Addendum 1: Green Checklist

A.S.U.C Green Certification Program Checklist

A.S.U.C Green Certification identifies and recognizes student groups that have taken extra steps to have greener practices and lower their environmental footprint. The program identifies a set of conditions and actions – some optional and some required – that groups choose to take. Certification is contingent on documenting all of the required pre-requisite criteria and a [currently unspecified number] of the total optional criteria. Certification is good for 1 year; criteria and other requirements may change over time.

Documentation and Beginning the Certification Process

Those interested in becoming an ASUC Green Certified Group will work with the Green Certification Auditing Team (GreenCAT) to identify which points they want to pursue. Email ASUCGreenCAT@gmail.com to schedule a short counseling meeting where additional information or minor modifications may be requested.

<u>Note:</u> For a point to be recognized, it must be valid for all events and meetings of the group. Points will only be certified for initiatives that have been active in the last year.

Recognition

Groups will be widely publicized for having achieved A.S.U.C Green Certification. They will be issued a certificate and also be permitted to advertise as a Green Group.

Additionally they will be eligible for supplemental funding during Spring Budgeting and Finance Committee Bills towards their sustainable purchases (see Green Purchasing Guide) to continue their sustainable initiatives.

Description/Documentation

For this program documentation can take the form of a picture of a sustainable practice, a paragraph description, and receipt of all sustainable purchases. A lot of the points are honor code based, though the GreenCAT will come to group's meetings/events for surprise audits.

Pre-requisites

Group needs to have a "Green Team" or "Sustainability Officer" to coordinate sustainable practices.

Description/Documentation:

Group hosts at minimum 25% Green Certified Events through the Office of Sustainability. See Green purchasing & Green purchasing & resource guide for how to host Green Certified Event.

Description/Documentation:

Group pledges to do educational information sessions about their sustainable efforts within the group.

Description/Documentation:

Waste Management

Group recycles all 1&2 plastics, glass bottles and cans within the office or at meeting (1 point)

Description/Documentation:

Group practices composting at all meetings and events/in the office or at meeting. (Must be con (2 point)

Description/Documentation:

Group offers compostable plates, cups, and utensils at events, meetings, and activities. Must deposit in a compost receptacle for point to be valid. (1 point)

Description/Documentation:

Group donates extra food waste to local banks and shelters (1 point)

Description/Documentation:

Group recycles all unused publications (See Green purchasing & resource guide). (1 point)

Description/Documentation:

Publications recycle all used ink canisters (or utilize reusable ink canisters) and unused ink. (2 point)

Description/Documentation:

Advertising and Paper Reduction: Publicity Efforts to Reduce Waste

Group emails meeting minutes/agenda instead of passing out paper copies (1 point)

Description/Documentation:

Group projects documents and other information during meetings to save paper handouts (1 point)

Description/Documentation:

Group advertises all events, meetings, and activities without the use of paper; digitally and verbally (i.e L.E.D Light Board (pending), Facebook, classroom announcements, etc) (5 points)

Description/Documentation:

Group prints advertisements for events, meetings, and activities on 1-side clean paper or quarter sheets. (1 point)

Description/Documentation:

Group prints all flyers/handbills on 100% recycled paper. Receipt from printing shop necessary. (1 point)

Description/Documentation:

Group uses vegetable ink, rather than regular ink for large orders of handbills/fliers. See printers that have vegetable ink option listed in the Green purchasing & resource guide. (1 points)

Description/Documentation:

Group utilizes eco-font for all Microsoft Word publications and documents. (A description is available in the Green purchasing & resource guide.) (1 point)

Description/Documentation:

Group purchases 100% recycled paper reams. Must have receipts (see Green purchasing & resource guide) (2 points)

Description/Documentation:

Group buys promotional items from ethical and environmentally sustainable businesses (t-shirts, pens*, handbills, stickers). (see Green Purchasing Guide) (3 points)

Description/Documentation:

Group does not print dates on promotional giveaways/flyers/notifications so they can be re-used (1 point)

Description/Documentation:

Publications

Group publishes ____ percent of newspapers, newsletters, and magazines online (Publications only):

- 50% (2 points)
- 75% (3 points)
- 100% (4 points)

Description/Documentation:

Groups publishes or creates a column on group's website or newsletters that lists sustainable initiatives and ways to reduce their environmental footprint. (1 point)

Description/Documentation:

Transportation

Group utilizes video or phone conferencing for gatherings that would otherwise require traveling more than 100 miles (1 point per conference)

