



# GREEN OFFICES AT EMORY

## Guidance Document

#	Item Description	Suggested Action	Justification
<b>1.0</b>	<b>Energy Efficiency &amp; Conservation</b>		
	<b>In our office, we...</b>		
1.1	Turn off the lights in unoccupied rooms and at the end of each day.	Place reminder stickers, provided by the Green Office Team, on light switches. Place a permanent reminder in your intra-office newsletter or other communications.	According to the most recent <i>Commercial Buildings Energy Consumption Survey (CBECS)</i> , 17% of all electricity consumed in U.S. commercial buildings is for lighting, making it the largest end use of electricity besides the <i>Other</i> category. ( <a href="#">Trends in Lighting in Commercial Buildings</a> )
1.2	Provide power strips at each work station that office members turn off over weekends and during long periods of non-use.	Place reminder stickers, provided by the Green Office Team, on office equipment. Place a permanent reminder in your intra-office newsletter or other communications. Place automatic control devices on appropriate equipment.	Plug loads account for an average of 9% but as much as 28% of the electricity consumed in office buildings depending upon the nature of the work. Plug load is anything that draws power from an electrical outlet. Many devices continue drawing electricity from the outlet even when they are turned off. The best energy conservation practice is to unplug electrical devices when they are not in use. ( <a href="#">NREL Plug Load Behavioral Change Demonstration Project</a> )
1.3	Employ power management sleep or hibernate strategies for computers and monitors.	Develop a plan with your department's IT contact to improve best practices for your office.	Computer power management has multiple benefits to energy savings, security, and reducing office cooling loads, and does not harm the computer. ( <a href="#">EPA Business Case for Computer Power Management</a> ) ( <a href="#">EPA Power Management Myths... and Realities</a> ) A typical 17" CRT computer monitor usually uses 35-80 Watts, but a sleeping monitor uses only 0-15 Watts. ( <a href="#">Power Management Statistics</a> )

1.4	Eliminate the use of desktop printers and utilize network printers and copiers.	Most contemporary network printers have password protected secure printing options. Contact <a href="mailto:greenoffices@emory.edu">greenoffices@emory.edu</a> if you need help identifying if your office's networked printer has those capabilities.	The typical desktop inkjet printer uses at least 10 watts of energy while idling alone. Multiple desktop printers powered on use more energy than one networked printer, and require more energy to counter-balance the printers' heat output with building climate controls. ( <a href="#">Cornell University Computer Energy Usage Facts</a> )
1.5	Set copiers to power down into a deep sleep mode when not in use.	Develop a plan with your department's IT contact to improve best practices for your office.	A copier could be the highest energy user in your home office, especially if you leave it on all day. Unless you're running a copy center, you probably don't need a high-volume copier that can spew out 60 copies per minute. But even a low-volume copier uses 40 to 70 watts during standby and 1,400 to 1,600 watts when copying. Printer energy use varies widely. Generally, the faster and higher-quality the printer, the more energy it uses. But the biggest differences are among the different types of printer. Dot matrix printers use relatively little energy, but many people dislike their inferior print quality. Laser printers are energy hogs, both during active use and in standby mode. ( <a href="#">Home Energy Saver</a> )
1.6	Use as much natural lighting as possible instead of overhead lighting.	Work with your Facilities Management building representative to determine if light bulbs can be removed for overhead lights that are unnecessary or unused.	The health benefits of using natural light, especially in the morning, include positive impact on mood, alertness and metabolism. Natural light is also associated with lower fatigue, reduced eyestrain, and increased productivity. A study conducted on workers who were exposed to natural light in the day versus those who aren't showed that they were also able to get more sleep at night. ( <a href="#">NREL A Literature Review of Effects of Natural Light on Building Occupants</a> ) ( <a href="#">"Natural Light in the Office Boosts Health" by Maria Paul</a> ) ( <a href="#">"Beyond the Bulbs: In Praise of Natural Light"</a> )
1.7	Install motion detectors for overhead lights.	For smaller projects, such as a single hallway light, the office should contact <a href="#">Kevin Keefe</a> in Campus Services to work with to install motion detectors. For a large project, such as a whole floor, the office should place a <u>work order</u> and the project will be assigned a project manager.	In the university's underground parking lots, a daily electricity savings of 39.5 Wh/m <sup>2</sup> of lights was achieved by having motion detectors, with a savings rate of 77.6%. In the lecture rooms, these values were 25.0 Wh/m <sup>2</sup> and 32.4%, respectively. ( <a href="#">Energy Saving of a University Building Using a Motion Detection Sensor and Room Management System</a> )
1.8	Send an e-mail to staff before holidays and breaks containing an energy saving checklist.	Remind building occupants to turn off lights and computers, and unplug appliances to reduce energy consumption while the building is unoccupied.	

