



SUSTAIN YOSEF WORKPLACE CERTIFICATION PROGRAM

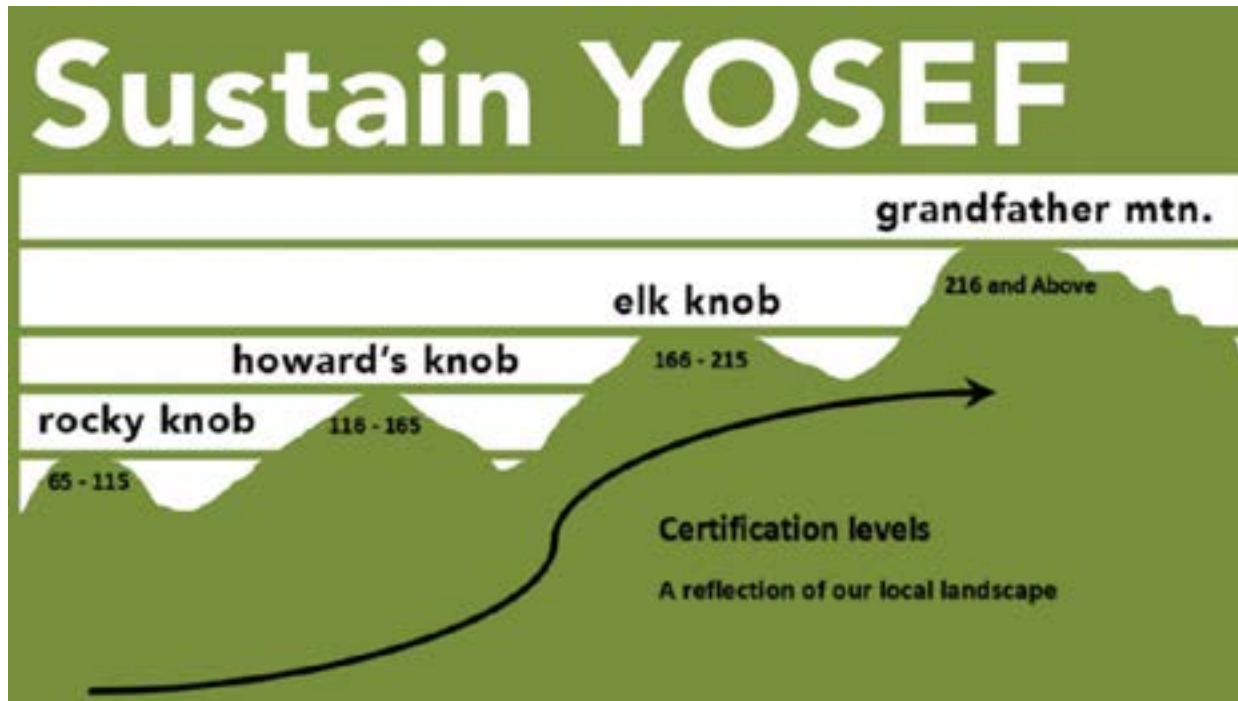
Appalachian State University strives to continue to expand our sustainability education by offering faculty and staff the opportunity to become more sustainable in the workplace. This certification is meant to be a tool to educate and develop habits that promote a more sustainable office environment.

This certification recognizes campus work spaces that have taken extra steps to ensure they are contributing to the sustainability goals of App State by greening their space, and lowering their daily impact.

Certification is contingent on completing all prerequisites and filling out the online form. This certification is completely voluntary, and the Office of Sustainability will offer advice and assistance if requested.

The certification lasts for three years, but can be completed as often as you choose to achieve a higher score.

Use the certification as a way to promote sustainable actions within your workplace!



SUSTAINABILITY CATEGORIES:

1. Energy & Water
2. Food & Events
3. Health & Wellness
4. Purchasing
5. Service & Community
6. Social Justice
7. Transportation
8. Zero Waste

SUSTAIN YOSEF WORKPLACE CERTIFICATION CHECKLIST

Please review prior to signing up to go through the Certification Process.

