



American River College Acorn One Certification

GREEN OFFICE PROGRAM @ARC

Thank you for committing to minimize resource use in our shared workplaces! With your help, we can reduce greenhouse gas emissions while using less materials and producing less waste.

ARC recognizes the efforts of staff and faculty to green their daily activities by offering Green Offices at American River College Certification. Participating groups will receive an award to celebrate their certification status and will be acknowledged on the ARC Insider website, Notes and in other publications for their positive contribution to sustainability at American River College.



STEPS TO CERTIFICATION

There are four successive stages of green office certification, from “**Acorn One**” to “**Acorn Four**”. To receive certification, please submit the final page of a level’s checklist, containing the signatures of at least 75% of office members, including the office head, faculty advisor or program director. Members must sign to affirm that they are reducing their office’s resource use by taking the steps required by that level of certification. Green Office Certification does not require a formal audit, although certification status is subject to periodic review.

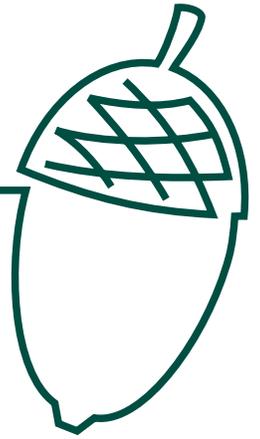
Each participating group must complete every action on the checklist, unless it is not applicable to their operations. In this case, simply note this on the submitted form.

When new employees join a Green Office, they should be oriented to expectations for office resource use.

TO LEARN MORE & ACCESS GREEN OFFICE RESOURCES

For resources to help your group reach Green Office Certification, such as tips, signs, and product information, please visit <http://green.arc.losrios.edu>.

Green Office Program Acorn One Application



Date Submitted: _____

Primary Contact: _____

of people in the office: _____

Location _____

Division/Area: _____

Department: _____

Items not applicable for our office: _____

Questions/Comments/Feedback: _____

I/We, _____

representative(s) of the above office or program applying for Green Office Certification, sign below to confirm that to the best of my/our knowledge, this office has successfully completed all applicable steps required for the Green Office Acorn we are applying for.

Signature of Office Head/Program Director: _____

E-mail address/es: _____

The below members of our office or program sign to affirm that they have read and understand the Acorn Certification Checklist we are applying for, and commit to taking the individual actions on this checklist in order to reduce our office's energy use and ARC's greenhouse gas emissions. The signatures represent at least 75% of our office's full and part time staff and faculty members.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

American River College

Acorn One Certification Checklist *(page 1 of 2)*

ENERGY

- We have ensured that our computers & monitors go into hibernation after 20 minutes of inactivity. For the ones that were not doing this automatically, we've submitted a work request ticket on [IT Help Desk](#) or called (916) 484-8259 to schedule an evaluation by one of our IT staff.
- We power down our monitors at night before we leave.
- We have sleep mode set to 5 min on all copiers/printers. For the ones that were not doing this, we've contacted our [IT Help Desk](#) at (916) 484-8259 and scheduled an evaluation by one of ARC's IT staff.
- All lights are turned off when not in use during the day and at night, including in common areas such as kitchens, conference rooms, storage closets, and bathrooms. We have posted prompts on light switches, where applicable. [\[ARC Light Switch Covers\]](#) (Contact Printing Services for a free laminated one!)
- We send, or will send, an e-mail to our staff before holidays and breaks containing an energy saving checklist reminding them to do things like turn off all office electronics (printers, copiers, water coolers, microwaves etc.), switch off power strips, unplug large appliances, & tightly close all windows.

RECYCLING

- There are recycling bins in all common areas where trash bins are present, such as in kitchens, break rooms, conference rooms, mailrooms, and copy rooms.
- We will send our used toner and inkjet printer cartridges to Printing Services for recycling.
- In our office, recycling signs are clearly posted on or near recycling bins. [\[Recycle Poster\]](#)
- We provide recycling bins at events and meetings sponsored by our office.
- When we need to dispose of office furniture and equipment, we contact Maintenance (x8255) to see if it can be salvaged and reused elsewhere.
- We spent several minutes reviewing proper recycling practices at a recent staff meeting to ensure that all members of our office are aware of the rules and had their questions answered.

WASTE REDUCTION

- We print or copy to both sides of a page whenever possible. Double-siding is set as a default on our office computers, and we placed a visual prompt on our copy machine to remind members of our office to double-side whenever possible.
- In order to save paper when printing and copying, we reuse paper that has text on only one side whenever appropriate. We keep a scrap paper pile near our printer and/or copier.
- We use inter-office instead of regular envelopes whenever possible and promote the redistribution of inter-office envelopes in our office or department.

American River College

Acorn One Certification Checklist *(page 2 of 2)*

PUBLICATIONS

- If we publish a newsletter, we offer an electronic version that readers can select instead of the paper version.

EVENTS AND MEETINGS

- Before events and meetings we send an e-mail reminding attendees to bring mugs or reusable cups if beverages will be served.

TRANSPORTATION

- Members of our office feel that there are adequate bike racks for staff near our buildings. If not, we contacted Maintenance (x8255) to see if relocating existing bike racks or obtaining new racks is a possibility.

KITCHENS AND BREAKROOMS

- If we supply paper products to staff in our break room or kitchen, we purchase napkins and paper towels with at least 30% recycled content.

PURCHASING

- For printing and copying, our office only uses paper containing at least 30% recycled content when possible.
- Before we purchase office furniture, such as file cabinets, desks, etc., we check to see if Maintenance has any surplus in stock or can obtain any.
- While considering purchasing new furniture we factor in the sustainable options.
- If we must purchase new (or used) appliances and equipment (printers, copiers, microwaves, etc), we only purchase Energy Star or EPEAT certified models.

PARTICIPATION

- Our group/office has participated in the [American River College Sustainability Pledge](#).
- Our group/office has subscribed to the [Sustainability@ARC](#) website and shares the Green Tips & posters on an office bulletin board or other prominent spot.

Other links worth noting and LIKE'ing:

<http://www.facebook.com/SustainabilityARC>
<http://www.facebook.com/SustLosRios>