



Welcome to the Green Office Certification Resource Guide and thank you for your interest in sustainability at FSU! You've already read up on the Certification Program on the Sustainable Campus website and you're ready to get involved.

Getting your office certified is easy – just follow these steps:

1. Identify your office's Green Office Liaison – this person will represent your office and, in collaboration with the Certification Coordinator, will develop a Certification timeline and action plan by aligning the certification checklist with current office practices;
2. Read through this resource guide to familiarize yourself with the content and topics within the Certification Program – it contains the same language used in the Qualtrics Survey;
3. Contact Jamie Valentine, Green Office Certification Coordinator at jvalentine@fsu.edu or 850-645-7818, to set up a consultation to review the Certification Resource and create an action plan and timeline for your office;
4. Finally, receive the Qualtrics link from the Certification Coordinator to the survey and fill it out!

Depending upon current practices, your office can receive one of three designations: **Green, Garnet, or Gold Certification!**

Green: 20-29 points

Garnet: 30- 49 points

Gold: 50 – 65 points

Topic Areas covered by the Green Office Certification Program

- Energy Conservation
- IT
- Waste Reduction
- Reuse
- Recycling
- Transportation
- Purchasing

Guidelines for self-evaluation through the Green Office Certification Program

Please reflect upon the following guidelines when evaluating your office's sustainability actions and practices for each item on the checklist:

- **Practicing:** An action that your office already practices.
- **Pursuing:** An action that your office does partially or plans to implement further in the future.
- **Not Pursuing:** An action that your office does not plan to implement or cannot implement, due to any number of constraints.
- **Will Implement:** An action your office does not currently implement, but plans to in the next 30 days