

**WSU Departmental/Office Green Team Checklist Version 2.0**

Bronze: 22-34 points  
 Silver: 35-49 points  
 Gold: 50-65 points  
 Green: 66 and above

<b>Prerequisites (Required)</b>	<b>Required</b>	<b>Achieved</b>	<b>Pursuing</b>
Create a Green Team that is representative of your department/office and meet at least once per semester to identify ways in which your department/office can become more sustainable.			
Invite Energy and Sustainability Office staff to department/office Green Team meeting to assess sustainability efforts at least once per year.			
Demonstrate that at least 90% of the general office paper purchased by your department/office contains 30% post-consumer recycled content or is FSC 100% certified.			
Provide Energy & Sustainability Office with data on the total paper consumed by your department/office for one entire semester (either fall or spring). This information will be used as a baseline to gauge paper consumption reduction efforts.			
Provide well-labeled recycling bins in copy rooms and common areas (like break and meeting rooms).			
Each work area (cube or office) in the department/office has a desk-side recycling bin.			
Demonstrate that all department/office toner and printer cartridges are being recycled.			
Department/office turns off all lights when not in use during the day and at night, including in common areas such as kitchens, conference rooms, storage closets, and bathrooms.			

<b>Energy and Climate</b>	<b>Points Possible</b>	<b>Achieved</b>	<b>Pursuing</b>
No space heaters or portable air conditioners are used by anyone in the department/office (turn in your space heater and get a free WSU blanket).	1		
25%, 50%, 75%, or 100% of all department/office computers and monitors are Energy Star rated. Computers utilizing 50 watts or less may count in lieu of Energy Star certification.	1 to 4		
25%, 50%, 75%, or 100% of all department/office computers and monitors are at least EPEAT bronze or higher.	1 to 4		
25%, 50%, 75%, or 100% of all department/office printers, copiers, fax machines are Energy Star rated.	1 to 4		
25%, 50%, 75%, or 100% of all department/office printers, copiers, fax machines are at least EPEAT bronze or higher.	1 to 4		
Department/office has eliminated any unnecessary desktop printers (unnecessary means that a common printer is available and that employee does not have a need to frequently print sensitive or secure information).	1		
Department/office effectively utilizes power strips for electronic equipment with idle currents (currents drawn from your outlets when electronics aren't in use).	1		
Department/office has a system (prompts, emails, or assigned person) ensuring that all computers, monitors, copiers, power strips, and other electronic equipment are turned off at the end of the day, before weekends, and before holidays.	1		
75% or 100% of the department/office utilizes power save modes on computers to power down to the deepest sleep setting after 20 minutes or less without use.	1 to 2		
50%, 75%, or 100% of all refrigerators (including personal refrigerators) are Energy Star rated.	1 to 3		
Department/office has eliminated any unnecessary personal refrigerators and microwaves (unnecessary means that a common refrigerator and microwave is available).	1		

Department/office has replaced all incandescents with LEDs in all task lighting fixtures.	1		
Department/office has at least 1 plant for every 2 people in the office	1		
<b>Total Energy &amp; Climate Points Possible: 28</b>			
<b>Waste</b>	<b>Points Possible</b>	<b>Achieved</b>	<b>Pursuing</b>
Department/office has a scrap paper bin containing one-side clean paper available for reuse near each public printer and/or copier. Or, department/office has scrap paper made into notepads.	1		
All department/office computers and/or printers have had default settings changed to double-sided printing where feasible (does not include printers only capable of one-sided printing).	1		
Department/office has achieved a 15%, 30%, or 45% reduction in paper consumption from the baseline provided under the prerequisite section.	1 to 3		
Department/office has a scanner available to all employees to minimize the need for printing and has a program in place to train employees on how to use it.	1		
When distributing information to campus, the department/office communicates in a paperless format or uses 100% recycled content paper (e.g. event announcements, newsletters, flyers, etc.)	1		
Department/office implements the Tiny Trash Program by turning in all office trash cans and having them replaced by the Energy & Sustainability Office with tiny trash cans. Employees will be responsible for emptying their own tiny trash can.	3		
Department/office uses rechargeable batteries (2 points). Or department/office recycles all batteries (1 point).	1 to 2		

Department/office establishes a glass recycling program by placing a bin, with appropriate signage, in a common area.	2		
Department/office establishes a composting program by placing a composting bin, with appropriate signage, in a common area. Someone within the department/office must be responsible for taking the compost to the compost station in the Shepherd Union building or to the greenhouse at the Davis Campus.	4		
Department/office provides only reusable plates, cups, and silverware in each break room (2 points). Or department/office provides only plates, cups, silverware, napkins comprised of recycled content materials in each break room (1 point).	1 to 2		
The Energy and Sustainability Office will perform a random waste audit one per semester (Spring and Fall). Points will be awarded based on waste diversion rates: 50% (1 point), 75% (2 points) and 95% (3 points)	1 to 3		
Department/office offers no bottled water at meetings or functions (each person in the department/office will receive a reusable bottle from the Energy & Sustainability Office).	1		
<b>Total Waste Points Possible: 24</b>			
<b>Transportation</b>			
	<b>Points</b>	<b>Achieved</b>	<b>Pursuing</b>
Department/office has created an area dedicated to posting information on alternative transportation (Ed Pass, biking, carpool/vanpool, bus, train)	1		
Department/office uses videoconferencing and conference calls instead of travel 25%, 50%, 75%, or 100% of the time.	1 to 4		
25%, 50%, 75%, or 100% of the department/office participates in the annual Clear the Air Challenge in February.	1 to 4		

