

It's time to decide where to focus your Bronze-level efforts. Review the checklist below and select a minimum of 30 actions (75 percent) your office would like to achieve. The Bronze level actions are easy to carry out, require a low time commitment and have no financial investment required.

BRONZE CHECKLIST

PARTICIPATION

- 1. Our Office has signed the *Scotty Goes Green* Office Participation Pledge.
- 2. We have completed our Green Office Pre-Audit.
- 3. We include sustainability topics as a regular agenda item at staff meetings.
- 4. Our office has or is working to establish an active Green Team.
- 5. Our Workplace website includes a link to the - Environment @ CMU website and information about our progress toward becoming Green Certified.
- 6. Our group or office displays the Green Tip poster and/or certificate on an office bulletin board.
- 7. Members of our office know the Scotty Goes Green Rep is the contact for ideas, questions, and comments regarding sustainability.

ENERGY

- 8. We turn off lights when we leave an unoccupied room or we use task lighting or daylight in place of overhead light.
- 9. When possible, we use human power instead of electric power.
- 10. We practice energy efficient computing practices
- 11. We use centralized, shared appliances and equipment such as printers, scanners, copiers, and refrigerators.
- 12. We unplug Vampire Power
- 13. When possible, we try to turn off our computers and monitors every night.
- 14. Our office completes an energy 'power down' before holidays and breaks.
- 15. We ensure that windows are tightly closed during heating and cooling season.
- 16. Our office refrains from using space heaters.

TRANSPORTATION & COMMUTING

- 17. For on-campus meetings and departmental events, we carpool; take the shuttle, bike or walk.
- 18. We calculate our commuter carbon footprint, track changes over time, and share the results with our office.
- 19. We are aware of the bike racks nearest our office building.
- 20. We telecommute when possible.

KITCHEN

- 21. We report leaks and running faucets to FMS.

- 22. We use environmentally friendly products.
- 23. We participate in Food Composting.
- 24. We pack or purchase waste-free lunches.

EVENTS

- 25. We use reusable mugs/cups at office meetings and events.
- 26. We have made our meetings paper-free.

RECYCLING

- 27. We practice recycling and we have recycling instructions posted near all recycling bins.
- 28. We provide recycling bins at events and meetings sponsored by our office.
- 29. We recycle batteries using the FMS battery collection service.
- 30. We reuse single-sided copy and print paper.
- 31. We recycle used toner and ink cartridges from printers and copy machines.

REDUCE, REUSE

- 32. We have established an office supply sharing and re-use area for file folders, binders, pens, tape, etc.
- 33. We use interdepartmental envelopes for mailing on campus.
- 34. We print and copy on both sides of a page and our printers/computers are set for automatic double-sided printing whenever possible.
- 35. We arrange for surplus furniture, electronics and equipment to be reused or donated.

PURCHASING

- 36. For printing and copying, we buy paper containing at least 30% recycled content.
- 37. Before we purchase new office furniture, such as file cabinets, desks, etc., we check to see if any departments have any surplus in stock.
- 38. If we must purchase new (or used) appliances and equipment, we only purchase those that comply with USEPA Energy Star Guidelines.
- 39. We reuse all standard office supplies (paperclips, push pins, and folders etc.) whenever possible and generally refrain from making these purchases often.
- 40. When we buy supplies for our office we buy in bulk.

WRITE YOUR OWN ACTION

- Write 1 action, not listed above, that may be specific to your office.



BRONZE CHECKLIST

PARTICIPATION

□ 1. Our Office has signed the *Scotty Goes Green Office Participation Pledge*.

How To: Ask your team to sign the Scotty Goes Green Participation Pledge at a staff meeting, special event or other gathering. This will kick-start your participation in the Green Certification Program. After it's signed, hang the pledge on a central bulletin board. This will be a reminder of the actions you are taking as well as a way to share your goals with others (including office visitors).

□ 2. We have completed our *Green Office Pre-Audit*.

How to: Complete your Green Office Pre-Audit with the help of the Green Practices staff. This simple, short audit will help you track change over time and show your co-workers some of the impacts of their actions. It will showcase our collective progress toward Carnegie Mellon's sustainability goals.

□ 3. We include sustainability topics as a regular agenda item at staff meetings.

How to: Recognize the champions of sustainability in your office by sharing their efforts with others. Check out the Scotty Goes Green Toolkit to discover more actions to share at the next meeting. Keep track of university-wide environmental events and lectures. Sign up for the Steinbrenner Institute newsletter for more information.

□ 4. Our office has, or is working to establish an active *Green Team*.

How to: Establish a person or group of people to be a part of a Green Team. A Green Team acts as an advocate for sustainability initiatives and oversees success of the certification objectives.

□ 5. Our Workplace website includes a link to the *Environment @ CMU website and information about our progress toward becoming Green Certified*.