1.9	Consult the building manager to select energy efficient options when light fixtures or bulbs need to be replaced.	Offices are encouraged to use 2-lamp fluorescent parabolic fixtures, unless dimming is required in which case LED bulbs are recommended.	Compact fluorescent (CFLs) and light emitting diodes (LEDs) use about 25-80% less energy than incandescent light bulbs, and last about 3 to 25 times longer. More information on the comparison of these two can be found <a href="#">here</a> .
1.10	Use the stairs instead of the elevator whenever possible, unless health or mobility challenges exist.	Contact <a href="mailto:greenoffices@emory.edu">greenoffices@emory.edu</a> for examples of signage installed in some Emory buildings.	The average office elevator uses 350 watts of electricity to go from one floor to the next. Using the stairs will help conserve this energy. Additionally, walking up and down 3 flights of stairs burns about 15 calories. The <a href="#">National Wildlife</a> provides more information about the value in taking the stairs instead of the elevator.
1.11	Report through a <a href="#">Facilities Management Work Order</a> any problems regarding overheating or overcooling of office space outside of Emory's temperature policy range of 68-76 degrees.	Place office furniture and electronic equipment away from thermostats in order to ensure the accuracy of temperature readings.	Computers, monitors, and other heat-producing equipment can contribute to artificial thermostat reads and contribute to cooler climate conditions in office buildings. ( <a href="#">Emory Temperature Settings Guidelines FAQs</a> )
1.12	Eliminate the use of space heaters, per Emory policy in all F&A divisions.	Space heaters create a safety hazard, consume energy and negatively impact the heating and cooling balance in buildings – causing the building's system to work harder by using more energy.	( <a href="#">Emory Temperature Settings Guidelines FAQs</a> )
1.13	Minimize the use of automatic door opening buttons, unless required for mobility.	Place signage next to automatic doors discouraging their use unless necessary.	Automatic doors often stay open longer with each use than manual doors, letting more conditioned air out of the building and unconditioned air into the building. Additionally, automatic doors use energy while manual doors do not. ( <a href="#">U.S. Department of Energy: Modeling of Air Infiltration through Door Openings</a> )
<b>2.0</b>	<b>Waste</b> <b>In our office, we . . .</b>		

