

YALE Green Workplace Certification

a step-by-step guide



Overview

The Yale Green Workplace Program offers practical actions for making your work place more sustainable.

Participating groups submit a checklist application and are certified according to how many points they achieve.



How Does it Work? 4 Steps

1

Step One

Define your workplace:

A workplace can be a contiguous group of offices that share a common area or it can be a group of staff members working together as a unit but located in separate spaces.

2

Step Two

Register your workplace via Email

3

Step Three

Complete the Checklist!

4

Step Four

Submit the checklist to the Office of Sustainability via email before the application deadline.



Who is Eligible to Apply?

Anyone employed by Yale University is eligible to register and take the lead on the application. Workplaces that are the most successful have the support of the unit supervisor.

Remember: this is intended to be an educational program that is aimed at fostering a culture of sustainability in the university. If nothing else, it is a conversation starter!



Step 1: Define Your Workplace

We define a workplace as:

A contiguous group of offices, preferably with five occupants or more, that share resources and common areas.



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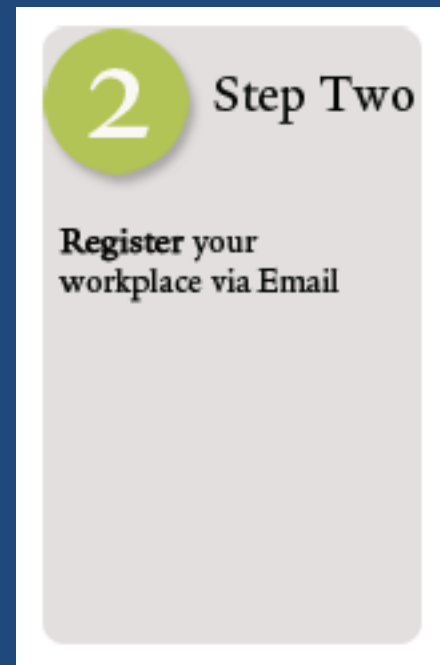
Step One

Define your workplace:

A workplace can be a contiguous group of offices that share a common area or it can be a group of staff members working together as a unit but located in separate spaces.

Step 2: Register Your Workplace

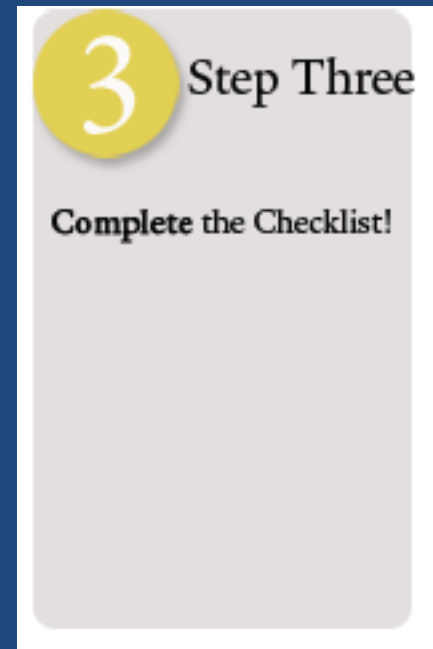
Through our site, click the email link. You will be prompted to enter your workplace name and location, as well as your workplace representative's name and contact info.



Step 3: Complete the Checklist

To apply, you will complete an application checklist that contains action items in 8 categories :


- Solid Waste Management
- Community Engagement
- Energy
- Procurement
- Transportation and Travel
- Kitchen and Shared areas
- Leadership
- Innovation



Step 4: Submit the Checklist

Submit the checklist to the Office of Sustainability by clicking on the Step 4 box pictured here. Remember to save and attach your application to the email. Your checklist will be reviewed and your workplace will be given a score.



Step Four

Submit the checklist to the Office of Sustainability via email before the application deadline.

Scoring

In each category there are action items worth 1 point and bonus items worth 2 points. Your certification will be based on your overall points – there is no weighting by category.

If an action item is not applicable to your workplace you will not be penalized. Simply type N/A in the Y/N column and the points will not be calculated in your final score.



Certification Levels

Your application will be assessed by a panel that will determine your certification level. There are over 120 possible points, and four levels of certification:

Y 30

A 40

L 50

E 60

Your certification is good for two years. Please renew your certification at that point, or when you have made changes in your workplace that will improve your score.



Innovation Points

Innovations will automatically receive points if they represent new ideas to the University workplace.



Each innovation will also be awarded points depending on the degree of complexity. The point awards will be determined by the assessment panel.



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[HTTP://SUSTAINABILITY.YALE.EDU/WORKPLACE
GREENCERTIFICATION@YALE.EDU](http://sustainability.yale.edu/workplacegreencertification@yale.edu)