These items need to be completed before completing the Workplace Certification Form:

1. Assign a sustainability coordinator to liaison with the Office of Sustainability
(Sustainability Coordinator needs authority or influence over implementation of green practices.)
2. Send an email to sustainability@appstate.edu to setup a consultation.
3. Implement the [mini-bin system](#) for waste collection (containers available at central warehouse)
4. Schedule a "[Zero Waste](#)" training with the Office of Sustainability by calling 828-262-2659
5. Sign the [Appalachian Sustainability Pledge](#)
6. Familiarize yourself with the [App State Sustainability website](#)
7. Familiarize yourself with the provided resources



ENERGY & WATER

THE IMPORTANCE:

- More than 2 billion people are living with the risk of reduced access to freshwater resources.
- By 2050 at least 1 in 4 people are likely to live in a country affected by chronic or reoccurring shortages of freshwater
- Energy is a dominant contributor to climate change, accounting for around 60% of total greenhouse gas emission
- Focusing on access to increased energy efficiency and increased use of renewable energy is crucial in creating more sustainable and inclusive communities

THE FACTS AND NUMBERS

☛ **13 % of the global population lack access to modern electricity**

☛ **3 billion people rely on wood, coal, charcoal or animal waste for cooking and heating**

☛ **Water scarcity affects more than 40% of the global population, and is projected to rise**

☛ **Approximately 70% of all water abstracted from rivers, lakes, and aquifers is used for irrigation**

SO HOW CAN YOU MAKE A DIFFERENCE?

ESTABLISH A PLAN TO REDUCE ENERGY:

1. Turn off monitors, computers, and power strips at the end of the work day (Designate an individual to check to make sure all electronics are turned off)
2. Share large electronics with all employees (i.e. printers, copiers, scanners, coffee pots, and refrigerators)
3. Set power options so monitors sleep after 3 minutes of inactivity
4. Set up any other energy/water saving measure for the workplace

LIGHTING

1. Turn off all lights in rooms that are not in use
2. Utilize task lighting and natural light when possible
3. Use LED or CFL light bulbs

HEATING AND COOLING

1. Discourage the use of space heaters
2. Set to 68F (or lower) for heating and 78F (or higher) for cooling
3. Close all doors and windows when heating and cooling

WATER

1. Ensure water is not left running or dripping and report leaks to maintenance
2. Request a water bottle refill station from physical plant

RESOURCES FOR THIS SECTION:

[App State Physical Plant Energy Star - Office Energy Savings Green Living Guide](#)
[Office of Sustainability - tips](#)
[SDG 6: Clean Water and Sanitation](#)
[SDG 7: Affordable and Clean Energy](#)

“We never know the worth of water till the well is dry.” – Thomas Fuller, Historian



FOOD & EVENTS

THE IMPORTANCE:

- Adopting sustainable food practices is key to reducing unnecessary waste which in turn will reduce landfill material
- Eating and buying local food have economic benefits for the Boone community while supporting local farmers
- Buying from locally sourced food decreases transportation distance which lowers green house gas emissions

THE FACTS AND NUMBERS

🌿 **Appalachian Food Services purchased 26.86% of their food products from local sources**

🌿 **Appalachian Food Services donated 13,264 pounds of overproduced food in 2016-2017**

🌿 **1.3 billion tons of food is wasted every year, while almost 2 billion people go hungry or undernourished.**

“Its pretty amazing that our society has reached a point where the effort necessary to extract oil from the ground, ship to a refinery, turn into plastic shape it appropriately, truck it to a store, buy it, and bring it home is considered to be less effort than what it takes to just wash the spoon when you are done with it”

-Unknown

SO HOW CAN YOU MAKE A DIFFERENCE?

SUSTAINABLE EVENTS:

1. Eat on campus and on campus dining locations.
2. Participate in the Carolina Chowdown in Roess Dinning Hall
3. Pick locally sourced vegan, vegetarian, healthy/sustainable options for catered events.
4. Distribute or donate leftover food from office events.
5. Order buffet style catering instead of individual meals.

LOCAL SOURCING

1. Shop at local farmers markets.
2. Garden and raise your own foods.
3. Create and maintain a shared office garden space.

ELIMINATE WASTEFUL PACKAGING

1. Bring own dishes and utensils when traveling to outside office events to avoid using paper/plastic products.
2. Utilize reusable containers.
3. Use a shared drip coffee maker to reduce packaging waste.
4. Order water in reusable/refillable containers instead of individual bottles, also encourage local(tap) water use
5. Use bulk containers of condiments, available in a shared refrigerator to avoid use of small packets.
6. Plan a Zero Waste event for your office

RESOURCES FOR THIS SECTION:

[App StateFood Services](#)
[SDG 2: Zero Hunger](#)



HEALTH & WELLNESS

THE IMPORTANCE:

- Research shows a link between physical activity and cognitive benefits like memory and focus
- Promoting personal health and wellness among staff and faculty create a healthier and safer campus community
- Chemistry among coworkers as proven to increase productivity and work ethic
- Individuals who maintain healthy lifestyles are less at risk of disease, depression, and obesity

THE FACTS AND NUMBERS

🌿 Globally, 32 million people died in 2016 due to cardiovascular disease, cancer, diabetes or chronic respiratory disease.