2.1	Set the printers and copiers to default to double-sided and black and white.	Work with your local IT department to generate and distribute directions to setting printers to default for double sided and black and white.	The use of duplex printing has the potential of saving about 50% of monetary costs and 50% of resources used to produce paper, including water, trees, and energy. ( <a href="#">EPA Reducing Paper and Printer Ink Usage</a> )
2.2	Properly recycle Hard-to-Recycle items (batteries, used light bulbs, aerosol cans, glass, Styrofoam and all printer and toner cartridges) at designated stations.	Offices are encouraged to recycle printer and toner cartridges through Flex Imaging Solutions by contacting <a href="#">Carlos Ibarra</a> . Cartridge recycling containers are strategically placed throughout campus.	Check out the <a href="#">Emory Recycling Resources page</a> for more information on recycling office equipment.  Find the closest <a href="#">cartridge recycling locations</a> at Emory.
2.3	Use bulk coffee brewing machines rather than single-serve machines. If single-serve machines are necessary (i.e. in patient or guest waiting areas), machines with fully compostable waste are used.	Limit purchasing to only bulk machines or single-serve machine that produce waste that is recyclable and/or compostable through Emory's waste stream without requiring the user to disassemble the waste.	Roar brand coffee machines produce a paper pouch containing grinds or tea leaf, which can be placed directly into an Emory compost bin, supporting Emory's waste diversion goal. Conversely, Keurig and other brand machines produce a plastic cup full of grounds or tea leaf that must be emptied and rinsed by the user before recycling, which does not support Emory's waste diversion goals. We welcome suggestions of other brand machines that meet this standard, but are currently only aware of Roar <a href="http://www.roarcoffee.com/">http://www.roarcoffee.com/</a> .
2.4	Ensure employees comply with the Waste Policy directive to self-sort desk side waste into proper bins at the nearest standard set.	Monitor the placement of recycling, compost, and landfill bins to be sure that bins are not moved or misplaced. For assistance with placing containers, and to view recycling container options, visit <a href="#">here</a> . To order new containers please contact Campus Services Customer Service at 404.727.7463 or <a href="mailto:cscsc@emory.edu">cscsc@emory.edu</a> . Consider eliminating landfill bins from your office!	Landfill diversion best practice is to keep equipment for all materials together, and to never place one materials stream separate from the others. Styrofoam is the only non-regulated material that cannot be recycled or composted at Emory, so eliminating landfill trash cans is entirely possible! To learn more about Emory's landfill diversion goals and waste minimization programs, visit <a href="#">here</a> .
2.5	Use scrap paper for note taking, rough drafts, or working copies of documents.	Cut scrap paper into small squares and staple together for a handy notepad on desks or on-the-go.	This saves natural resources and money for your department.

2.6	Do not provide disposable dishes, cups and utensils to employees. If dishes are provided, they are reusable.	Strive to be a “Zero Landfill Waste” office by requesting that office occupants bring their own reusable dishes to use for personal food and drink.	Reusable dishware reduces the amount of disposable items that are put into landfills. In 2011, 1.3 million tons of paper plates and cups and 1 million tons of plastic plates and cups were found in the municipal waste stream. This has increased from 120,000 tons in 1960, a 5.5% increase in the amount of disposable tableware comprising the municipal solid waste. Plastic bottles take approximately 450 years to decompose in a landfill, while foamed plastic cups (Styrofoam) take about 50 years to decompose. Much of our garbage ends up in oceans, and as a result the small bits of plastic that are broken down are toxins that are found in animals or on shorelines where humans can come in direct contact with them( <a href="#">"How Long Does it Take for Plastic to Biodegrade?" by: William Harris</a> )
2.7	Provide tap water to employees for filling reusable bottles and pitchers, in the form of retrofitted water fountains, hydration stations, or kitchen sinks.	Strive to be a “Zero Landfill Waste” office by offering reusable cups and glasses to guests. Find compostable and recyclable dishware and utensils through Staples by selecting the "eco-conscious" button when searching in Emory Express.	Please see Justification for # 2.6 above.
2.8	Send all unused office furniture and electronics still in good condition to Emory Surplus for reuse.	Fill out a <a href="#">Surplus Property Transfer Form</a> and then call 404-727-7463 or fill out a <a href="#">Work Order Form</a> to schedule a pick-up of furniture or large amounts of electronics.	In 2012, Americans put 50 million tons of durable goods (i.e. furniture, small appliances, consumer electronics, etc.) in municipal solid waste. That waste stream has grown significantly since 1960, when Americans trashed only 9 million tons of durable goods. A N.Y. Times article discusses this issue, “The E.P.A. estimates that 2.6 million tons of electronic waste were dropped into landfills in 2007. . . . Once buried, the waste leaches poisons and heavy metals into soil and groundwater.” ( <a href="#">"A Green Way to Dump Low-Tech Electronics"</a> )
2.9	Use an electronic file system to reduce paper waste and purchases.		Check EPA suggestions ( <a href="#">Reducing Paper and Printer Ink Usage</a> )
2.10	Use reusable inter-office instead of regular envelopes whenever possible and promote the redistribution of inter-office envelopes.		Check EPA suggestions ( <a href="#">Reducing Paper and Printer Ink Usage</a> )

