

A.S. Green Bill Certification Checklist

Participation

- 50% of the organization's officers took the Green Bill Pledge 1
- 100% of the organization's officers took the Green Bill Pledge 1
- The Green Bulletin Board is hung in a central location and up-to-date 2
- The organization hosted an information workshop on the A.S. Green Bill for its members 3
- The organization has had an office sustainability walk-through by PACES, reported the findings at an officer meeting, and filled in PACES Goals on it's bulletin board 5
- The organization has had an office energy audit conducted by PACES, reported the findings at an officer meeting, and filled in PACES Goals on it's bulletin board 5
- The organization has filled in PACES Goals on their bulletin board (goals can be from the report of PACES' collective Green Office certification of all A.S. Offices) 2
- The organization has filled in Green Bill Goals on it's bulletin board 4
- The organization has appointed an EAB liaison and/or Green Bill team that oversees the organization's sustainable progress. These people are indicated on the bulletin board 5
- The organization advertises a sustainability event in their newsletter at least once a quarter (i.e. any environmental group's events; check out the UCSB Sustainability website for a complete list of on-campus environmental groups) 3
- The organization has recruited another organization to participate in the Green Bill Certification (verify via e-mail between the organizations and EAB's Green Bill Consultant ucsbgbgc@gmail.com) 3
- The organization's Facebook page "likes" the A.S. Green Bill Facebook page 1
- 50% of the organization's officers "like" the A.S. Green Bill Facebook page 1
- 100% of the organization's officers "like" the A.S. Green Office Program Facebook page 2
- The A.S. Green Bill Certified logo is on the organization's website 2
- One or more of the organization's office members regularly carpool in the Transportation Alternatives Program 3
- The organization's office cleaning supplies are Custodial Service's free green cleaning products 4

Waste Reduction and Management in the office

- There are recycling bins beside each landfill bin 4
- There is at least 1 compost bin beside a landfill bin 4
- There are compost bins beside each landfill bin 5
- Recycling bins are well labeled with a sign indicating proper contents 5
- Compost bins are well labeled with a sign indicating proper contents 5
- All toner/printer cartridges are recycled 5
- The office uses rechargeable batteries 5
- There is a clearly marked and contained scratch paper pile for office member use 5
- Double-sided printing is the default setting on the shared printer 3
- There is one communal printer for the office and none of office members have personal printers 5

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- The office shares a communal printer with another office 5
- There are communal waste bins in a designated area for all office members and 50% of office members do not have individual waste bins 3
- There are communal waste bins in a designated area for all office members and 100% of the office members do not use individual waste bins 5

Water & Kitchen (if applicable)

- Organization members utilize communal appliances rather than having personal appliances (i.e. electric tea kettles or coffee makers) 3
- Kitchen paper products are partly made from recycled content or Forest Stewardship Council (FSC) certified 4
- The kitchen uses Custodial Service's free green cleaning products 4
- Sufficient reusable dish ware is available for use, and disposable goods are not used 5
- 50% of office members bring their own reusable water bottle, cup, or travel thermos 3
- 100% of office members bring their own reusable water bottle, cup, or travel thermos 4
- Small appliances are unplugged when not in use (i.e. coffee makers, microwaves, toasters, etc.) 4

Energy

- Office members use natural light instead of electrical lighting during the day 4
- There are signs reminding office members to turn off the lights 3
- Office lights are turned off when the office is unoccupied 4
- All office task lamps have been converted to CFLs 5
- All office computers go into energy saving mode after 10 minutes 4
- All computers are turned off when the office is unoccupied 4
- All computers automatically power on/off at appropriate times for the office 3
- There are signs reminding office members to unplug appliances and turn off certain power strips 3
- Devices not in use 24/7 are unplugged (except when in use) 4
- All office printing and copy machines are turned to an energy saving mode after idle periods 4
- There are no personal refrigerators in the office 5
- There are no space heaters in the office 5
- 50% of the office appliances are Energy Star 4
- 100% of the office appliances are Energy Star 6

Transportation & Meetings

- Office members who bike, walk, skateboard or carpool from home to the office (and meetings) are recognized on the bulletin board 4
- When traveling around campus and to meetings in Isla Vista, all office members bike, walk or skateboard 4
- Staff meetings address PACES and Green Bill Goals 5
- Materials distributed at meetings are distributed digitally, and never printed 5

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- The office owns and uses a set of reusable serving ware for regular meetings 5
- Waste produced from meetings is sorted into proper waste bins (compost, recycling, and landfill) 4
- Bottled beverages are never served at meetings 5

Purchasing

Ongoing consumables (low value products that are regularly utilized and replaced)

- Ongoing consumables are purchased from expressly environmentally conscious vendors 4
 - Provide examples with office's ongoing consumables (i.e. paper, post-it notes, pens)
- Ongoing consumables are produced or purchased from a business owned within 500 miles of UCSB 5
- Office paper abides by the A.S. Green Bill; is made from at least 30% recycled content, and 50% of all paper is Forest Stewardship Council (FSC) certified 5
- The organization purchases office paper made from 100% recycled content 6

Food and Serving Ware

- The office does not purchase any bottled or canned beverages (water included) 6
- The office uses tap or nearby hydration station instead of a water cooler 6
- 50% of the food purchased is organic, locally grown/produced or purchased from a locally owned business (local = within a 100 mile radius of UCSB) 4
- 100% of the food purchased is organic, locally grown/produced or purchased from a locally owned business (local = within a 100 mile radius of UCSB) 5
- 50% of disposable serving ware purchased is compostable 4
- 100% of disposable serving ware purchased is compostable 5
- Styrofoam is never purchased 5

Furniture

- The office has participated in the UCSB Surplus Inventory Program, and refers to it before making purchases elsewhere 5
- Salvaged, refurbished or used furniture is purchased before new furniture 5
- New furniture is locally produced or purchased from a locally owned business (local = within a 500 mile radius of UCSB), or meets at least one of the other six sustainable criteria mentioned in the Financial Code portion of the A.S. Green Bill 5

Total # of points available = 301