

# American River College Acorn Two 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.

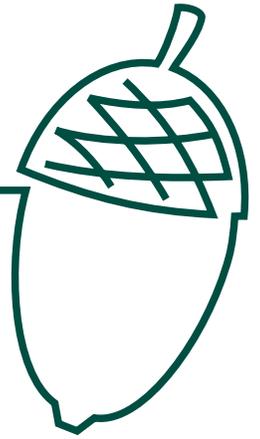
Each participating group must complete every action on the checklist, unless it is not applicable to their operations. In this case, simply note this on the submitted form.

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 Two 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 University 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 Two Certification Checklist *(page 1 of 1)*

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### 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.

### ENERGY

- In our desk lamps we use LED or CFL bulbs. To dispose of CFLs we enclose them in a plastic bag and deliver them to Printing Services (x8562) or to our Maintenance/Warehouse Department (x8255).
- When occupancy sensors exist in our offices without manual switches, we know to contact Maintenance if we'd like the sensors to turn our lights off after shorter time periods.
- We've examined our office's use of networked printers and other electronic devices, and contacted IT (x8259) about consolidating use where it makes sense.
- We know to contact Maintenance (x8255) to check that we are setting temperatures and fan speeds at appropriate levels during both the heating and cooling season (i.e. we are not overheating or overcooling our office).
- During cold weather, all of our windows (including storm windows) are shut tightly, if applicable.

### RECYCLING

- Each work area (desk/cube/office) has a desk-side paper recycling bin.

### WASTE REDUCTION

- We have a designated area in our supply closet, or elsewhere in our office, for sharing office supplies that can be re-used (file folders, binders, pens, paper clips, etc).
- There is at least one reusable bag in the kitchen or break room for our staff to use in place of plastic bags when shopping or buying lunch, supplies, etc.
- We contact catalog distributors, news media and junk mail solicitors to receive fewer publications at our office.

### PUBLICATIONS

- For all printing completed outside of our office, we look for Forest Stewardship Council (FSC) certified printers and/or ask our external printing contractor to use FSC certified paper.
- When possible, we print on recycled paper and we include the words 'Printed on recycled paper' somewhere on the page.