



# Florida Department of Environmental Protection

## Florida *Green School Designation* Program

### Green Apple Designation Application



## INTRODUCTION

The Florida *Green School Designation* Program is an effort initiated by the Florida Department of Environmental Protection (DEP) to encourage K-12 schools to conserve and protect Florida's natural resources. Educational institutions that implement "green" practices have found that they can save money and generate good publicity while helping protect the environment.

The DEP applauds your decision to participate in the Florida *Green School Designation* Program, illustrating your commitment to protecting and conserving Florida's environment. For assistance completing this application, please visit the Program [website](#).

## INSTRUCTIONS

To complete the Florida *Green School Designation* process, you must meet the minimum requirements to achieve Green Apple status and complete and submit this Green Apple Designation Application. This application can be completed electronically. Input the required data into the fields and use the check boxes where applicable.

Once completed, save a copy as a .pdf and submit it, along with any required documentation, to [GreenSchool.Designation@FloridaDEP.gov](mailto:GreenSchool.Designation@FloridaDEP.gov). For assistance see [Best Management Practices](#) and [Technical Assistance](#) or call the Green School line at (850) 245-2116.

Please read over this entire application and familiarize yourself with the information provided.

1. Fill out the contact information in Section I completely;
2. Initial the box at the end of Section II to indicate that you have read and understand the information in each section;
3. Review the [Minimum Requirements Checklist](#) to ensure your school has met the minimum requirements to achieve Green Apple Designation; then
4. Complete Section IV - have your Principal and Green Champion sign, then return to the Florida *Green School Designation* Program.

Thank you for your interest in the Florida *Green School Designation* Program. We look forward to working with you to protect Florida's environment and conserve our natural resources for generations to come.

## TERMS & CONDITIONS

The [Terms and Conditions](#) apply to both the Florida *Green School Designation* website and participation in the Program.

**Please read carefully before proceeding with the application.**



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The Florida Department of Environmental Protection (DEP) applauds your decision to participate in the Florida *Green School Designation* Program by illustrating your commitment to protecting and conserving Florida’s environment. For assistance completing this application, visit <https://floridadep.gov/osi/green-school-designation>.

**SECTION I: SCHOOL PROFILE**

Name of School: \_\_\_\_\_  
*(As it will appear on the Florida Green School Designation Website)*

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Phone Number: \_\_\_\_\_

School Web Address: \_\_\_\_\_

Principal: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Primary Contact Responsible for *Green School* Designation Effort – Green Champion**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Facility Information**

Type of facility: (check all that apply)

- Public     Private     Charter     Elementary     Middle     High School

Total Enrolled: \_\_\_\_\_

Total Building Square Feet: \_\_\_\_\_

**SECTION II: PROCEDURES AND REQUIREMENTS**

Becoming a designated member of the Florida *Green School Designation* Program means more than simply implementing a few environmental activities. The designation process has been designed to help encourage and reinforce sustainable behaviors that lead to positive results, both for the environment and your school’s bottom line.



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A certain degree of flexibility has been built into the process to allow school management the ability to choose environmental efforts that best suit their needs and situation. The journey to the first level of designation, Green Apple, can take up to a year. Afterwards, continuous environmental improvement will be required with the opportunity to move to Bronze Apple, Silver Apple or Gold Apple status levels.

All schools will be required to maintain Green Apple status for at least one (1) year, prior to moving up to another apple status.

As stated earlier, the main purpose of the Designation Program is to encourage schools to understand and improve their environmental performance rather than simply implement a few green practices. To become designated as a member of the Florida *Green School Designation* Program at any level, a school must satisfy the following criteria:

#### **1. IDENTIFY AN ENVIRONMENTAL CHAMPION**

A successful program needs an enthusiastic person with good communication and organization skills who can get everyone working together as a team. The “Environmental Champion” does not necessarily have to be an environmental specialist; many champions have come from areas such as personnel, cafeteria, administrative offices, students and parents. The “Environmental Champion” will serve as a liaison between the Program and the school during the Designation Process.

#### **2. OBTAIN TOP MANAGEMENT COMMITMENT AND SUBMIT THE APPLICATION**

The most important ingredient for a successful environmental initiative is Principal commitment. Having official sanction will let employees know that resource conservation is an important work responsibility. Once upper management has decided to pursue the Program, begin completing the application.

#### **3. CREATE A TEAM**

A Green Team can be a formal or informal group responsible for ensuring that all environmental improvement practices in which the school is participating are being performed timely and correctly. A Green Team is usually comprised of individuals from each area of the school. Namely: teachers, cafeteria staff, office staff, maintenance, upper management, parents and students.

