



S U S T A I N A B L E  
P I T T S B U R G H  
**C H A L L E N G E**

# **2018 Competition Master Playbook**

Version 3 11/13/18

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## THE 2018 SUSTAINABLE PITTSBURGH CHALLENGE

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The Sustainable Pittsburgh Challenge (formerly the Green Workplace Challenge, or "the GWC") is a friendly, yearlong competition in which organizations of all types may earn recognition for taking action to build sustainability into organizational culture and decision-making. Businesses, non-profit organizations, municipalities, and universities pursuing sustainability goals will find a customizable roadmap in this Master Playbook, which breaks sustainability into its smallest actionable parts: the "Actions" found in this document. Each action is awarded "points" in the competition, which are then shown on the program's [leaderboards](#).

The Sustainable Pittsburgh Challenge is the 5th iteration of this year-long program.

Competition Start: January 1, 2018

Sign-up Deadline: January 31, 2018

Competition End: January 31, 2019

Missed the sign-up deadline? Organizations can join the program any time as a "Self-Performer." Self-Performers may submit actions, earn points, and earn ribbons in the program, but will not appear on the competition leaderboards, and are not eligible for "top-scorer" awards at the end of the competition.

The year-long competition is divided into quarters. Because there is a month-long sign-up period (Jan 1 – Jan 31), the first quarter begins on February 1, 2018. This allows organizations signing up on the last day of the sign-up period to have a fair competitive opportunity. As a result, competition quarters begin and end as follows:

First Quarter: February 1 – April 30, 2018

Second Quarter: May 1 – July 31, 2018

Third Quarter: August 1 – October 31, 2018

Final Quarter: November 1 – January 31, 2019

### Take Action, Earn Points

Every action makes a difference. That is why every action in the Sustainable Pittsburgh Challenge is rewarded with points. Each participating organization can accumulate points by completing any of the 250+ actions described in this Playbook. Actions are divided into seven Sustainability Focus Areas: Social Equity, Energy, Water, Materials Management, Transportation, Air Quality, and Engagement. Additionally, universities and municipalities can find actions uniquely suited to them in separate sections of the Master Playbook. Organizations can choose to focus on a single action category or adopt a broader strategy incorporating actions from any or all of the seven Focus Areas.

## Achieve Ribbons, Earn 25 Bonus Points!

Participating organizations can earn ribbons in any of the seven Sustainability Focus Areas (Social Equity, Energy, Water, Materials Management, Transportation, Air Quality, and Engagement). Ribbons are earned through a combination of Foundational Ribbon Actions, which must be completed to qualify for a ribbon, and Instrumental Actions, which can be selected based on a participant's preferences and goals. Each ribbon earned is worth 25 bonus points!

NOTE: Earning a ribbon is voluntary. Any organization can complete any action at any time during the competition. While some actions are "required" for a ribbon, no single action is "required" in order to participate and earn points in the Challenge.

White Ribbons are awarded when organizations complete the first steps in a Sustainability Focus Area. White Ribbon Actions are often those that "lay the groundwork," or enable organizations to begin tracking progress in the focus area. To earn a White Ribbon, complete the Foundational White Ribbon Actions in the Sustainability Focus Area of your choice, then earn 10 additional points from Instrumental Actions in the same focus area. Red Ribbons are awarded for mid-level achievements. Actions designated as Foundational Red Ribbon Actions are typically actions that help build momentum and/or increase performance in a given Focus Area. To earn a Red Ribbon, complete the Foundational Red Ribbon Actions in the Sustainability Focus Area of your choice, then earn 20 additional points from the Instrumental Actions in the same Focus Area. Blue Ribbons are awarded for advanced achievements in each focus area. Similar to others, earning a Blue Ribbon entails completing the Foundational Blue Ribbon Actions, and 30 points from Instrumental Actions in the same Focus Area. Graphics are included in each Sustainability Focus Area to help clarify this process.

NOTE: Participants can earn ribbons in any order. For example, a White Ribbon is not required in order to qualify for a Red Ribbon. However, most participants find it helpful to progress through the ribbons in order from White to Red to Blue.

*Tenants:* A special Yellow Ribbon in Energy is available to organizations that rent space and take steps to begin measuring energy in tandem with their landlord.

## Website Links

[Past Winners](#)

[How it Works](#)

[Frequently Asked Questions](#)

## POINTS AWARDED

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Much like the SP Challenge has evolved from the GWC to encompass more than just the "green" side of sustainability, the system used to assign point values to actions has changed this year as well. Moving forward, the points system has been arranged to most highly incentivize measurable improvements and organizational change.



Measurable actions are worth the most points. These actions demonstrate a measurable improvement from an established baseline or starting point. For example, an organization can earn up to 1,925 points for reducing their energy use. Since organizational change is a more abstract goal, we assign actions that build the capacity to create this change up to 50 points. Quantifiable examples of this are the number of people educated at an environmental workshop, or increases in workforce diversity due to inclusive hiring practices.

Actions which increase the scalability of sustainability are the next tier, worth up to 25 points. These actions set up participants to start reporting “measurable” actions, and expand their reach across the organization. They increase the scale of their achievements by organizing employees, forming partnerships, and engaging the greater community in their sustainability journey. Examples: Setting baselines in Portfolio Manager or creating a “Sustainability Team.”

In the next tier, actions are worth up to 15 points and are those that contribute to better performance. These actions lay the groundwork for the implementation of scalable programs and reduced resource use, which is why their impact should be reflected in the end-of-year reductions. Example: changing all of the light bulbs to LEDs in your office.

Finally, actions that are positive, but not measurable, are worth the fewest points – usually one or two. For example, creating “no-mow” zones in your landscaping can reduce stormwater flow into the sewer system. However, because it is difficult to measure precisely how this impacts water use or water quality, it is only worth 1 point.

## LEGACY POINTS

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In order to reward continued and increasing commitment to sustainable action demonstrated by returning competitors, the SP Challenge will continue to recognize legacy points for 2018.

This year, points from the 2016-2017 Green Workplace Challenge will be rolled over as 2018 legacy points at 50% of the previous value from the final totals except for the following:

1. No points involving reductions in energy, water, waste, and commuter footprint savings, or engagement actions will be counted in the 2018 legacy points.
2. Any points listed as legacy points from SP Challenge 2016 - 2017 (purple in the leaderboards) will be rolled over again as legacy points in 2018 at 25% of their value. In other words, if an organization had 100 legacy points for 2016 - 2017, 25 points would be counted towards the 2018 legacy points.

Organizations that were awarded legacy points for 2018 may still submit many actions again for credit in the 2018 Challenge. Any action completed after the start of the baseline year (January 1, 2017) can be submitted, with the following guidelines and restrictions:

1. Submissions must demonstrate continuation or expansion of actions for which you have previously received credit. For example:
  - a. Provide evidence that your Green E-Newsletter has continued since your previous submission.
  - b. Provide evidence that participation in a sustainability network is still active.
  - c. Demonstrate that a policy implemented during the previous Challenge is still in effect.
2. You may not submit a building, fleet, landscaping, or other infrastructure project that was previously submitted unless you can provide evidence for updates, improvements, expansions, or continued maintenance completed after January 1, 2017. For example:
  - a. Your previously submitted green roof requires continued landscaping and maintenance throughout the year.
  - b. Your organization has upgraded more lighting to LED since the previous submission.
  - c. Your organization has installed additional electric vehicle charging stations since the previous submission.

## CONFIDENTIALITY STATEMENT

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The Sustainable Pittsburgh Challenge recognizes the paramount importance of maintaining the confidentiality of information from participating organizations. Participant data will be used strictly for verification purposes, for the purposes of awarding points for the competition, and to aggregate program results, such as the overall total amount of energy and emissions saved across all participants in the program.

Only Sustainable Pittsburgh Challenge staff will be able to access the information that is shared in EPA's Portfolio Manager. Participating company utility data, costs, emissions, and verification documentation will never be shared with the public or any other entity outside of the Sustainable Pittsburgh Challenge Team and Oversight Committee.

The Sustainable Pittsburgh Challenge [leaderboards](#) are updated in real time, as action submissions are reviewed and approved, during the competition. This page consists of a display of the total number of competition points awarded to each participating organization, according to the number of verified actions that the participating organization has undertaken. The leaderboard will be shared with the public. Additionally, participants who create an account on the SP Challenge website will be able to view the actions that their organization has completed. However, no one outside the organization or the SP Challenge team will be able to view an organization's action submissions.

The Sustainable Pittsburgh Challenge will share with the public the overall competition results, which may include aggregated information across all participants, such as aggregated cost savings, aggregated total amount of reduced emissions, and aggregated total amount of energy savings.

On occasion, the SP Challenge team may request special permission from a participating organization to share inspirational stories, photos, or actions with the public or with other participants. The purpose of such a request is to highlight the achievements of the program's participants, to encourage other

organizations to participate, and to inspire existing participants. Any request from the Challenge team to share information will include details about how the information will be shared, with whom and for what purpose. No details related to action submissions are shared without written permission from the participant(s).



## UPDATES

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As we move through the SP Challenge Competition year, a new version of the Master Playbook will be released at intervals. New actions may be created and existing actions may be edited. A list of edited actions can be found below. New actions are also included below, as well as at the end of their respective Sustainability Focus Areas. New actions and any edits will be *highlighted in bold, italicized, aqua blue text* within the action in its sustainability focus area. New resources under Useful Links will be ***bolded and italicized*** hyperlinks. The following includes edits and updates as of November 13, 2018.

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### EDITED ACTIONS

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- Q6: Assess your workforce diversity (10 to 50 points)
- Q13: Create and utilize an engaging and robust D+I training program (5 to 15 points)
- Q31: Minimize the compensation gap between the highest-paid and lowest-paid employee (2 to 8 points)
- Q33: Write an inclusive dress code policy (1 point)
- EA1: Create a Sustainability Team with a primary contact person (5 to 20 points)
- EA4: Mentor or be mentored by another organization in the SP Challenge (15 to 20 points)
- EA6: If you are a small business (fewer than 50 employees) become a designated Sustainable Small Business (5 to 65 points)
- EA7: Adopt the Southwestern Pennsylvania Sustainable Business Compact On Ramp (5 to 65 points)
- EA8: Apply for Sustainable Pittsburgh Restaurant designation (5 to 65 points)
- EA10: Recruit another organization to join the SP Challenge (3 points)
- EA32: Host an event in a LEED certified building (1 to 3 points)
- EA33: Order food for an event that offers local, organic, and seasonal ingredients from local providers (1 to 3 points)
- EN2: Pledge to reduce your organization's energy usage (25 points)
- EN4: Reduce your organization's energy usage (10 to 1925 points)
- EN6: Conduct an energy audit (20 points)
- EN7: Purchase electricity from a renewable energy source (4 to 88 points)
- EN14: Track your energy reduction legacy (3 to 450 points)

EN15: Implement suggestions from your energy audit (1 to 15 points)

EN20: Compare your facility's performance to the 2030 District baseline year average (2 points)

EN31: Use landscaping for heat island reduction (1 to 5 points)

W3: Write a plan to adopt standard water conservation strategies (20 points)

W4: Reduce your organization's water usage (10 to 1925 points)

W8: Choose your water legacy baseline year (20 points)

W9: Track your water reduction legacy (3 to 450 points)

W10: Implement suggestions from your water audit (1 to 15 points)

W23: Install a green roof (5 to 15 points)

MM5: Reduce your organization's waste production (5 to 1350 points)

MM6: Increase your organization's waste diversion (5 to 1350 points)

MM7: Keep your materials management meters up to date (1 to 12 points)

MM9: Reach your waste diversion and reduction goals (12 to 25 points)

MM20: Limit office supply deliveries to 1-2 times per month (1 point)

MM21: Ban the sale of bottled water (5 points)

MM24: Provide recycling bins and cigarette disposal options near trash cans *outdoors* (1 to 2 points)

MM28: Join a Terracycle Brigade (5 to unlimited points)

MM32: Create on-site composting (2 to 5 points)

T4: Claim points for existing alternative commuters (1 to 50 points)

T18: Utilize the Commuter Choice pre-tax benefit (5 points)

A1: Join A ROCIS Cohort and attend all meetings (5 points)

A2: Monitor indoor particulate matter in your home or office with ROCIS (20 points)

A8: Conduct a post-intervention air quality assessment (5 to 20 points)



M25: Host a public informational program/workshop on citizen waste reduction and recycling (2 to 50 points)

## New Actions

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### *Q37: Include sustainability practices as part of new employee on-boarding (5 points)*

Ensure that new employees embrace sustainability in your organization by including it in your regular on-boarding practice. New employees should be informed of your organization's dedication to sustainability from the beginning. This may include your mission statement and pledges that you have crafted during the SP Challenge. In addition to your broader sustainability mission, be sure to include daily practices within your organization as well, such as materials conservation, recycling habits, composting standards, etc.

-  Submit the section of your on-boarding materials/process as relates to sustainability at your organization.
-  Submit a list of daily sustainable habits that are explained to employees when they start.

### *Q38: Make salaries transparent to all employees (2 to 8 points)*

Secrecy around salaries can lead to wage suppression and contribute to inequity. Open pay, or salary transparency, can help eliminate discrimination and certain effects of unconscious bias against women and minority groups. Help create a more equitable Pittsburgh by publishing salaries for each position within your organization. Points will be awarded based on how and where salaries are published.

-  Publish position salaries internally. For example, on company intranet, list available by request from HR, etc. (2 points)
-  Publish position salaries publicly. For example, on your external-facing website, on a jobs board, etc. (3 points)
-  Include a salary (maximum 5k range if a range is preferred) in all new job postings. (3 points)

#### Useful Links:

[MarketWatch - Keeping salaries a secret often ends up hurting employees](#)

[NY Times - What the law says about discussing salaries](#)

[Pittsburgh Public Schools Salaries on Indeed.com](#)

[City of Pittsburgh 2016 Salaries from PublicSource](#)

[Previous Whole Foods CEO on Salary Transparency](#)

[Public Salaries at Buffer, a social media management company](#)


[Open Salaries: the Good, the Bad, and the Awkward \(WSJ\)](#)

### *Q39: Complete the Bayer Center for Nonprofit Management Wage & Benefit Survey (5 points)*

Since 2002, the [Bayer Center for Nonprofit Management](#) has conducted a biannual Wage & Benefit Survey to better understand compensation in the local nonprofit sector. The data collected is used to inform decisions and has also sparked very important discussions about equity in the nonprofit workforce. The survey results are available for purchase each year. However, they can be obtained for free if your

organization takes part! Gain free access to this valuable resource and help build an equitable nonprofit workforce with a single action.

Access the survey here: <https://www.surveygizmo.com/s3/4538508/SWPA2019>

-  Submit a screenshot of your completion confirmation screen OR a copy of your confirmation e-mail.

NOTE: This action must be completed by November 9, 2018. The survey should be completed by someone in your organization who has access to all employee compensation information, such as your organization's Human Resources Department or Director.

#### Useful Links:

[Bayer Center for Nonprofit Management](#)

[What Now? How will the impending retirement of nonprofit leaders change the sector?](#)



[74%: Gender wage gap in the nonprofit sector](#)

[74% Info Poster](#)

[Past Wage and Benefit Survey Results](#)

#### *Q40: Ensure that employees can vote on election day (5 to 12 points)*

Work and schedule constraints contribute to barriers to voting and lead to lower voter turnouts. While 23 states have laws requiring paid time off to vote, Pennsylvania is not yet one of them. Allow employees the opportunity to exercise their civic duty by either closing on election day or having a policy to give employees ample time to leave the office in order to go to their polling place. Lines at the polls may be long, so we suggest avoiding placing time restrictions on employee voting time.

-  Submit your policy to close on election day. (12 points)
-  Submit your policy to allow employees to leave during the workday in order to vote. (5 points)

#### Useful Links:

[Patagonia closes for election day 2018](#)




[Pittsburgh Post-Gazette – Local businesses close for election day](#)

[ElectionDay.org – Why businesses should ensure that employees can vote](#)

#### *EA37: Present at or attend a sustainability-related conference (1 to 15 points)*

Provide encouragement and opportunity for employees to demonstrate their knowledge and skill in sustainability issues by presenting at a sustainability-related conference. The conference may be local or elsewhere.

Employees can also receive points for attending a sustainability-related conference. Please note that the conference can be related to your industry but should not be internal trainings or events exclusive to your company. See Useful Links below for the types of conferences that are acceptable.

-  Submit a copy of the agenda that shows the presenting employee's name and/or submit a copy of the presentation given by the employee. (5 points)
-  Submit the name of the conference and a description of its mission.
-  Submit a list of attendees from your organization. (1 to 10 points per below)

Micro/Small organizations: Receive 1 point for every 10% of your employees who attended.

Medium/Large organizations: Receive 1 point for every 5 employees who attended.

Repeatable up to a maximum of 15 points.

Useful Links:

[AASHE Conference](#)

[Alliance Rally](#)

[Living Product Expo](#)


[3 Rivers Wet Weather Annual Sewer Conference](#)

[Rail~Volution](#)

[P4 Conference](#)

***EA38: Have the SP Challenge team conduct a site visit at your organization (3 points)***

The SP Challenge team is available to all participants for site visits throughout the competition. We can help validate your existing initiatives, encourage employee engagement, and push you to make new sustainability goals. In a site visit, we discuss the Master Playbook, look at actions that you are already doing, and make suggestions for future possibilities. We usually conduct a walkthrough of the space and make ourselves available for any questions. Many organizations find site visits helpful for getting started but we are available to help during the entirety of the competition.

-  Submit this action after your site visit is complete and you have submitted at least one of the recommended actions. The SP Challenge team will verify the consultation and submission and award points accordingly.

***EN40: Install/use a programmable thermostat (5 points)***

Programmable thermostats allow you to take control of the energy you use for heating and cooling by pre-programming temperatures for times when it is less needed, such as during the night and at low-occupancy times. It's possible to do this manually but requires someone to remember it as a daily task. The programmable thermostat lets you set a time for the temperature to change and leave it.

-  Submit a photo of your programmable thermostat AND a description of the settings you've chosen.

*NOTE: Large facilities should have at least half of the facility outfitted with programmable thermostats to receive points for this action OR have the temperature programmed in the Building Automation System (BAS) to reflect sustainable practices.*

Useful Links:

## Energy Star - About Programmable Thermostats

### *W27: Conduct a lead test (5 points)*

Pittsburgh drinking water is currently in compliance with the EPA mandate and PWSA is conducting water line replacements at a steady pace. Completing a lead test can provide some confidence to put aside waste from bottled water and drink tap water. The test can also fill gaps in knowledge if the material of your private water line is unknown.

-  Submit your lead test results and the date it was conducted.

### Useful Links:


[PWSA - Free lead water test kits](#)

[PWSA – Lead lines map](#)

### *MM34: Communicate with janitorial staff about waste management practices (5 points)*



If your organization directly manages custodial staff, be sure to include waste management in your sustainability onboarding (Q37). Ensure that office staff are educated on waste management practices so that janitorial staff can easily and efficiently complete their work. Provide an opportunity for custodians to meet with other departments so that everyone is on the same page.

If you are a TENANT, arrange a meeting to talk with the building manager and/or custodial manager. Do you have questions about the recycling process at your building? Want to try and implement composting? The building manager might have answers and janitorial staff will know what happens in practice. Healthy communication will help keep sustainable practices going.

-  Submit meeting notes and action items. Be sure to include the date and number of attendees present.

### *A34: Retrofit diesel vehicles to reduce emissions and particle pollution (2 to 21 points)*

Diesel retrofits can reduce greenhouse gas emissions, air pollutants, and costs spent on fuel. Updating your vehicle fleet and/or generators by retrofitting older diesel vehicles and requiring your organization to purchase low-emitting, efficient vehicles when necessary will reduce overall emissions and fuel costs.

-  Submit a copy of your fuel-efficient/low-emissions vehicle purchase policy. (1 point)
-  Submit a receipt of purchase for diesel retrofit, a description of the retrofit used (with before and after emissions numbers), and a photo of the installed retrofit (2 points per diesel retrofit, up to 20 points).

*NOTE: You may submit this action for any retrofits completed within 2 years of the competition period (that were not submitted in a previous competition. Retrofits may include heavy duty vehicles, light-duty vehicles, or generators.*

### Useful Links:

[US EPA – National Clean Diesel Campaign](#)

[EPA- PA Diesel Retrofit Information](#)

Tier 3 Emissions Standards

Tier 4 Emissions Standards (nonroad engines)

*U13: Engage students in on-campus advocacy (4 to 20 points)*

Encourage student clubs and groups to campaign for more sustainable changes within their on-campus community. Students may advocate for plastic bag bans, a to-go container scheme, fossil fuel divestment, or any number of sustainable actions that they can garner support for. Submissions should include a public statement or article available to all students and a show of support from the student body (a poll of support, a rally/gathering, signed petitions, etc.).

-  Submit the public statement/article AND show of support from the student body.

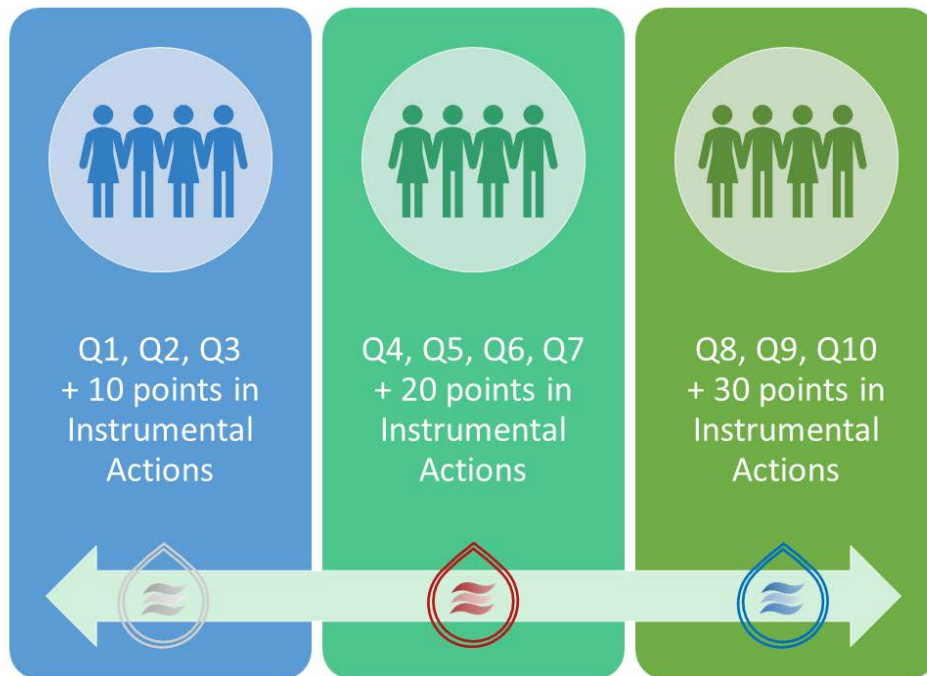
## ACTIONS

The Sustainable Pittsburgh Challenge includes a robust menu of actions from which your organization can choose. In this section, the actions are organized into the following categories: Social Equity, Engagement, Energy, Water, Materials Management, Transportation, Air Quality, and Innovation. Each action is listed with the points possible to assist you in developing your game plan. Refer to each section for a complete description.

If your organization is a **municipality or university**, you'll find actions specific to your organization after the seven sections that are the Sustainability Focus Areas.

Ctrl+F will allow you to search the Master Playbook for specific action numbers and/or words so that you can find the action that best fits your initiative.

### SOCIAL EQUITY



#### Foundational Social Equity White Ribbon Actions



The following actions count toward the **White Ribbon in Social Equity**. See page 5 for more details on how to earn ribbons.




### **Q1: Adopt a broad and inclusive definition of workforce diversity (5 points)**

U.S. Federal law prohibits employment discrimination based on race, color, religion, sex, disability, genetic information, national origin, and age (40 years or older). Local ordinances may prohibit discrimination based on other factors. For example, employers in Allegheny County are prohibited from discriminating against any individual employee on the basis of gender identity or expression, sexual orientation, and ancestry or place of birth.

Many organizations choose to go beyond legal compliance by adopting a broad definition of diversity. Note that diversity likely means something different to each of your employees, specifically those of different generations, so this definition should be communicated as the standard for your organization to all employees.

Develop and communicate a broad definition of diversity that *exceeds what is required by law*. This definition will lay the groundwork for future diversity initiatives, and can be incorporated into existing non-discrimination, anti-harassment, and recruitment policies. Your definition may include, but is not limited to: sexual orientation (if not required by your local government), gender identity and expression (if not required by your local government), youth / generation, native language, parental status, relationship status, socioeconomic background, height, weight, political persuasion, thinking/working style, or any other dimension of diversity.

-  Submit a copy of your organization's definition of diversity. Points are only awarded for definitions that are inclusive beyond legal mandate.

#### Useful Links:

[Disparate Definitions of Diversity between Generations](#)

[Global Diversity and Inclusion Benchmarks](#)

[Federal Laws Prohibiting Job Discrimination Questions and Answers](#)

[Allegheny County Anti-Discrimination Ordinance](#)

### **Q2: Develop a vision for your diverse and inclusive organization (5 points)**

As with any organizational program, it is critical to determine the desired outcome before creating and implementing your strategy, and to clarify how that outcome will benefit your organization as a whole. The same goes for diversity and inclusion. *In writing your diversity and inclusion vision, be sure to demonstrate in explicit terms how being a more diverse and inclusive workplace will benefit your operations.* If you have written a resilience plan, it should be easy to establish the connection between organizational success, sustainability, and a diverse and inclusive workplace. Your vision will serve as an ultimate benchmark for your organization, and will determine whether your initiative is successful and in what ways. You may choose to set your vision based on regional demographic information.

-  Submit a copy of your organization's D+I vision. NOTE: this is different from a general anti-discrimination statement.

#### Useful Links:


[Global Diversity and Inclusion Benchmarks](#)

[Pittsburgh Today: Regional Diversity Survey](#)

[Allegheny County Census Data](#)  
[International Living Future Institute's JUST Program Manual](#)  
[6 Amazing Benefits of Cultural Diversity in the Workplace](#)

### **Q3: Develop your organizational strategy to achieve your D+I vision (5 to 20 points)**

Once you have crafted your organization's D+I vision, develop your roadmap for how to get there. There are many avenues through which your organization can become more inclusive and welcoming of diversity, so we recommend reading through established D+I resources and picking the strategies that best fit with your organization. You may also use this SP Challenge guide as a starting point to inform your strategy.

-  Submit a copy of your D+I strategy, which should cover the policies and tactics you will create and employ, the resources you will deploy to create and implement policies, and the timeline and calendar you will use to measure your impact.

Receive 5 points per strategic action, up to 20 points.

#### Useful Links:

[Executive Order 13583: Government-Wide Diversity and Inclusion Strategic Plan](#)  
[Global Diversity and Inclusion Benchmarks](#)  
[ILFI Just](#)  
[California HR Council: Diversity at Work Toolkit](#)  
[Moving From Diversity to Inclusion](#)

#### Foundational Social Equity Red Ribbon Actions





The following actions count toward the **Red Ribbon in Social Equity**. See page 5 for more details on how to earn ribbons.

### **Q4: Assess managerial capacity to implement and support D+I initiatives (10 points)**

Managerial buy-in and support is critical for the successful incorporation of diversity and inclusion in your whole organization. It is important for those in managerial roles to have an accurate and complete understanding of the strategy and objectives of D+I initiatives in your organization, but also actively working to counter his or her own biases. Studies have shown that leaders who embrace diversity and inclusion as a personal mission tend to better support and implement D+I initiatives in their organizations.

Due to the relatively new and evolving language and understanding of diversity and inclusion in the workplace, it may be necessary to provide managers with coaching and training in this capacity, or to utilize guided self-assessments (such as Implicit Association Tests) to aid in building this understanding.

-  Submit a description of the criteria used to assess your managerial capacity to implement and support D+I initiatives, and reasoning for those criteria. (5 points)
-  Submit the results of your assessment (no names necessary - aggregate data only). (5 points)

Useful Links:

[HBR: Business Leaders Who Make the Mix Work](#)



[Harvard Implicit Association Tests](#)

[ADL Personal Self-Assessment of Anti-Bias Behavior](#)

**Q5: Assess your organization for barriers to inclusion (1 to 20 points)**

Before you implement any new D+I policies, strategies, or programs, assess your current practices for potential or existing barriers to inclusion. This assessment may require external assistance from D+I professionals and may require significant time and investment by staff or management. Some common areas to assess for barriers include, but are not limited to, the following (earn 1 point for each item in your assessment):

- Recruitment process (1 point)
- Biased job description assessment (1 point)
- Recruitment search/outreach bias assessment (1 point)
- Recruitment/interview panel bias assessment (1 point)
- Advancement bias (1 point)
- Racial and gender pay gap (1 point)
- Pay scale inequity (1 point)
- Supplier, marketing, or product development bias (1 point)
- Communication bias (1 point)

-  Submit a description of the organizational areas assessed for barriers and bias, and the criteria used to identify bias or barriers. (up to 10 points)
-  Submit the results of your assessment. (10 points)

Useful Links:

[Removing Bias from the Recruitment Process](#)




[Organizational Barriers to Diversity in the Workplace](#)

**Q6: Assess your workforce diversity (10 to 50 points)**

It is important to assess where your organization currently stands in terms of its workforce diversity. Determine the demographic makeup of your workforce. This will serve as your baseline for diversity measures.

If possible, we recommend conducting an anonymous survey to collect additional information beyond basic demographics (e.g., socioeconomic background, parental status, native language(s), religious affiliation, sexual orientation, gender identity, political persuasion, and any other dimensions of diversity, as deemed appropriate by your organization.) Because this can be sensitive information, it is crucial to

assure employees that their responses will be anonymous, and to be transparent as to how the information will be used. This information can provide a broader view of your organization's existing diversity.

-  Submit a statement describing the dimensions of diversity you have measured (age, education, race, etc.) and how you measured them. (*up to 10 points, 2 per dimension*)
-  Submit the results of your assessment. (20 points)
-  Submit the number of employees represented in the assessment. (up to 20 points)

Micro/Small organizations: Receive 1 point for every 5% of your employees involved.

Medium/Large organizations: Receive 1 point for every 10 employees involved.

Useful Links:

[Global Diversity and Inclusion Benchmarks](#)

[Pittsburgh Today; Pittsburgh Regional Diversity Survey](#)

**Q7: Develop a standard system to measure the progress of your D+I initiatives (20 points)**


As with any organizational goal, you must regularly measure the impact of your D+I initiatives in order to assess the efficacy and value of your programs, policies, and implementation. A diverse and inclusive organization will see measurable improvements in many aspects of organizational productivity, employee engagement and satisfaction, and recruitment and retention of talented individuals. Consider this broad scope of impact when evaluating the impact of your D+I initiatives, but assess in the scope and capacity best suited to your organization.

Your evaluation system may include, but is not limited to, one or more of the following suggestions:

An annual assessment of barriers to inclusion in organizational policies and procedures (see Q5 for details).

Measure of workforce and managerial diversity against both internal (baseline) and external (national averages, regional cohort) benchmarks.

A standard 360-degree survey of employee well-being and productivity (direct questions pertaining to any barriers or biases that impact the employee's ability to effectively work).

-  Submit a description of the system by which you will assess your D+I progress, along with your reasoning for those choices.

Useful Links:

[What diversity metrics are best used to track and improve employee diversity?](#)

[Measurement: Proving the ROI of Global Diversity and Inclusion Efforts \(Cisco Systems\)](#)

[Measure Diversity and Inclusion for Maximum Impact](#)

## Foundational Social Equity Blue Ribbon Actions



The following actions count toward the **Blue Ribbon in Social Equity**. See page 5 for more details on how to earn ribbons.

### **Q8: Write and implement a recruitment policy to encourage diversity and inclusion (1 to 15 points)**

Commit to creating a diverse and inclusive workplace by assessing and enhancing your recruitment policy. There are many actionable steps organizations can take to make their recruitment programs more inclusive. Be sure that your recruitment policy is inclusive of all commonly under-represented parties - minority ethnic and racial populations, women, LGBT populations, refugees, immigrants, veterans, and formerly incarcerated individuals are some examples. Receive one point for each actionable addition to your recruitment program. Some examples:

- Recruitment/interview panel is representative of your organization's D+I vision (1 point)
- Recruit through diversity-focused networks (1 point)
- Recruit using contracted D+I recruitment experts (1 point)
- Job openings are posted to a broad network, rather than confined to internal networks (e.g., Monster, Indeed, craigslist) (1 point)
- Recruitment efforts include specific populations (e.g., Recruit graduates of historically black colleges and universities, and women's colleges. Work with community organizations that serve women, racial minorities, refugees, formerly incarcerated individuals, LGBT people, etc. to promote employment opportunities.) (1 point)
- Recruit graduates of workforce development and training programs for low-income and inner-city residents (1 point)
- Adopt the "Rooney Rule" or a modification of it to signal commitment to ensuring persons representing diversity are interviewed for top level roles (1 point)
- "Ban the Box" from your job applications. Remove the indicator box regarding prior convictions (1 point)

 Submit a copy of your written inclusive recruitment policy.

NOTE: Some entities, such as Universities, may be required by state law to conduct background checks. If your organization is required to do so, be clear as to what types of violations will disqualify a candidate for employment (1 point).

#### Useful Links:

[Ban the Box Campaign](#)

[Removing Bias from the Recruitment Process](#)

[NFL's Rooney Rule and Women](#)

[JobLinks: Workforce Development Program](#)  
[Southwestern PA Reentry Coalition](#)  
[Community Empowerment Association](#)

**Q9: Create a resilience plan (15 points)**

Resilience is the ability to survive, adapt, and grow despite pressures that could inhibit an organization’s ability to function. In the coming years, your organization may encounter acute shocks such as a natural disaster, or chronic stresses such as high employee turnover. Careful planning and preparedness can go a long way to ensure your organization’s resilience when faced with these struggles. Assess your organization’s potential for acute shocks and chronic stresses in the coming years and develop a resilience plan to enable your organization to adapt. *Your resilience plan should address environmental sustainability and social equity as a means and a necessity to ensure organizational vitality through these shocks and stresses.*



-  Submit a copy of your organization’s resilience plan along with any completed assessments.

Useful Links:

[Prepare My Business – Disaster Planning](#)  
[Urban Resilience: 100 Resilient Cities](#)

**Q10: Pay and support a living wage for all employees (2 to 10 points)**

The federal minimum wage is not inclusive of diverse living situations and locales. Using the MIT Living Wage Calculator, which takes into account local average costs for food, transit, utilities, and housing, as well as personal living circumstances, we will reward points to employers paying all employees a minimum wage of at least \$10 an hour, on an increasing scale.

-  Submit a copy of your organization’s policy to pay the living wage. (2 points)
-  Submit the job title and wage paid to the lowest-wage full-time employee in your organization. (No names are required. The SP Challenge is committed to keeping your data confidential.)

Minimum Wage	Points
<b>\$10 - \$11</b>	2
<b>\$11.01 - \$12</b>	3
<b>\$12.01 - \$13</b>	4
<b>\$13.01 - \$14</b>	5
<b>\$14.01 - \$15</b>	6
<b>\$15.01 - \$16</b>	7
<b>\$16.01 - \$17</b>	8

NOTE: The estimated living wage in Allegheny County for a single person with no children is \$10.34 / hour. To provide a living wage that is inclusive of single parents, it is recommended that employers consider providing a higher wage or benefits that help reduce the cost of child care for single parents.