Department/office staff and faculty commute to work via alternative/green transportation 25%, 50%, 75%, or 100% of the time (2, 3, 4, or 5 points) Alternative/green transportation includes walking, biking, carpooling, taking public transit, or commuting in a car with an ACEEE green score of 45 or higher.	2 to 5		
<b>Total Transportation Points Possible: 14</b>			
<b>Purchasing</b>	<b>Points</b>	<b>Achieved</b>	<b>Pursuing</b>
Paper: 85% of purchased department/office paper is either 50% post-consumer recycled paper or FSC Mix certified paper (2 points). Or 85% of department/office paper is either 100% post-consumer recycled paper or FSC Recycled Label certified paper (3 points).	2 to 3		
Green Office Supplies (e.g. pens, markers, toner cartridges, tissues): Department/office identifies the top five most frequently purchased office supplies (excluding paper) and replaces existing purchases with environmentally-friendly alternatives. Environmentally-friendly alternatives include those that are reusable (e.g. refillable pens or markers) or products made out of rapidly renewable materials, post-consumer recycled material, or FSC certified materials.	2		
Green Cleaning: Department/office replaces all cleaning supplies (dish soap, paper towels, cleaning wipes, etc.) with environmentally-friendly alternatives.	1		
Reusing durable goods: Department/office searches WSU's Property Control (or the Habitat for Humanity ReStore, Savers, or other thrift stores) first for durable goods (furniture, computers, monitors, etc.) before purchasing new equipment.	1		
Electronics: Department/office has a policy to purchase or acquire electronics (including computers, monitors, printers, copiers, fax machines, and TVs) that are Energy Star certified (1 point) or EPEAT certified (2 points) when new equipment is needed.	1 to 2		
Furniture: Department/office has a policy to purchase or acquire environmentally-friendly furniture when new furniture is needed. Environmentally-friendly furniture is either salvaged or constructed of rapidly renewable materials, post-consumer recycled content, or FSC certified materials. It is durable and is constructed of low toxicity materials (look for Greenguard certification) and is recycleable or disassemblable (look for Cradle 2 Cradle certification).	2		

**Total Purchasing Points Possible: 11**

<b>Outreach and Education</b>	<b>Points</b>	<b>Achieved</b>	<b>Pursuing</b>
Display Green Department Certification program information in department/office common areas.	1		
Put your green team leadership on display by wearing your "Get on the Green Team" t-shirt every second Wednesday of the month. 1 point If the entire team wears their t-shirts at least 4 times per year. 2 points if the entire team wears their t-shirts at least 7 times per year.	1 to 2		
Recruit another department or office to participate in the Green Department Certification Program. Recruiting additional departments/offices will result in an additional 2 points per department/office recruited.	3+		
Host a Green Department open house/information session: Work with the Energy & Sustainability Office to plan and host a Green Department information session where other offices/departments can learn more about the program.	2		
Host Certified Green Events: Implement the strategies listed on the Green Event resource guide and get your department/office event green certified. Gathering of fewer than 10 people = 1 point, 11-30 people = 2 points, 31 - 50 people = 3 points, 51 - 100 people = 4 points, and over 100 people = 5 points. Points will be awarded for each green event hosted.	1 to 5+		
25%, 50%, 75%, or 100% of the department/office's employees attend at least one sustainability-related event (on or off campus) each year.	1 to 4		
Department/office includes green tips and promotes sustainability-related events on its bulletin boards, social media, newsletters, etc.	1		
Department/office's annual meeting or retreat includes sustainability-related content.	1		

Offering sustainability courses: Academic departments offering sustainability courses or courses that include sustainability, as defined by STARS, can achieve points as follows: 5% of total classes offered are sustainability courses or include sustainability (2 points), 10% = 4 points, 20% = 6 points, 30% = 8 points, 40% = 10 points, 50% = 12 points, 60% = 14 points, 70% = 16 points, 80% = 18 points, and 90% or higher = 20 points.	2 to 20		
<b>Total Education/Outreach Points Possible: 21+</b>			
<b>Innovation Points</b>	<b>Points</b>	<b>Achieved</b>	<b>Pursuing</b>
Departments can earn up to 10 additional points for implementing innovative sustainability initiatives not listed above (subject to approval by the Energy & Sustainability Office).	10		
<b>Total Innovation Points Possible: 10</b>			
<b>Program Total Possible Points: 98+</b>			
			<b>Total Achieved</b>