2.11	Offer electronic versions of the office newsletter (if published) that readers can select instead of the paper version.		Check EPA suggestions ( <a href="#">Reducing Paper and Printer Ink Usage</a> )
2.12	Subscribe to electronic publications rather than print subscriptions most of the time.		Check EPA suggestions ( <a href="#">Reducing Paper and Printer Ink Usage</a> )
2.13	Recycle all e-waste using the process offered by LITS and Emory Recycles.	Refer to this <a href="#">guide</a> for e-waste recycling protocols. Put Emory Recycles e-waste drives on your office calendar and plan to collect and deliver when the time comes. For office moves or large amounts of e-waste accumulated between e-waste drives, contact Campus Services Customer Service at 404.727.7463 or <a href="mailto:cscsc@emory.edu">cscsc@emory.edu</a> .	
2.14	Reuse packing materials instead of purchasing new.		Containers and packaging make up a major portion of municipal solid waste (MSW), amounting to 82.2 million tons of generation in 2018 (28.1 percent of total generation). ( <a href="#">EPA: Containers and Packaging: Product-Specific Data</a> )
2.15	Eliminate aerosol cans through the use of non-aerosol equivalents. If aerosols are necessary, we give them to EHSO for proper disposal/recycling.	All aerosol cans, whether full or empty, must be given to EHSO for disposal as chemical waste. ( <a href="#">EHSO's Guidelines for Managing Used Aerosols</a> ) Submit EHSO waste pickup requests to EHSO. ( <a href="#">How to Submit a Waste Collection Request</a> )	Aerosol cans present a unique hazard in that the pressurization of the container is often more dangerous than the compound within. ( <a href="#">EHSO's Guidelines for Managing Used Aerosols</a> ) ( <a href="#">EHSO's Used Aerosol Can(s) Management</a> )
2.16	Decrease electronic waste by using computers and electronics for their full life span before replacing.	Consult your local IT department to determine the best timeline for replacing office electronics, considering the environment and cost.	

3.0	Purchasing In our office, we . . .		
3.1	Are familiar with Emory Procurement's sustainable purchasing recommendations and programs.	Make sure all office staff in charge of purchasing are familiar with more sustainable alternatives to the office's regularly used items, and know how to search for and select alternatives in Emory Express.	
3.2	Use rechargeable batteries.	In Emory Express, use the search terms "battery, rechargeable" to locate these for purchase and to select a charger for the office.	The environmental effects of batteries include resource depletion, global warming, ecological toxicity, and human health impacts. Reusable batteries decrease these harmful impacts.
3.3	Provide tap water for filling reusable bottles and pitchers, in the form of retrofitted water fountains, hydration stations, or kitchen sinks.	Contact your FM building manager and the <a href="mailto:greenoffices@emory.edu">greenoffices@emory.edu</a> to find out more about hydration stations.	Emory's standard hydration station is energy efficient, saves consumer spending on plastic water bottles, and reduces plastic water bottle pollution and energy to produce plastic disposable bottles. ( <a href="#">Elkay Hydration Stations</a> )
3.4	Purchase paper towels and napkins made from recycled content.	These items are available through Emory Express through the Staples punch-out, and can be found by selecting the "Recycled" filter button. For more information, visit Procurement's <a href="#">Green Buying website</a> .	
3.5	Purchase and use only 100% post-consumer-waste recycled or tree-free printer paper.	Tree-free and recycled paper can be found in Emory Express through the Staples punch-out. Find information on recycled and tree-free paper on Procurement's <a href="#">Green Purchasing website</a> .	
3.6	Purchase an appropriate amount of food for meetings and establish a plan to donate leftovers.		<a href="#">EPA</a> estimates that in 2018, about 81 percent of the wasted food we generated—or about 20.3 million tons-- ended up in landfills or combustion facilities. By managing food sustainably and reducing waste, we can help businesses and consumers save money, provide a bridge in our communities for those who do not have enough to eat, and conserve resources for future generations.

