

# Scotty Goes Green - Workplace Certification Checklist

Use this checklist to identify behaviors, policies and practices, and educational efforts occurring in your workplace. Refer to the Workplace Certification Guide for information on each action.

Each action has an associated point value: 1 point = easy to carry out, require a low time commitment, and have no financial investment required; 2 points = a bit more effort to enact, but still low cost; 3-4 points = larger commitments, both in terms of time and effort.

Scores will be partially tallied immediately upon submitting this checklist. This is a preliminary score as a few actions need to be manually calculated.

Questions? Contact [GreenPractices@andrew.cmu.edu](mailto:GreenPractices@andrew.cmu.edu)

\* Required

1. Email \*

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2. Name of primary Scotty Goes Green (SGG) Rep \*

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3. SGG Rep Email \*

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4. SGG Rep Phone

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5. Workplace Name \*

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6. Please describe how you have defined your workplace:

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7. Department or College \*

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8. Building \*

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9. Floor or Room Number \*

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10. Number of Staff in Workplace \*

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### Nurturing Sustainability Culture

11. Members of our workplace know who is/are the Scotty Goes Green Rep(s) and the Reps are available to answer questions or hear new ideas and comments regarding CMU green practices. *(The number of hours spent engaging that you report does not impact points awarded here, but assists us in our sustainability reporting for national rankings)* 2 points

Mark only one oval.

- Workplace members are not aware of our SGG Rep(s)
- Workplace members know our SGG Rep(s), but the Reps don't actively engage workplace members. 1 point
- Yes, and SGG Rep(s) spend an average of an hour a week engaging workplace members. 2 points
- Yes, and SGG Rep(s) spend 1-5 hours a week engaging workplace members. 2 points
- Yes, and SGG Rep(s) spend more than 5 hours a week engaging workplace members. 2 points

12. We include an introduction to our sustainability initiatives in department-level new employee orientation. 2 points

Mark only one oval.

- Yes
- No
- No, but we'd like suggestions on sharing CMU green practice and sustainability resources.

13. Department-level onboarding for new employees includes a reminder of employee wellness offerings. 2 points

Mark only one oval.

- Yes
- No, but we'd like suggestions on wellness resources we can share with new employees.
- No, we assume this is covered by the general CMU onboarding session.

14. Our department/division website includes a link to the Environment@CMU website ([cmu.edu/environment](http://cmu.edu/environment)) and workplace-specific information about how to be more sustainable. 1 point

Mark only one oval.

- Yes  
 No

15. We have information about our workplace's sustainability efforts and/or what we are doing to meet the SGG Workplace Certification program posted in an easily visible location for employees and visitors to see. 1 point

Mark only one oval.

- Yes  
 No

16. Our workplace has a public DEI statement on our department website. 1 point

Mark only one oval.

- Yes  
 No, our website does not include a DEI statement

17. Workplace members participate in sustainability-focused professional development and training opportunities (*the percentage reported does not impact points awarded here, but assists us in our sustainability reporting for national rankings*): 2 points

Mark only one oval.

- No one  
 1-24% of employees 2 points  
 25-49% of employees 2 points  
 50-74% of employees 2 points  
 75% or more of employees 2 points

18. Our department incorporates sustainability into performance reviews. 3 points

Mark only one oval.

- Yes  
 No

19. Our workplace has an active Green Team. *(The number of hours spent engaging that you report does not impact points awarded here, but assists us in our sustainability reporting for national rankings)* 2 points

Mark only one oval.

- No, we don't have a Green Team
- No, we don't have a Green Team, but we are working on establishing one!
- Yes, we have an active Green Team, but they don't actively engage office members 2 points
- Yes, and the Green Team spends an average of 1 hour a week engaging office members 2 points
- Yes, and the Green Team spends up to 5 hours a week engaging office members 2 points
- Yes, and the Green Team spends more than 5 hours a week engaging office members 2 points

20. We formally challenged another workplace to participate in the Scotty Goes Green Workplace Certification Program. 2 points

Mark only one oval.

- Yes
- No

21. Our workplace participates in Staff Council's annual Food Drive by donating, having an employee serve as team captain, or with other support. 2 points

Mark only one oval.

- Yes
- No

22. Our workplace participates in HR's annual United Way Campaign by donating, having an employee serve as team captain, or with other support. 2 points

Mark only one oval.

- Yes
- No

### Meetings and Events

23. The SGG Rep or another workplace representative regularly attends Green Practices Committee meetings. 2 points

Mark only one oval.

- Yes 2 points
- No, the meeting times don't work for me, but I read the meeting notes. 1 point
- No, we keep up to date on campus sustainability efforts in other ways.

