

WSU Departmental/Office Green Team Checklist Version 3.0

Bronze: 25-39 points
Silver: 40-54 points
Gold: 55-69 points
Green: 70 and above

Office/Department	
College/Division	
Current Certification Level	0
Current Date of Certification Achieved	
Previous Certification Dates	
Last Audit Date	
Next Audit Date	
Total full-time employees:	
Total part-time employees:	

Helpful Resources	Green Team Members (contacts)	
Green Team Request Tool: Recycling Pick-Up & Item Drop-Off Green Products Purchasing Guide Green Department Program Transportation Survey Green Resources Website Green Department Certification Program Website Sustainability Events Calendar Website Sustainability Website (General) Green Team Manager Email: GreenTeam@weber.edu	Name	Email
	Baseline Paper Use:	

Credit	Prerequisites (Required)	Required	Achieved	Pursuing	Comments	AASHE STARS
PR-1	Create your Green Team and work with the ESO to complete a baseline audit. Once certification is achieved, an audit will be conducted once every three years to ensure certification is maintained. <i>*Teams can request an audit at any time when they are ready to certify at a higher level.</i>					EN7
PR-2	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.				% recycled content	OP 14
PR-3	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 or office has a desk-side recycling bin.					OP 18
PR-4	Demonstrate that all department/office toner and printer cartridges are being recycled. <i>*ESO can provide printer cartridge pick up at x6421 or cartridges can be sent back to supplier or campus bookstore.</i>					OP 18, OP 20
PR-5	Demonstrate that all department/office batteries are being recycled. <i>*ESO provides pick up, call x6421 or use Green Team Request Tool</i>					OP 18, OP 20
PR-6	Department/office has replaced all incandescents with LEDs in all task lighting fixtures wherever possible. <i>*ESO can provide LED replacements bulbs, call x6421.</i>					OP 2, OP 4, OP 5
PR-7	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.					OP 2, OP 4, OP 5

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		<i>Prerequisites (Required) Completed:</i>				
					NO	
Credit	Energy and Climate	Points	Achieved	Pursuing	Comments	AASHE STARS
EC-1	25%, 50%, 75%, or 95%+ 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. * See <i>Green Resource website for more information on Energy Star</i>	1 to 4	0			OP 2, OP 4, OP 5, OP 11, OP 12
EC-2	25%, 50%, 75%, or 95%+ of all department/office computers and monitors are at least EPEAT bronze or higher. * See <i>Green Resource website for more information on EPEAT</i>	1 to 4	0			OP 2, OP 4, OP 5, OP 11, OP 12
EC-3	25%, 50%, 75%, or 95%+ of all department/office printers, copiers, fax machines are Energy Star rated.	1 to 4	0			OP 2, OP 4, OP 5, OP 11, OP 12
EC-4	25%, 50%, 75%, or 95%+ of all department/office printers, copiers, fax machines are at least EPEAT bronze or higher.	1 to 4	0			OP 2, OP 4, OP 5, OP 11, OP 12
EC-5	50%, 75%, or 100% of all refrigerators (including personal refrigerators) are Energy Star rated. *For purchasing energy star refrigerators see <i>Green Resources</i> .	1 to 3	0			OP 2, OP 4, OP 5, OP 11, OP 12
EC-6	Department/office has eliminated any unnecessary personal refrigerators and microwaves (unnecessary means that a common refrigerator and microwave is available. All refrigerators needed for medical or labs are exempt).	3				OP 2, OP 5, OP 11, OP 12
EC-7	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).	2				OP 2, OP 5, OP 18
EC-8	Department/office utilizes smart power strips for electronic equipment with idle currents (currents drawn from your outlets when electronics aren't in use). *For purchasing power strips, see <i>Green Products Purchasing Guide</i> .	2				OP 2, OP 4, OP 5
EC-9	80% or more 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. *See our <i>Green Resource Guides on how to change this yourself or contact your IT department</i> .	1				OP2, OP 4, OP 5
EC-10	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. *See <i>Green Resource website for more information</i>	1				OP2, OP 4, OP 5
EC-11	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). *See <i>Green Resource website for more information</i>	1				OP 2, OP 4, OP 5
EC-12	Department/office has at least 1 plant for every 2 people in the office	1	0			OP 4, PA 15,
Total Energy & Climate Points Possible: 30						0
Credit	Waste Diversion/Zero Waste	Points	Achieved	Pursuing	Comments	AASHE STARS
WD-1	Department/office reduces internal paper consumption from their baseline audit paper use (see PR-1). Points are awarded as follows: 1 point = 15%, 2 points = 30%, 3 points= 45%, 4 points = 60%, 5 points =80%+ of paper reduction.	1 to 5				OP 14, OP 18,
WD-2	Department/office rethinks and transitions one major or essential business process to paperless/digital formats (meaning little to no paper is being used in that process). 3 points are awarded for the first major transition while additional transitions will be given 2 points each. *These points are for the purpose of capturing actions not caught in office paper use reduction (WD-1).	3+				OP 11, OP 18,
WD-3	When distributing information to campus or off campus, the department/office communicates in paperless formats. Points are awarded as follows: 1 point = 25%, 2 points = 50%, 3 points = 75%, or 4 points = 95+% of the time. (e.g. event announcements, newsletters, brochures, flyers, etc.) *Ready to use templates are available	1 to 4				OP 14, OP 18,