3.7	Eliminate the purchase of Styrofoam for any purpose.	Emory's coffee & tea suppliers offer hot cups made from paper or compostable materials. Emory suppliers have agreed not to provide products made of Styrofoam to Emory University customers. Please see more information on Procurement's <a href="#">Green Initiatives web page</a> .	The production, use, and disposal of Polystyrene (a substance more commonly known as Styrofoam) causes adverse environmental and health effects. According to the Environmental Protection Agency, Styrofoam is the fifth largest source of hazardous waste in the United States. ( <a href="#">Polystyrene as Hazardous Household Waste</a> )
3.8	Use remanufactured ink and toner cartridges.	Office will buy remanufactured ink and toner cartridges with help from <a href="#">Emory Procurement's Green Purchasing webpage</a> .	
3.9	Purchase Energy Star and EPEAT certified appliances and machines, when available.	Refer to Emory Procurement's <a href="#">Green Purchasing</a> web page for assistance with identifying and purchasing EPEAT products.	<p><a href="#">EPEAT</a>: Helps purchasers evaluate, compare and select electronic products based on their environmental attributes. Emory gives preference to products meeting the EPEAT guidelines whenever possible.</p> <p><a href="#">Energy Star</a>: Energy Star is the U.S. Environmental Protection Agency's and U.S. Department of Energy's guide to environmentally-friendly products and energy-savings calculator. Energy Star qualified products use less energy, save money, and help protect the environment.</p>
3.10	Purchase organic and/or fair trade coffee or tea.	For more information on how to procure and pay for organic and fair trade coffee, visit Procurement's <a href="#">Green Purchasing web page</a> .	Fair Trade certification demonstrates the existence of a trading partnership that seeks to change the rules and practice of conventional international trade by guaranteeing higher returns to producers—especially in the Global South—as well as more transparent trade relations, improved environmental practices, and opportunities for local economic development projects. ( <a href="#">The Fair Trade Movement</a> ) ( <a href="#">Fair Trade Certification</a> ) ( <a href="#">Emory's Sustainable Food Guidelines</a> )
3.11	Use wooden coffee stirrs instead of plastic coffee stirrs.	Wooden coffee stirrs can be found in the Staples punch-out of Emory Express.	Production and disposal of wooden coffee stirrs have smaller impact on environment. Wood uses more resources, but pollutes much less, than plastic. ( <a href="#">Minimizing environmental impacts of timber products through the production process "From Sawmill to Final Products"</a> )



3.12	Check to see if Emory Surplus has office furniture and equipment, such as chairs, desks, file cabinets, etc. before purchasing them new.	Emory Surplus supports Emory's sustainability goal to divert 65% of waste from landfills by 2015 by facilitating the resale, liquidation, salvage or disposal of Emory property, including furniture, equipment and vehicles. Visit the Surplus Property Facebook <a href="#">here</a> .	In 2009, U.S. EPA reported that furniture accounted for 9.8 million tons (4.1%) of household waste. Furniture is the least-recycled household item. ( <a href="#">PlanetSave</a> )
3.13	Choose furniture that is made using recycled materials, is environmentally friendly, PVC free, and/or is certified by BIFMA if new furniture purchases are necessary.	Work with your contact in Emory Interiors to request healthier furniture, or research the furniture you have selected for the manufacturer's environmental health policy.	There are a variety of chemical contaminants found in office furniture. Volatile organic compounds (VOCs) are common chemical contaminants found in office and home environments that easily evaporate into the air. Reducing exposure to chemicals in the workplace is a preventative action that can lead to improved outcomes for both worker health and to the environment. ( <a href="#">CDC Indoor Air Quality</a> )
3.14	Regularly use reusable bags instead of plastic bags.		Americans use and dispose of 100 billion plastic shopping bags each year, and at least 12 million barrels of oil are used per year in the manufacture of those plastic grocery bags. ( <a href="#">New York Times "A Bag Problem Blossoms"</a> )
<b>4.0</b>	<b>Meetings &amp; Events In our office, we . . .</b>		
4.1	Certify all hosted events with the Office of Sustainability's Sustainable Events Checklist, and at a minimum certify as Zero Landfill Waste.	To view and complete the Sustainable Event checklist, visit <a href="#">Emory's Sustainable Events Certification</a> page.	Emory's Sustainable Events Program outlines actions event planners can take to ensure that Emory's celebrations and events further our sustainability goals and set a positive example for Emory's faculty, staff, students and visitors.

