



GOLD CHECKLIST

PARTICIPATION

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

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

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

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

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

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

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

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

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

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

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

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

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

ENERGY

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

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

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

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

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

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

How To:

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

TRANSPORTATION & COMMUTING

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

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

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

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

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

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

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

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

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

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

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

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

KITCHEN

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

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

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

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

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EVENTS

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

How To:

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

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

How To:

These actions will ensure a zero waste event

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

REDUCE, REUSE

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

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

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

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

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

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

RECYCLE

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

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

PURCHASING

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

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

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

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