🌿 The probability of dying from these causes was about 18 percent in 2016 for people between 30 and 70 years of age.

🌿 The top five stress symptoms causing missed work days are constant fatigue (29%); sleeplessness (26%); aches and pains (24%); high anxiety (23%) and weight gain (18%)

SO HOW CAN YOU MAKE A DIFFERENCE?

ACTIVE WORK, ACTIVE LIFE

1. Encourage and allow employees to participate in Health & Wellness activities for at least 30 minutes a day.
2. Designate wellness areas or permit employees to leave the office to stretch, exercise, walk, or play during breaks.
3. Permit working lunches in order to use lunch breaks for Health & Wellness.

FAMILY, LIFE, AND WORK

1. Schedule and participate in an office-wide team building or recreational activity.
2. Inform employees about flex time, which can be used for personal time off.
3. Promote a positive work-life balance.
4. Encourage social interaction between employees.

THE WORK PLACE

1. Designate a Wellness Coordinator who regularly makes announcements, posts, and emails about Health & Wellness opportunities and campus resources.
2. Improve indoor air quality by adding indoor plants, at least one per person.
3. Maintain a shared office refrigerator to store healthy snacks and meal options.
4. Allow and encourage music and art in the work space.
5. Remove and/or replace all toxic products from the workplace, replace with natural options.
6. Make standing desk or alternative desk options available to employees.

RESOURCES FOR THIS SECTION:

[Health Promotion for Faculty & Staff](#)
[University Recreation & Outdoor Programs](#)
[Counseling for Faculty and Staff](#)
[SDG 3: Good Health and Well-Being](#)

“The greatest threat to our planet is the belief that someone else will save it”-Ron Swan



SERVICE & COMMUNITY ENGAGEMENT

THE IMPORTANCE:

- Volunteering is a great way to meet others and get involved within your local community

SO HOW CAN YOU MAKE A DIFFERENCE?

INFORM

1. Advocate office wide group community service events and initiatives.
2. All employees have up to 24 hours of volunteer community service leave each year.
3. Designate a bulletin board or other place for posting tips and information about community, sustainability, and green service events.
4. Make information about your workplace's sustainability efforts available to all employees.
5. Recognize employees for their environmental and community stewardship efforts.
(Verbal recognition, awards, or accolades)

PARTICIPATE

1. Encourage employees to attend sustainability themed campus events
(Lectures, film series, and organization meetings)
2. Participate in office-wide natural area cleanup events. (streams, rivers, parks, and roadway cleanups)
3. Encourage employees to utilize their leave hours to make a difference in the community.
4. Permit employees to vote on voting days, allow time to do so.
5. Organize and participate in periodic workplace sustainability initiatives.
(i.e. going paperless, bottle-less, or car-less for the day)

COLLABORATE

1. Partner with students, faculty, staff, researchers, or other campus and community partners to achieve sustainability goals.
2. Urge other offices to participate in the Green Yosef Workplace certification.

“To leave the world a bit better ... to know that one life has breathed easier because you have lived. This is to have succeeded.” - Ralph Waldo Emerson

RESOURCES FOR THIS SECTION:

[Community Resource Directory](#)



SOCIAL JUSTICE

THE IMPORTANCE:

- Equality on all levels of race, age, ethnicity, gender, and culture is necessary to progress our society in the right direction
- Social responsibility is one of the three pillars of sustainability

THE FACTS AND NUMBERS

🌿 **49 countries have no laws specifically protecting women from domestic violence**

🌿 **At the global level, the participation rate in early childhood and primary education was 70 percent in 2016**

🌿 **As of Fall 2018 Appalachian's student population is 16.2% racially and ethnically underrepresented**

SO HOW CAN YOU MAKE A DIFFERENCE?

ACTIVE WORK, ACTIVE LIFE

1. Make social justice, inclusivity, and diversity resources available to all employees.
2. Promote office donations of items to the on-campus food bank (located in the Office of Sustainability) or another local food pantry.
3. Ensure efforts are made to be inclusive of all cultures / traditions / beliefs that employees may have.

