

Lafayette College

Sustainable Office Program

Checklist of Actions

Scoring

The completion of each level (Bronze, Silver, Gold, Platinum) requires reaching total point thresholds. **Bronze requires 10 points, Silver requires 35, Gold requires 60, and Platinum requires 95.** In addition to Required actions, you will be asked to complete tasks in the following categories:

1. Waste Reduction and Recycling
2. Purchasing
3. Energy
4. Transportation
5. Meetings and Events
6. Office Engagement and Wellbeing

Prerequisite Required Actions in order to move forward with certification

Our office...

- Has a designated Sustainable Office Ambassador who leads the office's efforts in the Sustainable Office Program.
[This individual](#) is interested in sustainability and keeps the office up to date on sustainability efforts and practices on campus.
- Ensures that at least 75% of employees are aware of and participate in Sustainable Office Program actions.
The success of the Program depends on cooperation from everyone involved.
- Posts Lafayette's signage detailing what items are trash vs. recyclable on or above all of the waste and recycling bins.
Visit the Office of Sustainability's [waste site](#) to download and print the signage under [Trash](#) and [Recycling](#), or fill out a [work order](#) for the signage.
- Reports any damage or issues within the office, including water leaks, to Facilities as soon as they are discovered.
Offices can submit a [work order](#) to alert Facilities of any damage or leaks.
- Requests melamine reusable dishware and utensils every time a catering order is placed for meetings and events, and makes known to staff that this option is available.
If your office does not have reusable dishware or utensils, many catering services, including Lafayette Catering, offer the option to request reusable melamine serviceware.
- Turns off lights in unoccupied spaces during the day, and throughout the entire office at the end of each work day.



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Electricity generation is one the [largest contributors of carbon emissions](#). Turning off lights when they are not needed will reduce emissions and save money.

Waste Reduction and Recycling (39 pts)

Our office...

- Has a recycling bin placed next to each trash bin within the office. **(1 pt)**
Make sure that there is always a recycling bin next to every trash bin. Fill out a [work order](#) to request trash and recycling bins from Facilities, and check the Sustainability [waste site](#) for the correct bin setup. If your office moves any trash or recycling bins, inform custodial staff that you have done so.
- Has a box to recycle all batteries located in the office. **(1 pt)**
[Batteries](#) can be collected in the office and then recycled in any of the Big Green Boxes throughout campus. Departments can also obtain their own bins for batteries by emailing Christine Oliver from Environmental Health and Safety oliverc@lafayette.edu. Check our [how-to guide](#) for more information on recycling batteries.
- Has a box to recycle all printer cartridges located in the office. **(1 pt)**
Recycle ink cartridges by placing them in an empty cardboard box, labeling the box "Recycled Toners/Ink", and asking a W.B. Mason driver to take the box when it is full. Learn more from W.B. Mason's [guide](#) and the [Sustainability site](#).
- Has a box to recycle all K-cups or coffee pods located in the office, or recycles them in the normal recycling stream. **(1 pt)**
If emptied and cleaned, K-cups and other coffee pods can be recycled in normal recycling streams. Alternatively, the Office of Sustainability also has a limited number of boxes from Keurig's former K-cup recycling program. Email sustainability@lafayette.edu to get one for your department.
- Has a recycling bin to collect and reuse all scrap paper in the printer and/or copy area. **(1 pt)**
Scrap paper can be used to print drafts or to take notes in order to help give paper another life before it is recycled.
- Has set all office printers to automatic duplex (double sided) printing, or, if that is not possible, has activated duplex printing on all computers and laptops. **(1 pt)**
Check our [how-to guide](#) to set your computers to automatic duplex printing.
- Hosts an annual "mail waste reduction" party to unsubscribe from unnecessary paper publications in the office. **(1 pt)**



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Websites like [Catalog Choice](#) will unsubscribe from paper junk mail for you—just put in the catalog's name. Consider also switching to electronic subscriptions.

- Has a box to recycle all small **departmental** electronic waste, such as cameras, charging cords, and cell phones, located in the office. **(2 pts)**

Small [e-waste](#), including calculators, charging cords, cell phones, tablets, earbuds, and more, can be collected in the office and then recycled in the various Big Green Boxes around campus. Departments can also obtain their own bin for e-waste by emailing Christine Oliver from Environmental Health and Safety oliverc@lafayette.edu. Check our [how-to guide](#) for more information on recycling e-waste.