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WD-4	When distributing information to campus or off campus, the department/office communicates in print format utilizing either non-glossy 100% recycled content paper or utilizes/reuses scrap paper 100% of the time (e.g. event announcements, newsletters, flyers, brochures etc.).	2				OP 14, OP 18,
WD-5	Department/office has a scrap paper bin containing one-side clean paper available for reuse near each public printer and/or copier (1 point). Or, department/office has scrap paper made into notepads (2 points). *Campus Printing offers cut/glue services for scrap paper. Scrap Paper Bin signage can be found on the Green Resources website.	1 to 2				OP 14, OP 18,
WD-6	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). *See our Green Resource website on how to change this yourself or contact your IT department.	2				OP 18,
WD-7	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				OP 18,
WD-8	Department/office contacts mailing services to receive only 1 flyer for the whole office. *If you are still receiving unsolicited mail consider contacting sender to get off their mailing list.	1				OP 18,
WD-9	Department/office provides only reusable plates, cups, and silverware in each break room (3 points). Or department/office provides only plates, cups, silverware, napkins comprised of recycled content materials in each break room (1 point).	1 to 3				OP 11, OP 18
WD-10	The Energy and Sustainability Office (ESO) will perform a random waste audit. Points will be awarded based on low contamination rates: <10% contamination of recycling and composting if applicable. (4 points). If points are not achieved after waste audit, team can request a recycling education presentation from ESO to receive partial points (2 points).	2 to 4	0			OP 18, EN 7, EN 9
WD-11	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 a minimum of once a week while in use.	4				OP 18
WD-12	Department/office uses rechargeable batteries and has an assigned system in place to maintain the charging bank.	3				OP 18, OP 20
WD-13	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 into larger office trash cans.	3				OP 18, EN 7, EN 9
WD-14	Schedule a time for the ESO to provide recycling education to your department (once per audit cycle). *Points not applicable if education was done for WD-10	2				OP 18, EN 7, EN 10
WD-15	Department/office establishes a glass recycling program by placing a bin, with appropriate signage, in a common area. *For pick-ups, call x6421 or use the Green Team Request Tool	2				OP 18
WD-16	Department/office uses a secure shredding service which recycles all documents with sensitive information (3 points). Or, if the department still utilizes regular shredders they find an alternative way to give shred a second life (1 points). *There is a university contracted secure shred service, contact the purchasing office to sign up. Alternatively donate shred to on campus composting or to the Zoology Department.	1 to 3				OP 18
Total Waste Diversion/Zero Waste Points Possible: 44+						0
Credit	Purchasing	Points	Achieved	Pursuing	Comments	AASHE STARS

