



Eco Leader Onboarding Information

Tivoli Student Union, 346 | greenoffices@ahec.edu

Welcome to the ASCP's Green Office Program

Thank you for participating in the ASCP's Green Office Program and helping Auraria Campus become more sustainable. Below, you will find all the information you need to know to get started. If you have additional questions, please contact greenoffices@ahec.edu.

Mission

The mission of the Green Office Program is to increase sustainability awareness, practices, and efforts in offices and departments across campus. The program provides an opportunity for staff, faculty, and administrators to engage with Auraria's sustainability efforts to build a more expansive and cohesive network of sustainability advocates across campus. By incorporating the entire campus in this movement, we can celebrate and unify our collective efforts.

Specifically, the Green Office program mission aims to:

1. **Leverage** office influence to increase student and faculty awareness of the ASCP and sustainability principles on campus
2. **Engage** faculty and staff to sustain and promote the ASCP goals
3. **Inspire** behavior change through interventions and education
4. **Achieve** our commitment to the American College and University Presidents Climate Commitment (20% reduction of carbon emissions by 2020, 50% by 2030)
5. **Combat** climate change as one sustainable Auraria

Vision

The vision of the Green Office Program is to engage the entire campus community in the sustainability goals of the Auraria Sustainable Campus Program. By inspiring behavior change, we can collectively reduce campus-wide carbon emissions, increase our compost and recycling efforts, and reduce our overall dependence on fossil fuels for a more sustainable Auraria.



Timeline:

1. Reach out to greenoffices@ahec.edu to set up an initial consultation and logistics meeting with an ASCP representative to address the certification checklist
2. Review in detail all the components of the Green Office program. Discuss and sketch out the process of implementation that best suits your office.
3. Complete the Certification checklist with your office staff.
4. Conduct the preliminary Bronze Certification audit with an ASCP representative.
5. Host the ASCP representative at an office team meeting for a Green Office briefing.
6. Implement changes and receive your Green Office certification.
7. Improve your sustainability score! Achieve Silver, Gold, and Platinum Green Office Certification by introducing more sustainability initiatives into your office environment.

Point System:

This will be the mechanism in which the ASCP is able to calculate your points and determine the level of certification for the office. The point system is a tiered system of Bronze, Silver, Gold, and Platinum. Points are broken down into categories based on the seven ASCP pillars: Alternative Transportation, Education & Outreach, Energy Efficiency, Food and Gardens, Renewable Energy, Water Conservation, Waste Diversion. Additionally, there is an innovation category that allows participants to engage in their own unique sustainability efforts.

Points are designated as follows:

- 43 Points = **Bronze**
- 58 Points = **Silver** (60% of available points)
- 73 Points = **Gold** (75% of available points)
- 87 Points = **Platinum** (90% of available points)



BRONZE



SILVER



GOLD



PLATINUM



Eco-Leader Roles and Responsibilities:

The Eco-Leader will be the liaison between their office/department and the ASCP. This role includes inter-office communications, organizing sustainability improvements, and monitoring efforts. The Eco-Leader will facilitate, engage and educate staff on the ASCP and your office's sustainability goals.

Your Green Office Eco-Leader:

Name: _____

Contact: _____

Audit: A formal inventory will be conducted at the start of the program to identify the quantity of light bulbs, compost bins, and marketing materials needed for office signage.

Custodial/Desk Side Recycling: The custodial team does not collect desk-side landfill and recycling bins when composting is implemented into your office. It is the responsibility of office staff to empty their desk side receptacles in a central collection bin (ie: kitchenette or common area). Compost bins within offices in the Tivoli will be immediately serviced.

Resources:

Informational resources can be found at www.sustainableauraria.org/greenoffices
There is additional documentation on how to improve, increase and incorporate sustainable practices that range from behavior changes to trusted and sustainable office supply companies.

Support: The ASCP can help jumpstart efforts by providing composting bins and LED light bulbs. The ASCP will also support the office/department with training, education, and how to further opportunities to reach sustainability certification.

Involvement: By participating in the ASCP's Green Office Program, you will be contributing to the campus's goal of decreasing carbon emissions as well as its overall ecological footprint. Once certified, your office will be awarded a window decal for becoming certified as well as the opportunity to continue pursuing higher levels of certification (silver, gold, and platinum). By reducing your office's waste energy consumption and taking steps toward becoming more sustainable, you can save on your utility bills, improve your space's function and comfort, and better engage your employees and guests in climate action.