

Sustainable Office Certification

Example materials from Moodle training for Sustainable Office Certification Program (2016)

What is the Sustainable Office Certification Program?

This year, the Sustainable Office Certification is available through Moodle! There are challenges for you to complete as well as resources to inspire you to become more sustainable. We hope that using Moodle as an interface will streamline some aspects of the program, saving everyone a little time, and create more interesting engagement opportunities for campus sustainability.

Clarkson's Sustainable Office Certification Program is a challenge-based program that provides incentives for faculty and staff members to learn about sustainability and apply it to their office practices. In 2014, 34 of Clarkson's offices participated. In 2015 we made changes in the program to promote more individual engagement. We were happy to have had 43 offices and 262 individuals involved. During that year, 41% of 2015's participants earned a Green Knight Certification, and 32% earned a Gold Knight Certification. We hope to inspire an even wider range of Clarkson Faculty and staff to participate. Please share this program with your coworkers!



Clarkson's Sustainability Goals

The Sustainable Office Certification Program is one way that we can all help to work towards President Collins' goal of incorporating sustainability into everything we do on campus (April 2010). The program works to affect change on both individual and departmental levels. For the 2016 Sustainable Office Challenge (SOC) keep in mind the following words regarding the need of individual action from Jerry Jenkins:

"We need to assess our own fossil fuel consumption and then reduce it. When we have run out of effective ways of reducing our own consumption, we need to offset this consumption by working with other people to reduce theirs"

By beginning to address your personal actions, you can serve as a role model for your students and colleagues. What better way to shape the culture of Clarkson's campus than by leading by example and demonstrating your work ethic.

Program Structure

Each year the focus of the SOC will change to provide variation and focus without demanding too much time from participants. This year is organized into two sections: climate change and solid waste. Next year it may focus on transportation and sustainable food. There are a variety of activities to complete. Some are educational activities while other are more action based. These activities range from watching a 5 minute video to participating in a workshop focused on the creation of Clarkson's 5-year Sustainability Plan.

Points and Certification Level

You are working to earn points as both an individual and a department.

Individual Points

- All challenges that do not begin with "Department..." are for individuals to complete
- Claim your own points by checking completion boxes or completing assignments
- The top individuals will be recognized at the end of the semester

Department Points:

- 20% of department points will be based on the percentage of employees in the department that register for the program
- 40% of department points will be based on the average score of individual participants
- 40% of department points will be based on completion status of all challenges that begin with "Department...:"

Green and Gold Certification

- Departments earning 50% or higher will achieve Green Knight Certification
- Departments earning 75% or higher will achieve Gold Knight Certification
- (These numbers may have to be curved based on final results)

Clarkson's Climate Action Plan. As a department you'll also have the opportunity to win Sustainability funds to implement an energy efficiency project. Make sure to claim your own individual points by marking tasks as complete.

CLARKSON IS RANKED SILVER IN THE STARS PROGRAM WITH 55.1 POINTS. THE GOAL IS TO BE RANKED GOLD (WITH AT LEAST 65 POINTS) BY 2017!



THE GOAL IS TO BE POWERED BY 100% RENEWABLE ENERGY BY 2017!



CLARKSON SUSTAINABILITY INITIATIVES

CLIMATE CHANGE

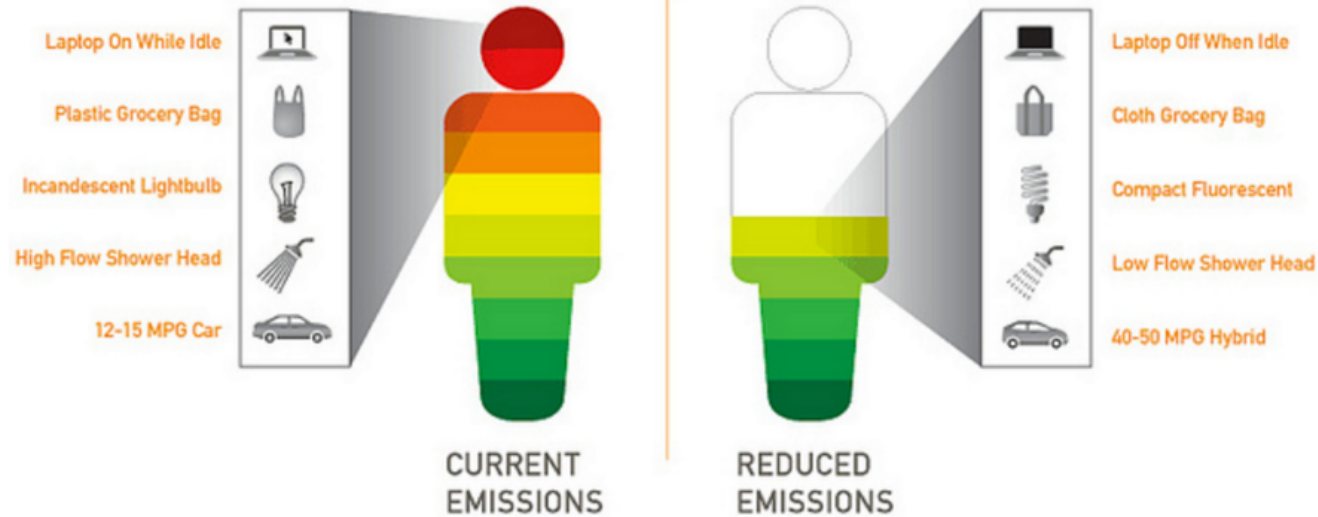
In 2010, over 80% of Clarkson's greenhouse gas emissions were associated with electricity and natural gas consumption! Now, Clarkson is working to **replace 25% of our annual electricity use with local renewable resources**, including solar and potentially hydroelectric power.

