



2.2 Review Template

The Google Sheets version of this template is available as "View Only". To access an editable version, please select "Make a Copy" under the File menu.

About

As part of our efforts to continuously improve STARS data quality and the reporting process, AASHE released a STARS Review Template in 2018, which has been improved and updated for the latest version, STARS 2.2. This template highlights common issues that AASHE staff have identified during standard post-submission reviews.

Institutions pursuing the Reporting Assurance credit (PA 4) under 2.2 can receive points in STARS for conducting either independent or internal review by completing this template. Assured reports are still subject to review by AASHE staff prior to publication, which may require additional revisions. In order to receive points for Reporting Assurance, the assurance process must have been successful in identifying and resolving inconsistencies and errors. *AASHE reserves the right to withhold points for this credit if it is determined that the assurance process was not successful in minimizing inconsistencies and errors outlined in this template.*

Benefits of Participating

Use of the template will help institutions identify potential data accuracy issues, which will result in higher quality content in current and future reports, fewer issues post-submission, and quicker turnaround time leading to report publication and rating.

Institutions completing independent or internal review can earn STARS points by completing the *PA 4: Reporting Assurance* credit.

Peer reviewers can help their institution earn points under the *EN 11: Inter-Campus Collaboration* credit.

Independent & Internal Review

For consistency, all reviewers must use the standard review template provided in this document. Reviews may be conducted by a single individual or a team.

Independent Review:

Conducted by individuals who are affiliated with other organizations (e.g., a peer institution, third-party contractor, or AASHE).

Internal Review:

Conducted by individuals who are affiliated with the organization for which a report is being submitted, and are not directly involved in the data collection process. At minimum, two institutional contacts must be involved in the internal review process (one individual conducting the review and another addressing the review results).

About the Template	1. This template includes information on common issues identified for each STARS credit. Common issues across all credits are also provided in a separate tab.
	2. The template is organized with separate tabs for each STARS Category:
	a. Report Preface (PRE)
	b. Academics (AC)
	c. Engagement (EN)
	d. Operations (OP)
	e. Planning & Administration (PA)
	f. Innovation & Leadership (IN)
	3. Reviewers should complete each Category Tab, and the Final Status column should be completed. A second round of reviews may be needed to ensure that issues identified by reviewers have been adequately addressed.
	4. Credits that have historically had high error rates under STARS 2.x are highlighted in this template.
Instructions	1. Once reviewer(s) has/have been identified, they should receive an editable copy of this template.
	a. STARS Website includes a Google Sheets and Excel version available for download:
	Download the latest version of the review Template
	b. Reviewers can be given access to the Institution's report in the STARS Reporting Tool if they do not already have access. See "Users" tab under "My Summary" section of Reporting Tool. Reviewers can also be provided with a PDF copy of the report (Go to "My Submission" in Reporting Tool, select "Export").
	2. Reviewers should access and refer to the latest version of the STARS 2.2 Technical Manual
	3. Conducting Reviews:
	a. Reviewer information should be filled out below.
	b. Reviewer(s) should review each credit, mark any issues in the dropdown fields, and provide a "First Review Status" decision for each credit.
	c. Once the initial review is complete for all credits, a copy of the document should be saved and forwarded to the STARS liaison.
	d. The STARS liaison is responsible for addressing the reviewer questions through edits and clarifications in the STARS Reporting Tool. Reviewer should check that responses now satisfy credit criteria in any areas that were marked as requiring revision. This second review should be noted in subsequent columns of the Review template.
	e. Multiple rounds of review may be needed. While the current template includes two review rounds, additional columns may be added if needed.
	f. If Reviewers are unsure about a particular response, or if responses are not satisfactorily addressed, the STARS liaison and/or reviewer can request feedback from AASHE staff by emailing stars@ashe.org .
	g. Once all issues have been addressed, "Final Status" for each credit should be updated in the last column of each sheet to indicate that all issues have been addressed.

	h. The reviewer must submit an upload affirming that the reviewer responsibilities outlined in the Exemplary Practice credit criteria have been fully addressed.
	i. A final version of the completed STARS Review Template and copies of Reviewer Affirmations must be uploaded under the Pre-Submission Review exemplary practice credit.
Reviewer Information	<i>Primary reviewer information. See optional reviewer fields (below) if more than one individual has reviewed the report.</i>
Reviewer 1	
Name:	Denice Koljonen
Type of Review:	Internal
Title & Organization:	Associate Director, Strategic Services, Institutional Research & Planning
Email (optional):	Koljonen@bc.edu
Comments (optional):	
Other Reviewer(s) - Optional	Use these fields if multiple individuals collaborated on a single review (i.e., different reviewers by section but only one reviewer per credit). Use the comments space to indicate which credits or section each reviewer reviewed. If you have multiple reviewers each doing complete reviews (i.e., reviewing all credits), please upload a new completed template for each complete review.
Reviewer 2	
Name:	Bruce Dixon
Type of Review:	Internal
Title & Organization:	Sustainability & Energy Management Specialist, Facilities Services
Email (optional):	Bruce.Dixon@bc.edu
Comments (optional):	
Reviewer 3	
Name:	Carol Pepin
Type of Review:	Internal
Title & Organization:	Associate Director, Data Management, Institutional Research, & Planning
Email (optional):	Carol.Pepin@bc.edu
Comments (optional):	

Reviewer 4	
Name:	
Type of Review:	
Title & Organization:	
Email (optional):	
Comments (optional):	

Credit - High error rate credits include an asterisk (*)	Common Issues	Status: 1st Review	Reviewer Comments & Suggestions: 1st Review	Institution Response: 1st Review	Status: 2nd Review	Reviewer Comments & Suggestions: 2nd Review	Institution Response: 2nd Review	Final Status
PRE 1: Executive Letter	URLs: Link to file upload may not open correctly if a long file name was used.	Meets criteria						Meets criteria
PRE 2: Points of Distinction	<i>No known issues.</i>	Meets criteria						Meets criteria
PRE 3: Institutional Boundary	Institution Type - US institutions should match Carnegie Data, with the exception of Tribal and Special Focus Institutions, which should fall under one of the other options (http://carnegieclassifications.iu.edu/classification_descriptions/basic.php). Non-US institutions should report the most appropriate UNESCO level, as identified in the credit language.	Meets criteria						Meets criteria
	Supporting Responses: Valid explanation required under "The rationale for excluding any features that are present from the institutional boundary".	Meets criteria						
PRE 4: Operational Characteristics	Timeframe: Response references most recent operational characteristics for which data are available at the time of submission.	Suggestion for	update source info to latest info; double check sources for staff living on campus	completed	Corrected			Meets criteria
PRE 5: Academics & Demographics*	Numeric outlier: Responses for "Number of academic departments (or the equivalent)" should be higher than ""Number of academic divisions (or the equivalent)". For Academic Departments, amounts below 10 are unlikely and should be reviewed closely (particularly for medium-sized or larger institutions). Academic departments are devoted to a particular academic discipline (e.g., Economics, Environmental Science, Sociology). Valid discrepancies or clarifications should be clarified in the Notes field.	Meets criteria	update source info		Corrected			Meets criteria
	Data Consistency: Fulltime equivalent fields for students and faculty should be lower than headcount fields for most institutions. Identical amounts are generally only valid if the institution has no part-time employees/students. Lower student headcount amounts are only valid if a significant number of students enroll in more courses than the standard full-time load.	Meets criteria						

Common Issues	
Check for Scoring, Numeric or Comparative Outliers.	Outliers in credit scores, numeric responses or in comparison between different timeframes sometimes indicate that there may be a data entry error, conversion error or misinterpretation. If outliers are the result of exemplary performance, this should be clarified when possible.
All affirmative responses are supported.	Affirmative responses must be supported by information provided in descriptive fields, particularly in scoring fields that require a descriptive response following a Yes or similar affirmation.
Credit timeframe is correct.	Most credits require "standards and practices at the time of submission" or "data from within last three years"
Figures are consistent with other credits.	Several credits throughout STARS include fields that are asked in multiple places, and usually include one of the PRE credits. In such cases, you will see a "Copy from" prompt, and are encouraged to use this to automatically copy your response from another credit. A valid reason for figures to differ is if the institution uses a different performance year for a particular credit.
All URLs are functioning and valid.	It is common for URLs to change over time. Be sure to check that they are working before submitting a credit as complete.
Tips	
Institutions that are part of a college/university system should compare data with rated reports from other system institutions.	A number of credits in STARS allow institutions to submit information based on institution OR system-wide standards and practices. This is particularly relevant for the Sustainable Purchasing and Participatory Governance credits. Before submitting, check to see what other institutions in the system are submitting.
Email stars@aashe.org if questions arise.	If a question comes up during the review process, or to settle a discrepancy in credit interpretation between reviewers and submitters, please email stars@aashe.org so our team can help resolve the question. Reviewers can use the "Unsure" option if there is any uncertainty. The submitter must ensure that the question is resolved before the report is submitted.

Credit - High error rate credits include an asterisk (*)	Common Issues	Status: 1st Review	Reviewer Comments & Suggestions: 1st Review	Institution Response: 1st Review	Status: 2nd Review	Reviewer Comments & Suggestions: 2nd Review	Institution Response: 2nd Review	Final Status
	Valid URLs are required for each program.	Meets criteria						
AC 5: Immersive Experience	To count, the immersive program must have a primary and explicit focus on the concept of sustainability, the interdependence of ecological and social/economic systems, and/or a major sustainability challenge.	Meets criteria			Meets criteria			Meets criteria
	Immersive programs must be one week or longer in duration. Sustainability-focused immersive programs that are shorter in duration may be claimed under AC 8: <i>Campus as a Living Laboratory</i> if criteria for that credit are met.	Meets criteria						
AC 6: Sustainability Literacy Assessment*	Assessment must cover sustainability literacy rather than sustainability-related values, behaviors or beliefs. An institution may use a single instrument that addresses literacy AND culture/engagement if a substantive portion of the assessment (e.g., at least 10 questions or a third of the assessment) focuses on student knowledge of sustainability topics and challenges. Literacy questions typically include right/wrong answers, whereas culture/behavior/engagement questions do not.	Meets criteria	BC did not conduct an overall campus survey of sustainability knowledge. This survey is targeted to recycling and measures current knowledge about policy as well as the ability to correctly sort recyclable materials.		Meets criteria			Meets criteria
	If "The entire student body or, at minimum, to the institution's predominant student body" is selected, descriptive information must explain how a representative sample was achieved. If there is indication that a non-representative sample was assessed (e.g., only one class participated), response should be changed to "A subset of students..."	Meets criteria						
	If "Pre- and post-assessment to the same cohort of students or to representative samples..." is selected, there must be some mention of a follow-up assessment (A scheduled post assessment that has not yet occurred may count.) If the support isn't there, response should be changed to "Standalone evaluation without a follow-up assessment..."	Meets criteria						
AC 7: Incentives for Developing Courses	Any programs or initiatives must specifically incentivize sustainability in the curriculum. General or interdisciplinary faculty development or course development programs do not count, unless the program is clearly connected sustainability.	Meets criteria						Meets criteria
AC 8: Campus as a Living Laboratory	If highlighting student co-curricular activities, employment opportunities and internships, there must be a clear curricular or learning component reflected in the description. Supervised student internships and non-credit work may count as long as the work has a formal learning component (i.e., there are opportunities to document and assess what students are learning).	Suggestion for improvement	Verify that student research examples are within survey timeframe and add appropriate links		Corrected			Meets criteria
	To count, an initiative must "contribute to understanding or advancing sustainability", and the description provided under each impact area should reflect that.	Suggestion for improvement						
AC 9: Research & Scholarship	Numeric outlier: Response for "Total number of academic departments (or the equivalent) that include at least one faculty or staff member that conducts research" should be comprehensive. Amounts below 10 are unlikely and should be reviewed closely (particularly for medium-sized or larger institutions). Academic departments are devoted to a particular academic discipline (e.g., Economics, Environmental Science, Sociology).	Meets criteria						Meets criteria
	Numeric outlier: Responses for "Total number of the institution's faculty and/or staff that are engaged in research" should be comprehensive. Avoid counting only a fraction of research faculty. This amount must include, at minimum, all faculty members for whom research is considered in promotion and/or tenure decisions.	Meets criteria						
	The research inventory must include, at minimum: Name of researcher, Department affiliation, AND Research interests/topics or a brief description justifying the individual's inclusion. The inventory must be a comprehensive list rather than a sample.	Meets criteria						
	To count, sustainability research must explicitly address the concept of sustainability, reference ecological and social/economic systems, or focus on a major sustainability challenge.	Meets criteria						
	Data consistency: Number of academic departments should be equal to PRE 5, or lower under AC 9 if the institution is opting to exclude departments that don't conduct research. Clarifications can be provided in the Notes field.	Meets criteria						
	Student and faculty support - In order to count, sustainability research programs must specifically aim to increase student/faculty sustainability research. General or interdisciplinary research support programs that also include sustainability are not sufficient.	Meets criteria	Check if published promotion and tenure guidelines give explicit positive recognition to interdisciplinary, transdisciplinary,	Billy Soo confirmed that our tenure policy does not specifically call out interdisciplinary, transdisciplinary and/or multidisciplinary research;	Corrected			Meets criteria

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AC 10: Support for Sustainability Research	Interdisciplinary, Transdisciplinary, and/or Multidisciplinary Research - Response must affirm published promotion and tenure guidelines that give explicit positive recognition to interdisciplinary, transdisciplinary, and/or multidisciplinary research.	Unsure	and/or multidisciplinary research. Asked Steve Runge about updating funding \$ and reviewing text for accuracy	10/20/21 Enid Karr updated funding data to FY2021				
	Library support - Sufficient detail on library support in the form of research guides, materials selection policies and practices, curriculum development efforts, sustainability literacy promotion, and/or e-learning objects focused on sustainability.	Requires revision						
AC 11: Open Access to Research*	All Yes responses must be supported in descriptive fields provided.	Meets criteria	Fix bullets in the first text box		Corrected			Meets criteria
	Response of Yes under "Offers institutional open access repository hosting" - A valid URL to an institutional repository is required. An external repository may count if the institution participates in a consortial and/or outsourced open access repository."	Meets criteria						
	Response of Yes under "Does the institution have a published policy that requires its employees to publish scholarly works open access..." - The policy may allow for publisher embargoes and/or provide a waiver option, but this must be clarified in the descriptive text or policy upload.	Not Pursuing or Not Applicable						

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EN 1: Student Educators Program*	Score outlier - Reporting full points indicates that all students (including graduate students) are served (i.e. directly targeted) by a student peer-to-peer program, and there is a high ratio of the number of hours worked by trained educators to the number of students served. Over-counting should be avoided (e.g., if programs listed only cover residence halls, it is unlikely that all students are covered).	Meets criteria	double checked all url links - active	Linked student total to PRE5	Corrected			Meets criteria
	All programs must have a clearly defined peer-to-peer component. To count, peer-to-peer-focused education programs should train students to become "experts" in a certain sustainability-focused topic in a coordinated, ongoing fashion. These individuals then become peer educators who share what they have learned with other members of the same group to catalyze change.	Meets criteria						
	Data consistency: Number of students enrolled for credit should be consistent across PRE 5 and EN 1 if the same Performance Year is used. Valid discrepancies should be clarified in the Notes field.	Requires revision						
EN 2: Student Orientation	Affirmative responses must be supported by information provided in descriptive fields. If transfer and/or entering graduate students is checked, then the description should back this up.				Suggestion for im	Why is it 90% of students? If we have to back out all grad students it's more like 66%	Actually it's about 50% since we have 2542 first yr grad students	Corrected
EN 3: Student Life	Student Groups - Response should reference sustainability-related student clubs or other groups (e.g., Sustainability Club, Sierra Club, etc.). Participation in committees is covered under PA 1, whereas student governance is covered under PA 3.	Suggestion for improvement	Events: add the date; how many students are in the Sustainability LLC?	Added # of LLC students from the website	Corrected			Meets criteria
	Student-Run Enterprises - Response must affirm that the effort is a business or related enterprise that includes sustainability as part of their mission statements or stated purpose.	Meets criteria						
	Sustainable Investment and Finance - Recognizes "sustainable investment funds, green revolving funds or sustainable microfinance initiatives through which students can develop socially, environmentally and fiscally responsible investment and financial skills". Student membership in an institution-wide Committee for Socially Responsible Investment does not meet the criteria here (recognized under PA 8).	Not Pursuing or Not Applicable						
	Wilderness and Outdoors Programs - Response must affirm that the wilderness/outdoor program follows Leave No Trace Principles.	Meets criteria						
	Sustainability-Focused Themes - Response must affirm that sustainability-related themes were chosen for themed semesters, years, or first-year experiences (e.g. choosing a sustainability-related book for common reading). Basic outreach campaigns are not sufficient.	Not Pursuing or Not Applicable						
	Graduation Pledge - Response must reference a graduation pledge through which students pledge to consider social and environmental responsibility in future job and other decisions. Resources for students to find socially/environmentally responsible employers are not sufficient.	Not Pursuing or Not Applicable						
EN 4: Outreach Materials & Publications	This credit is focused on ongoing outreach efforts. Materials and publications designed to promote a specific event or time-limited campaign are excluded and covered by other credits in Campus Engagement.	Meets criteria						Meets criteria
	Green Living Guide - Response must reference a guide that targets students living on or around campus, focusing on comprehensive sustainability issues (e.g. dorm recycling and energy conservation, etc.). Information and tips on a website is generally not sufficient if it is not marketed as a "green living guide".	Meets criteria						
EN 5: Outreach Campaign	Affirmative responses must be supported by information provided in descriptive fields. If Yes response is provided for faculty and/or students, the descriptive response must clarify how the campaign targets each group.	Meets criteria						Meets criteria
	Assessment must cover sustainability-related values, behaviors or beliefs rather than sustainability literacy. An institution may use a single instrument that addresses sustainability literacy, culture, and/or engagement to meet the criteria for this credit if a substantive portion of the assessment (e.g., at least ten questions or a third of the assessment) focuses on sustainability values, behaviors, and/or beliefs.	Suggestion for	Emailed Molly Funk on 10/6 to see if she is aware of any other surveys besides composting survey. Jen was listed as the contact on this section and I changed it to Bruce because I think Hana worked on this. Bruce sent me composting survey	Found ES website w/student research papers to reference more studies	Corrected			

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EN 6: Assessing Sustainability Culture	If referencing the National Survey of Student Engagement (NSSE) Sustainability Education Consortium, please confirm formal participation (http://nsse.indiana.edu/html/consortia_list.cfm?consortiayear=2018&consFlag=yes). A common mistake is referencing participation in NSSE, but not its Sustainability Education Consortium.	Not Pursuing or Not Applicable	questionnaire to add as additional info.					
	If "The entire campus community (students, staff and faculty), directly or by representative sample..." is selected, descriptive information must explain how each of the three groups was targeted. If there is indication that certain groups were not assessed (e.g., the assessment is sent to students only), response should be changed to "A subset of the campus community..."	Meets criteria						
	If "Longitudinally to measure change over time..." was selected, there must be some mention of a follow-up assessment. (A scheduled post assessment that has not yet occurred may count.) If the support isn't there, response should be changed to "Without a follow-up assessment of the same cohort or representative samples".	Not Pursuing or Not Applicable						
	Assessment should cover multiple sustainability topics. (An assessment solely focused on transportation or recycling is not sufficient.)	Suggestion for improvement						
EN 7: Employee Educators Program*	Score outlier - Reporting full points indicates that all employees (faculty and staff) are served (i.e. directly targeted) by an employee peer-to-peer program, and there is a high ratio of the number of hours worked by trained educators to the number of employees served. Over-counting should be avoided (e.g., if programs listed only cover faculty or administrative staff, it is unlikely that all employees are covered).	Not Pursuing or Not Applicable						Meets criteria
	All programs must have a clearly defined peer-to-peer component. To count, peer-to-peer-focused education programs should train employees to become "experts" in a certain sustainability-focused topic in a coordinated, ongoing fashion. These individuals then become peer educators who share what they have learned with other members of the same group to catalyze change.	Not Pursuing or Not Applicable						
	Data consistency: Employee headcount should be consistent between EN 7 and PRE 5 if the same Performance Year is used. Valid discrepancies should be clarified in the Notes field.	Meets criteria						
EN 8: Employee Orientation	Affirmative responses must be supported by information provided in descriptive fields. If 100 percent of employees are covered, then the description should back this up.	Meets criteria						Meets criteria
EN 9: Staff Professional Development & Training	This credit focuses on formal professional development and training opportunities, for example as delivered by trainers, managers, sustainability staff, the Human Resources office or external organizations. Informal programs are not sufficient.	Not Pursuing or Not Applicable						Not Pursuing
	This credit focuses on formal professional development and training opportunities, for example as delivered by trainers, managers, sustainability staff, and external organizations. Peer-to-peer educator programs and employee outreach campaigns are recognized in the <i>Employee Educators Program</i> and <i>Outreach Campaign</i> credits respectively, and should only be reported in this credit if such programs are formally recognized by the institution as professional development and training.	Not Pursuing or Not Applicable						
EN 10: Community Partnerships	Intent of the credit is to highlight formal partnerships with community organizations, rather than institutional initiatives that benefit the community.	Meets criteria	Credit info reads as partnership must meet 2 of 4 criteria and the St. Columbkille partnership meets at least 3. The focus is on sustaining this elementary school and serving an underserved population, not necessarily directly focusing on ecological sustainability	Added Real Food BC donation to local food pantry and Tree Plenish program, both mentioned in the Environmental Eagle newsletters. Checked technical manual for clarification. Our examples meet at least 3 of 4 criteria				Meets criteria
	Partnerships must be formal at the institutional level (not sufficient if individuals or student groups form a partnership).	Meets criteria						
	The descriptive field must provide supporting information to affirm how the institution supports the partnership materially or financially (minimum criteria for all partnerships).	Meets criteria						
	Affirmative responses must be supported by information provided in descriptive fields for each of the following: a) Partnership is multi-year or ongoing, rather than a short-term project or event; b) Partnership is sustainability-focused (focus is on the concept of sustainability, the interdependence of ecological and social/economic systems, or a major sustainability challenge); c) Partnership is inclusive and participatory, i.e., underrepresented groups and/or vulnerable populations are engaged as equal partners.	Meets criteria						

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	If membership in WRC or FLA is indicated, there should be some documentation. Check to see if institution is a current member. WRC: http://www.workersrights.org/about/as.asp FLA: http://www.fairlabor.org/affiliates/colleges-universities	Meets criteria						

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OP 1: Emissions Inventory & Disclosure*	Part 1: Uploaded inventory should provide clear indication of Scope 1, 2 and 3 emissions. If indicating that certain Scope 3 emissions are included, then the inventory must reflect this. Otherwise, Scope 3 responses should be updated to "None" as appropriate.	Meets criteria						Meets criteria
	If indicating that the inventory has been verified by an independent, external third party or validated internally by independent personnel, descriptive response and/or upload must support verification of the inventory by an external party.	Meets criteria						
OP 2: Greenhouse Gas Emissions*	Score outlier: Uncommon for institutions to earn 6 out of 8 points or above. If a high score is reported, check closely for the issues below. Exemplary performance can be clarified in the descriptive fields.	Meets criteria	Should add why we don't have any scope 2 GHG emissions for this submission vs. last one into the notes section	Bruce copied notes from OP1 explanation for loss of GHG scope 2 into OP2 notes section	Corrected			Meets criteria
	Comparative outlier: Gross Scope 1 and Scope 2 GHG emissions between Performance Year and Baseline Year. Any significant outliers that are valid should be clarified in the descriptive fields or Notes section.	Suggestion for improvement						
	Numeric outliers: Responses of zero under either Gross Scope 1 GHG emissions from stationary combustion or Gross Scope 2 GHG emissions from purchased electricity are unlikely. Any significant outliers that are valid should be clarified in the descriptive fields or Notes section.	Suggestion for improvement						
	Carbon Sinks - Response under "A brief description of the offsets in each category reported above, including vendor, project source, verification program and contract timeframes" should include the necessary detail and support all areas where a number above 0 is entered.	Not Pursuing or Not Applicable						
	Data consistency: Weighted campus user (WCU) figures should be consistent across PRE 5 and OP 2 if the same performance year is used. Valid discrepancies should be clarified under the Notes field.	Meets criteria						
	Data consistency: Gross floor area and energy intensive building space should be consistent across PRE 4 and OP 2 if the same or similar performance year is used. Valid discrepancies should be clarified under the Notes field.	Meets criteria						
OP 3: Building Design & Construction	Data consistency: Amount reported under "Total floor area of newly constructed or renovated building space (include projects completed within the previous five years)" should reflect only space that was "constructed or underwent major renovations in the previous five years". Data outliers, such as reporting a number that is consistency with OP 3 or PRE 4 gross square footage should be avoided or clarified.	Suggestion for improvement	Add in completion dates for Fish Field House and Margot Connell Center	Accidentally added the total constructed square footage (373,006) in the certified/ verified section. Removed the number and entered zero and now we have a total of 373,006 and a percentage of newly constructed space of 100%!	Corrected			Meets criteria
	Institutions must "report on the current certification status of buildings at the time of STARS submission. Buildings for which certification is pending should not be counted as certified space, and these buildings may be excluded from the institution's profile for up to 2 years following registration with a rating system."	Meets criteria						
	If claiming any square footage under Certified Projects, response under "A list or inventory of new construction and major renovation projects..." should include detail on the buildings, rating systems and dates of project completion. Detail on any reported uncertified space (multi-attribute or single attribute rating systems) should be included in this descriptive field. Examples of multi-attribute and single attribute ratings provided in the Building Design & Construction Help Center article (https://stars.aashe.org/resources-support/help-center/operations/building-operations-and-maintenance/)	Suggestion for improvement						
OP 4: Buildings Operations & Maintenance*	Score outlier: Uncommon for institutions to earn more than 2 points unless buildings are LEED O+M certified. If a high score is reported, check closely for the issues below (incorrectly counting LEED BD+C is often the issue).	Not Pursuing or Not Applicable	Why is total floor area not same as PRE4? Maybe excluded some areas?	Bruce updated the total fl area number on 12/16/21	Corrected			Not Pursuing or Not Applicable
	If claiming any square footage under O+M Certified Space, response under "A brief description of the sustainable operations and maintenance policy/program and/or O+M rating system(s)" should include detail on the buildings, rating systems and dates of project completion. Detail on any reported uncertified space (multi-attribute or single attribute rating systems) should be included in this descriptive field. (Examples of multi-attribute and single attribute ratings provided in 2-page guide).	Not Pursuing or Not Applicable						
	LEED O+M Certification - This credit recognizes LEED O+M certification rather than the more common LEED BD+C standard, which is recognized in OP 3. Response under "A brief description of the green building rating system(s) used and/or a list or sample of certified buildings and ratings" should clarify the rating system and level for each certified building.	Not Pursuing or Not Applicable						

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	Data consistency: Gross floor area and energy intensive building space should be consistent with PRE 4 if the same or similar performance year is used. A lower number may be reported under OP 4 if the institution excluded certain types of occupied space (parking garages, stairwells, etc.) from this credit but not others. Likewise, buildings for which certification is pending may be excluded for up to 2 years following registration with LEED or another rating system.	Not Pursuing or Not Applicable						
OP 5: Building Energy Consumption*	Score outlier: Uncommon for institutions to earn full points or very close to it. If a high score is reported, check closely for the issues below (particularly numeric outliers).	Meets criteria	Asked Bruce to check the source of the site-source ratio. He's reviewing	Went with 3.0 US ratio	Corrected			Meets criteria
	Numeric outlier: Zero or very low response under "Stationary fuels and other energy products used on-site" is highly unlikely, since most institutions use natural gas, fuel oil, diesel, or coal for heating or other non-transportation purposes. A response of zero (or other very low response) should include clarification in the Notes field, including affirmation that the institution uses no/very little fuels for heating.	Meets criteria						
	Numeric outlier: Low responses under Heating degree days and Cooling degree days. Typical responses in both figures are in the thousands, but responses for institutions in very mild, warm or cool climates may be in the hundreds. See Help Center FAQ on determining heating and cooling degree days (https://stars.aashe.org/resources-support/help-center/operations/building-energy-consumption/#how-do-we-determine-our-heating-and-cooling-degree-days).	Meets criteria						
	Site-source ratio: U.S. and Canadian institutions must use the ratios reported in the Technical Manual (3.0 and 2.0 respectively). Institutions in other countries can report their own national/regional figures if they differ from what is recommended in the Technical Manual.	Unsure						
	Data consistency: Total energy consumption figures between OP 5 and OP 6 should match. Notes field should explain any valid discrepancies.	Meets criteria						
	Data consistency: Gross floor area and Energy-intensive building space figures between OP 5 and PRE 4 should be equal. Figures in OP 5 can be slightly lower if outdoor energy from parking garages/stadiums, etc is metered separately and excluded under OP 5. Valid discrepancies should be clarified in the Notes field.	Meets criteria						
OP 6: Clean & Renewable Energy	Score outlier: Uncommon for institutions to earn more than one point for this credit. If a high score is reported, check closely for the issues below.	Meets criteria	Add sources to the Notes section		Corrected			Meets criteria
	In order to count, the institution must retain or own the rights the the renewable energy reported. Grid mix reported by a utility does not count toward the credit (grid mix may be reported in optional fields under this credit).	Meets criteria						
	Responses should align with the correct options: 1 - Purchasing clean and renewable electricity (e.g., PPAs) 2 - Generating clean and renewable electricity (e.g., rooftop solar) 3 - Using clean and renewable stationary fuels to generate thermal energy (e.g., biomass for heat) 4 - Purchasing or importing steam, hot water or chilled water from verified clean and renewable sources (e.g, municipal geothermal facility) 5 - Purchasing Renewable Energy Credits (RECs), Guarantees of Origin (GOs), or equivalent	Suggestion for improvement						
	Data consistency: Response under "Total energy consumption, performance year (electric and non-electric)" should be consistent with what is reported under OP 5 if the same Performance Year is used. Valid discrepancies should be clarified in the Notes field.	Meets criteria						
	Numeric outlier - Reporting a sustainably or ethically produced percentage of 20% or more. If a higher percentage is reported, check closely for the issues below (particularly counting items that do not meet the Version 2.2 guidelines. See FAQs about the new version in the Food & Beverage Purchasing Help Center article (https://stars.aashe.org/resources-support/help-center/operations/food-and-beverage-purchasing/).	Suggestion for improvement	Need a few more data points. Emailed Beth Emery on 12/2 to request required data	Beth is reviewing/verifying all dining data/submissions and has requested additional information	Corrected			Meets criteria
	Numeric outlier - Reporting a plant-based foods percentage of 80% or more. If a higher percentage is reported, this may indicate inconsistency in how plant-based foods are defined and/or calculated.	Suggestion for improvement						

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OP 7: Food & Beverage Purchasing*	For transparency and to help ensure comparability, a completed STARS Food and Beverage Purchasing Inventory template (https://docs.google.com/spreadsheets/d/1xwoDpyN0aH3gTtSoOmPeSCXRDJDggg2YGI9UECl3uII/edit#gid=1747767920) or equivalent inventory must be provided to document purchases that qualify as sustainably or ethically produced. The inventory must justify each product's inclusion and include, at minimum: Product name, label, or brand; Product description/type; Recognized sustainability standard met (e.g., third party certification or ecolabel).	Meets criteria							
	Sampling - Institutions must track food and beverage purchases for a 12-month consecutive period or use a representative sample that includes data from a full academic term or similar period. When using samples, institutions must accommodate for seasonal and other variations in food and beverage availability and purchasing. The percentage must include total food and beverage expenditures. All product categories and food service providers should be included in the total food and beverage expenditures figure.	Meets criteria							
	Purchases of non-edible food accessory products should not be included in scoring calculations. If such items are included in the food inventory, clarification that they have not been counted should be provided.	Meets criteria							
OP 8: Sustainable Dining	Affirmative responses must be supported by information provided in descriptive fields.	Suggestion for improvement	Link is broken and need an estimate of the percentage of food budget that is spent with disadvantaged businesses	Fixed the link	Corrected			Meets criteria	
	Sustainability-Themed Outlet - Response should reference a sustainability-themed food outlet. Conventional food outlets that also offer sustainable options are not sufficient.	Meets criteria							
	Low-Impact Dining Events - Response must reference low-impact events or focus on plant-forward options.	Meets criteria							
OP 9: Landscape Management	Score outlier - Score above 1.5 indicates that a significant portion of grounds operate organically, using ecologically preferable materials. Review organic care responses to ensure criteria were followed correctly.	Suggestion for improvement	Total campus area does not equal PRE-4. Emailed Gina B to understand if a misprint or actual #	It was an error. It should be 376	Corrected			Meets criteria	
	Responses under the table, "Figures required to calculate the total area of managed grounds" should avoid double-counting (e.g. same number entered for IPM, organic care). Land managed under an IPM program that is also organic should be reported at the higher tier (organic).	Meets criteria							
	Organic Program - Response must affirm that no inorganic fertilizers or chemical pesticides, fungicides and herbicides are applied to the space identified (with the exception of rescue treatments).	Meets criteria							
	Data consistency: Total campus area should be consistent across PRE 4, OP 9 if the same or similar Performance Year is used. Please note that scoring is based on "Total area of managed grounds" not "Total campus area". Valid discrepancies should be clarified under the Notes field.								
OP 10: Biodiversity	Affirmative responses must be supported by information provided in descriptive fields.	Suggestion for improvement	Sent Gina an email asking about % of area that is biodiverse in protected areas as well as asking for detail about wetlands/buffer survey	Added in link to Facilities Services Sustainability pdf and Gina provided surveyor's name and date; added % that is biodiverse = 100%	Corrected			Meets criteria	
OP 11: Sustainable Procurement*	Part 1: There must be a general purchasing policy across multiple commodity categories, institution-wide. Commodity-specific policies are covered under Part 3 and should not be referenced under Part 1.	Suggestion for improvement	Is the 2015 policy the most recent? Link to Supplier Diversity Program is broken	YES, 2015 is most recent policy; found the supplier diversity program in the new procurement services wiki section; link has been updated	Meets criteria	Need Dining Services to review/input Dining section; asked Beth 1/4/21 to review	Beth sent Dining Services Sustainability commitment statement to include in the Food Service Providers section	Meets criteria	
	Part 2: If claiming that "Institution employs LCCA as a matter of policy and standard practice when evaluating all energy- and water-using products, systems and building components", the supporting info must back it up. This credit covers LCCA, but not LCA.	Not Pursuing or Not Applicable							
	Part 3: Descriptions must reference actual policies for the purchase of products/services, rather than practices, which are recognized elsewhere in STARS.	Meets criteria							
	Policies and directives adopted by entities of which the institution is part (e.g., government or the university system) may count for this credit as long as the policies apply to and are followed by the institution. Institutions belonging to a system are encouraged to review responses from other institutions within the system.	Meets criteria							
OP 12: Electronics Purchasing	Score outlier: Earning full points or close to it indicates that a very high rate of electronic purchases that are certified under a high level. High scores and exemplary performance should be affirmed in descriptive text.	Meets criteria	Does not include leased electronics so unable to calculate percentage		Meets criteria			Meets criteria	

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OP 20: Hazardous Waste Management	<p>Part 1 - Descriptive responses should be relevant to each question. (1: steps taken to reduce hazardous waste, 2: how the institution safely disposes of hazardous waste, 3: description of any significant hazardous material release incidents, 4: description of any inventory system employed by the institution to facilitate the reuse or redistribution of laboratory chemicals.</p> <p>Part 2 - Affirmative responses must be supported by information provided in descriptive fields: 1: electronic waste generated by the institution; and/or 2: electronic waste generated by students. It is common to overlook referencing how e-waste generated by students is managed.</p>	<p>Suggestion for improvement</p> <p>Meets criteria</p>	<p>Check w/Gail for some more details about BC's inventory system to reuse lab chemicals. We don't handle student-generated electronic waste</p>	<p>Gail sent me more details on the inventory system; added to the description on 10/1/21</p>	Meets criteria			Meets criteria
OP 21: Water Use*	<p>Score outlier: Earning full points or close to may be the result of data entry or unit conversion errors. If a high score is reported, please review closely for the issues listed below.</p> <p>Numeric and Comparative outliers: Large differences between Total and Potable water use should be clarified under the Notes field. Significant differences between Baseline and Performance Year should be clarified under the Notes field.</p> <p>Numeric outlier: Potable water use per weighted campus user below 1,000 or over 1,000,000 may indicate data entry or unit conversion error. Please review closely.</p> <p>Numeric outlier: Potable water use per unit of floor area below 1 gallon or over 100 gallons may indicate data entry or unit conversion error. Please review closely.</p> <p>Numeric outlier: Total water use per unit of vegetated grounds below 10,000 gallons/acre or over 5 million gallons/acre may indicate data entry or unit conversion error. Please review closely.</p> <p>Data consistency: Weighted campus user (WCU) figures should be consistent across PRE 5, and OP 21 if the same Performance Year is used. Valid discrepancies should be clarified in the Notes field.</p> <p>Data consistency: Gross floor area should be consistent across PRE 4 and OP 21 if the same or similar Performance Year is used. Valid discrepancies should be clarified in the Notes field.</p>	<p>Unsure</p> <p>Unsure</p> <p>Unsure</p> <p>Unsure</p> <p>Meets criteria</p> <p>Meets criteria</p>	<p>We earned 3.8 out of 4 points last submission. Our number of potable water/weighted campus user is less than 100. Is there an error in # of gallons? The user numbers agree with PRE5 and these #s are aligned with our last submission so I'm thinking the issues column is wrong on this one.</p>	<p>Bruce verified calculations and we reached out to STARS for clarification. Response indicated that since we had a similar # in our prior submission we are probably ok as an outlier.</p>	Corrected			Meets criteria
OP 22: Rainwater Management	<p>If institution is pursuing for 1 or 2 points (having a green infrastructure (GI) and low impact development (LID) policy for the whole campus or is less comprehensive, there must be information about a policy that covers GI and LID.</p>	Unsure	<p>Gina B. clarification: we do not have a formal GI or LID written policy but we follow LID practices</p>		Meets criteria			Meets criteria

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PA 1: Sustainability Coordination	Affirmative responses must be supported by information provided in descriptive fields.	Meets criteria	None					Meets criteria
PA 2: Sustainability Planning*	Institutions should reference measurable objectives in "current and formal plans to advance sustainability", such as strategic plans, campus master plans, sustainability plans, etc. Informal initiatives, planned activities, or objectives from draft plans do not count.	Meets criteria	BC's strategic plan document does not include a sustainability strategic direction as a major theme, as mentioned in this section.	Added a link to the Universal Apostolic Preferences of the Society of Jesus, 2019-2029; the governing document written by the Pope. BC is a Jesuit Catholic university.	Meets criteria			Meets criteria
	Part 1: Responses should reference some form of measurable objective, and must cite the name of the plan where it is found. Simply referencing an external document or indicating that "measurable objectives under this area exist" is not sufficient.	Meets criteria						
	Part 2: Response must reference the institution's highest guiding document (institution-wide strategic plan or the equivalent). Lower-level guiding documents are not sufficient.	Meets criteria						
	Part 2: If indicating that sustainability is included as a major theme in the highest guiding document, there must be evidence that the plan includes a section on sustainability, references sustainability as a major institutional goal, or includes multiple sustainability-focused objectives.	Suggestion for improvement						
PA 3: Inclusive & Participatory Governance*	Numeric outlier: Parts 2 & 3: High rates of student, academic staff, non-academic staff, and women representation on the highest governing body should be confirmed.	Meets criteria						Meets criteria
	Part 1: Affirmative responses for Students/Academic staff/Non-academic staff under "Does the institution have formal participatory or shared governance bodies..." must be supported in the descriptive field.	Meets criteria						
	Part 2: Response must reference the institution's highest governing body, which has ultimate decision-making authority over the institution (board of trustees, board of governors, board of overseers, board of visitors, etc.). For institutions that are part of larger systems, the highest governing body is typically the system-wide board.	Meets criteria						
	Part 4: A Yes response under this section must be supported by information provided in the subsequent descriptive field. Responses must mention a campus-community council or equivalent body that gives external stakeholders a regular voice in institutional decisions that affect them. If local community organizations have seats on the Board, that could count, but just having Board members who live in the community would not	Meets criteria						
PA 4: Reporting Assurance*	A credit status of "Not Applicable" is only allowed if the institution is renewing an existing rating earned under the same version of STARS (e.g., 2.2).	Meets criteria	Each section was reviewed by either an IR&P or Facilities Services staff member who did not contribute to the initial section write-up					Meets criteria
	To count, the institution must have had a finalized version of its current STARS submission reviewed by an independent party, and must have addressed any inconsistencies identified by the reviewer(s) prior to submission. Uploaded inventory and reviewer affirmation should support that all inconsistencies were addressed prior to report submission.	Meets criteria						
PA 5: Diversity & Equity Coordination	Part 1: Response must reference a diversity and equity committee, office, and/or officer.	Meets criteria	Double checked url links and fixed them; followed up with Peilun Wu to clarify details in the write-up; follow up on tracking procedures	Peilun responded to all questions and added detail as requested	Meets criteria			Meets criteria
	Part 2: Affirmative responses must be supported by information provided. If "All" is selected, response must show indication that the training is required or that tracking indicates that all individuals of a particular group have completed an optional training.	Suggestion for improvement						
PA 6: Assessing Diversity & Equity	Affirmative responses must be supported by information provided in descriptive fields.	Meets criteria						Meets criteria
	Responses must be relevant for the topic (1: Non-discrimination statement; 2: Bias response; 3) Recruiting from underrepresented groups; 4) Mentoring, counseling and support; 5) Support for Future Faculty.	Meets criteria	check out Learning to Learn programs for helping underrepresented UG pursue advanced degrees	Added program descriptions and link about Learning-to-Learn programs	Corrected			Meets criteria
	Bias Response Team: To count, the response must clarify how the institution responds to and supports those who have experienced or witnessed a bias incident, act of discrimination or hate crime. Responses that cover judicial actions for the accused or adherence with federal guidelines are not sufficient.	Meets criteria						

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PA 7: Support for Underrepresented Groups*	<p>Recruiting & Mentoring, counseling and support: Affirmative responses must be supported by information provided in descriptive fields. If students, academic staff and non-academic staff are all checked, the response under the descriptive field must reference clarify recruitment/support for all three. Recruitment should cover prospective students, academic staff and non-academic staff while Mentoring/support should cover existing students, academic staff and non-academic staff.</p> <p>Support for Future Faculty - Intent of this section is to recognize programs that specifically aim to support and prepare students from underrepresented groups for academic careers as faculty members (sometimes known as pipeline programs). Response should reference programs to help underrepresented students attain doctoral degrees or otherwise obtain careers in academia. Responses on employee recruitment or other types of support for underrepresented students that is not specific to earning a terminal degree should be omitted from this section, but could probably fit under one of the preceding sections.</p>	Meets criteria						
PA 8: Affordability & Access	Numeric outliers: Institutions should report figures based on the largest admissions group or student cohort (all students or all undergraduate students). Very low or very high outliers should be clarified in the Notes field.	Meets criteria	Reviewed by Bruce Dixon		Meets criteria			Meets criteria
PA 9: Committee on Investor Responsibility	<p>A credit status of "Not Applicable" is only allowed if the institution does not have an endowment, or the institution's endowment is less than US \$1 million.</p> <p>Efforts to improve investor responsibility should be reported under PA 9: Sustainable Investment, and are not sufficient here in the absence of a formal committee on investor responsibility.</p> <p>Descriptive response should affirm Yes responses for committee representation of staff, faculty and student representation. Any areas not clarified should be updated to No.</p>	Not Pursuing or Not Applicable						Not Pursuing
PA 10: Sustainable Investment*	<p>A credit status of "Not Applicable" is only allowed if the institution does not have an endowment, or the institution's endowment is less than US \$1 million.</p> <p>Score outlier: Earning full points (or close to) may be the result of data entry errors or credit misinterpretation. If a high score is reported, please review closely for the issues listed below.</p> <p>Numeric outlier: Part 1 - High amounts reported for value of sustainable holdings should be clarified in the descriptive field for "A brief description of the companies, funds, and/or institutions referenced above".</p> <p>Part 1 - Response under "A brief description..." must reference each category of sustainable investment. Check for errors in how investments are classified.</p> <p>Part 2 - Affirmative responses must be supported by information provided in descriptive fields.</p> <p>Data consistency: Total value of the investment pool should be equal to or higher than what is reported under PRE 4 for Endowment Size (endowment is a part of total investment pool).</p>	Not Pursuing or Not Applicable	Not pursuing because BC does not release information about its endowment investments.					Not Pursuing
PA 11: Investment Disclosure*	<p>A credit status of "Not Applicable" is only allowed if the institution does not have an endowment, or the institution's endowment is less than US \$1 million.</p> <p>The investment disclosure must provide the amount invested in each fund and/or company on at least an annual basis. It is not sufficient to provide a financial summary that provides aggregated investment information. It is not sufficient to do a one-time disclosure that is not annually updated.</p>	Not Pursuing or Not Applicable	Not pursuing because BC does not release information about its endowment investments. It only discloses asset class distribution at a high level.					Not Pursuing

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PA 12: Employee Compensation*	Numeric Outlier: Part 1 - Low amount under "The local living wage" may indicate that a standard other than (2 Adults, 2 Children) was incorrectly applied. Low responses should be double-checked. U.S. institutions: http://livingwage.mit.edu/ ; Canadian institutions: http://www.livingwagecanada.ca/ ; Other institutions: a local equivalent or the local poverty indicator for a family of four.	Not Pursuing or Not Applicable						Not Pursuing
	Part 3 - Descriptive response should support that the assessment is based on TOTAL compensation (including benefits) of the institution's lowest paid regular (i.e., permanent) employee. If the lowest paid employee does not receive benefits, then benefits must be excluded from the total. Regular part-time workers should not be excluded.	Not Pursuing or Not Applicable						
PA 13: Assessing Employee Satisfaction	Affirmative responses must be supported by information provided in descriptive fields, and should explain how a representative sample was reached. Watch for outliers (high percentages) without sufficient detail.	Meets criteria						Meets criteria
PA 14: Wellness Programs	Part 1: Response for a "A brief description of the institution's wellness and/or employee assistance program(s)" should reference wellness opportunities for all stakeholders identified (students, faculty, staff).	Suggestion for improvement	add in student wellness info, e.g., Margot Connell, University Counseling Services and Office of Health Promotion url links to showcase programming for students	added url links for all 3 student-centered departments/programming	Meets criteria	Reviewed by Bruce Dixon		Meets criteria
	Part 2: If pursuing points for prohibiting or restricting smoking, an indication of a smoke-free policy must be provided.	Requires revision	Need to add link to smoking policy	url link was added	Meets criteria	Reviewed by Bruce Dixon		Meets criteria
PA 15: Workplace Health & Safety	Numeric outliers: Response of .1 or higher under "Number of injuries and cases per FTE employee" or 10 or higher under "Number of workplace injuries and occupational disease cases per 100 FTE employees" may indicate a data entry error.	Suggestion for improvement	Add to notes the source	Added Risk Mgmt Dept source	Corrected			Meets criteria
	Part 1: Affirmative responses must be supported by information provided in descriptive fields. If indicating that the occupational health and safety management system uses a nationally or internationally recognized standard or guideline, supporting documentation must be provided.	Not Pursuing or Not Applicable						Not Pursuing
	Full-time equivalent of employees should be consistent between PA 15 and PRE 5 if the same Performance Year and pool of employees is used. Valid discrepancies should be clarified in the Notes field.	Requires revision	I don't understand what your note says - what is IC3? It is the same as PRE5	Removed info from the notes section because it did not apply to this years submission	Corrected			Meets criteria

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Academy & Industry Connections (Research*)	Affirmative responses must be supported by information provided in descriptive fields.	Meets criteria	Reviewer discovered another supporting document "Ethical Conduct of Research"	Uploaded the pdf to this section	Corrected			Meets criteria
Anchor Institution Network (Public Engagement)	To count, institutions must demonstrate participation in the Higher Education Anchor Mission Initiative or an equivalent network approved by AASHE. Affirmative responses must be supported.	Not Pursuing or Not Applicable						
Bicycle Friendly University (Transportation)	Institutions must provide support for each certification with an affirmative response, either through URL or description.	Not Pursuing or Not Applicable						
Campus Pride Index (Diversity & Affordability)	To count, institutions must currently be rated at above mid-level by the Campus Pride Index or an equivalent third party recognition program for LGBTQ+ friendly practices approved by AASHE. Documentation affirming the certification is required.	Not Pursuing or Not Applicable						
Carbon Mitigation Project Development (Air & Climate)	Timeline - In order to count, the institution must have actively participated in carbon mitigation efforts beyond its campus boundary during the previous three years. Affirmative responses must be supported.	Not Pursuing or Not Applicable						
Center for Sustainability Across the Curriculum (Curriculum)	To count, the institution must have served as an AASHE Center for Sustainability Across the Curriculum, OR offered one or more professional development opportunities (e.g., a workshop) on sustainability in the curriculum for academic staff from multiple institutions. Supporting documentation must be included.	Not Pursuing or Not Applicable						
Community Garden (Public Engagement)	To count, institutions must host a community garden on institution-owned land that allows local community members to grow their own food. Affirmative responses must be supported.	Suggestion for improvement	Asked Molly for a rough estimate of the number of people served by the community farm.	estimated 20 students plus unknown # of residents through donations to the community food pantry	Corrected			Meets criteria
Dining Services Certification (Food & Dining)*	Institution and/or its primary dining services contractor must have achieved formal certification from one of the approved programs on the list. Purchase of foods from third party certified producers is not sufficient (this is recognized under the Food & Beverage Purchasing credit).	Not Pursuing or Not Applicable						
Diversity and Equity Recognition (Diversity & Affordability)	To count, the institution has been formally recognized for leadership in diversity, equity, and/or inclusion during the previous three years. Documentation affirming the recognition is required.	Not Pursuing or Not Applicable						
Energy System Certification (Energy)	To count, the institution must have an energy management system (EMS) or electricity delivery system (e.g., microgrid) that is currently certified under ISO 50001, PEER, or an equivalent standard approved by AASHE. Affirmative responses must be supported.	Not Pursuing or Not Applicable						
External Reporting Assurance (Coordination & Planning)	To count, the institution's STARS assurance process includes an external audit by one or more individuals affiliated with other organizations (e.g., a peer institution, third-party contractor, or AASHE). Documentation must be provided under this credit and/or the Reporting Assurance credit.	Not Pursuing or Not Applicable						
Fair Trade Campus (Public Engagement)	Documentation on formal Fair Trade designation should be provided.	Not Pursuing						
Fleet Certification (Transportation)	To count, the institution's motorized vehicle fleet must currently be recognized as a NAFA Sustainable Accredited Fleet or by an equivalent third party certification program approved by AASHE. Documentation affirming the certification is required.	Not Pursuing or Not Applicable						
Food Bank (Wellbeing & Work)	To count, the institution must host a food bank, pantry, or equivalent resource focused on alleviating food insecurity, hunger and poverty among students. The food bank, pantry or equivalent may serve employees or local community members in addition to students. Documentation affirming the program is required.	Unsure	not sure if we have 'documentation affirming the program'. It's a relatively small pantry, not widely publicized to the general student body.					Meets criteria
Full-Time Faculty Employment (Wellbeing & Work)	Documentation to support the figure reported is required.	Not Pursuing or Not Applicable						
Green Athletics (Public Engagement)	An active green athletics program must be in place, and a valid website URL for the program is required. Simply referencing green athletics efforts is not sufficient in the absence of a formal program. Descriptive response should support each affirmative response indicated at the top of the credit.	Suggestion for improvement Not Pursuing or Not Applicable						Not Pursuing
Green Cleaning Certification (Buildings)	Formal certification of the cleaning program must have taken place. Adhering to green cleaning standards or purchase or use of certified green cleaning products is not sufficient. The institution OR its primary cleaning services contractor must be certified.	Not Pursuing or Not Applicable						

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Green Event Certification (Public Engagement)	A green event certification program that has certified one or more events in the previous year must be in place, and a valid website URL for the program is required. Simply referencing initiatives to make events greener is not sufficient in the absence of a certification program. Descriptive response should support each affirmative response indicated at the top of the credit.		1/3 - Sent request to Katherine Smith about the CCC annual conference		Not Pursuing			
Green Laboratory Program (Buildings)	Participation in a green laboratory program must have occurred, and a valid website URL for the program is required. Simply referencing green laboratory initiatives is not sufficient in the absence of a formal program. Descriptive response should support each affirmative response indicated at the top of the credit.							
Grounds Certification (Grounds)	Institutions must provide support for each certification with an affirmative response, either through URL or description. Documentation affirming the certification is required. (e.g., Tree Campus USA: https://www.arborday.org/programs/treecampususa/campuses.cfm).	Not Pursuing or Not Applicable						
Health and Safety Management Certification (Wellbeing & Work)	To count, the institution must have an occupational health and safety management system (OHSMS) that has been audited by an organization external to the institution within the previous three years. Documentation affirming the audit is required.	Not Pursuing or Not Applicable						
Hospital Network (Public Engagement)	Consistency with PRE 3. Institutions may pursue this exemplary practice if they have "an affiliated healthcare facility within its STARS institutional boundary." This credit cannot be pursued if the facility is not included in the institutional boundary. Affirmative responses must be supported by information provided in upload or URL fields.	Not Pursuing or Not Applicable						
Laboratory Animal Welfare (Research)	To count, a copy and/or brief description of the written policy explicitly prohibiting laboratory animals in the institution's care from being subjected to severe and unrelieved pain and distress must be included.	Meets criteria						Meets criteria
Natural Wastewater Systems (Water)	Intent of this credit is to recognize institutions that use natural wastewater systems to treat and manage at least 10 percent of its wastewater through on-site infiltration and/or re-use. Appropriate strategies include constructed treatment wetlands, Living Machines, and other technologies that treat wastewater by mimicking the biological, chemical and physical processes occurring in natural wetlands. This credit is about treating wastewater, not stormwater filtration and treatment (stormwater initiatives are captured under OP 23).	Not Pursuing or Not Applicable						
Network for Student Social Innovation (Campus Engagement)	Affirmative responses must be supported by information provided in descriptive fields.	Not Pursuing or Not Applicable						
Nitrogen Footprint (Air & Climate)	Timeline - In order to count, the institution must have calculated and publicly reported on its nitrogen footprint within the previous three years. Affirmative responses must be supported.	Not Pursuing or Not Applicable						
Online Sustainability Course (Curriculum)	To count as sustainability-focused, the course title or description must indicate a primary and explicit focus on sustainability. The course title or description should: use the term "sustainability"; focus on the interdependence of ecological and social/economic systems; OR focus on a major sustainability challenge.	Not Pursuing or Not Applicable						
Pay Scale Equity (Wellbeing & Work)	There must be documentation supporting the institution's reported pay scale ratio. Affirmation from the HR office is recommended if published documentation is not available.	Not Pursuing or Not Applicable						
Pest Management Certification (Grounds)	Formal certification must have taken place from one of the approved programs on the list. Documentation affirming the certification is required.	Not Pursuing or Not Applicable						
Sanctuary Institution (Diversity & Affordability)	To count, an Institution must be formally designated or officially self-declared as an institution of sanctuary (a.k.a. a sanctuary campus). To earn full points, formal designation from Universities of Sanctuary (UK), University of Sanctuary Ireland, or an equivalent third party recognition program is required. Documentation affirming formal designation or self-declaration is required.	Not Pursuing or Not Applicable						
Serving Underrepresented Students (Diversity & Affordability)	Institutions must be on one or more official lists for minority-serving institutions, historically disadvantaged institutions, indigenous institutions, or the equivalent. Lists of minority-serving institutions in the U.S. can be found here: https://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst.html	Not Pursuing or Not Applicable						

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Single-Use Plastic Ban (Waste)	To count, the institution must have banned or eliminated the on-site sales and distribution of at least one type of single-use disposable plastic. Plastic reduction campaigns are not sufficient in the absence of a total ban. Partial bans do not count. Documentation affirming elimination is required.	Not Pursuing or Not Applicable						
Social Enterprise (Coordination & Planning)	To count, the institution must currently be a Certified B Corporation, OR be formally recognized as a social enterprise (as evidenced by membership in a social enterprise network or inclusion in a social enterprise directory). Affirmative responses must be supported.	Not Pursuing or Not Applicable						
Spend Analysis (Purchasing)	There must be indication that the institution has conducted a spend analysis to assess the sustainability impacts of its purchasing across commodity categories and has identified and prioritized opportunities for improvement. Documentation on the nature of the spend analysis must be provided.	Not Pursuing or Not Applicable						
Stakeholder Engagement Standard (Coordination & Planning)	To count, the institution must have made a formal, public commitment to the AccountAbility principles as defined in the AA1000 Stakeholder Engagement Standard (SES). Indication of a formal, public commitment must be provided through upload or URL.	Not Pursuing or Not Applicable						
Stormwater Modeling (Water)	Response must affirm that the institution uses stormwater modeling to assess the impact of LID practices and green infrastructure on campus. Simply referencing LID practices is not sufficient. Institutions are required to describe the methodologies and tools used to calculate the percentile of local or regional rainfall events.	Not Pursuing or Not Applicable						
Student Living Wage (Wellbeing & Work)	To count, all of the institution's student employees (e.g., part-time student workers, work study students, graduate research assistants, graduate teaching assistants) must be paid a living wage for one adult. Information to support the living wage percentage must be provided. U.S. institutions: http://livingwage.mit.edu/ ; Canadian institutions: http://www.livingwagecanada.ca/ ; Other institutions: a local equivalent or the local poverty indicator for a family of four.	Not Pursuing or Not Applicable						
Sustainability Course Designation (Curriculum)*	Intent of this exemplary practice is to recognize institutions that go above and beyond the AC 1 criteria by designating sustainability courses across multiple departments. This generally involves identifying symbol or code to help students distinguish sustainability courses from other courses (e.g., a sustainability "filter" in an online catalog or a sustainability "tag" in a printed catalog). Providing a website that lists sustainability courses or identifying courses offered by a sustainability-focused academic unit is not sufficient in the absence of course-level designations that encompass courses offered by multiple departments.	Not Pursuing or Not Applicable						
Sustainability Office Diversity Program (Diversity & Affordability)	To count, the institution must have a sustainability office that is intentionally advancing diversity, equity, and inclusion (DEI) in its work, as indicated by three or more of the outlined options. Documentation affirming the outcomes is required.	Not Pursuing or Not Applicable						
Sustainability Projects Fund (Investment & Finance)	To count, the institution must have a dedicated fund (e.g., a green fund) to support campus sustainability projects, that is ongoing and includes a multi-stakeholder decision-making process. Documentation about the fund and the decision-making process is required.	Not Pursuing or Not Applicable						
Textbook Affordability (Diversity & Affordability)	To count, the institution must host a peer-to-peer textbook exchange program, textbook lending library, or an alternate textbook project covering multiple divisions or departments; AND/OR provide incentives for academic staff that explicitly encourage the authorship, peer review, and/or adoption of open access textbooks (or alternate textbooks composed of open educational resources). Documentation affirming the program(s) is required.	Meets criteria	verified link to affordable library programs webpage					Meets criteria
Voter Education and Support (Public Engagement)	Affirmative responses must be supported by information provided in descriptive, upload or URL fields.	Meets criteria	BC is on 2 of the websites mentioned for this section and the Student Affairs civic engagement web page is linked; Also, added a voter report by Tufts of BC voting record					Meets criteria
Water Balance (Water)	To count, institutions must assess whether total water use is sustainable given average precipitation, potential evapotranspiration, the campus/watershed area and other factors. Response must indicate that this has taken place.	Not Pursuing or Not Applicable						
Wellbeing Certification (Wellbeing & Work)	To count, the institution has been recognized for leadership in health and wellness during the previous three years by a national or international program. Documentation affirming the wellbeing certification or recognition is required.	Not Pursuing or Not Applicable						

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Work College (Diversity & Affordability)	To count, the institution must be formally recognized as a work college by the U.S. Department of Education (or local equivalent for institutions outside the U.S.) The institution must require at least one-half of all students who are enrolled on a full-time basis to participate in a comprehensive work-learning-service program. Documentation affirming the recognition is required.	Not Pursuing or Not Applicable						
Zero Waste Certification (Waste)	To count, the institution must be TRUE Zero Waste Certified, OR Certified by an approved national affiliate of the Zero Waste International Alliance (ZWIA). Documentation affirming the certification is required. Certification for entities such as individual buildings or departments is not sufficient in absence of a campus-wide certification.	Not Pursuing or Not Applicable						
Innovation A = Prof Kumar's cookstoves research; Innovation B = Forum on Racial Justice in America; Innovation C = Global Observatory on Pollution: Ocean Pollution report; Innovation D = Center for Corporate Citizenship	Innovation credits are open-ended and reserved for innovative solutions to sustainability challenges and demonstrating sustainability leadership in ways that are not otherwise captured in STARS.	Meets criteria	Innovation A, B, C, and D was reviewed by Bruce Dixon					Meets criteria
	Innovation credits may be claimed in multiple submissions as long as the criteria are being met at the time of submission.	Meets criteria						
	When the innovation is part of a partnership or an individual's efforts, the summary provided must clearly describe the institution's role in the innovation.	Meets criteria						
	Innovative initiatives covered under an existing STARS credit should not be included unless there is evidence that the initiative goes above and beyond the standards of that credit.	Meets criteria						