Introduction

SustainECU is eager to present the Green Office Program. Offices that choose to participant will be helping East Carolina University work toward carbon neutrality and reaching its sustainability goals. This program is intended to take the guess work out of campus sustainability as well as to provide ample resources so that all employees can do their part to reduce environmental impacts. Offices that complete the certification process will receive recognition through articles published in the SustainECU newsletter as well as posts on our website and social media outlets. Certified Green Offices will also be awarded with a framed certificate to proudly display and the right to upload an official logo to their website.

Certification Process

The Green Office Program assigns weighted credits to sustainability criteria in order to define the rating levels below:

- *Green Office Participant (0-74 credits)*
- *Certified Green Office (75 - 99 credits)*
- *Green Office Champion (100 - 130 credits)*

Individual offices will earn credit toward their rating as they check off items in the following categories:

- *Energy Conservation*
- *Waste Minimization*
- *Materials Management*
- *Meetings and Events*
- *Participation*

Ratings in the Green Office Program will expire after 2 years, upon which time the office will be contacted to arrange for recertification. The *recertification process* is not meant to be difficult; however, it will involve a simple walk-through review bi-annually to maintain the Certified Green Office rating. This requirement has proven very effective at our peer institutions because it encourages participants to actively maintain their commitments, incorporates ongoing changes in personnel and procedures, and creates opportunities to pursue new sustainability goals as they evolve.

Prior to starting the program, offices will need to *designate a primary contact* person and obtain *commitment signatures from 75% of their staff*. In order to participate, offices are also required to setup a *Go Green Bulletin Board* and contact the Sustainability Manager to schedule their *energy and waste audits*. These audits will provide data to make baseline comparisons, evaluate program effectiveness, and report outcomes. *Pre-Certification Requirements* will ensure certain objectives are completed, but the remaining items consist of categorized *electives worth 1-4 credits each*. Once the participation requirements are complete, service-learning students will guide office contacts through the certification process using the *Credit Worksheet* and always be available to answer questions or provide assistance along the way.

For more information, please contact Chad Carwein by phone at 252-744-4190 or via email to carweinc15@ecu.edu.