

# The “Green” Registrar’s Office

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# About Boston University





**My challenge:  
How to get the entire department  
working together on a project?**

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*sustainability* @BU It's what you *do*.<sup>SM</sup>

## About Us

Boston University's Sustainability Program comprises a broad range of stakeholder groups on campus to provide the greatest diversity of representation and opinion. The program is made up of [sustainability@BU](#), Dining Services Sustainability, and the Sustainability Committee including the Sustainability Steering Committee and four working groups: Recycling and Waste Management, Energy Conservation, Sustainable Building and Facility Operations, and Communications and Outreach.

Administration of the University's sustainability program is accomplished through [sustainability@BU](#), which supports the efforts of the Sustainability Committee, and is housed within [Facilities Management & Planning](#). The program is broad in scope and aims to reduce the University's environmental footprint by affecting change on campus and integrating sustainability into existing programs in education, research, and operations.

BU Receives 2013  
Greenovate Boston  
Award



Greenovate Boston Awards recognize achievements in the City's residential, business, and sustainable food sectors.

[» Read More...](#)

WHAT YOU'RE DOING...

# Green Office Certification



The certification process includes specific questions that address day-to-day behavior such as regularly turning off the lights when you leave the office, waste reduction and recycling . Participants complete the green office survey and then take part in an energy audit conducted by sustainability@BU.

# Elements of Green Office Certification

- Energy saving activities (23 points)
- Energy audit (11 points)
- Waste minimization (9 points)
- Recycling (6 points)
- Communication & activities (6 points)
- Extra credit (5 points)

Certified (30 points); Silver (40 points); Gold (50 points)



# What we've done so far

- Appointed a “Green Team”
- Appointed a “Sustainability Liaison”
- Every office and cubicle has been through Green Office certification (2<sup>nd</sup> department at BU to do so)
- Multiplied recycling bins & eliminated trash cans
- Opted for electronic report delivery
- Sharing printers
- “Think before you print!”
- Narrower margins and double-sided printing
- Printers to “sleep mode” after 30 minutes

# What we've done so far (2)

- Raising awareness & building habits
  - Installed educational signage
  - Green Team report at the bi-weekly all-staff meetings
  - Monthly Eco Star award (Some of the staff are very competitive!)
  - Created OUR Green Team newsletter
  - OUR article in the BU Sustainability newsletter
  - Staff from other departments in our building are paying attention!



# The Coveted Eco Star Award



# What we've done so far (3)

- Worked with the desktop support unit to change standard computer settings for the Division
- Distributed mugs and re-usable water bottles
- Purchased reusable silverware and plates
- Purchased “smart” power strips
- Purchased rechargeable batteries
- Turn off lights and use natural light whenever possible
- All staff took a transportation survey; 80% use alternative means of transportation to commute

# What we've done so far (4)

- Initiated monthly community-building breakfasts/luncheons
- K-cup recycling and the K-cup herb garden
- Purchased reusable K-cups
- Worked with sustainability@BU on a departmental energy audit
- Adopted sustainable purchasing practices
- Staff participate in monthly sustainability challenges through [www.carbonrally.com](http://www.carbonrally.com)

# What we've done so far (5)

## OUR Certified Platinum



Members of the department's "Green Team"

The [Office of the University Registrar \(OUR\)](#) is BU's first Platinum Certified Department! Similar to Green Office Certification, Green Department Certification involves the entire department working together to make sustainability a reality in the workplace. The Green Department Certification survey focuses on actions within the department that require office-wide participation such as lighting policies, computer settings, and sustainable purchasing. Platinum certification would not have been possible if not for the efforts and encouragement of assistant vice president & university registrar Jeff von Munkwitz-Smith. [sustainability@BU](mailto:sustainability@BU) applauds Jeff for taking a leadership role in fostering a more sustainable BU and we expect many deans and department heads will follow his lead.

# Elements of Green Department Certification

- Green Office Certification (10 points)
- Energy saving activities (26 points)
- Waste minimization (12 points)
- Recycling (8 points)
- Purchasing (18 points)
- Transportation (10 points)
- Communication & activities (11 points)
- Extra credit (5 points)

Certified (50 points); Silver (60 points); Gold (70 points); Platinum (90 points)

# Future plans

- Lead by example (plus evangelize!)
- It has influenced our IT priorities
  - Electronic transcripts and transcript requests
  - Online grade change workflow to replace paper forms
  - Replacement of other paper-intensive processes
- Further reduce paper usage
- Find more ways to save energy

# Some recommendations from sustainability@BU

- Turn off the lights to your office whenever you leave the room.
- Set your computer monitor to go to sleep after 10 minutes or less.
- Change your computer screensaver to “blank” or “none.”
- Turn off all electronic devices at the end of the day. Devices such as the computer monitor, printers, and fax machines consume energy throughout the day unless they’re manually powered off. Better yet, energy conservation can be optimized if you manually turn off electronic devices when they’re not in use throughout the day.
- Reduce the brightness of your computer to 50-60% of full brightness reduces the energy use of the computer.
- Consider using natural light as opposed to overhead lighting.
- Take the initiative to turn off lights in unoccupied spaces. This helps reduce energy use but also sets a precedent for energy conservation in your work environment.



# A final thought...

“Oftentimes, people don’t realize the magnitude of their daily habits in the workplace. For instance, individuals with space heaters aren’t aware that leaving their heater on for one hour consumes enough energy to power 60 CFL bulbs for one hour. Or, that recycling one aluminum can saves enough energy to power a TV for three hours.”

– Mike Orr, sustainability@BU intern

# Questions/Comments?

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See also: [www.bu.edu/sustainability](http://www.bu.edu/sustainability)