Description/Documentation:

Group carpools (3 or more per vehicle) or uses public transportation for outings, activities and story coverage (1 point)

Description/Documentation:

Food & Dining at Meetings, Activities, and Outings

Group offers reusable plates, cups, and silverware. (2 points)

Description/Documentation:

Group offers compostable plates, cups, and utensils. Must deposit in a compost receptacle for point to be valid. (2 points)

Description/Documentation:

Group offers sustainable water containers (either small personal ones or larger 3-5 gallon coolers). (1 point)

Description/Documentation:

Snacks provided during meetings and activities are cooked or purchased with environmental impact in mind (See Green purchasing & resource guide for description of "environmentally friendly snacks") (1 point)

Description/Documentation:

Eve<mark>nts – See Green purchas</mark>ing & resource guide for how to put on Green Certified Event

Group puts on 50% Green Certified Events through the Office of Sustainability (1 point)

Description/Documentation:

Group puts on 50% Super Green Certified Events through the Office of Sustainability (2 points)

Description/Documentation:

Group puts on 100% Green Certified Events through the Office of Sustainability (4 points)

Description/Documentation:

Group puts on 100% Super Green Certified Events through the Office of Sustainability (5 points)

Description/Documentation:

Miscellaneous

Group purchases sustainable office supplies (business cards, pens*, pencils*, markers, folders, binders etc.) (2 point)

Description/Documentation:

Innovation Points

Groups can earn up to 10 additional points for departmental sustainability initiatives not listed above, subject to approval. These initiatives can include those addressing individual behaviors in the areas like using less energy or water. Please itemize, describe, and document below. (10 points maximum)

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Addendum 2: Green Purchasing and Resource Guide



Green Purchasing and Resource Guide

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Becoming a Green Certified Group



Steps to Becoming a Green Certified Group:

Step 1: Information Sessions

Groups interested in becoming an **ASUC Green Certified Group** should Email <u>ASUCGreenCAT@gmail.com</u> to attend one of the regularly scheduled tutorial meetings where additional information or minor modifications may be requested.

Step 2: Initial Assessment and Goal Setting

After the tutorial the Sustainability Officer will meet with a GreenCAT member one-on-one and assess what sustainable practices the group is already meeting and identify which points they want to pursue. Note: the Green Certification Program encourages groups to pursue cost neutral points during their first semester of working to become Green Certified. Supplemental funding will be awarded only after Green Certification has been achieved.

Step 3: Practice and Implementation

After the counseling meeting the Sustainability Officer's are expected to lead their group to meeting their identified points. The GreenCAT is a resource that may be accessed at any time if a group is unsure on how to achieve a point or how to document a point.

Step 4: Documentation and Green Certification

Groups can choose to provide documentation for points as they occur e.g a Green Certified Event or wait until the end of the semester to hand in their documented points e.g "Composting at meetings and activities" that requires a continuous process.

Step 5: Green Certification and Funding

Meeting the minimum requirements will qualify your group for Green Certification. This will be awarded in the form of a certificate and entered into an online database. For the following ASUC Spring Budgeting process your Finance Officer should fill out the necessary sections that are related to Green Certified groups.

Step 6: Green Contingency Funding – Spring or Fall

Green Certified groups will receive supplemental funding on top of Senate Contingency funding allocated by Finance Committee.

Step 7: Renewing Green Certification and Upgrading Green Certification Status

Green Certification is awarded on a yearly basis. However, once your group achieves Green Certification, Steps 1-3 may be bypassed and documentation of continuing sustainable practices (Green points) should be given to your GreenCAT representative.

If your group chooses to strive for a higher level of Green Certification i.e Silver or Gold, Steps 2 and 3 will again become necessary.



Documentation Instructions



Documentation and Beginning the Certification Process

Those interested in becoming an ASUC Green Certified Group will work with the Green Certification Auditing Team (GreenCAT) to identify which points they want to pursue. Email <u>ASUCGreenCAT@gmail.com</u> to schedule a short counseling meeting where additional information or minor modifications may be requested.

Description/Documentation

For this program documentation can take the form of a picture of a sustainable practice, a paragraph description, and receipt of all sustainable purchases. A lot of the points are honor code based, though the GreenCAT will come to group's meetings/events for surprise audits.

