UNIVERSITY OF VIRGINIA
GREEN WORKPLACE
PROGRAM

Version 0.5

UVA Green Workplace Program
Resource Guide

DRAFT
June 17, 2013

Welcome!

Thank you for your interest in enhancing the sustainability and environmental performance of your workplace. The Green Workplace Program was developed by the University Committee on Sustainability to help guide and recognize UVA workplaces that are taking a leadership role in considering the sustainability of their operations.

1	**Green Workplace Program**
8	**Categories**
60	**Actions**
100	**Points Possible**

Points Earned	Award
25+ Points	Bronze
50+ Points	Silver
75+ Points	Gold

How the Green Workplace Program Works

The heart of the Green Workplace Program is the credit checklist: a list of 60 actions participating workplaces can implement to improve sustainability and reduce costs. Credits range between 1 and 5 points, based on the expected effort required to implement each action. Participants self-report their actions, and upon certification, earn a Green Workplace Program award based on the total points earned. 25 points for a Bronze Award, 50+ points for a Silver Award, and 75+ Points for a Gold Award.

How to Use This Resource Guide

This document serves both as an instruction manual for the Green Workplace Program and a stand-alone guide offering tips and ideas on how to green your workplace environment. The guide is organized according to the 8 categories of the Green Workplace Program checklist: energy, transportation, purchasing, zero waste, community, health, food, and bonus credits. An explanation of the credit intent and additional resources for implementing each credit is given.

Pursuing Green Workplace Certification

To get started with the process of earning a Green Workplace award, please begin by completing the steps below:

1) Establish a Green Team. Forming a Green Team is a critical step to completing the Green Workplace Program. Depending on the size of your workplace, the Green Team might be just 2 people or over a half-dozen, but it is important to establish a team very early in the process and rely on the team throughout the Program.
2) Define the scope of your workplace. The Green Workplace Program has specifically picked the word "workplace" as opposed to department, school, or office in recognition that UVA workplaces are diverse. Please define the bounds of your workplace based on your individual circumstances. In cases where there are a large number (100+) of employees or where employees might be located in different buildings, we would suggest creating several smaller workplaces for the purposes of certification.
3) Have leadership approval. The Green Workplace Program is designed to reduce costs and improve the University's environmental performance. To be effective, the Green Workplace Program must be pursued with the approval and support of workplace leadership. Begin with an email from your workplace's manager to all employees. The email should introduce the Green Workplace Program, express support for your workplace's pursuit of certification, set a target level of certification, introduce the members of your Green Team, and establish the Green Team as your workplace's contact point for information and suggestions relating to sustainability.
4) Register for the Green Workplace Program by completing the Registration Form contained in the Green Workplace Program excel file.

5) Complete Initial Self-Assessment: Review the Green Workplace Program Checklist, available in the "Checklist" worksheet of the GWP excel file. With your Green Team, perform an initial self-assessment of your workplace to determine what credits are easy to achieve, possible, and unlikely and indicate the appropriate findings in the Self-Assessment column of the checklist. Based on this self-assessment, target a desired certification level and prioritize the credits your workplace intends to document.

6) Document Credits: Document specific actions your workplace has completed in each of the 8 Program categories. Each category has a separate worksheet in the Excel worksheet.

7) Certify and Celebrate: Once you have documented the necessary number of credits to achieve your target certification level, submit the completed excel sheet to the Green Workplace Program staff (ajg5k@virginia.edu) to confirm your certification. Once certified, celebrate! Have a party, post your certification status on your workplace website, and tell all your friends and colleagues.

The Credit Checklist

Category	Total Credits	Total Points
Energy	11	19
Transportation	8	14
Procurement	8	15
Zero Waste	11	14
Community	7	11
Health	4	6
Food	7	12
Bonus	4	9

Energy

Credit E-1: Computer Sleep Settings – 1 Point, Easy
Personal computers, especially desktop computers, can use a significant amount of power when on, up to about 250 watts (equivalent to 10 CFL lightbulbs). Sleep settings will reduce PC power consumption to minimal levels (about 10 watts) while offering the convenience of quick startup. Sleep settings ensure that if you forget to turn off a computer, the computer will use less power. Turning a computer off will reduce consumption to about 3 watts. This remaining energy use is known as vampire load; to eliminate this consumption, see tip E-10.

To complete this credit, implement sleep settings on at least 90% of computers (both individual and shared) in your workplace. The links below offer instructions on how to adjust sleep settings on Windows and Mac computers. For large organizations, these settings can often be pushed out to all computers automatically. Please contact your system administrator or Local Support Personnel (LSP) for more information.

For more information: http://windows.microsoft.com/en-PH/windows7/Reduce-your-computers-carbon-footprint

How to edit power settings
- Windows 7 - http://windows.microsoft.com/en-us/windows7/Ways-to-improve-your-computers-performance
- Windows XP - http://windows.microsoft.com/en-US/windows-xp/help/setup/configure-power-management
- Mac - http://support.apple.com/kb/HT2490

Bonus: Additional energy can be saved by reducing the brightness of your laptop display or computer monitor.

Credit E-1 Reporting Fields:
1. Approximate number of computers in workplace:
2. Approximate number of computer with sleep settings implemented prior to GWP program:
3. Approximate number of computer with sleep settings implemented as a result of GWP program:

Credit E-2: Light Switch Prompts – 1 Point, Easy
Posting "Flip the Switch" signs near or on light switches in your workplace reminds individuals to turn off lights when they leave a room. Prompts should be located in individual areas and common areas, where shared space may lead users to leave lights on out of courtesy for others.

To obtain "Flip the Switch" signs, visit www.virginia.edu/sustainability.

Credit E-2 Reporting Fields:
1. Date prompts posted:
2. Number of prompts posted:

Credit E-3: Pre-Holiday Checklist – 1 Point, Easy
Send a reminder email before common breaks, such as July 4th, Thanksgiving, and the December holidays, to all individuals in your workplace.

Below is a sample reminder email. Please adapt to specific features in your workplace.

