Spartan Green Certification Questions
2016-2018 Certification Period

Bronze Level Certification Questions

Communication and Education
1. Do light switches have stickers to remind people to turn off lights?
2. Are environmental goals set annually?
3. Is there some sort of regular communication with co-workers/students about environmental issues, initiatives and best practices?
4. Does new employee orientation include information on environmental issues?

Energy Efficiency and Conservation
1. Are lights turned off when space is unoccupied?
2. Is the power saving mode utilized on equipment, including computers, monitors, printers, fax machines, photocopiers and lab equipment?
3. When possible is equipment, including computers, monitors, printers, photocopiers, and other small appliances, turned off when office space is unoccupied?
4. Are coffee and tea brewing equipment, microwaves, refrigerators and other appliances in a centralized location for multiple users?
5. Are power strips utilized where applicable to limit stand-by energy?
6. Is use of auxiliary heating or cooling appliances limited?
7. Are networked printers, scanners and copiers centrally located and personal desktop printers/scanners limited?
8. Are blinds closed at night to trap in heat and keep out the cold during the winter; and to trap in cool air and keep out heat during the summer?
9. When under unit control, are temperatures set to a maximum heating of 70 degrees and a maximum cooling of 76 degrees?
10. Are monitors Liquid Crystal Display (LCD) or Light Emitting Diode (LED)?
11. Is a final walk-through conducted at the end of each workday to ensure that everything is powered off?
12. Have incandescent bulbs and T12 fluorescent lighting fixtures been replaced with energy-efficient bulbs?

Recycling and Waste Reduction
1. Is duplex (double-sided) the default setting for printing?
2. Do all work stations have under desk containers for recycling?
3. Are envelopes and boxes for outgoing campus mail reused?
4. Are all of your landfill containers next to the recycling station?
5. Is electronic waste, toner and ink cartridges sent to the MSU Surplus Store and Recycling Center for proper handling/recycling?
6. Are employees encouraged to reduce paper use?
7. Are file folders and binders reused?
8. Are reusable mugs, water bottles, dishes, and utensils used?
9. Are employees encouraged to get direct deposit rather than printed paychecks?
10. Is unwanted mail reduced by sharing of periodicals, newspapers, and catalogs and through efforts to remove names from mailing list?

Water Conservation
1. Is tap water or a water cooler used for drinking (Instead of using water bottles)?
2. Are employees encouraged to use water conservatively?

Purchasing
1. Does your copy paper have at least 30% post-consumer recycled paper (100% is preferred)?
2. Are computers and networked printers and copiers Energy Star qualified?
3. Is used furniture, supplies, computers and other equipment purchased from MSU Surplus or other similar suppliers (at least checked with before buying new)?
4. Does your office encourage use of reusable containers by choosing not to purchase plastic or Styrofoam cups?
Transportation
1. Are faculty/staff encouraged to take advantage of reduced parking costs for carpooling? Yes
2. Is staff encouraged to utilize free bus pass on MSU IDs rather than take a motorized vehicle? No
3. Are faculty/staff encouraged to ride a bike? Yes
4. Does your unit have a bicycle (either bought or leased from MSU Bikes) for inter-campus travel? No

Silver Level Certification – Space Specific Questions

Office Green Certification Questions

Communication and Education
1. Does your office have potted plants throughout places that receive sunlight?
2. Is the use of air fresheners minimized or eliminated?

Energy Efficiency and Conservation
1. Are blinds or curtains used to keep the heat in during winter and the sun out during summer?
2. Does your office have a policy to review the carbon footprint of all work related travel?
3. Do entrances have their own mat or other floor covering?

Recycling and Waste Reduction
1. Is there a space for centralized office supply storage and is reuse of supplies encouraged?
2. Is paper usage analyzed and discussed each semester?
3. Are margins set to narrow as a default setting on all print jobs?
4. Does your area participate in a yearly office clean-out in which you recycle old papers, inventory, etc.?
5. Are mini-baskets used for landfill containers instead of full sized trash cans?
6. Are packaging materials from suppliers sent back for reuse?
7. We hold “Zero Waste Meetings” where all materials used are diverted from the landfill.

Water Conservation
1. We use tap water or filtered tap water and have eliminated the use of bottled water and fill stations.
2. Toilets and urinals in our office bathrooms are low-flow fixtures (less than 1.6 gallons / flush)

Purchasing
1. If the office provides disposable cutlery, is it of the highest recycled content possible?
2. Is the coffee and tea provided by the office Fair Trade certified and organic?

Kitchens Green Certification Questions – Silver Level

1. Is a final walk-through conducted at the end of each workday to ensure everything is off?
2. Are fans turned off when not needed?
3. Are dishwashers, refrigerators and freezers properly maintained?
4. Are hot and cold food lines consolidated when appropriate?
5. Is the amount of time that cooler and freezer doors are open kept to a minimum?
6. Is grease from fryers recycled?
7. Are leftover food products used in other food preparation when viable?
8. Is unused food donated whenever possible?
9. Does your unit have pre- or post-consumer composting procedures?
10. Is natural light used to reduce artificial lighting, especially in dining areas?
11. Are low settings used on ovens and hot carts during standby times?
12. Is the ventilation system turned off when fryers, ovens, and steamers are not in use?
13. Is an effort made to reduce food waste through methods such as removing trays from dining areas, controlling food portions or batch cooking?