Examples:









Example 1:Receipt
Documentation

Example 2: Pictures of members from your group recycling or composting. We request that you take pictures in the act of composting or recycling in order to honor your points. Pictures of your promotional products, such as flyers, items, etc. may also be sent as documentation for purchases.

Example 4: Paragraph

A. Point: Group donates extra food waste to local banks and shelters

"After meeting or events where we have a lot of extra food from Thai House we donate the extra food to the Berkeley Emergency Food Project at 2140 Dwight Way."

B. Point: Group carpools (3 or more per vehicle) or uses public transportation for outings, activities and story coverage

"We've had three major events this semester and we've carpooled each event. We've also had three smaller outings that required us to leave campus and we've carpooled

Example 3: Take a picture or send a flyer from an event or flyering on Sproul as documentation. However, we still need a receipt for the product indicating that it was printed on one side clean paper or that it is printed at a local environmentally friendly business. Please write makeup of flyer (i.e. is it recycled paper, quarter or half sheet, etc.).

Meetings/Food and Dining



Green Points:

- Group offers reusable plates, cups, and silverware.
- Group offers compostable plates, cups, and utensils. Must deposit in a compost receptacle for point to be valid.
- Group offers sustainable water containers (either small personal ones or larger 3-5 gallon coolers).
- Snacks provided during meetings and activities are cooked or purchased with environmental impact in mind.

Food and Snacks

Maoz Vegetarian	
2395 Telegraph Ave, Berkeley, CA 94704	www.maozusa.com
Tel: 510-356-4090	
Back to Earth Organic Catering Back to	
1327 61st Street, Emeryville, CA 94608	www.organiccatering.com
Tel: 510.652.2000	
ClifBar	
1451 66 th Street, Emeryville, CA 94608	www.clifbar.com
1-800-254-3227	
There are plenty of Green Certified businesses as well, you may find them at:	http://www.greenbiz.ca.gov/ShopGreen.html

Utensils

Viv Biz Club San Francisco	http://vivbizclub.com/about/
Tel: 415-625-3848	
Green Paper Products, LLC. 17 Alpha Park, Highland Heights, OH 44143 Tel:(877) 341-5464	http://greenpaperproducts.com/biodegradable- products.aspx
World Centric	-/
2121 Staunton Court, Palo Alto, CA 94306	http://www.worldcentric.org/biocompostables
Tel: 650-283-3797	
Branch	
345 Ninth St., Suite 202 San Francisco CA 94103	http://www.branchhome.com/index.php?main_page =index&cPath=36
(415)626-1012	
1000	

Advertising and Paper



Green Points:

- Group prints advertisements on 1-side used paper or half sheets
- Group prints all flyers on 30% post-consumer paper 100% recycled
- Groups utilize vegetable ink, rather than regular ink

Printing – Half Page Printing

Zee Zee Copy (Without Cutting Cost)	\$0.05 per page
Copy Central (Without Cutting Cost)	\$0.07 per page
Zee Zee Copy (With Cutting Cost)	\$0.15 per page
Copy Central (With Cutting Cost)	\$0.20 per page

Paper – Recycled 100%

Zee Zee Copy	\$10.00 for 500 pages
Copy Central	\$17.50 for 500 pages

Vegetable Ink- Quarter Page Printing

Greenerprinter	
2800 7th Street , Berkeley, CA 94710	\$59 for 200 Black or Color 4x6 postcards
http://www.greenerprinter.com/grp/welcome.do	
Ink Works	800 = 4 Versions x 200 Each
2827 Seventh Street, Berkeley, CA 94710	• Full Color: \$385.00
Tel: (510) 845-7111	Black and White: \$193.00
A. Maciel Printing	
	200 Quarter Sheets
50 Mendell Street, Unit 5, San Francisco, CA	0.1. 0.107.24
94124	• Color: \$107.31
	• Black and White: \$64.22
Tel: 415.648.3553	



Green Points:

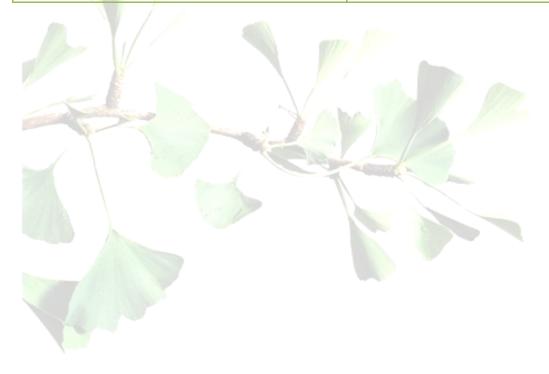
- Group recycles all 1&2 plastics, glass bottles and cans within the office or at meeting.
- Group practices composting at all meetings and events/in the office or at meeting.
- Group offers compostable plates, cups, and utensils at events, meetings, and activities. Must deposit in a compost receptacle for point to be valid.
- Group donates extra food waste to local banks and shelters
- Group recycles all unused publications (See Resource Guide).
- Publications recycle all used ink canisters (or utilize reusable ink canisters)
 and unused ink.

