more points than others. Your office's final score will determine how sustainable your office is and provide your office with a benchmark for growth. We greatly appreciate your dedication to caring for Our Common Home, shown by you filling out this application!

For the purposes of this application, the word "office" will be used as a catch-all term to encompass academic departmental offices, program offices, and non-academic departmental offices. Examples of "offices" include: the Political Science Department, Human Resources, Events Services, CCSJ, International Student Services, Karson Institute for Race, Peace & Social Justice, Public Safety, Facilities Management, etc. If you have questions regarding how your group should be counted, please email sustainability@loyola.edu.

As you go through the survey, you may wonder how certain questions/actions connect to sustainability. At Loyola, sustainability translates to Caring for Our Common Home. As a Jesuit university, we are guided by this fourth Universal Apostolic Preference, acknowledging the importance of caring for our planet for the sake of current and future generations. Sustainability encompasses reducing our impact on the environment, fostering healthy ecosystems on our campus, and investing in resiliency and adaptation efforts. Caring for Our Common Home also extends beyond the environment, also focusing on the social, economic, and spiritual aspects. For more information on these relations, please email sustainability@loyola.edu.
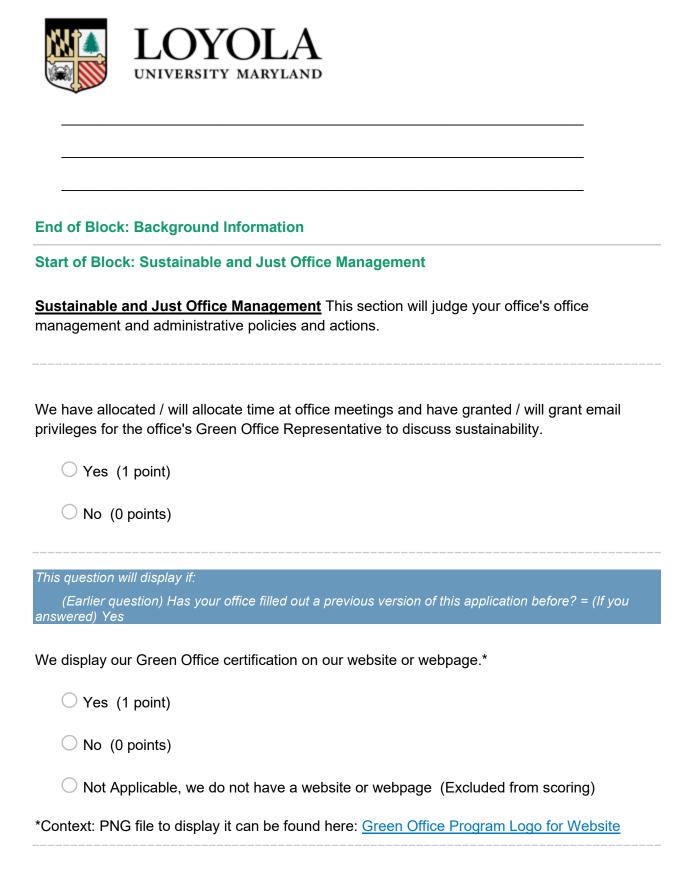
Start of Block: Background Information

Background Information This section is designed to gather logistical information about your office's application, which will allow us to show you questions relevant to you. For example, a program office will have different ways of acting green than an academic office.

This application is for:

○ An academic department or program (e.g., Department of History, Department of Global Studies, etc.)

○ A support or program office (e.g., CCSJ, DSS, Facilities, etc.)

○ Other

Has your office filled out a previous version of this application before?

○ Yes

○ I'm not sure

○ No

Office / Program / Department Name:

_____

Number of people in office:

_____

Who will be / is your office's Green Office Representative? They will serve as the point of contact for sustainability in their office.

_____

Loyola email of your office's Green Office Representative:

_____

Office Location:

_____

_____

_____

_____

Does your office have its own or share a kitchenette?

○ Yes

○ No

What are your goals for the Green Office Program?

_____

_____

_____

_____

_____

End of Block: Background Information

Start of Block: Sustainable and Just Office Management

Sustainable and Just Office Management This section will judge your office's office management and administrative policies and actions.

We have allocated / will allocate time at office meetings and have granted / will grant email privileges for the office's Green Office Representative to discuss sustainability.