Before leaving for break, please take the following steps to reduce energy consumption while you are away:

- Winter: If you are able, turn thermostat down to 60 degrees in your work area.
- Summer: If you are able, turn thermostat up to 80 degrees in your work area.
- Shut curtains/lower your blinds for extra insulation.
- Shut off power strips.
- Unplug appliances not plugged into power strips (like microwaves, coffeepots, printers, faxes, and chargers).
- Remember to unplug appliances in common areas as well.
- Tightly turn off faucets, and report any leaks.
- Turn off the lights, including common areas.
- Have a safe and happy break!

Credit E-3 Reporting Fields:
1. Date of first reminder email:
2. Text of reminder email:

Credit E-4: Overheating/cooling - 1 Points, Easy

At a staff meeting or by other means, ask all employees in your workplace if problems exist regarding overheating or overcooling. If problems are discovered, contact your building manager to report issue.

Credit E-4 Reporting Fields:

1. Number of problems reported:
2. Date building manager contacted:
3. Name of building manager contacted:

Credit E-5: Window Blinds – 1 Point, Easy

If your workplace has blinds and shades, open them to provide light and heat in cooler weather. In warmer weather, close them to keep out heat. Please distribute information to workplace users with blinds/shades.

Credit E-5 Reporting Fields:
1. Distributed Information to Workplace on blinds/shades: Yes   No
2. Date information distributed:
3. Method of Distribution: Staff Meeting   Email   Other_____

Credit E-6: Temperature Settings - 1 Points, Easy

The UVA Energy and Sustainability Policy provides required temperature ranges for climate control settings in UVA buildings. Ensure your workplace uses the most efficient temperature by cooling to no less than 76 degrees and heating to no more than 67 degrees.

Credit E-6 Reporting Fields:
1. We have adjusted our practices to observe UVA Energy Policy minimum settings (Summer: 76°F; Winter: 67°F):   Yes   No
2. We already observe UVA Energy Policy minimum settings: Yes   No
3. We do not have the ability to set temperatures in our workplace: True   False

Credit E-7: Device Sleep Settings – 2 Points, Moderate
In addition to personal computers (Credit E-1), many printers, copiers, fax machines and other workplace devices have the ability to enter a low-power sleep mode after a period of inactivity. To earn this credit, implement or verify that all applicable devices in the workplace have sleep mode enabled.

Contact your Local Support Partner (LSP) for assistance with changing default settings to enable sleep mode on copiers and printers.

Credit E-7 Reporting Fields:
1. Number of devices with sleep settings enabled:

Credit E-8: No Incandescent Lights – 2 Points, Moderate
The installation of new incandescent or halogen lighting is prohibited by the UVA Energy and Sustainability Policy. However, incandescent bulbs may still remain in workplaces across Grounds. Although cheap to purchase, incandescent bulbs consume 4x more electricity and burn out far quicker than alternatives. A single 17 watt LED delivers 1100 lumens of light and costs $33 to purchase and $36 to power for its 25,000 hour life. To deliver the same amount of light with an incandescent, 33 bulbs would be required at a total cost of $50. And those 33 bulbs would consume $160 worth of electricity, even at low Virginia wholesale electricity rates.

Bulbs in personal lamps brought from home are **not** excluded from this credit. UVA is still paying for 4x more electricity than is warranted, and employees are still shelling out more money to purchase incandescent bulbs.

Have an office scavenger hunt to locate any incandescent bulbs in your workplace. Contact Facilities Management to request replacement of incandescent bulbs with more efficient lighting options.

Credit E-8 Reporting Fields:
1. Date scavenger hunt conducted:
2. Number of bulbs found:
3. Number of Incandescent Bulbs Replaced with CFL/LED alternative or removed

Credit E-9: Redundant Appliances, 3 Points, Difficult

Opening an unkempt office refrigerator full of mystery leftovers and decades-old salad dressings could make even the die-hard green workplace aficionado yearn for a personal mini-fridge. The "tragedy of the commons" can be very tragic, but it is also preventable through proper management. Purchasing private appliances, such as mini-fridges, instead of sharing a larger refrigerator is very inefficient. Even though mini-fridges have only a quarter or even an eighth of the capacity of larger fridges, on average they use almost as much energy as a full-size unit. Purchasing 5 mini-fridges instead of 1 large fridge will not only cost nearly twice as much upfront, but will result in electricity bills that are about four times larger. It is also likely that one large, shared fridge can hold lunches and snacks for far more than 5 people.

Workplaces that already share refrigerators and other appliances are given 3 points for this credit. For workplaces that already redundant appliances in place, we do not suggest removing the appliances unless they are over 15 years old. Rather, these workplaces should prohibit future University purchase or private installation of individual appliances, conduct an audit of existing redundant appliances, and work with the Green Workplace Program staff to quantify the costs and benefits of an appliance consolidation.

And for those struggling with office refrigerator etiquette, here's a place to look for help:
http://chowhound.chow.com/topics/853105

Credit E-9 Reporting Fields:
1. We already share refrigerators and other appliances: Yes   No
2. If No, our workplace has prohibited the purchase and/or installation of redundant appliances.
3. If No, provide counts of individual appliances:
    a. Refrigerators:
    b. Microwave Ovens:
    c. Other

Credit E-10: Redundant Printers, 3 Points, Difficult

A similar rationale to Credit E-9: Redundant Appliances can be applied to printers as well. But electricity consumption is not the only concern with redundant printers. Small, desktop printers are not only less efficient than a larger shared printer, but are more expensive to maintain, more difficult to service, are slower, and offer fewer features.

Credit E-10 Reporting Fields:
1. Does your workplace already utilize shared printers: Yes   No
2. If No, our workplace has prohibited the purchase and/or installation of redundant printers:
3. If No, the number of individual printers installed in our workplace:

Credit E-11: Building Scheduling, 3 Points, Difficult

Much of the energy consumed in University buildings is used to run the heating, ventilation, and air conditioning systems (HVAC). In some cases, it is possible to schedule a building's HVAC system to ramp down significantly during off-hour times. If available, it is important for building occupants to be engaged in this process to inform a proper schedule and insure that the building schedule is communicated to all occupants. To earn this credit, investigate the opportunity to implement (or improve) building scheduling in your workplace by contacting the Department of Energy & Utilities at XXXX.