How to: Write a paragraph, or use our content, to share your progress towards becoming Green Office Certified. Write about the actions you're taking and how your office is

achieving them. Link your page to the Environment @ CMU webpage at cmu.edu/environment. This is a way to provide people with learning tools about all of the sustainability initiatives around campus and in your office.

□ 6. Our group or office displays the *Green Tips posters and/or certificate on an office bulletin board*.

How to: Display Green Tips posters in your office bulletin board, like the Recycling or Composting Guides available on the Environment @ CMU website, and hang up your Pledge where everyone in the office is able to see it.

□ 7. Members of our office know the *Scotty Goes Green Rep is the contact for ideas, questions, and comments regarding sustainability*.

How to: Make sure everyone at the office knows who the SGG representative is within the office, as well the contact information for Barb Kviz, Environmental Coordinator, in Facilities Management Services.

ENERGY

□ 8. We turn off lights when we leave an unoccupied room or we use task lighting in place of overhead light.

How to:

- When other electronic devices, such as projectors or computers are shut off, remind yourself that the lights need to be shut off as well.
- Assign a specific person to shut down electronic equipment after a meeting.
- Request FMS "switch-off" plate stickers for your office, from green practices.
- If available, use natural light from outside – it's free!

□ 9. When possible, we use human power instead of electric power.

How to:

- Take stairs instead of elevators. Start by walking up one flight of stairs. Each week add another flight until you walk the entire way. Walk Up One, Down Two!
- Manually open doors instead of using the automatic door opener.

Bronze Checklist

□ 10. We practice energy efficient computing practices.

How to:

- All computers, monitors, printers, and copy machines in the office utilize their built-in energy efficiency settings and power management settings.
- When possible, we use wireless connection to reduce overall energy consumption.

□ 11. We use centralized, shared appliances and equipment such as printers, scanners, copiers, and refrigerators.

How to:

- Instead of using two or more small refrigerators, combine office food in one large refrigerator
- Consider installing a network printer to replace smaller, less-durable, personal printers.

□ 12. We unplug Vampire Power.

How to: “Vampire Power” is the power that electronics and appliances continue to consume after they are turned off, a waste that can be as much as 10% of electricity use. This occurs with most computers, laptops, stereos, kitchen appliances, cell phone chargers and many other electronics. An easy way to turn off all your equipment at once is to plug it all into one surge protector with an on/off switch.

□ 13. When possible, we try to turn off our computers and monitors every night.

How to: Turn off your computer and your monitor before you leave the office for the night. In some cases IT staff may have a specific reason to request that you leave your computer powered. As a minimum practice, turn off your monitor every night and turn off your monitor and computer every weekend.

□ 14. Our office completes an energy ‘power down’ before holidays and breaks.

How to: Before you leave for vacation, “power down” your office. Follow the FMS instructions sent through the email server about powering down equipment during holidays. Some devices that create phantom loads can be identified by clocks or lights that continue to operate after the appliance is turned “off”. Before you leave for the holiday break please Un-Plug It!

□ 15. We ensure that windows are tightly closed during heating and cooling season.

How to: Close all windows before heating or cooling season. If unable to close them fully, contact FMS to place a work order and report any maintenance issues.

□ 16. Our office refrains from using space heaters.

How to: Dress comfortably for indoor temperatures in your building. A good way to keep your space warm is to close your blinds when the sun goes down. If the temperature in your office is below 68°F place a work order with FMS.

TRANSPORTATION & COMMUTING

□ 17. For on-campus meetings and departmental events, we carpool; take the shuttle, bike or walk.

How to:

- Check out the CMU shuttle route.
- Read the Parking and Transportation Services website for detailed descriptions of alternative transportation options available for all CMU staff.
- Consider subscribing to a departmental Zip Car membership.
- Consider [Zimride](#), a private ridesharing network for CMU that offers rides for your commute. If you have a car, split costs by offering rides. If you don't have a car, find rides where you need to go.

□ 18. We calculate our commuter carbon footprint, track changes over time, and share the results with our office.

How to: On an annual basis, ask your members to calculate their individual commute footprints using a travel footprint calculator. See Toolkit for the calculator.

□ 19. We are aware of the bike racks nearest our office building.

How to: Check out the locations of bike racks on campus on Google. The link can be found on the Parking and Transportation Services website, under Biking. Supply Bike Pittsburgh bike maps to interested staff in the office.

□ 20. We telecommute when possible.

How to: Make sure all members of the office know how video conferencing works and use it as an alternative to commuting.

Bronze Checklist

KITCHEN

□ 21. We report leaks and running faucets to FMS.

How to: Be proactive when you notice a leaking faucet or running toilet. Contact FMS to place a work order. You will not only save water, but also prevent costly damage to university facilities.

□ 22. We use environmentally friendly products.

How to: You can buy environmentally friendly dining products, or place an order to the campus caterer requesting compostable, Zero Waste alternatives for your office kitchen.