Useful Links:

[MITs Living Wage Calculator \(updated in 2016\)](#)

[Mayor Peduto orders \\$15/hr wage for city employees](#)

[City of Pittsburgh recognizes business paying a living wage](#)



Instrumental Actions in Social Equity



You will need 10-30 points in the following actions in order to earn any ribbon in this focus area. See page 5 for more details.

**Q11: Create a Social Equity Advisory Committee (5 points)**

Creating a team of employees dedicated to implementing your social equity agenda will help your organization strategize for the future and increase the resilience of your organization. This group of individuals should work to ensure your equity and inclusion policies are effectively communicated and aligned with the opinions and needs of your workforce. This group can also function as a community affairs committee by organizing volunteer days, outreach for public workshops or events, and keeping up with community voices, perceptions, and events in order to increase your organization's ability to stay actively engaged in the broader community. This committee should convene regularly, meet with staff to get feedback on social equity initiatives, and advise staff and leadership responsible for the initiatives in regard to workforce response and needs. The committee may be pre-existing as a branch of human resources, a staff council or union. They may also be members of, or a sub-set of your Green Team.

-  Submit the names of employees on your Social Equity Advisory committee.
-  Submit your meeting schedule and minutes from your most recent meeting.



Useful Links:

[UPMC Community Commitment](#)

[Carnegie Mellon University's Staff Council](#)

**Q12: Communicate your D+I policies and mission consistently (2 points)**

Many organization's D+I initiatives fail to reach their potential or have an impact due to a failure of effective communication. It is critical to keep your workforce informed of the decisions made to promote D+I, and more importantly, the reasons for those decisions. Communicate the value of D+I for your organization to your employees and demonstrate how D+I growth can benefit your employees on a personal level. If D+I is a new subject at your organization, it can be helpful to incorporate a note about D+I in all internal communications.

 Submit a description of your D+I communications plan and strategy.

 Submit a copy of your most recent D+I-related communication.

Useful Links:

[Diversity Communications 101](#)

**Q13: Create and utilize an engaging and robust D+I training program (5 to 15 points)**

Help your employees to fully engage in and understand your organization's D+I mission by providing effective and engaging D+I trainings. These trainings should go beyond standard diversity trainings, which have been proven largely ineffective. Rather, these trainings should address your organization's new comprehensive definition of diversity as broad and beyond representation (*i.e. beyond visible differences*), and work to provide actionable steps your employees can take in their daily work to be more inclusive.


Some ideas for D+I trainings include:

New Hire Diversity and Inclusivity Orientation

Bias Elimination Training

Cultural Competency/Intercultural Awareness Training

Bias elimination and awareness training for hiring managers and recruitment panels

 Submit a description of the D+I trainings offered by your organization, specifying the content covered, the intended audience, and the actionable steps provided in the training.

Receive 5 points per training resource/program provided, up to 15 points.

Useful Links:

[Training Employees to Eliminate Unconscious Bias](#)




[Vibrant Pittsburgh: Employer Resources](#)

**Q14: Implement a policy to develop and market your products or services inclusively (1 to 3 points)**

Ensure that your products or services appeal to a broad and diverse audience. Craft a policy to make your advertisements, brochures, website, videos, and other marketing materials inclusive. For example, when



selecting images of people to use in a brochure, choose images that represent people of different ages, ethnicities, and/or family structures. You might also provide written materials in multiple languages. Even if your product or service is intended for a niche market, you can craft a policy that is as inclusive as possible.

-  Provide a copy of your written policy to develop products and services through research and testing review with a diverse panel, or to consult with D+I professional in developing your product/service. (1 point)
-  Provide a copy of your written policy to market products and services inclusively, with inclusive community outreach and marketing materials. (1 point)
-  Provide examples of inclusive marketing materials your organization has used or intends to use in the near future. (1 point)

Useful Links:

[University of Cambridge Inclusive Design Toolkit](#)  
[Culturally Inclusive Marketing for Large Businesses](#)  
[Culturally Inclusive Marketing Examples](#)

**Q15: Develop and implement a policy which requires all suppliers to follow environmentally and socially responsible practices (1 to 10 points)**

In addition to improving conditions and lessening the impact of your own organization, take it a step further by requiring your suppliers to implement environmentally and socially responsible practices. Similar to Environmentally Friendly Purchasing Policies (EPPs), this policy will aim to encourage suppliers to provide products that have minimal environmentally harmful effects during their lifecycle and create socially equitable work environments for the suppliers' employees.

-  Submit a copy of your supplier requirement policy that includes specific guidelines for environmental and/or social responsibility.

Receive 1 point per actionable item in supplier agreement, up to a maximum of 10 points.


Useful Links:

[Apple Supplier Responsibility](#)

**Q16: Develop a policy that encourages diversity among suppliers (5 points)**


Demonstrate your commitment to diversity as essential to regional sustainability and development by diversifying your supply chain to support minority and underrepresented groups in business. By giving your business to diverse suppliers, or suppliers with notable, strong D+I programs and policies, you will help to foster a more inclusive and welcoming business environment for diverse entrepreneurs. Additionally, diversifying your supply chain can make your organization more resilient. Your policy may include, but is not limited to:

- Prioritizing minority, women, and disabled-owned business contracts
- Including minimum D+I compliance criteria when evaluating potential suppliers
- Supporting supply chain diversity by offering loans or grants to MWDBE suppliers

-  Submit a copy of your inclusive supply chain policy.

**Q17: Be a woman-owned/led or minority-owned/led organization (2 points)**

Women and people of color are significantly underrepresented in upper management and ownership roles. As a woman-owned/led or minority-owned/led organization, you are helping to alleviate this disparity and establish a more equitable and welcoming working environment in our region.



-  Submit the name and bio of the owner(s)/leader(s) of your organization. Leaders may include your organization's Owner/CEO/Executive Director/President, anyone directly reporting to the Owner/CEO/Executive Director/President and any members of your organization's governing body (Board of Directors, Council, etc.)

Useful Links:

[LaunchPGH MWDBE Certification](#)

**Q18: Practice socially responsible investment (2 points)**

Align your investment strategy with your company's values and mission. There are more opportunities and options for socially responsible investment than ever before, with options including environmental and social investing, corporate governance funds, green funds, impact investing, community investment options, and shareholder resolutions. You can commit to complete socially responsible investment, transfer your investments over time, or offer divested options for employee retirement funds and 401k.

-  Submit a copy of your socially responsible investment policy. (1 point)
-  Submit a summary of your plan to switch to socially responsible investing. (1 point) Some options:
  - Offer a divested or SRI retirement fund option to employees.
  - Create a timeline detailing target goals for what percentage of your investments will be in SRI funds.

Useful Links:



[SRI Basics](#)

[What You Need to Know about SRI](#)

[Fossil Fuel Divestment](#)

**Q19: Practice external transparency (2 points)**

Be transparent about your equity & diversity policies and practices by making them available for public review. This action can include written policies and practices you've developed as part of your participation in the SP Challenge.



-  Submit a link or screenshot to your organization's social equity and social responsibility policies and goals publicly posted on your website or other public forum.
-  Submit a link or screenshot of your organization's D+I progress update posted publicly.

Useful Links:

## The Strategic Benefits of Transparency

### **Q20: Volunteer with local organizations (5 to 50 points)**

Get involved in your community by encouraging your employees to volunteer at an event or in a program run by a local organization. The community will appreciate and acknowledge your organization's commitment to the sustainability and resilience of our region. Some local volunteer opportunities can be found in the [Local Resource Directory](#).

-  Submit a copy of your correspondence with the volunteer organization, or a signed document from a representative of that organization stating the date, kind of volunteer work, and number of employees present.
-  Submit a log or copy of the sign-in sheet of your employees that volunteered at the event. Redact employee names, if required, for confidentiality.

Micro/Small organizations: Receive 5 points for every 10% of your employees who participate.

Medium/Large organizations: Receive 5 points for every 10 employees who participate.

Repeatable an unlimited number of times in a competition year for a maximum of 50 points (or 100% employee participation).

*NOTE: Is your organization located in Allegheny County? If so, completing this action may help your organization earn recognition as a [Live Well Allegheny organization](#).*

#### Useful Links:

[Local Resource Directory](#)

### **Q21: Offer employees paid time off to volunteer (2 points)**

Studies have shown time and again that employees who volunteer on company time have more positive perceptions of their employer, are more engaged in their work, and are therefore more productive employees (see the Useful Links for more details). By supporting your employee's interests in their community with paid volunteer time, you demonstrate to your employees that you value their interests and your community beyond the workplace.

-  Submit a copy of your paid volunteer time policy, with a minimum of 20 hours paid time off per year.

#### Useful Links:



[Do Good Live Well: Benefits of Volunteering](#)

[Engaged Employees are Good Employees](#)

### **Q22: Partner with local nonprofits/community organizations to engage the broader community in sustainability issues (1 to 5 points)**

Engaging the broader community, including youth, in sustainability issues is essential to ensure that environmental awareness carries on to future generations and the whole community. Collaborating with

local organizations to accomplish this goal is a progressive way to build the idea of sustainability into the community fabric.

-  Submit verification of partnership.
-  Submit descriptions of the projects, programs, or events on which you are collaborating.



Receive 1 point per partnership/program/event. Repeatable 5 times in a competition year for a maximum of 5 points.

Useful Links:

[BikePGH Sponsorships for Events](#)

**Q23: Support employees who wish to join, or are already members of, an environmental or sustainability-related nonprofit board (1 to 5 points)**

Local non-profit organizations are always seeking qualified board leadership. Robert Morris University's Covestro Institute for Engagement has developed the BoardsWork! program for service-minded professionals. This program is great for those who wish to become board members, and for those who are already serving on a nonprofit board. As an employer, you can partner with this program to encourage employees in your organization to become competent nonprofit board members. Large organizations can comprise an entire cohort in the BoardsWork! program, while small organizations can join any of the mixed cohorts offered quarterly. For more information, visit their website below.

-  Submit a roster of participating employees that details which employees have completed the training AND/OR
-  Submit a list of employees who are currently serving on a sustainability nonprofit board.


Receive 1 point for every staff member who completes the day-long training program. Receive 1 point for every staff member who currently serves on a nonprofit board. Repeatable for a maximum of up to 5 points in a competition year.

Useful Links:

[BoardsWork! at the Covestro Institute for Engagement](#)

**Q24: Join or participate in local diversity networks (1 to 3 points)**

Diversity networking groups help organizations, university researchers, and community leaders connect, collaborate, and leverage expertise, knowledge, and resources to compound the impact of regional diversity and inclusion efforts. Joining a local diversity-networking group will expand your organization's knowledge of D+I efforts and provide insight into how other organizations in your sector implement D+I initiatives. Networks may include formally-organized professional associations, or less-formal regional networking groups focusing on regional diversity and inclusion.

-  Submit proof of membership or participation in each network, including a description of a meeting, the meeting date, location, and topics discussed, and a list of those in attendance from your organization.



Receive 1 point for each network joined. Repeatable up to 3 times in a competition year for a maximum of 3 points.

Useful Links:

[Vibrant Pittsburgh Vibrant Inclusion Council](#)


**Q25: Locally source your goods and services (1 to 4 points)**

Sourcing your goods and services locally keeps money in the community and encourages the growth of local endeavors. This can include any labor needed, materials for products, office supplies and furniture, or any other purchases needed.

-  Submit your written policy to purchase at least 20% of goods and services from local providers (1 point)
-  Provide a copy of a contract with local organizations or suppliers (3 point)

**Q26: Sponsor local sustainability or social equity organizations or campaigns (1 to 3 points)**

Support local causes dedicated to strengthening regional sustainability and community-strengthening initiatives.

-  Submit a confirmation email (or screenshot of an email) from the local sustainability cause your organization donated to, and explain the cause's mission.

Receive 1 point per donation, up to a maximum of 3 points.

Useful Links:

[BikePGH Sponsorships](#)

[Grounded Partnerships](#)

[Sustainable Pittsburgh Partnerships](#)



**Q27: Offer employee gift matching (1 point)**

Encourage your employees to give to causes they care about by offering to match their gifts and donations. Ensure that your employees are aware of this opportunity by publishing an update in a newsletter or memo.

-  Submit a copy of your employee gift matching policy.

**Q28: Support local community organizations by holding a food, clothing, or financial gift drive (1 to 3 points)**

Encourage your employees to donate to local organizations and causes by organizing food, clothing, and financial gift drives with convenient drop-off locations for them.

-  Submit photos or a receipt from your donation drop-off.
-  Submit a copy of correspondence to employees encouraging them to participate in the drive.

Receive 1 point per drive, up to a maximum of 3 points.

Useful Links:



[United Way Campaigns](#)

[Greater Pittsburgh Community Food Bank](#)

[Dress for Success Pittsburgh](#)

**Q29: Support or provide professional development opportunities for all employees (1 to 2 points)**

Organizations that encourage employees to learn are able to adapt to change more quickly and gain a competitive edge. Encourage your employees in every department, division, and/or job category to maintain and improve their skills by supporting or providing professional development opportunities. Be sure to encourage self-assessment, mentorship, and coaching within your own workforce to promote internal inclusion.

-  Submit evidence of internal job training programs open to all employees, such as a calendar of events/workshops or contract with an online learning vendor (1 point)
-  Submit a copy of your policy to provide funding or paid time off for continuing education available to all employees (1 point)

*NOTE: professional development opportunities (or accommodations to attend external professional development opportunities) must be made available to all employees, regardless of position or duration of employment, to earn points for this action.*



Useful Links:

[CMU Professional Development](#)

[Harvard Business Review: Is Yours a Learning Organization?](#)

**Q30: Ensure pay-scale equity by assessing current compensation across your organization (2 to 5 points)**

Ensure that your organization's compensation is free of any gaps indicative of bias by reviewing your compensation at least annually and addressing any inequity. Having a fair and equitable pay structure is not only good for your current employees' livelihood, it is good for business. By upholding pay scale equity, your company can attract better qualified personnel. Studies have shown that employees of companies with pay-scale equity are more motivated and committed to achieving company goals.

-  Submit a summary of your compensation bias analysis (3 points)
-  Submit a copy of your pay-scale equity policy (2 points)

Useful Links:

[Addressing the Racial Pay Gap](#)

[The Simple Truth About the Gender Pay Gap](#)

**Q31: Minimize the compensation gap between the highest-paid and lowest-paid employee (2 to 8 points)**

Your organization can play a role in reducing the widening gap between the wealthiest Americans and the poorest. For example, a comparative pay scale of 1:30 (i.e. highest paid FTE makes no more than 30x the

salary of the lowest-paid FTE) is a significantly lower pay-scale gap than *worker to CEO pay rate at S&P 500 Companies, which is 1:361 (according to AFLCIO).*

- Provide the pay rate and position title of your organization's lowest-paid full-time employee, and the pay rate and position title of your organization's highest-paid full-time employee (No names are required. The SP Challenge is committed to keeping your data confidential). (2 points)

Additional points will be awarded based on the following scale: 1:30- 1:20 (2 points), 1:19-1:10 (4 points), 1:10 or better (6 points).

Useful Links:

[ILFI Pay Scale Equity Pay Scale Equity Calculator](#)

### **Q32: Write an inclusive, flexible scheduling and holiday time-off policy (2 points)**

Highly restricted work schedules can be limiting to employees who might otherwise be an excellent addition to your organization. Ensure that your organization attracts the best talent by offering flexible work schedules and floating holiday time off. This policy may include but is not limited to a compact work week, flex time, flexible start times for 8-hour shifts, job-sharing, telecommuting options, and floating holiday time-off to accommodate different living situations, commuting styles, diverse cultural or religious observances and employee needs.

- Submit a copy of your office work time policy allowing for flexible scheduling. (1 point)
- Submit a document detailing holidays your office recognizes in addition to standard US federal holidays, and any additional floating holidays. (1 point)

Useful Links:

[Workplace Flexibility: Telecommuting](#)  
[Alternative Work Schedules as a Commute Solution](#)  
[Inclusive Holiday Policy](#)

### **Q33: Write an inclusive dress code policy (1 point)**

Office dress codes can often be exclusive or inconsiderate of diverse cultural norms, and restrictive to varying forms of gender expression. While federal law requires employers to make accommodations for religious garments, consider whether your dress code is inclusive of cultural diversity and/or allows freedom of gender expression. Review and edit your office dress code to eliminate any bias, and/or write an addendum that is inclusive. *In order to ensure all employees feel included, your updated dress code should be explicitly inclusive.*

- Submit a copy of your *explicitly* inclusive dress code.

Useful Links:

[Creating an Inclusive Dress Code](#)  
[Gender Inclusive Professional Guidelines](#)



**Q34: Provide inclusive medical and bereavement leave policies and benefits that acknowledge diverse family structures (2 points)**

While the Family Medical Leave Act requires employers to provide leave or accommodations for a variety of family situations, consider how your family medical and leave policies can be expanded to be more inclusive. Ensure that your organization makes work possible for individuals with dependents and less-common family structures by providing broadly inclusive policies that go beyond legal compliance. Considerations for such policies may include unmarried partners, children of unmarried partners, extended family members, and "chosen family."

- Submit documentation describing your inclusive policies. Points will be awarded if your policy includes at least one consideration or accommodation not required by federal, state, or local law.

Useful Links:

[FMLA \(Family & Medical Leave\)](#)

[Making Paid Leave Work for Every Family](#)

[Inclusive Family Leave and Bereavement Policy](#)

[Domestic \(Unmarried\) Partner Benefits](#)

**Q35: Provide inclusive and comprehensive benefits to FTEs, options for PTEs (2 to 4 points)**

Even if your organization is required by law to provide healthcare, you can demonstrate how you value employee welfare by providing full health benefits, including medical, dental, vision and mental health care plans, and retirement and life insurance. Demonstrate that value more by offering plans where employees cover no more than 25% of the cost, and by offering some healthcare options to part time employees.

- Submit documentation describing the FTE health benefit offerings that exceed the mandate under federal law. (2 points)
- Submit documentation describing PTE health benefits offerings that exceed the mandate under federal law. (2 points)

**Q36: Offer employee wellness programs (1 to 3 points)**

Encourage your employees to prioritize their health and fitness by creating opportunities to incorporate fitness into the workday.



- Create a policy or write a mission statement regarding employee health and wellness (1 point)
- Partner with a gym to offer lower rates for employee membership (1 point)
- Create internal programming to encourage fitness and health (1 point)

*NOTE: Is your organization located in Allegheny County? If so, completing this action may help your organization earn recognition as a [Live Well Allegheny organization](#).*

**Q37: Include sustainability practices as part of new employee on-boarding (5 points)**






Ensure that new employees embrace sustainability in your organization by including it in your regular on-boarding practice. New employees should be informed of your organization's dedication to sustainability from the beginning. This may include your mission statement and pledges that you have crafted during the SP Challenge. In addition to your broader sustainability mission, be sure to include daily practices within your organization as well, such as materials conservation, recycling habits, composting standards, etc.

-  Submit the section of your on-boarding materials/process as relates to sustainability at your organization.
-  Submit a list of daily sustainable habits that are explained to employees when they start.

***Q38: Make salaries transparent to all employees (2 to 8 points)***

Secrecy around salaries can lead to wage suppression and contribute to inequity. Open pay, or salary transparency, can help eliminate discrimination and certain effects of unconscious bias against women and minority groups. Help create a more equitable Pittsburgh by publishing salaries for each position within your organization. Points will be awarded based on how and where salaries are published.

-  Publish position salaries internally. For example, on company intranet, list available by request from HR, etc. (2 points)
-  Publish position salaries publicly. For example, on your external-facing website, on a jobs board, etc. (3 points)
-  Include a salary (maximum 5k range if a range is preferred) in all new job postings. (3 points)

Useful Links:

[MarketWatch - Keeping salaries a secret often ends up hurting employees](#)

[NY Times - What the law says about discussing salaries](#)

[Pittsburgh Public Schools Salaries on Indeed.com](#)

[City of Pittsburgh 2016 Salaries from PublicSource](#)

[Previous Whole Foods CEO on Salary Transparency](#)


[Public Salaries at Buffer, a social media management company](#)

[Open Salaries: the Good, the Bad, and the Awkward \(WSJ\)](#)

***Q39: Complete the Bayer Center for Nonprofit Management Wage & Benefit Survey (5 points)***

Since 2002, the [Bayer Center for Nonprofit Management](#) has conducted a biannual Wage & Benefit Survey to better understand compensation in the local nonprofit sector. The data collected is used to inform decisions and has also sparked very important discussions about equity in the nonprofit workforce. The survey results are available for purchase each year. However, they can be obtained for free if your organization takes part! Gain free access to this valuable resource and help build an equitable nonprofit workforce with a single action.

Access the survey here: <https://www.surveygizmo.com/s3/4538508/SWPA2019>

-  Submit a screenshot of your completion confirmation screen OR a copy of your confirmation e-mail.

NOTE: This action must be completed by November 9, 2018. The survey should be completed by someone in your organization who has access to all employee compensation information, such as your organization's Human Resources Department or Director.

Useful Links:

[Bayer Center for Nonprofit Management](#)

[What Now? How will the impending retirement of nonprofit leaders change the sector?](#)



[74%: Gender wage gap in the nonprofit sector](#)

[74% Info Poster](#)

[Past Wage and Benefit Survey Results](#)

*Q40: Ensure that employees can vote on election day (5 to 12 points)*

Work and schedule constraints contribute to barriers to voting and lead to lower voter turnouts. While 23 states have laws requiring paid time off to vote, Pennsylvania is not yet one of them. Allow employees the opportunity to exercise their civic duty by either closing on election day or having a policy to give employees ample time to leave the office in order to go to their polling place. Lines at the polls may be long, so we suggest avoiding placing time restrictions on employee voting time.

-  Submit your policy to close on election day. (12 points)
-  Submit your policy to allow employees to leave during the workday in order to vote. (5 points)

## ENGAGEMENT

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### Foundational Engagement White Ribbon Actions





The following actions count toward the **White Ribbon in Engagement**. See page 5 for more details on how to earn ribbons.

#### **EA1: Create a Sustainability Team with a primary contact person (5 to 20 points)**

An organizational sustainability team can develop, implement, and track green initiatives, and give employees a way to participate more directly in your organization's sustainability efforts. This group must consist of at least two members in order to earn points, and must denote a primary contact person for sustainability efforts. This primary contact person is invited and encouraged to join *the Champions for Sustainability (C4S) Business Sustainability Pros*, a group that works to advance knowledge, highlight achievement, and learn from others working towards a common goal of implementing emerging best practices for sustainable solutions.

-  Submit a document containing the names and contact information for all members and the primary contact of your sustainability team. (5 points)
-  Submit a document outlining your team's mission, goals, and plan of action. (5 points)

-  Submit your meeting schedule, meeting minutes from the most recent 3 meetings and any programs, materials or progress your team has made. (5 points)
-  Submit a photo of your team in action for use in SP Challenge promotional materials. (5 points)

Useful Links:




[How to Build a Green Team](#)

[Green Teams: Engaging Employees in Sustainability](#)

[Small Business Green Teams](#)

**EA2: Write a company sustainability pledge with guidelines and campaign employees (4 to 25 points)**

Writing a company sustainability pledge, or adopting sustainability in your mission, is an important way to demonstrate your company's commitment to a sustainable future. Flesh out your pledge by creating sustainability guidelines to outline your organization's commitment to sustainable practices, and the strategies your organization will take to achieve those commitments. Once you have written a company sustainability pledge, mission, or guidelines, have your employees sign on in support and acknowledgement of this company mission. This is a great opportunity to introduce new sustainable programming through a workshop with your employees (see EA3), or to update your workforce on your company's values.

-  Submit a copy or screenshot of your sustainability pledge or mission, accompanied by your sustainability guidelines. (4 points)
-  Submit proof that the sustainability pledge/mission has been endorsed by your CEO. (1 point)
-  Submit a list of the employees that have signed an acknowledgement or support of company sustainability guidelines and mission. If you cannot submit the names of employees, note the number of employees from each department (Points vary, as described below).

Small organization: Receive 1 point for every 5% of your employees who take the pledge.

Large/medium organizations: Receive 1 point for every 10 employees who take the pledge up to 20 points.

Useful Links:

[Target](#)

[Whole Foods](#)

[Walmart](#)

[University Hospitals Sustainability Pledge](#)

## Foundational Engagement Red Ribbon Actions



The following actions count toward the **Red Ribbon in Engagement**. See page 5 for more details on how to earn ribbons.

### **EA3: Create workshops or trainings to educate employees about sustainability topics and policies (5 to 50 points)**

Internal workshops and educational programs are some of the best ways to update and involve your employees in company sustainability initiatives. When employees are knowledgeable of how their behavior impacts the environment, they are more likely to buy into and support company sustainability policies and programs, and perhaps bring these new behaviors to their homes. To get the most out of your energy saving, water saving, sustainable transportation, and waste diversion policies and programs, employees and in-house staff must be informed and trained in how to carry out these sustainable actions. Greater reductions in waste production, energy and water use will occur when employees and staff work together with the same information, instructions, and training on new policies. Consider giving refresher workshops on some of these topics if your organization has addressed them before. Possible workshop and training topics are:

Energy Efficiency Policies at Work and at Home

Energy Source Awareness Training

Rebates offered for the home: Act 129, Watt Choices, Urban Redevelopment Authority, Grounded Strategies, PWSA, PRC, etc (See the [Local Resource Directory](#) for more local and regional options)

Alternative Transportation Options, Programs, and Assistance

Registering for and using CommuteInfo

BikePGH Education, Outings, and Trainings

Healthy Ride programs

Port Authority offerings

Commuter Choice Tax Benefits

Self-Conducted Company Waste Audit Procedure

Responsible Electronic Waste Recycling

Responsible Hazardous Waste Disposal

Goals, Pledges, and Policies Workshop

Workforce update on standing policies and new initiatives

Weatherization and Building Efficiency Updates



Compost Methods Training (home and/or office)

Recycling Training (home and/or office)

Vampire Power Policy implementation

Computer Shutdown Policy implementation

Lighting Policy implementation  
Equipment Updates  
Energy Star Portfolio Manager Training  
Building Energy Efficiency maximization through behavior change  
Tracking your Commuter Habits Training  
Implicit Biases Training  
Active Bystander Training

-  Submit an overview of the information that was shared at the training session, including the title, date, and location of the session. Submit any presentations or handouts that were used in the workshop.
-  Submit a copy of the attendance sheet from the training session (if names cannot be shared, please note the number of attendees from each department).

Micro/Small organizations: Receive 5 points for every 10% of your employees who participate.

Medium/Large organizations: Receive 5 points for every 10 employees who participate.

Repeatable an unlimited number of times in a competition year for a maximum of 50 points (or 100% employee participation).

#### Useful Links:

[\*Past SP Challenge Workshops\*](#)

[\*BikePGH Workplace Engagement\*](#)

[IEMEA - Crossroads for Sustainability Presentation](#)

[Zero-waste Pennsylvania Event Services](#)

[EPA: Energy Treasure Hunt](#)



[Energy Star Training Center](#)

[Local Resource Directory](#)

#### **EA4: Mentor or be mentored by another organization in the SP Challenge (15 to 20 points)**

The best way to achieve optimal sustainability—and make the most of your participation in the SP Challenge—is to learn from your fellow participants. If your organization is a returning competitor with experience implementing sustainable efforts, your organization can act as a mentor for others in the program. Your knowledge of sustainability within the workplace can be a great asset to participants who may not have adequate time or resources to investigate sustainable efforts. If you are a new participant, or are looking to ramp up the impact of your participation in the SP Challenge, you and your organization may find it helpful to seek out a mentor. Your mentor can help guide you through the initial steps of participating in the Challenge, and can aid in creating your organization's sustainability strategy. Together, mentors and mentees can work to ensure each organization realizes maximum benefit from participation in the Challenge. Contact [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) to be matched with a mentor or mentee.

-  Submit a document containing the dates/times/locations of mentorship meetings (at least 1 meeting per quarter / *4 times per competition year*).

-  Submit a document detailing the sustainability strategy developed between your organizations (this should include at least 10 actionable recommendations from the mentor).
-  Submit documentation of at least 1 program/improvement/resource made or utilized due to the collaboration.

Mentees receive 15 points. Mentors receive 20.

Useful Links:

[Sustainable Mentoring](#)

[The Business Benefits of Mentoring Social Entrepreneurs](#)



Foundational Engagement Blue Ribbon Actions



The following actions count toward the **Blue Ribbon in Engagement**. See page 5 for more details on how to earn ribbons.

**EA5: Motivate employees in your organization to become engaged in the Challenge by creating an internal competition (1 to 50 points)**

Internal competitions are an easy and fun way to get employees involved and keep them abreast of your organization’s current sustainability efforts. Your internal competition may include several modified SP Challenge actions to match your organization’s goals. Making the Challenge relevant to individuals in your organization empowers them with the knowledge to make sustainable choices in their everyday life, as well as at work.

-  Submit the results of the competition and describe your organization’s experience with it.
-  Submit a list of employees who participated.

Micro/Small organizations: Receive 5 points for every 10% of your employees who participated in your organization’s internal sustainability competition.

Medium/Large organizations: Receive 5 points for every 10 employees who participated in your organization’s internal sustainability competition.

Repeatable an unlimited number of times in a competition year for a maximum of 50 points.

Useful Links:

[SP Challenge Internal Competition Resources](#)



## Instrumental Actions in Engagement





You will need 10-30 points in the following actions in order to earn any ribbon in this focus area. See page 5 for more details.

### **EA6: If you are a small business (fewer than 50 employees) become a designated Sustainable Small Business (5 to 65 points)**

*The Certified Sustainable Small Business Designation is a voluntary program of Sustainable Pittsburgh that recognizes businesses in Southwestern PA for implementing actions that are simultaneously beneficial for their bottom line, the environment, and the social fabric of their communities.*

*Businesses that incorporate sustainable practices into their operations are demonstrating their intentions to improve their performance and stand out as valuable contributors to their communities. The Sustainable Small Business Designation also helps consumers identify and choose to patronize businesses who are committed to sustainability. A list of resources has been assembled to help businesses meet the established criteria for the designation. Contact [sbiz@sustainablepittsburgh.org](mailto:sbiz@sustainablepittsburgh.org) to get started.*

-  Submit a pdf copy of the certificate indicating that you are a designated Sustainable Small Business, OR
-  Submit a screenshot of your business' listing on the Sustainable Small Business website.

Points will be awarded as follows: Established an account/Striver (5 points), Bronze Certification (20 points), Silver Certification (40 points), and Gold Certification (65 points)

#### Useful Links:

[Champions 4 Sustainability: Certified Sustainable Small Business](#)





### **EA7: Adopt the Southwestern Pennsylvania Sustainable Business Compact On Ramp (5 to 65 points)**

A program of Sustainable Pittsburgh, the Southwestern Pennsylvania Sustainable Business Compact On Ramp is a tool for businesses to use in benchmarking their sustainability performance and committing to greater performance. It positions businesses to take the next steps with sustainability and position for improved performance in environmental, social and governance (ESG) indicators tracked by the investment community and linked to improved business performance, greater access to low-cost capital, employee retention and retainment, customer satisfaction and loyalty, and so on.

Businesses that have some sustainability practices in place or that wish to take the next step may adopt the SWPA Sustainable Business Compact, a commitment, performance, and designation platform that provides a pathway for businesses to advance and publicly declare their business sustainability achievements. As more businesses apply sustainability in their operations and community responsibility, the cumulative benefits of sustainable practices produce a stronger SWPA region poised to thrive and continue its legacy of innovation.

Access [c4spgh.org](http://c4spgh.org) to get started, or contact [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org).

-  Submit a pdf copy or screenshot of the email verifying that you have achieved the Compact On Ramp or a certification level of the SWPA Sustainable Business Compact, OR
-  Submit a screenshot from the SWPA Sustainable Business Compact website listing your appropriate certification category.

Points will be awarded as follows: On Ramp Certification (10 points), Established an account (5 points), *Silver Designation (20 points)*, *Gold Designation (40 points)*, and *Platinum Designation (65 points)*.



#### Useful Links:

[Southwestern Pennsylvania Sustainable Business Compact](#)

### **EA8: Apply for Sustainable Pittsburgh Restaurant designation (5 to 65 points)**

The Sustainable Pittsburgh Restaurant designation is a program of Sustainable Pittsburgh that recognizes restaurants in Southwestern PA for implementing sustainable actions and best practices in the realms of equity, economy, and the environment. Restaurants that incorporate sustainable practices into their operations are demonstrating their intention to improve sustainability performance and stand out as valuable contributors to the communities. The Sustainable Pittsburgh Restaurant designation also helps consumers identify and choose to patronize restaurants who are committed to sustainability.

Contact [dine@sustainablepittsburgh.org](mailto:dine@sustainablepittsburgh.org) to get started.

-  Submit a pdf copy or screenshot of the email verifying that you have achieved a level of the Sustainable Pittsburgh Restaurant designation, OR
-  Submit a screenshot from the Sustainable Pittsburgh Restaurant website listing your appropriate certification category.



Points will be awarded as follows: Starter (5 points), Bronze (20 points), Silver (40 points), Gold (50 Points), and Platinum (65 points)

Useful Links:

[Sustainable Pittsburgh Restaurant](#)

**EA9: Advocate for sustainable policy locally and regionally (4 to 20 points)**

Your organization can help advance sustainable policies in your region by lending your voice and support to local campaigns. Connect with local advocacy organizations to find out how you can boost a campaign's visibility or take action to advance a sustainable policy. Once you have identified one or several issues that are important to you and your organization, research local organizations (our [Local Resource Directory](#) is a great place to start) that work on that issue, and make a connection to begin.

-  Submit a description of your campaign or the advocacy work you are engaged in.
-  Submit a screenshot, meetings notes, photos, or other verification of outreach for your advocacy work (emails with a partner organization, letters or petitions to a policy maker, a photo of an event or lobby meeting, etc)


Repeatable up to 5 times on 5 different campaigns for a maximum of 20 points over the competition.

Useful Links:

See [Local Resource Directory](#) for full list

**EA10: Recruit another organization to join the SP Challenge (3 points)**



The more organizations that participate in the SP Challenge, the greater the monetary and resource savings realized and recognized in our region. Simply spreading the word about the challenge and getting new organizations talking about sustainability will go a long way towards improving the *environmental vitality and equity* of our region.

-  Submit documentation of your outreach to specific organizations requesting they join the Challenge. Your points will be awarded once the other organization registers.

Receive 3 points per recruitment. Repeatable an unlimited number of times before January 31<sup>st</sup> 2018.

**EA11: Apply for sustainability-focused grants (1 to 3 points)**

Locating funds to lessen the cost of renewable energy solutions and green construction/retrofitting is a recognized obstacle for many organizations. In applying for local, state, or federal incentives, your organization may find the funding necessary to make investments towards your sustainability goals. Grants are another option that can help your organization fund sustainability efforts. There are many grants available for different types of sustainability projects.

-  Submit a brief description of the grant you are applying to.
-  Submit a copy of the grant proposal with sensitive information redacted.