Credit E-11 Reporting Fields:
1. Has your workplace investigated implementing building scheduling?　　Yes　　No
2. Results of the investigation:

Transportation

Credit T-1: TDM Information – 1 Point, Easy

Transportation Demand Management (TDM) is designed to reduce the number of UVA employees and students who drive alone to Grounds. UVA pursues TDM strategies to reduce its environmental impacts, lessen congestion on Grounds and in the community, promote healthy travel behavior, and avoid the need for costly parking garages.

Pursuing alternatives to driving alone can help commuters save money, become more active, and/or recapture commuting time for productive activity. And TDM strategies aren't just limited to those living in urban areas, in fact, 83% of UVA employees live within a ½ mile of at least 4 other employees. Zimride can help connect UVA employees interested in carpooling.

To earn this credit, please distribute information about UVA's TDM programs to your workplace in the method determined by your Green Team. TDM resources are available on the UVA Parking and Transportation Website. http://www.virginia.edu/parking/TDM/index.html

Credit T-1 Reporting Fields:
4. We have distributed TDM information to workplace:　　　　Yes　　No
5. Date information distributed:
6. Method of Distribution:　　　Staff Meeting　　　　Email　　　　Other_____

Credit T-2: Bicycle Parking

Bicycles offer a fast, healthy option for moving across Grounds and, for some, are a great commute option. The University strives to provide secure bicycle parking that is convenient to buildings on Grounds. Please determine the distance from your building entrance to the nearest bicycle rack(s). If current members of your workplace are bicyclists, ask them if they have any concerns about bicycle parking. If racks are judged to be too inconvenient or if there are concerns about the racks, contact the Department of Parking and Transportation. P&T may be able to resolve concerns at no cost to your workplace.
http://www.virginia.edu/parking/TDM/active/bikeinfo.html

Credit T-2 Reporting Fields:
1. Distance from building entrance to nearest bicycle rack (in feet). Specify 0 if bicycle parking is inside building:
2. Describe any concerns about current racks identified either by your Green Team or through conversations with bicyclists in your workplace:

3. If concerns were noted, date when P&T was contacted:

Credit T-3: Fare Free Transit

Charlottesville is served by two transit systems, the University Transit System (UTS) and Charlottesville Area Transit (CAT). The University has entered into a fare reciprocity agreement and as a result, all UVA employees and students with a valid UVA ID can ride any CAT bus for free. All UTS routes and the Free Trolley are free for everyone, whether affiliated with UVA or not.

To complete this credit, make sure all that all employees, and especially new employees, are aware of the Fare Free Transit benefit. Display CAT/UTS Rider's Guide or make copies of the available in a convenient place in your workplace.

Credit T-3 Reporting Fields:
1. We have distributed information to workplace on Fare Free Transit: Yes   No
2. Date information distributed:
3. Method of Distribution: Staff Meeting   Email   Other_____
4. We have posted the CAT/UTS rider guide or made copies of available in workplace: Yes   No

Credit T-4 Meeting Travel

When scheduling meetings that involve others outside of your workplace or students, it is important to consider the needs of participants who may not rely on a private vehicle and may not be able to reach certain meeting locations. Before selecting a meeting location, determine which locations are well served by transit and/or can be reached easily on foot. Even for meeting participants with cars, it may take longer to reach their car than a well-selected meeting location.

Credit T-4 Reporting Fields:
1. We consider walkable/transit accessible locations when scheduling meetings with participants outside of our workplace: Yes   No
2. Describe efforts to identify meeting locations that are accessible for all participants.

Credit T-5 Zipcar

Zipcar is a car sharing service that allows individuals and departments to reserve cars by the half-hour with gas and insurance included. At this time there are 7 Zipcars, a mix of hybrids and efficient gas vehicles, located across Grounds, including outside Gilmer Hall, the Chapel, and the Claude Moore Health Sciences Library. Zipcar is one of UVA's TDM strategies; they provide as-needed access to private vehicles for commuters who don't drive alone to Grounds and to students who choose to leave cars at home. Students and employees can easily sign up for a Zipcar membership at a discounted rate.

A free departmental membership allows Zipcar members to bill University-related travel directly to their department (Academic units can bill to their P-card, Health System units can be billed on a net 30 basis). For departments, Zipcars can be more a more economical mode of travel than the alternative of traditional car rental or mileage reimbursement when traveling on medium-distance trips. Travel to a two hour meeting in Richmond would cost approximately $43 in a Zipcar. A car rental for the same trip would cost approximately $60. In addition, car rental will usually involve additional travel to a local car rental outlet plus extra time to pick-up, refuel and return the car. Mileage reimbursement billed to the University for this trip in a private vehicle would be approximately $83. Note that Zipcars include 180 miles of travel per rental, for travel to destinations further than 90 miles away or for a multi-day rental, traditional car rental is the more economical choice.

http://www.zipcar.com/uva/

Credit T-5 Reporting Fields:
1. Create or Confirm active departmental membership in Zipcar.

Credit T-6 Virtual Meetings
Advancements in online meeting software and voice over IP (VoIP) technology have improved the effectiveness of virtual meetings. While personal contact is still a valuable tool in the workplace, virtual meetings can be used to supplement in-person meetings. Virtual meetings also offer several key advantages over in-person meetings, including zero travel time, no or very low costs, and high flexibility. To earn this credit, please document the steps your workplace has taken to plan and implement use of virtual meetings.

Videoconferencing at UVA: http://its.virginia.edu/videoconf/

ITS videoconferencing loaner equipment: http://its.virginia.edu/videoconf/loan.html

Credit T-6 Reporting Fields:
1. Please describe your workplace's approach to planning and implementing virtual meetings.