Composting and Recycling

Composting on Campus	 There is a compost bin behind Anthony Hall. Near the Architecture & Engineering Building (right next to Sproul Hall)
Stop Waste	http://www.stopwaste.org/home/index.asp?page=297
DISPOSAL Alameda County Computer Resource Center	Alameda County Computer Resource Center is nearby and offers several options.

What Goes Where?

Standard Recycle Bins	 Aluminum and metal cans Glass bottles Plastic bottles (# 1& #2) (e.g., water bottles)
Paper Recycle Bins	 All clean and uncoated paper, newspaper, cardboard
Green Compost Bins	 All food (including meat, bread, cheese, fruit & vegetables)





Green Points:

- Group utilizes video or phone conferencing for gatherings that would otherwise require traveling more than 100 miles
- Group carpools (3 or more per vehicle) or uses public transportation for outings, activities and story coverage

Transportation

City Car Share- UC Berkeley

http://www.citycarshare.org/ucbratesandplans.do

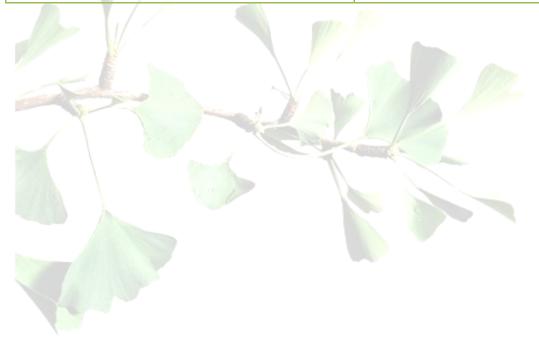
Students Over 21

- \$50 annual Fee
- 15\$ application fee
- Around Town usage:
 - \$5.50/hr wk (+ 35¢/ mile)
 - \$6.00/hr wkend (+ 35¢/ mile)
- Out of Town
 - \$48/day wk (+ 10¢/ mile)
 - \$52/day wkend (+ 10¢/ mile)

Students Under 21

- \$115 annual Fee
- 15\$ application fee
- Around Town usage:
 - \$5.50/hr wk (+ 35¢/ mile)
 - \$6.00/hr wkend (+ 35¢/ mile)
- Out of Town
 - \$48/day wk (+ 10¢/ mile)
 - \$52/day wkend (+ 10¢/ mile+ 10¢/ mile, up to 24 hours and 200 miles)

Zipcar	http://www.zipcar.com/?redirect_p=0 • There is a specific UC Berkeley student group discount rate that is offered once you have made an account under UC Berkeley.
AC Transit/Campus Transit	 AC http://transit.511.org/tripplanner/index.aspx Campus http://bearwalk.berkeley.edu/shuttles/





Green Points:

- Group puts on 50% Green Certified Events through the Office of Sustainability
- Group puts on 50% Super Green Certified Events through the Office of Sustainability
- Group puts on 100% Green Certified Events through the Office of Sustainability
- Group puts on 100% Super Green Certified Events through the Office of Sustainability

Types of Events

To be Green Event Certified:

Composting **or** Sustainable Food + 2

Innovation points

Prerequisites

- There is at least one vegetarian option.
- The venue offers recycled paper, cardboard, and beverage containers (bins must be widely accessible and clearly marked).
- Event/caterer provides information about the green aspects to participants.
- The event either does not include any handouts or handouts are printed double-sided on at least 30% postconsumer recycled content paper.

