



**ASSOCIATED STUDENTS  
SUSTAINABILITY  
CALIFORNIA STATE UNIVERSITY,  
NORTHRIDGE**

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# THE SUSTAINABLE OFFICE PROGRAM

EST. 2014

- Developed and put into effect in 2014
- The program is designed to assess and rank department offices on their level of sustainability

# Goals

- **To educate, encourage, and reward sustainable practices in the workplace by CSUN's staff, students, administrators and faculty**
- **Help CSUN's goal of become an environmentally friendly campus**
- **CSUN Sustainability goals by 2023**

# SOP PROCESS

1. Initial Contact
2. Prerequisite Checklist
3. In Office Assessment
4. Final Report and Award



## Initial Contact

- Is done via email, phone call or personal office visits
- In this phase of the process we like to ideally connect with a particular representative from the office in order to secure an assessment

# Prerequisite Checklist

- Ensures the office is operating to the minimum campus sustainability policies
- Adhering to the minimum requirements ensures an office a Bronze level ranking

# The Questions

Yes	No			
19.5	0	Y/N	Our dept. / unit...	Total 19.5 /19.5Points
		1.5	Do you use bins for paper recycling? If yes, do you have the proper signage?	
		1.5	Do you collect bottles and cans for recycling? If yes, do you have proper signage?	
		1.5	Do you have a battery recycle bin provided and collected by Environmental Health & Safety?	
		1.5	Do you recycle ink jets and cartridges through AS Recycling?	
		1.5	Do you recycle cardboard with AS Recycling either outside or call for pick-up?	
		1.5	Does your department encourage double-sided and black and white printing for all draft materials?	
		1.5	Does your department encourage the reuse of single sided print paper?	
		1.5	Do all staff use a central printer unless their position requires use of a personal printer?	
		1.5	Do you use post-consumer recycled content paper ? If so is it at least 30 percent?	
		1.5	Does your dept. go through purchasing & IT to ensure that you're purchasing EPEAT or Energy Star efficient electronics?	
		1.5	Does your department order from your office suppliers' preferred green products list?	
		1.5	Utilizes power saving modes on computers and copiers in the central office to power down to sleep setting (not "deepest" sleep) after 1 hour of inactivity	
		1.5	Does your department utilize signage to remind staff to turn off lights?	
Yes	No			

# In Office Assessment

- **An office representative is given a survey to evaluate existing practices and procedures in the workplace**
- **The survey focuses on questions on sustainable behavior, waste minimization, purchasing, energy usage, water conservation and environmental quality**
- **SOP assessors also review with the office representative to understand how and why current practices are in place**



# Final Report and Award

- A list of strengths, weaknesses, and any recommendations for change are given to the assessed office
- Additional resources are made available for the participating office (i.e. manuals, paper pick ups)
- Once the report is complete each office is given a ranking of either Bronze, Silver, Gold or Platinum



# Common Obstacles

- No response from initial contacts
- Office representative does not have jurisdiction in certain areas in question
- Lack of interest in sustainable practices

# Solutions

- Persistence
- Speak to the head of the department or whomever is knowledgeable of their office practices
- Continuing to educate and encourage sustainable practice

# Organization

Non Academic Affairs

Search Sheet

Home Insert Page Layout Formulas Data Review View

Calibri 13 A A

Wrap Text General

Paste B I U Merge & Center

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Filter

F11 fx Office Coordinator

1	Student Affairs					
2	Department	Office	Last Contacted	Status	Ranking	Contact:
3						Vice President
4						Executive Asst to the VP
5	Associated Students					
6		Administration	7/23/14	Completed	Gold	General Manager (green core mem.)
7						Human Resources Coord
8		Children Center	1/12/15	In Progress		Support Services (green core)
9						Director
10		Outdoor Adventures	2/16/16	Completed	Gold	Office Coordinator
11						
12		Productions		Contacted		Coordinator
13						
14		Student Leadership		Contacted		Coordinator
15						Advisor
16						
17		Recycling	12/18/15	Completed	Platinum	coordinator
18						
19		Sport Clubs	10/8/15	Completed	Gold	Coordinator
20						Supervisor
21						
22		Sport Clubs				Sport Clubs Manager
23						Coordinator
24		Athletic trainer	9/8/14	Contacted		
25						Head trainer
26						Athletic Trainer
27		Ticket Office	5/9/16	Completed	Silver	
28						Office Manager
29		Marketing	12/18/15	Completed	Platinum	
30						Coordinator
31						
32	Career Center					

Student Affairs Administration and Finance Info Center & President office University Advancement Core Green Team +

Ready 100%

## SOP SO FAR

- 112 Assessments completed
- 94 Offices contacted this 2015/2016 academic year
- 32 Assessments completed this 2015/2016 academic year
- 35 Offices are currently in progress