4.2	Utilize sustainable catering through Emory Catering or America To Go, and feature plant-based, seasonal, and locally grown menu items.	All Emory Catering events are Zero Landfill Waste due to their commitment to supplying only compostable items, and sourcing local and sustainable foods. <i>Some</i> America to Go caterers are committed to Zero Landfill Waste and sustainable food sourcing. Visit the America to Go website for more information on caterer commitments. Request seasonal and local items when placing your catering order.	Emory has a goal of 75% local or sustainable food procurement by 2015. For information on why this is important, and on Emory's priority areas, please see <a href="#">Emory's Sustainable Food Guidelines</a> .
4.3	Provide tap or filtered water in reusable pitchers with reusable, recyclable, or compostable cups instead of offering bottled water at meetings and events.		It is estimated that U.S. consumers throw away 60 million plastic bottles per day, requiring more than 15 million barrels of oil annually, enough to fuel 100,000 cars for a year. ( <a href="#">Plastic Water Bottles Should No Longer be a Wasted Resource</a> )  Water bottles contribute to the "great Pacific garbage patch" and other litter locations across the globe. ( <a href="#">National Geographic on the Great Pacific Garbage Patch</a> )
4.4	Offer and/or utilize a virtual presence to increase accessibility and decrease transportation needs.	Emory's Libraries and Information Technology Services (LITS) supports the following virtual presence technologies for meetings: Lync, Vidy, and Echo360. For guidance on what technology to use in your meeting space, contact your local IT department.	Offering a virtual presence has the potential to decrease the transportation impact as well as the energy and resource intensity of your meeting.
4.5	Minimize paper use at meetings by distributing agendas and support documents electronically most of the time.	If paper documents are necessary, consider printing half the amount needed so that meeting attendees can share.	The EPA estimates that recycling 1 ton of paper saves 17 trees and 7,000 gallons of water ( <a href="#">SF Gate- Recycling Instead of Landfills</a> ).

4.6	Avoid driving to on-campus meetings by walking or using the Cliff Shuttle, and carpool or use an alternative commute option when traveling to off-campus meetings.	Encourage “walking meetings” between colleagues while traveling to another meeting location, or use this time for reflection and restoration.	Alternative commute options reduce traffic congestion and carbon emissions. Biking and walking improve personal health, and public transportation/carpooling can encourage community building and provide opportunities for social networking. (Emory’s <a href="#">Smart Commute Program</a> )
4.7	Utilize and encourage walking meetings as a healthy alternative to standard meeting formats.		Walking boosts creativity and productivity; getting away from the office gives you a break from electronics and minimizes distractions; gentle physical activity is good for your health, decreases stress, and elevates mood; a shared activity between colleagues strengthens working relationships and builds camaraderie. ( <a href="#">Health Matters Well-Being Toolkit: Walking Meetings</a> )
4.8	Offer short “active” breaks during meetings to increase productivity and promote health and wellness.		
<b>5.0</b>	<b>Safe &amp; Healthy Office Environment</b> <b>In our office, we...</b>		
5.1	Contract with the University BRS staff (as opposed to an outside vendor) to provide cleaning services that abide by Emory's Green Cleaning Policy.	Some university departments use an outside contractor for custodial services, who don’t have to abide by <a href="#">Emory’s Green Cleaning Manual</a> .	