□ 23. We participate in Food Composting.

How to: Many offices and departments across campus already participate in our Food Composting program. Ensure that your office is participating in the program by requesting a kitchen composting bin from FMS Green Practices and placing it in your office. Send out an email and post information that educates your coworkers on what compost is and what can be composted.

□ 24. We pack or purchase waste-free lunches.

How to:

- Pack lunches and snacks in reusable containers instead of using disposable containers, plastic wrap or aluminum foil.
- Keep a set of reusable dishes and cutlery at your workplace at all times.
- Be sure that when going out to eat, the take-out containers can be recycled or composted.

EVENTS

□ 25. We use reusable or compostable mugs/cups at office meetings and events.

How to: Send out a reminder email before meetings asking everyone to bring their own mug. Contact FMS Green Practices to learn about services available for compostable utensils, cups and plates.

□ 26. We have made our meetings paper-free.

How to:

When attending a meeting:

- Ask in advance for supporting documents to be emailed to you.
- Bring a laptop to take notes electronically
- Bring a portable memory device if you would like a copy of the presentation, or ask if the presentation could be sent out electronically after the meeting

When hosting a meeting:

- Post supporting documents in advance.
- Encourage attendees not to print these documents.
- Inform others that supporting documents will be shared electronically.

RECYCLING

□ 27. We practice recycling and we have recycling instructions posted near all recycling bins.

How to: You can request a recycling bin or a service request for your office by contacting FMS at fmsfixit@cmu.edu. Print out the CMU Recycling Guide to post around the office

□ 28. We provide recycling bins at all events and meetings sponsored by our office.

How to: Place a recycling/composting bin next to every trash can. Provide Zero Waste options (compostable cup and plates etc.) at your events

□ 29. We recycle batteries using the FMS battery collection service.

How to:

- Whenever possible, purchase rechargeable batteries.
- Deposit used batteries into a campus envelope and send them through campus mail to FMS Recycling.
- Collect used batteries and take them to the battery recycling stations located in the UC's Green Room, Wean 5th Floor, Environmental Health & Safety Office or GSIA.

□ 30. We reuse single-sided copy and print paper.

How to: Place an empty box or office tray next to each copier and printer area to collect single-sided paper for reuse. Post a sign above each collection box and email coworkers so everyone in the office knows what the tray is for. Use this paper for draft printing, scrap paper and note pads.

□ 31. We recycle used toner and ink cartridges from printers and copy machines.

How to: Use the free postage mail back program manufacture labels to recycle cartridges. Start your own cartridge recycling program in your office.

REDUCE, REUSE

□ 32. We have established an office supply sharing and re-use area for file folders, binders, pens, tape, etc.

How to: Designate a specific area in your office for your office supply sharing and re-use area. A shelf, a cabinet or a

Bronze Checklist

table top will work. Email office members to encourage them to bring their unneeded office supplies to the reuse area and check for supplies before ordering anything new.

□ 33. We use interdepartmental envelopes for mailing on campus.

How to: When sending anything on campus, use a reusable, interdepartmental envelope instead of a single-use envelope.

□ 34. Our printers/computers are set for automatic double-sided printing whenever possible.

How to: Find out where the duplex printers are in your workplace, and switch network settings to print double-sided by default. Then, encourage your workplace to provide every employee access to at least one printer that is capable of duplex printing. Encourage your department to purchase a duplex printer if you do not already have one.

□ 35. We arrange for surplus furniture, electronics and equipment to be reused or donated.

How to: Whenever you have furniture or electronics that your department is disposing of, advertise internally on campus for reuse, before donating.

PURCHASING

□ 36. For printing and copying, we buy paper containing at least 30% recycled content.

How to: 30% paper post-consumer waste can be purchased from the CMU warehouse at no additional cost.

□ 37. Before we purchase new office furniture, such as file cabinets, desks, etc., we check to see if departments have any surplus in stock.

How to: Check with the warehouse, other departments, or use social media to see if there are any campus items that can be purchased or reused.

□ 38. If we must purchase new (or used) appliances and equipment, we only purchase those that comply with US EPA Energy Star Guidelines

How to: Energy Star equipment is more energy efficient. You can buy Energy Star Equipment but looking for the Energy Star tag when searching for new appliances.

□ 39. We reuse all standard office supplies (paper clips, push pins and folders etc.), whenever possible and generally refrain from making these purchases often.

How to: Keep a centralized location for all used office supplies. Making a communal place to reuse office supplies is a great way to reduce waste.

□ 40. When we buy supplies for our office we buy in bulk.

How to: When you are ordering supplies for the office, consider buying in bulk instead of small quantities. By not paying for individual packaging and advertising, you are getting more product for your money and considerably reducing the amount of waste produced through packaging.



SCOTTY GOES GREEN

CERTIFICATION PROGRAM



These silver actions are simple and low cost! Review the actions below and select a minimum of 19 actions (about 75 percent) your office would like to achieve.