Green Certified

To be Super Green Event Certified: Composting and Sustainable Food + 2 **Innovation points** Prerequisites There is at least one vegetarian option. The venue offers recycled paper, cardboard, and beverage containers Super Green Certified (bins must be widely accessible and clearly marked). Event/caterer provides information about the green aspects to participants. The event either does not include any handouts or handouts are printed double-sided on at least 30% postconsumer recycled content paper. How to Apply http://sustainability.berkeley.edu/os/pages/gcerts/

ASUC BY-LAWS

Title XXX

GREEN CERTIFICATION PROGRAM

ARTICLE I: NAME AND PURPOSE

1.1 Name and Purpose

The A.S.U.C Green Certification Program's purpose is to encourage and promote sustainable practices by A.S.U.C-Sponsored student groups. The program educates groups on ways to reduce their environmental footprints, creates a system of practical accountability, and increases funding for sustainable products through the "Green Fund".

1.2 Mission Statement

To increase the ASUC's sustainable impact on campus by educating and rewarding student groups who take efforts to reduce their environmental footprints.

1.3 Funding

The Green Fund is a trustee account funded through a TGIF grant on a yearly basis. All monies allocated from the Green Fund must return to the Green Fund and not go to Carry Forward.

ARTICLE II: MANAGEMENT

2.1 ASUC Academic Affairs Vice President

- 1. The ASUC Academic Affairs Vice President shall be generally responsible for the administration and supervision of the ASUC Green Certification Program department and Green Fund.
- 2. The ASUC Academic Affairs Vice President shall nominate, and the Senate shall confirm, by a two-thirds (2/3) vote of the entire Senate, the Director and Finance Coordinator of the ASUC Green Certification Program. The ASUC Academic Affairs Vice President may remove the Director of the ASUC Green Certification Program and/or the Finance Officer with two-thirds consent of the Senate.
- 3. The Academic Affairs Vice President shall also provide within the ASUC Executive Offices office space, furniture, and equipment sufficient to operate the Green Certification Program and Green Fund.

2.2 ASUC Green Certification Director

- 1. The duties of the Green Certification Director shall be:
 - a. To oversee the recruitment, training and retention of interns of the ASUC Green Certification Auditing Team (GreenCAT);
 - b. To seek out additional funding sources for the Green Fund from private sources when needed;

- To coordinate outreach and advertising for the Green Certification Program during Fall and host at least three information workshops for interested student groups during September;
- f. To coordinate the Green Certification process during Fall semester and oversee the applicant groups' progress while working with their GreenCAT interns;
- g. To maintain the Green Certification Program's website or appoint a position to be webmaster.

2.3 ASUC Green Certification Finance Coordinator

- 1. The duties of the Green Certification Finance Coordinator shall be:
 - a. To manage and account for the Green Fund's annual budget;
 - b. To oversee Green Certified Groups' funding applications (Senate Bills and Spring Budgeting allocations) and allocate funding from the Green Fund according to the specified funding procedures;
 - c. To prepare the annual Green Certification Program's budget for presentation to the TGIF grant committee and ASUC Senate;
 - d. To report to the AAVP monthly on the status of the Green Fund

ARTICLE III: BUDGET

3.1 Criteria for Funding

The Fund will be administered based upon the group's achievement of Green Certification. This requires that an ASUC-Sponsored Student Group has met the pre-requisites and the minimum amount of Green Points in order to achieve status of a Green Certified group. Green Fund monies shall only go towards supplemental funding for sustainable purchases as listed in the "Green Purchasing and Resource Guide" and will be reviewed by the Finance Coordinator.

A Green Certified Group is eligible for:

a. 10% more funding or \$100, which is greater, not to exceed \$1500 based on Senate Allocation from Spring Budgeting or Contingency.

3.2 Conditions and Actions Regarding Abuse of Power or Mishandling of Funds:

1. Should any abuse of power or mishandling of funds be found to exist and be at the fault of the Office of Academic Affairs, the Finance Committee has the power to revoke the monies allocated from the Green Fund in the amount found to be mishandled. The total amount of funds allocated may be revoked with the two-thirds (2/3) approval of the ASUC Senate.

ARTICLE IV: SPENDING RESTRICTIONS

- **4.1** No more than 50% of the Fund shall be allocated following the Spring Budgeting Session of the ASUC Senate.
- **4.2** No more than 25% of the Fund shall be allocated during Fall semester based on Senate Contingency funding.
- **4.3** No more than 25% of the Fund shall be allocated during Spring semester based on Senate Contingency funding.
- **4.4** Green Certified student groups can apply to the Green Fund no more than once during the academic year.

- **4.4** Green Fund monies can only go towards sustainable purchases as defined by the Green Purchasing and Resource Guide.
- 4.5 The Green Certification Finance Coordinator may retroactively grant funding for the time between the last Senate Session and the first meeting of the Committee in the current Session.