Receive 1 point for each grant applied to. Repeatable 3 times in a competition year for a maximum of 3 points.

See the [Local Resource Directory](#) for Full List

Local Useful Links:

*URA Development Resources for Commercial Development*

State Useful Links:

[Keystone Energy Efficiency Alliance](#)

[DEP Search for Programs and Funding](#)

[PA Act 129 Information](#)

Federal Useful Links:

[US Small Business Administration Federal Tax Credits for Energy Efficiency](#)

[Energy Star Federal Tax Credits for Consumer Energy Efficiency](#)

[US Dept of Energy Tax Credits, Rebates, and Savings](#)

**EA12: Publicize your green achievements (1 to 3 points)**


Sharing achievements with the community helps to educate others about sustainable actions and shows that your organization is committed to sustainable goals, while promoting conversation on the topic of sustainability and its role within the workplace. Getting attention from the media surrounding your organization's sustainability initiatives can be a boon for your business, as well. The SP team has a toolkit available to guide your media campaign. Contact [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) to get started.

 Submit a copy of your press release, blog post, or other media coverage.

Receive 1 point for each submission. Repeatable up to 3 times in a competition year for a maximum of 3 points.

**EA13: Publish a Green E-Newsletter (1 point)**

Successfully implementing sustainability initiatives within an organization requires the participation and cooperation of employees and stakeholders throughout the organization. By creating and distributing a sustainability-specific newsletter or dedicating space in an existing organizational newsletter to your organization's sustainability initiatives, you can keep all parties well-informed of any changes taking place and of the progress that your organization is making.

 Submit a screenshot of your 2 most recent e-newsletters.

Useful Links:

[Sustainable Pittsburgh 3E Links](#)

**EA14: Establish a “Green Fund” (10 points)**

One of the most commonly cited barriers to sustainable initiatives is a lack of available capital to fund larger building upgrades, retrofits, or large employee programs. If your organization has built significant internal support for sustainability initiatives, establishing a Green Fund can be an excellent step to support more advanced programs. Your Green Fund can exist as a budget line along with other operational

expenses, or as an internal fundraiser that employees can contribute to voluntarily, among countless other options.

Past participants have used their net savings from reducing utility bills as the “pot” for their green initiatives. Similarly, the “Green Revolving Fund” used by many colleges provides up-front capital for energy efficiency and sustainability projects that will produce long-term savings. The fund then uses those initial energy savings to pay back the upfront capital and support further investment. This is an excellent way to create a positive feedback loop of sustainable initiatives in your organization.

-  Submit a description of your Green Fund, including how funding will be secured.
-  Submit a policy for how your Green Funds are to be used.

Useful Links:


[\*Ole Miss Green Fund\*](#)

[Harvard’s Green Revolving Fund](#)

[Green Billion Guide to GRF Implementation and Management](#)

**EA15: Join the Pittsburgh 2030 District and commit to program goals (2 points)**

The Pittsburgh 2030 District’s energy target goals for existing building are to realize a 50% reduction in energy use below the national baseline by the year 2030. The District’s incremental 2015 goal was a 10% reduction below the national site energy use intensity (EUI in kBtu/ft<sup>2</sup>/year) as specified by the 2003 Commercial Energy Consumption Survey (CBECS).




-  Submit a copy or screenshot of letter/email from Green Building Alliance, who facilitates the Pittsburgh 2030 District, validating your organization and space as part of the 2030 District.

Useful Links:

[Pittsburgh 2030 District Goals](#)

**EA16: Pursue B Corp Certification (1 to 11 points)**

If your organization is for-profit and mission-driven, prioritizing social and environmental benefit, then you may be eligible for B Corp Certification. Taking a B Corp assessment and obtaining certification can go far in demonstrating the values and commitment of your organization to consumers, stakeholders, investors, and shareholders alike.




-  Submit a screenshot of your completed B Corp assessment (free and available online) (1 point)
-  Submit documentation verifying that your organization is actively under review by the certifying organization (5 points)
-  Submit a copy of your final scorecard and registration after obtaining B Corp Certification (a score of 80 or above) (5 points)

Useful Links:

[Become a B Corp](#)

### **EA17: Pursue ILFI Living Building Challenge certification (1 to 11 points)**

The International Living Future Institute's Living Building Challenge is a comprehensive sustainable building certification that measures and rewards efforts in the categories of Place, Water, Energy, Health & Happiness, Materials, Equity, and Beauty. Register with ILFI to get started at <https://living-future.org/lbc/>.




-  Submit confirmation of your registration with the Living Building Challenge (1 point)
-  Submit documentation verifying that your organization is actively under review by the certifying organization (5 points)
-  Submit a copy of your Living Building Certification, if and once achieved (5 points)

#### Useful Links:

[ILFI Living Building Challenge Standards](#)

### **EA18: Pursue WELL Building certification (1 to 11 points)**

The International WELL Building Institute's WELL Building Certification program focuses on human health and wellness in the built environment. To achieve WELL Building Certification, applicants must meet high standards for indoor and outdoor air quality management, water quality, and visual lighting design for health, noise control, thermal comfort, and humidity control. Applying for and receiving WELL Building certification demonstrates that you value your employees' health and wellness.

-  Submit confirmation of your registration with the WELL Building certification (1 point)
-  Submit documentation verifying that your organization is actively under review by the certifying organization (5 points)
-  Submit a copy of your WELL Building Certification, if and once achieved (5 points)




#### Useful Links:

[WELL Certification Guidebook](#)

[WELL Online](#)

### **EA19: Pursue any type of LEED certification (1 to 11 points)**

Leadership in Energy and Environmental Design (LEED) certification is a well-recognized comprehensive sustainable design and operations certification. The LEED certification can be obtained through Building Design and Construction- the standard track for new or reconstructed projects- or through Building Operations and Maintenance, the standard for existing structures. For points, apply for LEED O+M certification to ensure your building is operating with sustainable best practices AND/OR apply for LEED BD + C to ensure that your building is constructed sustainably.

-  Submit confirmation of your registration with USGBC. (1 point)
-  Submit documentation verifying that your organization is actively under review by the certifying organization. (5 points)
-  Submit a copy of your LEED certification, if and once achieved. (5 points)

Useful Links:




[Getting Started with LEED O+M](#)

[LEED v4 for Building Operations and Maintenance](#)

[USGBC Registration](#)

**EA20: Pursue ILFI JUST labeling (1 to 11 points)**

The International Living Future Institute's JUST program is a voluntary disclosure program for organizations to monitor and assess their business policies and practices for social justice and equity. If your organization wants to emphasize its commitment to advancing social justice, both as an organization and in its community, pursuing the JUST program can help you demonstrate that commitment. Register at [justorganizations.com](http://justorganizations.com) to begin.

-  Submit confirmation of your registration with JUST organizations (1 point)
-  Submit documentation verifying that your organization is actively under review by the certifying organization. (5 points)
-  Submit a copy of your JUST label, if and once achieved (5 points)

Useful Links:


[JUST Manual](#)

[Contact JUST](#)

**EA21: Take the “I am Sustainable Pittsburgh” pledge (1 to 20 points)**

The “I am Sustainable Pittsburgh” pledge recognizes the actions that individuals throughout the Pittsburgh region are taking to be more sustainable. Individuals can demonstrate their commitment to a resilient, thriving, and sustainable Pittsburgh by signing the pledge and selecting from a list of sustainable actions they already take and plan to take. The pledge is not binding and does not require documentation, but may help to build a culture of sustainability among your employees.

Have your employees forward their “I am Sustainable Pittsburgh” certificate to you. Compile these in a single document if possible, a .zip file if not.

-  Submit your file or folder of certificates. The SP Challenge team will verify these names through our database of Sustainable Pittsburgh pledges.

Small organization: Receive 1 point for every 5% of your employees who take the pledge.

Large/medium organizations: Receive 1 point for every 10 employees who take the pledge (up to 20 total points).



Useful Links:

[I am Sustainable Pittsburgh](#)

**EA22: Conduct an employee sustainability survey (1 point)**

Your employees will have varying degrees of familiarity and a wealth of knowledge and different perspectives on sustainability issues and solutions. By surveying your employees on their knowledge and

use of sustainable practices, you'll be able to better craft your office policies, procedures, and programs to meet the needs and interests of your employees.



-  Submit a screenshot or link to your employee sustainability survey and the number of employees who filled out the survey.
-  Submit the data from your survey (any names or identifiers redacted).

Useful Links:

[Arizona State Student Environmental Literacy Survey](#)

**EA23: Conduct a seasonal thermal comfort survey (1 point)**

By conducting a thermal comfort survey, employers can ensure that they are providing a comfortable working environment for everyone in the office. Likewise, avoiding overheating in the winter and overcooling in the summer can save money and emissions.


-  Submit a screenshot or link to your seasonal thermal survey and the number of employees who filled out the survey.
-  Submit aggregate data from the survey (any names or identifiers redacted).

Useful Links:

[General Thermal Comfort Survey](#)

**EA24: Distribute residential sustainability tips and materials to employees (1 to 3 points)**

Sustainability can extend to your employees' homes. Distribute sustainability information (preferably via electronic communication) with helpful guides on energy and water savings, commute options, waste minimization, composting, and recycling. Give your employees information on how [Act 129](#) can help residential consumers change their habits, improve well-being, and save money.

-  Submit a copy of the educational materials distributed. Include what category the educational materials fall under: Energy, Water, Waste minimization/recycling/compost, alternative transportation.

1 point will be awarded for each category of educational materials distributed. Repeatable up to 3 times for a total of 3 points.

Useful Links:

[ReEnergize PGH](#)

[WattChoices Act 129 Residential Solutions](#)

[People's Gas Home Energy Jumpstart](#)

[PWSA Stormwater Information](#)


[PRC Learn and Act: Composting, Recycling, Watersheds](#)

[CommuteInfo Commute Cost Calculator](#)

**EA25: Participate in Earth Hour and Daylight Hour (1 to 2 points)**



Earth Hour is an internationally recognized event where organizations and individuals around the globe will shut off their lights for one hour in recognition of sustainable practices and the need to reduce our energy use for a sustainable future. Similarly, Daylight Hour calls on participants to shut off their lights and do their work by daylight alone for one hour. In the 2018 SP Challenge, Daylight Hour will occur on June 22<sup>nd</sup> 2018, and Earth Hour will occur on March 24<sup>th</sup> 2018 at 8:30 pm EST. Keep updated with the SP Challenge Newsletter for reminders about these events and others.

-  Submit a photo that shows your organization participating in daylight hour and earth hour (1 point per event/photo).

Repeatable up to 2 times in a competition year for a maximum of 2 points.

Useful Links:



[SP Challenge Newsletter Sign Up](#)

[Daylight Hour](#)

[Earth Hour](#)

**EA26: Create a vegetable garden and provide planting support (5 point)**

Show your support for local, healthy food and healthy, engaged employees by starting a vegetable garden. This garden can be on your office grounds or in a nearby community. Encourage your employees to get involved in the garden. Provide supplies and allow office time for garden maintenance so that employees can reap the benefits of getting outside and growing their own food. There are many opportunities to partner with local organizations and community groups on garden projects.

-  Submit a description of your garden project, including any communication that documents your collaboration with community groups.
-  Submit a photo of your garden and employees at work.

*NOTE: Is your organization located in Allegheny County? If so, completing this action may help your organization earn recognition as a [Live Well Allegheny organization](#).*

Useful Links:


[Grow Pittsburgh Community Garden Guide](#)

[Community Garden Guide Pittsburgh](#)

[How to Start Vegetable Gardening](#)

**EA27: Practice Meatless Mondays (1 point)**

Meatless Mondays encourage employees to refrain from eating meat one day a week. Studies show that going meatless once a week is not only good for your health, it's also good for the environment, helping to reduce the waste and carbon footprint associated with producing, processing, and delivering your food. Your meatless day can occur any day of the week, so long as it is a regular practice.

-  Submit a copy of your Meatless Monday (or any day) policy OR Submit a sample of your Meatless Monday policy for an in-house cafeteria along with several sample menus showing the meatless options on Mondays (or any day).




Useful Links:

[Johns Hopkins Meatless Mondays](#)

[Meatless Mondays](#)

**EA28: Make your office into a CSA (Community Supported Agriculture) pickup location (2 points)**

Help your employees eat better and more sustainably while also helping local CSA organizations and farmers. CSAs often need convenient locations to deposit boxes of groceries each week. By volunteering your office space (or finding a space in the building that is accessible to a variety of companies) you will encourage sustainable consumption and save your employees the additional trip to another location for pickup.

-  Submit a copy of your CSA agreement (email or other paperwork) along with delivery details and/or a photo of one of the deliveries when they start coming for your employees (and neighboring organizations) to pick up.


Useful Links:

[Find My CSA: Pittsburgh](#)

[412 Food Rescue – Ugly CSA](#)

**EA29: Take sustainability into consideration when choosing a building location for your organization's operations (1 to 5 points)**

If you are looking to move, consider some of the following criteria in addition to the size and location of the space. While new development often comes with many opportunities for sustainability, maintaining historic properties and reducing blight is key to helping communities thrive. Maintaining historic building spaces and putting formerly blighted spaces back into re-use encourages community development, pride, and property value, as do mixed-business districts that are easily accessible to pedestrians.

-  Submit documentation of your organization's primary address and a list of the following sustainable qualities your property meets
  - Located in a historic building (older than 50 years)
  - Located in a previously blighted area; property has been returned to productive use
  - Located in a walkable mixed-use business district - [Walk Score](#)
  - Easily accessible by public transportation
  - Located in an energy efficient building

Receive 1 point for each sustainable quality, up to a maximum of 5 points

Useful Links:

[Sustainable Community Essentials](#)

[EPA Report on walkable Business Districts](#)


[Port Authority Public Transit](#)

[Westmoreland County Transit](#)

[Beaver County Transit](#)  
[Mon Valley Transit](#)  
[Walk Score](#)

### **EA30: Attend SP Challenge Workshops (1 to 50 points)**

Help your employees and sustainability coordinators become involved in the SP Challenge and more educated in sustainable solutions by encouraging and facilitating attendance of SP Challenge’s public workshops. The workshops will cover topics that will be useful to achieve different Actions within the SP Challenge. Visit [spchallenge.org](http://spchallenge.org) and visit the “Events and Workshops” menu for an update on SP events.

-  Submit your receipt or the name of the workshop and name(s) of employees who attended (make sure your employees sign in at the workshop and include company affiliation when registering).

Micro/Small organizations: Receive 1 point for an individual attending and an additional 5 points for every 10% of your employees who attend a workshop.

Medium/Large organizations: Receive 1 point for an individual attending and an additional 5 points for every 10 employees who attend a workshop.

Repeatable an unlimited number of times in a competition until your employee participation has reached the maximum number of points allotted for SP Challenge workshops (50 points).



Useful Links:

[\*Past SP Challenge Workshops\*](#)

[Upcoming Workshops](#)

### **EA31: Take a sustainability field trip (1 to 10 points)**

Organizing a field trip to a green center or building can be an excellent way to re-invigorate your company’s commitment to sustainability. Taking time for educational opportunities that inspire your employees is a great investment in your company’s sustainable future. Some ideas for field trips and tours include: Phipps Conservatory, the David L. Lawrence Convention Center, a recycling center, the Frick Environmental Center, the Energy Innovation Center, or any of the highly-rated LEED certified buildings in the region (given that you arrange a tour beforehand).

-  Submit a description of the field trip or tour, including the date, location and topics covered.
-  Submit a copy of the attendance list (if names cannot be shared, please note the number of attendees from each department).

Micro/Small Organizations: Receive 1 point for every 10% of your workforce that attends.

Medium/Large Organizations: Receive 1 point for every **10** employees that attend.

Repeatable an unlimited number of times in a competition year for a maximum of 10 points (or 100% employee participation).

Useful Links:

[Phipps Conservatory](#)

[Frick Environmental Center](#)



[Pittsburgh Convention Center](#)

[Energy Innovation Center](#)

[ALCOSAN](#) (To schedule a tour, contact Stephanie Conley: [Stephanie.Conley@alcosan.org](mailto:Stephanie.Conley@alcosan.org) or 412-734-8733. Minimum 5 individuals. Participants in the SP Challenge may pool together to create a larger tour group. Ex: Mentors/mentees could go together.)

### **EA32: Host an event in a LEED certified building (1 to 3 points)**

According to the US Green Building Council, as of *April 2018 there are 370* LEED certified buildings in southwestern Pennsylvania. By holding a meeting, workshop, conference, or other event in a LEED certified building, you show support for green building projects in our region and may learn some techniques to make your own building(s) more efficient.

-  Submit a description of the event, including the date, location, and purpose of the event.
-  Submit a photo from the day of the event.

Receive 1 point per event. Repeatable up to 3 times in a competition year for a maximum of 3 points.




Useful Links:

[Phipps Conservatory & Botanical Gardens](#)

[David L Lawrence Convention Center](#)

### **EA33: Order food for an event that offers local, organic, and seasonal ingredients from local providers (1 to 3 points)**

Ordering local, organic, and seasonal food is a great way to support the local economy and provide sustainable choices for those who attend your event. There are both environmental and health benefits to eating locally sourced organic and seasonal foods. Organic foods are certified by both the USDA and classified as USDA Organic. Seasonal food is determined by the time of year that food is naturally harvested. Be sure to utilize the Sustainable Pittsburgh Restaurant Finder to find great local sustainable restaurants!

-  Submit a description of the event that includes the date and purpose.
-  Submit a copy of the menu.
-  Submit an invoice from the caterer.

Receive 1 point per event with local, organic, seasonal food. Repeatable up to 3 times in a competition year for a maximum of 3 points.

*Note: You may also receive 1 point for coffee ordered from a local sustainable provider.*

Useful Links:


[Sustainable Pittsburgh Restaurant Finder](#)

[Farm to Table Catering](#)

[Pittsburgh Association for Sustainable Agriculture](#)

**EA34: Join or participate in local sustainability networks (1 to 3 points)**



Sustainability networking groups help organizations, university researchers, and community leaders connect, collaborate, and leverage expertise, knowledge, and resources to compound the impact of regional sustainability efforts. Joining a local sustainability networking group will expand your organization's knowledge of sustainability efforts and provide insight into how other organizations in your sector implement those efforts. Networks may include formally organized professional associations, or less formal regional networking groups focusing on any aspect of sustainability.

-  Submit proof of membership or participation in each network, including a description of a meeting, the meeting date, location, and topics discussed, and a list of those in attendance from your organization.

Receive 1 point for each network joined. Repeatable up to 3 times in a competition year for a maximum of 3 points.

**EA35: Screen an environmental documentary or film (1 to 3 points)**

Host an after-work event or take advantage of a long lunch to screen an environmental documentary. This can be an effective way to raise awareness about sustainability issues. Encourage viewers to engage in discussion after the film.

-  Submit the name of the film you screened.
-  Submit a list with the number of attendees.

Repeatable up to 3 times in a competition year with 1 point per film screened.

Suggested environmental films:



- Chasing Coral (ocean-themed climate change documentary – 93 min)
- Mission Blue (ocean-themed documentary about renowned scientist & advocate Sylvia Earle – 96 min)
- Planet Earth (BBC Documentary series narrated by Sir David Attenborough – ~50 min/episode)
- Fern Gully (20<sup>th</sup> Century Fox cartoon dealing with themes of deforestation – 76 min)
- The True Cost (documentary addressing fast fashion – 92 min)
- The Island President (President Mohamed Nasheed of the Maldives addresses the difficulty of climate change negotiations from the perspective of a small island nation – 101 min)
- Chasing Ice (Photographer James Balog depicts change in Arctic ice over time – 76 min)
- Under the Dome (Chai Jing discusses raising her child under China's heavy pollution – 103 min)

Useful Links:

[DC Environmental Film Festival Database](#)

**EA36: Be a tenant in a LEED certified building (2 points)**

Choosing a location for your business or organization that is already LEED certified demonstrates a baseline level of environmental engagement and guarantees that some aspects of sustainability are already met.

-  Submit any documentation demonstrating that the LEED certification of your building was an influential factor in choosing your location OR
-  Submit any documentation demonstrating that you helped convince your building's landlord to become LEED certified.




Useful Links:

[Green Building Alliance Map of Certified Buildings](#)  
[Regional Green Building Stats](#)

*EA37: Present at or attend a sustainability-related conference (1 to 15 points)*

Provide encouragement and opportunity for employees to demonstrate their knowledge and skill in sustainability issues by presenting at a sustainability-related conference. The conference may be local or elsewhere.

Employees can also receive points for attending a sustainability-related conference. Please note that the conference can be related to your industry but should not be internal trainings or events exclusive to your company. See Useful Links below for the types of conferences that are acceptable.

-  Submit a copy of the agenda that shows the presenting employee's name and/or submit a copy of the presentation given by the employee. (5 points)
-  Submit the name of the conference and a description of its mission.
-  Submit a list of attendees from your organization. (1 to 10 points per below)

Micro/Small organizations: Receive 1 point for every 10% of your employees who attended.

Medium/Large organizations: Receive 1 point for every 5 employees who attended.

Repeatable up to a maximum of 15 points.


Useful Links:

[AASHE Conference](#)  
[Alliance Rally](#)  
[Living Product Expo](#)  
[3 Rivers Wet Weather Annual Sewer Conference](#)  
[Rail~Volution](#)  
[P4 Conference](#)

*EA38: Have the SP Challenge team conduct a site visit at your organization (3 points)*

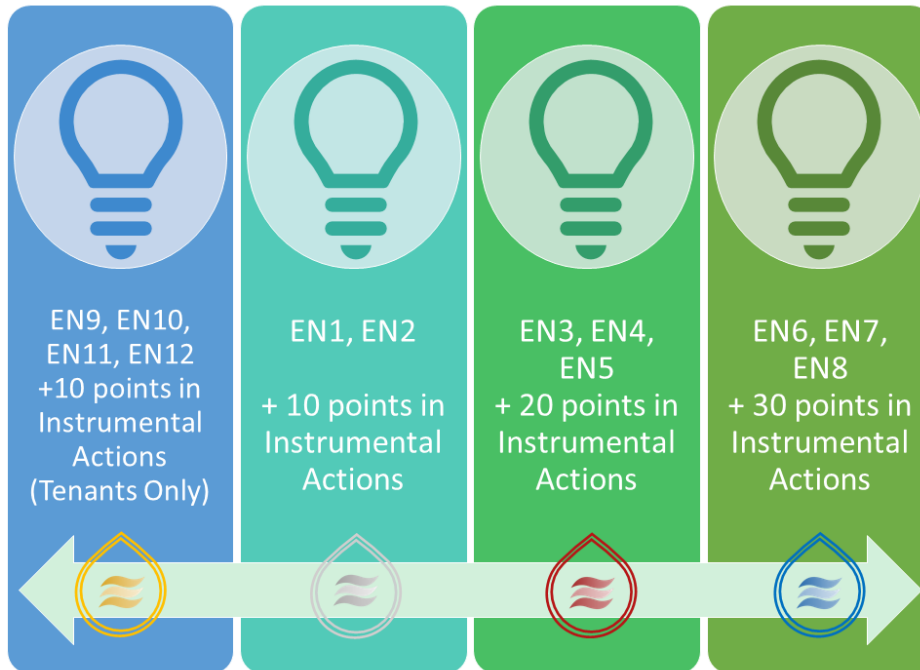
The SP Challenge team is available to all participants for site visits throughout the competition. We can help validate your existing initiatives, encourage employee engagement, and push you to make new sustainability goals. In a site visit, we discuss the Master Playbook, look at actions that you are already doing, and make suggestions for future possibilities. We usually conduct a walkthrough of the space and

make ourselves available for any questions. Many organizations find site visits helpful for getting started but we are available to help during the entirety of the competition.

-  Submit this action after your site visit is complete and you have submitted at least one of the recommended actions. The SP Challenge team will verify the consultation and submission and award points accordingly.

## ENERGY

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### Foundational Energy White Ribbon Actions




The following actions count toward the **White Ribbon in Energy**. See page 5 for more details on how to earn ribbons.

#### **EN1: Set up your account on Energy Star Portfolio Manager and enter your baseline data (45 points)**

You must create an Energy Star Portfolio Manager account in order to track your utility data and costs for the SP Challenge. Follow the steps below to set up your account. Be sure to share your account with Sustainable Pittsburgh so that the SP Challenge team may monitor your utility uploads and award points for participation and reductions. Points for account set-up will only be awarded for new users.

After you have created your account, you must set your baselines. A baseline is a historic point of comparison used to track changes and improvements at your property over time. Portfolio Manager allows you to establish separate baselines for electricity and natural gas within the energy tab. Portfolio Manager sets a default “baseline date” as the first year for which your property has 12 months of data. In order to track energy reductions in the SP Challenge Competition 2018, you must have energy data entered from January 2017 to December 2017. You are not required to change your Portfolio Manager

baseline to this SP Challenge standard, but may change this date if you choose on the Goals tab (under “Current and Baseline Targets”).

-  Submit this action when you have entered your SP Challenge 2018 energy and/or natural gas baseline data, from January 2017 to December 2017, in Portfolio Manager. The SP Challenge Team will verify your baseline through Portfolio Manager, and award points accordingly. 5 additional points will be awarded for new users.

*To create your Energy Star Portfolio Manager account:*

Sign up at <https://portfoliomanager.energystar.gov/pm/signup>

Add at least one property to your account

Answer questions about your property’s size, occupancy, use, etc.

Connect to the Sustainable Pittsburgh Challenge:

- On the Portfolio Manager landing page in the upper right-hand corner, select “Contacts.”
- Under “My Contact” select “Add Contact.”
- Select “Find Contact in Portfolio Manager” and type “sustainablepittsburgh” (in the Username section you should see the name Sustainable Pittsburgh Challenge).
- Click “Connect.”
- Once you have received confirmation that Sustainable Pittsburgh has accepted your request, you can share your property with the SP Challenge team.

Share your properties by selecting the “sharing” tab.

- Click the button, “share (or Edit Access to) a Property.”
- From the drop-down menu under “Select Properties,” first select the number of properties you wish to share, then in the new drop-down menu that appears, select the property/properties you want to share.
- On step 2, you should now see Sustainable Pittsburgh Challenge as “People (Accounts)” you can share with.
- For step 3, choose the type of permission you’d like to grant to us. Bulk Sharing is usually fine for this step.
  - When choosing “Bulk Sharing,” you’ll see more options pop up. Most Challenge participants provide “Read Only” access, which allows us to see your data, but not edit it. If you anticipate ever needing our assistance in entering data, or checking your account settings, you’re also welcome to grant “Full Access.”
  - Note: if at the end of the competition, you would like us not to have access to your data, remember to login again, follow the preceding steps, and select “Remove Access” here.

Once these steps are complete, you should see the new share request in your “Sharing Notifications.”

Useful Links:

[Portfolio Manager Quick Start Guide](#)

[Sign up for Portfolio Manager](#)



[How to Enter Utility Data into Portfolio Manager](#)



What is a Baseline? Why is it important?

**EN2: Pledge to reduce your organization’s energy usage (25 points)**

By making a pledge to reduce your energy usage by a specific percentage, you have a measurable goal to strive towards. Be sure to have set your energy baseline (EN1) or be aware of your organization’s energy usage in order to set a specific, measurable, attainable, and relevant goal. Set a deadline that is commensurate with the degree of the goal you have set. *Your goal may extend beyond the current SP Challenge competition. However, in order to receive points for EN8, you should also have a short-term goal for the end of the competition.* Reaching your organization’s goal will result in both monetary and environmental benefits. A reduction goal of just 3 to 4% can make a significant difference.

-  Submit a copy of the pledges your organization plans to make.
-  Submit your organization’s target percentage reduction goal to for your facility/facilities entered into Portfolio Manager. Set the reduction goal in relation to your baseline. This will make it simple to track your progress.

NOTE: The energy usage is adjusted in Portfolio Manager to give weather-normalized results. An unusually hot summer or cold winter could still produce significant energy reduction versus weather, even if overall energy usage is higher.

NOTE: An organization must set its reduction goals by April 30<sup>th</sup> 2018.

Useful Links:

[Breathe Project – Make a pledge](#)

[Set Goals with Energy Star](#)


Foundational Energy Red Ribbon Actions



The following actions count toward the **Red Ribbon in Energy**. See page 5 for more details on how to earn ribbons.

**EN3: Write an energy strategy and improvement plan (20 points)**

Energy strategy and improvement plans help organizations map out their current energy usage and emission levels. The plan acts as a guideline to formulate energy reduction goals and strategies.


-  Submit a copy of your Energy Strategy and Improvement Plan with goals and strategies outlined. For full points, the plan should include at least **5 actionable items** currently being enacted.

Useful Links:

[New York University](#)  
[Comprehensive Energy Strategy for Connecticut](#)  
[University of Hawaii at Manoa – Strategic Energy Plan](#)  
[UC Berkeley Strategic Energy Plan](#)  
[\*\*PennTAP Energy and Environment Services\*\*](#)

**EN4: Reduce your organization’s energy usage (10 to 1925 points)**

While being aware of your energy usage is the first step towards becoming a sustainable workplace, attaining reductions from the baseline is the most crucial step in reducing your workplace’s energy usage.

 *The SP Challenge team will tabulate energy reductions periodically. Your organization’s points from this action will be tabulated at the end of the competition year based on your energy usage performance.*

SP Challenge staff will round reductions to the nearest percent, and award points based on the following chart:

**Points Calculation**

<b>Percent</b>	<b>Points From</b>	<b>To</b>
1-5%	10	50
6%-10%	65	125
11% - 100%	145	1925 (20 points for each additional %)

*NOTE: In order to receive points at the end of the competition year, utility data must be entered in full (every month) from January 2018 to December 2018.*


*NOTE: If your organization has shared more than one facility with the challenge, the overall energy usage reduction of your entire building portfolio will be calculated by weighing energy reductions by the square footage of the facilities.*

Useful Links:

- [Portfolio Manager Guidelines for Energy Management Overview](#)
- [Simple ways to save energy at work \(UPS\)](#)
- [Cheap ways to save energy at your office](#)
- [Energy Star Tools and Resources](#)

**EN5: Keep your Portfolio Manager account up to date (1 to 12 points)**

It is critical to consistently track your energy usage to measure the success of your sustainability programs, policies, and practices. It is also critical in order to award points in the SP Challenge. Be sure to upload your monthly utility data regularly to make informed energy choices.

 Update your utility data to Portfolio Manager every month. The SP Challenge Team will monitor Portfolio Manager uploads on a quarterly basis.

Receive 1 point for every month you updated your utility information, up to 12 points. Your points will be awarded at the end of the competition.

Useful Links:

[Enter Data into Portfolio Manager](#)


Foundational Energy Blue Ribbon Actions



The following actions count toward the **Blue Ribbon in Energy**. See page 5 for more details on how to earn ribbons.

**EN6: Conduct an energy audit (20 points)**

*Energy audits help identify where energy is being wasted in your building and can reveal solutions improve overall energy efficiency and lower your utility costs. Be sure to look in the [Local Resource Directory](#) for grants, subsidies, and low-cost audits offered by regional utilities and nonprofits.*

-  Submit a copy of your energy audit or a letter from the auditor confirming they have completed an audit for your space/facility. Make sure the date of the audit is included in the documentation.

***NOTE: Only audits conducted on or after Jan 1, 2018 will be accepted.***

Useful Links:

[Basic Energy Audit](#)

[Small Office Building Energy Audit](#)

[Ithaca College: Energy Audit Checklist](#)

[URA Business Energy Savings Program](#)

[PennTAP – Pennsylvania Technical Assistance Program](#)

[Energize Small Business](#)

[Local Resource Directory](#)

**EN7: Purchase electricity from a renewable energy source (4 to 88 points)**

Go to <http://papowerswitch.com/shop-for-electricity/shop-for-your-business/> to find available renewable energy providers and support the growth of clean energy with your utility bill dollars. All your business needs to do is switch providers with your delivery company (e.g. Duquesne Light). Nothing will change in your day-to-day operations. You must purchase renewable power for at least 5 consecutive months to receive points. Purchasing renewable power for at least 10 consecutive months will earn double the amount of points.

- Submit copies of your utility bills for the appropriate months. They should include information regarding the energy mix and what percentage of your electricity comes from renewable sources. *If you do not submit a percentage, we will assume the mix is 1%.*

Points will be rewarded on the following scale:

### Points for Green Energy Purchasing

<b>% of Renewable of Total Power Purchased</b>	<b>5 to 9 months</b>	<b>10 or more months</b>
Up to 10%	4	8
20%	8	16
30%	12	24
40%	16	32
50%	20	40
60%	24	48
70%	30	60
80%	36	72
90%	40	80
100%	44	88

*NOTE: Be sure to update your Energy Star Portfolio Manager to reflect your purchase of renewable energy. This can be done by going to your Meters tab and checking the “Green Power” box for the appropriate meter. This will impact your GHG emissions report.*

#### Useful Links:

[NREL: Buying Green Energy](#)

[Penn Future Green Energy](#)

[Energy.gov Can I buy Green Power in my State?](#)

[Greener Pittsburgh Solar Switch](#)

[NRDC: Green Power in PA](#)

#### **EN8: Reach your energy reduction goal (25 points)**

If your organization’s calculated energy reductions meet or exceed your previously determined energy reduction target (EN2), the SP Challenge team will verify that you have met your reduction target and grant an additional 25 points.

- The SP Challenge team will verify that you have met your reduction target through Portfolio Manager. These points will only be awarded for reductions that stand at the end of the SP Challenge competition year.

#### Useful Links:

[Energy Star Success Stories](#)

## Foundational Energy Yellow (Tenant) Ribbon Actions



The following actions count toward the **Yellow Ribbon in Energy**. See page 5 for more details on how to earn ribbons.

### **EN9: Meet with other building tenants and discuss the value of tracking utilities (5 to 25 points)**

Asking other organizations or the tenants in your building to participate in utility data sharing, sustainability initiatives, or in the SP Challenge is a big undertaking, one that can significantly improve your ability to measure the impact of your sustainability initiatives, as well as the SP Challenge team's ability to measure the overall impact of the SP Challenge for the Pittsburgh region. Even the simple act of conversing about building efficiency and your utility use habits can change both your and your neighbor's attitudes toward tenant responsibilities. The SP Challenge team is happy to assist with crafting your outreach strategy, should you choose to collaborate with neighbors in your facility. Please contact [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) for assistance.

-  Submit a description of any meetings with organizations that share your facility, or copies of correspondence with those parties.

Receive 5 points per established contact. Repeatable up to 5 times in a competition year for a maximum of 25 points.

*NOTE: This action is intended for building tenants who do not already have access to their utility data and are attempting to gain access through this section. These actions are meant to accommodate and award points to tenants, comparable to points competitors with access to their utility data might earn, and are therefore NOT suitable for all tenant participants. If you are unsure if this set of actions is right for you, contact the SP Challenge team at [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org).*

#### Useful Links:

[Improve Energy Data Access \(USGBC\)](#)


[Sustainable Mentoring](#)

[Green Button Data Campaign](#)

### **EN10: Request utility data access from your landlord (5 points)**

The SP Challenge team recognizes that many participants do not have direct access to utility data or might only have access to data for a whole building in which they are a tenant. While any action taken towards decreasing energy use is valuable, being able to track and measure that value is the single most significant factor in ensuring your organization continues its energy reduction strategy. With this in mind, the SP Challenge team has created a track for tenants to follow which highly rewards the pursuit of utility data access via engaging other building tenants and the building manager. A simple request to your

landlord may be all it takes to gain access to your utility meter information (gas, electric, and water). Once utility data is accessed, organizations should be able to submit for EN1 and work towards measurable reduction goals (EN4).