Credit T-7 Green Travel
Because of the distances covered, traveling can lead to significant carbon emissions and other environmental impacts. When booking University-related travel, look for more efficient alternatives that may also help save money such as trains. Daily Amtrak service links Charlottesville with the entire Northeast corridor. When renting cars, choose more efficient vehicles and turn down upgrades to SUVs and sports cars. When making lodging and conference reservations, select locations that have achieved certifications for sustainability practices. Within Virginia, look for the Virginia Green certification. The travel website Travelocity offers one of the largest directories for green hotels, working with numerous certification standards. http://www.travelocity.com/TravelForGood/gr-directory.html

Credit T-7 Reporting Fields:
1. Describe process implemented to incorporate sustainability measures into travel planning.

Credit T-8 Commuter Survey – 3 points, Challenging
A commuter survey can promote awareness of transportation needs in your workplace. It also sets a baseline to measure future performance. Please distribute the commuter survey to members of your workplace and ask them to make sure that all participants enter the same name under the "workplace" name field (your Green Team should select this name). At the completion of the survey period, share results of the survey with your workplace.

Survey Monkey Link: **Insert Here**

Credit T-8 Reporting Fields:
1. Have 50% or more of employees in your workplace complete the Commuter Survey online.
2. Date when results of commuter survey were distributed to workplace:

Purchasing

Credit P-1: 30% Recycled Content Paper, 1 Point, Easy

For printing and copying, we have confirmed that our office follows UVA procurement guidelines by only purchasing paper containing at least 30% recycled content. The simplest way to do this is to visit printers and copiers in your workplace and read the ream wrappers. The recycled paper content of the paper should be clearly marked.

If your workplace is not currently purchasing recycled content paper, you may encounter resistance in implementing a shirt to purchasing recycled paper because there are widely-held misperceptions that recycled paper causes jams in printers and that recycled paper necessarily costs more than virgin paper. A review of all paper purchased by UVA in 2010 showed that the major determinant of paper cost was brand and vendor, many offices were purchasing virgin paper and paying more for that paper than the average cost of recycled paper.

Credit P-1 Reporting Fields:
1. Confirm that your workplace purchases paper with at least 30% recycled content.

Credit P-2: Reusable Office Supply Exchange (R.O.S.E.), 1 Point, Easy
The ROSE Program collects gently or never used office supplies from departments throughout UVa, and makes these materials to the community to pick up. Stop by the Recycling Warehouse to drop off or take whatever supplies you like! The ROSE Program is located in the Recycling building at the end of Leake Drive, and is open Monday-Friday 8:00-3:00. If you would like to make a donation to the ROSE program, please call UVa Recycling at (434) 982-5050.
http://utilities.fm.virginia.edu/recycling/Pages/ROSE-Program.aspx

Credit P-2 Reporting Fields:
1. Our workplace already sends and/or receives reusable office supplies from the ROSE program.
2. As a result of the GWP, our workplace now sends and/or receives reusable office supplies from the ROSE program.

Credit P-3: Supply Deliveries, 1 Point, Easy
Combining supply orders into one or two per month reduces fuel consumption associated with the delivery of the supplies. Combining orders also may reduce packaging waste, as fewer boxes are needed to ship and deliver the supplies. Clearly communicating the office supply ordering schedule to all employees is critical to successfully limiting supply orders.

Credit P-3 Reporting Fields:
1. Our workplace currently limits office supply orders to 2 times or less per month.
2. As a result of the GWP, our workplace now limits office supply orders to 2 times or less per month.
3. If your workplace limited orders as a result of the GWP, how many workplace supply orders were placed previously.

Credit P-4: Green Equipment, 2 Points, Moderate
An easily-overlooked fact of many equipment purchases is that the costs to power equipment may cost far more than the actual purchase price. Therefore, it is important to factor in energy costs when purchasing equipment. Talk to those in charge of your workplace's purchasing activities about purchasing more environmentally friendly items. Visit the Environmental Protection Agency's Environmentally Preferable Purchasing website to look up information on specific product categories. http://www.epa.gov/epp. The website also provides information on attributes to look for and procurement guidance when trying to make sustainable purchases.

Find Energy Star equipment here: http://www.energystar.gov/index.cfm?c=products.pr_find_es_products
Find EPEAT certified equipment here: http://ww2.epeat.net/searchoptions.aspx

Credit P-4 Reporting Fields:
1. As a workplace, we have established a commitment to only purchase equipment with Energy Star or EPEAT certifications.   TRUE   FALSE

Credit P-5: Recycled Content Supplies, 2 Points, Moderate
An extension of Credit P-1. When purchasing office supplies such as pens, envelopes, post-it notes, etc., look for supplies containing recycled content. Unlike printer and copier paper, not all supplies are available with recycled content and prices may vary. Request that those responsible for purchasing in your workplace seek out recycled content office supplies when available at a similar price.

Credit P-5 Reporting Fields:
1. We search for and prioritize the purchase of recycled content office supplies when available for a similar or better price: TRUE   FALSE

Credit P-6: 100% Recycled Content Paper, 3 Points, Difficult
An extension of credit P-1.

Credit P-6 Reporting Fields:
1. Confirm that the majority of paper purchased in your workplace contains 100% recycled content.

Credit P-7: Paper Use, 3 Points, Difficult
Using printer queues or paper purchasing records; determine how much paper was consumed/purchased over a defined period (12 months is suggested) and set a quantitative goal to reduce paper use in the following period. A strategy to achieve this goal could include requiring double sided printing for all documents, holding paperless staff meetings, and emailing scanned copies of documents instead of making copies.

Note: The measurement period and future period should be equal in length.

Credit P-7 Reporting Fields:
1. Amount of paper consumed/purchased over the measurement period.
2. Length of measurement period (in months).
3. Method used to measure paper use.
4. Reduction goal for future period.

