



## Frequently Asked Questions -FAQs

### **Does every office member need to participate?**

No. Only 50% of the office staff needs to; however, it is important to try to understand why he/she does not want to. Your office will gain more points if you have 75% or 100% participation.

### **If student assistants or part-time workers are in the office, should they be included towards the total count for people in the office?**

They should be counted but can be excluded if they do not have a designated work space. It is still encouraged to share sustainable practices with them.

### **Is the office audit mandatory?**

Yes, a walk through is required after submission of your first application and surveys are complete.

### **Who is in charge of the SCOP?**

The Sustainability Manager at CSUSM runs SCOP.

### **What are the responsibilities of the SCOP Office Liaison?**

- Organize the initial meeting for the presentation of the SCOP to the office with Sustainability Manager.
- Train new (and old) staff on sustainability practices
- Complete the Office portion of the online survey
- Help at least 50% of the office staff complete the online survey
- Be a change maker within the office
- Liaise with the Sustainability Manager throughout the course of the program
- Desire to help the campus culture grow to be more sustainable
- Complete the post – survey for the office

**How long is the certification valid for?**

It is valid for one from the time you are certified. The office can reapply and work towards being certified on the next level during the year and reapply at the end of the certification year to increase their score. The SCOP is expected to grow in the future so a follow up may be included to ensure that sustainable practices are being met.

**How are the SCOP environmental benefits measured?**

All in all, the SCOP success will be measured through the number of offices that participate and get certified. The number of offices certified indicate a rise in environmental values, practices, and education.

**Who is eligible for SCOP?**

An office that consists of at least one person. The term includes centers, offices, and departments. In the future, there will be a separate program for laboratories on campus, Sustainable Cougars Lab Program.

**What is the first step towards becoming certified?**

An online registration form must be completed to get started. Then an email will be sent with the next steps.

**How can my office attain a higher level?**

Through behavior changes achieved and completing the SCOP process again. This can be a goal for when the office applies to get re-certified after the one year. The Sustainability Manager will provide a list of action items to work on over the course of the year which will boost your office to the next level.