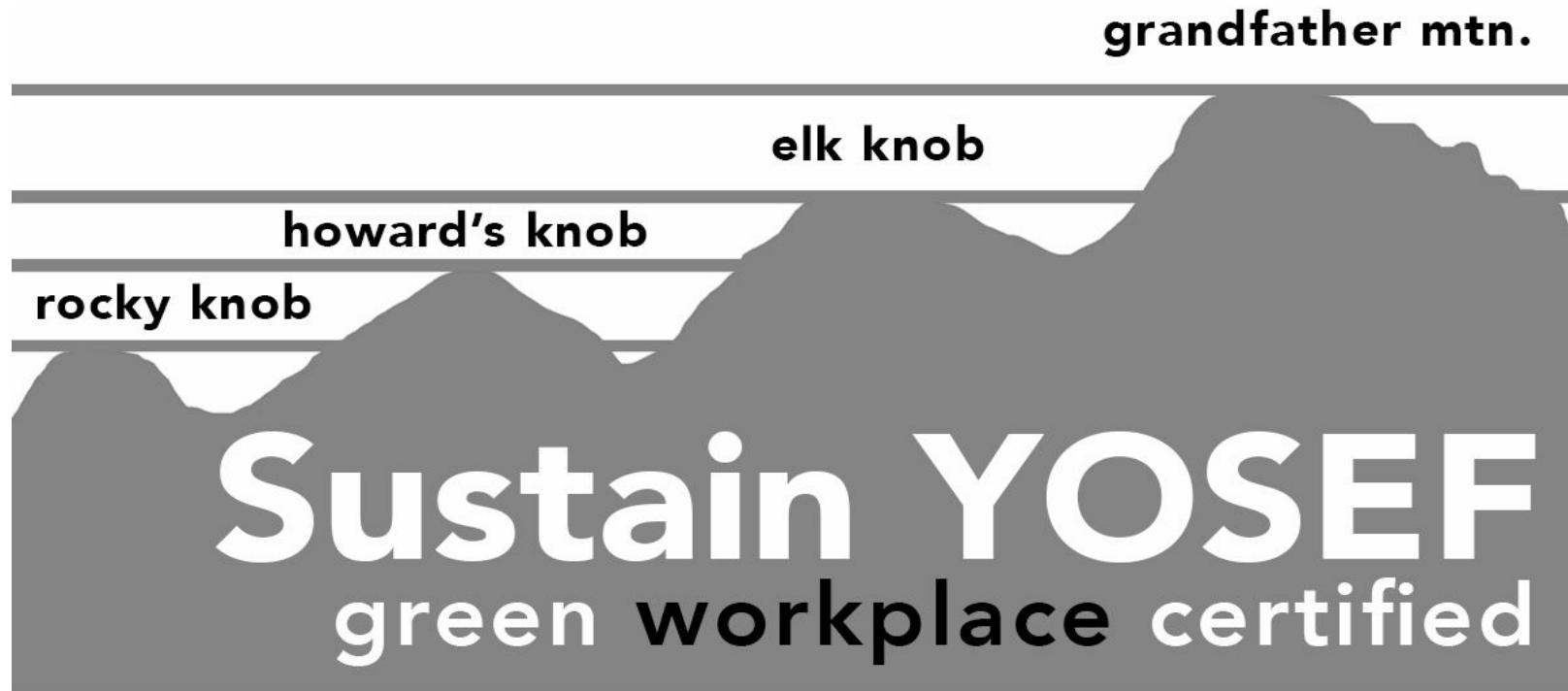


# SUSTAIN YOSEF WORKPLACE CERTIFICATION PROGRAM



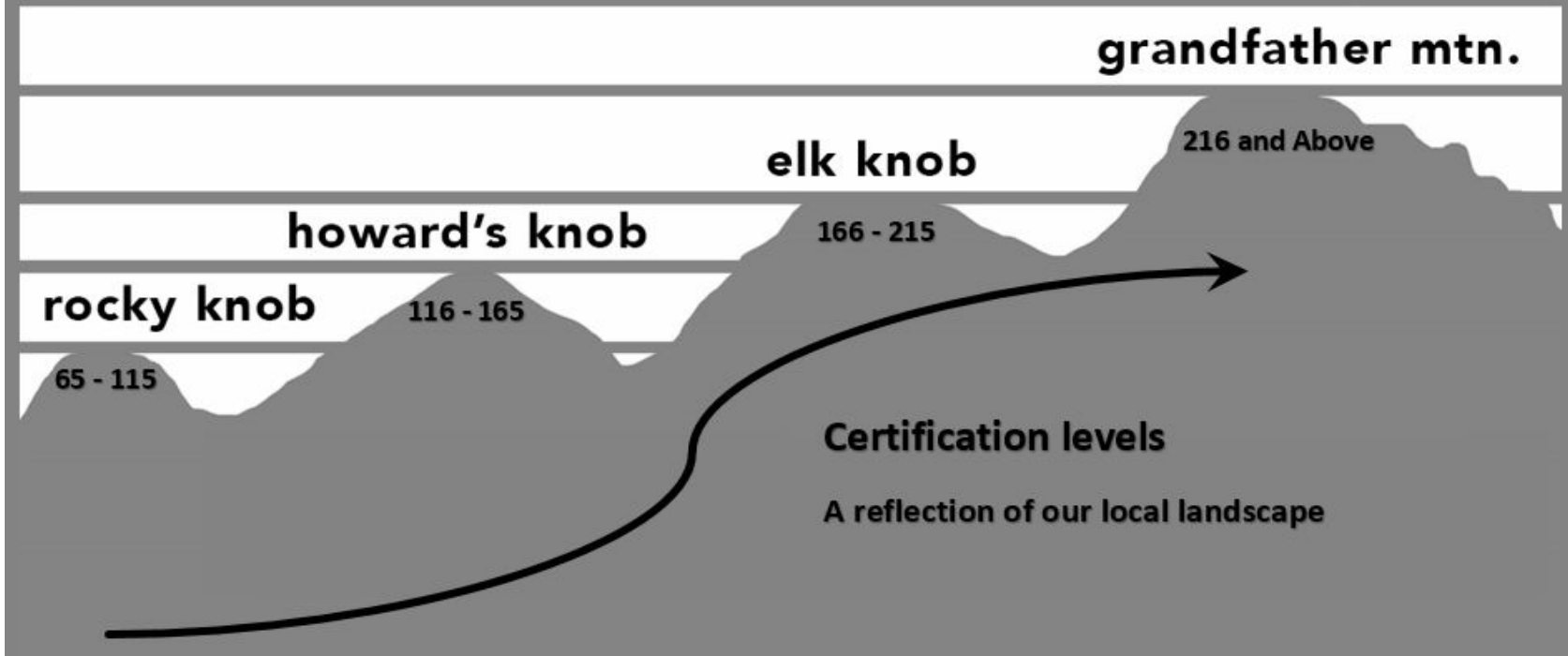
Appalachian State University strives to continue to expand our sustainability education by offering faculty and staff the opportunity to become more sustainable in the workplace. This certification is meant to be a tool to educate and develop habits that promote a more sustainable office environment.

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!

# Sustain YOSEF



## Sustainability Categories:

1) Energy & Water	3) Health & Wellness	5) Service & Community Engagement	7) Transportation
2) Food & Events	4) Purchasing	6) Social Justice	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](mailto:sustainability.appstate.edu) to setup a consultation.**
- \_\_\_3. - Implement the mini-bin system for waste collection (containers available at central warehouse)**  
Mini-Bin System - <https://sustain.appstate.edu/initiatives/zerowaste/minibins/>
- \_\_\_4. - Schedule a "Zero Waste" training with the Office of Sustainability by calling 828-262-2659**  
Zero-Waste - <https://sustain.appstate.edu/initiatives/zerowaste/minibins/>
- \_\_\_5. - Sign the Appalachian Sustainability Pledge**  
[https://sustain.appstate.edu/\\_documents/StaffSustainabilityPledge\(2\).docx](https://sustain.appstate.edu/_documents/StaffSustainabilityPledge(2).docx)
- \_\_\_6. - Familiarize yourself with the App State Sustainability website: [sustain.appstate.edu](http://sustain.appstate.edu)**
