OSU Green Office Certification

**Welcome to the Green Office Certification!**  
     
The **Green Office Certification** is an easy and fun way for OSU employees to start or improve workplace sustainability efforts and get recognition for their work. It is intended to provide ideas for steps your office can take to increase engagement and awareness, and reduce your environmental footprint and carbon emissions.  
     
Results will be not be shown immediately upon submission, as some items require manual calculation. If needed, the Sustainability Office will contact you with follow up questions about your submission. Once data entry and analysis are complete, we will send your score and certification level, as well as recommendations for possible improvement.   
   
Please use [our resources page](http://fa.oregonstate.edu/sustainability/green-office-resources), which has detailed guidance for each section. The [web site](http://fa.oregonstate.edu/sustainability/planning-policy-assessment/green-office-certification) will be periodically updated with further details about this program.   
    
Certification levels: Bronze, Silver, Gold, Platinum   
    
*Note: In order to receive certification, your office or department must have at least one action in each section of the assessment tool.*

What office is seeking certification?

* Office name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Office physical address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of employees in office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary contact for this assessment

* Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you learn about the Green Office Certification program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UTILITIES**   
For FAQs and resources related to this section, please visit [here](http://fa.oregonstate.edu/sustainability/green-office-resources) or [e-mail the Sustainability Office](http://oregonstate.edu/cw_tools/mailto/sustainability).

U1 We use power strips with an on/off switch or an occupancy sensor to reduce the energy consumption of our electronic devices. Please indicate what portion of electronics are plugged into a power strip used to reduce these "phantom loads." (0-100%).   
   
*You can request a free automated power strip* [here.](http://fa.oregonstate.edu/powerstrips)

|  |  |
| --- | --- |
|  | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

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| --- | --- |
| % |  |

U2 We either enable power management settings, switch off or manually put to sleep electronic devices such as computers, laptops, monitors, copiers and printers after one hour of inactivity.   
Please indicate what portion of electronics are off or asleep after one hour of inactivity (0-100%).  
*For more info on how to set office electronics to automatic sleep mode,* [visit here](http://fa.oregonstate.edu/sustainability/green-office-resources#sleepsettings&quot; target=&quot;_blank)*.*   
    
*Tip: ask for a show of hands at a staff meeting in order to see how many employees set office electronics to sleep mode. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

|  |  |
| --- | --- |
|  | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

U3 We use task lighting instead of overhead lighting whenever possible.   
*A task lighting definition can be found here.*   
    
 *Tip: ask for a show of hands at a staff meeting in order to see how many employees use task lighting. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*   
    
Please indicate the amount of time task lighting substitutes for overhead lighting. (0-100%).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

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U4 We use CFLs or LEDs for task lighting in our work spaces instead of overhead lighting whenever possible. Please indicate what portion of task lighting is from energy efficient light bulbs (0-100%).  
 *A task lighting definition can be found* [here](http://fa.oregonstate.edu/sustainability/green-office-resources#tasklight)*. For a comparison of different types of light bulbs please visit* [here](http://fa.oregonstate.edu/sustainability/green-office-resources#light_comparison)*.*   
  
 *The sustainability office has free CFLs and LEDs for your office; please contact us if the bulbs you are currently using are not CFLs or LEDs.*

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| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| CFL or LED |  |
| Other type of lamp |  |

U5 We turn off lights and use natural lighting whenever possible.   
Please estimate the amount of time during work hours that natural lighting substitutes for electric lighting. (0-100%).   
    
*Tip: ask for a show of hands at a staff meeting in order to see how many employees use natural lighting whenever possible. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

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| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

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| --- | --- |
| % |  |

U6 Lighting in our work space is too bright.

* Yes (please provide details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U7 We may have lights that could be controlled more efficiently by an occupancy sensors.   
 *To request an occupancy sensor, please visit* [here.](http://fa.oregonstate.edu/sustainability/green-office-resources#request_sensor)[​](http://fa.oregonstate.edu/sustainability/green-office-resources#request_sensor​)   
    
*Tip: consider how often lights are on when they do not need to be.*

* Yes (please provide details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U8 We send an email to our staff before holidays and breaks containing an energy saving checklist.   
    
