

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 attached 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.

*\*Print pages 2-8 of this document in b/w ink, preferably double-sided.*

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

The Sustainability Categories are as follows:

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

Certifications levels (a reflection of our local landscape):

Rocky Knob - 65-115

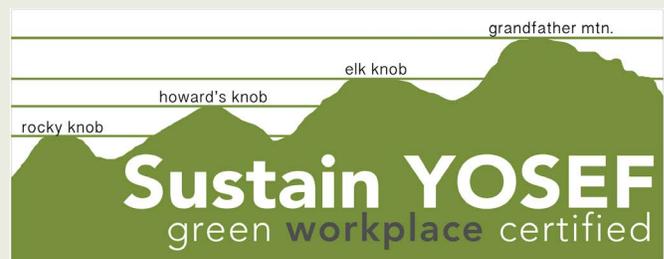
Howard's Knob - 116-165

Elk Knob - 166-215

Grandfather Mountain - 216+



*The Disco Student Learning Center is certified in the Green Workplace program at the Elk Knob level.*



### **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:

- Assign a sustainability coordinator to liaison with the Office of Sustainability
- Send an email to [sustainability@appstate.edu](mailto:sustainability@appstate.edu) for a consultation
- Implement the mini-bin system for waste collection (containers available at central warehouse)
- Schedule a GreenSuite training with the Office of Sustainability by calling 262-2659
- Sign the Appalachian Sustainability pledge
- Familiarize yourself with the Sustain Office website: [sustain.appstate.edu](http://sustain.appstate.edu)
- Familiarize yourself with the provided resources

## SUSTAIN YOSEF WORKPLACE CERTIFICATION CHECKLIST

What is the name of your office or department?

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Who is your Sustainability Coordinator?

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How many people work in your office full-time?

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Questions marked a thicker border () are worth 5 points. All other questions are worth 2 points. If you answer no, you will receive 0 points.

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### ENERGY AND WATER

Resources for this section:

[Facilities Operations](#)

[Energy Star - Office Energy Savings](#)

[Green Living Guide](#)

- Does your workplace discourage the use of space heaters? Y/N
- Have you identified a plan to reduce energy when not needed? (Such as managing load at power supply, turning off computers, unplugging electronics) Y/N
- Do you have control over your thermostat, and keep it set at 68 (or lower) for heating, and 78 (or higher) for cooling?
- Are all lights turned off in rooms that are not in use?
- Does your workplace utilize task lighting or natural light when possible?
- Are electronic devices on a power strip or unplugged when not in use?
- Are LED bulbs utilized for lamps and other personal lighting needs?
- Are large electronics such as printers, copiers, scanners, coffee pots or refrigerators shared by all employees?
- Are computers and electronics turned off at the end of the day and on weekends?

- Do employees ensure that water in your workplace is never left running and all leaks are reported to maintenance immediately?
- Have power settings on all monitors been set to sleep after 3 minutes of inactivity?
- Are doors and windows closed when heating or cooling?
- Has your office designated an individual or group to be responsible for checking all computers are turned off and blinds closed at the end of every day?
- Have you gotten a quote from Facilities Operations on water bottle refill stations or other energy/water retrofits?
- INNOVATION: Have you come up with any other energy/water saving measures for your workplace? If you checked "yes" to the previous question, please describe the activity:  
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\_\_\_\_\_  
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SECTION TOTAL \_\_\_\_\_

NOTES:

## FOOD AND EVENTS

Resources for this section:

[Campus Dining](#)

- Do employees eat at on campus dining locations?
- Have they participated in Carolina Chowdown in Roess Dining Hall?
- Do employees regularly reduce unnecessary food waste?
- Do employees bring their own dishes and utensils when traveling to outside office events to prevent using paper products?
- Do employees know about and shop at the local [farmers market](#)?
- Do any employees garden or raise their own food?
- Do employees bring food in reusable containers?
- Does your workplace choose local options for catered events?
- Does your workplace choose vegan/vegetarian or healthy options for catered events?
- Is leftover food from office events distributed or donated to reduce waste?
- Do you order water in reusable or refillable containers, instead of individual bottles? Or encourage local (tap) water use?
- Do you order buffet style dining instead of individual meals?
- Do you have an office garden space?
- Are bulk containers of condiments available in a shared refrigerator to prevent use of small packets?
- Does your office use a shared drip coffee maker?
- Have you planned a Zero Waste event or do you commit to a Zero Waste event in the future?

