

## HIGHLIGHTS

Emory's sustainability goals rely on the commitment of its thousands of employees to choose sustainable behaviors while at work and getting around campus. Green Offices at Emory is a voluntary program designed to assist employees in improving the sustainability of Emory's workspaces.

The program focuses on energy and water efficiency and conservation, recycling and waste reduction, procurement, sustainable events, a safe and healthy work environment, and creating a culture of office sustainability.

*Green Offices at Emory launched campus-wide in 2016 and advances Emory toward key sustainability goals including eliminating bottled water from events by 2025, exclusive use of zero landfill waste caterers, and reducing the total university campus energy use by 25 percent.*

## BENEFITS

**Step 1: Learn** what sustainable actions your office can adopt, and tell us what you're already doing, by filling out the [Green Offices at Emory Checklist](#) through OSI Online Forms and consulting the companion [Green Offices at Emory Guidance Document](#).

**Step 2: Earn Recognition** for taking action to make more sustainable choices in your office. The Green Offices at Emory Team will review your checklist and award your office with a certification level. Certified offices receive recognition and visible office signage to display.

**Step 3: Apply for funding** to implement the actions on your checklist and new innovations by submitting a Green Office Incentives Fund Application. The 2024-2025 Incentives Fund applications are **CLOSED** and will reopen in May 2025. Thanks to all who applied!

**Step 4: Share** the [Green Office Guidance Document for Emory Alumni and Community Members](#) with your friends, families, and communities!

[Learn more about ways to receive funding through OSI.](#)

## HOW IT WORKS

- Michael C. Carlos Museum implemented motion-detected sensors for overhead lights in common staff areas including bathrooms, conference rooms, and kitchens.
- The Department of German Studies decorated the office and produced their own herbal teas by planting lemon balm, lavender, and hibiscus plants.
- Robert W. Woodruff Library changed their tote bags offered to library patrons from made of polypropylene to those made of cotton.
- Rose Library purchased glasses and replaced trash cans to reduce the landfill waste as well as promote OSI's sustainable event certification.
- Advancement & Alumni Engagement installed a hydration station in their office space to set the expectation and facilitate the habit of using reusable water bottles among building occupants.
- Schwartz Center for the Performing Arts started a new paperless ticketing system to reduce waste.

# 56

# \$5,000

Sustainable Events, Green Offices, and Green Labs certified in 2022

awarded in FY 2022 for Green Office small grants

## LEARN MORE

Want to know more about the program?

Hear from employees in certified Green Offices in our Green Office Documentary:



What are other offices doing?

Stay tuned for our certified Green Offices and Green Labs Garden Get-together and networking events every year. Read more about how participating Green Offices at Emory, as well as Green Labs and the community at large, are achieving Emory's 2025 Sustainability Vision [here](#).

What's new?

Sign up for the Green Office Newsletter [here](#).

Wondering where our waste goes?

Check out our [Follow the Waste](#) campaign to learn more about the environmental justice concerns relating to waste.

## QUESTIONS?

Contact [greenoffices@emory.edu](mailto:greenoffices@emory.edu) for help with Green Offices certification, to request signage and decals, and for assistance implementing sustainable actions in your office.