○ Yes (1 point)

○ No (0 points)

We display our Green Office certification on our website or webpage.*

○ Yes (1 point)

○ No (0 points)

○ Not Applicable, we do not have a website or webpage (Excluded from scoring)

*Context: PNG file to display it can be found here: Green Office Program Logo for Website

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Everyone in our office displays the "we are a green office" banner in their email signature.*

    ◯ Yes (1 point)

    ◯ No (0 points)

*Context: The file can be found here: [Green office program email signature formatting](#)

At least 50% of our office has undergone Safe Zone training within the last two years.*

    ◯ Yes (2 points)

    ◯ No (0 points)

*Context: You can learn more about Loyola Safe Zone training [here](#).

At least 50% of our office are certified members of the Green Bandana Brigade and/or has completed Kognito training.*

    ◯ Yes (1 point)

    ◯ No (0 points)

*Context: You can learn more about the Green Bandana Brigade [here](#). You can learn more about Kognito training [here](#).

We have reviewed external communications (e.g., website content, publications, etc.) to ensure they contain inclusive language such as gender-neutral pronouns.*

○ Complete (See next question)

○ In Progress (See next question)

○ Not Completed (0 points)

○ Not Applicable, we have no external communications (Excluded from scoring)

*Context: You can find out more about inclusive language here.

This question will display if:

(Earlier question) We have reviewed external communications (e.g., website content, publications, etc.) to ensure they contain inclusive language such as gender-neutral pronouns. = (If you answered) Completed

OR (Earlier question)) We have reviewed external communications (e.g., website content, publications, etc.) to ensure they contain inclusive language such as gender-neutral pronouns = (If you answered) In Progress

What steps has your office taken towards more inclusive external communications?

_____

_____

_____

_____

_____

(Score dependent on response, up to 1 point)

We have reviewed and updated internal policies and practices--both written and unwritten--to eliminate standards of white dominant culture and support a more inclusive work environment.

◯ Completed (2 points)

◯ In Progress (See next question)

◯ Not Completed (0 points)

This question will display if:

(Earlier question) We have reviewed and updated internal policies and practices--both written and unwritten--to eliminate standards of white dominant culture and support a more inclusive work environment. = (If you answered) Completed

OR (Earlier question)) We have reviewed and updated internal policies and practices--both written and unwritten--to eliminate standards of white dominant culture and support a more inclusive work environment = (If you answered) In Progress

What steps has your office taken towards eliminating standards of white dominant culture and supporting a more inclusive work environment through internal practices and policies?

_____

_____

_____

_____

_____

(Score dependent on response, up to 1 point)

We provide shared resources and information regarding spaces on campus that support an inclusive work environment (e.g., all gender restrooms, lactation rooms, etc.) to the office.*

◯ Yes (1 point)

◯ No (0 points)

*Context: You can find more about lactation rooms at Loyola here. All-gender bathrooms can be found throughout campus, including in Student Engagement and throughout the Fernandez Center / CICL. You can find out more about all-gender restrooms at Loyola here.

More than 50% of our office has made and lives out Loyola's Loyola's Laudato Si Pledge.

○ Yes (1 point)

○ No (0 points)

End of Block: Sustainable and Just Office Management

Start of Block: Public & Campus Engagement

Public & Campus Engagement This section assesses to what degree your office is communicating sustainability practices both within the office and to others. It also gauges if/how your office promotes Sustainability Program initiatives when it is relevant and your participation in public engagement events, which help advance many of the seven Laudato Si goals.

At least 50% of our office receives the sustainability newsletter.*

○ Yes (1 points)

○ No (0 points)

*Context: To sign up for the Loyola Sustainability Newsletter, join the Office of Sustainability's group on The Bridge.

We encourage our office members to promote and participate in sustainability events.*

○ Yes (1 point)

○ No (0 points)

*Context: Events can most easily be found on Instagram @greengreyhounds or in the Office of Sustainability's newsletter. If you are a part of an academic department, promoting events to students and your colleagues is a great way to fulfill this requirement.

Have you provided advice for offices seeking certification and for newly certified offices?

○ Yes (See next question)

○ No (0 points)

Thank you for helping others with their journey to becoming a Green Office! Please list the offices/programs that you have advised.