-  Submit a copy of the letter or correspondence sent to your landlord. If your request was in person or over the phone, please request a written letter from the landlord stating the date and content of the conversation.

*NOTE: This action is intended for building tenants who do not already have access to their utility data and are attempting to gain access through this section. These actions are meant to accommodate and award points to tenants, comparable to points competitors with access to their utility data might earn, and are therefore NOT suitable for all tenant participants. If you are unsure if this set of actions is right for you, contact the SP Challenge team at [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org).*

Useful Links:


[Accessing Tenant Utility Data in Triple-Net Leased Buildings](#)

[Tenant Utility Data Release Form \(for property managers whose tenants receive utility data directly\)](#)

[Alternatives to Tenant Utility Release Forms](#)

**EN11: Get a letter signed by tenants occupying 50% of space (5 to 25 points)**

If your organization occupies less than half of the building it is a part of, it can be difficult to demonstrate the value of an energy efficiency agreement to your landlord. Coming ready with support from your fellow tenants is a powerful way to demonstrate the real value available to both landlords and tenants if a partnership agreement is pursued. If you manage to get the occupants of 50% of your building space (by square footage) to sign on to a document stating your commitment to adopting energy efficient behaviors, you'll come ready with a strong case for your landlord to consider investing in energy efficient building practices. Contact [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) for a sample letter.

-  Submit a copy of your signed letter.

Receive 5 points for each 10% of tenants signed on to your letter above 50%. See chart below:

Percent of Tenants Signed	Points
50 – 59%	5
60 – 69%	10
70 – 79%	15
80 – 89%	20
90 – 100%	25


*NOTE: This action is intended for building tenants who do not already have access to their utility data and are attempting to gain access through this section. These actions are meant to accommodate and award points to tenants, comparable to points competitors with access to their utility data might earn, and are therefore NOT suitable for all tenant participants. If you are unsure if this set of actions is right for you, contact the SP Challenge team at [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org).*

Useful Links:

[Energy Star: Landlords and Tenants Team Up to Improve Energy Efficiency](#)  
[Saving Energy With Neighborly Behavior](#)

**EN12: Create a benefits-sharing agreement or Green Lease with your landlord (25 points)**

Green Leases include an agreement between a tenant and property owner and/or property manager outlining how the building will be occupied, operated, and managed with the incorporation of sustainable practices. The green lease should provide a legal framework to ensure that both the owner and tenant are accountable for the energy efficiency and sustainable upkeep of the building. Whether you are a tenant, the building owner, or the property manager, a Green Lease is a good, established introduction to collaborating with all stakeholders in a building in order to create an energy efficient space that shares benefits with all stakeholders.

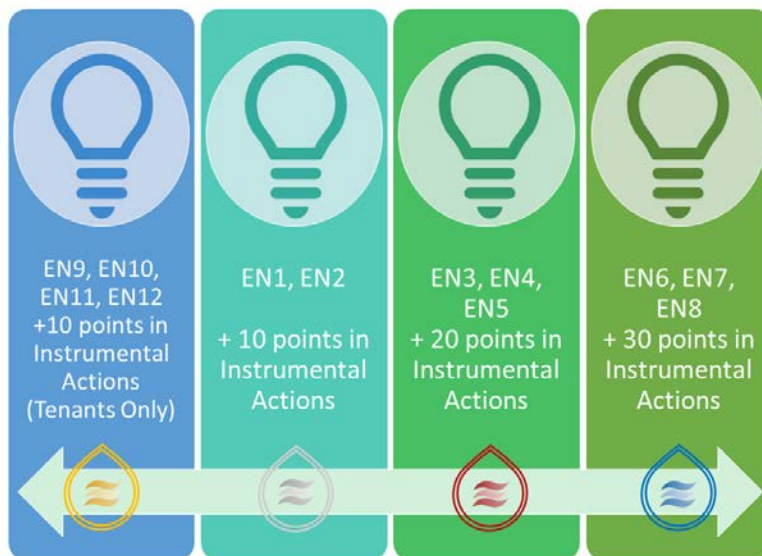
 Submit a copy of your Green Lease or landlord-tenant agreement. Any pages or sections with sensitive information can be deleted or redacted.

*NOTE: This action is intended for building tenants who do not already have access to their utility data and are attempting to gain access through this section. These actions are meant to accommodate and award points to tenants, comparable to points competitors with access to their utility data might earn, and are therefore NOT suitable for all tenant participants. If you are unsure if this set of actions is right for you, contact the SP Challenge team at [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org).*

Useful Links:

[NRDC Energy Efficient Lease Guide](#)  
[Green Lease Library](#)  
[PECPA Green Lease Fact Sheet](#)  
[Occupant Engagement for Energy Efficiency](#)

Instrumental Actions in Energy




You will need 10-30 points in the following actions in order to earn any ribbon in this focus area. See page 5 for more details.



**EN13: Choose your energy legacy baseline year (20 points)**

For organizations that have years of utility data, it can be both revealing and encouraging to track your data against a longer timeframe. By keeping track of your progress compared to a more distant 12-month period, called a “legacy baseline,” your organization will see the impact of its sustainability initiatives on a broader scale. In order to set your legacy baseline, compile a full set of data from any 12-month period between June 2010 and December 2016, and be sure it is entered, in its entirety, into your Portfolio Manager account. Please note, your energy *legacy* baseline year cannot be your data for the year 2017, as this is your baseline for the 2018 competition year.

-  Submit a description of your baseline year selection, any 12-month period from June 2010 to December 2016.


Useful Links:

[How to Enter Utility Data into Portfolio Manager](#)

[What is a Baseline? Why is it important?](#)

**EN14: Track your energy reduction legacy (3 to 450 points)**

For organizations that have years of utility data, it can be both revealing and encouraging to track your data against a longer timeframe in addition to your 2018 competition baseline. By keeping track of your progress compared to your legacy baseline year, your organization will see the impact of its sustainability initiatives on a broader scale.

-  *The SP Challenge team will tabulate energy reductions periodically. Your organization’s points from this action will be tabulated at the end of the competition year based on your energy usage performance.*

SP Challenge Staff will compare your current year energy use to this baseline at the end of the competition. The team will round reductions to the nearest percent and award points based on the following chart:

**Points Calculation**

<b>Percent</b>	<b>Points From</b>	<b>To</b>
1 - 5%	3	15
6% -10%	20	40
11% - 100%	50	450 (5 points for each additional %)

*NOTE: In order to receive points at the end of the competition year, utility data must be entered in full from January 2018 to December 2018.*



*NOTE: If your organization has shared more than one facility with the challenge, the overall energy usage reduction of your entire building portfolio will be calculated by weighing energy reductions by the square footage of the facilities.*

Useful Links:

[Portfolio Manager Guidelines for Energy Management Overview](#)



[Simple ways to save energy at work \(UPS\)](#)

[Cheap ways to save energy at your office](#)

[Energy Star Tools and Resources](#)

**EN15: Implement suggestions from your energy audit (1 to 15 points)**

To ensure your investment in your energy audit is put to good use, your business needs to implement the energy savings measures that were outlined in your audit.

-  Submit your energy audit results. Please highlight the suggested action that you would like points for.
-  Submit proof of implementation of each individual action, which can include:
  - An invoice, statement, receipt, or proof of purchase.
  - A statement of completion on official letterhead from the company or in-house staff executing the service or supplying the goods.
  - If the action taken required an inspection or permit, a copy of the inspection report or a copy of the permit can serve as proof of implementation.
  - Internal documentation demonstrating that an in-house team completed the action along with any necessary receipts of purchase.

*NOTE: 1 point will be awarded for each suggested energy audit action that you implement. Points for this action are simply for responding to the suggestion from your audit, not for the action itself. In order to receive full points for the action, be sure to submit for the corresponding action in the Energy section as well. **Up to 15 implemented suggestions can be submitted in a competition year** for a total of 15 points.*

Useful Links:

[\*\*URA Business Energy Savings Program\*\*](#)

*NOTE: for small and medium-sized businesses: In the Urban Redevelopment Authority's pilot study, businesses that participated in the program and implemented outlined energy saving measures saved an average of 15% or \$3,000 on their utility bills.*

[Database of National and State Energy Efficiency Rebates and Incentives](#)

**EN16: If you are a building manager, provide your tenants with utility data (2 points)**

If you are a building owner or property manager, engaging your tenants in conversations about energy efficiency can help bridge the gap between energy efficiency building operations and behavioral energy efficiency. Providing utility data access to your tenants allows them to evaluate their own sustainability efforts and the impact their energy usage practices have on the facility. The SP Challenge team is happy

to assist with crafting your outreach strategy, should you choose to collaborate with tenants in your facility. Please contact [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) for assistance.

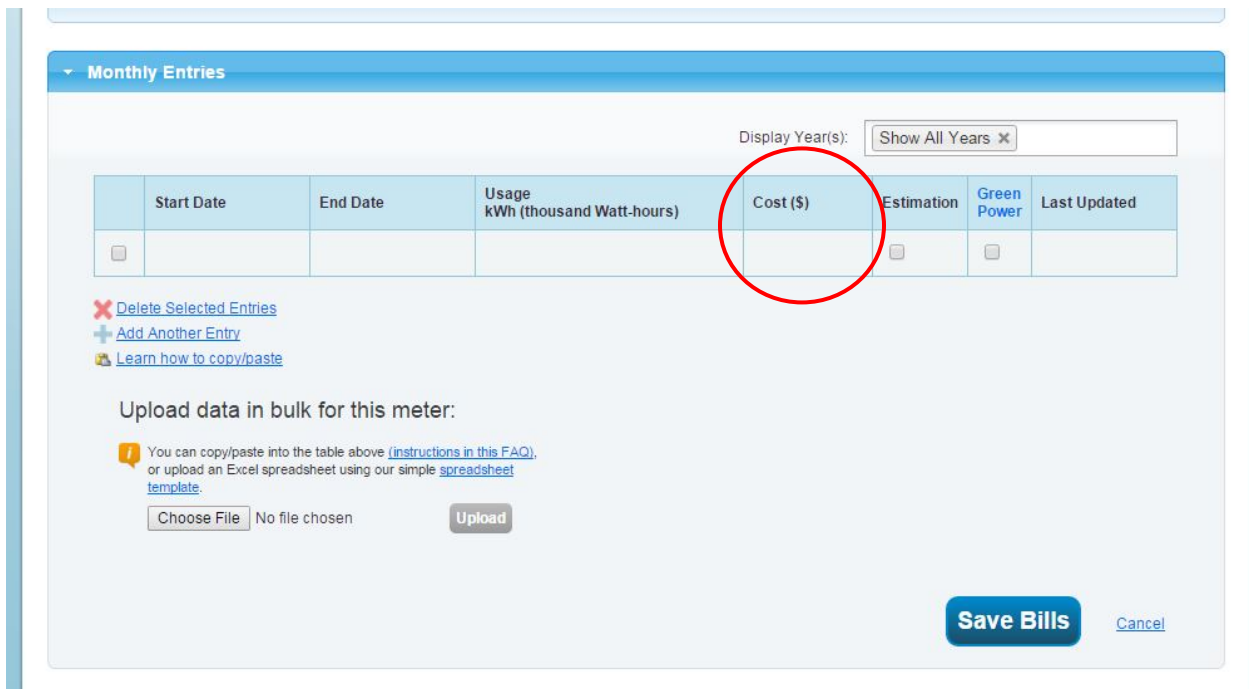
- Submit a copy of correspondence with your tenants that includes utility data. Any pages or sections with sensitive information can be deleted or redacted.

### EN17: Include utility costs in Portfolio Manager data (5 points)

When you reduce your energy use, you save money. Be sure to keep track of how much money your organization is saving by consistently updating your utility costs. These numbers are critical to demonstrating the ROI of your organization’s sustainability initiatives. Utility cost data is kept confidential. It will not be used in the energy or points calculations for the SP Challenge. Utility cost data is there purely for your records to keep track of utility savings.

- Submit a screenshot of your utility costs and savings in Portfolio Manager.

Example Screen Shot:



Useful Links:

[Adding Utility Data to Portfolio Manager](#)

### EN18: Use your greenhouse gas emissions survey (1 point)

As energy usage information is entered for each property, Portfolio Manager calculates the total emissions associated with the building. In order to quantify emissions, Portfolio Manager employs regional factors that reflect the fuels and technologies used to generate energy within each region. Entering consistent utility information should provide Portfolio Manager with enough data to generate a greenhouse gas emission figure for each of your properties. You can find this information in the Summary

tab at the left-hand bottom corner of the Portfolio Manager landing page, or in Goals in the “Metrics Comparison for Your Property & Your Target” table.

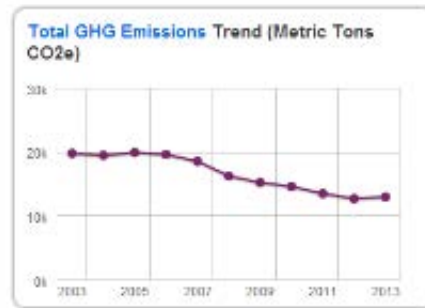
 Submit a screenshot of your greenhouse gas emissions survey, as shown below.

Examples:

Metrics Comparison for Your Property & Your Target

Metric	Baseline (May 2013)	Current (May 2013)	Target*	Median Property*
ENERGY STAR score (1-100)	Not Available	Not Available	Not Available	50
Source EUI (kBtu/ft²)	203,651.4	203,651.4	195,505.3	148.1
Site EUI (kBtu/ft²)	168,959.1	168,959.1	162,200.7	122.8
Source Energy Use (kBtu)	256,600,701.7	256,600,701.7	246,336,673.6	186,606.0
Site Energy Use (kBtu)	212,888,515.9	212,888,515.9	204,372,975.3	154,728.0
Energy Cost (\$)	8,344.27	8,344.27	8,010.50	6.06
Total GHG Emissions (Metric Tons CO2e)	18,877.7	18,877.7	18,122.6	13.7

\* To compute the metrics at the target and median levels of performance, we will use the fuel mix associated with your property's current energy use.




Useful Links:

- [How Portfolio Manager Calculates Greenhouse Gas Emissions](#)
- [Portfolio Manager Technical Reference: Greenhouse Gas Emissions](#)

**EN19: Compare your facility’s performance rating to the industry average (2 points)**

Once you have entered your utility data, it is helpful to see how efficient your building functions compared to similar buildings. These comparisons can help you make an informed reduction target. Your facility’s ranking can be found in the “My Portfolio” tab to the right of your building name and address, or under “Goals” in the “Metrics Comparison for Your Property & Your Target” table. Be sure to look at your Site and Source EUI measures, as these numbers are directly related to your Energy Star certification and are more relevant to whole-building system and operations analysis.

 Submit a screenshot of your Portfolio Manager page displaying your ranking relative to the industry average benchmark for your space type.

Examples:



Metrics Comparison for Your Property & Your Target

Metric	Baseline (May 2013)	Current (May 2013)	Target*	Median Property*
ENERGY STAR score (1-100)	Not Available	Not Available	Not Available	50
Source EUI (kBtu/ft²)	203,651.4	203,651.4	195,505.3	148.1
Site EUI (kBtu/ft²)	168,959.1	168,959.1	162,200.7	122.8
Source Energy Use (kBtu)	256,600,701.7	256,600,701.7	246,336,673.6	186,606.0
Site Energy Use (kBtu)	212,888,515.9	212,888,515.9	204,372,975.3	154,728.0
Energy Cost (\$)	8,344.27	8,344.27	8,010.50	6.06
Total GHG Emissions (Metric Tons CO2e)	18,877.7	18,877.7	18,122.6	13.7

\* To compute the metrics at the target and median levels of performance, we will use the fuel mix associated with your property's current energy use.



Useful Links:

- [Portfolio Manager Fact Sheet](#)

[Eligibility criteria for the 1-100 ENERGY STAR score](#)  
[EPA Portfolio Manager Training Opportunities](#)  
[Portfolio Manager Fact Sheet](#)  
[Learn how Portfolio Manager Helps You Save](#)

**EN20: Compare your facility’s performance to the 2030 District baseline year average (2 points)**

If your facility is participating in the Pittsburgh 2030 District, be sure to compare your current utility data to the 2030 baseline. The 2030 districts utilize the Department of Energy’s Commercial Building Energy Consumption Survey (CBECS) 2003 data, particular to your building’s use type and region, as its baseline year for reductions by 2015 and 2030.



-  *Submit a screenshot or copy of your 2030 District baseline (contact the Green Building Alliance (GBA) to receive your 2003 CBECS baseline information).*
-  *Submit your 2017 baseline (Ex: from Energy Star Portfolio Manager data) demonstrating how it compares to the CBECS 2003 data.*

Useful Links:

[Pittsburgh 2030 District Energy Baselines](#)  
[EPA Target Finder](#)  
[\*\*\*Architecture 2030 Challenge\*\*\*](#)

**EN21: Earn Energy Star certification (3 to 10 points)**

Energy Star rates the “average” building at 50. By being more efficient you are challenging building owners around the country to be more sustainable while saving money for your business. If you achieve an Energy Star rating of 75 or above, you qualify for Energy Star certification.

-  Submit a screenshot of your Energy Star rating of 75 or above from your Portfolio Manager account (3 points).
-  Submit your Energy Star certification (5 to 10 points).

Points will be awarded based on your rating, depicted in the following chart:

**Points associated with Ratings**

<b>EPA Energy Star Performance Rating</b>	<b>Points</b>
75-78	5
79-82	6
83-86	7
87-90	8
91-94	9
Over 95	10

Useful Links:

[ENERGY STAR certification](#)

[How to apply for ENERGY STAR certification](#)

**EN22: Write a policy to construct new buildings to LEED BD + C standards (1 point)**

Demonstrate your organization’s leadership in energy efficiency and sustainability by committing to LEED Building Design + Construction standards for any new construction projects. By making this commitment, your organization will demonstrate its dedication and belief in the long-term necessity of significant energy use reductions.

-  Submit a copy of your LEED certification construction policy.




Useful Links:

[USGBC - List of Policies Adopting/Referencing LEED](#)

[LEED FAQ](#)

**EN23: Update your lighting with more efficient bulbs (2 to 15 points)**

Updating your lighting to more efficient bulbs will save your organization money on electric bills immediately upon installation. In addition to using far less energy, these new bulbs will last years longer than incandescent bulbs. Start saving now by replacing burnt out bulbs with updated Compact Fluorescents (CFLs) or Light Emitting Diodes (LEDs). Be sure to properly recycle old bulbs.

-  Submit the percentage of lighting fixtures replaced in your building or facility.
-  Submit a description or photo of the packaging with information about the new bulbs (type, wattage, lumens).
-  Submit the total number of bulbs updated.

Receive points according to the following chart. You will receive 2 points for each 20% of your total lighting upgraded or eliminated with CFLs, and 3 points for each 20% of your total lighting upgraded or eliminated with LEDs.

<b>Replacement bulb</b>	<b>CFL</b>	<b>LED</b>
20% total lighting	2 pts	3 pts
40% total lighting	4 pts	6 pts
60% total lighting	6 pts	9 pts
80% total lighting	8 pts	12 pts
100% total lighting	10 pts	15 pts

*NOTE: If your organization occupies more than 1 building you can: count only one building’s total lighting for upgrade points OR calculate the total number of “replaceable” bulbs (CFL or incandescent) in your entire building portfolio. Choose the first option if your organization is only replacing lighting in*

one building this year. Choose the second option if your organization is replacing lighting in all buildings. In either instance, this action cannot be submitted more than once in a single competition year.

*NOTE: If your organization rents space in a building, the “total number of lighting fixtures capable of being replaced” equals the total number of CFL or incandescent bulbs that your landlord authorizes you to change, or that your organization can change without authorization of the landlord.*

Useful Links:

[US Dept. of Energy – Lighting Choices to Save you Money](#)



[US Dept. of Energy – Choosing Energy-Saving Lighting Products Saves You Money](#)

[US Dept. of Energy – Energy Savers](#)

[Light Bulb Comparison](#)

**EN24: Install motion sensors or programmable light switches (3 to 15 points)**

Installing motion sensors or programmable lighting will help to ensure that energy is not wasted by lighting empty rooms. Motion sensor lighting will turn off the lights in a specific area after a set time of inactivity. Installing motion sensors and programmable switches is often as simple as replacing existing switches.

-  Submit the percentage of traditional switches upgraded in your building or facility.
-  Submit descriptions or photos of packaging that detail the manufacturer and lighting sensor spec sheets.

Receive 3 points for every 20 percent of your traditional light switches that are replaced (or eliminated) by sensors or programmable switches. (If an exact percentage cannot be calculated please provide a ballpark figure.)

*NOTE: If your organization occupies more than 1 building please refer to the options outlined in EN23 as to how points will be awarded.*

Useful Links:



[US Dept. of Energy Lighting](#)

[Lighting Controls](#)

[US Dept. of Energy Lighting Savings](#)

**EN25: Retrofit parking lot/garage lighting (3 to 15 points)**

Retrofitting or replacing garage lighting with energy efficient fluorescent or LED lighting often boosts the feeling of security and safety for parking garage users while realizing significant savings energy costs.

-  Submit the percentage of lighting fixtures upgraded in the parking lot/garage.
-  Submit descriptions or photos of packaging that detail the manufacturer and type of bulb installed.

Receive 3 points for every 20 percent of your total lighting that is replaced (or eliminated) by CFLs or LEDs. (If an exact percentage cannot be calculated please provide a ballpark figure.)

Useful Links:

Wellesley College Parking Garage Lighting Retrofit Case Study  
LEDs and Bi-Level Controls at the Contra Costa County Pittsburg Health Center parking lot

**EN26: Write and implement a vampire power policy (1 point)**

Vampire power is energy consumed from the grid when appliances aren't in use, but are plugged in. By unplugging devices, you will save both energy and money. Suggested policy guidelines include: auto-shut off plans for computers and appliances (EN27), smart strips in lieu of standard power strips or plugs (EN28), unplugging appliances that are rarely used, unplugging appliances during times of non-use and educating employees on techniques to reduce vampire power.

 Send a copy of your vampire power policy.

Useful Links:

Smart Electronics Initiative

Energy Star- Standby Power and Energy Vampires

Sierra Club – Vampires in your house

**EN27: Write and implement a computer shutdown policy (1 point)**

Setting office computers to shut down at a preselected time is a great and easy way to reduce energy consumption. Set your office computers to automatically shut down at a preset time to ensure your computers are never accidentally left in standby. Automatic shutdowns contribute to significant energy savings, especially for larger offices with multiple computers.

 Send a copy of your computer shutdown policy.

 Submit a screenshot of office computer settings indicating a preset shutdown time.

Useful Links:

Automatic Shutdown - Windows Vista

Energy Star - Activate Power Management Features

Dept. of Energy – Energy Efficient Computer Use

**EN28: Use Smart Strips (5 points)**

A smart strip is a power strip with a feature that turns off idle electronics to diminish vampire load, or the energy that electronics draw when they are plugged in but not in use. Some smart strips will automatically turn on all outlets when you turn on a single item (for instance you turn on your computer tower and your monitor and task lighting automatically turn back on). Using smart strips will save energy and money for your office. Don't forget to responsibly recycle your old power strips (most Staples stores will take consumer drop-offs and are certified by the Basel Action Network).

 Submit a copy of the policy that dictates the purchase of smart strips with a timeframe for the replacement of old power strips.

 Submit invoices and receipts for the purchase of smart strips.

Useful Links:





[How Stuff Work: Smart Strips](#)

[Recycle Power strips](#)

[Responsible Electronics Recycling](#)

### **EN29: Rewire your electricity with a kill-switch (5 points)**

Kill switches enable you to shut off the electricity to an entire room, floor, building, or a certain percentage of outlets. These switches make it easy to ensure no electricity is lost to vampire power or machines left on standby or plugged into unnecessary outlets.



-  Submit an invoice or work order for the rewiring of your facility, OR
-  Submit blueprints of your kill-switch wiring.

[Useful Links:](#)

[WT Sustainability uses a Kill Switch](#)

### **EN30: Install a cool roof (5 to 10 points)**

Cool roofs cool themselves by reflecting radiant energy to surroundings rather than absorbing that energy like a typical tar-covered black roof does, thereby conducting less energy into the building. The less hot your building gets, the less energy you will use to cool it. Additionally, cool roofs help to diminish urban heat island effect. A variety of roofs can count as “cool” and range from cool roof shingles and coverings, to painting roofs in a cool roof coating (usually white, but available in a variety of colors).

-  Submit documentation detailing the specifics of the cool roof, the overall percentage of cool roof coverage.
-  Submit proof of purchase or installation.

5 points will be awarded if your cool roof covers 50% or less of your total roof area, 10 points will be awarded if your cool roof covers more than 50% of your total roof area.

[Useful Links:](#)

[Cool Roofs.org](#)

[Department of energy: Cool Roofs](#)

### **EN31: Use landscaping for heat island reduction (1 to 5 points)**

Just as green and cool roofs will reduce urban heat island effect, proper landscaping can too, along with helping to better regulate the temperature of your building. Reducing dark surfaces by increasing plant coverage and installing cool pavements with an Solar Reflectance Index (SRI) score of 29 or greater reduces the retention and radiation of heat in your area. *SRI 29 is based on LEED standards for Sustainable Sites Credit 7.1 Heat Island Effect: Non-Roof.*

-  Submit documentation detailing the installation plan.
-  Submit photographs of the installed landscaping or cool pavements, which may include:
  - Open grid paving
  - Increased tree cover



- Install Solar Shade of SRI 29 or higher
- Hardscape with an SRI of 29 or greater
- Conversion of hardscape into landscape areas

1 point will be awarded for each kind of installation that is verified.

Useful Links:

[Heat Island Reduction Activities](#)



[Cooling Urban Heat Islands with Sustainable Landscapes](#)

[\*Solar Reflective Index by Color\*](#)

[\*Solar Reflective Pavers\*](#)

**EN32: Install exterior lighting photo sensors (5 points)**

Installing exterior lighting with photo-sensors, a feature that detects the presence of light, can greatly diminish your outdoor lighting energy costs, and can preserve the bulbs used in your lighting.



-  Submit receipts or other proof of purchase of light sensing enabled fixtures.
-  Submit photos of the installed light fixtures.

Useful Links:

[Convert Lighting Fixture into Photo sensing lights](#)

**EN33: Install solar-powered exterior lights (5 points)**

Solar panels on street lamps convert sunlight during the daytime into energy that is stored for use at night. Solar powered lamps help reduce wiring, electricity, and trenching costs. The LED also minimizes annual maintenance visits, and in less dense areas they can minimize copper theft.

-  Submit receipts, invoices, or completed work orders from the lamp installation.
-  Submit photos of the installed light fixtures.

Useful Links:

[The Advantages of Solar Street Lights](#)

[On Semiconductor - Solar Powered LED Street Lighting](#)

[Solar Street Lights USA - Solar Light Installation](#)

[LED Magazine \(Outdoor\) - News & Articles](#)

**EN34: Use a shading feature for an outdoor central AC unit (1 point)**

Shading your air conditioning unit with a plant or through another method helps prevent unnecessary cooling of the unit and save up to 10% of you air conditioning costs.

-  Submit a photo of the plant or shading system next to your outdoor A/C compressor unit.


Useful Links:

[Landscape for life](#)

[Effectiveness of Shading A/C Systems](#)

### EN35: Enroll in a demand response program (3 points)

Demand response is an energy conservation program that pays electric consumers to reduce their electricity usage in response to high prices or emergencies on the electric grid. If you have the ability to reduce HVAC, lighting, or other energy consumption for short periods of time you are a great candidate for the program.

-  Submit documentation from your energy provider showing that your demand response program application has been accepted.

#### Useful Links:




[Energy.gov Demand Response](#)

[Demand Response Case Studies](#)

[Act 129 Demand Response information](#)

### EN36: Invest in renewable energy generation (5 to 100 points)

Whether through an on-site installation or investment in a larger project, generating your own renewable energy through solar, wind, co-generation, hydropower, or other sources is a great accomplishment. Going beyond purchase of renewable energy certifications to *generating* renewable energy may be a lofty goal, but on-site generation can be a consideration for long-term building improvement plans. Aggregation with other large energy consumers can make large-scale generation projects feasible. If you are generating any power onsite through solar, wind, co-generation, hydropower, or other sources, you are eligible for this credit.

-  Submit the photograph(s) of your renewable energy installation or project.
-  Submit details or specifications about the system (type, manufacturer, system potential, actual power generation per year/month)
-  Submit verification of the percentage of monthly power your source generates for correct point value.

#### Points for Renewable Energy Generation

% of Renewable of Total Power Purchased	5 to 9 months	10 or more months
Up to 10%	5	10
20%	10	20
30%	15	30
40%	20	40
50%	25	50
60%	30	60
70%	35	70
80%	40	80
90%	45	90
100%	50	100

*NOTE: 5 points will be awarded for contracting the installment of renewable energy during the competition year and an additional 5 will be awarded for the completion of the installment during the competition before you are able to verify its actual power generation.*

*NOTE: Be sure to update your Energy Star Portfolio Manager to reflect your renewable energy. This can be done by going to your Meters tab and creating a new meter for your renewable energy generation. Be sure to include your meter for energy from the grid, as well.*

Useful Links:

[Renewable Energy for the Power of 32 \(initiative to aggregate regional demand for a large-scale generation project\)](#)




[Green Living Online - Power of Getting Fit](#)

[Cal Poly Rec Center - Harvesting Human Exercise Power](#)

[ReRev - How It Works](#)

**EN37: Purchase CO<sub>2</sub> offsets (3 to 60 points)**

Reducing CO<sub>2</sub> emissions is always a priority; however, carbon outputs that cannot be eliminated can be offset by purchasing CO<sub>2</sub> offsets for non-electricity-based CO<sub>2</sub> emissions, such as natural gas vehicle emissions. Funds from CO<sub>2</sub> offset purchases are used to finance renewable energy, forestry, and resource conservation projects that reduce the impact or contribute to future reductions of greenhouse gas emissions. Ensure that the offsets you are purchasing are real, additional (i.e. not simply upholding a mandatory county, state, or national standard), verifiable, enforceable, and permanent. Look for a Green-e Climate certification on the offset program you are purchasing.

-  Purchase CO<sub>2</sub> offsets for at least 5 consecutive months.
-  Submit a scanned, photocopied or screenshot image of your offset certificate(s).
-  Submit copies of your utility bills from the appropriate months.

**Points for CO<sub>2</sub> Offset Purchases**




<b>% of CO<sub>2</sub> offset</b>	<b>5-month period</b>	<b>10+ month period</b>
10%	3	6
20%	6	12
30%	9	18
40%	12	24
50%	15	30
60%	18	36
70%	21	42
80%	24	48
90%	27	54
100%	30	60

Useful Links:

[Buying Carbon Offsets: What You Need to Know](#)  
[Green-e Carbon Offset Certification](#)  
[Carbon Offset Research and Education – What are Offsets?](#)  
[Carbon Offset Research and Education – Offset Providers](#)  
[Native Energy – Carbon Offsets](#)  
[NREL Carbon Neutral Research Campuses](#)

### **EN38: Pursue ILFI Reveal High Performance Energy Label (1 to 11 points)**

The International Living Future Institute’s Reveal program is a platform that provides recognition for buildings that have lowered their Energy Use Intensity (EUI) to perform above average compared to similar buildings. This program highlights high performing buildings, improved efficiency, and a commitment to a low-carbon future. The Reveal label has been developed to correspond with 2030 Challenge targets.


-  Submit confirmation of your registration with ILFI’s Reveal. (1 point)
-  Submit documentation verifying that your organization is actively under review by the certifying organization. (5 points)
-  Submit a copy of your Reveal label, if and once achieved. (5 points)

#### Useful Links:

[Reveal.](#)  
[Anatomy of a Reveal Label](#)  
[Phipps Center for Sustainable Landscapes Reveal Label](#)

### **EN39: Weatherize your building or office (3 points)**

Weatherizing your building can help improve energy efficiency by reducing the amount of heating and cooling needed, thus contributing to your energy reduction goals. It can also increase the comfort level of the building for your employees and/or clients. Sufficient insulation, weather-stripping, caulking, moisture control, sealed ductwork, and controlled ventilation are all aspects of weatherization that can lead to energy savings. A professional energy audit (EN6) can help pinpoint areas to strengthen, or you can implement some DIY methods.

-  Submit receipt(s) and photos of your chosen weatherization methods.

Note: This action can be submitted in conjunction with EN6: Conduct an energy audit (20 points) and/or A23: Have your facility professionally sealed (10 points).

#### Useful Links:

[What is Weatherization?](#)

### **EN40: Install/use a programmable thermostat (5 points)**

Programmable thermostats allow you to take control of the energy you use for heating and cooling by pre-programming temperatures for times when it is less needed, such as during the night and at low-

occupancy times. It's possible to do this manually but requires someone to remember it as a daily task. The programmable thermostat lets you set a time for the temperature to change and leave it.

-  Submit a photo of your programmable thermostat AND a description of the settings you've chosen.

*NOTE: Large facilities should have at least half of the facility outfitted with programmable thermostats to receive points for this action OR have the temperature programmed in the Building Automation System (BAS) to reflect sustainable practices.*

Useful Links:

[Energy Star - About Programmable Thermostats](#)

## WATER

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### Foundational Water White Ribbon Actions



The following actions count toward the **White Ribbon in Water**. See page 5 for more details on how to earn ribbons.

#### **W1: Establish a water use baseline (20 points)**

A baseline is a historic point of comparison used to track changes and improvements at your property over time. Portfolio Manager allows you to establish separate baselines for both your energy and water consumption. Portfolio Manager sets a default “baseline date” as the first year for which your property has 12 months of data. For SP Challenge 2018, your baseline year should fall between January 2017 and December 2017.

-  Submit this action when you have entered a baseline in Portfolio Manager. The SP Challenge Team will verify your baseline through Portfolio Manager.



*NOTE: Water usage is tracked through Energy Star Portfolio Manager. If you have not set up your Portfolio Manager account, please go the Energy section and complete action EN1.*

Useful Links:

[How to Enter Utility Data into Portfolio Manager](#)  
[2030 Districts Water Baseline Guide](#)  
[What is a Baseline and How Can I Change it?](#)

## **W2: Pledge to reduce your organization's water usage (25 points)**

By setting a specific target reduction goal, your organization is more likely to reduce the amount of water used at its facility/facilities. Reaching your organization's goal will result in both monetary and environmental benefits.

-  Submit a screenshot of the pledges your organization plans to make.
-  Submit your organization's target percentage reduction goal with your portfolio of facilities entered into Portfolio Manager. Set the reduction goal in relation to your baseline. This will make it simple to track your progress.

*NOTE: An organization must set its reduction goals by April 30th, 2018.*

### Useful Links:

[Set Goals with Energy Star](#)

## Foundational Water Red Ribbon Actions



The following actions count toward the **Red Ribbon in Water**. See page 5 for more details on how to earn ribbons.

