

WSU Departmental/Office Green Team Checklist

Bronze: 17-27 points
 Silver: 28-38 points
 Gold: 39-49 points
 Green: 50 and above

Prerequisites	Required	Achieved	Pursuing
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).			
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.			
No CRT (Cathode Ray Tube) monitors are used by the department/office.			
Energy and Climate	Points Possible	Achieved	Pursuing
No space heaters 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		
All refrigerators (including personal refrigerators) are Energy Star rated.	1		
Department/office has eliminated any unnecessary personal refrigerators and microwaves (unnecessary means that a common refrigerator and microwave is available).	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 turns off computers, monitors, copiers, power strips, and other electronic equipment at the end of the day.	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		
Department/office has replaced all incandescent lamps with Compact Fluorescent Lamps (CFLs) or LEDs in all task lighting fixtures.	1		
Department/office has placed prompts next to light switches, where applicable, reminding people to turn off the lights. Or department/office has functioning motion sensed lighting.	1		
Total Energy Points Possible: 25			

Waste	Points Possible	Achieved	Pursuing
Department/office has a scrap paper bin containing one-side clean paper available for reuse near each public printer and/or copier.	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 using 100% recycled content paper (e.g. event announcements, newsletters, flyers, etc.)	1		
Each work area (cube or office) in the department/office has a desk-side recycling bin.	1		
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		
Department/office uses rechargeable batteries (2 points). Or department/office recycles all batteries (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), 60% (2 points) and 70% (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		
Total Waste Points Possible: 15			

Transportation	Points	Achieved	Pursuing
Department/office has created an area dedicated to posting information on alternative transportation (Ed Pass, biking, carpool/vanpool, bus, train)	1		
Department/office staff and faculty commute to work via alternative/green transportation 25%, 50%, 75%, or 100% of the time (1, 2, 3, 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		
Total Transportation Points Possible: 6			
Purchasing	Points	Achieved	Pursuing
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		
Durable goods (e.g. furniture, appliances, office equipment, computers): Department/office has a policy to purchase or acquire environmentally-friendly durable goods and documents compliance with this policy. Environmentally-friendly furniture is either salvaged or constructed of rapidly renewable materials, post-consumer recycled content, or FSC certified materials. Environmentally-friendly appliances, office equipment, or computers are Energy Star or EPEAT certified.	1		
Ongoing consumables (e.g. pens, paper towels, toner cartridges): Department/office identifies the top five most frequently purchased ongoing consumable items 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		
Total Purchasing Points Possible: 6			
Bonus Points	Points	Achieved	Pursuing
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.	5+		

Total Bonus Points Possible: 5+

Innovation Points

Points Achieved Pursuing

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

Total Innovation Points Possible: 10

Program Total Possible Points: 66+