5.2	Purchase eco-friendly and fragrance free cleaning supplies and dish soap for our break room and desk area, if applicable.		Using eco-friendly cleaners reduces exposure to toxic chemicals, may reduce incidence of asthma attacks caused by dust and chemical allergens, and improves indoor air quality by reducing airborne dust and chemical gases. ( <a href="#">NY Green Cleaning Program</a> )
5.3	Provide plants that naturally purify the air.		"Low-light-requiring houseplants, along with activated carbon plant filters, have demonstrated the potential for improving indoor air quality by removing trace organic pollutants from the air in energy-efficient buildings. This plant system is one of the most promising means of alleviating the sick building syndrome associated with many new, energy- efficient buildings." (NASA: <a href="#">Interior Landscape Plants for Indoor Air Pollution Abatement</a> )
5.4	Are committed to having regular staff social events, such as lunch gatherings and walks in Lullwater.		Spending at least 30 minutes outdoors every day to get fresh air and higher vitamin D production also boosts energy and mood. According to one study, "being outside in nature for just 20 minutes in a day was enough to significantly boost vitality levels." The following links provide more evidence and discuss the importance of getting "fresh", outdoor air. <a href="#">University of Rochester: Spending Time in Nature Makes People More Alive, Study Shows, How to get Vitamin D from Sunlight</a> , <a href="#">National Recreation and Park Association: Enough Outdoor Time? Think Again</a>
5.5	Make office employees aware of the health and wellness services available to them through the Faculty Staff Assistance Program and Healthy Emory.	Provide information to all new and existing employees about <a href="#">FSAP</a> and Healthy Emory, and encourage them to take advantage of these valuable resources for the health and well-being of the office.	One study found a 28% reduction in absenteeism due to illness, which directly affects productivity by allowing for more efficient and able work days for employees. ( <a href="#">Wellness and Beyond: Employers Examine Ways to Improve Employee Health and Productivity and Reduce Costs</a> )

5.6	Make office employees aware of the safety services provided by the Office of Critical Event Preparedness and Response (CEPAR) and its member organizations.	The Office of Critical Event Preparedness and Response seeks to foster a culture of safety for Emory University through a systematic, data-driven, and centralized approach to promoting safety, reducing injuries, and preparing our community for natural and human-generated disasters. More information on CEPAR and its member organizations can be found <a href="#">here</a> .	
5.7	Promote and encourage physical activity throughout the workday (i.e. stretching, desk exercises or walking breaks).		A worksite wellness program that includes a physical activity component can help maintain a healthier workforce. A healthier workforce can benefit from reduced direct costs associated with health care expenses. The worksite wellness program also has potential to increase employees' productivity reduce absenteeism, and increase morale. Additionally, these programs are often seen as a central component of an attractive employee compensation and benefits package that can be used as a recruitment and retention tool to attract and keep high quality employees. Worksites can encourage physical activity through a multicomponent approach of offering management support, physical access to opportunities, policies, and social support programs. ( <a href="#">Worksite Physical Activity</a> )
<b>6.0 Social Justice &amp; Equity</b> <b>In our office, we...</b>			
6.1	At least 50% of the department faculty and staff have either attended a <a href="#">Safe Space Training</a> , a <a href="#">Creating an Environmental of Courtesy and Respect Training</a> , any other <a href="#">ELMS training</a> , or a similar training within the last two years.		
6.2	Have at least 50% of the department faculty and staff listed as Safe Space Allies.	Check the <a href="#">Safe Space Allies</a> page.	