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PP-1	Department/office adopts sustainable procurement policies listed in ESO's procurement template. Points are awarded according to the number of policies adopted, 0.5 points for each policy. <i>Must adopt at least 2 policies to achieve points.</i>	1 to 4				OP 11, OP 18
PP-2	Department/office purchases either 50% post-consumer recycled paper or FSC Mix certified paper (2 points), or 100% post-consumer recycled paper or FSC Recycled Label certified paper for 85% or more of all office paper purchased (3 points).	2 to 3				OP 14
PP-3	Department/office identifies the top five most frequently purchased office supplies - excluding paper (e.g. pens, markers, toner cartridges, tissues, etc.) and switches existing purchases to environmentally-friendly/green alternatives. <i>*See Green Products Purchasing Guide for sustainable office supplies list.</i>	3				OP 11
PP-4	All SWAG or giftable items provided by department/office are made of environmentally-friendly alternatives including those that are reusable (e.g. reusable water bottles, reusable straws, etc.) and, or products made out of rapidly renewable materials, post-consumer recycled material, or FSC certified materials. <i>*See Green Products Purchasing Guide for list of sustainable purchasing options and certifications.</i>	3				OP 11
PP-5	Department/office obtains five used items from WSU's Property Control (or the Habitat for Humanity ReStore, Savers, or other thrift stores) first for durable goods (furniture, computers, monitors, etc.).	2				OP 18
PP-6	Department/office purchases all business cards on 100% recycled content matte finish paper from printing services (1 point) or exclusively utilizes digital business cards (2 points).	1 to 2				OP 14
PP-7	Department/office does not purchase disposable bottled water for meetings or functions. <i>*Consider switching to reusable water bottles or reusable cups and drink pitchers</i>	2				OP 18
PP-8	Department/office replaces all cleaning supplies (dish soap, paper towels, cleaning wipes, etc.) with green/environmentally-friendly alternatives.	1				OP 13
Total Purchasing Points Possible: 20						0

Credit	Transportation	Points	Achieved	Pursuing	Comments	AASHE STARS
TA-1	Department/Office completes the Green Department Transportation Survey <i>*find survey under "Helpful Resources" at the top of the checklist</i>	1	0			OP 16, OP 17, OP 2
TA-2	Department/office faculty/staff telecommute or commute to work via alternative/green transportation. Points are achieved as follows: 1 point = 15% , 2 points = 30%, 3 points = 45%, 4 points = 60%, or 5 points=75%+ of the department is utilizing green transportation. <i>*Alternative/green transportation includes walking, biking, carpooling, taking public transit, or commuting in a car with an ACEEE green score of 45 or higher. To calculate this, department must complete the Green Dept. Transportation Survey (TA-1).</i>	1 to 5	0			OP 16, OP 17, OP 2
TA-3	Department/office faculty/staff telecommute or commute to attend meetings/functions for work off-campus (or to other campuses) via alternative/green transportation or video conferencing. Points are achieved as follows: 1 point = 15% , 2 points = 30%, 3 points = 45%, 4 points = 60%, or 5 points=75%+ of the department is utilizing green transportation. <i>*Alternative/green transportation includes walking, biking, carpooling, taking public transit, or commuting in a car with an ACEEE green score of 45 or higher. To calculate this, the department must complete the Green Dept. Transportation Survey (TA-1).</i>	1 to 5	0			OP 16, OP 17, OP 2
TA-4	Department/office faculty/staff offset their carbon emissions through parking services. 1 point = a minimum of 1 staff/faculty member in the department offsets their emissions, 2 points= 25% , 3 points= 50%, 4 points= 75%, 5 points= 95%+ of department FTE offset their carbon emissions. <i>*See Parking Services for more information and to pay voluntary fee</i>	1 to 5	0			OP 2, OP 16

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TA-5	The department/office participates in the annual Clear the Air Challenge in February. Points are achieved as follows: 1 point = a minimum of 1 staff/faculty member in the department participates, 2 points= 25% , 3 points= 50%, 4 points= 75%, 5 points= 95%+ of department FTE participation. *To sign up or request a department team see the WSU Clear the Air Challenge page .	1 to 5	0			EN 5, OP 16, OP 17, OP 2
TA-6	Department/office has created an area dedicated to posting information on alternative transportation (Ed Pass, biking, carpool/vanpool, bus, train, No Idling policy, purple air sensors). *See Green Resource website for transportation resources	1				OP 16, OP 17
Total Transportation Points Possible: 22						0