- Has a box to recycle all specialty items, such as snack wrappers, writing utensils, beauty products, and oral waste, located in the office. **(2 pts)**

Recycling for [specialty](#) items that cannot be recycled in the traditional waste stream, such as snack and candy wrappers, writing utensils, beauty products, and oral waste, is provided outside of **RISC 203**, and snack wrappers are also collected at **Lower Farinon**. Offices can collect these items in their own box (any box will do!) and bring the contents to these locations.

- Has a location to recycle all hazardous, chemical, biological, and infectious wastes, if applicable, located in the office. **(2 pts)**

Environmental Health and Safety manages the disposal of these types of waste. Visit the Office of Sustainability website to learn more about recycling [hazardous](#) and [infectious](#) waste.

- Recycles or donates 100% of new or gently used items from the office. **(2 pts)**

To recycle large items like furniture, reach out to [Facilities](#) for a furniture pickup and specify the office's desire to recycle or donate the item. Alternatively, reach out to sustainability@lafayette.edu to see if the campus thrift-store can accept your office's items.

- Uses a shared coffee maker instead of multiple single-cup coffee brewers, or uses shared single-cup coffee brewers and reusable/compostable coffee pods. **(2 pts)**

Carafes or **reusable coffee pods** will cut down on waste and, if **communal**, will save energy by reducing the amount of appliances used.

- Uses a water bottle refilling station (including water dispensers) or tap water 100% of the time. **(2 pts)**

Contact [Facilities](#) for information about wall-mounted water bottle refilling stations and whether one can be installed in your office. Water cooler dispensers are another more sustainable choice—W.B. Mason sells [water jugs](#) via the [LVAIC](#) contract. Similarly, you can



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drink tap water if you do not have a dispenser—check our [how-to guide](#) to learn how to filter tap water.

- Has coordinated a waste audit for the building with the Office of Sustainability. **(3 pts)**
The Office of Sustainability can work with your office to coordinate a waste audit, which will identify what kinds of waste your office produces and how waste management can be more effective. If you would like to do a waste audit of your office, reach out to sustainability@lafayette.edu for more information.
- Composts or diverts 100% of food waste generated in the office in a designated composting bin or bucket located in the kitchen area. **(3 pts)**
Composting repurposes food waste, reduces methane emissions from landfills, and enhances the [health and fertility of soil](#). Check our [how-to guide](#) for more information on how to participate in campus composting.
- Has eliminated 100% of desk-side trash bins in favor of centralized trash and recycling bins. **(4 pts)**
*Individual waste bins promote inefficient waste management and may reduce recycling. Communal waste bins instead **encourage recycling and more efficient use of office materials**. If you have to get out of your seat to throw something out, you'll think twice about generating waste!* Uses reusable utensils, dishes, cups, and containers in the kitchen area
 - 50% of the time. **(1 pt)**
 - 75% of the time. **(2 pts)**
 - 100% of the time. **(3 pts)***Single-serve products [contribute large quantities of waste to landfills](#). Instead choose reusables to reduce plastic waste.*
- Uses reusable napkins and towels in the kitchen area
 - 50% of the time. **(1 pt)**
 - 75% of the time. **(2 pts)**
 - 100% of the time. **(3 pts)***Encourage office staff to bring in their own reusable napkins and towels; [7.58 billion pounds](#) of tissue paper and towel waste was generated in 2018, and paper towels and napkins release methane as they decompose in landfills.*
- Has an office standard of reducing copy paper usage annually by
 - 25%. **(1 pt)**
 - 50%. **(2 pts)**



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- 75% or more. (3 pts)

Paper usage can be reduced by reducing margins ([a 0.5" margin can increase the print area to 80% of the available space on the paper](#)), using scrap paper to print drafts, estimating large quantity print jobs accurately to avoid surplus, using interoffice envelopes, or by sharing documents and taking notes electronically.

Purchasing (33 pts)

Our office...

- Keeps an inventory of all office supplies, updated at least once a quarter, and shared with the entire office. (1 pt)
*Updating and checking the inventory before making new orders will **prevent unnecessary purchases**. Make sure to update the inventory at least once every quarter and share it with the entire office. View an inventory template [here](#).*
- Purchases Fair Trade Certified coffee 100% of the time when purchasing coffee for employee use. (1 pt)
*Fair Trade coffee meets rigorous environmental, economic, and social standards. Dining Services uses **Sun Coffee Roasters**. Check our [how-to guide](#) for more information on buying Fair Trade coffee.*
- Does not purchase Styrofoam products for employee use. (1 pt)
Styrofoam is [non-biodegradable](#), and when disposed of incorrectly, leaches chemicals into the environment. Opt for reusables instead, or, if that is not an option, for recyclable products (Lafayette recycling is single-stream and accepts plastics 1 through 7) or compostable products that can be composted in Lafayette's composting program. Check the [waste site](#) to learn more about recycling at Lafayette.
- Ensures that 100% of individuals who handle office purchasing are knowledgeable about sustainable purchasing practices. (2 pts)
Make sure that all the individuals who handle purchasing within the office are educated on sustainable procurement practices—Use [this guide](#) to learn more about sustainable procurement. Consolidating purchases through one individual can streamline procurement and reduce unnecessary purchases.
- Does not purchase single-use plastic water bottles for employee use. (2 pts)
Single-use plastic water bottles are often not recycled and lead to land and water pollution. Instead purchase reusable water bottles that can be refilled with tap water or refilling stations.