*Tip: speak to the person that sends internal correspondence in your office, usually the office manager/administrator.*

* Yes (Please provide date of last e-mail sent) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U9 We use the following in our office:

* Space heaters
* Window air conditioners
* Both
* Neither
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U10 We close windows when heating or air conditioning is active.  Please indicate the amount of time windows are closed when heating or air conditioning is active (0-100%). Select N/A if  you do not have operable windows.   
    
*Tip: ask for a show of hands at a staff meeting in order to see how many employees close windows when heating or air conditioning are active. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

|  |  |
| --- | --- |
|  | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

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| --- | --- |
| % |  |

U11 We wear layered clothing and adapt to varying office temperatures.   
Please indicate the amount of time employees wear layered clothing to adapt to office temperatures (0-100%).   
    
*Tip: ask for a show of hands at a staff meeting in order to see how many employees adapt to varying office temperatures by wearing layered clothing. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

|  |  |
| --- | --- |
|  | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

U12 All of our sinks have aerators rated at 1 gallon per minute or less.  *An aerator screws onto the tip of the faucet; the flow rate, in gallons per minute (gpm), is typically stamped on the side of the aerator. For additional assistance identifying your building's aerator flow rates, please*[email the Sustainability Office.](http://oregonstate.edu/cw_tools/mailto/sustainability)

* Yes
* No
* N/A
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U13 All of our toilets use 1.6 gallons per flush or less and urinals use 1 gallon per flush or less.  
 *Most toilets and urinals have a flush volume stamped in ink. For additional assistance identifying your toilet flow rate, please*[email the Sustainability Office.](http://oregonstate.edu/cw_tools/mailto/sustainability)

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U14 We report to our building manager or to Facilities Services observations like leaky faucets, toilets flushing too long, outside lighting on during the day, broken/leaking sprinklers, etc., within one week.   
 *For more info on how to contact your building manager, please visit* [here.](http://fa.oregonstate.edu/sustainability/green-office-resources#bldg_manager)

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U15 We have installed signage, stickers or visual prompts in the following locations:

* All kitchens and bathrooms to encourage water conservation. *Please visit here to download a water saving sign.*
* On or near all shared space light switches as reminders to turn off the lights. For help with printed reminders, please contact the Sustainability Office.
* Near workstations to remind us to turn off office electronics during periods of inactivity over one hour.  For help with printed reminders, please contact the Sustainability Office.
* None
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WASTE MANAGEMENT**   
For more information or questions regarding this section, view [Campus Recycling's website](http://recycle.oregonstate.edu), our [Waste Management resource page](http://fa.oregonstate.edu/sustainability/green-office-resources#WasteManagementResources) or contact Andrea Norris (Andrea.Norris@oregonstate.edu).

WM1 When coordinating events that produce waste, we utilize Campus Recycling's [event recycling service](http://fa.oregonstate.edu/recycling/services/event-recycling).  Please indicate the proportion of events that utilize event recycling services (0-100%).

|  |  |
| --- | --- |
|  | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

WM2 Our office is a part of the department composting program.

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WM3 We have recycling "how-to" signage near waste bins in all common areas, as space allows.

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WM4 All trash cans in common areas are paired with recycling bins, as space allows.

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WM5 We have set printers to double-sided printing as a default, and have visual prompts on copiers and printers to remind staff to print or copy double-sided.   
    
 *Tip: if you are not sure, ask your IT support person or office manager/administrator.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WM6 We have a designated area in our supply closet or office for sharing and reusing office supplies such as file folders, binders, pens, paper clips, etc.   
    
 *Tip: if you are not aware of such an area, ask your office manager/administrator if your office has one.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WM7 Our break rooms and/or kitchens provide reusable dishes and silverware.

* Yes
* No
* N/A
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WM8 We have a scrap paper bin near printers to be reused for scrap or internal memos.