“We are living on this planet as if we had another one to go to.”
– Terry Swearingen, Nurse & Winner of Goldman Environmental Prize in 1997

RESOURCES FOR THIS SECTION:

[Office of Equity, Diversity, and Compliance](#)
[Multicultural Student Development](#)
[Counseling and Psychological Services](#)
[LGBT Center](#)
[Women's Center](#)
[SDG 5: Gender Equality](#)
[SDG 10: Reduced Inequality](#)



TRANSPORTATION

THE IMPORTANCE:

- Burning fossil fuels like gasoline and diesel releases carbon dioxide, a greenhouse gas, into the atmosphere
- Reducing transportation emissions is a vital way to combat global warming

THE FACTS AND NUMBERS

🌿 **Light vehicles, air planes, and trucks account for 28% of the United States green house gas emissions**

🌿 **Carbon dioxide (CO₂) from fossil fuel combustion is responsible for almost all greenhouse gas (GHG) emissions from transportation sources**

🌿 **The average American household owns 2 vehicles**

SO HOW CAN YOU MAKE A DIFFERENCE?

REDUCE TRAVEL

1. Reduce unnecessary workplace travel through conference calls, virtual meetings, and webinars.
2. Make telecommuting an option and utilize as necessary.
3. Discuss alternative transportation options at staff meetings, provide information about options.

REDUCE IMPACT

1. Promote participation in the Carbon Neutral Commuter program.
2. Encourage employees to carpool or vanpool to work and events.
3. Participate in carbon dioxide emissions offset practices.
4. Develop a formalized "Green Travel" policy for your workplace.

PROMOTE ALTERNATIVES

1. Encourage employees to walk or use bicycles for campus travel and commuting when feasible.
2. Encourage the use of the Applecart bus system.
3. Find or establish a bicycle parking or rack system located conveniently to your workplace.
4. Research and utilize greener transportation options when planning work trips (buses, trains)
5. Establish a shared bicycle or other transportation system (office car, etc.) for all employees to use.

RESOURCES FOR THIS SECTION:

[Carbon Neutral Commuter Program](#)
[SDG 13: Climate Action](#)

"The ultimate test of man's conscience may be his willingness to sacrifice something today for future generations whose words of thanks will not be heard." — Gaylord Nelson



ZERO WASTE

THE IMPORTANCE:

- Zero Waste is one of the fastest, easiest climate action strategies that communities can implement today to immediately reduce greenhouse gas emissions.
- Recycling saves energy used to make new material that directly reduces carbon dioxide emissions from power plants.
- Waste build up in landfills has the potential to leach into our public watersheds. Furthermore, landfills excrete a gas called methane which is 21 times more potent than carbon dioxide

THE FACTS AND NUMBERS

♣ **The Great Pacific Garbage Patch is the largest accumulation of ocean plastic in the world and is located between Hawaii and California. This patch of plastic is twice the size of Texas**

♣ **Every year, up to 13 million tons of plastic reaches the ocean 40% of garbage found in landfills consist of food waste**

♣ **On average we generate 4.4lbs of garbage each day, and only 1.5lbs is recycled or composted**

*“There is no such thing as “away”.
When we throw anything away it
must go somewhere.”*

*– Annie Leonard, The Story of
STUFF Project*

SO HOW CAN YOU MAKE A DIFFERENCE?

WASTE NOT

1. Encourage daily use of the appropriate recycling waste bins.
2. Establish a bin or other system to reuse office supplies that are gently used instead of disposal or purchasing more.
3. Regularly clean out and donate unneeded materials from workplaces to keep space open for other uses and reduce waste.

PRINTING

1. Properly recycle electronics, batteries, toner, ink cartridges and other e-waste recycled.
2. Make double-sided copies when possible.
3. Set printer defaults to double-sided draft mode.
4. Set up a scrap paper bin for reusing the backside of one-sided printing items.
5. Use electronic files that can be shared on networks instead of printing documents.

FOOD/DISHES

1. Utilize reusable cups, dishes, and utensils instead of disposable items.
2. Encourage employees to bring reusable for shopping during work hours, on or off campus.
3. Utilize a communal coffee pot or reusable refillable cups for single serving coffee makers.

MAIL

1. Reuse interoffice envelopes whenever possible.
2. Recycle unwanted / junk mail.

RESOURCES FOR THIS SECTION:

[Zero Waste](#)
[Physical Plant](#)