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- Purchases and uses rechargeable batteries for the office, when applicable, 100% of the time **(2 pts)**
Filter by battery rechargeability on [W.B. Mason](#) and [Amazon](#).
- Purchases green-certified furniture and office supplies, when we purchase new furniture for the office. **(3 pts)**
To find green-certified furniture and office supplies, check our [how-to guide](#). These certifications ensure that their products are socially and environmentally responsible.
- Purchases only ENERGY STAR appliances when replacing aging appliances or purchasing new appliances for the office. **(3 pts)**
[ENERGY STAR](#) certified appliances are energy efficient and cost effective: according to the program, residences that use ENERGY STAR products are at least 10% more energy efficient.
- Purchases based on environmental impact on W.B. Mason and Amazon, with
 - 25% of spending on eco-alternatives. **(1 pt)**
 - 50% of spending on eco-alternatives. **(2 pts)**
 - 75% or more of spending on eco-alternatives. **(3 pts)***Every time your office plans to purchase something, check [W.B. Mason](#) and [Amazon](#) to see whether they have more sustainable options—any purchases that do not have eco-alternatives do not count towards this action. After filtering by environmental impact on these sites, purchase items that are available within this filter. Check our [how-to guide](#) for more information, and keep track of the percent of money spent on eco-alternatives in the [supply inventory](#).*
- Purchases green-certified cleaning products for employee use
 - 25% of the time. **(1 pt)**
 - 50% of the time. **(2 pts)**
 - 75% or more of the time. **(3 pts)***Environmentally friendly cleaning products are [healthier for you and the environment](#). To find eco-friendly cleaning products, check out our [how-to guide](#). Check [W.B. Mason](#) and [Amazon](#) for green-certified cleaning products—if a cleaning product does not have an eco-alternative, it does not count towards this action. Keep track of the green-certified cleaning products you purchase in the [supply inventory](#).*
- Purchases or requests products with minimal packaging
 - 25% of the time. **(1 pt)**
 - 50% of the time. **(2 pts)**
 - 100% of the time. **(3 pts)**



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Products packaged individually in plastic have a detrimental effect on the environment. Shop Amazon's Compact by Design products, or leave **special instructions** on orders to reduce packaging.

- Buys in bulk for the office (with exception to toner cartridges), when applicable
 - 25% of the time. **(1 pt)**
 - 50% of the time. **(2 pts)**
 - 100% of the time. **(3 pts)**

Buying in bulk reduces waste from plastic packaging. Buy in bulk on Amazon Business (email procurement@lafayette.edu to set up an account), or explore variety and bulk items on W.B. Mason. Try not to purchase toner cartridges in bulk, as they usually expire, or the printer is updated, before they are used.

- Always purchases paper products like envelopes, post-it notes etc., as well as non-copy papers made with
 - 30% post-consumer or recycled materials. **(1 pt)**
 - 50% post-consumer or recycled materials. **(2 pts)**
 - 100% post-consumer or recycled materials. **(3 pts)**

Lafayette's paper supplier, W.B. Mason, offers a variety of eco-friendly office supplies and allows you to filter by recycled content percentage.

- Purchases printer cartridges for the office that are recycled or made with
 - 14% post-consumer or recycled content. **(1 pt)**
 - 17% post-consumer or recycled content. **(2 pts)**
 - 89% post-consumer or recycled content. **(3 pts)**

Filter by recycled and post-consumer recycled content on W.B. Mason

Energy (14 pts)

Our office...

- Ensures that all computers and laptops are set to an energy saving mode. **(1 pt)**
Check our how-to guide to activate energy saving mode, and visit the Apple and Microsoft websites for more ways to save energy on your computer.
- Uses light-emitting diodes (LED) rather than compact fluorescent lights (CFL) or incandescent light bulbs when replacing 100% of lights we have access to, such as desk lamps. **(1 pt)**

LED lights use 75% less energy than incandescent bulbs, making them cost effective and environmentally friendly. LED lights should be used in overhead lighting, lamps, fixtures, and decorative lighting.