Water Conservation
1. Are water leaks in pipes, sinks or toilets reported immediately to the facility manager?
2. Is a dish machine used only when it can be loaded for continuous use?
3. Are water filters properly maintained and changed?
1. Is food cooked from scratch and fresh, unprocessed produce for a majority of recipes?
2. Are furniture and supplies purchased from MSU Surplus or other similar suppliers?
3. Are alternatives to products that have non-recyclable packaging sought out or considered?

**IT Spaces Green Certification Questions – Silver Level**

1. Is Wake on LAN processes used for remote access?
2. Is the air exchange unit/chiller/conditioner routinely checked for efficiency?
3. Does the data center use hot/cold isle design if size warrants?
4. Does the unit use energy efficiency server equipment?
5. Is virtualization used on servers when possible?
6. If the unit has underutilized servers, are they consolidated?

**Lab Spaces Green Certification Questions – Silver Level**

1. Does orientation contain information on environmentally-friendly best laboratory practices?
2. Does the laboratory have an efficient laboratory freezer/refrigerator in a centralized location for multiple users?
3. Is equipment, including computers, heat and spinner plates, turned off when not in use?
4. Are fume hood sashes fully closed and turned to low position (manually or automatically) except when in use?
5. Does the laboratory have a shared supplies area to limit wasting extra quantities of ordered items?
6. Do laboratory practices utilize green chemistry methods, including computer simulations and micro-scale chemistry techniques when applicable?
7. Does the laboratory rent/lease (with Purchasing department approval) or share equipment?
8. Does the laboratory consider energy efficient equipment while purchasing?
9. Are alternatives to products that have non-recyclable packaging sought out or considered?
10. Are nontoxic/biodegradable and/or Green Seal Certified clean products used?
11. Are chemicals purchased in small lots when possible?
12. Does the laboratory minimize the use of paper towels?

**MSU Extension Office Space Green Certification Questions – Silver Level**

**Communication and Education**
1. Does your office have potted plants throughout places that receive sunlight?
2. Is the use of plug-in air fresheners minimized or eliminated?
3. Do you communicate with County Administration about implementing these actions in other departments? (Helps the county save funding.)

**Energy Efficiency and Conservation**
1. Are blinds or curtains used to keep the heat in during winter and the sun out during summer?
2. Does your staff use ZOOM or other distance technology to minimize work travel?
3. Do entrances have their own mat or other floor covering?
4. Are refrigerator coils cleaned often to ensure efficiency?
5. When possible, is equipment programmed to power down after a period of no use?

**Recycling and Waste Reduction**
1. Is there a space for centralized office supply storage and is reuse of supplies encouraged?
2. Do your staff talk about how they could reduce paper more?
3. Does your area participate in a yearly office clean-out in which you recycle old papers, inventory, etc.?
4. Are packaging materials from suppliers sent back for reuse?
5. Is electronic waste, toner and ink cartridges sent to the vendor for proper handling/recycling?
6. We hold "Zero Waste Meetings" where all materials used are diverted from the landfill.
7. Do you use electronic meeting agendas?
8. Do you use software to support e-newsletters and web surveys or Turning Point for all staff?
9. Do you use file-sharing technology to limit printing when working collaboratively?
Water Conservation
1. We use tap water or filtered tap water and have eliminated the use of bottled water fill stations.
2. If the office provides disposable cutlery, is it of the highest recycled content possible?
3. Is the coffee and tea provided by the office Fair Trade certified and organic?

Transportation
1. Are faculty/staff encouraged to carpool when possible?
2. Is staff encouraged to utilize public transportation rather than take a personal motorized vehicle when possible?
3. Does your office or building have a bicycle rack?
4. Do your office members have a personal commitment to maintaining their vehicles for maximum mileage efficiency (i.e. tire pressure, oil change, tune ups, driving speed)

Gold Level Certification Questions

Applicants seeking Gold Level Certification (level 3) must demonstrate their commitment to sustainability by accomplishing one additional project or initiative that goes above and beyond the requirements of Bronze and Silver Certifications. The types of projects range from committing to be a zero waste office, plan an office clean out, volunteer for the annual Red Cedar River clean up, participate in the Green MSU Earth Day Celebration (April), completing a carbon footprint exercise, setting up an onsite visit with an Energy Educator, creating signs for fume hoods reminding users to shut the sash, implementing an equipment reusing program, developing a -80 freezer maintenance program, etc. The possibilities are endless! If you need ideas, please contact us or visit bespartangreen.msu.edu for more creative ideas.

Tell us about your project/initiative?
What are the intended outcomes/impact of the project/initiative?
Why is this important to your department and to MSU?

MSU Extension only:

The MSU Extension offices have many opportunities to positively impact sustainability across the state of Michigan. Tell us how you have improved your county. Some examples are, but not limited to: host a park or other natural area cleanup, invasive species removal, partnership with local community gardens, incorporating sustainability into 4H programs (be specific) or developing and implementing an office composting program. Please write the details of your initiative in the box below.