- \_\_\_7. - Familiarize yourself with the provided resources**

Quick Resources:

Sustainable Living Guide - [https://issuu.com/appalachianstateuniversity/docs/2015slg\\_theLast](https://issuu.com/appalachianstateuniversity/docs/2015slg_theLast)

Zero Waste Commitment - <https://sustain.appstate.edu/initiatives/zerowaste/>

Appalachian State University's Strategic Plan - <http://www.appstate.edu/about/strategic-plan/>

Encourage participation in environmental and social certifications. Forest Stewardship Council, Green Seal, Greenguard, and Cradle to Cradle.

# Energy and Electricity

## Make a Plan

- Establish a plan to reduce energy - managing loads at power supply, turning off computers, unplugging electronics.
- Designate an individual or group to check that all computers, monitors and other electronics are turned off and blinds closed at the end of the day.

## Turn It Off!!!

- Turn off power strips and/or unplug electronic devices when not in use.
- Set power options so monitors sleep after 3 mins of inactivity.

## Lighting

- Turn off all lights in rooms that are not in use.
- Utilize task lighting and natural light when possible.
- Replace all incandescent light bulbs with LED or CFL light bulbs
- Share large electronics with all employees - printers, copiers, scanners, coffee pots, and refrigerators.

## Heating and Cooling

- Discourage the use of space heaters
- Control the thermostat - set to 68 F (or lower) for heating and 78 (or higher) for cooling
- Close all doors and windows when heating and cooling.