SILVER CHECKLIST

PARTICIPATION

- 1. We include an introduction to our office's sustainability initiatives in new staff orientation and staff meetings.
- 2. Our office maintains an active Green Team to address and promote new initiatives.
- 3. We take active part in the Green Practices Committee meetings and have submitted a story about our efforts to be put up on the website or published in the SEER Newsletter.
- 4. We formally challenged another office to participate in the Scotty Goes Green Certification Program.

ENERGY

- 5. We have replaced our old power strips with "smart" power strips wherever possible.
- 6. We have replaced incandescent lights in desk lamps and overhead lighting with compact fluorescents lights (CFLs) or light-emitting diodes (LEDs).
- 7. We have contacted FMS about the feasibility to place occupancy sensors switches that turn off on their own when a space is not in use.
- 8. There are posted reminders around the office that employees should make sure lights and printers are off once they stop using them.

TRANSPORTATION & COMMUTING

- 9. We schedule regular vehicle maintenance for our fleet and/or departmental vehicles and are current with emission testing requirements.
- 10. Our employees take advantage of teleworking opportunities, where appropriate.
- 11. We have reduced our office's commuter carbon footprint by 10% from baseline levels identified in the Bronze Level.

KITCHEN

- 12. We have eliminated bottled water (personal bottles and 3-5 gallon bottles) from our office.
- 13. We purchase and use green cleaning products for our kitchen.
- 14. We only run dishwashing machine if it is completely full, if applicable.

EVENTS

- 15. We host sustainability-related events like potlucks, film screenings, lunches, zero waste events etc.
- 16. We promote and enable alternatives to in-person meetings, such as video-conferencing and conference calls.

REDUCE, REUSE

- 17. We have completely eliminated disposable dishware (cups, plates, glasses, cutlery) for daily personal use.
- 18. We have decreased the number of giveaways, freebies, and swag purchased and offered by our office.

RECYCLING

- 19. When we need new office furniture, or need to get rid of used equipment we reuse or donate.
- 20. We only use 30% recycled paper for general purpose printing and copying.
- 21. Each work area (cubicle or office) has a desk-side paper recycling bin.
- 22. We have reviewed the CMU Recycling Policy at staff meetings and trainings to ensure that all members of our office understand the rules and guidelines.

PURCHASING

- 23. We buy kitchen and office supplies in bulk to minimize packaging waste.
- 24. We buy recycled and environmentally friendly office products such as file folders, Post-It notes, and desk accessories, etc.
- 25. We have an ordering system that minimizes the number of office supply deliveries to our workplace to twice per month or less.

WRITE YOUR OWN ACTION

Write an action, not listed above, that may be specific to your office.

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SILVER CHECKLIST

PARTICIPATION

- **1. We include an introduction to our office's sustainability initiatives in new staff orientation and staff meetings.**

How To:

- Meet with your HR Coordinator to incorporate training (or provisional materials) for new employees about your sustainability initiatives.
- Use materials in staff meetings or presentations to inform employees that being “green” is part of the office culture and is a standard operating practice for everyone at CMU
- Point out the location of sustainability related infrastructure such as office supply reuse zone, central printing stations, compost and recycling bins, etc.
- Show co-workers your Green Office pledge checklist, completed actions, and sustainability goals.

- **2. Our office maintains an active Green Team to address and promote new initiatives.**

How To: Discuss the establishment of a standing Green Team with your department head. Brainstorm ideas, activities, and objectives that the Team would like to accomplish. Then, develop a short list of realistic and impactful actions that can be endorsed by senior staff and department members in your office.

- **3. We take active part in the Green Practices Committee meetings and have submitted a story about our efforts to be put up on the website or published in the SEER Newsletter.**

How To: Brag a little about the recognition you deserve! We can learn all from each other. Contact the Green Practices Committee or the Steinbrenner Institute to submit a success story. We will share your story via the Environment @ CMU website, the Student Sustainability website, or the SEER Newsletter

- **4. We formally challenged another office to participate in the Scotty Goes Green Certification Program.**

How To: Once your Green Office has been established, contact another office for a friendly challenge. It could be another office in your department or an office across campus. Challenging another office can promote growth, increase creativity, promote change, make us goal-oriented, and keep us focused on the college-wide sustainability goals. Just share the Scotty Goes Green Flyer and create positive change around campus!

ENERGY

- **5. We have replaced our old power strips with “smart” power strips wherever possible.**

How To: Using smart power strips is an easy way to eliminate Vampire Power in your office. Smart power strips automatically turn off power without need to flip the switch or unplug your electronics. They can be used for any electronics or appliances that draw power when they are not being used, (computers, chargers, printers, telephones, microwaves, etc.).