## **W3: Write a plan to adopt standard water conservation strategies (20 points)**

Adopting and implementing standard water conservation practices can help spur the behavioral changes necessary to reduce your organization's water consumption. Publicizing a strategic plan that details how water should be used in your office will make it easier for your employees to make the best choices to conserve water. Water conservation ideas are listed below. If enacted, this plan and the practices outlined in it will reduce your water utility bills. Some ideas for practices to include are:

Report leaks, drips and running toilets immediately to office/building manager.

Scrape dishes rather than rinsing them before putting them in the office dishwasher.

Wash dishes wisely: turn off the water when scrubbing your dishes, or use a two-bin wash and rinse system.



Use only one container for your water every day to cut down on dishes.

Toss your used ice cubes into planters rather than throwing them away.

Publish your monthly water bill/water use in your Green Newsletter.

“If it's yellow, let it mellow” in office toilets.

Turn off the faucet while lathering when washing your hands.

-  Submit proof that employees are informed of the water conservation plan by providing emailed correspondence *and/or* advertising of the practices around the workplace.
-  Submit a copy of your water conservation plan and strategies, with at least 5 actionable items currently being enacted and enforced to receive full points.


Useful Links:

[Water Use It Wisely- 100 Ways to Conserve Water](#)

[Water Efficiency BMPs](#)

**W4: Reduce your organization’s water usage (10 to 1925 points)**

Reducing your organization’s water usage should be a priority if your organization truly wants to commit to sustainability. By using less water your organization can save money and reduce both energy and water usage.

-  *The SP Challenge team will tabulate water reductions periodically. Your organization’s points from this action will be tabulated at the end of the competition year based on your water usage performance.*

SP Challenge staff will round reductions to the nearest percent, and award points based on the following chart:

**Points Calculation**

<b>Percent</b>	<b>Points From</b>	<b>To</b>
1-5%	10	50
6%-10%	65	125
11% - 100%	145	1925 (20 points for each additional %)

*NOTE: In order to receive points at the end of the competition year, utility data must be entered in full (every month) from January 2018 to December 2018.*

*NOTE: If your organization has shared more than one facility with the challenge, the overall water usage reduction of your entire building portfolio will be calculated by weighing water reductions by the square footage of the facilities.*

Useful Links:

[EPA WaterSense](#)


[Saving water in Office Buildings](#)

[Water Use it Wisely for Office Buildings](#)

**W5: Keep your Portfolio Manager account up to date (1 to 12 points)**



It is critical to consistently track your water usage to measure the success of your sustainability programs, policies, and practices. It is also critical in order to award points in the SP Challenge. Be sure to upload your monthly utility data regularly to make informed choices regarding water usage.

-  Update your utility data to Portfolio Manager every month. The SP Challenge Team will monitor Portfolio Manager uploads on a quarterly basis.

Receive 1 point for every month you updated your utility information, up to 12 points. Your points will be awarded at the end of the competition.

#### Useful Links:

[Enter Data into Portfolio Manager](#)


### Foundational Water Blue Ribbon Actions



The following actions count toward the **Blue Ribbon in Water**. See page 5 for more details on how to earn ribbons.

#### **W6: Conduct a water audit (20 points)**

Water audits can help your organization identify opportunities to improve your water use efficiency. A water audit will help you identify where you are using the most water at your office or organization and identify cost-effective ways to use less. Water audits can also help identify leaks, runs, and drips that you might not be able to see or hear in day-to-day work.

-  Submit a copy of your work order or invoice for the water audit. Make sure the date of the audit is included in the documentation.


#### Useful Links:

[Home Water Audit Checklist](#)

[Steps in a Water Audit](#)

#### **W7: Reach your water use reduction goal (25 points)**

If your organization's calculated water reductions meet or exceed your previously determined water reduction target (W2), the SP Challenge team will verify that you have met your reduction target and grant an additional 25 points.

-  The SP Challenge team will verify that you have met your reduction target through Portfolio Manager. These points will only be awarded for reductions that stand at the end of the SP Challenge competition year.

Useful Links:

[EPA WaterSense](#)

[Saving water in Office Buildings](#)

[Water Use it Wisely for Office Buildings](#)

Instrumental Actions in Water



You will need 10-30 points in the following actions in order to earn any ribbon in this focus area. See page 5 for more details.

**W8: Choose your water legacy baseline year (20 points)**

For organizations that have years of utility data, it can be both revealing and encouraging to track your data against a longer timeframe. By keeping track of your progress compared to a more distant 12-month period, called a “legacy baseline,” your organization will see the impact of its sustainability initiatives on a broader scale. In order to set your legacy baseline, compile a full set of data from any 12-month period between June 2010 and December 2016, and be sure it is entered, in its entirety, into your Portfolio Manager account. *Please note, your water legacy baseline year cannot be your data for the year 2017, as this is your baseline for the 2018 competition year.*

Submit a description of your baseline year selection, any 12-month period from June 2010 to December 2016.


Useful Links:

[How to Enter Utility Data into Portfolio Manager](#)

[\*What is a Baseline? Why is it important?\*](#)

**W9: Track your water reduction legacy (3 to 450 points)**

For organizations that have years of utility data, it can be both revealing and encouraging to track your data against a longer timeframe. By keeping track of your progress compared to your legacy baseline, your organization will see the impact of its sustainability initiatives on a broader scale.

 *The SP Challenge team will tabulate water reductions periodically. Your organization's points from this action will be tabulated at the end of the competition year based on your water usage performance.*

SP Challenge staff will compare your current year water use to *your chosen legacy baseline*. The team will round reductions to the nearest percent, and award points based on the following chart:

### Points Calculation

Percent	Points From	To
1-5%	3	15
6%-10%	20	40
11% - 100%	50	450 (5 points for each additional %)

*NOTE: In order to receive points at the end of the competition year, utility data must be entered in full (every month) from January 2018 to December 2018.*

*NOTE: If your organization has shared more than one facility with the challenge, the overall water usage reduction of your entire building portfolio will be calculated by weighing water reductions by the square footage of the facilities.*



#### Useful Links:

[Boston Water Use Reduction](#)

[Nestle Reduces Water Use by Two Thirds](#)

#### **W10: Implement suggestions from your water audit (1 to 15 points)**

To ensure your investment in your water audit is put to good use, your business needs to implement the water saving measures that were outlined in your audit.

-  Submit your water audit results. Please highlight the suggested action that you would like points for.
-  Submit proof of implementation of each individual action, which can include:
  - An invoice, statement, receipt, or proof of purchase.
  - A statement of completion on official letterhead from the company or in-house staff executing the service or supplying the goods.
  - If the action taken required an inspection or permit, a copy of the inspection report or a copy of the permit can serve as proof of implementation.
  - Internal documentation demonstrating that an in-house team completed the action along with any necessary receipts of purchase.

*NOTE: 1 point will be awarded for each suggested water audit action that you implement. Points for this action are simply for responding to the suggestion from your audit, not for the action itself. In order to receive full points for the action, be sure to submit for the corresponding action in the Water section as well. **Up to 15 implemented suggestions can be submitted in a competition year** for a total of 15 points.*


Useful Links:

[Water Use it Wisely- 100 Ways to Conserve Water](#)

[Water Efficiency BMPs](#)

**W11: Repair leaks, drips, and running toilets ASAP (1 to 15 points)**

A running toilet can waste more than 50 gallons of water each day, and a dripping faucet can waste up to 1000 gallons a week. Identifying and quickly repairing these issues can save thousands of gallons of freshwater waste every year.

-  Submit an invoice, receipt, or completed work order for the repairs. Alternately, if you repair the plumbing yourself, take a before and after photo or video and submit both.

Receive 1 point for each instance a plumbing issue is identified and repaired. Repeatable up to 15 times in a competition year for a total of 15 points.



Useful Links:

[Water Leak Facts](#)

[Saving Water Factsheet](#)

**W12: Install aerators on faucets (5 points)**

Aerators are devices used to break water flow into fine droplets by mixing in air, giving a satisfactory stream of water while reducing the amount flowing. Faucet aerators can reduce water use by as much as 3 gallons per minute. For full points, aerators must be installed on all faucets in the facility.

-  Submit a photo of the aerators on your faucets.
-  Submit a receipt for the purchase of aerators. Be sure to include the number of aerators purchased.



Useful Links:

[US EPA WaterSense – Bathroom Sink Faucets and Accessories](#)

[How to Install a Faucet Aerator](#)

**W13: Install water-conserving toilets (5 to 15 points)**

Conventional toilets use anywhere from 3.5 to 5 gallons of water per flush. Low flow toilets use ~1.6 gallons of water or less per flush— potentially reducing your organization’s water use by hundreds of gallons and lowering your water bill.

-  Submit a receipt for proof of purchase of water conserving toilets— be sure to include the number of toilets purchased.
-  Submit an invoice or work order for the installation of water conserving toilets.

Receive 5 points for every toilet that is purchased and installed or replaces an old model. Repeatable up to 3 times in a competition year for a total of 15 points.

Useful Links:

[WaterSense Labeled Toilets](#)

[Water Conservation Best Practices](#)

**W14: Install water displacement devices in toilets (5 points)**

Plastic containers, like a milk jug filled with pebbles or water, can be placed in the toilet tank to reduce the amount of water used per flush. Be sure to install the devices properly so as not to interfere with the flushing mechanisms or the flow of water. This method can reduce water consumption of each flush by up to 1 gallon. Toilet dams are another option that hold back reservoir water when the toilet is flushed; this method can save 1-2 gallons per flush. For full points, displacement devices must be installed in all non-low-flow toilets in the facility.

 Submit a photo of the installed toilet displacement devices.

Useful Links:


[Convert any toilet into a low flow device](#)

[Alliance for Water Efficiency](#)

[\*Toilet Tummy\*](#)

**W15: Install low-flow showerheads (5 points)**

Showering accounts for 17-30% of water use at a household, and this number can be larger in buildings with an in-house gym, or on college campuses. With the use of low flow shower heads, your organization can save thousands of gallons of water per year, and decrease water usage by up to 40%. To receive points, low-flow showerheads must be installed in all showers in the facility.

 Submit a receipt for proof of purchase of low flow showerheads— be sure to include the number of showerheads purchased.

Useful Links:


[How Much Money Does a Low-Flow Showerhead Save?](#)

[EPA - WaterSense Showerhead Products](#)

[Brothers' Plumbing - Benefits of Low Flow Showerheads](#)

**W16: Reuse greywater and rainwater for irrigation, toilet flushing or other uses (5 points)**

Greywater is the wastewater produced by domestic activities such as laundering, bathing, etc. Greywater can be used for maintenance, landscaping, and other creative uses. If properly used, greywater usage will help lower freshwater usage.

 Submit a written explanation of how your organization collects and uses greywater.



 Submit a photo of your organization using its greywater.

Useful Links:

[Greywater Systems](#)  
[Water Recycling](#)

**W17: Establish a tray-free environment in food courts (5 points)**

Getting rid of food trays reduces water, energy, and detergent use, along with associated costs. It can also reduce food waste by 25-30% in some cases.



-  Submit a photo of your tray-free food court.
-  Submit a copy of your tray-free policy.

Useful Links:

[University of Michigan Case Study](#)  
[Without Cafeteria Trays, Colleges Find Savings](#)

**W18: Populate your landscape with plants that need little water and/or are drought-tolerant (2 points)**

Sedum and many ground covers are hardy and require little to no extra watering once they are established. This kind of gardening is referred to as Xeriscaping. These ground covers will also save in maintenance costs. They rarely need to be replanted, will come back year after year and can tolerate being walked on and other disturbances. Choose native plants for ones that will work especially well in the local environment.



-  Submit a photo of your planted landscaping and an approximate percentage of turf coverage.
-  Submit a list of plants (common name) used.

Useful Links:

[Xeriscaping](#)  
[Phipps top 10 sustainable low-water plants](#)

**W19: Schedule any watering or irrigation to start after 6 pm or before 7 am (1 point)**

Program sprinklers and other watering systems to start in the evening or early morning to limit evaporation of water. This will save money as well as preserve water.



-  Submit a copy or screenshot of the policy.
-  Submit a photograph of your sprinkler settings.

Useful Links:

[Landscaping Tips](#)  
[Watering Your Lawn at Night](#)

**W20: Use drip irrigation (2 points)**

Install drip irrigation lines to prevent water losses from sprinklers. Drip irrigation systems deliver water just where you want it. Most drip irrigation systems consist of simple materials such as tubes and hoses with strategically placed holes that deliver water to the root systems of your plantings. This saves money and water, and can also minimize runoff.



-  Submit proof of installation such as invoices, receipts, or work orders.
-  Submit photographs of the drip irrigation system in use on your property.

Useful Links:

[Drip Irrigation Resource](#)

### **W21: Create stormwater management landscaping (1 to 5 points)**

Stormwater collection in your landscaping can have a variety of benefits including offering extra water for landscape plantings, reducing the load of the local sewer system, reducing run-off, and reducing the chance of sewer system overflow. Stormwater management via landscaping can entail a wide variety of design elements including: stormwater ponds, constructed wetlands, bioretention structures like bioswales or rain gardens, and open channels.

-  Submit a photo of your stormwater management landscaping.
-  Submit a copy of your landscaping plan with the stormwater landscaping highlighted.

Receive 1 point will for each stormwater management landscape feature. Repeatable up to 5 times in a competition year for a maximum of 5 points.

Useful Links:

[PWSA: Green Infrastructure Grants](#)

[Three Rivers Wet Weather: Rainways: Green Infrastructure Tool](#)

[PA Audubon: Native Plants for Stormwater Management](#)

[Center for Neighborhood Technology: The Value of Green Infrastructure](#)

[River Alert Information Network: RAIN](#)

[Landscaping Guidance for Stormwater](#)


[Phipps: Plant a rain garden](#)

[What is a bioswale?](#)

[What is Green Infrastructure](#)

### **W22: Use rain barrels (1 point)**

Install rain barrels on your property to collect stormwater, helping to divert stormwater contribution to sewer overflows. Using this water in landscaping is a great way to conserve water use while minimizing stormwater impacts.

-  Submit a photo of your installed rain barrels.



Useful Links:

[Rain Barrels from Pennsylvania Resource Council](#)

[Harvesting Rainwater for Landscape Use](#)

### **W23: Install a green roof (5 to 15 points)**

Green roofs help to mitigate the negative impact of stormwater runoff by creating additional opportunity for vegetation to naturally filter pollutants and contaminants from stormwater prior to entering our waterways. Green roofs are also good insulators for your building and help to reduce the urban heat island effect.

-  Submit a work order, invoice, or plans for your green roof.
-  Submit a photo of your green roof.

Receive 5 point for contracting the installation of a green roof (even if it will not be completed during the competition year). 5 additional points will be awarded if your green roof covers 50% or less of your total roof area, 10 points will be awarded if your green roof covers more than 50% of your total roof area.

*NOTE: Green roofs installed in years prior to the competition can receive points for maintaining the structure and plants. 5 points will be awarded if your green roof covers 50% or less of your total roof area, 10 points will be awarded if your green roof covers more than 50% of your total roof area.*

#### Useful Links:

[Three Rivers Wet Weather: Green Roofs](#)



[East Liberty Green Roofs](#)

[GBA Green Roofs](#)

[\*EPA - Urban Heat Island Impacts\*](#)

### **W24: Use porous paving to reduce stormwater impacts (3 points)**

The commonly used asphalt and concrete surfaces that cover the majority of urban landscapes prevent stormwater and runoff from being naturally filtered through vegetation and soil, and instead direct unfiltered water carrying pollutants and contaminants directly into our waterways. Using alternative pervious or porous paving can mitigate the impact of stormwater runoff.

-  Submit a photo of your porous or pervious paving.
-  Submit a receipt, invoice or completed work order for the installation of porous paving.

#### Useful Links:


[The Benefits of Permeable Paving](#)

[Three Rivers Wet Weather: Porous Pavement](#)

[PWSA Green Infrastructure Mini Grants](#)

### **W25: Create “no-mow” zones (1 point)**

No-mow zones create a unique opportunity for organizations to support a diverse array of plants and wildlife, save money on fuel for lawn mowers, save water, increase natural stormwater mitigation, and decrease overall greenhouse gas emissions, all with little maintenance or cost. No-mow zones often add to the character and texture of your office campus.

-  Submit a photo of your no-mow zone.



 Submit a landscaping plan with the no-mow zones highlighted.

Useful Links:

[City of Durham - No Mow Zones](#)

[ESF - Establishes No Mow Zones for Sustainability](#)

**W26: Install a water filter that removes lead (3 points)**

Lead has been found in elevated levels in some areas of Pittsburgh. This contamination from old lead infrastructure can cause serious health problems, but can be filtered out by some water filtration systems. According to the EPA, there is no safe level of lead in drinking water. When choosing a water filter, select one certified by NSF International for lead removal.

 Submit the specifications of your water filter.

Useful Links:

[Search for NSF Certified Filters](#)

[Pittsburgh Safe Water Program](#)

[PWSA December 2017 Lead Compliance Test Results](#)

**W27: Conduct a lead test (5 points)**

Pittsburgh drinking water is currently in compliance with the EPA mandate and PWSA is conducting water line replacements at a steady pace. Completing a lead test can provide some confidence to put aside waste from bottled water and drink tap water. The test can also fill gaps in knowledge if the material of your private water line is unknown.

 Submit your lead test results and the date it was conducted.

Useful Links:

[PWSA - Free lead water test kits](#)

[PWSA – Lead lines map](#)

## MATERIALS MANAGEMENT

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### Foundational Materials Management White Ribbon Actions



The following actions count toward the **White Ribbon in Materials Management**. See page 5 for more details on how to earn ribbons.

#### **MM1: Create your Materials Meters in Portfolio Manager (5 points)**

EPA's Energy Star Portfolio Manager has created a new tracking system for waste and materials that mirrors the existing Energy and Water tracking platform. Recognizing that most waste and recycling haulers do not provide tracking data to customers, the new Portfolio Manager tool relies on visual estimates of the fullness of waste containers, or weighted measurements of various waste streams. This new tracking system is an excellent tool for tenants of a building who want to better manage their office's waste and recycling.

In your Portfolio Manager account (action EN1), click on the "Waste & Materials" tab.

Click the blue "Set up Waste & Materials" button.

Create individual waste & materials meters by choosing from the 29 different types of Waste/Materials. These can be general (i.e. "Trash," "Mixed Recyclables," "Compostables") or specific by individual type of material (i.e. "Paper- Copy Paper").

Identify a Waste Management Method for each stream: “Recycled,” “Composted,” “Donated/Reused,” or “Disposed.” Note that if you choose “Disposed,” you will have to further select the disposal destination in your meter (“Landfill,” “Incineration,” “Waste to energy” or “Other/Unknown”).

After you have created a meter for all the waste, recycling, reuse/donation, and composting streams you would like to track, go the next page.

Select the frequency that the waste stream is hauled away- either “Regularly,” as in a recycling bin that is emptied once a week, or “Intermittently/one-time only.”

Select how you are measuring the waste stream. Select either “I know the weight or volume of the waste/material”\* or “I only know the size of the bin/dumpster.”

- For “I only know the size of the bin/dumpster,” you must know the size and unit of your container. Select the date that you began tracking the weight or container size of your waste stream- it will likely be the current date, unless you were previously tracking waste weight or container size.

Upload your waste & materials data. This may occur at the time of setting up your meters, or continuously throughout the year, depending on the kind of meters you have created and the data you have available.

- If you selected “Regularly” for some waste streams, you will enter your waste data similar to how you would enter water or electricity meter data- on a timeline, without any gaps.
- If you selected “I only know the size of the bin/dumpster,” you will enter the number of times the bin was emptied in a given period, and the average percent full of each pickup (or pickups in a given period). If you selected “I know the weight or volume of the waste/material,” you will enter the weight of the material picked up in a certain period, in the units you identified for that waste/material.
- If you selected “Intermittent/one-time only” for some waste streams, you will enter your data as an individual entry whenever you have a new one-time-only event (i.e. a donation). Be sure to keep a record of the weight of intermittent/one-time only waste streams, as most intermittent/one-time only donations, recycling or disposals must be recorded by weight.\*

Go to the next page. Associate the meters you would like to track in the SP Challenge with your account.

\*You may estimate volume for all but the following Waste/Material types, which must be entered as a weight: Appliances, Batteries, Electronics, Furniture, Lamps/Light Bulbs, Office Supplies, Regulated Medical Waste, and Other.

 Once you submit this action, Sustainable Pittsburgh will verify your Waste Tracking meters in Portfolio Manager.

*NOTE: You may upload the results of a Waste Audit (MM8) as a one-time or intermittent waste stream to get a more accurate analysis of where and in what way(s) your organization can divert more waste from the landfill, and decrease total waste production.*

#### Useful Links:

[Introducing Portfolio Manager Waste & Materials Tracking](#)


[How is Waste Tracked in Portfolio Manager?](#)

[EPA Volume-to-Weight Conversion Calculator](#)

## Portfolio Manager Waste Benchmarking FAQs

### **MM2: Enter your materials management baseline quarter (20 points)**

A baseline is a historic point of comparison used to track changes and improvements at your property over time. For waste, it is better to track and compare your total waste and diversion rates every quarter. To set your materials management baseline for SP Challenge 2018, simply ensure that you have entered a complete quarter of Waste Meter data for your waste streams (Recycling, Landfill, Compost, or any individual materials/types you track, plus any intermittent/one-time waste or donations you have had within the quarter), and notify the SP Challenge Team that you have completed your waste baseline by submitting this action. Since Portfolio Manager does not currently have a baseline feature in the waste tool, the team at Sustainable Pittsburgh will manually compare each subsequent quarter's total waste and diversion rate to your chosen baseline quarter.

-  Notify the SP Challenge team when you have entered your materials baseline quarter (3 consecutive months of data between January 1<sup>st</sup> 2018 and October 31<sup>st</sup>, 2018) in Portfolio Manager. The SP Challenge Team will verify your baseline through Portfolio Manager.

#### Useful Links:


[Introducing Portfolio Manager Waste & Materials Tracking](#)

[How is Waste Tracked in Portfolio Manager?](#)

[Portfolio Manager Waste Benchmarking FAQs](#)

### **MM3: Pledge to reduce your organization's waste production and increase your diversion rate (25 points)**

By making a pledge to reduce your organization's waste to a specific reduction goal, your organization shows that it is mindful of its waste impacts. You should base your goals on your first quarter baseline, while taking into account any preliminary waste audits and regional and national trends. If your organization reaches its goal, it will reap both monetary and environmental benefits.

-  Submit a document that states your organization's target waste reduction percentage and target increased diversion rate.

#### Useful Links:

[Waste Prevention at the Office, CalRecycle](#)

[Waste Free at Work](#)



## Foundational Materials Management Red Ribbon Actions



The following actions count toward the **Red Ribbon in Materials Management**. See page 5 for more details on how to earn ribbons.

### **MM4: Write a waste reduction or zero-waste plan and strategy (10 to 20 points)**

This section, as well as the useful links below, provide numerous suggestions to reduce your waste production, reuse, or recycle items to divert them from the waste stream. Take these suggestions into consideration as you write your office plan and strategy for how to minimize your waste production and increase your diversion and recycling rates. If your organization is ready to demonstrate long-term commitment to sustainability you can make this waste reduction plan into a zero-waste action plan. Your zero-waste plan should include a timeframe, typically 10-15 years ahead, as well as prioritized projects and actionable steps to achieve your goal. Be sure to research examples of zero-waste plans in similar organizations as you strategize. The internationally adopted standard for zero-waste is 90% or above in diversion without using heat or other mechanical processes such as incineration to achieve that goal.

-  Submit proof that employees are informed of the waste reduction plan by providing emailed correspondence or advertising of the practices around the workplace.
-  Submit a copy of your waste reduction or zero-waste plan, including at least 5 actionable steps you will take, and prospective dates to complete those projects by.

Receive 10 points for your waste reduction plan and strategy. Receive an additional 10 points for submitting your zero-waste pledge and strategy.

*NOTE: If you are a small business in the Pittsburgh region, be sure to contact PRC regarding their Zero-waste Small Business program (<http://prc.org/zero-waste-business-program/>) to receive assistance achieving your Zero-waste goals.*

#### Useful Links:

[Waste Reduction Case Study](#)

[Reducing Waste in the Workplace](#)

[PRC Zero-waste Small Business Program](#)

[Zero-waste Resources](#)

[Nestle Zero-waste Pledge](#)

[San Francisco Zero-waste 2020](#)

### **MM5: Reduce your organization's waste production (5 to 1350 points)**

Reducing your waste production is a great accomplishment and the overall goal of sustainable materials management.

 *The SP Challenge team will tabulate waste reductions periodically. Your organization's points from this action will be tabulated at the end of the competition year based on your waste reduction performance.*

Points will be awarded for improvements in reduction of total landfill waste as a percentage relative to the baseline reported. SP Challenge staff will round reductions to the nearest percent, and award points based on the following chart:

**Points Calculation**

<b>Percent</b>	<b>Points From</b>	<b>To</b>
1-5%	5	25
6%-10%	35	75
11% - 100%	90	1350 (15 points for each additional %)

*NOTE: One-time waste streams (such as building materials, furniture, etc.) will not be taken into account for your baseline or reduction calculations to ensure measured reductions of typical waste streams.*

*NOTE: Points will only be calculated for organizations that have entered utility data for at least 2 months of the quarter being tabulated. If your organization has not entered enough materials data within this window, no points will be calculated that quarter.*

*NOTE: In order to receive points at the end of the competition year, materials data must be entered in full (every month) from January 2018 to December 2018.*

Useful Links:

[Waste Prevention at the Office, CalRecycle](#)

[More CalRecycle](#)

[Waste Free at Work](#)

**MM6: Increase your organization's waste diversion (5 to 1350 points)**

While minimizing the waste you create overall is the first priority, diverting that waste from the landfill is critical to sustainable materials management and waste reduction.

 *The SP Challenge team will tabulate waste reductions periodically. Your organization's points from this action will be tabulated at the end of the competition year based on your waste reduction performance.*

Points will be awarded for improvements in reduction of total landfill waste as a percentage relative to the baseline reported. SP Challenge staff will round reductions to the nearest percent, and award points based on the following chart:

**Points Calculation**

<b>Percent</b>	<b>Points From</b>	<b>To</b>
1-5%	5	25

6%-10%	35	75
11% - 100%	90	1350 (15 points for each additional %)

*NOTE: One-time waste streams (such as building materials, furniture, etc.) will not be taken into account for your baseline or reduction calculations to ensure measured reductions of typical waste streams.*

*NOTE: Points will only be calculated for organizations that have entered utility data for at least 2 months of the quarter being tabulated. If your organization has not entered enough materials data within this window, no points will be calculated that quarter.*

*NOTE: In order to receive points at the end of the competition year, materials data must be entered in full (every month) from January 2018 to December 2018.*

### **MM7: Keep your materials management meters up to date (1 to 12 points)**

It is critical to record your waste streams in real time in order to measure the success of your materials management programs, policies, and practices. It is also critical in order to award points in the SP Challenge. Be sure to upload your regular and intermittent materials data into Portfolio Manager at least monthly. Due to the nature of estimating the fullness of containers, it is recommended that you record your data at every interval that your waste and recycling containers are emptied, so that you are not relying on memory or presumption to estimate.

 Update your materials data to Portfolio Manager every month. The SP Challenge Team will monitor Portfolio Manager uploads *periodically*.

Receive 1 point for every month you updated your utility information, up to 12 points. Your points will be awarded at the end of the competition.

#### Useful Links:

[Enter Data into Portfolio Manager](#)

### Foundational Materials Management Blue Ribbon Actions






The following actions count toward the **Blue Ribbon in Materials Management**. See page 5 for more details on how to earn ribbons.

### **MM8: Conduct a waste audit (20 points)**

Waste audits are key tools in gaining a more accurate understanding and assessment of your waste production. Waste audits can be conducted by your own organization, provided substantial documentation. Conducting your own waste audit will take at least half a day, depending on the size of



your organization, and will require coordination with your custodial staff and the departments in your organization. Self-conducted waste audits present an excellent educational and team-building opportunity for you and your employees. There are useful guides available online (see Useful Links) to aid in organizing your waste audit. There are also professional waste audit providers available locally and regionally (see Useful Links) which can be contracted to conduct your waste audit at low cost.

-  Submit the results from your waste audit, which must include the following. All measurements should be reported in pounds unless otherwise specified. A chart and calculation table are included in the Useful Links.
  - Total Material Solid Waste Generated (includes recycling and compost)
  - Total Material Solid Waste Recycled
  - Total Material Solid Waste Composted
  - Diversion Rate ((MSW Recycled + MSW Composted)/MSW Generated=Diversion Rate (%))
  - Composition of Waste by Type. Include pounds of waste type found in both the landfill stream or the diversion stream (recycling, compost, or reuse):
    - Cans, Glass Jars & Metals
    - Plastics 1-5 & 7
    - Mixed Paper
    - White Ledger Paper
    - Cardboard
    - Food Scraps
    - Paper Towels
    - Shredded Paper
    - Hazardous Materials (batteries, paint, cleaning materials, etc.)
    - Other (K Cups, Toner Cartridges, any other significant item type for your waste stream that is not listed here)
  
-  If a professional audit is conducted: Submit an invoice from your third-party waste audit.  
OR
  
-  If you conduct your own audit: Submit a description of your audit, the start and end dates, and photos of your auditing process.

Useful Links:

[\*\*\*PRC Waste Audits\*\*\*](#)

[Waste Audit Toolkit](#)

[EPA Sample Waste Audit](#)

[Simple Waste Audit Calculator \(estimates and metric\)](#)

[NRDC Green Advisor Waste Audits](#)

[\*\*\*Zero-waste Services\*\*\*](#)

**MM9: Reach your waste diversion and reduction goals (12 to 25 points)**



If the reductions reported meet or exceed your previously determined waste reduction and diversion increase targets (MM3), please make a note in your submission. The SP Challenge team will verify that you have met your targeted goals and grant up to 25 points.

- 🏆 **Submit this action** when you have met your target reduction or diversion increase. The SP Challenge team will verify that you have met your targeted goal with your data in Portfolio Manager.

Receive 12 points for achieving *either* your diversion or reduction target, or 25 points for achieving both.

#### Useful Links:

[Model School Waste Reduction Programs](#)

[20 Companies with Zero-waste to Landfill Operations](#)

#### Instrumental Actions in Materials Management



You will need 10-30 points in the following actions in order to earn any ribbon in this focus area. See page 5 for more details.

#### **MM10: Implement suggestions from your third-party waste audit (1 to 15 points)**

Most professional waste audits come with a list of suggested actions to increase your diversion rate and decrease overall waste production. Taking action on these suggestions is critical to reaching your waste reduction goals.

- 🏆 Submit the list of suggested actions from your third-party waste audit, with the suggestion you are acting upon highlighted.
- 🏆 Submit the appropriate documentation (photo, receipt, work order, written policy) to show that you have taken action on a specific suggestion.

*NOTE: 1 point will be awarded for each suggested waste audit action that you implement. Points for this action are simply for responding to the suggestion from your audit, not for the action itself. In order to receive full points for the action, be sure to submit for the corresponding action in the Materials Management section as well. Repeatable up to 15 times in a competition year for a total of 15 points.*

Useful Links:


*PRC Waste Audits*

Reducing Waste in the Workplace

*Waste Reduction Tips for Business*

**MM11: Achieve a high, or Zero-waste comparable, diversion rate (10 to 50 points)**

Diverting waste from the landfill is critical to achieving Zero-waste or similarly low-waste goals. In your efforts to minimize waste produced by your organization, you may divert most or all of your waste from the landfill through reuse, recycling, composting, and donation. If you achieve a diversion rate higher than 50% during any waste audits you perform, a bank of points will be applied.

-  When you submit your waste audit OR complete your baseline quarter waste meters in Portfolio Manager, highlight the area of your audit that indicates your diversion rate of higher than 50%.

Points will be awarded based on the following scale. Please note that points for this action will only be rewarded once per competition year and will be applied to the highest diversion rate you have achieved in your audits.

<b>Rate of Diversion</b>	<b>Points</b>
50-59%	10
60-69%	20
70-79%	30
80-84%	35
85-89%	40
90-94%*	45
95-100%*	50

\* The internationally adopted standard for zero-waste is 90% or above in diversion without using heat or other mechanical processes such as incineration to achieve that goal. If your operations meet this definition, be sure to submit MM4 to receive full points for your Zero-waste achievement!



Useful Links:

*PRC Zero-waste Resources Technical Assistance*

EPA 2012 Municipal Solid Waste Facts and Figures

**MM12: Host a zero-waste event by utilizing PRC’s Zero-Waste Services or other methods to achieve a sustainable event (3 to 15 points)**

Is your organization planning an event during the SP Challenge year? If so, you can create a sustainable, low-waste event with a high diversion rate through Zero Waste Pittsburgh. Zero Waste Pittsburgh will work with you to create a plan that will minimize wastefulness from your event and show your attendees that you are truly committed to Pittsburgh’s sustainable future. In some cases, going zero-waste can save your organization money from reduced waste hauling fees. For your event, implement compost, recycling, and an educational component for attendees.

-  Submit receipt of Zero Waste Services at your event. Earn 3 points if your event has compost OR recycling services. Earn 5 points if your event has compost AND recycling services.
-  Submit a photo of your zero-waste methods in use at your event.

Receive 3 to 5 points per event. Repeatable up to 3 times in a competition year for a maximum of 15 points.


Useful Links:

[Zero Waste Services](#)

[Local Resource Directory](#)

**MM13: Make environmentally-friendly purchasing decisions and write it into policy (1 to 15 points)**

Environmentally Friendly Purchasing Policies (EPPs) encourage companies to buy products and supplies that have minimal environmentally harmful effects during their lifecycle, from production and transportation to use and disposal. Buying products that are recycled, reused, or responsibly sourced reduces your organization’s overall carbon footprint. This may include a policy to purchase only Energy Star-rated machinery, recycled non-paper products, eliminate Styrofoam from workplace kitchens, etc. Don’t forget to refer to the Useful Links for examples from other organizations. Additionally, for one time or non-repetitive purchases that don’t warrant a policy, consider checking out a second-hand store, re-use center, or other upcycling possibilities from within your own operations. This will not only save your operations money, but will give new life to the donated materials thereby increasing waste diversion.

-  Submit a copy of the EPP including specifics on what items can/cannot be purchased and parameters for those products, as well as the strategies your organization plans to employ to attain the goals outlined in the policy. Some ideas include:
  - A buy-recycled policy for all non-paper items, supplies and materials
  - A policy to purchase used office furniture or building materials for construction projects and/or retrofitting
  - A policy to buy Energy Star rated equipment
  - A policy to buy and use only vegetable and/or soy-based inks in printer cartridges
  - A policy to buy and use only reusable, refilled ink cartridges
  - Whatever innovative policies or programs your team can think of!

Receive 1 point per actionable item in your EPP, up to a maximum of 10 points.

-  For non-repetitive purchases, submit photos of or a receipt from the procurement of your re-purposed or recycled materials. Receive 5 points for this proof of purchase.