_____

(Score dependent on response, worth 1 point)

Our office hosts a course with a focus on sustainability in accordance with AASHE standards.*

○ Yes - 1 course (See next question)

○ Yes - more than 1 course (See next question)

○ No (0 points)

*Context: AASHE defines sustainability in a pluralistic and inclusive way, encompassing human and ecological health, social justice, secure livelihoods, and a better world for all generations. You may also touch on major sustainability challenges, which include (but are not limited to) climate change, global poverty and inequality, natural resource depletion, and environmental degradation. To identify additional sustainability challenges, you can reference the principles outlined in the Earth Charter and/or the UN's Sustainable Development Goals. (SDGs).

This question will display if:

(Earlier question) Our department hosts a course with a focus on sustainability. = (If you answered) Yes - 1 course

OR (Earlier question) Our department hosts a course with a focus on sustainability. = (If you answered) Yes - more than 1 course

If yes to the previous question, please provide the course prefix, course number, course name, and a point of contact for the course (perhaps a professor who teaches the course) below. Example: PL-236, Philosophical Perspectives: Environmental Philosophy, Dr. Jane Doe, jdoe@loyola.edu.

_____

_____

_____

_____

(Score dependent on response, up to 2 points)

This question will display:

(Earlier question) This application is for: = (If you answered) An academic department or program (e.g., Department of History, Department of Global Studies, etc.)

Our office offers a course with a sustainability related assignment or activity in accordance with AASHE standards. Please note that a course whose primary focus is sustainability should be included in the previous question's response, not here.*

○ Yes - 1 course (See next question)

○ Yes - more than 1 course (See next question)

○ No (0 points)

*Context: This theme must also be in accordance with AASHE standards. See the "Context" section of the previous multiple-choice question for more information on AASHE standards.

Please provide the course prefix, course number, course name, and a point of contact for the course (perhaps a professor that teaches the course) below. Example: PL-236, Philosophical Perspectives: Environmental Philosophy, Dr. Jane Doe, jdoe@loyola.edu.

_____

_____

_____

_____

_____

(Score dependent on response, up to 2 points)

We donate to CCSJ's Viva House food bag collection monthly during the academic year.*

○ Yes (1 point)

○ Some months, but not every month (0.5 points)

○ No (0 points)

*Context: Donations to CCSJ's Viva House are due the second to last Thursday of each month and should be donated in a reusable grocery bag. The bag should contain the following items: 1 box of Cheerios, 1 jar of peanut butter, 1 bottle/jar of jelly/jam, 1 container of spaghetti sauce, 1 can of vegetables, 3 cans of meat (e.g., chicken, chili, or such), 2 boxes of macaroni and cheese, 1 can of soup, and 1 packet of gravy mix. Optional donation: Proteins bars

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We donate to CCSJ's Govans Community Fridge monthly during the academic year.*

○ Yes (1 point)

○ Some months, but not every month (0.5 points)

○ No (0 points)

*Context: For more information about the Govans Community Fridge, including location and acceptable donations, explore here.

Our office and/or members of our office donate to Presence for Christmas annually.*

○ Always or almost always (1 point)

○ Sometimes (0.5 points)

○ Never (0 points)

*Context: For more information on the program and how to donate, please email ccsjassist@loyola.edu.

We donate or encourage donations to the annual Good Stuff Campaign by donating office furniture, office snacks, advertise the campaign students, etc.*

○ Yes (1 point)

○ No (0 points)

*Context: For more information, please contact sustainability@loyola.edu.

End of Block: Public & Campus Engagement

Start of Block: Waste Reduction and Recycling

Waste & Recycling This section aims to understand your office's recycling and waste policies and reward creative waste minimization practices possible in an office setting. It also aims to ensure proper university waste and recycling standards are upheld within your office.

We ensure that bins and signage for centralized waste locations (landfill & recycling) are accounted for and posted correctly.*

○ Yes (1 point)

○ No (0 points)

*Context: More information on official waste signage can be found here. If a bin or signage is missing, please contact sustainability@loyola.edu.

We use interoffice envelopes to send campus mail.*

○ Yes (1 point)

○ No (0 points)

*Context: Interoffice envelopes can be requested by emailing printingservices@loyola.edu.

This question will display if:

    (Earlier question) This application is for: = (If you answered) An academic department or program (e.g., Department of History, Department of Global Studies, etc.)