- **6. We have replaced incandescent lights in desk lamps and overhead lighting with compact fluorescents lights (CFLs) or light-emitting diodes (LEDs).**

How To: Swap out incandescent lights with CFLs or LEDs in desk lamps and overhead lighting. Incandescent light bulbs can be wrapped in paper before discarding them in the trash. Recycle old CFL bulbs with Environmental Health & Safety, <http://www.cmu.edu/ehs/>.

- **7. We have contacted FMS about the feasibility to place occupancy sensors switches that turn off on their own when a space is not in use.**

How To: Occupancy sensors can be an easy way to reduce energy consumption because they automatically turn off lights in unoccupied spaces. FMS can install sensors for free, upon request. Check out the Sustainability at FMS web page to learn about other free services they provide. Contact FMS Fix it fixit@andrew.cmu.edu to request a work order.

Silver Checklist

8. There are posted reminders around the office that employees should make sure lights and printers are off once they stop using them.

How To: Post reminders around the office that lights, equipment and appliances should be turned off after use. A simple “turn me off!” note can be very successful.

TRANSPORTATION & COMMUTING

□ **9. We schedule regular vehicle maintenance for our departmental vehicles and are up to date with emission testing requirements.**

How To: Check tire pressure every time you fill up with gas. To find the recommended tire pressure for your vehicle’s tires, refer to the tire information placard, which is normally located on the edge of the driver’s door, the doorpost or another conspicuous location. If you cannot find the tire information placard, check the owner’s manual. Schedule vehicle maintenance every few months and closely monitor tire pressure in order to improve fuel efficiency and reduce emissions.

□ **10. Our employees take advantage of teleworking opportunities, where appropriate.**

How To:

- Check with your supervisor, department head or HR coordinator to find out if teleworking is an option for your position.
- If appropriate, work with your supervisor to develop a schedule that provides benefits to the employee and the employer. Telecommuting part-time can significantly reduce carbon emissions and increase employee productivity

□ **11. We have reduced our office’s commuter carbon footprint by 10% from baseline levels identified in the Bronze Level.**

How To:

- Staff can ride any Port Authority vehicle, for business or personal travel, without charge. This option can help to significantly reduce emissions.
- If you live close to campus, consider cycling or walking. Start off by commuting this way one day each week. Check out the bike rack [map](#) that locates all bike racks on the CMU campus.
- Participate in ZimRide, which offers a private online carpool matching service for CMU. Share your car or catch a ride.

- Access the online service <http://www.zimride.com/cmu/>. It allows you to offer or request rides for commutes, road trips, and popular events.
- Use the shuttle/escort service for events on campus.

KITCHEN

□ **12. We have eliminated bottled water (personal bottles and 3-5 gallon bottles) from our office.**

How To:

- Purchase a reusable water bottle and fill it with water from nearby fountains or kitchen sinks. There are water-bottle refill fountains throughout campus.
- Ask your department to install a point of entry water treatment system for high quality drinking water.
- Leave a filter pitcher in your office refrigerator for communal use.
- Keep reusable coffee/tea mugs in the office for daily use and for use by guests and visitors.

□ **13. We purchase and use green cleaning products for our kitchen.**

How To: Purchase green cleaning products for use by employees in your office. These could include dish soap, multi-purpose cleaner, furniture polish etc. Cleaning products are responsible for many toxic exposures; so look for products that meet these criteria:

Non Aerosol	Non Corrosive
Minimally Packaged	Biodegradable
Non Poisonous/Toxic	Natural Scents
Non-Anti-bacterial	Available in bulk
Reusable	Phosphate free

□ **14. We only run dishwashing machine if it is completely full, if applicable.**

How To: Before running the dishwasher, wait until it is full. This will help make the most of the energy, water, and detergent the machine uses.

EVENTS

□ **15. We host sustainability-related events like potlucks, film screenings, zero waste events etc.**

How To: Organize a local food potluck lunch. (Local food is generally considered to come from a radius of 250 miles or less). You can also host Zero Waste events, or hold a film screening on a desired topic. Get creative!

Silver Checklist

- **16. We promote and enable alternatives to in-person meetings, such as video-conferencing and conference calls.**

How To:

- Video conferencing rooms are located across campus. Contact your dean/director/department head for more details and locations.
- Web cams allow video conferencing directly from the desktop. Skype, Google Hangout and other software can help you conduct meetings, interviews, and educational sessions.
- You can find many fee-for-use and free conference calls services online
- Distribute materials electronically in advance (instead of on paper, as frequently used in meetings).

REDUCE, REUSE

- **17. We have completely eliminated disposable, dishware (cups, plates, glasses, and cutlery) for daily personal use.**

How To:

- Create a plan for the elimination of disposable, dishware and utensils.
 - Find a space for reusable items in the kitchen or central-storage area. This may be a cupboard, a shelf, or a storage container.
 - Send out a bulletin notifying employees of this change. You may also want to share this information at staff meetings prior to implementation.
 - Ask your co-workers to bring a personal mug, plate and utensils for at-work use.
 - Use compostable plates, cup, and utensils for department events.
- **18. We have decreased the number of giveaways, freebies, and swag purchased and offered by our office.**

How To: Before you order corporate gifts or giveaways, consider the environment. Ensure that the giveaway items you choose relate to the goals and mission of your office, serve a useful purpose and are made from recycled/reclaimed materials.