INNOVATION: Does your office do anything else related to sustainability in Food & Events?

If you checked "yes" to the previous question, please describe:

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SECTION TOTAL \_\_\_\_\_

NOTES:

## HEALTH AND WELLNESS

Resources for this section:

[Health Promotion for Faculty & Staff](#)

[University Recreation & Outdoor Programs](#)

[Counseling for Faculty and Staff](#)

- Are Health & Wellness campus resources made available to employees?
- Are those posted in the office or emailed regularly?
- Has the entire office participated in any type of team building or recreational activity together? Y/N
- Do employees have (and know about) flex time, which can be used for personal time off? Y/N
- Have you improved your indoor air quality by adding indoor plants to at least one per person?
- Does your workplace encourage and allow employees to participate in Health & Wellness activities for at least 30 minutes a day?
- Does your workplace promote a positive work-life balance?  
If you checked "yes" to the previous question, please describe:  
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- Do you have designated wellness areas where employees can stretch, exercise, walk, or play during breaks?
- If not, are employees permitted to leave the office for these activities?
- Do you have a wellness coordinator (can be same as sustainability coordinator) who regularly makes announcements about wellness opportunities?
- Do you have a shared office refrigerator where employees can store snacks and healthy meal options?
- Are music and art allowed and encouraged in your work space?

- Have all known toxic products been removed from your workplace and replaced with more natural versions? (ex: cleaners, glues, paints, fertilizers, etc.)
- Are employees encouraged to get to know each other and to interact socially?
- Does your workplace permit working lunches in order to use lunch breaks for Health & Wellness?
- Is a standing desk an option in your workplace?
- INNOVATION: Do you have another way your workplace promotes wellness?  
If you checked "yes" to the previous question, please describe the activity.  
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SECTION TOTAL \_\_\_\_\_

NOTES:

## PURCHASING

Resources for this section:

[Purchasing/Central Warehouse](#)

[YoMart](#)

- Do you purchase paper products that are at least 50% post-consumer recycled or tree free content?
- Do you manage office supplies and other consumables to prevent over ordering?
- Do you make supply orders in bulk to reduce deliveries and packaging?
- Do you utilize Appalachian's online marketplaces (Trader Yo's, YoMart, Central warehouse) for some orders?
- Do you attempt to find items in surplus first before ordering them new?
- Are recycled or refillable ink/toner cartridges used?
- Do you request that suppliers use the minimum amount of packaging necessary, or ensure that everything possible is recycled?
- Do you purchase eco-friendly office products?
- Do you consider sustainability when printing to try to minimize materials printed when possible?
- Does your workplace look for environmental certifications such as Forest Stewardship Council, Green Seal, Green Guard, and Cradle to Cradle?
- Is information related to the environmental and social responsibility of products researched before ordering them?
- Does your workplace purchase organic fabrics or recycled content fabrics when ordering shirts or uniforms?
- Are local products and local vendors routinely supported?
- If purchasing electronics are they ENERGY STAR certified?

INNOVATION: Have you come up with any other ways of making purchasing more sustainable?

If you checked "yes" to the previous question, please describe the activity.

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SECTION TOTAL \_\_\_\_\_

NOTES:

## SERVICE AND COMMUNITY ENGAGEMENT

Resources for this section:

Community Resource Directory

- Has your office participated in a group community service event or initiative? Y/N

If you answered "yes" to the previous question, please describe this event.

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- Do employees know that they have up to 24 hours of volunteer community service leave each year?

- Do employees utilize this leave to make a difference in the community?

- Do you have a designated bulletin board or other place for posting tips and information about sustainability and green events?

- Is information about your workplace's sustainability efforts made available in your office? Or will you commit to adding it?

- Are employees encouraged to attend sustainability themed events on campus? (Ex: Sustainability Film Series, lectures, events in the student union or Sanford Mall)

- Does your workplace periodically organize or participate in sustainable Initiatives? Such as: a campaign like going paperless, bottle-less, or car-less for the day?