Useful Links:

[Rutgers Green Purchasing Policy](#)

[EMAP Green Building Blocks: Purchasing](#)

[Massachusetts Environmentally Preferable Products \(EPP\) Procurement Program](#)

[Carroll County Government Waste Reduction, Recycling and Buy Recycled Policy](#)

[Vegetable or soy-based ink cartridges](#)


[Donated office furniture for non-profits](#)

[Buying Recycled Office Furniture](#)

See the [Local Resource Directory](#) for more Materials Management resources.

**MM14: Make responsible paper choices (1 to 5 points)**

Printing on recycled paper and enforcing policies to minimize printing and paper use will significantly reduce the waste your office produces. Though paper can be recycled relatively easily, it is better save the energy and water used in paper recycling by minimizing paper use overall. Your office paper policy can include a variety of strategies to minimize paper use.

-  Submit a copy of your office paper use policy, with specifics on paper purchases, as well as the strategies your organization plans to employ to attain your goals for paper waste reduction. Some ideas include:

- o A policy to purchase and print materials on at least 30% post-consumer recycled paper
- o Changing printer and copier setting to automatically choose 2-sided printing
- o Using print management software to reduce unnecessary printing
- o Creating an internal competition to keep track of the amount of paper printed
- o Whatever innovative policies or programs your sustainability team can think up!
- o For any policies or programs that can be acted upon immediately (i.e. computer software or setting, purchases of software or paper), please provide copies or screenshots of appropriate receipts or pages.

Receive 1 point per actionable item in your paper policy, up to a maximum of 5 points.

Useful Links:


[How to Change settings to reduce printer paper waste poster](#)

[College of New Jersey - Print Management Software](#)

[Papercut - Print Management Software](#)

**MM15: Write and implement an electronic communication policy (3 points)**

Save paper and minimize printing by creating an office policy to use primarily electronic communication. Your policy can include a variety of strategies and specifications. Don't forget that large files can be transferred to employees or visiting clients via cloud storage (like Dropbox) or with USB sticks.

 Submit a copy of your electronic communication policy, with specifics on what documents can and cannot be published in electronic format only, as well as the strategies your organization plans to employ to attain your goals for paper waste reduction. Some ideas include:

- Converting office administration and communications to electronic format
- Preparing online forms
- Switching to online bill pay for utilities and banking
- Offering the option of paperless receipts
- Whatever innovative policies or programs your sustainability team can think up!

Useful Links:

[10 Business practices that reduce your environmental footprint](#)


[Duquesne Light – Payment Options, E-bill](#)


[Pay It Green - Environmental Benefits of Electronic Billing](#)

[USA Today -- Retailers find profits with paperless receipts](#)

**MM16: Encourage the use of reusable drinkware and dining supplies (3 to 6 points)**

The waste generated from single-use beverage containers and dining supplies represents a significant and entirely unnecessary portion of landfill waste. Recycling these containers consumes needless water and energy. Save money and reduce your waste production by eliminating single-use containers and encouraging employees to bring their own reusable containers or providing reusable office dishware and mugs.

 Submit a copy of your organization's policy against single-use drinkware and dining supplies. Be sure that the policy outlines specific details about the strategies your organization plans to take to attain the goals outlined in the policy. (3 points)

 Submit documentation of your organization's reusable container and dining supplies campaign; include photos of a variety of reusable items available to all employees. (3 points)

Useful Links:



[Reuseit](#)

[Why Reuse a Cup?](#)

[Portland Office Case Study](#)

**MM17: Remove individual trashcans/wastebaskets or replace with liner-less baskets (10 points)**

Banning individual trashcans and encouraging employees to use one centralized trashcan often results in employees generating less waste. For some offices, it may be more feasible to replace individual trashcans with liner-less baskets to prevent waste from individual trash bags.

-  Submit communications, memos, or other information from the process of minimizing waste from individual trash cans.
-  Submit photos of several work spaces that lack individual trashcans and a photo of your centralized waste collection.

Useful Links:

[California Sustainability Alliance – Specific Strategies for Greening your Workplace](#)

[Miami University – Miami aims toward zero-waste: Introduces single-stream recycling pilot program](#)

[Google London Removes Individual Waste Baskets](#)

**MM18: Replace restroom paper towels with electric hand dryers or reusable towels (5 points)**

Restroom paper towels account for 20-40% of waste (by volume) in most offices and dorms. Eliminate this source of waste by installing energy efficient electric hand dryers or using reusable towels in your office.

-  Submit photos of your installed hand dryers or reusable hand towels.

Useful Links:


[The Use and Abuse of Paper Towels](#)

[USDA Excel Hand dryer Case Study](#)

[Are Electric Hand Dryers Better for the Environment than Paper Towels?](#)

**MM19: Minimize wasteful giveaways and office ware (1 point)**

Many sustainable options exist for gifts, mementos, and company swag, including sustainably sourced or recycled items that can be labeled with your logo. Better yet, gift cards or experiences (i.e. office parties, tickets to local entertainment, music download cards) can be given in lieu of physical gifts. These items are often more valued by employees and can be customized to their individual preferences.


-  Submit a copy of your office policy on the purchase of alternative and sustainably sourced office gifts and ‘swag’.

Useful Links:

[Uncommon Goods: Corporate Gifts](#)

**MM20: Limit office supply deliveries to 1-2 times per month (1 point)**

Minimizing office deliveries saves on shipping and minimizes the amount of energy used to deliver your office supplies. *It can also help to reduce transportation emissions and contribute to better air quality in the region.*

-  Submit a copy of your office supply purchasing policy and supplies delivery contract if applicable, that states that supplies will be ordered just once or twice per month for no more than two separate deliveries per month.

**MM21: Ban the sale of bottled water (5 points)**

Americans consume *an estimated 50* billion water bottles a year *and increasing*. Of the 23% that make it to recycling plants, each bottle requires the same amount of energy to be recycled as it takes to power a 60-watt light bulb for six hours. *“As of 2015, approximately 6300 Mt of plastic waste had been generated, around 9% of which had been recycled, 12% was incinerated, and 79% was accumulated in landfills or the natural environment”* (Geyer 2017). Be a part of the solution –ban the sale of bottled water on your office campus.

 Submit a copy of your office policy banning the sale or distribution of bottled water.

#### Useful Links:

[Water Bottle Pollution](#)


[National Parks Bottled Water Ban Worked](#)

[Bottled Water Facts](#)

[9 Ways to Reduce Plastic Bottle Use](#)

#### **MM22: Add water bottle filling stations (1 to 3 points)**

Encourage the use of reusable water bottles by installing water bottle filling or hydration stations. Existing water fountains can be retrofit with a filling station, or new fountains/stations can be installed. Installing a hydration station that utilizes your existing waterlines should eliminate the need for office water coolers. This will cut down on the energy and resources needed to produce and transport large plastic water coolers.

 Submit a photo of your installed filling station. NOTE: This should be connected to the building’s main waterline, not an external water cooler requiring jugs.

Receive 1 point for each filling station installed. Repeatable up to 3 times in a competition year for a maximum of 3 points.

#### Useful Links:

[Water Bottle Filling Stations in National Parks](#)

[Duke Saves 400,000 Water Bottles with Filling Stations](#)

#### **MM23: Install No Littering signs around your building or campus (1 point)**

In many states, including Pennsylvania, it is illegal to litter. Encourage your employees and surrounding neighbors to follow the law and keep our region cleaner by posting signage that reminds people not to litter and the fines they might incur should they be cited for it.

 Submit a photo of your No Littering signs posted at entrances and outside around your facility.

#### **MM24: Provide recycling bins and cigarette disposal options near trash cans *outdoors* (1 to 2 points)**

Convenience is often cited as a barrier to recycling and proper disposal of certain hard to recycle items such as cigarette butts. Remove this barrier by providing the proper receptacles. Make sure that each *outdoor trashcan on your premises* is paired with a clearly labeled recycling bin. Similarly, provide cigarette butt collectors near building entrances to significantly reduce litter incidence.



-  Submit a *selection of photos of your paired outdoor trash and recycling bins*. (1 point)
-  Submit a photo of cigarette disposal receptacles near outside trashcans. (1 point)

*NOTE: Sustainable Pittsburgh does not encourage smoking, and this action is only meant to reduce cigarette butts as litter.*

### **MM25: Donate unneeded or surplus materials and items (1 to 10 points)**

Don't throw away your surplus or used materials when decluttering, redecorating, or rebuilding! There are local programs available to help donate and move all types of materials to non-profits and organizations that could make use of them.

Suggested items to donate may include, but are not limited to:

surplus building materials and office furniture (Construction Junction and ReUse Central)  
 miscellaneous items and craft supplies (Pittsburgh Center for Creative Reuse)  
 used cooking oil (FossilFreeFuel)  
 cars (Global Links, Goodwill, etc)

-  Submit verification or a receipt from your donation drop-off or pick-up.

Receive 1 point for each proof of donation. Repeat up to 10 times for a total of 10 points.

#### Useful Links:

[Construction Junction](#)

[ReUse Central](#)

[Pittsburgh Center for Creative Reuse - Material Donation](#)

[Fossil Free Fuel](#)




[Global Links - Car Donation](#)

[Goodwill - Donate-A-Car](#)

[Center for Car Donations- Pittsburgh](#)

### **MM26: Write and implement an electronic waste policy (5 points)**

Electronic waste contains valuable and toxic materials. By recycling your electronics, you will help minimize the need to mine for virgin materials to create more electronics. Be sure to recycle your electronics with a vetted and certified electronics recycler (the Basel Action Network provides a search tool for certified electronics recyclers and E-Steward certification distinguishes e-waste recyclers who work in a sustainable and ethical fashion) to ensure that your e-waste is not contributing to toxic e-waste build up or child labor overseas. Local organizations such as Construction Junction or Pennsylvania Resources Council can help verify that you are recycling e-waste properly.

-  Submit a receipt from your e-waste drop off.
-  Submit a photo of your e-waste collection site OR
-  Submit a copy of the contract or certificate you have with an e-waste recycling company.

#### Useful Links:



[E-Stewards Program](#)



[Basel Action Network](#)

[PRC E-Waste Recycling](#)

[Staples E-Waste Recycling](#)

### **MM27: Recycle plastic bags, films, and small plastics (5 points)**

Plastic grocery bags and other film-like plastics are not normally recycled curbside, as these materials clog the system at recycling processing centers. However, many grocery stores, such as Giant Eagle, have their own plastic bag recycling. Start a simple collection site at your office and drop them off at a participating Giant Eagle store, where they will be properly recycled and not gum up the system!

-  Submit a receipt from your recycling drop-off, or a photo of the drop-off if the recycling center does not have that capacity.
-  Submit a photo of your collection site.

Useful Links:



[IheartPGH Recycling Guide](#)

[\*\*Film Recycling Drop-off Locations\*\*](#)

[Pittsburgh Recycling Guide](#)

### **MM28: Join a Terracycle Brigade (5 to unlimited points)**

Terracycle offers a program that makes it easy to recycle formerly hard-to-recycle items. By partnering with mission-driven companies, Terracycle offers free collection of single kinds of hard-to-recycle items such as chip bags, Solo cups, pens, Tupperware, *cigarette butts*, and Ziploc bags. If you notice that your organization or office produces a lot of one kind of waste, join the appropriate Brigade on the Terracycle website, and get started collecting! When your collection box is full, use the free shipping label to send you collection to the nearest recycler, listed within the Brigade info.

-  Submit a screenshot of your Terracycle Brigade sign-in or confirmation email.
-  Submit a photo of your collection box.

Receive 5 points for each Terracycle brigade you join and participate in. Repeatable an unlimited number of times in a competition year. There is no points cap on this action.


Useful Links:

[Terracycle Brigades](#)

### **MM29: Install BigBelly or similar solar trash/recycling compactors or stations (3 points)**

Trash and recycling compactors can encourage proper recycling and minimize energy used in trash and recycling collection. Installing an attractive trash/recycling station can go a long way towards encouraging proper waste and recycling behavior.

-  Submit a copy of your receipt for the purchase of your trash/recycling stations or solar compactors.

-  Submit a photo of your trash and recycling station or compactor.

Useful Links:

[Bigbelly collection options](#)

### **MM30: Collect organic materials for compost (10 points)**

Food waste is a large contributor to overall waste. Provide a compost bin for food scraps in common areas to create an opportunity for employees to reduce overall waste.

-  Submit a photo of your composting bin.

NOTE: Points will only be awarded if your organization has submitted for action MM31 or MM32 (is part of a compost hauling program or has its own on-site composting).


Useful Links:

[Oberlin College – Dorm-wide composting](#)

[UC Davis – Take Action: Compost](#)

### **MM31: Participate in a compost hauling program (5 points)**

One of the biggest hurdles to office composting is where to bring your compost once you've collected it. Thankfully, there are locally available compost hauling services, networks, and programs. You can participate in these programs in several ways- as simply as paying for a hauling service, or as personal as setting up a compost drop-off with a community garden, restaurant, or farm.

-  Submit a copy of your contract with the compost hauler, indicating the size of the compost container and frequency of pickups, as well as the length of the contract (confidential information redacted).



Useful Links:

[Shadyside Worms Compost Exchange](#)

[Shadyside Nursery](#)

### **MM32: Create on-site composting (2 to 5 points)**

If you have a patch of dirt, you can compost on your own site! There are many local organizations that can help you set up your own backyard compost pile or bin, and teach you how to manage your compost. If you don't have landscaping or a garden to use your compost in, offer your compost up for employees to take home and use in their own gardens.

-  Submit a photo of your on-site compost pile or bin.
-  Submit a written description of your compost management plan.

*2 points will be awarded for on-site composting of yard waste. 5 points will be awarded for on-site composting of food scraps.*



Useful Links:

[PRC Backyard Composting](#)

Grow Pittsburgh Composting  
Composting at the Community Garden

**MM33: Use on-site composting to manage landscaping (2 points)**

Complete the compost cycle by using compost made on-site to fertilize your landscaping and gardens.

-  Submit a photo of your compost bin and/or pile.
-  Submit a photo of your compost being used in your landscaping or garden.

Useful Links:

[5 ways to use compost effectively](#)

*MM34: Communicate with janitorial staff about waste management practices (5 points)*

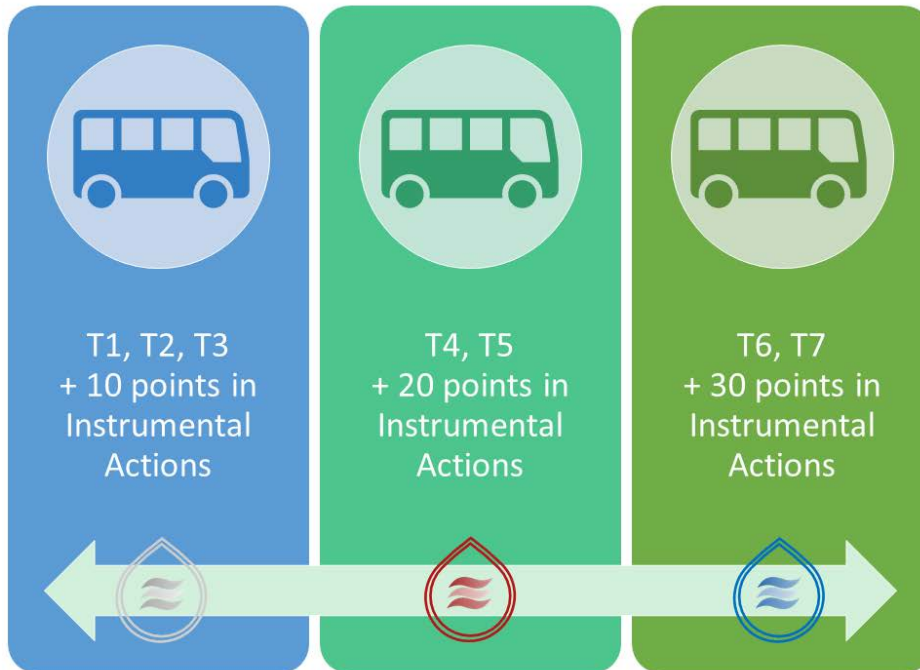
If your organization directly manages custodial staff, be sure to include waste management in your sustainability onboarding (Q37). Ensure that office staff are educated on waste management practices so that janitorial staff can easily and efficiently complete their work. Provide an opportunity for custodians to meet with other departments so that everyone is on the same page.

If you are a TENANT, arrange a meeting to talk with the building manager and/or custodial manager. Do you have questions about the recycling process at your building? Want to try and implement composting? The building manager might have answers and janitorial staff will know what happens in practice. Healthy communication will help keep sustainable practices going.

-  Submit meeting notes and action items. Be sure to include the date and number of attendees present.

## TRANSPORTATION

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### Foundational Transportation White Ribbon Actions



The following actions count toward the **White Ribbon in Transportation**. See page 5 for more details on how to earn ribbons.

#### **T1: Set your organization's transportation baseline (20 points)**

This year to measure reductions in commuter emissions, the SP Challenge will be using a [Commuter Survey](#). The survey consists of a few multiple-choice questions to gauge which modes of transportation employees use to commute and how often they use each mode. The survey can be found on the SP Challenge website, and the results will serve as your organization's baseline against which progress will be measured at the end of the year. Be sure to engage and encourage all of your employees to take the survey in order to gain an accurate account of your commuter emissions.

 Submit this action once you have campaigned your employees to take the survey.

*NOTE: employees must complete the survey on or before April 30, 2018 in order to be accepted as a competition baseline.*


Useful Links:

## SP Challenge Transportation Survey

### What is a Baseline? Why is it important?

#### **T2: Pledge to increase your sustainable commutes (25 points)**

By making a pledge to increase your organization's percentage (or number, if it is easier) of sustainable commuters, your organization shows that it is mindful of how employee commutes impact the health of our region. Set your goal based on the current percentage (or number) of your surveyed employees commuting in any form other than driving alone (this includes taking transit, vanpooling, carpooling, walking, biking, and telecommuting). Set your goal as a percentage or number of employees that will switch to a sustainable, alternative commuting mode by the end of the competition year, encouraged by your organization's promoting, incentivizing, and encouraging alternative commutes.

-  Submit a document or use the "comment" box on the action submission form, stating your organization's target percentage (or number) of employees you aim to "convert" to sustainable commuting.

*NOTE: Your organization must set its goal by May 30, 2018, based on the results of your survey. The SP Challenge team will share your baseline results with you shortly after the April 30 deadline for setting the baseline. If you already know your organization's commuter habits (i.e., from a previous internal transportation survey) you may set your goal before you receive the results of the SP Challenge Transportation Survey. Just be sure employees have completed the official Challenge survey (as described in Actions T1 and T5) to earn points for reaching your goal (Action T6).*

#### Useful Links:

[Breathe Project – Make a pledge](#)

[Make My Trip Count survey results](#)

#### **T3: Kick off with a "Getting Started" orientation with CommuteInfo (20 points)**

CommuteInfo is a regional non-profit created to help commuters and their employers make the most cost and energy-efficient commuting choices. Contact CommuteInfo at [CommuteInfo@spcregion.org](mailto:CommuteInfo@spcregion.org) or by calling 1-888-819-6110 to organize a "Getting Started" meeting. CommuteInfo staff will come to your office to meet with you and members of your green team.

Before the meeting, CommuteInfo will provide you with a survey link. From this information, CommuteInfo will develop a "heat map" showing where your employees are traveling from, along with some analysis. During the meeting, CommuteInfo staff will work with you to complete a "getting started" checklist which will result in a set of suggested next steps to support your efforts to reduce organizational commuter impacts.

-  Submit a copy or screenshot of meeting notes provided by CommuteInfo.

#### Useful Links:

[CommuteInfo: Employer Assistance](#)

## Foundational Transportation Red Ribbon Actions



The following actions count toward the **Red Ribbon in Transportation**. See page 5 for more details on how to earn ribbons.

### **T4: Claim points for existing alternative commuters (1 to 50 points)**

Many of your employees may already be commuting in sustainable ways. Make sure their sustainable choices are documented and rewarded in the Sustainable Pittsburgh Challenge by encouraging these employees (and all employees) to take the transportation survey. Your organization will receive points for these employees' sustainable commutes. You can find the survey at [spchallenge.org](http://spchallenge.org) under "For Participants."

-  SP Challenge staff will tabulate your points for this action based on the results of your commuter survey.

Micro/Small organizations: Receive 5 points for every 10% of employees currently traveling in any mode other than single-occupancy vehicles.

Medium/Large organizations: Receive 5 points for every 10 employees initially traveling in any mode other than single-occupancy vehicles, up to 50 points.

*NOTE: This action will be tabulated once, after you provide Sustainable Pittsburgh with the initial commuter survey results. Be sure to document as many sustainable commutes as possible by encouraging employees commuting via transit, bike, rideshare, or walking to participate in the survey.*

*NOTE: If your organization did not distribute the transportation survey at the beginning of the competition, you can still receive points for this action by encouraging employees to take the survey during the second round of surveying at the end of the competition year.*

#### Useful Links:

**[CommuteInfo- Request your Commute Options Report Today](#)**

### **T5: Reduce your commuter emissions (10 to 1925 points)**

Once your organization has completed the initial survey, set your baseline, and connected your employees with sustainable commute options, it's time to measure your impact! Redistribute [the transportation survey](#) among your employees to conduct an end-of-challenge survey and find out how many employees are now taking advantage of sustainable commute options, and how frequently. Sustainable Pittsburgh will use your survey data, coupled with data provided by CommuteInfo (to verify any who have joined carpools or vanpools) to award points for your efforts.

- Submit this action after you have distributed the SP Challenge end-of-year commuter survey link to your organization’s employees.
- CommuteInfo may provide supplementary data for any employees who may now be taking carpools, vanpools, or other sustainable commutes.

### Points Calculation

Percent	Points From	To
1-5%	10	50
6%-10%	65	125
11% - 100%	145	1925 (20 points for each additional %)

#### Useful Links:

[SP Challenge Transportation Survey](#)

#### Foundational Transportation Blue Ribbon Actions



The following actions count toward the **Blue Ribbon in Transportation**. See page 5 for more details on how to earn ribbons.

#### **T6: Reach your sustainable commuter goal (25 points)**

If the percent or number of sustainable commuters indicated in your end-of-challenge survey meets or exceeds your previously determined goal, your organization is eligible for additional points for meeting your goal.

- Submit this action after you’ve distributed the end-of-competition transportation survey. (Please only submit if you’ve set a goal by May 30, 2018 with action T2.) The SP Challenge team will compare your organization’s initial survey results with the end-of-challenge survey to verify you’ve met your goal.

#### Useful Links:

[CommuteInfo- Request your Commute Options Report Today](#)

#### **T7: Create a program that incentivizes alternative commutes (4 to 20 points)**

Creating incentives for alternative transportation helps to reduce your organization’s carbon footprint and reduces the number of low-occupant vehicles used to access your campus. Help your employees commute



more sustainably by making it easier to make the sustainable choice. Incentivizing alternative commutes can be done in many ways, so be creative and tailor your program to best help your employees. Some examples of these types of programs include (but are not limited to):

Issuing parking passes with a limited number of days of parking

Carpool preferential parking passes, which offer preferred parking spaces to car or vanpools

Subsidizing the cost of alternative transit for anyone that commutes by public transportation above and beyond federal tax incentives

A transportation agreement which offers employees stipends or additional vacation time for commuting sustainably

Creating an “alternative commute” fund where employees pay a small fee for a perk, like a casual dress day, and those funds are then used to subsidize transit passes, bike maintenance costs, etc.

- Submit a copy of the policy illustrating the details of the incentives and benefits programs your organization will adopt and offer. Receive 4 points per actionable program implemented, for up to 20 points in a competition year.

#### Useful Links:

#### *CommuteInfo Promotional Resources*

[Commuter Services of Pennsylvania – Employee Services](#)

[Community Transportation Association – Employee Transportation Benefits](#)

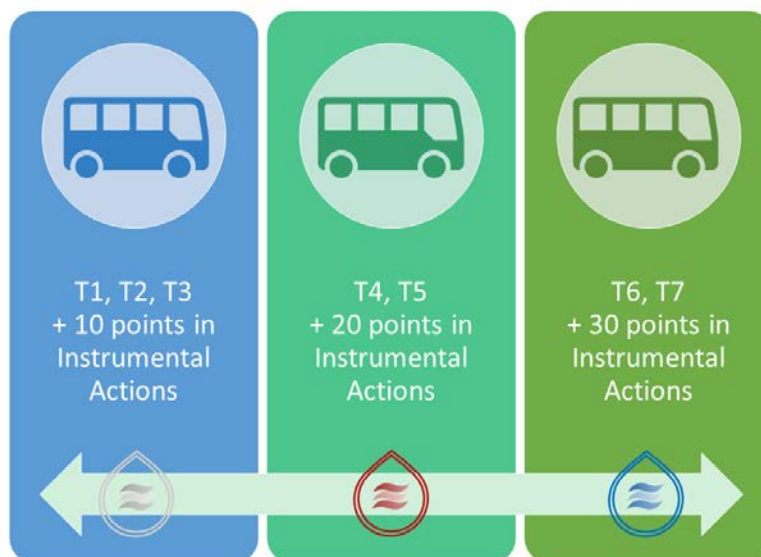
[Clif Bar & Company Cool Commute Incentives](#)

[Alaska Biological Research \(ABR\) Center Commuter Monetary Incentives](#)

[Evergreen University - Parking PASSPORT Program](#)

[University of Texas - Carpooling Program](#)

#### Instrumental Actions in Transportation




You will need 10-30 points in the following actions in order to earn any ribbon in this focus area. See page 5 for more details.



### **T8: Encourage employees to sign up for CommuteInfo (1 to 10 points)**

For those who currently drive to work alone, CommuteInfo offers an excellent service to your employees by matching them with ridesharing options within and outside of your company. CommuteInfo provides registered users with a menu of alternative commute options, including carpools, vanpools, and public transit options. Registration is quick & easy and will create opportunities for your organization to receive points for sustainable commutes at the end of the SP Challenge. For actions your organization can use to encourage the use of CommuteInfo and alternative commutes, go to the "Promotional Resources" link below.

 Your final report will be submitted to the SP Challenge team automatically by CommuteInfo.

Micro/Small Organizations: Receive 1 point for every 10% of your workforce that signs up for CommuteInfo.

Medium/Large Organizations: Receive 1 point for every 10 employees that register with CommuteInfo, up to 10 points.

Useful Links:


[CommuteInfo](#)

[CommuteInfo Promotional Resources](#)

[CommuteInfo- Request your Commute Options Report Today](#)

### **T9: Share your organization's personalized commute map with employees (5 points)**

CommuteInfo can create a personalized map of your employees' commutes to and from work based on zip code. Contact your HR department for your organization's zip code information and send it to CommuteInfo. CommuteInfo will create your organization's personalized commuting map. This map can be very useful to demonstrate alternative commuting opportunities to your employees. Post it in your break room, distribute it electronically, or use it in a CommuteInfo workshop or green team meeting as a tool to focus your commuter program on your organization's real commuting patterns.

 Submit a picture or screen shot of your commute map being used in communications with employees.


Useful Links:

[CommuteInfo—For Employers: How Can We Help You?](#)

[CommuteInfo—Commuting Options](#)

### **T10: Gather and share short alternative commute testimonials from your employees (1 to 10 points)**

Employee testimonials regarding the feasibility and benefits of alternative commutes can be highly influential for employees that are considering commute alternatives, particularly when that testimonial comes from a friend or peer. Ask your alternative commuting employees to write up or record a short description of their alternative commute and the benefits they receive from it, and compile these testimonials for use in workshops, newsletters, or to post near your rideshare board.

-  Submit a copy of your compiled employee testimonials and evidence that they were shared with employees.



Receive 1 point per employee testimonial, up to 10 points. Don't have 10 employees? You may also engage members of your community (clients, constituents, residents, customers, consumers, etc.) to maximize your total points.

Useful Links:

[UNC Alternative Commuting Testimonials](#)

### **T11: Create an alternative commute group and provide opportunities to communicate (2 points)**

Help create a dialogue about commute alternatives at your organization by facilitating alternative commute communications. Create a mailing list for interested employees to sign up and distribute updates about alternative commutes, helpful tips on money and fuel-saving initiatives, alerts to local bike, transit and alternative commute events or public forums, company commute group social hours, etc. This group may become a subset of your Green Team, responsible for promoting alternative commutes and CommuteInfo in your organization.

-  Submit a sample of communications with your alternative commute group OR
-  Submit a photo of your alternative commute group in action.

Useful Links:



[CommuteInfo: Employer Initiatives](#)

[CommuteInfo Promotional Resources](#)

### **T12: Create a rideshare board and policy for non-commuting trips (2 points)**

Make sure your mid-day travels are sustainable, too, by coordinating carpools to meetings, conferences, and other mid-day events. Writing a policy that employees should share rides to events during work-hours communicates your commitment to reducing the impact of your organization's travels. Once you have a policy, enable your employees to comply with it by organizing a rideshare board.

Your employees may find it easier to communicate where and when they are traveling during the work day through this method. If your office is smaller, a physical bulletin board can be a simple and fun solution. If your office prefers digital communication, there are many online systems that can aid in the creation of your own digital rideshare board. Alternatively, your rideshare "board" can be as simple as creating a thread on company intranet.

-  Submit a copy of your policy to have employees share rides on non-commuting trips. (1 point)
-  Submit a photo or screenshot of your active rideshare board. (1 point)



Useful Links:

[How to Create your own Ridesharing Board](#)

### **T13: Provide car-sharing options for your office (1 to 10 points)**

When employees know they have access to a vehicle to use for work related travel, they may be less inclined to commute with their own vehicle. Because these cars are shared and not always on the road, car-sharing programs help reduce overall emissions as well.

To provide this convenience consider purchasing a company vehicle, that employees can sign-out for work required travel or participating in an established car-sharing program like Zipcar. Utilizing Zipcar's program can also save your organization money on travel costs such as gas, insurance, and parking. Zipcars are located at specific parking spaces throughout the region.

-  Submit a copy or screenshot of a list of employees in your organization registered with Zipcar through your organization's account. OR
-  Submit documentation of your organization's shared vehicle(s) and a list of employees registered to use it.

Micro/Small Organizations: Receive 1 point for every 10% of your workforce registered.

Medium/Large Organizations: Receive 1 point for every 10 employees registered.


Useful Links:

[Zipcar for Business](#)

[Zipcar for Business – Rates and Plans](#)

#### **T14: Consider alternative commute options when planning events (1 to 3 points)**

When planning events, keep your attendees' commutes in mind. Whether the event is for employees of your organization, or you are hosting an educational event for the public, choose a location near public transit routes, bicycle-friendly infrastructure, and/or in a walkable district. You can even encourage attendees to carpool to the event.

-  Submit details of the event, including the location, target audience, and commuting options available for attendees traveling to the venue.

Receive 1 point for each event with easy alternative commute options, repeatable for up to 3 points.

Useful Links:

[Port Authority Public Transit](#)

[Westmoreland County Transit](#)



[Beaver County Transit](#)

[Mon Valley Transit](#)

[Walk Score](#)

#### **T15: Write a policy to close your office for Green Fridays (15 points)**

Green Fridays are office closures/work from home days that occur on multiple Fridays throughout the year to help reduce emissions from transportation, reduce energy use and associated costs at the workplace, and to create more flexibility for employees.

-  Submit a copy of your Green Fridays office policy.
-  Submit a document detailing how many and how often employees participate.

Useful Links:

[National Geographic Sustainability – Our Green Team](#)

[Eight Ways National Geographic is Engaging Employees to Cut Costs](#)

**T16: Establish and encourage no-idling policy for loading zones and parking lots (2 points)**

Idling vehicles waste fuel and negatively impact air quality through emissions. Pennsylvania has both state and local anti-idling laws regarding on-road diesel vehicles. Allegheny County has specific idling regulations for non-road diesel vehicles. The establishment of a no-idling policy will help your organization enforce existing regulations as well as voluntary no-idling efforts. Installing signage to remind patrons of your no-idling policy will help to encourage following the policy.

-  Submit a copy of your organization's no-idling policy. (1 point)
-  Submit a photo of no-idling signage posted in high idling areas (front curb, loading docks, etc.). (1 point)

Useful Links:

[NRDC – Sample No-Idling Policy](#)


[Fulton County, GA– No-Idling Policy](#)

[GASP Pennsylvania's Diesel-Powered Motor Vehicle Idling Act](#)

[IdleFreePA](#)

**T17: Advocate alternative commutes and CommuteInfo with neighboring employers (2 points)**

If your organization is limited in its rideshare options, help to expand the network of car and vanpools by talking to neighboring organizations about CommuteInfo, or incorporating neighboring employers and their employees in your commuter workshops, trainings, social events, and communications.

-  Submit meeting notes or other communications documenting your contact with neighboring employers.

Useful Links:

[CommuteInfo](#)

[GoBurgh](#)


[Pittsburghers for Public Transit](#)

**T18: Utilize the Commuter Choice pre-tax benefit (5 points)**

Reduce your payroll taxes and encourage your employees to get to work sustainably. Section 132(f) of the Federal tax code allows employers to offer pre-tax purchases of up to *\$260 per month per employee in 2018* for qualified transit, train, or vanpooling benefits.

You can also exclude up to \$20 per month from an employee's wages for bicycle commuting, which can go towards bike purchases, improvements, storage, and repair. The employee may only receive the \$20 wage exemption if he or she receives no other transit benefits that month.

-  Submit a copy of your policy to employ the Commuter Choice pre-tax benefit.

-  Submit a list of employees (names can be redacted, but the list should indicate how many unique employees are participating in the program) who are participating in the program.

Useful Links:

*CommuterInfo Commuter Choice*


National Center for Transit Research – Commuter Tax Benefits

TransitChek

University of Pittsburgh Pre-Tax Deduction

**T19: Create a transportation agreement to subsidize transit costs for employees/students/faculty (5 points)**

Transportation agreements and public transportation passes will encourage employees to use public transportation more often. The use of public transit can save money and reduce overall greenhouse gas emissions.

-  Submit documentation pertaining to your transportation agreement (confidential information may be redacted). Available documentation may vary according to your agreement. Please submit the documentation that serves as the best available evidence of your agreement and its terms.


Useful Links:

University of Pittsburgh Transportation Agreement

Department of Defense Transit Agreement

**T20: Partner with community entities to upgrade bike infrastructure (5 to 15 points)**

Work with local community groups, nonprofits, neighborhood, or business associations to improve the walkability and bike-ability of your neighborhood, and to make your neighborhood more transit-friendly. These partnerships can be varied and take many different forms, from a combined effort to pool funds for a bike rack, to working with a local bike advocacy group and municipality to establish bike lanes and improve bicycle safety in your region.

-  Submit documentation of your collaboration with local organizations to advocate for improved bike infrastructure, walkability, and safety. These can be in the form of emails, signed advocacy letters, or press coverage of advocacy events your organization was a part of.

Receive 5 points per collaboration. Repeatable up to 3 times in a competition year for a total of 15 points.

Useful Links:


BikePGH Advocacy Calendar

City of Pittsburgh Bike Racks

**T21: Create bike, scooter, and pedestrian-friendly office infrastructure (1 to 15 points)**

Biking and/or walking to work presents certain challenges for employees, particularly in regard to storing equipment and clothing and making themselves presentable for the workday. Install bike racks, lockers,

and shower or changing facilities to accommodate these needs. If your organization cannot meet these needs, see if a partnership with a nearby gym or workplace with locker facilities is possible.