RECYCLING

- **19. When we need new office furniture, or need to get rid of used equipment we reuse or donate.**

How To: Check with the warehouse, other departments, or use social media to see if there are any campus items that can be purchased or reused. Donate if possible.

- **20. We use 30% recycled paper for general purpose printing and copying.**

How To: CMU purchases 30%-recycled paper for its large annual campus-wide paper purchase. This paper is available for all university employees at no additional cost and should be used for general purpose printing and copying.

- **21. Each work area (cubicle or office) has a desk-side paper recycling bin.**

How To: Ensure that every work area around your office has a paper recycling bin. This will signal your co-workers about the importance of paper recycling in the workplace, where significant amounts of paper are disposed. Contact FMS Fix it fixit@andrew.cmu.edu to place an order for recycling bins, stations or labels.

- **22. We have reviewed the CMU Recycling Policy at staff meetings and trainings to ensure that all members of our office understand the rules and guidelines.**

How To: The entire campus community is expected to actively participate in CMU's Recycling Program under the university's [Recycling Policy](#). This involves recycling of paper, cardboard and beverage cans; source reduction; and purchasing products made from recycled materials.

Circulate the [Recycling Guide](#) and share it during staff meetings to make sure every employee is aware of what can be recycled and how.

PURCHASING

- **23. We buy kitchen and office supplies in bulk to minimize packaging waste.**

How To: Buying in bulk has benefits that include reduced packaging waste, fewer trips to the store, and saving money. For example, you can buy large quantities of nonperishable items and use them to refill smaller containers

- **24. We buy recycled and environmentally friendly office products such as file folders, Post-It notes, and desk accessories, etc.**

How To: Under the university's Purchasing Policy, buyers and users should utilize suppliers and service providers that make use of materials and services that support CMU's environmental goals of reducing, reusing and recycling.

Silver Checklist

- **25. We have an ordering system that minimizes the number of office supply deliveries to our workplace to twice per month or less.**

How To: Only purchase supplies when you really need them. Placing fewer supply orders reduces transportation emissions and encourages staff to reuse office supplies before buying new ones.

SCOTTY GOES GREEN

CERTIFICATION PROGRAM



Invest and save at the gold level. These actions will help you embed sustainability into the culture of your office. A higher level comes with larger commitments, both in terms of time and effort. But we know you are up to the challenge and rewards! Review the actions below and select a minimum of 19 actions (about 75 percent) your office would like to achieve.

GOLD CHECKLIST

PARTICIPATION

- 1. We reviewed our Bronze and Silver Checklist to reduce behavior lapse.
- 2. We report our sustainability initiatives and progress on our department's website
- 3. We follow all aspects of the CMU Recycling Policy.
- 4. We have sponsored and/or supported at least one student or campus-wide sustainability initiative, event, or action.
- 5. Our office incorporates sustainability into Performance Reviews.
- 6. We each perform a minimum of five Scotty Goes Green actions (from Bronze, Silver and/or Gold) at home.

ENERGY

- 7. We use vegetable-based inks and 100% PCC for all printed materials and publications.
- 8. All appliances in our office are unplugged at night, over weekend, and during holidays or are programmed to shut off.
- 9. When we replace or update appliances and equipment, we purchase those that are ENERGY STAR, EPEAT or CEE qualified.

TRANSPORTATION & COMMUTING

- 10. Our office has reduced our commuter carbon footprint by 20 percent from baseline levels identified in the Bronze Level.
- 11. We purchase travel carbon offsets when members of our office fly for work.
- 12. We do not idle vehicles and have designated our loading/drop-off zones as idle free.
- 13. When hotels are required for travel, we select environmentally friendly ones.
- 14. Our office facilitates on campus transportation with bikes or other non-fossil fuel powered transportation.
- 15. When travel is required for work, we do not fly to destinations that are within 500 miles of our office. We choose to carpool, take a train or bus, or drive a highly-efficient vehicle when possible.

KITCHEN

- 16. We provide kitchen facilities so that our employees can more easily eat at work.
- 17. The coffee and tea provided by our office is fair trade and/or organic.

EVENTS

- 18. We select sustainable (local, organic) food options for all meetings and events.
- 19. All of our office events are Zero-Waste.

REDUCE, REUSE

- 20. We have unsubscribed to all junk mail so that there is no unsolicited mail delivered to our office.
- 21. We use rechargeable and reusable batteries for all small equipment.
- 22. We use electronic distribution for all department communications.

