Green Office Certification at Northwestern

Northwestern is committed to being a leader in sustainability, and faculty and staff have essential roles to play in reaching the University’s sustainability goals. The Green Office program engages faculty and staff in the process of adopting environmental best practices in the workplace. The program offers guidance on conserving energy and water, reducing waste, and increasing environmental awareness on campus. The process empowers all of our faculty and staff to become green leaders and its success is based on broad engagement and collective impact.

The Benefits of Certification

The Green Office program provides tools and support to help offices and departments conserve resources, reduce costs, and create a healthier, greener workplace. Participating offices and Green Office leaders receive University-wide recognition for their efforts.

The Certification Process

The sustainNU staff guides Green Office leaders as they work toward certification. Here are the basic steps to the certification process.

1. **Contact sustainNU.**
   Contact the sustainNU to learn more and start the process.

2. **Hold an introductory meeting.**
   Meet with a sustainNU staff member to review the certification process and define your office.

3. **Get approval.**
   Get approval from your office leadership to proceed with Green Office certification.

4. **Organize a staff presentation.**
   Organize a Green Office presentation for your staff with sustainNU.

5. **Form a Green Office team.**
   Organize a Green Office team to lead the certification process within your office.

6. **Complete Green Office team training.**
   The sustainNU staff is available to provide additional training to your Green Office team if needed.

7. **Complete and submit checklists.**
   Work with your team to complete the Green Office checklists, completing as many of the tasks on the list as possible. To receive certification, you must complete at least 75 percent of the items on the list.

8. **Receive certification.**
   Submit your completed checklist to sustainNU, along with a narrative describing your process. The sustainNU team will review your checklist and confirm your certification.

Get Started Today

To get started, contact sustainNU at sustainability@northwestern.edu.

sustainNU Green Office Program, 2018