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WM9 Our staff are informed on the special materials (such as Styrofoam, ink/toner cartridges, and electronic media) that can be recycled at OSU and know how to complete service requests for these materials.  
 *For more details on special materials, visit* [here](https://fa.oregonstate.edu/recycling/resources/osu-recycle-guide/special-recyclables)*.*   
    
 *Tip: ask for a show of hands at a staff meeting in order to see how many employees are informed on the special materials that can be recycled at OSU and know how to submit service requests for these materials. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WM10 We always use OSU Surplus to:    
*For details on OSU Surplus, visit* [here.](http://fa.oregonstate.edu/sustainability/green-office-resources#WasteManagementResources)

* Find needed furniture and office supplies before purchasing new.
* Dispose of unneeded furniture and office supplies through OSU Surplus.
* Neither
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WM11 We recycle all of our used batteries by taking them to collection bins at designated locations across campus.  
 *To find the locations of collection bins visit* [here](https://ehs.oregonstate.edu/sites/ehs.oregonstate.edu/files/pdf/si/wastebatteries_si.pdf)*.*   
    
*Tip: ask for a show of hands at a staff meeting in order to see how many employees recycle used batteries at OSU collection bins. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WM12 To eliminate need for bottled water, we have installed water spigots on sinks/fountains.   
 *For more information please contact* [The Sustainability Office.](http://oregonstate.edu/cw_tools/mailto/sustainability)

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE PURCHASING**   
For help on this section, please contact [the Sustainability Office](http://oregonstate.edu/cw_tools/mailto/sustainability). More resources and info will be coming soon for this section!

P1 We purchase general office (copy) paper with a minimum:   
 *Tip: speak to the person who handles purchasing your office supplies, often your office manager/administrator.*

* 100% post-consumer waste content
* 80% post-consumer waste content
* 30% post-consumer waste content
* None of the above (0 points)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P2 We purchase letterhead, envelopes, business cards, folders, notepads, post-its, and other paper products with a minimum:   
 *Tip: speak to the person who handles purchasing your office supplies, often your office manager/administrator.*

* 100% post-consumer waste content
* 80% post-consumer waste content
* 30% post-consumer waste content
* None of the above
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P3 We consolidate orders so that we do not make purchases   
 *Tip: speak to the person who handles purchasing your office supplies, often your office manager/administrator.*

* Under $100 dollars
* Under $50 dollars
* None of the above
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P4 We only purchase computer-related equipment that is EnergyStar compliant and/or with an EPEAT rating of at least Gold.   
 *Learn more about Energy Star and EPEAT products at www.energystar.gov and www.epeat.net.*   
    
 *Tip: speak to the person who handles purchasing your electronics.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P5 We purchase only recycled or re-manufactured laser and copier toner cartridges.   
    
 *Tip: speak to the person who handles purchasing your electronics.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P6 For our kitchen(s), we bring environmentally preferred cleaning products.  
  
 *To find "environmentally preferred" products, look for phrases such as "contains no phthalates," "phosphate free", and "biodegradable in 10 days." Terms such as "natural," "eco-friendly," and "nontoxic" aren't regulated terms in the United States and may or may not indicate some level of environmental sensitivity. Additionally, baking soda and vinegar can substitute for harsher cleaning chemicals in many cases. OSU custodial products are Green Seal certified.*

* Yes
* No
* N/A
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transportation and Travel**   
    
For questions regarding this section please view the [Transportation Services' website](http://transportation.oregonstate.edu/) or contact Sarah Bronstein at Sarah.Bronstein@oregonstate.edu.

T1 We work with OSU Transportation Services to supply print and web resources so our employees are informed regarding their commute options like walking, bicycling, taking transit, car sharing (ZipCar), and carpooling.   
    
 *Tip: ask your office administrator/manager.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Never | Sometimes | About half the time | Most of the time | Always |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

T2 Employees in our office have access to adequate secure bike parking (such as a bike room or bike lockers).

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

T3 Employees in our office have access to adequate outdoor covered bike parking for themselves and visitors.  
 *Adequate bike parking means typically not over 90% full. ​*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

T4 Our office provides a bicycle(s) for employee use for short trips on campus.