RECYCLE

- 23. All e-waste for our office or department is recycled.

PURCHASING

- 24. We buy environmentally friendly gifts for retirements, celebrations, and guest speakers.
- 25. We buy energy efficient laboratory equipment and sustainable product choices.

WRITE YOUR OWN ACTIONS

Write an action, not listed above, that may be specific to your office.



GOLD CHECKLIST

PARTICIPATION

- **1. We reviewed our Bronze and Silver Checklist to reduce behavior lapse.**

How To: Behavior lapse refers to the tendency to revert to old behaviors over time. Check in with your coworkers by reviewing your Bronze and Silver checklist at a staff meeting. What actions have slipped a little? Determine the reasoning behind the reversion and proactively decided how to get going again. This may be a good time to re-sign the participation pledge, put up a reminder poster, or introduce an office competition.

- **2. We report our sustainability initiatives and progress on our department's website.**

How To: Contact your dean, director, or department head about including a section about your green initiatives and achievements in your annual report or other stakeholder communication vehicle. Use your Green Team or sustainability committee to create a draft for review by others.

- **3. We follow all aspects of the CMU Recycling Policy.**

How To: CMU's Recycling Policy highlights the university's commitment to recycling the materials it uses and to minimizing non-hazardous waste. It is the responsibility of every member of the campus community to support these efforts in the follow ways:

- Recycling of paper, cardboard and beverage cans (aluminum and bimetal).
- Source Reduction: making double-sided copies, increased use of electronic mail instead of memos, reuse/resale of surplus furniture, etc.
- Purchasing products made from recycled materials.

- **4. We have sponsored and/or supported at least one student or campus-wide sustainability initiative, event, or action.**

How To: Supporting student initiatives and activities beyond your office will help strengthen overall sustainability initiatives. Reach out to student groups, the Green Practices Committee, or the Steinbrenner Institute to support and/or sponsor initiatives. You can check out <http://www.cmu.edu/environment> for an overview of events, and student initiatives and more.

- **5. Our office incorporates sustainability into Performance Reviews.**

How To: CMU's Performance Reviews provides an effective, fair system of performance management for all non-faculty employees; strengthens employees' performance weaknesses, develops career potential through training and development; and supports University and unit goals. Integrating sustainability into the Performance Review process can assist in meeting all of the above objectives. Managers and employees can include Scotty Goes Green actions on Performance Review Sections related to teamwork, leadership, and/or university service.

- **6. We each perform a minimum of five Scotty Goes Green actions (from Bronze, Silver and/or Gold) at home.**

How To: First, try introducing some of the actions that you do at the office to your home. If there are actions you haven't done in your office but have always been interested in, try them out at home. If you can do it successfully, you may be able to convince your colleagues to start the action in the office too.

ENERGY

- **7. We use vegetable-based inks and 100% PCC for all printed materials and publications.**

How To: Next time your office needs printed materials, request vegetable-based inks and 100 percent post-consumer

Gold Checklist

paper from your printing contractor. Many printers can ensure your publications meet these standards.

- **8. All appliances in our office are unplugged at night, over weekends, and during holidays.**

How To: Turn off and unplug all of your appliances when leaving the office. Designate someone every week for the task and post reminders to office employees to unplug and turn off equipment.

- **9. When we replace or update appliances and equipment, we purchase those that are ENERGY STAR, EPEAT or CEE qualified.**

How To:

- Visit the [ENERGY STAR website](#) for a list of ENERGY STAR appliances, electronics and computers.
- The [Electronic Product Environmental Assessment Tool \(EPEAT\) website](#) was specifically designed to help with the purchase of greener computers, monitors, laptops, and TVs.
- The [Consortium for Energy Efficiency \(CEE\)](#) can recommend energy-efficient appliances and lighting.

TRANSPORTATION & COMMUTING

- **10. Our office has reduced our commuter carbon footprint by 20 percent from baseline levels identified in the Bronze Level.**

How To: When commuting to work, you can carpool, take the bus (all students, staff, and faculty members have access to a free Port Authority bus pass), or the CMU Shuttle bus. If you live close to campus you can bike or walk.

- **11. We purchase travel carbon offsets when members of our office fly for work.**

How To: By purchasing travel carbon offsets you can ensure that greenhouse gas emissions from your flight are negated elsewhere in order to “neutralize” the climate impact of your flight. This will assist you in learning more about the greenhouse gas reduction projects that your purchase funds. Keep track of all travel-offset purchases by your office in a spreadsheet so you can summarize total dollar amount spent on travel offsets and the total amount of avoided metric tons of carbon dioxide equivalent.

- **12. We do not idle vehicles and have designated our loading/drop-off zones as idle free.**

How To: Place “idle-free zone” signs in loading/drop off zones. Contact your supplier and remind them to turn off their engines when arriving at your loading zone. Ten seconds of idling your car uses more fuel than shutting off the engine and restarting it. Every two minutes the car is idling, is equivalent to the amount of fuel used to drive one mile.

