

The ETSU Department of Sustainability’s Green Office Program

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**Mission and Vision**

*Mission*

The mission of the Green Office Program is to encourage East Tennessee State University’s faculty and staff to become more environmentally sustainable by conserving resources within their offices and departments.

*Vision*

The vision of the Green Office Program is to bring sustainability to the forefront of campus and make it a natural and integral part of East Tennessee State University.

**Introduction**

The purpose of the Green Office Program is to help campus be more sustainable in certain aspects. This program will incentivize Faculty and Staff to take more sustainable action while on campus, and hopefully within their own lives as well. This program was retired several years ago and is now being revamped and reestablished here on campus. In order to incentivize this program all members of the Green Office Program will receive a reusable coffee mug and gift equal to $250 to jumpstart sustainability in the office. The office that shows the most progress will be given a Sustainability Award for Most Environmentally Sustainable Office on Campus.

**Guidelines**

 The following are mandatory activities\* required for an office or department to become recognized as a member of the Green Office Program

* Utilize Power Strips within Individual and Group Spaces
* Recycle all Toner and Ink Cartages with John Nelson
* Use only 1 Coffee Maker per Office Space
* Put up Provided Signs to Unplug Appliances When not in Use
* Put up Provided Lights Off Stickers
* Recycle within Office
* Use Provided Leaf Cart in Place of Disposable Dishes
* Submit a monthly check-in with an online survey
* Attend a Brown Bag Lunch (1 person per office minimum)

\*These are items that upon signing the Green Office Program agreement the members of the office/department will be required to uphold throughout their time as a member of the Green Office Program.

 Additionally, Green Office Program offices/departments will pick two goals to achieve by the end of their first semester as active members. They should select one goal for subsequent semesters while upholding previous goals and mandatory activities. They may pick from the following goals or create their own goal(s) as approved by the Department of Sustainability:

* Avoid Printing for Classes
* Paperless Meeting
* Reducing Product Purchasing (purchase in bulk or place multiple orders at once)
* Use Recycled Content Paper for Exams, Class Handouts, Flyers, Meeting Agendas etc.
* Shut Down Computers and Printers Daily

**Expectations**

 The Department of Sustainability should do the following in order to make the Green Office Program a success at East Tennessee State University:

* Attend staff/office meetings and trainings to provide an overview of the Green Office Program and how it can benefit the office
* Help guide faculty and staff in achieving their sustainability goals
* Review and respond to monthly check-in survey
* Recruit other offices/departments to be a part of the Green Office Program
* Allow for accommodations and support for offices/departments that are struggling in maintaining their contract

Offices and/or Departments should do the following in order to remain as an active member of the Green Office Program:

* Appoint a faculty or staff member to fill out the monthly survey and report on what the office/department has been doing to achieve goals and any struggles they might be facing
* Achieve goals within the parameters set by the Department of Sustainability
* Sign Up for Green Monday Emails
* Uphold past goals and expectations during every semester as an active member and report on these goals at the end of each semester
* Remain in communication with Department of Sustainability
* Have at least 75% of office/department members sign the Green Office Agreement— only those who sign the agreement will get the coffee mug

Failure to maintain the above may cause the office/department to lose active member status for up to one year, as determined by the Department of Sustainability.

I agree to uphold this agreement and maintain the above information to the best of my ability.