 Submit photos or documentation to demonstrate that your employees have access to any of the following:

- Bike racks (1 point)
- Parking for scooters (1 point)
- Changing facility access (1 point)
- Shower access (1 point)
- Bike parking/storage in your office (1 point)
- Work with BikePGH to earn your nationally recognized Bike Friendly Business certification. Submit your Bike Friendly Business certificate. (5 points)
- Any additional accommodations you come up with!

This action can be submitted for up to a maximum of 15 points, with the addition of Bike Friendly Business certification.

*NOTE: Is your organization located in Allegheny County? If so, completing this action may help your organization earn recognition as a [Live Well Allegheny organization](#).*

Useful Links:

[BikePGH Bike Racks](#)





[City of Pittsburgh Bike Racks](#)

[YMCA of Greater Pittsburgh](#)

[National Geographic Offers Employees Showers and Lockers](#)

## **T22: Implement an employee bicycle sharing program or purchase office bicycles (5 to 20 points)**

Office bicycle sharing programs are becoming more and more popular internationally as they prove to be cost-effective alternatives to fossil-fuel-based transportation. They are especially useful in urban areas and on corporate and college campuses. Some offices have purchased bicycles for employees to use when running errands, going to lunch, or going to meetings.

-  Submit an invoice or receipt as proof of purchase of office bicycles. (5 points)
-  Submit pictures of the bikes that are going to be part of the bicycle sharing program. (5 points)
-  Submit a written policy or copy of employee communications that demonstrate that your organization's internal bicycle sharing program is available to all. (5 points)
-  Submit a picture of your employees using the bicycles. (5 points)




Useful Links:

[Employer Bike Sharing Toolkit](#)

[Longmont Bike Sharing Program](#)

### **T23: Use an established bicycle sharing program (1 to 20 points)**

Bicycle sharing programs provide the general public with a readily accessible alternative transportation option. By encouraging your employees to utilize a bicycle sharing program, your organization's employees can realize the benefits associated with bicycling without having to invest in organizational bicycles.

-  Submit documentation or receipts providing proof of your organization's participation in an existing bicycle sharing program. (5 points)
-  Submit a picture of your employees using the bicycles. (5 points)
-  Provide a list of employees registered with the established bicycle sharing program. (up to 10 points, as described below)

Micro/Small Organizations: Receive 1 point for every 10% of your workforce that participates or applies.

Medium/Large Organizations: Receive 1 point for every 10 employees that participates or applies, up to 10 points.



#### Useful Links:

[Pittsburgh Bike Share](#)

[Mizzou Bicycle Sharing Program](#)

### **T24: Install electric car charging stations in parking lots (4 to 20 points)**

Electric cars have enormous potential to reduce transportation emissions, particularly if the electricity they are charged with is produced by a renewable source. Make it easier for your employees, customers, or clients to commute in their electric cars by providing charging stations free of charge.

-  Submit your work order or invoice for the installation of the electric car charging station(s).
-  Submit a photo of your electric car charging station(s).

Receive 4 points for each charging station installed, up to 20 points.

#### Useful Links:


[Harvard Electric Charging Stations](#)

[Pittsburgh Parking Authority Installs Charging Stations](#)

[True Cost of Charging Stations](#)

### **T25: Conduct a Green Vehicle Fleet Assessment (3 points)**

Sustainable Pittsburgh's Green Vehicle Fleet Assessment is an easy and important step your organization can take towards reducing your carbon footprint. The assessment can help your organization identify ways in which it can move towards greener practices like using more sustainable fuels or vehicles, choosing the right vehicle for the job/trip, retrofitting older diesel vehicles, and creating driver education programs. The assessment should include low-speed utility vehicles such as golf carts, neighborhood electric vehicles, and ATVs.

-  Submit a copy of your completed Green Vehicle Fleet Assessment, including any low-speed utility vehicles such as golf carts or neighborhood electric vehicles.

*NOTE: Contact the SP Challenge team at [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) if your assessment contains sensitive information.*

Useful Links:

[Sustainable Pittsburgh Green Vehicle Fleet Assessment](#)

[City of Cambridge Green Fleet Policy](#)

[EPA Green Vehicles](#)



[Garfield Vehicle Fleets in the Clean Energy Economy: Reducing Costs and Diversifying Fuel Sources](#)

[Ontario A Green Fleet Is A Cost-Efficient Fleet](#)

[PA DEP Diesel Idling and Act 124 Information](#)

**T26: Create a fuel-efficient fleet (1 to 21 points)**

Fuel-efficient vehicles reduce greenhouse gas emissions, air pollutants, and costs spent on fuel. Updating your vehicle fleet by purchasing hybrid or electric vehicles and requiring your organization to purchase fuel-efficient vehicles when necessary will reduce overall emissions and fuel costs.

-  Submit a copy of your fuel-efficient vehicle purchase policy. (1 point)
-  Submit a photo of the purchased fuel-efficient vehicle in front of your building, and report the vehicle's make, model, MPG, date of purchase, and registration (2 points per vehicle, up to 20 points) OR

Useful Links:


[Consumer Reports – The most Fuel Efficient Cars](#)

[Corporate High Efficiency Vehicle Policy](#)

[Hybrid Cars Comparison](#)

**T27: Achieve a high response rate for your organization on the transportation baseline survey (2 to 20 points)**

Maximizing the number of employees taking the [transportation survey](#) will allow your organization to understand a fuller picture of commuter habits and their emissions. The survey itself also functions as an educational tool for commuters to reflect on their modes of transportation and perhaps, change their habits over time. Points will be awarded according to the percentage of employees that participate. This action can be submitted twice in the competition year, after each instance of the transportation survey, for a maximum of 20 points per year.

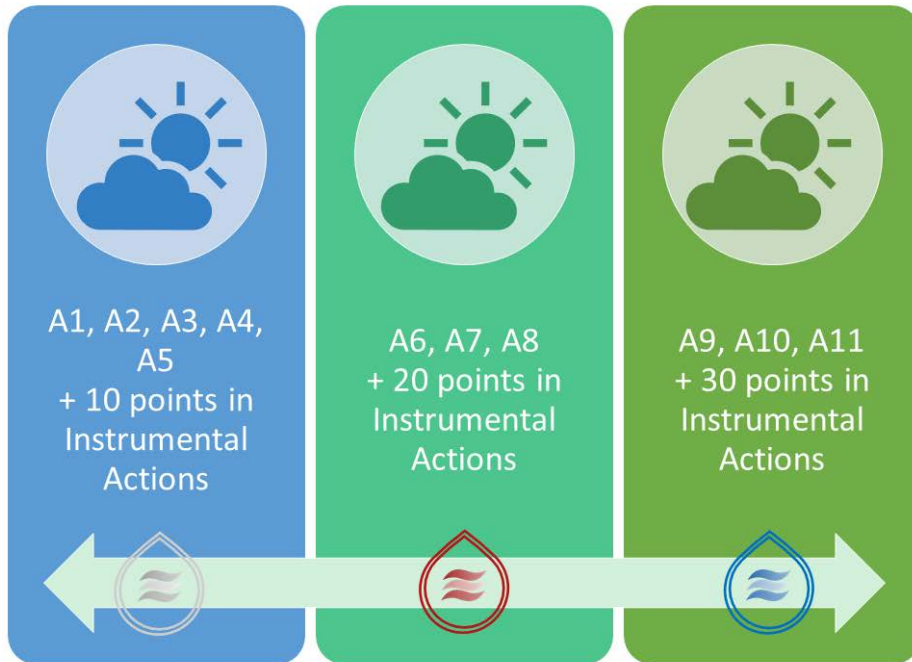
-  Submit this action after you have distributed and encouraged employees to take the transportation survey (After the April 30<sup>th</sup> baseline deadline, and before the end-of-competition deadline on January 31, 2019).



<b>Response rate</b>	<b>Points</b>
30 – 50%	3
50 – 75%	6
75 – 100%	10

## AIR QUALITY

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### Foundational Air Quality White Ribbon Actions




The following actions count toward the **White Ribbon in Air Quality**. See page 5 for more details on how to earn ribbons.

#### **A1: Join A ROCIS Cohort and attend all meetings (5 points)**

ROCIS (Reducing Outdoor Contaminants in Indoor Spaces) is a local non-profit that provides SP Challenge competitors the opportunity to participate in month-long cohorts to monitor indoor air quality for free. You or an employee of your organization may choose to set up your monitors at your home or office. After you join a ROCIS cohort and attend a briefing, *you will be given a kit containing a radon monitor, a carbon monoxide monitor, a carbon dioxide monitor, and 3 Dylos particulate matter (PM) monitors*. Dylos PM monitors require some additional setup and data analysis in order to interpret the monitor's output, but provide detailed readings of minute-by-minute fine and large particulate matter. Each cohort monitoring period lasts around ~3 weeks and has 4 meetings you should plan to attend. These include the kick-off meeting, a check-in meeting during the first week of monitoring, a virtual meeting to learn about data visualization tools, and a wrap-up meeting at the end of the three weeks when you will

return the monitors. Contact our team at [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) if you are interested in signing up for a cohort.

-  Submit photos of yourself at each in-person meeting, and a screenshot from your virtual meeting with ROCIS.

*NOTE: Receive 5 point per ROCIS cohort joined, for up to 20 cohorts. All ROCIS actions can be submitted for monitoring in both home and office (counts as separate 2 cohorts). To maximize these actions' points employees can continue to submit these actions for participating continuously through more than 1 ROCIS cohort OR up to 20 employees can each submit verification of their participation. Don't have 20 employees? You may also engage members of your community (clients, constituents, residents, customers, consumers, etc.) to maximize your total points.*



#### Useful Links:

[ROCIS Homepage](#)

[Low Cost Monitoring Program](#)

### **A2: Monitor indoor particulate matter in your home or office with ROCIS (20 points)**

Particulate matter (PM) is a complex mixture of small hazardous particles in the air, including acids (nitrate or sulfate), soil or dust, organic chemicals, and metals (US EPA). When inhaled, certain fine particles smaller than 10 micrometers can enter and remain in the lungs, causing major respiratory health issues. By monitoring your facility's PM, you can learn if your office has healthy levels of PM, and what daily activities spike airborne PM. Assessing this data can reveal opportunities to intervene and improve your facility's air quality, leading to better health for your employees. Electronic PM monitors are available for free through ROCIS cohorts. Contact our team at [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) if you are interested in signing up for a cohort.

-  Submit photos of the *Dylos PM monitors (you should receive 3) set up in your home or office.*
-  Submit a screenshot of your particulate matter monitor readouts from 3 weeks of monitoring. *This should be an excel file from ROCIS that includes PM graphs.*

*NOTE: Receive 20 point for measuring PM with ROCIS, for up to 20 cohorts. All ROCIS actions can be submitted for monitoring in both home and office (counts as separate 2 cohorts). To maximize these actions' points employees can continue to submit these actions for participating continuously through more than 1 ROCIS cohort OR up to 20 employees can each submit verification of their participation. Don't have 20 employees? You may also engage members of your community (clients, constituents, residents, customers, consumers, etc.) to maximize your total points.*

#### Useful Links:



[Speck article](#)

[ROCIS: What I Learned \(Grounded Strategies\)](#)

### **A3: Monitor radon in your home or office with ROCIS (20 points)**

Radon is a radioactive gas that is the second highest cause of lung cancer in the US ([EPA](#)). Radon gas can pool in the basements of facilities without proper ventilation or pressurization. Using an electronic radon

monitor with a digital readout, monitor your facility for radon. The US EPA recommends that facilities or homes with readings higher than 4 picocuries per liter (pCi/L) take steps to intervene and mitigate the presence of radon in your facility. Electronic radon monitors are available for free through ROCIS cohorts. Contact our team at [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) if you are interested in signing up for a cohort.

-  Submit a photo of the radon monitor in your home or office.
-  Submit a screenshot *or photo* of your radon monitor *log sheet* from 3 weeks of monitoring.



*NOTE: Receive 20 point for measuring radon with ROCIS, for up to 20 cohorts. All ROCIS actions can be submitted for monitoring in both home and office (counts as separate 2 cohorts). To maximize these actions' points employees can continue to submit these actions for participating continuously through more than 1 ROCIS cohort OR up to 20 employees can each submit verification of their participation. Don't have 20 employees? You may also engage members of your community (clients, constituents, residents, customers, consumers, etc.) to maximize your total points.*

Useful Links:

[US EPA A Citizen's Guide to Radon](#)

**A4: Monitor carbon dioxide in your home or office with ROCIS (20 points)**

Carbon dioxide (CO<sub>2</sub>) itself is not harmful to human health except at extremely high concentrations (50,000 parts per million (ppm) or higher), which is an unlikely occurrence outside of industrial workplaces. Rather, carbon dioxide concentration is a useful indicator to determine if an indoor space is appropriately ventilated, allowing for continuous influx of fresh air and outflow of toxic gas buildups. OSHA places its limit for acceptable CO<sub>2</sub> concentration at an average of 5,000 ppm over an 8- hour period, but most non-industrial workplaces will find their employees are most comfortable with concentrations no more than 600-700 ppm higher than the standard outdoor concentration of 350-400 ppm (ASHRAE). Monitor CO<sub>2</sub> concentration in your office space with an electronic monitor to better understand your office's regular fluctuations in CO<sub>2</sub> concentration and to alert you to any spikes in concentration. Electronic CO<sub>2</sub> monitors are available for free through ROCIS cohorts. Contact our team at [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) if you are interested in signing up for a cohort.

-  Submit photos of the carbon dioxide monitors in your home or office.
-  Submit a screenshot *or photo* of your carbon dioxide monitors' *log sheet* from 3 weeks of monitoring.

*NOTE: Receive 20 point for measuring carbon dioxide, for up to 20 cohorts. All ROCIS actions can be submitted for monitoring in both home and office (counts as separate 2 cohorts). To maximize these actions' points employees can continue to submit these actions for participating continuously through more than 1 ROCIS cohort OR up to 20 employees can each submit verification of their participation. Don't have 20 employees? You may also engage members of your community (clients, constituents, residents, customers, consumers, etc.) to maximize your total points.*



Useful Links:

[What is the allowable level of carbon dioxide in an indoor space? \(ASHRAE\)](#)

## Measuring CO<sub>2</sub> inside buildings

### **A5: Monitor carbon monoxide in your home or office with ROCIS (20 points)**

Carbon monoxide (CO) is an odorless, colorless, tasteless, and potentially lethal gas produced by the combustion of certain fuels. When carbon monoxide builds up in a confined environment, it can lead to hypoxia and death if a human is exposed at high enough concentrations for extended periods. OSHA places its limit for acceptable CO concentration at an average of 50 ppm over an 8-hour period, but the US EPA has set its National Ambient Air Quality standard for CO at 9 ppm over an 8-hour period. If your CO monitor reads higher than 3 ppm (the average outdoor CO level) in any hour, it is a likely indicator that a source of CO is contributing to your indoor environment, and that a carbon monoxide inspection is warranted. Electronic CO monitors are available for free through ROCIS cohorts. Contact our team at [challenge@sustainablepittsburgh.org](mailto:challenge@sustainablepittsburgh.org) if you are interested in signing up for a cohort.

-  Submit a photo of the carbon monoxide monitor in your home or office.
-  Submit a screenshot *or photo* of your carbon monoxide monitor's *log sheet* from 3 weeks of monitoring.

*NOTE: Receive 20 point for measuring carbon monoxide, for up to 20 cohorts. All ROCIS actions can be submitted for monitoring in both home and office (counts as separate 2 cohorts). To maximize these actions' points employees can continue to submit these actions for participating continuously through more than 1 ROCIS cohort OR up to 20 employees can each submit verification of their participation. Don't have 20 employees? You may also engage members of your community (clients, constituents, residents, customers, consumers, etc.) to maximize your total points.*

#### Useful Links:

[US EPA National Ambient Air Quality Standard for Carbon Monoxide](#)

[US EPA Carbon Monoxide's Impact on Indoor Air Quality](#)

### Foundational Air Quality Red Ribbon Actions




The following actions count toward the **Red Ribbon in Air Quality**. See page 5 for more details on how to earn ribbons.

### **A6: Interpret data from your monitoring period (5 to 10 points)**

Once you have compiled your data from at least one kind of air quality monitoring, take the time to read and interpret this data. You may find that you can easily attribute some spikes in PM, CO, CO<sub>2</sub>, or Radon to activities in your facility, or you may realize that high levels or spikes may require further

investigation. For each data set, write a short description interpreting this data in the context of daily life at your facility.

-  Submit a short description of your interpretation of the results from the air quality monitoring data at your facility. You may submit one description for each kind of monitoring (PM, CO, CO<sub>2</sub>, Radon), receiving 5 points for descriptive interpretations of 2 sets of data or 10 points for writing interpretations of all 4 sets of data.



Useful Links:

[Allegheny County Health Department Air Quality Monitoring](#)

[Experimenting at Home with Air Quality Monitoring](#)

**A7: Write an air quality intervention and improvement plan (10 points)**

Once you have familiarized yourself with your facility's air quality issues, it is important to have a plan of action and intervention to address these issues. Your intervention may include hosting educational workshops (see Engagement action EA3 to submit for points), conducting further professional inspections, creating policies to protect your already healthy air, or hiring professionals to address problems in your HVAC system.

-  Submit a copy of your air quality intervention and improvement plan. (5 points)
-  Submit receipts, photos, or other proof that at least 2 of these actions have been taken. (5 points)




Useful Links:

[EPA Improving Indoor Air Quality](#)

[Improving Indoor Air Quality at Work](#)

**A8: Conduct a post-intervention air quality assessment (5 to 20 points)**

Many actions in this section outline measures you can take to improve your facility's air quality. After you have taken action to improve or mitigate any air quality issues in your facility, it is important to monitor your facility's air quality again in order to measure the improvements you have made. Rent or borrow a device to monitor air quality after you have completed your intervention. Your post-intervention monitoring should last for a period of at least 7 days. Assess and interpret the data output in comparison to your initial monitoring period to track improvements.

-  Submit a photo of the set-up monitor in your office.
-  Submit a screenshot of your monitor readouts from at least 7 days of monitoring.
-  *Submit a description comparing pre- and post-intervention air quality.*

*NOTE: Receive 5 points for each air quality component you monitor, up to 4 kinds of monitoring (particulate matter, carbon monoxide, carbon dioxide, and radon) for a maximum of 20 points over the competition year. If you participate fully in another ROCIS cohort to complete this action, you will receive the full 20 points for this action in addition to points awarded for resubmitting actions associated with ROCIS.*

Useful Links:

[ROCIS.org](http://ROCIS.org)



Foundational Air Quality Blue Ribbon Actions



The following actions count toward the **Blue Ribbon in Air Quality**. See page 5 for more details on how to earn ribbons.

**A9: Sign up for Air Now EnviroFlash Action Day Forecasts (1 to 10 points)**

The EPA's Air Quality Index provides a daily indicator of the health of our air based on the presence of five major pollutants: ground-level ozone, particulate matter, carbon monoxide, nitrogen dioxide and sulfur dioxide. The higher the AQI value, the more pollution in the air and the greater the public health risk. Stay aware of our region's air quality by signing up for Air Quality Action Day Forecasts. For greater points, encourage your employees to register to receive Air Quality Action Day Forecasts.

-  Submit a screenshot confirming your registration to receive Air Quality Action Day Forecasts (1 point) AND
-  Submit a document indicating the number of employees who have registered to receive Air Quality Action Day Forecasts.

Micro/Small Organizations: Receive 1 point for every 10% of your workforce that registers.

Medium/Large Organizations: Receive 1 point for every 20 employees that register.

Useful Links:

[AirNow Sign Up Page](#)

[AirNow](#)

[Air Quality](#)

[Pittsburgh Climate Initiative](#)

**A10: Implement the Air Quality Flagging program at your organization (3 points)**

Group Against Smog and Pollution (GASP) implements the US EPA's School Flag program at schools throughout Southwestern PA, and are expanding the effort to local businesses. GASP will provide, at cost, colored flags representative of the air quality values in the EPA's AQI, or you can participate by creating your own flags. Workplaces can participate in the program by obtaining and displaying the corresponding AQI flag at their organization. Please contact GASP at [info@gasp-pgh.org](mailto:info@gasp-pgh.org) to learn more about implementing the AQI Flag Program at your organization. To make your own flags, base the colors on [this fact sheet](#).

-  Submit photos of your workplace displaying flags representative of the AQI (with timestamp) on three separate days.



Useful Links:

[AirNow Air Quality Flag Program](#)

[\*GASP EPA Flag Program\*](#)

**A11: Write a policy to take action on air quality action days (4 to 5 points)**

Air quality action days are called when the AQI is unusually high (over 151 or a red flag zone). Be sure to inform your employees about local legislation regarding prohibited activities as well as those that are not recommended on action days. For example, in Allegheny County, all open burning is prohibited on air quality actions days. Your policy for responding to action days may include encouraging your employees to use less polluting transportation, allowing for telecommuting and flex time alternatives, rescheduling polluting activities such as lawn care and maintenance, or any other measures your organization can think of. Your policy should also include notifying all employees of the forecasted Air Quality Action Day. By sending out email reminders and modified activity information prior to forecasted Air Quality Action Days, you can help your employees decrease their exposure and their impact.

-  Submit a document detailing your Air Quality Action Day policies. (4 points)
-  Submit a copy of your email announcement sent out on days prior to forecasted Air Quality Action Days. Be sure to include the date of the email sent, and the date of the forecasted Action Day (this email should be sent before every predicted action day). (1 point)

Useful Links:

[Air Now](#)

[\*EPA Air Quality Index- Pittsburgh\*](#)

[\*How You Can Help Keep the Air Cleaner\*](#)

[Allegheny County Burning Regulation Fact Sheet](#)

[GASP Wood Smoke Air Quality Impacts](#)





## Instrumental Actions in Air Quality



You will need 10-30 points in the following actions in order to earn any ribbon in this focus area. See page 5 for more details.

### **A12: Present your monitoring data (2 points)**

Once you have compiled, interpreted, and shared your monitoring data with ROCIS, you can create a presentation of your results. ROCIS uses this data to compile a local, detailed database of air quality information which will be studied and interpreted for use in the creation of programs and policies to better indoor and outdoor air quality in the region. Go a step further and present your experience collecting and interpreting the data compiled by your monitoring period, and any steps taken to mitigate red flags to your ROCIS cohort at the end of your cohort month.

-  Submit a photo of you presenting your monitoring data or a screenshot of a correspondence where you shared your presentation.
-  Submit a description of your presentation and any materials used in presenting your data to the ROCIS cohort.

#### Useful Links:



[ROCIS.org](http://ROCIS.org)

[EPA AirData](http://EPA AirData)

### **A13: Conduct air quality testing independently from ROCIS (5 to 20 points)**

Learning about your facility's air quality is an important first step toward improving it, and ensuring your employees are provided with a safe and healthy workplace. For example, radon is an odorless and colorless gas that is present in many Western Pennsylvania buildings, and is considered a carcinogen and the second highest cause of lung cancer. Exposure to radon in the workplace can have a significant

negative impact on your employees. You can conduct a simple one-time radon test, available for \$10 or less at most home supply stores, to ensure your workplace is safe.

-  Submit a photo of your set-up air quality monitor.
-  Submit the results of your air quality monitoring.



Receive 5 points for each aspect of air quality you monitor up to 20 points.

Useful Links:

[Radon Fact Sheet](#)  
[EPA Radon Guide](#)

#### **A14: Test and monitor indoor air quality with a professional indoor air quality test (10 points)**

If your self-conducted air quality monitoring revealed any spikes or high concentrations of potentially toxic gas, it may be worthwhile to have a professional air quality inspection conducted. By testing air quality in your office, you can pinpoint the kind and source of airborne toxins that may be affecting the health, safety, and well-being of your employees. General air quality inspections can be very expensive, so be sure to analyze and interpret the data from your self-conducted monitoring to narrow down the potential sources and kinds of toxins you will test professionally.



-  Submit an invoice or other record to document that your organization has had a professional air quality test conducted in the last 2 years.
-  Submit the results of your test.

Useful Links:

[OSHA IAQ Facts](#)  
[Improving IAQ at work](#)

#### **A15: Conduct a professional asbestos inspection (5 points)**

Asbestos, a naturally occurring mineral, is an excellent insulator but has devastating effects on human health. Asbestos use was discontinued in the late 1970s, but continued to be used in insulation, flooring, roofing, wallboard, pipes, joint compounds, adhesives, and fireproofing through the 80s, and is still present in many older buildings. An asbestos inspection will assess the presence of asbestos and the risk it may pose to the building's occupants. This will help you make informed decisions about future renovation and the upkeep of your building, as well as alert you to any potential dangers to your employees.



-  Submit an invoice or other record to document that your organization has had a professional asbestos inspection conducted in the last 2 years.
-  Submit the results of your test.

Useful Links:

[EPA Small Business Asbestos in Building](#)

#### **A16: Conduct a professional lead test (5 points)**

Lead was once present in many building materials including paint, sealants, and flooring, and presents a health risk to building residents, particularly children. Conducting a lead test will alert you to the presence of this toxin.

-  Submit an invoice or other record to document that your organization has had a professional lead test conducted in the last 2 years.
-  Submit the results of your test.



Useful Links:

[EPA Lead Rule](#)

[EPA Renovation, Repair and Painting](#)

**A17: Act on recommendations from professional IAQ, radon, asbestos, and lead testing (1 to 15 points)**

If any of your professional indoor air quality tests reveal necessary actions to improve the immediate health of your building and protect your employees, take that action, and receive points.

-  Submit an invoice, work order or receipt for work done along with the suggested action from your air quality testing highlighted (1 point for each action) OR
-  If the suggestion does not necessitate professional work, please include a before and after photo of the action taken along with the suggested action from your testing highlighted (1 point for each action).

*NOTE: 1 point will be awarded for each suggested air quality action that you implement. Points for this action are simply for responding to the suggestion from your inspection, not for the action itself. In order to receive full points for the action, be sure to submit for the corresponding action in the Air Quality section as well. Repeatable up to 15 times in a competition year for a total of 15 points.*

Useful Links:

[Do you suspect your office has an indoor air problem?](#)

[The inside story: A guide to indoor air quality](#)

[EPA Mold report](#)

**A18: Implement a low-VOC purchase policy for all building products (3 points)**

Volatile organic compounds (VOCs) are gases emitted from solid materials containing a variety of chemical compounds. VOCs can be found in paints and lacquers, paint strippers, sealants, stains, adhesives, cleaning supplies, pesticides, building materials and furnishing, office equipment, correction fluids and carbonless copy paper, graphics and craft materials, permanent markers, and photographic solutions. Many low VOC products are labeled as such. Writing a policy to purchase only low-VOC labeled products can help improve your building occupants' health and safety.

-  Submit a copy of your low or no-VOC purchase policy.

Useful Links:

[EPA: Intro to IAQ and VOC](#)


[CDC Indoor Environmental Quality](#)

## Enviroseal Products

### **A19: Use low-VOC and environmentally friendly alternative asphalt sealants (2 points)**

Coal-tar-based paving, commonly referred to as blacktop, is a source of polycyclic aromatic hydrocarbons (PAH) which can pollute air and water sources, as well as negatively affect human health. Coal-tar-based paving is available as a new pavement, a sealcoat sprayed on pavement to protect it, or as a sealant to fix pavement cracks.

Walking on coal-tar paving brings the particles indoors, while driving on it causes tires to re-distribute the pollutants outside of the lot. Some building HVAC systems and poorly insulated windows can let air negatively affected by the coal-tar paving into a building. Alternatives to coal-tar paving exist. An affordable step up from coal-tar is an asphalt sealcoat which has 1/1000th of the PAHs of coal-tar. For a more sustainable pavement choose a paving surface with a high SRI that will prevent urban heat island effect in your paved surface.

-  Create and submit a policy to eliminate the use of coal-tar paving, sealants, and repair materials from future parking lot and paving projects in your building.


#### Useful Links:

[Enviroseal Products](#)

[EPA Cool Pavement Strategies](#)

### **A20: Implement a policy against the purchase and use of materials with Red List components (3 points)**

The Red List was compiled by the International Living Future Institute for their Living Building Challenge, and includes common chemicals and compounds used in building materials that may contribute to global warming, increase cancer risk, bioaccumulate in ecosystems, or are otherwise detrimental to environmental and human health. Be on the forefront of sustainable and healthy spaces and write a policy against the purchase or use of materials containing items on the Red List.

-  Submit a copy of your policy against the purchase or use of items and building supplies containing the following Red List components: Asbestos, cadmium, chlorinated polyethylene, chlorofluorocarbons, chloroprene, formaldehyde, halogenated flame retardant, hydrochlorofluorocarbons, lead, mercury, petrochemical fertilizers, phthalates, polyvinyl chloride, wood treatments containing creosote, arsenic, or pentachlorophenol.

#### Useful Links:

[ILFI Declare Red List](#)

### **A21: Build a box-fan air filter or use another type of air-purifying fan to mitigate the impact of high-particulate matter activities (5 points)**

Minimizing particulate matter (PM) in the indoor environment can be difficult when some necessary daily activities cause increased PM levels, such as cooking, vacuuming, or moving around furniture, boxes, or files. Box-fan air filters are relatively cheap and simple to build. They can be used to minimize the

amount of time it takes PM to settle after activities that increase PM levels. For instructions on how to build and use your own box fan air purifier, see the Useful Links.

 Submit a photo of your box-fan air filter or other air-purifying fan in use in your office.


Useful Links:

[University of Michigan Box Fan Air Purifier](#)

[Better Box Fan Air Purifier](#)

**A22: Install a radon mitigation system (10 points)**

If your radon test or monitor indicated radon levels higher than 4 pCi/L, you should take steps to minimize the presence of radon in your facility. There are several options to remove radon, but most rely on some form of altered pressurization and redirection in the basement of your facility, such as a sub-slab depressurization system. Any soil depressurization system should be coupled with professional sealing of your foundation to optimize efficiency.

 Submit a copy of the invoice for your radon mitigation system installation.

Useful Links:

[Removing Radon from Your Home](#)

[How to Install Radon Mitigation](#)

**A23: Have your facility professionally sealed (10 points)**

Make sure the air quality systems in your facility are operating at their highest efficiency by ensuring that additional air is not entering or escaping your facility via cracks and gaps in your walls, foundation, roof, or around your air ducts. Have your facility professionally inspected and sealed for these gaps.

 Submit a copy of the invoice for your professional sealing.

Useful Links:

[EPA Benefits of Duct Sealing](#)

[EPA Why Seal and Insulate?](#)

**A24: Relocate outdoor air intakes to avoid influx of outdoor pollutants (10 points)**

If your air intake is facing a source of high particulate matter or other air pollutants, such as a roadway, factory, gas station, or anywhere that vehicles are likely to idle, hire an HVAC professional to reconfigure your system to avoid an influx of additional contaminants.

 Submit a copy of the invoice for your HVAC reconfiguration.

Useful Links:

[EPA Building Air Quality](#)

**A25: Install potted plants in your facility (1 to 2 points)**

Potted plants make for a positive work environment and can improve your office's indoor air quality. When plants photosynthesize, pores in the plant's surface absorb carbon dioxide along with volatile organic compounds (VOCs) such as benzene and formaldehyde. They also capture particulate matter on the surface of their leaves, removing them from the air. Beautify your office and breathe easy by installing plants throughout your facility.

 Submit a photo of your office plant.

Receive 1 point per plant, repeatable twice for a maximum of 2 points.

Useful Links:

[NASA's 50 Top Air Cleaning Plants](#)

[MNN 15 Houseplants for better air](#)

[How do Plants Clean the Air?](#)

**A26: Check blocked vents in office and move furniture to unblock them (1 point)**

Most air quality issues can be fixed quite cheaply and easily; some for free! One of the biggest culprits of poor air quality in the home and office is improper circulation due to blocked air vents. Some vents remove stale air, while others are the conduits through which fresh conditioned air enters the area. In addition to being an IAQ issue, a blocked air vent makes the HVAC system less efficient and can lead to increased costs.


 Submit before and after photos of blocked and unblocked vents in your office.


Useful Links:

[Energy Myths Debunked](#)

**A27: Maintain your HVAC systems (8 points)**

Maintaining HVAC equipment helps prevent problems that could arise in the future. These problems can result in increased costs and a shorter life cycle for the system. Proper maintenance should include routine check-ups, cleanings, and replacement of your HVAC filters. When having your air ducts and vents cleaned, be sure to include the supply/return air ducts, grills, heat exchangers, heating/cooling coils, condensate drain pans, fan motors/housing, and the air handling housing. If these parts are not regularly cleaned, the entire HVAC system can become contaminated with dust, pollen, debris, or moisture that can result in mold growth. Similarly, your HVAC system components have filters that collect dust, allergens, and pollutants that need to be changed every 3 to 6 months, depending on the system and filter type. Extend the life of your HVAC system and make sure it is functioning as cleanly and efficiently as possible by cleaning all parts of the system and replacing your filters according to manufacturer recommendations.

 Submit an invoice or receipt as proof of duct and vent cleaning. If your HVAC maintenance is conducted by in-house staff, request and submit a copy of the maintenance log. (4 points)

 Submit an invoice or receipt as proof of your filter change or cleaning. If your HVAC maintenance is conducted by in-house staff, request and submit a copy of the maintenance log. (4 points)

Useful Links:

[EPA Energy Star: Maintenance Check-up](#)

[Maintaining your Air Conditioner](#)

[CDC Building Ventilation](#)

**A28: Review your EPA Environmental Justice Screen report (1 point)**

EPA's Environmental Justice Screen (EJScreen) is a useful mapping tool that organizes and presents a wealth of publicly available pollution data to users in a way that is specific, relevant, and easy to interpret. If you are curious about what your outdoor air quality levels are, go to the EJScreen map, enter your address, and request a report on all publicly available air quality and pollutant information. If you are interested in finding out what point source pollution (pollution that can be traced back to a unique source) may be affecting you and your organization, you can add this information in layers to the EJScreen map, and find out what superfund sites, brownfields, toxic releases, water discharges, hazardous waste, and pollutant-emitting sites are near you which may be responsible for poor air quality.

 Submit a screenshot of your facility's Standard EJ Screen Report.

Useful Links:


[EPA Environmental Justice Screen User Guide](#)

[What is EJ Screen?](#)

[How to Interpret a Standard Report in EJ Screen](#)

**A29: Advocate for better air quality in your neighborhood (3 points)**

Becoming more aware of the factors that contribute to your region's air quality and how it affects your workplace environment, your health, and the health of your employees puts your organization in an excellent position to advocate for policy change to improve air quality regionally. There are many actions you can take to advocate for better air quality, such as conducting a letter-writing campaign to your representative, writing open letters and letters to the editor in local papers, lending your voice or name to an existing campaign, or meeting with your elected officials. There are several organizations that you can partner with to guide your advocacy.

 Submit a sample of your advocacy effort or campaign- a letter, a photo of your lobby meeting or campaign event, or a link to an article where your organization is named or quoted as a supporter.