#### **4. CONDUCT AN ENVIRONMENTAL SELF-ASSESSMENT**

How green is your school right now? The Green Team should identify and evaluate opportunities to improve environmental performance by conducting a walk-through of the school. An [\*Environmental Self-Assessment and Planning Checklist\*](#) has been designed to provide guidance in obtaining baseline data. A review of product purchases, utility bills and waste hauling records will help determine environmental baselines. You may also reach out to your school district maintenance or operations personnel for help obtaining this information. It is not required that the school have any environmental practices in place until it is ready for designation. This form also asks that you list the baseline utility for water, energy and waste for the school. Be sure to have at least one year of baseline utility data. The *Environmental Self-*



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*Assessment and Planning Checklist* should be completed for an efficient evaluation of your school's environmental performance that will help you identify opportunities for improvements. Please keep a copy for your records. *Green School Designation* Program staff may ask to review the Environmental Self-Assessment and Planning Checklist during your site visit.

The core activities are outlined in the Minimum Requirements found [here](#). Please use this form as a helpful tool and keep it for your records as you proceed.

#### 5. COMPLETE AND SUBMIT THE GREEN APPLE DESIGNATION APPLICATION

Once the Green Team feels they have satisfied the criteria, complete and submit the Green Apple Designation Application. A School will be notified within 72 hours of the results of their application. Upon receiving designation, the school's name and accomplishments will be posted on the Florida *Green School Designation* Program website and the school will receive all the benefits outlined in Section III.

#### SECTION II: PROCEDURES AND REQUIRMENTS ACKNOWLEDGEMENT

Please acknowledge that you have read and understand the information in Section II above by initialing here:

\_\_\_\_\_

#### SECTION III: BENEFITS OF BECOMING A FLORIDA GREEN SCHOOL

Schools will seek to become a designated member of the Florida *Green School Designation* Program for different reasons. Some will implement environmental improvements to reduce operating costs. Others will recognize an opportunity to safeguard the health of their students, raise their test scores and empower them. And yet others will regard it as simply the right thing to do. Most will do it for some combination of these factors, but if that is not enough, the Program offers additional benefits:

- Designated Green Schools will be eligible for certain promotional items such as pencils, lanyards, and green pledge card magnets (while supplies last) for students and staff.
- In addition, designated green schools will have their school highlighted on the Florida *Green School Designation* Program website.
- Designated members will also receive a Florida *Green School Designation* plaque to display in their school and other promotional materials to show commitment to the environment.
- Designated schools are eligible to complete an application to be considered as a Florida Department of Education (FDOE) nominee for the U.S. Department of Education's Green Ribbon Schools (ED-GRS) award.



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**SECTION IV: GREEN APPLE DESIGNATION APPLICATION**

**COMMUNICATION AND EDUCATION**

At a minimum, at least three (3) of the following communication efforts must be implemented. Check **ONLY** if the practice is implemented in at least 50 percent of the school, or at least 50 percent of the time. Documentation will be required to verify practices noted in *italics*.

1.	Make available your school's <i>Environmental Self-Assessment and Planning Checklist</i> to the public upon request.	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.	Communicate your school's environmental initiatives to students, parents and staff.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> <li><i>Submit samples of communication. Submissions can be pictures or digital files.</i></li> </ul>	
3.	Establish an environmental task force or "Green Team" and meet quarterly, at a minimum, to evaluate and improve environmental initiatives.	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.	Discuss green practices and policies at student, parent and staff meetings.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> <li><i>Submit meeting dates, number of attendees and green topics for meetings.</i></li> </ul>	
5.	Provide a survey, suggestion box or online evaluation for students and teachers to allow feedback on your school's environmental practices.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> <li><i>Submit a survey example, picture of suggestion box or link to online evaluation.</i></li> </ul>	
	<ul style="list-style-type: none"> <li>Link: _____</li> </ul>	

**WASTE REDUCTION, REUSE AND RECYCLING**

At a minimum, at least three (3) of the following waste efforts must be implemented. Check **ONLY** if the practice is implemented in at least 50 percent of the school, or at least 50 percent of the time.

1.	Track waste usage.	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.	Provide an opportunity to recycle the following materials, if generated and if service is available in your area. Indicate materials your school currently recycles: <input type="checkbox"/> Plastic Bottles <input type="checkbox"/> Aluminum Cans <input type="checkbox"/> Steel Cans <input type="checkbox"/> Glass <input type="checkbox"/> Office Paper <input type="checkbox"/> Carboard <input type="checkbox"/> Newspapers <input type="checkbox"/> Magazines <input type="checkbox"/> Batteries <input type="checkbox"/> Ink Cartridges <input type="checkbox"/> Fluorescent Bulbs <input type="checkbox"/> Electronics	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Location of recycle receptacles: _____</li> </ul>	
	<ul style="list-style-type: none"> <li>If services are not available in your area, teachers and students in conjunction with administration officials draft a letter to their local governing body, requesting implementation of this service.</li> </ul>	
	<ul style="list-style-type: none"> <li><i>Submit draft letter</i></li> </ul>	
3.	School or School District has a policy about purchasing materials with recycled content and/or a waste reduction plan.	YES <input type="checkbox"/> NO <input type="checkbox"/>



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4.	Provide compost bins for organic/native gardens.	YES <input type="checkbox"/> NO <input type="checkbox"/>
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### WATER CONSERVATION

At a minimum, at least three (3) of the following communication efforts must be implemented. Check **ONLY** if the practice is implemented in at least 50 percent of the school, or at least 50 percent of the time. Documentation will be required to verify practices noted in *italics*.