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- Posts “Turn off the light” signage on all light switches that are not motion sensors. **(1 pt)**
Remind staff that turning off the lights should be a part of their routine when they leave the office. Download the signage [here](#).
- Shuts all windows tightly during cold weather and when heating or AC are on. **(1 pt)**
This allows for heating and cooling systems to be more efficient. If you have issues with your heater or AC, fill out a [work order](#).
- Programs thermostats in the summer to 78°F while in the office and 85°F after hours, and in the winter to 68°F while in the office and 60-65°F after hours, if it is accessible to change by the office team (check our how-to guide if you are unsure if you can adjust the thermostat). **(1 pt)**
[The Department of Energy](#) recommends these temperature settings to reduce energy use. If you are unsure if you can adjust your thermostat, check our [how-to guide](#) to see if you have Siemens, and, if you do not, for information on adjusting your thermostat.
- Uses laptops instead of desktops, when desktops are not required. **(1 pt)**
Laptops are more efficient than desktops and may [use 20-50% less power](#).
- Has eliminated space heaters and individual fans for office use. **(1 pt)**
*Space heaters are **not permitted** on campus. If your entire office is too hot or too cold, put in a [work order](#) to request help. Space heaters and individual fans increase energy demand and use a significant amount of electricity. Instead, choose [these lower-energy alternatives](#).*
- Uses a central, energy efficient refrigerator for the office rather than individual mini-fridges. **(1 pt)**
A communal refrigerator will decrease energy usage—make sure to purchase an ENERGY STAR certified fridge.
- Has centralized printers as much as possible in the office. **(1 pt)**
Centralized printing means that all the printing operations are administered from one printer. Centralized printers may allow the office to [reduce the number of devices on the network](#) by as much as 80%. Consider not replacing old or broken personal deskside printers and centralizing instead.
- Posts signage reminding staff to turn off all faucets that are not motion-sensors. **(1 pt)**
Turning the faucet off when you are not actively using it will conserve more water. Download the signage [here](#).
- Sets up furniture in a way that maximizes natural lighting in spaces with ample natural light. **(2 pts)**



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Maximize natural light by moving obstructions from windows, turning off unnecessary overhead lights, using mirrors to reflect light, reducing dark-colored furniture and paint, avoiding curtains or blinds in the winter, and moving desks and meeting spaces closer to windows. Refer to [Lafayette's lighting policies](#) for more information.

- Purchases and uses smart power strips, when replacing existing power strips for the office. **(2 pts)**

Smart power strips automatically cut off power to products in standby mode and are an easy way to turn off all of your devices when you are done with them at the end of the day. Use this [guide](#) to discover which smart power strip is best for your office's conditions and shop smart power strips on [Amazon](#).

Transportation (7 pts)

Our office...

- Avoids traveling for at least 75% of off-campus meetings, and uses conference calls instead. **(1 pt)**

*Employee travel is one of the [largest contributors to corporate carbon emissions](#). Opt for meeting online if possible: **Zoom** and **Google Meet** are two great options to use for conference calls.*

- Cycles or walks 100% of the time when traveling across Lafayette's main campus. **(1 pt)**

Choose one of these more sustainable options when traversing Lafayette's campus. Walking or cycling to farther locations such as Buck Hall or Bushkill Drive are not required but highly encouraged.

- Chooses sustainable travel options, such as carpooling or public transit, 75% of the time when traveling off-campus for meetings and events is necessary. **(2 pts)**

***Walking** and **cycling** are the most sustainable travel options, but when those are not practical, consider using public transportation, such as traveling by **train, bus, metro**, and even **carpooling**, all of which produce fewer emissions than a single occupancy vehicle.*

- Commutes to campus from home using sustainable travel options, with
 - 25% of office staff carpooling, walking, cycling, or taking public transit. **(1 pt)**
 - 50% of office staff carpooling, walking, cycling, or taking public transit. **(2 pts)**
 - 75% of office staff carpooling, walking, cycling, or taking public transit. **(3 pts)**

The commute to and from work, no matter how small, can make a big difference. Choose sustainable options!

Meetings and Events (11 pts)



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Our office...