Credit P-8: Supplies Use, 3 Points, Difficult
To earn this credit, determine the quantity of a major office supply item that was used in the last year and use that information to set a reduction goal for the following year. Office supply reduction goals not only save environmental resources, they also save the workplace funds.

Credit P-8 Reporting Fields:
1. Amount of paper consumed/purchased over the measurement period.
2. Length of measurement period (in months).
3. Method used to measure paper use.
4. Reduction goal for future period.

Zero Waste

Credit W-1: Recycling Bins, 1 Point, Easy

Co-location of recycling bins with trash bins is an important step in moving towards a zero waste philosophy. Make sure that recycle bins (both paper and metals/glass/plastics) are placed adjacent to trash bins in common areas. Focus on placing bins where waste is generated, in break rooms, conference rooms, next to the copier, and near the entrance.

Contact UVa Recycling at recycle@virginia.edu or 2-5050 to inquire about obtaining additional recycling bins in your area, learn about your recycling pick-up day, or to ask any questions related to recycling at UVa. You can also visit their website to find more information about what can be recycled at UVa:
http://utilities.fm.virginia.edu/recycling/Pages/What-to-Recycle.aspx

Learn where to recycle here:
http://utilities.fm.virginia.edu/recycling/Pages/Where-to-Recycle.aspx

Credit W-1 Reporting Fields:
1. Number of common area trash bins in workplace:
2. Number of trash bins with co-located recycling bins:

Credit W-2: Recycling Information, 1 Point, Easy

Recycling is an important part of any green organization. While UVa Recycling has signage and bins that make recycling easy for University employees, it's only effective if implemented correctly. This credit serves to make sure recycling bins in your workplace are used correctly and are easily accessible.

Recycling signage is available at the following link. Please click on "View Green Working Guide for UVA Employees" and print out the rear side of the guide to post next to recycling bins:
http://utilities.fm.virginia.edu/recycling/Pages/What-to-Recycle.aspx

Credit W-2 Reporting Fields:
1. Recycling signage is posted at most recycling bins in the workplace: TRUE   FALSE

Credit W-3: Desk-Side Recycling, 1 Point, Easy

Desk side recycling boxes for paper are brown corrugated cardboard boxes with signs for "white paper" and "mixed paper." Separation is important because the different recycling streams can be re-made into different products. White paper can be made into recycled content white paper, but mixed paper cannot make white paper. In addition, UVa receives significantly more revenue from white paper recycling than mixed paper.

Commonly these boxes must be carried by the office user to a centrally located storage cart or bin in order to be recycled. Ask a colleague or contact UVa recycling, as described in Credit W-1 to learn about paper recycling in your area.

Credit W-3 Reporting Fields:
1. Desk-Side recycling bins have been distributed to all work areas (cubicles/offices) in our workplace:
        TRUE   FALSE

Credit W-4: Computer Disposal, 1 Point, Easy

In order to protect the security of information that may have been stored on various types of electronic equipment and devices, the University requires that all such property, when no longer needed at the University, be disposed of through CRS, whose contract with the University specifically addresses government and corporate governance as related to end-of-life technology and the issues associated with ensuring appropriate data security and privacy protections. This solution incorporates chain of custody, HIPAA, Sarbanes-Oxley and DOD-approved data sanitization methodologies, and zero landfill recycling policies. All property disposed of through this process is managed in an EPA licensed facility, following EPA green guidelines.

Local Support Partners provide IT services to departments across the University and are familiar with the process to property dispose of and recycle computers and other IT equipment. Find out who your Local Support Partner (LSP) is here: http://lsp.its.virginia.edu/tools/lsp-list/

Credit W-4 Reporting Fields:
1. A process is in place to contact workplace LSP to collect and properly recycle unwanted computers and other IT equipment: TRUE   FALSE

Credit W-5: Double-Sided Copying, 1 Point, Easy

A simple way to reduce paper usage is by using double sided printing. If you aren't already printing double sided, this easy step can cut your paper consumption immediately. To fulfill the requirements for this credit, change default settings on individual and shared computers, copiers, and printers, to double sided printing where possible. Some equipment will not allow for the default to be changed. In these situations, place a visual prompt on copy machines and printers to remind users to print double sided whenever possible (a half-point will be earned if only prompts are used).

Contact your LSP with questions if you have trouble getting your printer to print double sided.

Credit W-5 Reporting Fields:
1. We have already changed default settings to ensure workplace printers/copiers default to double-sided printing: Yes   No
2. As a result of the GWP, we have changed default settings to ensure workplace printers/copiers default to double-sided printing: Yes   No
3. We already place reminder signage on printers/copiers to prompt users to print double-sided: Yes   No
4. As a result of the GWP, we have placed reminder signage on printers/copiers to prompt users to print double sided: Yes   No

Credit W-6: Narrow Margins, 1 Point, Easy

Decreasing the default size of paper margins in Microsoft Word is a simple way to reduce paper usage. This credit requires that the default setting on workplace computers be set to 0 .75" for top and bottom margins and 0.5" for left and right margins. Smaller margin settings can be used at the users' preference, but the settings can be no larger than 0.75" for the top and 0.5" for the side margins (Microsoft Word "Narrow" margin default is 0.5" on all sides). By shrinking default margins, more text can fit on a page and reduce the page-length of a document, thereby saving money and resources when the document is printed on fewer sheets of paper.

To find instructions on changing default margin size, go to http://office.microsoft.com/en-us/word-help/change-page-margins-HP005229275.aspx

Credit W-6 Reporting Fields:
1. We have already changed default page margin settings in Microsoft Word to "Narrow"
2. As a result of the GWP, we have changed default page margin settings in Microsoft Word to "Narrow"

Credit W-7: Rechargeable Batteries, 1 Point, Easy
Today's high drain electronics (cameras, GPS units, and more) can burn through a lot of batteries. To break this buy-use-dispose cycle of single-use batteries, introduce rechargeable NiMH or Lithium-Ion batteries in your workplace (Note: Avoid Nickel-Cadmium Ni-Cd batteries, which contain the toxic heavy metal Cadmium). Rechargeable batteries should provide anywhere from 150 to 1000+ charges depending on type and are best used in high drain devices such as electronics. You may continue to use single-use alkaline batteries in limited, low-drain applications, such as a wall clocks and fire alarms. Since many rechargeable batteries self-discharge, they are less well-suited to applications where they're changed very infrequently.