The **2 MW solar PV installation** at the Potsdam airport is generating **~10%** of Clarkson's electricity demand!

In order to address climate change, we must address energy consumption. Did you know that 31% of the United States' greenhouse gas emissions are in the electricity sector (EPA 2013)? Although energy source and building efficiency play a large role in greenhouse gas emissions, individual energy use is a necessary first step to reducing the amount of energy needed in the first place. Please complete the following challenges.



CONSERVATION OUTREACH: TEACHING THE CAMPUS TO SAVE ENERGY



[Learn \(and laugh\): Video on Climate Change \(~5 minutes\)](#)

[Apply to your life: Calculate your carbon footprint using your average monthly utility bill! \(5-10 mins\)](#)

[Interactive forum: Carbon footprint improvement and discussion](#)

[Forum: Energy Saving Tips](#)

[Department Quiz: Clarkson's Sustainability](#)

Hidden from students

Department Challenge: As a department, collaborate and test your knowledge of Clarkson's sustainability. Then let us know what you think needs improvement and how!

[Interactive forum: Help design Clarkson's Climate Action Plan](#)

Hidden from students

[Department: Climate Action Plan \(CAP\) Workshops \(~3 hours\). As a department, select one representative to collaborate with other department representatives at either the Visioning workshop in February or the Strategising workshop in March!](#)

Hidden from students


[Department: Energy Appliance Assessment & Application for Upgrade](#)


[Department: Clarkson Climate Action Plan](#)

Solid Waste


The Solid Waste Campaign will challenge you to reduce your environmental impact related to food waste and office waste! Take the initiative to learn about related issues and reduce your impact by eating local and organic food, eating fewer meat products, recycling, and composting. Then choose to opt for reusable coffee mugs, water bottles, to-go boxes and shopping bags to reduce your food and waste related impacts!




 [Video: Learn about Reducing Food Waste \(~5 minutes\)](#)

 [Forum: Share your tips for reducing waste!](#)

 [Activity: Master the Zero-Sort Recycling System \(~3 minutes\)](#)

 [Attend Event: Recycling Competition! Come to the Multi-disciplinary rooms on March 1st for a lunchtime recycling competition. Bonus points for the department with the highest attendance!](#)

Hidden from students

 [Learn about the zero waste climate solution \(Video: 7 minutes\)](#)


 [New-Eco Friendly Intra-campus Mail](#)

 [Department: Compost Bin](#)

 [Department: Local, Vegetarian, and/or Organic Potluck](#)

Hidden from students

 [Department: Centralize your Office Waste](#)

 [Department: Solid Waste Plan Workshops \(~3 hours\). As a department, select one representative to collaborate with other department representatives at either the Visioning workshop in February or the Strategising workshop in March!](#)

Hidden from students

 [Department: Clarkson Solid Waste Plan](#)

Example materials from Moodle training for Sustainable Office Certification Program (2018) (done through Excel with extensive links)

User Information			
Your Name (Please put names of all employees in the section to the right)		What is "Define Your Workplace"? A workplace can be a contiguous group of offices that share a common area or it can be a group of staff members working together as a unit but located in separate spaces. EXAMPLES: Civil and Environmental Engineering Department, Student Administrative Services, etc.	Names of Employees:
Your Email			
Your Workplace Name			
Define Your Workplace			
Number of colleagues in your workplace			

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Sustainable Discussion Guide for Green Offices

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Sustainable Office Discussion Guide

The following is a list of potential talking points for including sustainability in a department meeting. There are more talking points in this guide than can be covered in a single meeting. Prioritize issues and consider giving sustainability 5 minutes during all future department meetings. **The points marked with an asterisk are required for the Sustainable Office Certification.**

Food and Well-being:

- Is the office coffee/tea certified fair trade, organic, rainforest alliance, etc?
- Would the department like a green foodwaste compost bucket? The ISE will empty the bucket weekly.
- If you use disposables in a breakroom discuss the pros and cons of switching to reusable ware.
- *Discuss the use of [stairs instead of elevators](#) and the benefits of walking/biking during the day.
- *Discuss and then distribute [GardenShare's Local Food Guide](#) and information about signing up for [Field Goods](#) food deliveries to all employees (available at ISE).
- How many department members, if any, have gone through the voluntary diversity and inclusion training?

Natural and Built Environment:

- *Inform faculty that the [transportation survey](#) has been sent to them. They should fill it out to determine how Clarkson's employees commute to campus.
- A [work request](#) can be used to help the facilities department maintain energy and water efficiencies throughout our built environment. Are there any issues in your workspace that need to be addressed?

Energy:

- *Does anyone need help with energy saving computer practices (sleep mode, power strips)?
- Discuss conservation: turn off lights, walk the Clarkson tunnels in the winter (opening doors releases heated air), department specific energy issues.

Leadership:

- Ask employees to take a look at [Clarkson's AASHE Scorecard](#). There is at least one section on this report relevant to your workspace. It is free to log into the AASHE website with your Clarkson email. The ISE can provide a pdf version if you'd like.
- *Take a few minutes to discuss a sustainability action plan for your department. Identify sustainability indicators within your workplace to set targets and measure impact.
- Is the department agreeable with recognizing faculty and staff for sustainability in performance reviews?