Credit	Outreach and Education	Points	Achieved	Pursuing	Comments	AASHE STARS
OE-1	Department/office's faculty/Staff are signed-up/participate in the Green Badge individual action program. Points are achieved as follows: 1 point = a minimum of 1 staff/faculty member in department participates, 2 points= 25% , 3 points= 50%, 4 points= 75%, 5 points= 95%+ of department FTE participation.	1 to 5	0			EN 7, EN 9
OE-2	Recruit another department or office to participate in the Green Department Certification Program (3 points). Recruiting additional departments/offices will result in an additional 2 points per department/office recruited.	3+				EN 7
OE-3	When department/offices host events on or off campus, they implement green event strategies. Points are awarded based on percentage of green events hosted: 1 point = 25% , 2 points = 50%, 3 points = 75%, 4 points = 95%+ of events hosted. *See GreenEventHosting sheet for Green Event Guidelines	1 to 4	0			OP 7, OP 8, OP 11, OP 18,
OE-4	Department/office's employees attend at least one sustainability-related event (on or off campus). Points are achieved as follows: 1 points= 25% , 2 points= 50%, 3 points= 75%, 4 points= 95%+ of department FTE participation. *All events publicized on the Sustainability Events page count toward these points .	1 to 4	0			EN 9
OE-5	Department offers Sustainability Attribute (SUS) classes (i.e., one section or all sections of a course). Classes that have been approved for the SUS attribute can achieve points as follows: 3 points = a minimum of one class has a SUS attribute, 2 points will be awarded for each additional class (in a different course) with a SUS attribute. *See the SUS Attribute webpage for more information .	3+	0			AC 7,
OE-6	Department has faculty who are engaged in, or have published, sustainability research (3 points). 2 additional points will be awarded for each faculty member engaged. *See Faculty Sustainability Research page for more information .	3+				AC 9, AC 10,
OE-7	Department has one or more faculty/staff who conducts a sustainable project (i.e. living learning lab, applied projects, having a class work with WSU sustainability office on a campus project) (3 points). 2 additional points will be awarded for each project conducted.	3+				AC 8, AC 5
OE-8	Display Green Department Certification program information in department/office common areas. *Request poster via Green Department Program Staff .	1				EN 7
OE-9	Department/office includes green tips and promotes sustainability-related events on its bulletin boards, social media, newsletters, etc.	1				EN 7
OE-10	Department/office's annual meeting or retreat includes sustainability-related content.	1				EN 7
Total Education/Outreach Points Possible: 28+						0

Credit	Social Sustainability	Points	Achieved	Pursuing	Comments	AASHE STARS
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SS-1	Department Faculty/Staff participate in Political Engagement Coalition or Walker Institute programs/trainings by attending events, or volunteering (when applicable). Points are awarded as follows: 1 point = 25%, 2 points = 50% , 3 points = 75%, 4 points = 95%+ of department members participate. *All events publicized on the Walker Institute Calendar count toward these points	1 to 4	0			
SS-2	Department Faculty/Staff participate in Employee Wellness Programs/trainings and utilize allotted wellness hours. Points are awarded as follows: 1 point = 75% of department members utilize allotted wellness release hours, 2 points = 50%, 3 points = 75%, 4 points = 95%+ of department FTE participation in any Wellness Programs/trainings. *See Wellness Program for more information	1 to 4	0			PA 14
SS-3	Department/office's employees participate in at least one training tracker course that includes topics such as inclusion, diversity, accessibility, and "creating safe spaces" within each recertification term. Points are achieved as follows: 1 point for 25% of department members taking a course, 2 points= 50%, 3 points= 75%, 4 points= 95%+ of department FTE participation. *All current trainings can be found on Training Tracker .	1 to 4	0			EN 9, PA 5, PA 6, PA 7, PA 8
SS-4	Department/Office shares information about accessibility and/or any ADA necessities in meeting and event communications (i.e. Indicating where ADA parking is on fliers/announcements for events, putting a note in an email or syllabus that closed captioning will be available for presentations/lectures etc.). *See Disability Services for more information	2				PA 7
		Total Social Sustainability Points Possible: 14				0

Credit	Innovation Points	Points	Achieved	Pursuing	Comments	AASHE STARS
IN-1	Innovative sustainability initiative not listed above (subject to approval by the Energy & Sustainability Office).	12	0		See Innovation Points Tab	
		Total Innovation Points Possible: 12				0

Program Total Points Possible: 170+	
Total Achieved	0