Batteries can be recycled in any E-cycling bin on grounds. Their locations are: Newcomb 2nd floor, O-Hill entrance, Runk entrance, Clark Library, Clemons Library entrance, Alderman Library entrance, Fine Arts Library, and the Darden School. Contact the Recycling Office at (434) 982-5050 or email recycle@virginia.edu with any questions or concerns.

Credit W-7 Reporting Fields:
1. Our workplace has eliminated use of single-use batteries.

Credit W-8: E-Waste Collection, 1 Point, Easy
In our office, department, or building we have at least one recycling collection bin for small electronic waste: CFLs, CDs, audio tapes, batteries, cell phones, pagers, PDAs, and inkjet printer cartridges. This collection area has been publicized and signs exist explaining what can be recycled there.

Contact Sonny Beale, Recycling Superintendent at bcb8s@virginia.edu or (434) 982-5438 to learn about establishing an E-Waste Collection Program in your area.

Credit W-8 Reporting Fields:
1. We have established an e-waste collection box in our workplace: TRUE   FALSE
2. Location of e-waste collection box:

Credit W-9: Mail Reduction, 1 Point, Easy
Pause next time you flip that ad from the mailbox to the recycle bin and think about how much unnecessary mail gets set to the thousands of employees at UVA. Now act on that impulse. The easiest way to stop junk and unwanted mail from arriving in your mailbox is to contact the sender directly. Use a phone number printed on the mailing or visit the company or organizations' website if a phone number is not provided.

To earn this credit, send an email tip or schedule a staff meeting announcement reminding your workplace that they typically can unsubscribe from unwanted and junk mailings.

For many people, stopping junk mail that they receive at home is also desirable. Contact catalogs and other companies that you've ordered from and let them know that you would prefer to shop online or in store than to receive direct mailings. Valpak coupons can be stopped by filling out this online form:
http://www.coxtarget.com/mailsuppression/s/DisplayMailSuppressionForm

Some coupons and missing children filers can be topped using the contact information from this website: http://www.redplum.com/info/contact.aspx

Credit W-9 Reporting Fields:
1. Distributed reminder to workplace to unsubscribe from junk/unwanted mailings: Yes   No
2. Method of Distribution:

Credit W-10: Paperless Process, 2 Points, Moderate

A paperless staff meeting is simply one in which paper handouts are not provided. Instead, a computer and projector are used to disseminate any information that needs to be displayed. Copies of the information can then be emailed to staff at a later time. Going paperless includes informing any guest speakers of this choice and ensuring they do not provide paper handouts. Training records or any other documents requiring staff signature during the meeting are excluded from this requirement. Electronic communication includes emailing scanned copies of documents instead of printing copies of paper documents, whenever possible.

Credit W-10 Reporting Fields:
1. We have transitioned to electronic communications and filing (instead of paper) for the majority of systems, meetings, and processes in our workplace: TRUE   FALSE
2. Please describe paperless processes implemented in your workplace:

Credit W-11: Individual Trash Containers, 3 Points, Difficult

The typical desk environment doesn't generate a lot of trash, when was the last time you filled your desk-side trash can? However, the long-standing practice has been to have a decent-sized trash can at every desk and to service the bin regularly. Desk-side recycling bins (Credit W-3) are less common, despite the fact that most waste generated at desks is recyclable.

This credit flips the current paradigm on its head, emphasizing the recycling bin and de-emphasizing the trash can. By removing the trash can entirely, or by replacing it with a Mini Bin, this credit seeks to draw attention to waste generated at the desk and increase recycling rates. To earn this credit, change housekeeping procedures to discontinue desk-side trash pickup. Remove large desk-side trash cans and replace them with Mini Bins, or nothing, and have employees in your workplace take trash to a central trash bin. Odds are trips to the trash can will be pretty rare, and the recycling bin will get a better workout. To earn this credit, at least 50% of desks in your workplace should participate.

Credit W-11 Reporting Fields:
1. We have discontinued desk-side trash pickup and have removed large trash cans in favor of Mini Bins or no containers at all: TRUE   FALSE
2. Number of desks included in the change:
3. Number of desks at your workplace.

Community

Credit C-1: Sustainability Partners, 1 Point, Easy

Sustainability Partners is an informal network of employees interested in creating and promoting a Grounds-wide commitment to sustainability. Questions and input are solicited during meetings, which include guest speakers and opportunities to review draft initiatives. The group of volunteers meets monthly to network, share ideas, and learn

about sustainability. Meetings are held from noon to 1 p.m. on the third Wednesday of every month. To learn more or register, email sustainpartnersreq@virginia.edu.

Credit C-1 Reporting Fields:
1. Name(s) of workplace's Sustainability Partner:

Credit C-2: Green Tip of the Month, 1 Point, Easy
In the first few days of every month, the UVA Today blog posts the "Green Tip of the Month" illustrated poster, showcasing actions you can take to promote sustainability. Please distribute the "Green Tip of the Month" in a method best suited to your workplace. If printing, please limit copies to highly trafficked areas.

UVA Today blog: http://uvatoday.org/blog/

Credit C-2 Reporting Fields:
1. Method of Distribution:

Credit C-3: Sustainability Events, 1 Point, Easy
The University hosts an incredible array of sustainability-related events, from faculty lectures to local food tastings. A calendar of upcoming environmental events can be found on the SustainaUnity newsletter or UVA's Sustainability website (http://www.virginia.edu/sustainability/).

Credit C-3 Reporting Fields:
1. Describe your workplace efforts to encourage employees to take part in UVA sustainability events:

Credit C-4: Community Service, 1 Point, Easy
We promote community service/volunteer opportunities and participate in at least one UVA community service event annually (Day of Caring, UVA Cares, etc.)