6.3	Have developed a statement on equity and diversity that has been reviewed by the Office of Diversity, Equity, and Inclusion and is publicly available on the departmental website.	Check the <a href="#">Office of Diversity, Equity, and Inclusion page</a> for more information.	
6.4	Have reviewed external communications (e.g. website content, publications, etc.) to ensure they contain inclusive language such as gender-neutral pronouns.	Check <a href="#">this page</a> for more information about gender identity.	People can now select gender-neutral pronouns when contacting the U.S. government, as President Joe Biden signed a raft of executive actions on his first day in office, including an order tackling discrimination against LGBT+ people. ( <a href="#">White House website adds gender-neutral pronouns as Biden meets LGBT+ demands</a> )
6.5	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.		The Emory community is open to all who have a commitment to the highest ideals of intellectual engagement, critical inquiry, and integrity. We welcome a diversity of gender identities, sexual orientations, abilities, disabilities, ethnic, cultural, socioeconomic, religious, national, and international backgrounds, believing that the academic and social energy that results from such diversity is essential to advancing knowledge, addressing society’s most pressing issues, and attending to the full spectrum of human needs in service to the common good. ( <a href="#">Institutional Statement on Diversity</a> )

6.6	Provide space or share resources regarding other spaces on campus that support an inclusive work environment such as gender-neutral restrooms, lactations rooms, and reflection rooms.		Please see Justification for # 6.5 above.
<b>7.0</b>	<b>Communications &amp; Participation In our office, we...</b>		
7.1	Inform and ask office members to agree to follow the applicable actions on this checklist.		We recommend acquiring agreement from at least 75% of office occupants for maximum success.
7.2	Share information about our Green Office certification with all new employees and encourage them to get involved.		
7.3	Discuss sustainability and the progress of our Green Office certification at staff meetings.		
7.4	Host a sustainability info session covering waste, energy, health and/or wellbeing at an office wide lunch or meeting.		
7.5	Have at least one office representative on the Office of Sustainability Initiatives e-mail listserv, and re-distribute relevant information to office members or post on a shared resource.	Please sign up for the OSI listserv <a href="#">here</a> .	

7.6	Follow the Office of Sustainability Initiatives on Social media.	<a href="#">OSI Facebook page</a> <a href="#">OSI Twitter Page (@EmoryGreen)</a>	
7.7	Display our Green Office seal in the office and/or a link to the Emory Sustainability Green Offices webpage on our department website.	The link to the Emory Sustainability Green Offices webpage is <a href="#">here</a> .	
7.8	Know who our building's Sustainability Representative is and communicate with them about any related inquiries and ideas.	Find your building's Sustainability Representative <a href="#">here</a> .	
7.9	Have 50% of our office staff participating in Emory's Sustainability Pledge.	Locate and take or renew your Sustainability Pledge <a href="#">here</a> .	
7.10	Place reminders throughout the office about energy conservation, such as turning off computer monitors and shutting off lights in unoccupied rooms.	For a set of reminder stickers and clings, contact <a href="mailto:greenoffices@emory.edu">greenoffices@emory.edu</a> or feel free to make your own!	
7.11	Promote and provide resources for alternative transportation options.	For information on available commute alternatives, visit the Transportation and Parking Services website <a href="#">here</a> .	19% of Emory's CO2 emissions come from faculty, staff, and student commuting. Choosing an alternative helps Emory reach its goal of 20% reduction in greenhouse gas emissions by 2020. For more information on Emory's Climate Action Plan, visit <a href="#">here</a> .
7.12	Know who our building/department's Wellness Champion is and communicate with them about health and wellness inquiries and ideas.	The link to the Wellness Champion official page is <a href="#">here</a> .	
<b>8.0</b>	<b>Innovation Points In our office, we...</b>		



8.1	Encourage innovative ideas from our employees for office-wide sustainability initiatives.	Offices can earn additional points for actions that are not listed in the checklist. Initiatives and corresponding points awarded are subject to committee approval.	Example Innovation: Eliminate landfill trash cans from your office to maximize material diversion from the landfill.
8.2	Tell us about sustainability innovations (action or policy) undertaken by your office within the past three years that are not captured by the previous checklist items.	Describe both the effort and impact of the innovation(s).	



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