



**THE ORIGINAL GREEN
SEAL OF APPROVAL
SINCE 1989**

Green Seal Green Office Partnership

Whether you own your office space or lease it, as an office manager you make operational and purchasing choices every day that can significantly reduce the footprint of your office and provide a cleaner, healthier environment for your staff.

The **Green Seal™ Green Office Partnership Program** is designed to guide offices in the straightforward steps they can take to become more sustainable.

The program focuses only on those areas that are within the direct control of office managers, including:

- Waste reduction and recycling, including specific items recycled in the office
- Office supplies, such as copier paper and toner cartridges
- Kitchen and pantry supplies, such as dish and hand soaps and paper towels
- IT equipment and management, such as sleep settings and e-waste recycling
- Operational systems, occupancy sensors, and adjustable thermostats
- Training and education for staff
- Transportation



The program does not cover areas which are typically controlled by facility managers (e.g., HVAC equipment, lighting fixtures), sanitary paper products for both institutional and retail markets.

The Perks of Partnership

The Green Office Partnership Program will provide tangible returns and benefits to offices in increased efficiency of operations and in marketing.

Ensuring that office operations are efficient – including such practices as double-sided copying, using occupancy sensors for lighting, and enabling sleep mode for electronics products – can save money, even in a lease arrangement. Lisa Prats, Vice President of Marketing & International Affairs at BOMA International, said the program, “makes good business sense.”



Using recycled materials can encourage employees to be more efficient with other office expenses and activities.

Also, companies that report corporate social responsibility practices can list Partnership as an example of their sustainability leadership.

These perks can also be clearly promoted to help demonstrate your company’s values and improve staff retention and recruitment.

Becoming a Partner

The program is a partnership that requires deliberate action on the part of the organization. Participants commit to greening their offices and achieving specific improvements over time.

**SUSTAINABILITY
LEADERSHIP STANDARDS**



**INDEPENDENT
THIRD-PARTY
CERTIFICATION**



**SUSTAINABILITY
RESEARCH &
LIFE CYCLE ANALYSIS**



**TECHNICAL ASSISTANCE
FOR INSTITUTIONAL
GREENING**



Program Checklist:

Participating offices will receive a checklist from Green Seal, work through a list of actions, and take particular note of the items that are flagged as mandatory. The mandatory items ensure that all partners carry out basic practices in sustainability.

Assessment:

A site assessment is then conducted either in-person or virtually by a Green Seal staff. After the completion of the assessment and making any necessary upgrades to meet mandatory criteria, the office receives "Green Seal Green Office Partner" status.

Guidance Presentation:

Partners receive guidance on areas in which to improve their office operations and purchasing through a report and oral presentation provided by Green Seal.

Continuous Improvement:

A requirement of partnership is continuing improvement in office performance. Offices must show that they have advanced in their sustainability goals in order to remain a partner. Through this program, organizations can become a force for positive change in helping to green the economy.

The program encourages more sustainable practices beyond what is currently required by law or regulation. The assessment is not intended as a legal compliance tool, and Green Seal staff will not provide such counsel.

For additional information and to participate in the program, visit greenseal.org/GreenOfficePartnership, contact us at greenseal@greenseal.org or call 202-872-6400.

About Green Seal

Green Seal has worked in the area of environmentally responsible office practices, including recycling and green purchasing, for over twenty years. Green Seal authored the Office Green Buying Guide and the subsequent Choose Green Reports issued in the late 1990s and early 2000s. Green Seal developed the Green Building Operations & Maintenance Manual: A Guide for Public Housing Authorities in partnership with Siemens Industry, Inc. Green Seal's flagship program develops leadership environmental standards for products and services and certifies those that apply and meet the standards. Since its inception, Green Seal has certified over 4,000 products and services, many relevant to building and office operations.

Green Seal Standards

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| GS-1 Sanitary Paper Products | GS-36 Adhesives for Commercial Use |
| GS-2 Alternative Fueled Vehicles | GS-37 Cleaning Products for Industrial and Institutional Use |
| GS-3 Re-Refined Engine Oil | GS-40 Floor-Care Products for Industrial and Institutional Use |
| GS-5 Compact Fluorescent Lamps | GS-41 Hand Cleaners for Industrial and Institutional Use |
| GS-7 Printing and Writing Paper | GS-42 Commercial and Institutional Cleaning Services |
| GS-8 Cleaning Products for Household Use | GS-43 Recycled Content Latex Paint |
| GS-10 Coated Printing Paper | GS-44 Soaps, Cleansers, and Shower Products |
| GS-11 Paints and Coatings | GS-48 Laundry Care for Household Use |
| GS-13 Windows | GS-49 Residential Cleaning Services |
| GS-15 Newsprint | GS-50 Personal Care and Cosmetic Products |
| GS-16 Reusable Bags | GS-51 Laundry Care for Industrial and Institutional Use |
| GS-18 Paper Products Used for Food Preparation | GS-52 Specialty Cleaning Products for Household Use |
| GS-20 Environmental Innovation | GS-53 Specialty Cleaning Products for Industrial & Institutional Use |
| GS-31 Electric Chillers | GS-55 Restaurants and Food Services |
| GS-33 Hotels and Lodging Properties | |
| GS-34 Cleaning and Degreasing Agents | |
| GS-35 Food Service Packaging | |

To find products and services certified to the above leadership standards, visit GreenSeal.org.