Credit C-4 Reporting Fields:
1. Describe your workplace efforts to encourage employees to participate in at least one UVA community service event annually:

Credit C-5: Sustainability Training, 2 Points, Moderate
The UVA Sustainability Partners have developed the "Sustainability at U.Va.: You Can Make a Positive Difference" online training module to provide employees with a general introduction to sustainability and a look at what they can do to advance sustainability at UVA. The training module is accessed through the UVA integrated system:

- Log in to the UVa Integrated System (as if you were going to fill out your timecard)
- In the "Main Menu" there is a drop down for "Learning"
- Click on "Learner Home"
- Search on "Sustainability" in the search box with "course" chosen as the search criteria.

Shortcut for Green Teams: You may contact HR to get a current count of the number of employees in your workplace have completed the training.

Credit C-5 Reporting Fields:
1. Number of employees who have completed "Sustainability at U.Va." Training:

2. Number of employees in workplace:

Credit C-6: Sustainability Speakers, 2 Points, Moderate

The UVA Sustainability website provides a list of individuals from U.Va. and the surrounding community who are willing to volunteer their time to meet with departments or groups to talk about sustainability and environmentally related topics. Speaker expertise ranges from energy conservation and alternative transportation, to sustainable food systems and urban stormwater management.

http://www.virginia.edu/sustainability/tools-and-resources/

To earn this credit, host or develop a plan to host a sustainability speaker in your workplace. Commit to repeating this event, with the same speaker or a different one, annually.

Credit C-6 Reporting Fields:
1. Name of sustainability speaker:
2. Date of event:

Credit C-7: Sustainability Vision, 3 Points, Difficult

Incorporating sustainability into the life of your workplace is a difficult and time-consuming task. To successfully accomplish this task, it is critical to develop a vision that speaks to the aspirations of your workplace and what your workplace will look like once you achieve this vision. If you choose to undertake this credit, please take advantage of the people and resources the University has to offer.

The Sustainability Vision for your workplace can either be developed as a separate statement, or, preferably, incorporated into the existing vision or mission statement for your workplace.

http://www.virginia.edu/sustainability/tools-and-resources/

Credit C-6 Reporting Fields:
1. The Sustainability Vision:
2. A short description on how the vision was developed:

Health

Credit H-1: Stair Reminder Signage, 1 Point, Easy

Stairs are often taken for granted; tucked away around the corner, hidden behind a heavy fire door, adorned with no more than concrete and utility pipes. But stairs offer a win-win-win for sustainability: they promote your health, use no electricity, are free, and can be found in nearly every building at UVA. Research has linked daily stair usage with a whole host of health benefits, including the reduction in the risk of cardiovascular disease (see research link below).

Simple, to-the-point reminder signage can provide a gentle nudge to the sub-conscious decision making process. Research in the New York City's stair reminder signage showed lasting increases of between 10% and 35% after the "Burn Calories, Not Electricity" signs were posted (see sample below).

Research Link: Stairs instead of elevators at workplace: cardioprotective effects of a pragmatic intervention.
"Burn Calories, Not Electricity" sign: http://www.nyc.gov/html/doh/downloads/pdf/tcny/takethestairs.pdf

Credit H-1 Reporting Fields:
1. Number of Signs Posted:
2. Sign Type Used: ____ NYC Signage   ____ Other Pre-developed Signage   ____ Self-made Signage

Credit H-2: Hoo's Well@, 1 Point, Easy
Hoo's Well@ is the University of Virginia's comprehensive wellness program. It is designed to help employees get healthy and stay healthy by improving general fitness and reducing risks for heart disease, cancer, diabetes, and other debilitating illnesses. All Academic Division and Medical Center employees and their spouses currently covered by the UVa Health Plan, are eligible to participate in Hoo's Well@. Beyond health, rewards are available to promote participation in the Hoo's Well@ program.

To earn this credit, workplaces should establish a central location (whether digital or physical) to share information about the Hoo's Well@ program and other health related topics.

Visit the Hoo's Well@UVA Website: http://www.hr.virginia.edu/other-hr-services/hooswell/

Credit H-2 Reporting Fields:
1. Method of distribution:

Credit H-3: Walking Meetings, 2 Points, Intermediate
What did Aristotle and Steve Jobs have in common? They both liked to conduct business while walking. Walking meetings are just that, small meetings that take place while walking. The act of walking, fresh air, and the changing scenery and light are conducive to creativity and discussion.

The beautiful and historic Grounds of the University are ideal for walking meetings. When planning a walking meeting, look for smaller meetings with 6 or fewer attendees. Be sure to let attendees know in advance, so they can dress properly. Pick out routes that avoid busy roads and intersections, both to stay safe and keep the noise levels down.

To earn this credit, organize at least 6 walking meetings (preferably with different participants) and ask participants for their opinion on the format.

Credit H-3 Reporting Fields:
1. Number of walking meetings held:
2. Please include a summary of opinions received:

Credit H-4: Health Activities, 2 Points, Intermediate
To earn this credit, please create or describe an existing voluntary health activity, such as a lunchtime walking group. As an alternative, a group of employees may also choose to enroll in health activities organized by Hoo's Well@UVA.

Credit H-4 Reporting Fields:
1. Type of Health Activity organized:
2. Average number of participants:

Food

Credit F-1: Bulk Catering, 1 Point, Easy
When ordering catered meals, specify sandwich and meal trays instead of individually boxed lunches to reduce the amount of waste generated.

Credit F-1 Reporting Field:
1. Describe process to ensure catering meals are ordered in bulk serving containers:

Credit F-2: Bulk Food Supplies, 1 Point, Easy
Individually-sized containers from sugar, salt, condiments, and beverages appear are certainly convenient, but their convenience hides their huge cost premium and waste footprint. Sugar packets, for instance, cost 3-4 times as much per unit of sugar than buying sugar in larger containers. Look to convert non-perishable or long-lived food supplies first: sugar, salt, pepper, mustard, and ketchup. Replacement of creamers and other perishable supplies should be based on expected use.