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* N/A

T5 Estimated percentage of employees in our office who routinely get to campus using something other than a single occupancy vehicle (SOV).  
 *Examples of non-SOV modes include riding a bicycle, walking, carpooling, vanpooling, or using public transit.*   
   *Tip: ask for a show of hands at a staff meeting in order to see how many employees routinely get to campus using something other than a single occupancy vehicle (SOV). Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

T6 We use teleconference technologies to replace travel.  
 *Tip: ask for a show of hands at a staff meeting in order to see how many employees use teleconference technologies to replace travel. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Never | Sometimes | About half the time | Most of the time | Always | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| Select how often your office uses this resource. |  |

T7 We utilize University Motor Pool vehicles and carpools for university-related travel, rather than driving alone in personal vehicles.   
*Visit* [here](http://transportation.oregonstate.edu/motorpool) *for more information on Motor Pool.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Never | Sometimes | About half the time | Most of the time | Always | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

T8 Rather than using a car, employees in our office utilize the Beaver Bus to make short trips around campus.  
 *Visit* [here](https://transportation.oregonstate.edu/transportation-services/osu-beaver-bus)*to learn more about the Beaver Bus.*   
    
 *Tip: ask for a show of hands at a staff meeting in order to see how many employees use the Beaver Bus to make short trips around campus, rather than using a car. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Never | Sometimes | About half the time | Most of the time | Always | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

**OUTREACH, ENGAGEMENT AND PROFESSIONAL DEVELOPMENT**  
   
For questions and tips regarding this section, please visit [our website​](http://fa.oregonstate.edu/sustainability/green-office-resources#OutreachResources) or contact sustainability@oregonstate.edu.

OE1 At least once a year we organize and/or sponsor events to discuss a topic related to sustainability.

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OE2 Estimate the number of employees subscribed to the Sustainability Office monthly e-newsletter.    
*Subscribe to the newsletter* [here](https://lists.oregonstate.edu/mailman/listinfo/sustainability_at_osu)*.*   
    
 *Tip: ask for a show of hands at a staff meeting in order to see how many employees are subscribed to the Sustainability at OSU bi-weekly e-newsletter. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| Employees |  |

OE3 Our office encourages employees to track their personal carbon footprint via the [OSU Carbon Calculator](http://myco2.sustainability.oregonstate.edu/).  
 Estimate the number of employees who have calculated their carbon footprint via the OSU Carbon Calculator.   
    
 *Tip: ask for a show of hands at a staff meeting in order to see how many employees have calculated their carbon footprint via the OSU Carbon Calculator. Alternatively, ask your employees via our* [internal employee survey](https://fa.oregonstate.edu/sustainability/green-office-resources)*.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| Employees |  |

OE4 We have at least one Sustainability Advocate for every 100 employees within our office or larger work unit.   
 [See details and a list of Advocates](http://fa.oregonstate.edu/sustainability/osu-sustainability-advocates)*.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OE5 We have made a public statement supporting sustainability, sharing our efforts to reduce our carbon footprint, and/or making OSU a more sustainable university.

* Yes. Please describe. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OE6 We display sustainability related printed materials in a visible area for employees, students and visitors to see.    
*If yes, please describe what materials you use, whether it is your office's material or our brochures,* [available here](http://fa.oregonstate.edu/sustainability/information/visitors)*.*

* Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OE7 We have shown a sustainability focused video to our staff in the past two years.  
 [Example and recommended videos can be found here](http://fa.oregonstate.edu/sustainability/green-office-resources#VideoResources)*.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OE8 We encourage other offices to pursue Green Office Certification and we share our process with others. If yes, please describe what actions you are taking to encourage certification.

* Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q84 **Are you ready to submit your assessment?**  
  
**YES!** Click "next" button. This will submit your data for certification. The Sustainability Office will be in touch when we have finalized your score. You will not be able to edit the data submitted.  
  
**NO!**Click "back to navigation page" to work on a new section or leave the survey for now to return to at any time with the link received within your e-mail.