Useful Links:

[GASP- Get Involved](#)



[The Breathe Project](#)

**A30: Download and use the Smell Pittsburgh app (1 to 10 points)**

Smell Pittsburgh is a smart phone application designed by CMU's Create Lab to engage Pittsburghers in tracking outdoor pollution odors in our region. Once downloaded, users are able to report a "smell event" when they experience an unusual odor, and report where this occurred. Users can then see a map-view of other reported odors in the area on a given day. This data is used to track where odors are frequently



concentrated and link these events to poor air quality and pollution in, or upwind from, the reported location.

-  Submit a screenshot from your smartphone of the app in use AND
-  Submit a document indicating the number of employees who have downloaded the app with compiled screenshots from other employees using it.

Small Organizations: Receive 1 point for every 10 percent of your workforce that downloads the app.  
Medium/Large Organizations: Receive 1 point for every 20 employees that downloads the app.

Useful Links:

[Smell Pittsburgh Home](#)

[If you Smell Something, Say Something](#)

**A31: Install no-idling signs near air intakes and building entrances (1 point)**

In accordance with PA Act 124, which states that diesel vehicles may not stand in idle longer than 5 minutes if they are not a bus or school vehicle, if you have a loading or drop-off area located near building entrances or HVAC intakes, post signage to remind vehicles to turn off their engines rather than idle at these locations. This will minimize the influx of carbon monoxide and other air pollutants directly into your facility from the outdoors.

-  Submit a photo of your no-idling signs posted at entrances and near air intakes.

Useful Links:



[PA Act 124](#)

[Engine Idling and Air Pollution](#)

[How Vehicle Emissions Affect Us](#)

**A32: Ban smoking on office grounds (2 points)**

Indoor smoking in office buildings is banned by the Clean Indoor Air Act. Raise the bar and ensure your outdoor spaces are smoke-free and can be enjoyed healthfully by all employees. For colleges and large organization campuses where a complete ban is not yet feasible, create a designated smoking area that is *at least 100 feet* from any air intake vents or building entrances. Help ensure this policy is followed by posting no smoking signage around your building or campus.

-  Submit a copy of your smoking ban policy.
-  Submit a photo of your posted smoking ban signage.

*NOTE: Is your organization located in Allegheny County? If so, completing this action may help your organization earn recognition as a [Live Well Allegheny organization](#).*

Useful Links:

[No Smoke – Resource Library](#)

[The Science Behind Moving Smoking Bans Outside](#)

[Does the Science Support an Outdoor Ban on Smoking](#)



### **A33: Use alternatives to leaf blowers in your grounds maintenance (1 point)**

Leaf blowers contribute to poor air quality by stirring up dust, dirt, and contaminants and generating exhaust in close proximity to pedestrian zones. Make sure your grounds maintenance doesn't contribute to the problem by imposing a policy against the use of leaf blowers and encouraging the use of alternatives like rakes.



-  Submit a copy of your policy against the use of leaf blowers in your grounds maintenance.

#### Useful Links:

[Takoma Park Leaf Blower Ban](#)

### *A34: Retrofit diesel vehicles to reduce emissions and particle pollution (2 to 21 points)*

Diesel retrofits can reduce greenhouse gas emissions, air pollutants, and costs spent on fuel. Updating your vehicle fleet and/or generators by retrofitting older diesel vehicles and requiring your organization to purchase low-emitting, efficient vehicles when necessary will reduce overall emissions and fuel costs.

-  Submit a copy of your fuel-efficient/low-emissions vehicle purchase policy. (1 point)
-  Submit a receipt of purchase for diesel retrofit, a description of the retrofit used (with before and after emissions numbers), and a photo of the installed retrofit (2 points per diesel retrofit, up to 20 points).

*NOTE: You may submit this action for any retrofits completed within 2 years of the competition period (that were not submitted in a previous competition. Retrofits may include heavy duty vehicles, light-duty vehicles, or generators.*

#### Useful Links:

[US EPA – National Clean Diesel Campaign](#)

[EPA- PA Diesel Retrofit Information](#)

[Tier 3 Emissions Standards](#)


[Tier 4 Emissions Standards \(nonroad engines\)](#)

## INNOVATION

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### **IN1: Innovate your own action**

Has your organization implemented a sustainable policy, program, or taken a sustainable action not covered in the SP Challenge? Submit your action description to the SP team for points, and the SP team may create a new action for any participant to take. By submitting a new and innovative action, your organization can help our region stay at the forefront of sustainability while gaining points and recognition for your organization.

-  Submit a description of your action, along with any photo, receipts, documents, policies, or proof necessary to validate the completion of your action.


Innovation points will be awarded on the same scale and structure used to determine the points for existing actions in the SP Challenge. *See the Points Structure explanation in the Introduction for more information.*

## MUNICIPAL

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### **M1: Participate in the Sustainable Pennsylvania Community Certification Program (5-65 points)**

The Sustainable Pennsylvania Community Certification is intended to bring recognition to municipalities in the Commonwealth that are distinguished in applying the policy and practice of sustainability to advance community prosperity. It also serves as a mechanism for sharing best practices for creating a more sustainable Pennsylvania. The Certification has been developed with input of state municipal leaders, experts, and representatives. Across 9 essential topics, the certification assessment presents 131 policies and practices that any municipality is well-served to have in place. The criteria are written as statements. Points are earned for each "Yes" answer indicating that the municipality has the policy/practice in place. There is a total of 300 possible points. Points earned can lead to one of five (5) different levels of certification. Short of finishing and claiming your certification, a municipality may take credit and be recognized for starting the certification process and indicating intent to finish. Simply click the box found on the last page labeled: "I pledge to complete my certification. While my municipality is not yet finished filling out the Certification, we wish to be listed among those that have started the process and intend to complete the assessment and claim certification." There is no fee to participate. Contact [jprice@sustainablepittsburgh.org](mailto:jprice@sustainablepittsburgh.org) to get started.

-  Submit a screenshot from the Sustainable Pennsylvania Community Certification Program website listing your appropriate certification category.

Points will be awarded as follows: Established an account (5 points), Associate (5 points), Bronze (10 points), Silver (20 points), Gold (40 points), and Platinum (65 points).

#### Useful Links:

[Sustainable Pittsburgh](#)  
[Sustainable Pennsylvania Community Certification](#)

### **M2: Complete a climate change adaptation plan (10 points)**

Climate adaptation plans outline adaptation and mitigation strategies to address the changes that will occur over the next few decades due to global climate change. Completing a specific climate change adaptation plan will help guide your municipality through these changes.



-  Submit a copy of your Climate Adaptation Plan.

#### Useful Links:

[Chicago Climate Action Plan](#)  
[California Climate Adaptation](#)

### **M3: Create an active Environmental Advisory Council (5 points)**

An Environmental Advisory Council has the responsibility of advising a local government, or multiple local governments, on environmental initiatives or issues that affect the municipality. It provides an outlet for residents with environmental knowledge or interest with a means to influence community policies and practices.


-  Submit a website link to information about the EAC as found on the official municipal website that lists the officially appointed members.
-  Submit a website link on the municipal website with EAC meeting schedule and updated agendas.

Useful Links:

[Moon Township Environmental Advisory Council](#)  
[South Fayette Township Environmental Advisory Council](#)  
[Franklin Park Environmental Advisory Council](#)

**M4: Incorporate sustainability-awareness into all municipal-sponsored events (2 points)**

Hosting events with a sustainability awareness component takes advantage of a great opportunity to educate residents on sustainability issues, encourage sustainable practices, and increase awareness on a community scale. A sustainability awareness component can include anything from offering recycling, to utilizing green purchasing, to including a sustainability focused lecture.

-  Submit photographs of the sustainability education, descriptions of the programs offered, feedback from participants, or whatever valid forms of documentation you can offer.

Useful Links:

[Millvale Solarfest](#)  
[Zero-waste Services](#)

**M5: Provide municipal support for air pollution and emissions education (1 point)**

Pittsburgh has been continuously ranked among the worst cities in the US for fine particulate matter (PM) levels. The level of PM is negatively correlated to human health. By providing municipal support for air pollution education, we can increase awareness throughout the region and encourage people to take action. Two simple steps you can start with are providing the ACHD Air Quality Index link or embedding the Air Quality Indicator on your website.





-  Submit details and photos of educational programs that deal with air pollution.

Useful Links:

[Northgate Asthma Initiative](#)  
[ACHD Air Quality Education Documents](#)  
[City of Fort Collins Environmental Services Department](#)  
[British Columbia – Air Quality, what governments are doing](#)

**M6: Conduct a sustainability assessment and publish the results (3 to 11 points)**

Providing metrics for your sustainability efforts creates a unique opportunity for your municipality to promote the direct result of your efforts. Metrics help support your sustainability campaign by acting as a guideline for your efforts, revealing successes, and areas that need work.


-  Submit copies of the documents pertinent to the published or ongoing assessment, and/or any links to online content containing this documentation (public information source). (3 points)
-  Make this information public. (3 points)
-  Present your greenhouse gas inventory and mitigation plan to your residents. (3 points)
-  Present your progress on energy use projects and goals to your residents. (2 points)

Useful Links:

[Clarkson University- Use Sustainability Metrics to Guide Decision-Making](#)

**M7: Install or retrofit street lights/traffic signals (3 points)**

Installing LED bulbs in streetlights and traffic lights reduces energy use and greenhouse gas emissions, decreases maintenance costs and generates energy cost savings for your municipality. LED bulbs' long-life span makes them a low maintenance upgrade for municipalities and local governments. Be sure to contact Duquesne Light regarding their LED street lighting program for assistance.

-  Submit a link to official municipal website that indicates streetlights have been or are in the process of being replaced.

Useful Links:

[Duquesne Light LED Street Lighting Pilot Program Study](#)

[Duquesne Light Turns on LED Street Lighting Program](#)

[Pennsylvania Municipal League](#)

**M8: Provide support for a public Climate Action Program (3 points)**

Providing municipal support for public programs regarding energy conservation shows your community that you care about their well-being and quality of life. These programs help to educate citizens on energy efficiency and reduction strategies, which they can incorporate into their everyday lives and home energy use.

-  Submit a weblink indicating municipal support for a Climate Action Program.

Useful Links:

[Energy Programs Serving Oakland](#)

[City of Berkley Municipal Energy Conservation](#)

[\*Solarize Allegheny\*](#)

[\*Healthy Homes Incentive Program- Grounded Strategies\*](#)

**M9: Require LEED certification for development projects receiving public incentive (3 points)**

Requiring LEED certification for development projects that are receiving public incentives ensures that these buildings incorporate sustainable design characteristics that utilize environmentally conscious methods and require less energy usage.

-  Submit a copy of your policy and/or section of the master specification that includes this requirement.

Useful Links:

[City of Boston – Green Buildings](#)

[Cambridge Dept. of Public Works – What We’re Doing](#)

[Local Government Academy- Multi Municipal Planning & Community Sustainability Grant](#)

**M10: Adopt and enforce a Clean Construction emissions policy for all construction projects approved through conditional use or a subdivision and land development ordinance or that are publicly subsidized (2 points)**

Clean Construction aims to reduce overall emissions and particulate matter (PM) emissions from activities that occur during construction projects. The adoption of a clean construction policy will help your municipality develop and implement a plan to address emissions and other negative environmental impacts that occur during construction projects.

-  Provide a link to your resolution or ordinance of this policy.


Useful Links:

[City of Pittsburgh Clean Construction Legislation](#)

[USGBC LEED BD + C Clean Construction Specifications](#)

**M11: Conduct an assessment to minimize emissions from municipal waste hauling fleet or contract with a single provider that regularly assesses their fleet (3 points)**

Waste hauling trucks are often powered by diesel engines. There are significant amounts of harmful greenhouse gas emissions and air pollutants released while these haulers collect and transport garbage. Choosing trucks that require ultra-low-sulfur diesel fuel or investing in a fleet that runs on compressed natural gas (CNG) or electricity will aid the reduction of greenhouse gas emissions and air pollutants within your community.

-  Submit a copy of your policy and/or section of the agreement that details the cooperation between waste haulers and municipalities to reduce emissions or a weblink to information regarding your waste haulers efforts at minimizing emissions.

*NOTE: These issues need to be explicitly stated and agreed upon to qualify.*

Useful Links:

[Clean Cities Niche Market Overview: Refuse Haulers](#)


[Fueling Change](#)

[Natural gas-powered garbage truck hit the streets of Harrisburg](#)

**M12: Incentivize low-impact and green development projects and techniques (2 points)**

Low Impact Development (LID) and green infrastructure are methods used in land-use planning which utilize existing natural infrastructure of land, soil, and vegetation to manage stormwater as close to the source as possible. Common techniques for LID include bioretention facilities, rain gardens, bioswales,

rainwater harvesting, green roofs, and permeable pavements. When implemented effectively, LID mitigates the negative impacts of stormwater and helps perpetuate the healthy functioning of the water cycle in a watershed.

-  Submit a document or a link to an ordinance detailing the incentives for these programs, and the metrics for those incentives or for Low Impact Development requirements.

Useful Links:

[Incorporating Green Infrastructure Practices at the Municipal, Neighborhood and Site Scale](#)

[South Side Green Infrastructure Initiative](#)


[Implementing Low Impact Development in Pender County North Carolina](#)

[US EPA Encouraging Low Impact Development](#)

[US EPA Green Infrastructure](#)

**M13: Institute sustainable landscape maintenance practices for parks and municipal grounds (2 points)**

Sustainable landscaping maintenance practices reduce negative environmental effects. Practices incorporate native plants into the landscape, utilize recyclable and renewable materials, and integrate methods that produce fewer emissions. These practices play a role in the planning, construction, and maintenance of landscaping.

-  Submit a copy of sustainable landscape maintenance plans and/or a weblink to an ordinance or resolution showing the adoption of sustainable ratings system requirements into landscaping.

Useful Links:

[UN Resource on Integrated Pest Management](#)

**M14: Institute and enforce tree and woodland protection management policies (2 points)**

Tree and woodland protection ensure that tree survival and protection is taken into consideration during development and planning operations within a community. Incorporating a protection management plan into all phases of development is crucial to comprehensive tree preservation and protection. The management policy should include a method for assessing which trees are the most valuable resources for the community.



-  Submit a copy or a weblink to the tree/woodland protection management policy.

Useful Links:

[City of Novi -- Regulated Woodlands Map and Ordinance](#)

**M15: Develop walking and biking trails (1 to 5 points)**

Walking and biking trails can improve a community's economy, make a community more livable, and provide an opportunity for physical fitness. If incorporated into existing street plans, these walking and biking trails can also serve as a means for alternative transportation commuting which will aide in the reduction of overall greenhouse gas emissions.

-  Submit photo or map evidence or a weblink thereto of walking and biking trails.
-  Submit approximate number of miles of trails developed by the municipality before the submission of documentation.



Receive 1 point for every 2 miles of trail built, up to a maximum of 5 points in a competition year.

Useful Links:

[City of Lacey, Washington – Walking and Biking Trails](#)

**M16: Develop bicycle lanes (1 to 3 points)**

The development of bicycle lanes is a great way to increase the comfort and safety of bicycle riders in your community. Bicycle lanes help to encourage citizens to utilize bicycles as an alternative mode of transportation. The use of bicycles as an alternative mode of transportation saves money, reduces greenhouse gas emissions, and promotes healthy lifestyles.

-  Submit photo or map evidence or weblink thereto of bike lane developments.
-  Submit approximate number of miles of bike lanes developed by the municipality before the submission of documentation.



Receive 1 point for sharrows, 2 for colored lanes, or 3 for protected bike lines. If you have a mix of bike infrastructure, you will receive the point equivalent for your most protected type of lane.

Useful Links:

[Pittsburgh ready to roll with bike lanes](#)

**M17: Initiate a “Share the Road” education campaign (1 point)**

Share the Road campaigns help to educate bicyclists and motorists on how to share the road respectfully with each other. The education component of these campaigns involves teaching both parties about their rights, responsibilities and how to safely and considerately coexist on the road.

-  Submit link or copy of materials used in education campaign.
-  Submit any details and dates of programs promoting road sharing.

Useful Links:

[US Dept. of Transportation Share the Road Campaign](#)

[League of American Bicyclists](#)

**M18: Train police on rights and responsibilities of bicyclists (1 point)**

Training police on the rights and responsibilities of bicyclists is important to create an understanding and acceptance of bicycles as modes of transportation on the roadways. Bicyclists should understand their individual rights, but it is important that law enforcement officials also know the rights of bicyclists in the event of an accident.

-  Submit dates of trainings and the number of officers in attendance or a weblink thereto.



Useful Links:

[North Carolina Active Transportation Alliance \(NCATA\) Bicyclist Safety and Law Enforcement San Francisco Police Department – Officer Training Video on Bicyclist’s Legal Rights](#)

**M19: Evaluate and implement multi-modal transportation policies (2 points)**

Traffic calming techniques, Complete Streets projects, access management, and congestion management programs help to ensure the safety and access for all modes of transportation. Modes of transportation include walking pedestrians, cycling, transit, ADA, and age-friendly access.


-  Submit a copy of your policy adopting a Complete Streets or multi-modal transportation plan or provide a weblink thereto. This should include drawings, maps, or photos.

Useful Links:

[Sharpsburg complete streets plan](#)  
[Montgomery County model ordinances](#)  
[SWPA Congestion Management Process](#)  
[County of Berks Congestion Management Process](#)  
[Municipality of Actions – Congestion Management](#)

**M20: Adopt a multi-municipal comprehensive plan as an official map (3 points)**

Multi-municipal comprehensive planning integrates multiple municipalities’ common goals and objectives into a comprehensive plan. Through this plan, municipalities are able to coordinate planning for land use, housing, economic development, and transportation infrastructure for the region.


-  Submit corresponding documentation or a weblink thereto including map, legend, and any other pertinent documents.

Useful Links:

[Tri-Boro Comprehensive Plan: Avalon, Bellevue, and Ben Avon](#)  
[Twin Rivers Council of Governments Comprehensive Plan](#)  
[Beaver County Comprehensive Multi Muni Plan](#)  
[Implementation of Multi-Muni Comprehensive Plans in Western Pennsylvania](#)

**M21: Comprehensive Plan has extensive sustainability considerations (1 to 5 points)**

Demonstrate that your municipality is committed to sustainability in the long-term by integrating sustainability goals and considerations into your municipality’s Comprehensive Plan. Some suggested points to include in your Comprehensive Plan to demonstrate and carry out this commitment are included below, but feel free to highlight and submit additional sustainability considerations in your Comprehensive Plan for points in the SP Challenge.

-  Submit a copy or provide a weblink to your Comprehensive Plan, with the sustainability components highlighted and noted.


- The Comprehensive Plan includes a parks/recreation and open space component with proposed passive or active greenways, parks, and trails. Zoning and subdivision ordinances support this vision. (1 point)
- The Comprehensive Plan and ordinances protect farmland and/or promotes community gardens and infill green space. (1 point)
- The Comprehensive Plan identifies environmentally sensitive, ecologically significant, and civic/historic places. (1 point)
- The Comprehensive Plan and ordinances promote pedestrian-oriented, dense, walkable, mixed-use development (in existing and proposed development), and redevelopment in the core or town center. (1 point)
- Any additional sustainability components you included. (1 point +)

Useful Links:

***Integrating Sustainability into the Comprehensive Plan (American Planning Association)***

**M22: Support a Buy Local initiative (1 points)**

Buy Local campaigns are becoming increasingly popular in recent years. The idea behind buying locally is to promote and support locally owned and operated businesses. Creating or maintaining a Buy Local campaign helps to keep investments local and increase public interest in the local community. These campaigns can include Buy Local events, sidewalk sales, festivals that focus on local businesses, local business directories published online. Offering free parking for seasonal/holiday shopping can also encourage consumers to stay in the local business district.

-  Submit details of activities or a weblink to the activities that are encouraging residents to buy locally (sidewalk sales, Small Business Saturdays, craft fairs, etc.).

Useful Links:

[AmEx Small Business Saturday](#)

[Designated Sustainable Small Businesses](#)

**M23: Institute and enforce waste and recycling ordinances in compliance with Act 101 (1 point)**

Act 101 requires that larger municipalities (more than 5,000 residents) within the state of Pennsylvania have recycling programs and develop municipal waste management plans. Specifically, Act 101 aims to reduce a municipality's overall waste output, recycle at least 35% of waste generated, educate the community about waste reduction and recycling benefits, and utilize post-consumer recycled materials or recyclable materials at governmental agencies in the state. If not a mandatory Act 101 municipality, conduct a municipal recycling program.

-  Submit a copy of or link to your waste and recycling ordinances.

Useful Links:

[Erie PA Recycling works](#)

**M24: Create a curbside and/or drop off recycling program (2 points)**

Creating a comprehensive recycling program allows your municipality to reduce the number of recyclable items that go to a landfill. Recycling is becoming more common through the region, giving communities easier access to recycling.

-  Submit a link to community information or a copy of information provided about the program.

Useful Links:

[Hunterdon County Recycling and Waste Guide](#)

[PA DEP Drop Off Recycling Program](#)

**M25: Host a public informational program/workshop on citizen waste reduction and recycling (2 to 50 points)**

Hosting a public workshop or program on waste reduction and recycling methods is a great way to educate your community on the different ways they can reduce their waste output.

-  Submit a schedule or provide a weblink of the workshops and topics with the number of residents in attendance.

*2 points per workshop and 5 points per 15 attendees up to a maximum of 50* points in a competition year.


Useful Links:

[Pennsylvania Resources Council](#)

[Zero-waste Services](#)

**M26: Supply residents with information relating to environmental and health programs and regulations in the municipality (1 point)**

Providing your residents with information relating to lesser-known but important environmental programs and regulations can help significantly with the real-time implementation of your municipal policies and programs. The Outdoor Wood-Fired Boiler regulation and Air Quality programs offered by the PA Department of Environmental Protection and Allegheny County Health Department both work to protect and improve the health of area residents by mitigating, monitoring, and reporting on air quality. Live Well Allegheny offers programming to improve the health of county residents, and Allegheny County offers numerous health assistance programs available through their website. Providing your residents with literature on regulations and information to contact these programs can increase their efficacy and reach.

-  Submit a link to the information on your municipality's website, or a copy of posted information/literature distributed.

Useful Links:

[Allegheny County Health Department – Outdoor Wood-Fired Burners](#)

[Pennsylvania's New Outdoor Wood Boiler Regulations](#)

[Pennsylvania DEP Bureau of Air Quality](#)



[Allegheny County Health Department – Air Quality/Pollution Control Program](#)

[Live Well Allegheny](#)

## Allegheny County Programs & Services

### **M27: Offer expanded recycling programs for hard-to-dispose of items (2 to 20 points)**

Many household items are difficult to dispose of but are dangerous if sent to landfill. At community-wide collections, hard-to-dispose of items would include electronic waste, pharmaceuticals, and household hazardous waste. Help your residents dispose of these items properly by holding collection days and events that are well-publicized and consistent. The Pennsylvania Resource Council provides an excellent hub through which you can organize your collection events with local hard-to-recycle collectors.

-  Submit a link to information regarding your collection days and events on your municipality's website – 2 points for having a program available.
-  Submit any promotional flyers, emails, or postings about your collection days and events – 1 point per advertisement/promotional material informing residents about availability and access to the program or event, up to 18 additional points.

*Note: Multiple points can be awarded for promotion of the same event on different media platforms.*

#### Useful Links:

[PRC Hard-to-Recycle in Western PA](#)




[ACHD Recycling Resource Directory](#)

[NOVA Chemicals](#)

[Appliance Warehouse](#)

### **M28: Contract with a waste hauling service to collect municipal compost (2 to 20 points)**

Composting can divert as much as 25% of materials from landfills and can produce a valuable resource to the community. Several large cities and small municipalities offer curbside compost pick up to their residents and business owners. You can identify a partner to receive and process organic materials such as a farm or other compost facility. There are several large contractors, such as Waste Management that provides compost hauling services. You may consider starting with a small pilot program in a single neighborhood to gauge community interest and awareness prior to beginning a larger project.

-  Submit any documents related to the implementation of your curbside municipal compost hauling service for yard waste. (2 points)
-  Submit any documents related to the implementation of your curbside municipal compost hauling service for food waste. (2 points)
-  Submit any promotional flyers, emails, reminders, or postings about your collection days and events – 1 point per advertisement/promotional material informing residents about availability and access to the program or event, up to 16 additional points.

#### Useful Links:


[Hamilton and Wenham Massachusetts Municipal Compost Case Study](#)

[10 Questions for Towns and Cities Considering Municipal Compost](#)

[Waste Management: Food Waste Pickup for Municipalities](#)

### **M29: Remove impediments to the use of alternative energy or green buildings (2 points)**

Out-of-date ordinances, resolutions, and policies may make it difficult for individuals, businesses, or neighborhoods to develop alternative energy or green building projects. Review your municipality's building codes and ordinances to ensure that no impediments are limiting green building, green infrastructure, or green development.

-  Submit a description of your review process, and describe any impediments that were found and how they were resolved or include a link to municipal ordinances designed to allow and/or encourage solar, wind, or geothermal energy systems.

**M30: Create incentives for the establishment of farms and gardens within the municipality (1 point)**

Community farms and gardens create opportunities for citizens to grow their own healthy, local food, build and strengthen community ties, and to make healthful use of vacant or abandoned space in the municipality. By offering incentives in the form of grants, subsidies or other benefits, your municipality can make the decision to create and maintain a community garden or farm easier for your citizens.



-  Submit a document describing the incentives offered, the requirements of applicants to access those incentives, and the incentives' intended purpose.

Useful Links:

[Centre Region Parks and Rec Garden Plots](#)  
[American Community Gardening Association](#)

**M31: Encourage businesses in your district to apply for Sustainable Small Business or Sustainable Pittsburgh Restaurant designation (3 to 8 points)**

Sustainable Pittsburgh has two designation programs that can help small businesses and restaurants in your business districts earn recognition for their sustainability practices. Help build a sustainable identity in your business district by encouraging businesses and restaurants to obtain their sustainable designation. Sustainable Pittsburgh staff is available to present at Business Associations and other community meetings to help get the word out. For more information, contact [Challenge@sustainablepittsburgh.org](mailto:Challenge@sustainablepittsburgh.org).

-  Submit proof of your outreach or an agenda from the meeting where Sustainable Small Business or Sustainable Pittsburgh Restaurant programs were presented. (3 points)
-  Submit the names and contact information of businesses/restaurants you encouraged to participate in either program.



Receive 1 additional point for each business or restaurant in your district that obtains Sustainable Small Business or Sustainable Pittsburgh Restaurant designation, up to a maximum of 5 points.

Useful Links:

[Sustainable Pittsburgh Restaurant](#)  
[Sustainable Small Business Designation](#)

**M32: Complete the American Council for an Energy Efficient Economy (ACEEE)'s self-assessment for local energy efficiency (2 to 5 points)**

Using the metrics of the ACEEE's 2017 [City Energy Efficiency Scorecard](#), the self-assessment allows smaller cities and municipalities to evaluate their policies, operations, buildings, energy use, and other sustainability initiatives in order to set a benchmark for improvement. The tool can also be used to compare your data against average city scores and learn from successful cities. It is meant to help plan for better efficiency within and across communities.

-  Submit a copy of your self-scoring file. (2 points)
-  Submit a document describing key learning points and areas for improvement based on the results of your self-scoring data. (3 points)

*Note: You will be asked to create a free account with ACEEE in order to download the self-scoring tool.*

Useful Links:

[Self-Assessment](#)



[ACEEE Research Reports](#)

## UNIVERSITY

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### **U1: Start a student-run Sustainability Senate or Sustainability Committee (2 points)**

A student-led Sustainability Senate or Sustainability Committee is a great way to get students involved in spearheading green issues and initiatives on campus. It is a compliment to pre-existing Student Government and a way to ensure checks and balances of university's green initiatives and policies are executed. It also gives students a chance to voice their opinions and help draft the school's green agenda and policies.

-  Submit a copy of senate bylaws, meeting agendas, and the list of senators/positions and their descriptions, OR
-  Submit a copy of the committee's meeting agenda, list of members, and meeting description.

#### Useful Links:

[University of Delaware – Graduate Student Senate, Sustainability Committee](#)

### **U2: Start a residence hall Green Committee or a cohort of student residential Sustainability Coordinators (2 points)**

Creating a Green Team within residence halls gives students the opportunity to be accountable for their own commitment to sustainability among their peers. A Green Team could oversee sustainability activities and programs within the dorms. Examples of sustainability activities would be monitoring energy and water use, creating waste production competitions, and brainstorming and implementing incentives for green behavior. Additionally, a Green Team can offer an opportunity for students to feel a sense of ownership in campus sustainability efforts, while producing real and measurable results.

-  Submit a copy of the description of your Green Team member duties, how many positions there are, and which dorms have a Green Team.




#### Useful Links:

[Howard University - Green Team Application](#)

[University of Iowa - Residence Hall Green Team](#)

### **U3: Host an eco-competition at your university (5 points)**

Hosting a competition to save resources is a fun way to empower students to be more conscious of their energy use behavior and decisions, promote friendly competition, raise awareness around issues of sustainability, and lessen your campus' carbon footprint. This can be executed in a variety of ways, such as: dorm vs dorm, floor vs floor, academic department vs academic department, hosting a recycling drive, a water saving competition, an electricity saving competition, and any other ideas you can think up!

-  Submit a copy of the competition goals, rules, and results.
-  Submit a picture of the competing parties.
-  Submit proof of implementation of the competition. Acceptable proof includes:



- Information about the amount of energy, water, waste saved/reduced by the competition.
- Number of participants in the competition.
- Recognition of the competition in a company-wide email, website, or other communication of the competitor's results.

Useful Links:

Compete or Reduce

**U4: Create a green fee to pay for sustainability projects (3 points)**

Universities use green fees to collect money to support sustainability efforts on campus or purchase renewable energy. If implemented properly, green fees are a great way to reduce greenhouse gas emissions produced from non-renewable energy sources and provide funding for sustainability programs across campus.



-  Submit a document explaining the green fee your university has adopted.
-  Submit a document outlining how the money collected from the green fee is being utilized at your university.

Useful Links:

New York Times – College Students clamor for “green fees”

**U5: Purchase campus food from university farms and/or local farms (2 to 4 points)**

Purchasing campus food from university and/or local farms supports the local economy, reduces emissions impacts from transportation, and reduces landfill impact.

-  Submit a photo of your university farm and a copy of your food order form or receipt from the local farm—be sure that the order form or receipt has the farm's address on it.
-  Submit a copy of your policy and/or contract with the local farm indicating the percentage of total campus food made up by university or local farms.


Receive 2 points if up to 30% of total campus food made up by university or local farms. Receive 4 points if more than 30% of total campus food made up by university or local farms.

Useful Links:


Starting a student farm

**U6: Host a farmers market on your campus (2 points)**

Hosting farmers markets on your campus is a way to provide students, faculty, staff, and community members with fresh, healthy, locally grown foods. Purchasing foods grown by local farmers will help reduce emissions from transportation and also helps boost the regional economy.



-  Submit documentation explaining the campus farmers market including a list of vendors, the location, dates, and times. Can be in the form of a flyer or advertisement.



-  Submit a photo of the farmers market.

#### **U7: Create incentives to discourage use of individual mini-fridges and microwaves (2 to 4 points)**

Personal mini-refrigerators and microwaves are a huge energy expenditure on college campuses. Decreasing the energy impact from mini-fridges and microwaves can make a big dent in the electricity usage by residence halls. Promote the use of energy efficient refrigerators or consolidate refrigerators and microwaves in one area, like a community kitchen. By participating in these steps, you can lessen the overall energy usage on your campus.

-  Submit a copy of your mini-fridge policy highlighting the incentives that discourage the use of non-energy efficient individual mini-fridges, (2 points) AND/OR
-  Submit a copy of your microwave policy highlighting the incentives that discourage the use of individual microwaves. (2 points)

#### Useful Links:

[University of Montana – Do you really need a mini-fridge?](#)




[Bowdoin College Mini Fridge Policy](#)

[\*Energy Efficient Microwaves\*](#)

[Temple University Microwave Policy](#)


#### **U8: Host a “green social” for dorm residents (1 point)**

Residential assistants are typically in charge of hosting socials for dormitory residents. These socials give residents an opportunity to get involved in fun, creative projects for bonding experiences. Green socials can be educational by adding activities and discussions that center on individual sustainability, such as decorating compost or recycling bins for your dorm or recycling materials to use as craft supplies.

-  Submit a description of the green event/social.
-  Submit a list of attendees.
-  Submit a picture of the event.

#### **U9: Conduct a campus-wide sustainability project involving student and faculty volunteers (1 to 5 points)**




A campus-wide sustainability project, like an art installation, ecological restoration project, or DIY waste audit offers students, staff, faculty, and community members collaborative-based community service. It is a chance for individuals to identify shared values and interests. Any project that incorporates some form of sustainability, sustainability-awareness, and/or education is applicable.

-  Submit a description of project and the approximate number of people involved or in attendance.

Receive 1 point for each project, repeatable up to 5 times/projects for a total of 5 points in the competition year.



#### **U10: Pursue AASHE Certification (1 to 11 points)**

Your campus sustainability initiatives and educational programming make you a great candidate for certification from the Association for the Advancement of Sustainability in Higher Education (AASHE). Go to [aashe.org](http://aashe.org) to learn more about the application process.

-  Submit a copy of your AASHE registration. (1 point)
-  Submit a screenshot of emails indicating that your organization is under review. (5 points)
-  Submit a screenshot of your AASHE designation (an email, award, or other certification). (5 points)

**U11: Encourage restaurants and/or food service providers on campus to apply for Sustainable Pittsburgh Restaurant designation (5 to 10 points)**

Sustainable Pittsburgh's Sustainable Restaurant designation program can help restaurants on your campus earn recognition for their sustainability practices. Help build a sustainable identity on your campus by encouraging businesses and restaurants to obtain their sustainable designation.

-  Submit an agenda from a meeting in which on-campus restaurants/food service providers were encouraged to participate in the Sustainable Pittsburgh Restaurant programs, (5 points) AND/OR
-  Submit a copy of the communication that was sent to on-campus restaurants/food service providers encouraging them to seek this designation.



Receive 1 point for each restaurant on your campus that obtains Sustainable Pittsburgh Restaurant designation, up to a maximum of 5 points.

Useful Links:

[Sustainable Pittsburgh Restaurant](#)

**U12: Conduct a student sustainability survey (1 point)**

University students will have varying degrees of familiarity and knowledge, as well as different perspectives on sustainability issues and solutions. By surveying students on their knowledge and use of sustainable practices, you will be able to better craft sustainability policies. A survey can also help inform where to focus any environmental education efforts. Try to include all aspects of university life (libraries, classrooms, dorms, and off-campus housing, where applicable) to capture the widest variety of practices.

-  Submit a screenshot or link to your student sustainability survey and the number of students who filled out the survey.
-  Submit the data from your survey (any names or identifiers redacted as needed).

Useful Links:

[Sustainability survey - possible questions](#)

**U13: Engage students in on-campus advocacy (4 to 20 points)**

Encourage student clubs and groups to campaign for more sustainable changes within their on-campus community. Students may advocate for plastic bag bans, a to-go container scheme, fossil fuel divestment,

or any number of sustainable actions that they can garner support for. Submissions should include a public statement or article available to all students and a show of support from the student body (a poll of support, a rally/gathering, signed petitions, etc.).

 Submit the public statement/article AND show of support from the student body.