24. We include sustainability topics as a regular agenda item at department meetings. 1 point

*Mark only one oval.*

Yes

No

25. We select sustainable catering options for meetings and events. 3 points

*Mark only one oval.*

Yes

No

26. Leftover food from events is offered to attendees, students, or donated to 412 FoodRescue instead of being disposed of. 2 points

*Mark only one oval.*

No

27. We request compost and recycling bins for meetings and events with food where they are not already present in the spaces we are using. 2 points

*Mark only one oval.*

Yes 2 points

No, we always meet in locations that already have recycling and compost bins 2 points

No, we aren't sure of the process to request compost bins

No, we don't use these types of bins for our meetings

28. Workplace meetings are paper-free, providing agendas and other items digitally to attendees. 1 point

*Mark only one oval.*

Yes

No

## Purchasing

29. When choosing vendors, the workplace looks for diverse, women-owned, or local businesses and currently works with (the percentage that you report does not impact points awarded here, but assists us in our sustainability reporting for national rankings): 3 points

*Mark only one oval.*

- No vendors available that meet these categories
- Less than 5% of vendors meet these categories 2 points
- 6-10% of vendors meet these categories 2 points
- More than 10% of vendors meet these categories 2 points

30. Purchasing preference is given to companies that use non-plastic or minimal packaging for shipments. 3 points

*Mark only one oval.*

- Yes
- No

31. When we buy supplies for our workplace we buy in bulk to reduce the number of shipments and to minimize packaging waste. 2 points

*Mark only one oval.*

- Yes
- No

32. We don't rely on on-demand purchasing and keep commonly needed things in stocks. 1 point

*Mark only one oval.*

- Yes
- No

33. Our workplace books air travel with Collegiate Travel Planners (CTP), CMU's preferred travel supplier, knowing that the University offsets the emissions associated with University-sponsored air travel purchases through CTP. 1 point

*Mark only one oval.*

- Yes
- No

34. When purchasing new paper-based office products, such as hanging folders, Post-it Notes, file folders, etc., we buy items that are FSC certified or have high post-consumer recycled contents. 2 points

Mark only one oval.

Yes

No

35. Paper purchased for general purpose printing and copying (*points awarded based on paper certifications and percentage of PCC, up to 4 points max*): up to 4 points

Check all that apply.

is FSC-certified 1 point

has no post consumer recycled content (PCC)

contains 10-29% PCC +1 point

contains 30-90% PCC or + 2 points

contains 90-100% PCC or + 3 points

36. We use vegetable-based inks in our office printers and/or for all marketing materials, such as brochures, handouts, etc. (*2 points awarded for both workplace and marketing materials, up to 4 points max*) 4 points

Check all that apply.

Yes, in our workplace printers

Yes, for our marketing materials, such as brochures and handouts

No

37. The coffee and tea provided by our office is fair trade and/or organic. 3 points

Mark only one oval.

Yes

No

38. When we replace or update appliances and equipment, in recent year(s) we purchased those that are *(the percentage that you report does not impact points awarded here, but assists us in our sustainability reporting for national rankings)*: up to 4 points

Mark only one oval per row.

	We don't do this	1-25% of purchases	26-50% of purchases	49-75% of purchases	76-100% of purchases	
<b>Energy-Star (or equal) rated appliances and equipment</b>	<input type="radio"/>	2 points for any percentage of purchases				
<b>EPEAT certified green electronic equipment</b>	<input type="radio"/>	2 points for any percentage of purchases				

39. The giveaways and swag distributed by our workplace are durable, useful, or an alternative to material items. 3 points

Mark only one oval.

- Yes  
 No

### Energy

40. We unplug or switch off electronics between uses to prevent Vampire Power. 1 point

Mark only one oval.

- Yes  
 No

41. We use centralized, shared resources such as refrigerators, coffee makers, microwaves, printers, and copiers instead of maintaining many for personal use. 2 points

Mark only one oval.

- Yes  
 No

42. Communal workplace lighting has been switched to LED bulbs. *(The number of fixtures that you report does not impact points awarded here, but assists us in our sustainability reporting for national rankings)* up to 2 points

Mark only one oval per row.

	None	1-10 fixtures	11-20 fixtures	21-30 fixtures	more than 30 fixtures	
<b>Overhead fluorescent tube lights</b>	<input type="radio"/>	1 point for any number of fixtures				
<b>Task lighting and standing lamps</b>	<input type="radio"/>	1 point for any number of fixtures				

43. Lights in communal spaces are turned off at the end of the workday or use motion sensors to automatically turn off. 1 point

Mark only one oval.