- Do you recognize staff members for their environmental stewardship efforts? This could be verbal recognition, awards, or accolades.

If you answered "yes" to the previous question, please elaborate.

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- Has your office participated in any type of natural area cleanup events? (This includes but is not limited to: streams, rivers, parks, or roadways)

- Does your office encourage people to vote on voting day and allow time to do so?

- Does your workplace typically try to collaborate with students, faculty, staff, researchers, or other campus and community partners to achieve departmental or sustainability goals?

- Have you inspired another office on campus to pursue the Green Yosef Workplace certification?

If you checked "yes" to the previous question, please tell us which office(s).

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- INNOVATION: Have you found other ways for your workplace to be engaged in sustainability?

If you checked "yes" to the previous question, please describe the activity.

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SECTION TOTAL \_\_\_\_\_

NOTES:

## SOCIAL JUSTICE

Resources for this section:

[Office of Equity, Diversity, and Compliance](#)

[Intercultural Student Affairs](#)

[Counseling and Psychological Services](#)

[LGBT Center](#)

[Women's Center](#)

- Are social justice, inclusivity, and diversity resources made available to your employees?
  
- Does your office donate items to the on-campus food pantry (located in the Office of Sustainability) or another local food pantry?
  
- Does your office donate items to the on-campus free store (located in the Office of Sustainability)?

- Does your office make an effort to be inclusive of all cultures/traditions/beliefs that employees may have?
  
- INNOVATION: Have you found other ways for your workplace to be engaged in social justice?  
If you checked "yes" to the previous question, please describe the activity.

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SECTION TOTAL \_\_\_\_\_

Notes:

## TRANSPORTATION

Resources for this section:

[Carbon Neutral Commuter Program](#)

- Do you have 50% participation in the Carbon Neutral Commuter program?
  
- Does your workplace reduce unnecessary travel through conference calls, virtual meetings, or webinars?
  
- Is telecommuting utilized as necessary?
  
- Do some employees carpool or vanpool to work?
  
- Do some employees utilize bicycles for campus travel?
  
- Do employees in your workplace utilize the Appal-cart bus system?
  
- Do employees who live near campus bike or walk to campus and other locations when feasible?
  
- Is there bicycle parking located convenient to your workplace?
  
- When planning work trips do you research and utilize greener transport options? (ex: rideshare, buses, trains)

- Have you discussed alternative transportation options at a recent staff meeting?
  
- Has your office made available information about alternative transportation opportunities?
  
- Do you [offset carbon dioxide emissions](#) from some work related travel?
  
- Do you have a shared bicycle or other transportation system (office car, etc.) which can be used by any office employees?
  
- Have you developed a formalized "Green Travel" policy for your workplace?
  
- INNOVATION: Have you come up with any other sustainable transportation initiatives?  
If you checked "yes" to the previous question, please describe the activity.

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SECTION TOTAL \_\_\_\_\_

NOTES:

## ZERO WASTE

Resources for this section:

[Zero Waste](#)

[Facilities Operations](#)

- Is daily recyclable waste (bottles, cans, mixed paper, etc.) placed in the appropriate bin?
- Are electronics, batteries, toner and ink cartridges and other e-waste recycled rather than thrown away?
- Is your printer default set as double-sided draft mode?
- When possible, do you make copies double-sided?
- Is a bin set up to reuse the backside of one-sided printing items for scrap paper?
- Are reusable cups, dishes, and utensils used instead of disposable items?
- Do you have a bin or other system set up to reuse gently used office supplies instead of throwing them away or purchasing more?
- Does your workplace reuse interoffice envelopes when possible?
- Is unwanted/junk mail recycled?
- Do employees bring reusable bags for shopping during work hours, on or off campus?
- Does your workplace clean out and donate unneeded materials regularly to keep space open for other uses and keep materials from being wasted?
- Whenever possible are electronic files shared instead of printing documents? Y/N
- Do you have a communal coffee pot, or if you have a single serve coffee maker (ex: Keurig) is it equipped with a reusable refillable cup? Y/N

INNOVATION: Does your workplace have another way of reducing your waste flow?

If you checked "yes" to the previous question, please describe the activity.

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SECTION TOTAL \_\_\_\_\_

DOCUMENT TOTAL \_\_\_\_\_

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