Credit F-2 Reporting Field:
1. List products your workplace purchases and stocks in bulk containers:

Credit F-3: Water Leak Checks, 1 Point, Easy
A sink faucet in the restroom giving off a small drip every other second doesn't seem like a big deal. But over the course of a year, that faucet alone will waste over 1,000 gallons of water. Water leaks are easily forgotten, but thankfully can be easily fixed. Take a few minutes to check faucets, outside hoses, and any other sources of water in your workplace for leaks. If you spot any, report them to the appropriate facility coordinator in your workplace.

Credit F-3 Reporting Fields:
1. We performed a walk-through to identify any water leaks in our office:
2. Date of walk-through:
3. Number of leaks found:
4. Name of facility coordinator:

Credit F-3: Water Leak Checks, 1 Point, Easy
A sink faucet in the restroom giving off a small drip every other second doesn't seem like a big deal. But over the course of a year, that faucet alone will waste over 1,000 gallons of water. Water leaks are easily forgotten, but thankfully can be easily fixed. Take a few minutes to check faucets, outside hoses, and any other sources of water in your workplace for leaks. If you spot any, report them to the appropriate facility coordinator in your workplace.

Credit F-3 Reporting Fields:
1. We performed a walk-through to identify any water leaks in our office:
2. Date of walk-through:
3. Number of leaks found:
4. Name of facility coordinator:

Credit F-4 No Styrofoam, 1 Points, Easy
Styrofoam, the trademarked brand name for polystyrene foam, is commonly used to create disposable food containers, including hot/cold beverage cups and plates. Although made out of plastic, polystyrene is not recyclable at UVA and must be disposed of in the trash. Once there, polystyrene will not biodegrade for hundreds of years.

Because of its low weight, polystyrene has a tendency to blow out of outdoor trash containers, causing increased litter on Grounds. Instead of polystyrene, look for reusable food containers, or, if not feasible, food containers made out of recyclable products (preferably #1 PET plastic).

Credit F-4 Reporting Field:
1. Our workplace does not purchase or stock any food-related products made of Styrofoam (polystyrene).

Credit F-5 Bottled Water Service, 2 Points, Moderate
Delivered bottle water service (or gasp, stocking individual water bottles!) is wasteful from an environmental and economic perspective. For workplaces needing hot and cold water on demand, UVA has a contract with Clarus Pure Water, which provides bottle-less water coolers that purify water on the spot. The filtration systems cut out the need for bottled water delivery trucks, and for storing and lugging the big bottles of water onto the cooler (sorry to all those office heroes out there, time to find a new gig). The filtration units are also more energy efficient at heating and cooling water than the bottled water alternatives. Lease rates for the filtration units are often significantly less expensive than comparable bottled water delivery services.

And for those especially inclined to be green, tap water is a perfectly healthy and practically free option. Hot water for coffee and tea can always be made in the microwave.

Credit F-5 Reporting Fields:
1. Our workplace does not provide bottled water, or already uses a water filtration unit instead of bottled water:
2. As a result of the GWP, our workplace has replaced bottled water service with a water filtration unit.
3. As a result of the GWP, our workplace has replaced bottled water service with tap water.

Credit F-6: Reusable Glass- and Dishware, 2 Points, Moderate
When possible, do not provide disposable dishware in kitchens and break rooms and promote use of reusable plates and dishes. If single-use dishware must be supplied, then supply recyclable dishware, preferably made from #1 PET plastic. Recyclable hot cups may not be available, in this case choose paper or compostable cups over Styrofoam/polystyrene.

When possible, do not use disposable cups near water filtration units or coolers to reduce waste and promote use of reusable cups, glasses, and bottles. If cups must be supplied, choose clear #1 plastic cups and provide recycling bins nearby. #1 plastic is preferred because it is widely recyclable (UVA accepts all numbers, but the City only accepts #s 1 & 2). At the time of this writing, UVA does not have a widely-developed waste stream for compostable plastics. Compostable plastics (particularly the clear variety that looks very similar to plastic cups) actually do more harm than good (they tend to contaminate the recycling steam and they cost significantly more).

Credit F-6 Reporting Field:
1. Our workplace does not supply disposable dishware in kitchens and break-rooms.
2. Our workplace supplies only recyclable dishware in kitchens and break-rooms (hot cups excluded).
3. Our workplace does not provide disposable cups near water filtration units and/or coolers (or does not have water coolers).
4. Our workplace supplies only recyclable, #1 plastic drink cups near water filtration units and/or coolers.

Credit F-7: Zero Waste Events, 3 Points, Hard

Zero Waste is a philosophy that encourages a systems approach to planning events. A zero waste event need not always be completely devoid of trash (some might slip in), but a zero waste event seeks to control the inputs to an event (food, materials, etc.) so that every input is matched with a responsible output. Planning for a zero waste events requires identifying materials entering the event ahead of time, and ensuring the proper disposal methods are available. Zero waste expertise exists at UVA, so don't plan your first event alone. Contact the Green Workplace Program to learn more about the resources necessary to successfully host a zero waste event.

Credit F-6 Reporting Field:

Other Resources

TerraCycle: http://www.terracycle.net/en-US/

Green kitchens fact sheet: http://green.harvard.edu/sites/default/files/attachments/oe/NEWKitchen.pdf

Innovation

Green Workplace Program Registration

See Excel File for Form to Complete Registration

Name of Workplace (please decide on and use a consistent name):

Names of Green Team Members:

Number of Employees in Workplace:

Name of Workplace Manager:

Workplace Location(s):

Does your workplace pay directly for utilities (electricity, heating, water)?

Has your workplace undergone a retro-commissioning effort by UVA's Delta Force?

Does your workplace provide free parking to visitors? To employees?

How many people in your workplace are responsible for purchasing office supplies?

Has completion of the Green Workplace Program been adopted as a LEAD@UVA goal for any Green Team members?