

## Green Office Program

How green is your office? Fill in information about your activities on the following worksheet tabs, and your points will add up here on this page. Have any questions? Schedule a visit or just get the answers by contacting the Sustainability Integration Office: x71765 or sustainability@pomona.edu.

### Certification Report

*This sheet will fill in automatically.*

#### Department Name

Writing Center

#### GOP Contact(s)

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Area	Possible Pts.	Pts. Earned
<b>Energy</b>	<b>7</b>	<b>7.5</b>
Ep1. Sustainability Integration Office has completed appliance audit	Prerequisite	
Ep2. There are no CRT (cathode ray tube) monitors in the office	Prerequisite	
Ec1. Computers are set to energy-saving modes	3	3.0
Ec2. Personal electronics are disconnected when not in use	2	2.0
Ec3. Highly efficient task lighting is used	0	0.0
Ec4. Large electronics are set to energy-saving modes	2	2.0
Ec5. Electronics and appliances are shared (as much as possible)	Bonus	0.5
<b>Waste</b>	<b>4</b>	<b>4.0</b>
WMp1. There are recycling bins next to every trash bin in the office	Prerequisite	
WMc1. Office has been reminded; stickers are posted	2	2
WMc2. All items are disposed of properly	1	1
WMc3. The office reuses supplies as much as possible	1	1
WMc4. The office uses rechargeable batteries only	0	0
<b>Printing</b>	<b>4</b>	<b>5.0</b>
Pc1. Printers are set to print double-sided by default	0	0.0
Pc2. Paper margins are set to 3/4-inch on all sides by default	2	2.0
Pc3. Copies are made double-sided and a reminder sign is posted	1	1.0
Pc4. Scrap paper is collected and used	1	1.0
Pc5. Documents are shifted toward electronic forms	Bonus	1.0
<b>Kitchen</b>	<b>8</b>	<b>8.0</b>
Fp1. Styrofoam is never purchased by the office	Prerequisite	
Fc1. Disposal dining products are not used for everyday dining	2	2.0
Fc2. Food/drink items are not individually packaged	2	0.0
Fc3. Food purchased for everyday use is organic/fair-trade/local	2	2.0
Fc4. Bottled water is eliminated from the office	2	2.0
Fc5. The office owns reusable diningware for use at office events	Bonus	2.0
Fc6. Reusable dining products are used for catered office events	Bonus	0.0
<b>Transportation</b>	<b>10</b>	<b>2.0</b>
Tc1. Commute methods	10	1.5
Tc2. Telecommuting	Bonus	0.5
<b>Purchasing</b>	<b>8</b>	<b>9.0</b>
Pp1. When purchasing appliances, EnergyStar certified models are always purchased	Prerequisite	
Pc1. Purchased copy paper is 100% pcw recycled, PFC and FSC certified	3	3.0
Pc2. Purchased non-copy paper is at least 30% pcw recycled	2	2.0
Pc3. Ink cartridge refills or remanufactured cartridges are used	3	3.0
Pc4. Vegetable- or soy-based ink cartridges are used	Bonus	1.0
<b>Participation</b>	<b>4</b>	<b>6.8</b>
PCc1. GOP kit stickers and other materials are used	2	2.0
PCc2. The office reports building problems immediately	1	1.0
PCc3. Everyone in the office is signed up for the SIO Staff-Fac Newsletter	1	1.0
PCc4. The office has recruited others to sign up for the GOP	Bonus	0.0
PCc5. Plants are used in the office to improve air quality and ambiance	Bonus	2.8
<b>Innovation</b>		<b>1.5</b>
<i>Add your innovation efforts on the last tab</i>		<b>1.5</b>
<b>Total</b>	<b>45</b>	<b>34.5</b>
Bonus points (maximum 5 points)		5.0
Innovation points (maximum 3 points)		1.0
<b>Total</b>		<b>40.5</b>

**Current CERTIFICATION LEVEL**

**LEVEL 4**

Certification Levels	Point %
Level 1	60-69%
Level 2	70-79%
Level 3	80-89%
Level 4	90+ %