- No, we do not have a practice of shutting off lights in common spaces
- Yes, the last person out turns off lights in communal spaces 1 point
- Yes, we have motion sensors that shut off lights in unoccupied spaces 1 point

44. There are posted reminders (such as light switch stickers) around the workplace reminding staff to switch off lights or unused appliances. 2 points

Mark only one oval.

- Yes
- No
- No, but we'd love some stickers once they are available

45. We ensure that windows in communal spaces are tightly closed during the heating and cooling seasons. 1 point

Mark only one oval.

- Yes
- No

## Transportation

46. There is bicycle parking located convenient to our building. If not, we contacted CMU's Parking & Transportation Services department to see if relocating existing bike racks or obtaining new racks is a possibility. 1 point

*Mark only one oval.*

- Yes, there is nearby bicycle parking. 1 point
- No, but we contacted CMU's Parking & Transportation Services. 1 point
- No, there isn't and we haven't asked for bike parking.

47. For public events where attendees will be traveling to campus, our workplace includes instructions on how to travel to campus via alternative transportation means. 2 points

*Mark only one oval.*

- Yes
- No

48. Our workplace provides access to sustainable transportation or suggestions and reminders about alternative transportation methods for workplace employees to travel across campus or attend nearby meetings. 3 points

*Mark only one oval.*

- Yes
- No

49. We have designated our loading/drop-off zones as idle free. 3 points

*Mark only one oval.*

- Yes
- No

Waste Reduction and Diversion

50. Office printers and/or computers are set to default to double-sided printing. 1 point

*Mark only one oval.*

Yes

No

51. Our workplace has a kitchenette that provides our employees a place to store lunch items and/or warm them up, and a means for washing dishes. 2 points

*Mark only one oval.*

Yes

No

52. In the kitchen area/break room, we use refillable or bulk containers for sugar, salt & pepper, ketchup, etc. to avoid individual condiment packets. 3 points

*Mark only one oval.*

Yes

No

53. We collect single-sided, previously used paper to be made into notepads, used for scratch paper, etc. 1 point

*Mark only one oval.*

Yes

No

54. We designate one printer for draft prints or internal documents that is stocked with previously used one-sided printed pages. 2 points

*Mark only one oval.*

Yes

No

55. We have a designated area in our supply closet, or elsewhere in our workplace, for sharing office supplies that can be reused (file folders, binders, pens, paper clips, etc). 1 point

*Mark only one oval.*

Yes

No

56. We arrange for still-good surplus furniture and equipment that we replace to be reused or donated, instead of throwing it out. 2 points

*Mark only one oval.*

Yes

No

57. We use rechargeable and reusable batteries for all small equipment and properly dispose of them when they no longer hold a charge. 3 points

*Mark only one oval.*

Yes

No

58. The workplace provides reusable dishware (cups, plates, glasses, cutlery) for daily personal use instead of stocking disposable dishware. 3 points

*Mark only one oval.*

Yes

No

59. We arrange for broken furniture, electronics, equipment, and more to be repaired (or checked if repair is possible) before throwing it out. 2 points

*Mark only one oval.*

Yes

No

60. Does your workplace divert the following from the landfill: Bottles & Cans, Paper, Cardboard, Food waste and compostable items, Electronics, Batteries, Printer cartridges? up to 7 points

Mark only one oval per row.

	Yes!	We want to, but we're not sure what goes in the bin	No, we don't have a communal bin	No, we're unsure of the procedure	No, we didn't know we could	
<b>Bottles &amp; Cans</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 point
<b>Paper</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 point
<b>Cardboard</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 point
<b>Food waste and compostable items</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 point
<b>Electronics</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 point
<b>Batteries</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 point
<b>Printer cartridges</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1 point

61. Instructions on properly sorting waste are posted near all waste stations or shared with employees. 1 point

Mark only one oval.

- Yes  
 No

### Water

62. We immediately report leaks and running faucets or toilets to FMCS. 1 point

Mark only one oval.

- Yes  
 No

63. The break room dishwasher is used more often than hand washing dishes.

2 points

*Mark only one oval.*

- We don't have space or infrastructure for a dishwasher
- We have a dishwasher, but don't use it
- We have a dishwasher and use it more often than hand washing 2 points

64. We have eliminated bottled water from the workplace.

up to 2 points

*Mark only one oval.*

- No, we supply single-use bottled water for workers and guests.
- No, we supply single-use bottled water for guests only, but employees have reusable options. 1 point
- Yes, employees have their own cups/mugs and we supply these for office guests. 2 points

#### Wildcards

Each wildcard is worth one point

65. 1 - Please submit a workplace action not captured in this document.

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66. 2 - Please submit a workplace action not captured in this document.

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67. 3 - Please submit a workplace action not captured in this document.

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