We encourage and allow students to reduce printing and to work with and submit assignments digitally (class website, Moodle, etc.).

  ○ Always or Almost Always (1 point)

  ○ Sometimes (0 points)

  ○ Never (0 points)

This question will display if:

    (Earlier question) This application is for: = (If you answered) An academic department or program (e.g., Department of History, Department of Global Studies, etc.)

We provide course syllabi digitally and do not print hard copies.

  ○ Yes (1 point)

  ○ No (0 points)

When we need to print something, we always print double sided when possible.

  ○ Yes (1 point)

  ○ No (0 points)

Our office uses shared folders (Teams, SharePoint) to share documents when possible and avoid unnecessary paper consumption.

○ Yes (1 points)

○ No (0 points)

Our office disposes of or recycles electronic waste through Environmental Health & Safety (EHS).

○ Yes (1 point)

○ No (0 points)

We dispose of or recycle chemicals in line with EHS guidelines.

○ Yes (1 point)

○ No (0 points)

○ Not Applicable, we do not handle chemicals (Excluded from scoring)

We have a public space for scrap paper / G.O.O.S. (good on other side) paper.*

○ Yes (1 point)

○ No (0 points)

*Context: If you would like a sign to designate this space, you can access that here: Good On Other Side Paper Poster.

We know the location of at least one battery recycling bin and utilize it accordingly.

○ Yes (1 point)

○ No (0 points)

We reduce unwanted mailings by removing office members from mail lists (spam, unwanted magazines, catalogs).

○ Yes (1 point)

○ No (0 points)

Our office repurposes, donates, or refurbishes old furniture as needed.

○ Yes (1 point)

○ No (0 points)

*Context: This can be done by contacting Event Services when items need removal.

This question will display if:
(Earlier question) Does your office have its own or share a kitchenette? = (If you answered) Yes

Our office reduces our paper towel consumption by having cloth towels available in the kitchenette.

○ Yes (1 point)

○ No (0 points)

Our office reuses or recycles mailing envelopes, boxes, etc. Please do not recycle packaging materials.*

○ Yes (1 point)

○ No (0 points)

*Context: Please see our campus recycling rules for more information.

Our office composts our compostable waste in either an on-campus compost bin or in the Community Compost Bin located at 5104 York Road / the Motorpool lot.*

○ Yes (1 point)

○ No (0 points)

*Context: For more information about what materials the Community Compost Bin accepts, check out the sustainability website, the Office of Sustainability's Instagram, or email us at sustainability@loyola.edu.

End of Block: Waste Reduction and Recycling

Start of Block: Energy and Emissions

Energy & Emissions This section asks about your office's energy management practices and work-related emissions.

There are no space heaters in our offices (per university policy), barring university-approved heaters.

○ Yes, there are no space heaters in our office (1 point)

○ No, there are space heaters in our office (0 points)

Our office is aware of Loyola's energy policy and the temperature set points the university follows.*

○ Yes (1 point)

○ No (0 points)

*Context: The policies can be found attached to [this page](#).

Temperature set points stickers are located near the thermostat(s) in our office.*

○ Yes (1 point)

○ No (0 points)

○ Not Applicable, our office has no nearby thermostats. (Excluded from analysis)

*Contact sustainability@loyola.edu for stickers.

The office is reminded to turn off lights regularly. for lights often left on unnecessarily, "Save Energy Turn Me Off" light switch stickers are placed as a reminder.*

○ Yes (1 point)

○ No (0 points)

*Contact sustainability@loyola.edu for stickers.

We use power strips for our office electronics and turn them off when not in use.*

○ Yes (1 point)

○ No (0 points)

*Context: "Vampire power" (also known as "standby power") refers to energy that is wasted by devices when they are plugged in, but not in use or turned on. For example, a phone charger

left in an outlet that is not charging your phone still uses electricity. Power strips can mitigate this loss, as it allows you to plug devices in and turn off the power flow to those devices in one switch.

We follow the best energy-saving practices when leaving a classroom.*

○ Yes (1 points)

○ No (2 points)

*Context: Those practices are: (1) logging out of the computer, allowing it to enter an energy-saving standby mode faster, (2) use touchpanels to turn off energy-intensive displays, such as projectors, and (3) if audio/visual systems are being used, they are shut off with the corresponding remote (this mostly applies to mobile carts, huddle spaces, and conference rooms).