- **13. When hotels are required for travel, we select environmentally friendly ones.**

How To: Stay in hotels that are members of the Green Hotel Association or have been recognized by the Green Key Eco-Rating Program.

- **14. Our office facilitates on-campus transportation with bikes or other non-fossil fuel powered transportation.**

How To: Bikes are healthy, sustainable way to get around campus. Offices can purchase several bikes for employees to commute around campus.

- **15. When travel is required for work, we do not fly to destinations that are within 500 miles of our office. We choose to carpool, take a train or bus, or drive a highly-efficient vehicle when possible.**

How To: When you consider the time required at airports before you depart, rail or bus options for short trips may actually be faster than the plane. Consider which air-travel alternatives are the most cost and energy efficient for your trip.

KITCHEN

- **16. We provide kitchen facilities so that our employees can more easily eat at work.**

How To: You may need to consider the installation or purchase of kitchen appliances (refer to Gold #9 for green purchases) in order to make it easier to eat at work. By making it easier to bring lunch to work, employees can save money and reduce the amount of waste generated from travel and the use of disposables.

- **17. The coffee and tea provided by our office is fair trade and/or organic.**

How To: Buying Fair Trade products not only helps improve farmers’ living and working conditions, but also promotes environmental stewardship and sustainable farming practices.

Gold Checklist

EVENTS

- **18. We select sustainable (local, organic) food options for all meetings and events.**

How To:

- Try meatless meals and/or dishes. Vegetarian food options are delicious and often less expensive than meat-based menu selection. Going meatless once a week will help reduce your carbon footprint and save precious resources like fresh water and fossil fuel.
- Contact Dining Services Catering and ask about sustainable catering options. They can provide delivery with compostable products and vegetarian dishes.
- Having a casual meeting? Pick up local fruit and vegetable from the farmers market, the East End Food Co-Op, or the urban gardens on campus.
- Ask food providers for their procurement and sourcing policies. Who are their suppliers? Are local farms used? Is produce organic or pesticide-free?
- Don't forget about serving dishes, napkins, plates, cups, and cutlery. These should be reusable or compostable. See Gold #19.

- **19. All of our office events are Zero-Waste.**

How To:

- All food is served with reusable or compostable dishware, utensils, plates, and cups.
- All food waste is composted.
- Water and other drinks are served in bulk (pitcher or cooler) instead of distributing individual bottles or cans.
- Printed materials and hand-outs are minimized.
- Recycling and compost bins are clearly labeled for event attendees and guests. You may even want to remove some trash bins from your event locations.
- Electronic invitations are sent.
- Inform attendees about alternate forms of transportation to the event. If your event is large, consider arranging a CMU shuttle bus to transport guests from public transportation stops.
- Guests are notified ahead of time about your zero-waste goal. This will ensure attendees are prepared and know what to expect when they arrive.

REDUCE, REUSE

- **20. We have unsubscribed to all junk mail so that there is no unsolicited mail delivered to our office.**

How To: Unsubscribe to all junk mail to stop receiving unwanted mail, and reduce paper waste. Request to subscribe to e-newsletters instead.

- **21. We use rechargeable and reusable batteries for all small equipment.**

How To: Invest in rechargeable batteries and battery chargers for digital cameras, flashlights, and other small devices. In the long run it is cheaper and is better for the environment.

- **22. We use electronic distribution for all department communications.**

How To: Use email for all internal departmental communications. Share information with the campus community by linking to The Piper CMU News <http://www.cmu.edu/piper/links/index.html>

RECYCLE

- **23. All e-waste for our office or department is recycled.**

How To: All electronic equipment at CMU is collected for recycling. Dispose of old and unneeded computer monitors and CPUs, through Environmental Health and Safety. In addition to collection services EH&S includes data destruction of the contents on the computer hard drives. Fill out the online form for a pick up <http://www.cmu.edu/ehs/>.

PURCHASING

- **24. We buy environmentally friendly gifts for retirements, celebrations, and guest speakers.**

How To: Instead of buying disposable gifts that will generate more waste think about giving environmentally friendly gifts. An experience, for example, can be a great gift. Think of an activity your recipient hasn't done before: a visit to a local park, a rafting trip, and admission to a unique museum, or tickets to a play. You can even choose a reusable bag, or recycled wrapping paper to make the gift even greener.

- **25. We buy energy efficient laboratory equipment and make sustainable product choices.**

How To: Lab equipment accounts for a significant amount of electricity use, sometimes called "plug load". Ask equipment vendors to install power save modes, efficient motors, and other strategies for reducing plug load on new or refurbished lab equipment. When possible, substitute reusable products, for example, glass pipettes instead of plastic pipettes. If you need disposable products, look for brands with reduced or recycled content packaging. Utilize end of life take back programs and centralize chemical purchasing.