Resources for this section:

Physical Plant - <http://physicalplant.appstate.edu/node/550>

Energy Star - Office Energy Savings - <http://sustain.appstate.edu/resources/energy-conservation-tips>

Green Living Guide - [http://issuu.com/appalachianstateuniversity/docs/2015slg\\_theLast](http://issuu.com/appalachianstateuniversity/docs/2015slg_theLast)

## Water

- Ensure water is not left running or dripping.
- Report leaks to maintenance immediately.
- Encourage using local (tap) water, and the use of reusable and refillable containers.
- Request a water bottle refill station from Physical Plant.

Resources for this section:

Physical Plant - <http://physicalplant.appstate.edu/node/550>

Office of Sustainability - tips - <http://sustain.appstate.edu/resources/energy-conservation-tips>

Green Living Guide - [http://issuu.com/appalachianstateuniversity/docs/2015slg\\_theLAST](http://issuu.com/appalachianstateuniversity/docs/2015slg_theLAST)

## Social Justice

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

Resources for this section:

Office of Equity, Diversity, and Compliance - <http://edc.appstate.edu/>

Multicultural Student Development - <http://multicultural.appstate.edu/>

Counseling and Psychological Services - <http://counseling.appstate.edu/>

LGBT Center - <http://lgbt.appstate.edu/>

Women's Center - <http://womenscenter.appstate.edu/>

# Food and Events

## Sustainable Events

- Eat on campus and at on campus dining locations.
- Choose locally sourced vegan, vegetarian, healthy and sustainable options for catered events.
- Order buffet style catering instead of individual meals.
- Distribute or donate leftover food from office events.

## Locally Sourced

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

## Eliminate Wasteful Packaging

- Bring own dishes and utensils when traveling to outside office events to avoid using paper/plastic products.
- Utilize reusable containers.
- Use bulk containers of condiments, available in a shared refrigerator to avoid use of small packets.
- Use a shared drip coffee maker to reduce packaging waste.

Encourage employees adopt sustainable food practices, regularly reduce unnecessary food waste.

Plan a Zero Waste event for your office.

Resources for this section:

Food Services - <http://foodservices.appstate.edu/sustainability>

# Health and Wellness

Designate a Wellness Coordinator who regularly makes announcements, posts, and emails about Health & Wellness opportunities and campus resources.

## **Active Work, Active Life**

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

## **Family, Life, and Work**

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

## **The Work Space**

- Improve indoor air quality by adding indoor plants, at least one per person.
- Remove and/or replace all toxic products from the workplace, replace with natural options.
- Allow and encourage music and art in the work space.
- Maintain a shared office refrigerator so employees can store healthy snacks and meal options.
- Make standing desk or alternative desk options available to employees.

Resources for this section:

Health Promotion for Faculty & Staff - <http://healthpromotion.appstate.edu/>

University Recreation & Outdoor Programs - <http://urec.appstate.edu/>

Counseling for Faculty and Staff - <http://cfs.appstate.edu/>

# Purchasing

## Beyond Recyclability

- Eco-friendly office products (Sustainable, SOCIAL JUSTICE?,)
- Paper products that are 100% post-consumer recycled waste or tree free content.
- Vegetable/soy based inks for printing.
- All organic fabrics or recycled content fabrics when ordering shirts and uniforms.
- Electronics that are Energy Star rated.

## Is more needed?

- Manage office supplies and other consumables to prevent over ordering.
- Order supplies in bulk to reduce deliveries and packaging waste.
- Look first for surplus items before ordering new items.
- Request that suppliers use the minimum amount of packaging necessary, and ensure that everything possible is recycled.

## Sustainable Suppliers

- Utilize Appalachian's online marketplace ( Trader Yo's, Yo-Mart, Central Warehouse).
- Use recycled or refillable ink and toner cartridges.
- Encourage researching and request information related to environmental and social responsibility of products before ordering.
- Routinely support local vendors and products.

## Resources for this section:

Trader Yos - <http://traderyos.appstate.edu/>

Purchasing/Central Warehouse - <http://materials.appstate.edu/warehouse>

YoMart - <http://materials.appstate.edu/yo-mart-eprocurement>



# Service and Community Engagement

## **Inform**

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

## **Participate**

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

## **Collaborate**

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

Resources for this section:

Community Resource Directory - <http://ihhs.appstate.edu/about/directory>

# Transportation

## Reduce Travel

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

## Reduce Impact

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

## Promote Alternatives

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

Resources for this section:

Carbon Neutral Commuter Program - <http://sustain.appstate.edu/carbon-neutral-commute>

# Zero Waste

## Waste Not

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

## Printing

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

## Food / Dishes

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

## Mail

- Reuse interoffice envelopes whenever possible.
- Recycle unwanted / junk mail.

Resources for this section:

Zero Waste - <http://sustain.appstate.edu/zerowaste>

Physical Plant - <http://physicalplant.appstate.edu/services/environmental-services>