We keep windows shut tightly, as drafts cause energy loss.

○ Yes (1 points)

○ No (0 points)

○ Not applicable, we do not have windows in our office (Excluded from scoring)

We hold hybrid or fully virtual meetings using Microsoft Teams when appropriate to reduce commuting emissions.

○ Always / Almost Always (1 point)

○ Often (0.5 points)

○ Rarely (0 points)

○ Never (0 points)

Please select the closest percentage of your office that commutes sustainably to campus.

○ >50% (3 points)

○ 25-50% (2 points)

○ 1-25% (0.5 points)

○ 0% (0 points)

○ Not Applicable, we are a completely virtual office (Excluded from scoring)

Our office promptly reports water leaks (e.g., faucet drip) through the proper channels.*

○ Yes (1 point)

○ No (0 points)

*Context: You can report leaks through submitting a service request here.

We encourage our office to participate in Meatless Mondays.

○ Yes (1 points)

○ No (0 points)

End of Block: Energy and Emissions

Start of Block: Sustainable Procurement

<u>Sustainable Procurement</u> Purchasing is a great opportunity for offices to act sustainably. This section assesses what opportunities your office may take advantage of to act more sustainably. Fair trade items, for instance, connect to sustainability, as it ensures proper working conditions from those providing you the product, rather than reinforcing wealth inequality.

We centralize purchasing and storage of office supplies (i.e., typically one person in the office is responsible for purchasing).

○ Yes (1 point)

○ No (0 points)

Display This Question:

(Earlier question) This application is for: = (If you answered) An academic department or program (e.g., Department of History, Department of Global Studies, etc.)

We encourage and allow students to purchase used books and/or previous editions where it allows. Please note this must be an office-wide practice, rather than that of one faculty member within an office.

○ Yes (1 point)

○ No (0 points)

We store used office supplies for future use.

○ Yes (1 point)

○ No (0 points)

We buy non-toxic dish-washing soap for our kitchenette.

○ Yes (1 point)

○ No (0 points)

At least 50% of purchased coffee and tea supplies are organic and/or fair trade.

○ Yes (1 point)

○ No (0 points)

○ Not Applicable, we do not purchase any coffee or tea supplies (Excluded from scoring)

We buy sugar, salt, and other condiments in bulk, rather than individual packets.

○ Yes (1 point)

○ No (0 points)

○ Not Applicable, we do not purchase any sugar, salt, or other condiments (Excluded from scoring)

We do not purchase disposable coffee or water cups and reusable cups are available for both employees and guests.

○ Yes, we do not purchase disposable coffee cups or water cups and have reusable cups (1 point)

○ No, we do purchase disposable coffee cups or water cups OR No we do not have reusable cups (0 points)

We post information encouraging office members to bring in their own reusable cups or mugs into our office.*

○ Yes (1 points)

○ No (0 points)

*Context: You can find that signage here: BYOM Signage.

We encourage our office and/or students to frequent the Govans Farmers' Market while it is in season.*

○ Yes (1 pint)

○ No (0 points)

*Context: An office can support the market by making an announcement in class, sending an office-wide email, posting fliers, or leaving pamphlets in a communal space, etc. Pamphlets can be found in the CCSJ Humanities office.

Our make sustainable choices when we use catering or order food for office purposes (e.g., providing low-carbon food option only, using reusable / compostable materials, providing vegan / vegetarian options only, etc.).

○ Yes (1 points)

○ No (0 points)

○ Not Applicable, we never hold events with food. (Excluded from scoring)

Our kitchenette is stocked with reusable cutlery and reusable plates.

○ Yes (1 point)

○ No (0 points)

End of Block: Sustainable Procurement

Start of Block: Innovation

Innovation This section will be focused on green and/or sustainable initiative your office may do that were not listed. We encourage offices to get creative in their sustainable action and what to incentivize that creativity. Please note the definition of integral ecology when reflecting on what initiatives may count for credit.

We have implemented one or more green policies or initiatives not covered by the Green Office Program.

○ Yes (See next question)

○ No (0 points)

If "Yes", please explain your response to the previous questions below.

_____

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_____

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_____

(Scoring dependent on response)

End of Block: Innovation