1.	Track water and wastewater usage.	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.	Use a preventative maintenance schedule to find and repair leaky faucets, toilets and pipes.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <i>Submit current schedule.</i></li> </ul>	
3.	Use low-flow faucets, 1.5 gallons or less per minute, in restrooms.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Manufacturer: _____</li> </ul>	
4.	Use low-flow toilet, 1.6 gallons or less per flush, in restrooms.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Manufacturer: _____</li> </ul>	
5.	Use low-flow showerheads, 2.0 gallons or less per minute, in locker rooms.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Manufacturer: _____</li> </ul>	
6.	Use automatic faucets and toilets in restrooms.	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.	Have a water assessment conducted by a local utility company, local water management district or other appropriate organization.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Assessment Date: _____</li> </ul>	
	<ul style="list-style-type: none"> <li>• Conducted By: _____</li> </ul>	

### ENERGY EFFICIENCY

At a minimum, at least three (3) of the following communication efforts must be implemented. Check **ONLY** if the practice is implemented in at least 50 percent of the school, or at least 50 percent of the time. Documentation will be required to verify practices noted in *italics*.

1.	Track energy usage.	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.	Use a preventative maintenance schedule to maximize efficiency in appliances.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• <i>Submit current schedule.</i></li> </ul>	
3.	Use energy efficient lighting (compact fluorescent bulbs, LEDs, and/or T-8 fluorescent tubes).	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.	Use ENERGY STAR® rated equipment other than lighting.	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.	Use programmable thermostats.	YES <input type="checkbox"/> NO <input type="checkbox"/>





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6.	Use timer or sensor lighting indoor/outdoor.	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.	Use a computerized Energy Management System.	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.	Support green power. Use on-site renewable energy power source (solar panels, solar hot water heater, other).	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Type Used: _____</li> </ul>		

### AIR QUALITY and TRANSPORTATION

At a minimum, at least three (3) of the following air efforts must be implemented. Check **ONLY** if the practice is implemented in at least 50 percent of the school, or at least 50 percent of the time.

1.	Use at least two environmentally preferable cleaners that are biodegradable <b>and</b> do not contain NTA (nitrilotriacetic acid), chlorine bleach or phosphate <b>or</b> two cleaners that have a third-party green cleaning certification.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enter Products and Brands: _____</li> </ul>		
2.	Use high efficiency air filters with a Minimum Efficiency Reporting Value (MERV) 8 or higher.	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.	Clean air handler units and coils at least annually. Keep and follow a preventative maintenance schedule and record of activities.	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.	Properly label and store all chemicals.	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.	No visible mold or mildew is present.	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.	School building and grounds are 100 percent smoke-free.	YES <input type="checkbox"/> NO <input type="checkbox"/>

### TRANSPORTATION

At a minimum, at least two (2) of the following air efforts must be implemented. Check **ONLY** if the practice is implemented in at least 50 percent of the school, or at least 50 percent of the time.

7.	Promote walking or biking to school for students living in the area.	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.	School buses follow a 'No Idling' Policy in the morning and afternoon.	YES <input type="checkbox"/> NO <input type="checkbox"/>
9.	Cars waiting for students follow a 'No Idling' Policy in the morning and afternoon.	YES <input type="checkbox"/> NO <input type="checkbox"/>
10.	School vehicles are 100 percent smoke-free.	YES <input type="checkbox"/> NO <input type="checkbox"/>



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**VERIFICATION and AUTHORIZATION**

Florida *Green School Designation* requires the facility to verify regulatory compliance with the Florida Department of Environmental Protection (DEP) and to authorize posting its environmental practices on the Florida *Green School Designation* Program website. Please indicate agreement by completing the following:

\_\_\_\_\_ (*School Name*) is in compliance with all applicable federal, state and local environmental rules and regulations; allows its environmental practices to be posted on the Florida *Green School Designation* Program website; and makes its practices available to the public, guests and others upon request.

- As authorizing agent for this school, I accept the Terms and Conditions of designation.
- No false or misleading information is presented in this application.
- My school is ready for designation.

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Green Champion's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your commitment to conserving Florida's natural resources through your participation in the Florida *Green School Designation* Program. The Florida *Green School Designation* Program will review your application and documentation and will notify you of your designation status.

**IMPORTANT NOTE:**

Once you have completed the application, please save the form as a .pdf using the 'Save As' function. Attach application to an email and send to [GreenSchool.Designation@FloridaDEP.gov](mailto:GreenSchool.Designation@FloridaDEP.gov). Be sure to include any additional documentation required in the above sections.

Attachments should be in .pdf format, titled clearly with your property's name and documents should be no larger than 250 kb in size. Your application will not be reviewed for designation without the supporting documents.

**MAKE SURE TO SAVE A COPY OF THIS APPLICATION BEFORE SUBMITTING**