- Ensures vegan and/or vegetarian options are available for 100% of catered events. **(1 pt)**
Dining Services has vegan and vegetarian options available on their catering form. Vegetarian and vegan options are more environmentally friendly than meat, which [accounts for the majority of total emissions from the food sector](#).
- Participates in Leopard Leftovers and posts leftovers into the campus GroupMe. **(1 pt)**
[Leopard Leftovers](#) allows event hosts to post leftover food to a GroupMe, to decrease food waste created from these catered events and increase food security on campus.
- Requests local food options, including [LaFarm](#) ingredients, when using Lafayette Catering, for 100% of meetings and events. **(2 pts)**
Local food is [fresher](#), hasn't traveled far, and supports local businesses! Food from places like LaFarm is created from sustainable agriculture. In-season produce also maintains much of its flavor and nutrients, and spends less time between farm and table. Check our [how-to guide](#) to find which fruits and vegetables are in season.
- Requests attendees to sign up for 100% of events before-hand. **(2 pts)**
Sign-ups allow you to estimate the number of people who will be at the event so that you can purchase an appropriate amount of food and avoid waste. Send out a Google Calendar invite or request attendees to sign up through another medium.
- Uses paperless advertising for
 - 25% of events. **(1 pt)**
 - 50% of events. **(2 pts)**
 - 75% or more of events. **(3 pts)***Your office can reduce paper waste through advertising on [OurCampus](#), [Lafayette Today](#), [GroupMe](#), [Instagram](#), etc. If you have to use paper advertising, reuse the paper afterwards.*

Office Engagement and Wellbeing *(21 pts)*

Our office...

- Coordinates weekly lunchtime walks where 100% of the staff is invited. **(1 pt)**
Connecting with nature is an important part of promoting sustainability and improving the wellbeing of the office. Consider heading down to the Karl Stirner Arts Trail or just taking a stroll through campus.
- Takes care of at least one office plant. **(1 pt)**



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Indoor plants not only [enhance air quality by filtering out pollutants](#), but also boost mood, productivity, and environmental wellness. Opt for plants that can tolerate low light, such as snake plant, bamboo palm, and rubber plant.

- Includes Sustainable Office Program information in all new employee orientations. **(2 pts)**
Educate new employees on your office's sustainability commitments. The Office of Sustainability can help provide training materials for new employee orientation, including where to recycle, what to recycle, and updates on where the campus is on composting.
- Has requested or held a presentation from the Office of Sustainability. **(2 pts)**
Hold a presentation from the Office of Sustainability to train staff on campus sustainability efforts and individual actions that they can take.
- Has attended or collaborated on at least one sustainability event, including EarthFest during Earth Month in April. **(2 pts)**
[Earth Month](#) and [Sustainability Month](#) are great opportunities to interact with students and engage them in your organization and how it relates to sustainability. There are many more sustainability events offered throughout the year—check [OurCampus](#) or reach out to sustainability@lafayette.edu to learn more.
- Hosts lunch time sustainability info session covering waste, energy, health, well-being, or another topic of your choice, at least once each semester. **(2 pts)**
Take some time out of your week to watch a [TEDtalk](#) or listen to a [podcast](#) about current sustainability happenings.
- Has volunteered in Green Move In and Green Move Out, with at least 50% of the office participating in a Green Move Out Sponsorship Day. **(3 pts)**
Through [Green Move In](#) and [Green Move Out](#), the college diverted over 22,000 pounds of trash, recycling, and gently used items out of landfills in 2023. We need the support of all the offices on campus to make these events successful and sustainable as possible. Watch for a sign up form in the [Lafayette Today](#) or in the monthly [Sustainability Newsletter](#).
- Includes “Lafayette is committed to achieving carbon neutrality by 2035, and to incorporating sustainability across campus.” in every job posting for the office/department. **(3 pts)**
The [Climate Action Plan](#) (CAP) is integral to the development of the college. Include this sentence in every future job posting so that potential employees are aware of Lafayette's goals.



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- Has assessed 1 or more actions that employees can take to meet Lafayette's climate commitments in
 - 25% of employee position descriptions. *(3 pts)*
 - 50% of employee position descriptions. *(4 pts)*
 - 75% or more of employee position descriptions. *(5 pts)*

Lafayette's [Climate Action Plan](#) outlines the goals of achieving 40% waste diversion from landfills by 2030, 60% waste diversion by 2035, and carbon neutrality by 2035. Explore [Project Drawdown](#), Lafayette's [CAP](#), an [Environmental Defense Fund resource](#), and [these guides](#) from [Tufts](#), for actions that can be added to employee's job descriptions.

Other Sustainable Actions *(1 pt per action; up to 5 actions accepted)*

Are there any other sustainable actions that your office takes that are not mentioned here?
Please list and describe them:

