



2.1 Review Template (Revised, version 2 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 above.

Instructions

As part of our efforts to continuously improve STARS data quality and the reporting process, AASHE released a STARS Review Template in 2018 alongside changes to an existing credit. This template has been improved and updated in Summer 2018 based on feedback collected during the 2018 STARS Review Pilot. Institutions pursuing the revised Pre-Submission Review exemplary practice can receive points in STARS for conducting either independent or internal review by following the most recent, standard template. This template highlights common issues that AASHE staff have identified during standard post-submission reviews. Through this effort, we hope to learn of the impact that a standardized review process has on STARS data quality and accuracy.

Benefits of Participating

Use of the template will help institutions identify potential 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 will earn STARS points by completing the Pre-Submission Review exemplary practice credit.
 Peer reviewers can help their institution earn points under the Inter-Campus Collaboration credit in STARS.

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

Independent 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).

Internal Review:

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. Institutional Characteristics (IC)
 - 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.

Getting Started

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.
 - b. Reviewers should 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.
2. Reviewers should access and refer to the latest version of the [STARS 2.1 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.
 - 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

Primary reviewer information. See optional reviewer fields (below) if more than one individual has reviewed the report.

Reviewer 1

Name: Jonathan Wiers
 Type of Review: Internal
 Title & Organization: Sustainability Intern, Calvin College
 Email (optional): jdw42@students.calvin.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.

Reviewer 2

If you have multiple reviewers each doing complete reviews (i.e., reviewing all credits), please upload a new completed template for each complete review.

Common Issues

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". Several credits throughout STARS include fields that are asked in multiple places, and usually include one of the 10 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.

Figures are consistent with other credits.

It is common for URLs to change over time. Be sure to check that they are working before submitting a credit as complete.

All URLs are functioning and valid.

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.

If a question comes up during the review process, or to settle a discrepancy in credit interpretation between reviewers and submitters, please email stars@aaashe.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.

Email stars@aaashe.org if questions arise.

Credit	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
Executive Letter	A letter from a president, chancellor or other high-ranking official (VP, provost, etc.) should be submitted with each STARS report (You will be prompted to upload the file during the final submission steps). See recent Knowledge Base article: https://aashe-stars.uservice.com/knowledgebase/articles/377421-when-and-how-to-upload-the-required-executive-letter URLs: Link to file upload is working (A file with a long file name may not upload correctly). The link to the file can be found in the top right hand side of the My Submission page after it has been formally submitted.	Requires revision						
IC 1: Institutional Boundary	Institution Type for U.S. institutions should match Carnegie Data (with the exception of Tribal and Special Focus Institutions, which should fall under one of the other options). See https://nces.ed.gov/ipeds/datacenter/institutionByName.aspx Supporting Responses: Valid explanation required under "The rationale for excluding any features that are present from the institutional boundary"	Meets criteria	Not attached yet.	Will be submitted with the report. 2.9.19 JW				Meets criteria
IC 2: Operational Characteristics	Timeframe: Response references most recent operational characteristics for which data are available at the time of submission. Data Consistency: Fulltime equivalent fields for students and faculty should be lower than headcount fields for most institutions. Identical amounts are 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	Notes are needed for "rationale for excluding any features that are present from the institutional boundary."	Property list has been attached, notes added by NL about exclusions. 1.22.19 JW.				Meets criteria
IC 3: Academics & Demographics	Data outlier: Responses for "Number of academic divisions (or the equivalent)" and "Number of academic departments (or the equivalent)" should reflect the definitions outlined under the Standards and Terms section. Academic divisions generally include Colleges or Schools devoted to a subset of students or a particular program (e.g., Undergraduate School or School of Architecture). Academic departments are devoted to a particular academic discipline (e.g., Economics, Environmental Science, Sociology). Responses should be higher for academic departments than for academic divisions. Valid discrepancies or clarifications should be included in the Notes field.	Meets criteria	Review the note about keeping Observatory House on the list of those resident on-site. It should stay, because the Observatory House is counted in the boundary, but the note can be erased.	Note updated about Observatory house 1.22.19 JW				Meets criteria

Credit	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
AC 1: Academic Courses - Inventory	Definitions for "sustainability courses" and "courses that include sustainability" should be followed. In particular, sustainability courses must address sustainability as an integrated concept encompassing socioeconomic AND environmental/ecological dimensions. Common mistake is to count courses that only address the social component of sustainability (e.g. Social Work, International Relations) as a Sustainability Course even when environment/ecology is not referenced.				Meets criteria	Add information on who compiled this credit. Also specifics on each department and the individuals from each department that was contacted would be helpful for future repetitions.		
	For each course, the inventory should include, at minimum, the title, department (or equivalent), and level of each course (i.e. undergraduate or graduate), as well as a brief course description (or rationale for why the course is being included). Common mistake is to exclude the course description for some/all courses.				Meets criteria	Meets criteria	Meets criteria	
	Data Consistency: The count of courses reported under the credit should be consistent with the count included in the inventory. Valid discrepancies must be clarified in the Notes field. Data Consistency: Number of academic departments should be consistent across IC 3, AC 1 if the same Performance Year is used. Valid					Requires review	Correct PDF has been attached. 1.22.19 JW	Meets criteria
AC 2: Learning Outcomes	Responses should reference learning outcomes (e.g. "the student will demonstrate...". General program overview statements, mission/vision/values statements, or general methodology statements are not sufficient. According to the credit criteria, "learning outcomes are distinct from the aims of learning in that learning outcomes are concerned with the achievements of the learner rather than with the overall intentions of the teacher".	Meets criteria						
	In order to meet credit criteria, learning outcomes do not necessarily have to use the term "sustainability", but they must collectively address sustainability as an integrated concept having social/economic dimensions of sustainability as well as environmental/ecological dimensions.	Meets criteria						
	If outcomes are not established for courses, institutions may count graduates from sustainability-focused programs that require the successful completion of one or more sustainability courses (i.e., courses in which the primary and explicit focus is on sustainability as reported for the Academic Courses credit). This means that graduates from programs that make such courses optional to complete the major or only require courses that include sustainability-related courses should be excluded.	Meets criteria						
	Data outliers: Institutions reporting a high proportion of students graduating with sustainability learning outcomes (70%+) must provide compelling support. A common mistake is overcounting graduate student learning outcomes and reporting 100% for a sustainability-focused general education learning outcome that only applies to undergraduate students.	Meets criteria						Meets criteria
AC 3: Undergraduate Program	Sustainability-focused programs concentrate on sustainability as an integrated concept, including its social, economic, and environmental dimensions (at minimum, social and environmental dimensions should be evident). The sustainability focus of such a program should be explicit in the program title or description.	Meets criteria						
	Valid URLs are required for each program.	Requires revision	Links are not to the best pages.	Links updated 12.21.19 JW	Corrected			Meets criteria
AC 4: Graduate Program	Sustainability-focused programs concentrate on sustainability as an integrated concept, including its social, economic, and environmental dimensions (at minimum, social and environmental dimensions should be evident). The sustainability focus of such a program should be explicit in the program title or description.	Not Pursuing or Not Applicable						
	Valid URLs are required for each program.	Not Pursuing or Not Applicable						Meets criteria
AC 5: Immersive Experience	The immersive program must concentrate on sustainability, including its social, economic, and environmental dimensions; and/or examine an issue or topic using sustainability as a lens. At minimum, social and ecological dimensions of sustainability must be evident from the content provided.	Requires revision						
	Immersive programs must be longer than one week in duration. Sustainability-focused immersive programs that are shorter in duration may be claimed under AC 8: Campus as a Living Laboratory if criteria for that credit are met.	Meets criteria	Description must speak more about the social and ecological dimensions of the program.	Notes updated to be more detailed about ecological and social dimensions of the program. (JW 1.25.19)	Corrected			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 sustainability literacy, culture, and/or engagement to meet the criteria for this credit if at least ten 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						
	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 "Standardized evaluation with a follow-up assessment..."	Meets criteria	Notes for future intention include pre- and post-assessment. "Subset that may not be representative..." is the correct choice.					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 to sustainability.	Meets criteria	"No" for everything.					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.	Meets criteria						Meets criteria
AC 9: Academic Research	To count, an initiative must "contribute to understanding campus sustainability challenges or advancing sustainability on campus", and the description provided should reflect that.	Meets criteria						Meets criteria
	Data consistency: Number of academic departments should be equal to IC 3, 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		
	Data outlier: Responses for "Total number of academic departments (or the equivalent) that include at least one faculty or staff member that conducts research" should be a comprehensive list. Avoid counting divisions rather than departments. Examples of Academic Departments include Economics, Environmental Science, Sociology, etc.)					Meets criteria		
	The minimum inventory criteria is to include names and department affiliations of all faculty and staff members engaged in sustainability research. (It is recommended that the title or topic of the research conducted is also included in the inventory, since this is a requirement for future versions of STARS.)					Meets criteria		
	Data outlier: Responses for "Total number of the institution's faculty and/or staff that are engaged in research (headcount)" should be a comprehensive list. 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		
AC 10: Support for Research	The research inventory should be a comprehensive list rather than a sample. Faculty and department counts should be consistent between the inventory and what is reported under the credit.	Meets criteria				Good notes! Add URL for the site?	URL added (1.20.19 JW)	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						
	Inter-, Trans- and Multi-Disciplinary Research - Response must affirm published written policies and procedures that recognize interdisciplinary, transdisciplinary, and multidisciplinary research during faculty promotion and/or tenure decisions.	Meets criteria						
AC 11: Access to Research	Library support - Sufficient detail on library support for sustainability research and learning must be provided. Examples of sustainability support may include research guides, materials selection policies and practices, curriculum development efforts, sustainability literacy promotion, and/or e-learning objects focused on sustainability.	Meets criteria	Some Notes at the end of the credit should be added about who some of this information came from. Update information if possible.	Changed Notes section to include sources of Dr. Haney and Professor David Wunder. (JW 1.20.19)	Corrected			Meets criteria
	There must be an open access policy, guideline or statement in place at the institution.	Meets criteria						
	If the policy doesn't mandate open access (with or without opt out), there must be some indication that the institution provides financial support to support open access.	Meets criteria						
	There must be an open access research repository at the institution (or system) level, and a link to the repository must be included.	Meets criteria	"No" for everything.					Meets criteria

EN 12: Continuing Education	Part 1 should reference sustainability-focused continuing education courses , whereas Part 2 should reference sustainability-focused programs in continuing education. While definitions may vary, responses should generally align with common definitions of courses and programs.				Meets criteria	Need a better description of the sustainability themed courses (department equivalent, brief description of the connection to sustainability). Also, no answer to if the figures cover one, two, or three academic years. *Only have course inventory for spring 2019, none for fall 2018. Are we supposed to be including 2019 courses?	Jonny is going to get 2018 course list and add descriptions for classes (NL 1/22/19) Fall 2018 course description added (JW 1.25.19)	Meets criteria
	Part 1. Courses - Must reference continuing education courses (rather than courses for degree seeking students, which are covered under AC 1)				Meets criteria			
	Part 1. Course inventory - For each course, the inventory must provide at minimum the title and department (or equivalent) of the course and a brief description of the course. The connection to sustainability must be clear (i.e., reference to ecological and social dimensions of sustainability).				Corrected			
	Part 1. Course inventory - The count of courses reported under the credit should be consistent with the count included in the inventory. Valid inconsistencies must be clarified in the Notes field.				Corrected			
	Part 2. Programs - Make sure the programs they are listing are continuing education programs that are clearly sustainability-focused (standard degree-granting programs don't count, and instead are covered under AC 3 and AC 4)				Not Pursuing			
EN 13: Community Service	Part 2. Programs - Continuing education programs must be available to the general public to count (not just faculty/staff/students/alumni)				Not Pursuing		Meets criteria	
	Data consistency: Number of students enrolled for credit should be equal to or lower than what is reported in IC 3. Institutions may exclude non-credit, continuing education, and/or part-time students from EN 13. Valid discrepancies should be clarified in the Notes field.	Meets criteria					Meets criteria	
EN 14: Participation in Public Policy	This credit recognizes institutions that promote sustainability through public policy advocacy. In order to count, the policy advocacy must have the implicit or explicit support of the institution's top administrators and/or governing bodies.				Not Pursuing		Meets criteria	
	Responses must provide sufficient detail about public policy advocacy. Examples of advocacy efforts include supporting or endorsing legislation, ordinances, and public policies that advance sustainability; active participation in campaigns aiming to change public policy; and discussions with legislators in regard to the above.				Not Pursuing			
	Responses must relate to policy advocacy at the Municipal/local, State/provincial/regional, National, and/or International levels. Community partnerships or outreach campaigns are covered in other credits and should not be referenced here unless there is an explicit policy advocacy focus.				Not Pursuing			
EN 15: Trademark Licensing	To earn points for this credit, the institution must be a member of the Fair Labor Association (FLA) and/or the Worker Rights Consortium (WRC). It is not sufficient if the institution's contractor is a member, or if the trademarked products sold are certified by one of these organizations.	Meets criteria					Meets criteria	
	If membership in Workers Rights Consortium is indicated, there should be some documentation. Check to see if institution is a current member at http://www.workerrights.org/about/faq.asp	Meets criteria						
	If membership in Fair Labor Association is indicated, there should be some documentation. Check to see if institution is a current member at http://www.fairlabor.org/affiliates/colleges-universities	Meets criteria	"No" to everything					

Credit	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	
OP 1: Greenhouse Gas Emissions	Data consistency: Weighted campus user (WCU) figures should be consistent across IC 3 and OP 1 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 IC 2 and OP 1 if the same or similar performance year is used. Valid discrepancies should be clarified under the Notes field.	Meets criteria							
	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.	Requires revision							
	Part 2: Data outliers in Gross Scope 1 and Scope 2 GHG emissions between Performance Year and Baseline Year. Any significant outliers should be clarified in the descriptive fields or Notes section.	Suggestion for improvement							
	Part 2: Data outliers: Responses of zero under either Gross Scope 1 GHG emissions from stationary combustion or Gross Scope 2 GHG emissions from purchased electricity. Any significant outliers should be clarified in the descriptive fields or Notes section.	Meets criteria							
	Part 2: Check for double-counting or confusion between carbon offsets and renewable energy credits (they are not the same, but both are reported under this credit).	Pursuing or Not Applicable							
	Part 2: Carbon Offsets - Response under "A brief description of the offsets in each category reported above, including vendor, project source, verification program and contract timeframe" should include the necessary detail and support all areas where a number above 0 is entered.	Not Pursuing or Not Applicable							
Part 2: Renewable Energy Certificates - Response under "A brief description of the offsets in each category reported above, including vendor, project source, verification program and contract timeframe" should provide sufficient detail if a number above 0 is entered. RECs/GOs that have not been third-party verified do not count.	Not Pursuing or Not Applicable								
Part 2: Renewable Energy Certificates: An institution using the Campus Carbon Calculator (2017 or earlier) may report emissions reductions attributable to RECs separately (if not otherwise accounted for in its Scope 2 accounting). Other institutions whose methodologies adjust for RECs directly under Scope 2, including SIMAP and The Climate Registry users, may NOT report RECs in this credit, as doing so would result in double-counting.	Not Pursuing or Not Applicable								
Part 2: Start and End dates for Baseline Year and Performance Year must be valid. Baseline year may be any year from 2005 to the present. Older baselines (1990-2004) may be applied if they are adopted as part of the institution's sustainability plans or policies, or in the context of other reporting obligations. Institutions should avoid reporting a peak emissions year as their Baseline simply to increase scores.	Meets criteria		Uploaded inventory for Part 1 needs to be a file with SIMAP data / calculations? Add the proof of review template afterward. Add notes about which emissions are for which category.	Uploaded the csv file with emissions from simap website. Still need to upload proof of verification process once it is complete. Notes added about composting.	Corrected	Double checked all numbers with CSV file and updated notes. Only waiting on uploading verification proof. 1.25.19 JW		Meets criteria	
OP 2: Outdoor Air Quality	Cleaner and more fuel-efficient fleet vehicles and more sustainable commuting options are covered by credits in the Transportation subcategory. This section of the credit focuses on other efforts such as prohibiting vehicle idling, restrictions on the use of powered lawn care equipment, and similar strategies.	Not Pursuing or Not Applicable	switch to not applicable/not pursuing?	Keep as pursuing, but answers of NO. (1.22.19 JW)				Meets criteria	
OP 3: Buildings Operations & Maintenance	Data consistency: Gross floor area and energy intensive building space should be consistent with IC 2 if the same or similar performance year is used. A lower number may be reported under OP 3 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 from the calculations for this credit for up to 2 years following registration with LEED or another rating system.							Meets criteria	
	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 4. Response under "A brief description of the green building rating system(s) used and/or a list of sample of certified buildings and ratings" should clarify the rating system and level for each certified building.								Corrected
	Verification: Institutions should have a verification program or protocol should include, at minimum: Regular auditing or monitoring. A mechanism for occupants to register complaints, and Action plans to implement any corrective measures required in response to audits, monitoring or complaints. Simply referencing IAQ or addressing two of the three standards is not sufficient.								Meets criteria
	According to the credit criteria, "Energy and water management and benchmarking programs include dashboards, analytics tools, and other mechanisms to assess performance, set goals, create and implement action plans, and evaluate progress." Responses referencing strategies for energy efficiency and water conservation rather than management and benchmarking are not sufficient.								Meets criteria
OP 4: 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 consistently with OP 3 or IC 2 gross square footage should be avoided or clarified.	Not Pursuing or Not Applicable							
	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	Not Pursuing or Not Applicable							
	Uncertified Projects: If reporting independent standards for impacts on the surrounding site, energy consumption, etc., the descriptive response or uploaded policy/guideline should clarify how each standard is met.	Pursuing or Not Applicable			Should not be "not applicable," but should just have answers of NO. (1.22.19 JW)				Meets criteria
OP 5: Building Energy Consumption	Data consistency: Total energy consumption figures between OP 5 and OP 6 should match. Notes field should explain any discrepancies.	Meets criteria							
	Data consistency: Gross floor area and Energy-intensive building space figures between OP 5 and IC 2 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							
	Data outlier: Response of zero under "Energy from all other sources (excluding transportation fuels)" 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							
	Site-source ratio: U.S. and Canadian institutions must use the ratios reported in the Technical Manual (3.14 and 2.05 respectively). Institutions in other countries can report their own national/regional figures if they differ from what is recommended in the Technical Manual.	Meets criteria							
OP 6: Clean & Renewable Energy	Start and End dates for Baseline Year and Performance Year must be valid. Baseline year may be any year from 2005 to the present. Older baselines (1990-2004) may be applied if they are adopted as part of the institution's sustainability plans or policies, or in the context of other reporting obligations. Institutions should avoid reporting a peak consumption year as their Baseline simply to increase scores.	Meets criteria	need more notes, also need to switch the file with an excel of this year's number!	Check with exact numbers for electricity and gas. Files are added. (1.22.19 JW)				Meets criteria	
	Data consistency: Response under "Total energy consumption (all sources, excluding transportation fuels), performance year" 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							
	In order to count, the institution must retain or own the rights to 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							
OP 7: Food & Bev Purchasing	Responses should align with the correct option: Option 1 - Renewable electricity generated on site (e.g., rooftop solar panels) Option 2 - Non-electric renewable energy generated on-site (biofuel for heat) Option 3 - Renewable electricity generated by off-site projects (investment in off-site solar) Option 4 - Third-party certified RECs, GOs and/or similar renewable energy products	Meets criteria	Add a URL about the solar panels.	No good URL for solar panels. Notes updated and file uploaded. (1.22.19 JW)				Meets criteria	
	Data outliers or unusually high numbers (e.g., score of 2 out of 4 or higher) should be supported in the descriptive responses and should be carefully reviewed.	Meets criteria	Double check conversion to MMbtu, i got a different number from the solar excel sheet.					Meets criteria	
	Inventory format - This credit requires a completed STARS Food and Beverage Purchasing Inventory (https://docs.google.com/spreadsheets/d/1SVVhpb23dbtbg_MXO9hm7AMkrqyUuqU0iIM1k4/edit#gid=1645450095); an itemized inventory based on output from the Real Food Calculator; or an alternative inventory that includes for each product: Product vendor, Product label/brand, Product description, The category in which the product qualifies (Third Party Verified or Local & Community Based), and information justifying inclusion. A common mistake is omitting or not providing enough detail on information								Meets criteria
	Food's most common area of inconsistency relates to third-party services to count. See definitions on 2-page classification guide (http://www.aashe.org/wp-content/uploads/2017/07/STARS-2.1-Food-and-Beverage-Purchasing-Criteria.pdf). Choosing to report on an institution's own standards for "local" and counting these items for scoring is not allowed. Such independent standards may be listed under the optional "Additional percentage of dining services food and beverage expenditures on conventional products with other sustainability attributes" field near the 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
Data outlier - A sustainable food purchasing percentage of 20% or more may indicate data entry errors or inconsistency in how criteria are applied.								Meets criteria	
Data outlier for conventional animal products - Reporting less than 8% may indicate data entry errors or inconsistency in how criteria are applied.								Meets criteria	
						Review Criteria for Local and Community Based Foods. Are we sure we are meeting these criteria? Did Ryan see the criteria?	Not sure how we ourselves can check if the criteria were met. 1.18.19 JW	Meets criteria	

OP 8: Sustainable Dining	Sustainable Dining Policy - Must include specific criteria to support the procurement of environmentally and socially preferable food and beverage products and/or includes guidelines to reduce or minimize the adverse environmental and social impacts of dining operations. Basic 'sustainability commitment' websites are generally not sufficient.				Not Pursuing or Not Applicable				
	Low-Impact Dining Events - Response must reference actual events rather than food offerings.				Meets criteria				
	Sustainability-Themed Meals - Response should reference themed meals rather than offerings or stonage.				Pursuing or Not				
	Sustainability-Themed Outlet - Response should reference a sustainability-themed food outlet. Conventional food outlets that also offer sustainable options are not sufficient.				Meets criteria				
OP 9: Landscape Management	Outreach and Education - Response should reference outreach and education efforts not already mentioned under this credit (e.g., talking about signage is not sufficient, since it's referenced above)				Meets criteria				
	Other Initiatives - Intent of this section is to capture student efforts that are not already covered in the other sections of this credit or in other credits.				Pursuing or Not				
	Data consistency: Total campus area should be consistent across IC 2, 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.	Meets criteria	Look into formal review by Calvin Faculty / Staff next year for STARS report. Would our informal guidelines give us points?						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). High data outliers should be clarified. Land managed under an IPM program that is also organic should be reported at the higher tier (organic).		No affirmative responses.						
OP 10: Biodiversity	Integrated Pest Management (IPM) Program - Response must reference the four components of an IPM plan.								
	Organic Program - Response must affirm that the space has eliminated the use of inorganic fertilizers and chemical pesticides, fungicides and herbicides in favor of ecologically preferable materials.							Note added to STARS 2.5.19 JW	Meets criteria
OP 11: Sustainable Procurement	Affirmative responses must be supported by information provided in descriptive fields.	Meets criteria	Yes, affirmative responses are supported by data. Biodiversity assessments should be reconducted in the near future.					Note added to STARS 2.5.19 JW	Meets criteria
	Part 1: There must be a general purchasing policy that references environmental and/or social preferences. Commodity-specific policies are covered under Part 3 and should not be referenced under Part 1.	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.	Meets criteria							
	Part 3: Descriptions must reference actual policies rather than practices, which are recognized elsewhere in STARS. The last field for "Other" must be a valid commodity-specific guideline not covered above.	Meets criteria							
OP 12: Electronics Purchasing	Note that 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	'No' to everything.					Notes added from Barb Boers 2.8.19 JW	Meets criteria
	The products counted must be EPEAT registered.								
OP 13: Cleaning Products Purchasing	The products counted must be Green Seal or UL ECOLOGO certified and/or Safer Choice labeled (or local equivalents for institutions outside the U.S. and Canada).								
	Check for data outliers (e.g., all FSC certified) that are not affirmed.								
OP 14: Office Paper Purchasing	Data outlier: Number reported under "Total number of vehicles" must be inclusive of all fleet vehicles (not just those that are more sustainable. Data outliers (80-100%) should be clarified.								
	There should be some indication of the timeframe of the commuting assessment (must be within last three years)	Meets criteria							
OP 15: Campus Fleet	Survey must reach a representative sample (e.g., assessing students in a single class isn't sufficient)	Meets criteria							
	There should be some indication of the timeframe of the commuting assessment (must be within last three years)	Meets criteria							
OP 16: Student Commute Modal Split	Survey must reach representative sample (e.g., assessing employees in a single department isn't sufficient)	Meets criteria							
	Response under "Does the institution provide secure bicycle storage (not including office space), shower facilities, and lockers for bicycle commuters?" should indicate that these amenities are co-located within a single facility (if they are not, the response should be updated to No).								
OP 17: Employee Commute Modal Split	Response under "Does the institution provide short-term bicycle parking for occupied buildings?" should indicate that these amenities are available to students who live on-site" should provide indication that long-term bicycle storage is available for students who live on-site. Outdoor bike racks are not sufficient to count as long-term storage.								
	Response under "A brief description of the bicycle and pedestrian plan or policy" must affirm that institution have a bicycle and pedestrian plan or policy (or adhere to a local community plan/policy) that sets standards and practices for campus streets to enable safe access for all users.								
OP 18: Support for Sustainable Transportation	Data consistency: Weighted campus user (WCU) figures should be consistently across IC 3 and OP 18 if the same Performance Year is used. Valid discrepancies should be clarified in the Notes field.	Meets criteria							
	Data outlier: Large differences in the table for "Figures needed to determine total waste generated (and diverted)" between Performance Year and Baseline Year should be checked for data outliers. Any outliers should be clarified in the Notes field.	Meets criteria							
OP 19: Waste Minimization	If post-recycling residual conversion amounts are entered, institutions are required to include a valid response under "A brief description of the residual conversion facility, including affirmation that materials are sorted prior to conversion to recover recyclables and compostable materials". Single stream recycling is not the same as post-recycling residual conversion.	Meets criteria							
	Data outlier, Part 3: Check for data outliers (e.g. 90 or above) for "Percentage of materials diverted from the landfill or incinerator by recycling, composting, donating or re-selling, performance year". Any outliers should be clarified.	Meets criteria							
OP 20: Construction & Demolition Waste Diversion	Start and End dates for Baseline Year and Performance Year must be valid. Baseline year may be any year from 2005 to the present. Older baselines (1990-2004) may be applied if they are adopted as part of the institution's sustainability plans or policies, or in the context of other reporting obligations. Institutions should avoid reporting a peak consumption year as their Baseline simply to increase scores.	Meets criteria	Consider changing the link. Currently it just takes to Physical Plant main page.						
	Data outlier - A response of zero tons of construction and demolition materials landfilled or incinerated is unlikely, and is probably provided when the institution does not know the exact amount. If exact amount cannot be determined, the credit should be updated to Not Pursuing.	Not Pursuing or Not Applicable							
OP 21: Hazardous Waste Management	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.	Meets criteria							
	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.	Meets criteria	Add the Hazardous Waste Policy PDF	PDF added. (1.21.19 JW)					
OP 22: Water Use	Data consistency: Weighted campus user (WCU) figures should be consistent across IC 3, and OP 22 if the same Performance Year is used. Valid discrepancies should be clarified in the Notes field.	Meets criteria							
	Data consistency: Gross floor area should be consistent across IC 2 and OP 22 if the same or similar Performance Year is used. Valid discrepancies should be clarified in the Notes field.	Meets criteria							
OP 23: Rainwater Management	Data outlier: A large differences between Total and Potable water use should be clarified under the Notes field.	Meets criteria							
	Start and End dates for Baseline Year and Performance Year must be valid. Baseline year may be any year from 2005 to the present. Older baselines (1990-2004) may be applied if they are adopted as part of the institution's sustainability plans or policies, or in the context of other reporting obligations. Institutions should avoid reporting a peak consumption year as their Baseline simply to increase scores.	Meets criteria							
	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.	Meets criteria						See if we can figure out why our groundwater usage is so high and include the information in the notes	Meets criteria

Credit	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	
PA 1: Sustainability Coordination	Affirmative responses must be supported by information provided in descriptive fields. Institutions should reference "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			Meets criteria	
PA 2: Sustainability Planning	Responses under Measurable Sustainability Objectives 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	Add descriptions of carbon neutrality plan, and other measurable goals described by the 2017 Climate Commitment	Notes updated (1.25.19 JW)	Meets criteria	
PA 3: Governance	Part 1: Responses for "Do the institution's students/staff/faculty members have an elected representative on the institution's highest governing body?" should reference membership on the highest governing body (usually a Board of Regents or Board of Trustees). Simply having reps on the Board is not sufficient. There must also be support indicating that representatives are elected by their peers to the highest governing body.				Unsure				
	Part 2: Response under "The policies and procedures" must affirm "written policies and procedures to identify and engage external stakeholders (i.e. local residents) in land use planning, capital investment projects, and other institutional decisions that affect the community."				Not Pursued				
	Part 2: Yes/No responses for Local government and/or educational organizations, Private sector organizations, and Civil society should be affirmed under the field, "A brief description of the bodies and mechanisms through which external stakeholders are engaged in institutional governance..."				Not Pursued				
	Note that governance standards adopted at the system level may count as long as they apply to and are followed by the institution. Institutions belonging to a system are encouraged to review responses from other institutions within the system.				Not Pursued	Do student senate representatives participate in the BO17? Or do they merely observe? Clarify in notes.	Students do not participate. Updated in notes, 1.25.19 JW	Meets criteria	
PA 4: Diversity & Equity Coordination	Part 1: Response must reference a diversity and equity committee, office, and/or officer. 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.	Meets criteria			Meets criteria			Meets criteria	
PA 5: Assessing Diversity & Equity	Affirmative responses must be supported by information provided in descriptive fields. 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	Fix Link #1 in notes. Fix Link #2 in Notes.	Links fixed and updated 1.22.19 JW				Meets criteria	
PA 6: Support for Underrepresented Groups	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							
	Recruiting & Mentoring, counseling and support: Affirmative responses must be supported by information provided in descriptive fields. If students, faculty and staff are all checked, the response under the descriptive field must reference clarify recruitment/support for all three. Recruitment should cover prospective students/faculty/staff while "Mentoring/support should cover existing students/faculty/staff."	Meets criteria							
	Support for Future Faculty - Intent of this section is to recognize efforts to increase the supply of academic professionals from underrepresented groups across higher education. 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.	Meets criteria	Link #3 in notes does not work	Link updated 1.22.19 JW					Meets criteria
PA 7: Affordability & Access	Affirmative responses must be supported by information provided in descriptive fields. Data outliers, Part 2 - Institutions should report figures based on the largest admissions group or student cohort (all students or all undergraduate students). Data outliers should be clarified in the Notes field.	Meets criteria						Meets criteria	
PA 8: Committee on Investor Responsibility	Efforts to improve investor responsibility should be reported under PA 9 and are not sufficient here in the absence of a formal committee on investor responsibility.	Meets criteria							
	Descriptive responses should support responses for staff, faculty and student representation. Any areas not clarified should be updated to No.	Meets criteria	Consider adding any notes that are needed.	Looks fine 1.22.19 JW				Meets criteria	
PA 9: Sustainable Investment	Data consistency: Total value of the investment pool should be equal to or higher than what is reported under IC 7 for Endowment Size (endowment is a part of total investment pool).	Meets criteria							
	Part 1 - Response under "A brief description..." must reference each category of sustainable investment. Check for errors in how investments are classified.	Requires revision							
	Part 1 - Data outliers in value of sustainable holdings should be clarified in the Notes field.	Meets criteria							
	Part 2 - Affirmative responses must be supported by information provided in descriptive fields.	Meets criteria	Needs more detailed notes about what goes in which category.	Notes added from Fernando Vigil, Anisah Blake 1.31.19 JW				Meets criteria	
PA 10: Investment Disclosure	The investment disclosure must provide the amount invested in each fund and/or company, and it must be updated annually. 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.	Unsure	Include a note about investment manager?	Notes added from Barb Boers to Internal Notes. Copied to the public report 2.4.19 JW				Meets criteria	
PA 11: Employee Compensation	Part 1 - Check for low outliers under "The local living wage" and to ensure that the correct figure was included (2 Adults 2 Children). Anything below \$14 should be double-checked. http://livingwage.mit.edu/	Suggestion for improvement							
	Part 2 - If Yes, percentage must be entered.	Unsure							
	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. Institutions must not omit regular part-time workers.	Suggestion for improvement	Note about Part 2 - the responsible party is unsure. Are we able to collect this data to be sure? Also, is this data available in any reports?	Notes added 2.9.19 JW				Meets criteria	
PA 12: 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.	Suggestion for improvement							
PA 13: Wellness Program	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).	Requires revision	The description needs to reference opportunities for students if they are to be classified as "yes."	Notes added 2.9.19 JW				Meets criteria	
PA 14: Workplace Health & Safety	Full-time equivalent of employees should be consistent between PA 14 and IC 3 if the same Performance Year is used. Valid discrepancies should be clarified in the Notes field.								
	Start and End dates for Baseline Year and Performance Year must be valid (i.e., Baseline start date must be before Baseline end date, etc.). Baseline year may be any year from 2005 to the present. Older baselines (1990-2004) may be applied if they are adopted as part of the institution's sustainability plans or policies, or in the context of other reporting obligations. Institutions should avoid reporting a peak emissions year as their Baseline simply to increase scores.				Meets criteria	Great notes.		Meets criteria	

Credit	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
Innovation A - D	Innovation credits are open-ended and reserved for new, extraordinary, unique, groundbreaking, or uncommon outcomes, policies, and practices that address sustainability challenges and are not covered by an existing credit or exemplar practice credit. The topic outlined in the innovation credit must focus on sustainability, and/or addresses sustainability challenges. The innovation topic should address all dimensions of sustainability (social, environmental, economic). The innovative practice or program has to be something that the institution has already implemented; planned activities do not count. While the practices that led to receiving an award may be appropriate for an innovation credit, winning awards and/or high sustainability rankings in other assessments is not, in and of itself, grounds for an innovation credit. summary provided must clearly describe the institution's role in the innovation. Ensure that innovative initiatives are not already covered in an existing STARS credit. Community Partnerships are commonly referenced for IN, so they must demonstrate that the initiative goes above and beyond the Community Partnerships credit.				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 1: Sustainability Course Designation	Intent of this exemplary practice is to recognize institutions that go above and beyond the AC 1 criteria by formalizing sustainability course listings for current and prospective students in the course catalog or similar. Responses must provide documentation that the standard course catalog includes sustainability designations across academic disciplines (e.g., a sustainability "filter" in an online catalog or a sustainability "tag" in the printed catalog), a public sustainability catalog of courses is accessible to students. Providing a website that lists sustainability courses or listing sustainability courses available to earn a sustainability minor or similar is not sufficient.				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 2: NSSE Sustainability Education Consortium	Participation in the NSSE Sustainability Education Consortium must be documented. See recent lists at http://nsse.indiana.edu/html/consortia_list.cfm?consFlag=yes&consortiaie#2017#SEC .				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 3: Academy & Industry Connections	To count, the policies or guidelines must address ALL of the following: 1) Require that all significant consulting contracts (e.g. those worth \$5,000 or more a year) be reported to a standing committee charged with reviewing and managing individual and institutional conflicts of interest; 2) Prohibit faculty, students, postdoctoral fellows, medical residents, and other academic professionals from engaging in industry-led "ghostwriting" or "ghost authorship"; 3) Prohibit participation in sponsored research that restricts investigator access to the complete study data or that limits investigators' ability to verify the accuracy and validity of final reported results; and 4) Ban confidential corporate research (i.e., research that cannot be published). Note: Check for keywords in documentation like "ghost", "conflict".				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 4: Green Athletics	An active green athletics program must be in place. 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 (at least four).				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 5: Green Event Certification	A green event certification program that has certified one or more events in the previous year must be in place. 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 (at least four).				Not Pursuing			Not Pursuing
IN 6: Hospital Network Campus	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. Documentation on formal Fair Trade designation should be provided.				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 8: Certified Green Cleaning	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			Not Pursuing or Not Applicable
IN 9: Green Laboratories	Participation in a green laboratory benchmarking or certification program must have occurred. Simply referencing green laboratory initiatives is not sufficient in the absence of a certification or benchmarking program. Intent of this credit is to recognize institutions that participate in a green laboratory benchmarking or certification program that covers at least three of the listed areas. Standard hazardous waste programs are covered under OP 21: Hazardous Waste Management. To pursue this exemplary practice, institutions must support affirmative responses in at least three 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			Not Pursuing or Not Applicable
IN 10: Sustainable Dining Certification	Institutions must provide support for each certification with an affirmative response, either through URL or description. Check third-party certification sites to confirm (e.g., Tree Campus USA: https://www.arborday.org/programs/treecampususa/campus.cfm).	Meets criteria	URL added from Tree Campus USA, 1.25.19 JW		Not Pursuing or Not Applicable			Meets criteria
IN 12: Pest Management Certification	Formal certification must have taken place from one of the approved programs on the list.				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 13: Spend Analysis	There must be indication that the institution has conducted a comprehensive spend analysis to assess the sustainability impacts of its purchasing across all significant commodity categories and has identified and prioritized opportunities for improvement.				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 14: Bike Friendly University	Institutions must provide support for each certification with an affirmative response, either through URL or description.				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 15: Stormwater Modeling	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, as this is covered under the Stormwater Management credit.				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 16: Campus Water Balance	Intent of this exemplary practice is to recognize institutions that 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			Not Pursuing or Not Applicable
IN 17: Natural Wastewater Systems	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			Not Pursuing or Not Applicable
IN 18: Pre-submission Review	To count as an exemplary practice, 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. Check for documentation that conforms to the AA1000 Stakeholder Engagement Standard. At minimum, a formal, public commitment to the Accountability principles as defined in the AA1000 Stakeholder Engagement Standard (SES) must be evident.	Requires revision	The review process was done by two internal reviewers and then also by the EESC on 2.9.19					Meets criteria
IN 19: Community Stakeholder Engagement	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			Not Pursuing or Not Applicable
IN 20: Pay Scale Equity	The credit should only reference pay for adjunct (i.e., part-time) faculty. Pay for full-time faculty should not be included or referenced. There must be documentation supporting the institution's adjunct faculty pay rate. Affirmation from the HR office is recommended if published documentation is not available.				Not Pursuing			Not Pursuing
IN 21: Adjunct Faculty Compensation	Institutions must provide support that they received a Campus Pride Index rating at or above 4 STARS. It is always best to include a link to the recognition page on the Campus Pride Index (go to https://www.campusprideindex.org/search/index and search by state).				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 22: Campus Pride Index	Institutions must be on one or more official lists for minority-serving institutions, historically disadvantaged institutions, indigenous institutions, or the equivalent. If claiming the institution is a MSI, check this site to confirm: http://tenet.org/diversity/working-us/minority-serving-institutions				Not Pursuing or Not Applicable			Not Pursuing or Not Applicable
IN 23: Serving Underserved Groups					Not Pursuing or Not Applicable			Not Pursuing or Not Applicable