

Action #	Action	Points Possible	Submission Criteria
Q1	Adopt a broad and inclusive definition of workforce diversity	5	Submit a copy of your organization's definition of diversity. Points are only awarded for definitions that are inclusive beyond legal mandate.
Q2	Develop a vision for your diverse and inclusive organization	5	Submit a copy of your organization's D+I vision. (NOTE: this is different from a general anti-discrimination statement.)
Q3	Develop your organizational strategy to achieve your D+I vision	20	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.
Q4	Assess managerial capacity to implement and support D+I initiatives	10	Submit a description of the criteria used to assess your managerial capacity to implement and support D+I initiatives, and reasoning for those criteria. Submit the results of your assessment.
Q5	Assess your organization for barriers to inclusion	20	Submit a description of the organizational areas assessed for barriers and bias, and the criteria used to identify bias or barriers. Submit the results of your assessment.
Q6	Assess your workforce diversity	50	Submit a statement describing the dimensions of diversity you have measured (age, education, race, etc.) and how you measured them. Submit the results of your assessment. Submit the number of employees represented in the assessment.
Q7	Develop a standard system to measure the progress of your D+I initiatives	20	Submit a description of the system by which you will assess your D+I progress, along with your reasoning for those choices.
Q8	Write and implement a recruitment policy to encourage diversity and inclusion	15	Submit a copy of your written inclusive recruitment policy.
Q9	Create a resilience plan	15	Submit a copy of your organization's resilience plan along with any completed assessments.
Q10	Pay and support a living wage for all employees	10	Submit a copy of your organization's policy to pay the living wage. Submit the job title and wage paid to the lowest-wage full-time employee in your organization.
Q11	Create a Social Equity Advisory Committee	5	Submit the names of employees on your Social Equity Advisory committee. Submit your meeting schedule and minutes from your most recent meeting.
Q12	Communicate your D+I policies and mission consistently	2	Submit a description of your D+I communications plan and strategy. Submit a copy of your most recent D+I-related communication.
Q13	Create and utilize an engaging and robust D+I training program	15	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.
Q14	Write and implement a policy to develop and market your products or services inclusively	3	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. Provide a copy of your written policy to market products and services inclusively, with inclusive community outreach and marketing materials. Provide examples of inclusive marketing materials your organization has used or intends to use in the near future.
Q15	Develop and implement a policy which requires all suppliers to follow environmentally and socially responsible practices	10	Submit a copy of your supplier requirement policy that includes specific guidelines for environmental and/or social responsibility.

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Q16	Develop a policy that encourages diversity among suppliers	5	Submit a copy of your inclusive supply chain policy.
Q17	Be a woman-owned/led or minority-owned/led organization	2	Submit the name and bio of the owner(s)/leader(s) of your organization.
Q18	Practice socially responsible investment	2	Submit a copy of your socially responsible investment policy. Submit a summary of your plan to switch to socially responsible investing.
Q19	Practice external transparency	2	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.
Q20	Volunteer with local organizations	50	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
Q21	Offer employees paid time off to volunteer	2	Submit a copy of your paid volunteer time policy, with a minimum of 20 hours paid time off per year.
Q22	Partner with local nonprofits/community organizations to engage the broader community in sustainability issues	5	Submit verification of partnership. Submit descriptions of the projects, programs or events on which you are collaborating.
Q23	Support employees who wish to join, or are already members of, an environmental or sustainability-related nonprofit board	5	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.
Q24	Join or participate in local diversity networks	3	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.
Q25	Locally source your goods and services	4	Submit your written policy to purchase at least 20% of goods and services from local providers. Provide a copy of a contract with local organizations or suppliers.
Q26	Sponsor local sustainability or social equity organizations or campaigns	3	Submit a confirmation email (or screenshot of an email) from the local sustainability cause your organization donated to, and explain the cause's mission.
Q27	Offer employee gift matching	1	Submit a copy of your employee gift matching policy.
Q28	Support local community organizations by holding a food, clothing or financial gift drive	3	Submit photos or a receipt from your donation drop-off. Submit a copy of correspondence to employees encouraging them to participate in the drive.
Q29	Support or provide professional development opportunities for all employees	2	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. Submit a copy of your policy to provide funding or paid time off for continuing education available to all employees.
Q30	Ensure pay-scale equity by assessing current compensation across your organization	5	Submit a summary of your compensation bias analysis. Submit a copy of your pay-scale equity policy.
Q31	Minimize the compensation gap between the highest-paid and lowest-paid employee	8	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.

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Q32	Write an inclusive, flexible scheduling and holiday time-off policy	2	Submit a copy of your office work time policy allowing for flexible scheduling. Submit a document detailing holidays your office recognizes in addition to standard US federal holidays, and additional floating holidays.
Q33	Write an inclusive dress code policy	1	Submit a copy of your explicitly inclusive dress code.
Q34	Provide inclusive medical and bereavement leave policies and benefits that acknowledge diverse family structures	2	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.
Q35	Provide inclusive and comprehensive benefits to FTEs, options for PTEs	4	Submit documentation describing the FTE health benefit offerings that exceed the mandate under federal law. Submit documentation describing PTE health benefits offerings that exceed the mandate under federal law.
Q36	Offer employee wellness programs	3	Create a policy or write a mission statement regarding employee health and wellness. Partner with a gym to offer lower rates for employee membership. Create internal programming to encourage fitness and health.
Q37	Include sustainability practices as part of new employee on-boarding	5	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	8	Publish position salaries internally. For example, on company intranet, list available by request from HR, etc. Publish position salaries publicly. For example, on your external-facing website, on a jobs board, etc. Include a salary (maximum 5k range if a range is preferred) in all new job postings.
Q39	Complete the Bayer Center for Nonprofit Management Wage & Benefit Survey	5	Submit a screenshot of your completion confirmation screen OR a copy of your confirmation e-mail.
Q40	Ensure that employees can vote on election day	12	Submit your policy to close on election day. Submit your policy to allow employees to leave during the workday in order to vote.

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EA1	Create a Sustainability Team with a primary contact person	20	Submit a document containing the names and contact information for all members and the primary contact of your sustainability team. Submit a document outlining your team's mission, goals and plan of action. Submit your meeting schedule, meeting minutes from the most recent 3 meetings and any programs, materials or progress your team has made. Submit a photo of your team in action for use in SP Challenge promotional materials.
EA2	Write a company sustainability pledge with guidelines and campaign employees	25	Submit a copy or screenshot of your sustainability pledge or mission, accompanied by your sustainability guidelines. Submit proof that the sustainability pledge/mission has been endorsed by your CEO Submit a list of the employees that have signed an acknowledgement or support of company sustainability guidelines and mission.
EA3	Create workshops or trainings to educate employees about sustainability topics and policies	50	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.
EA4	Mentor or be mentored by another organization in the SP Challenge	20	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.
EA5	Run the Individual SP Challenge as an internal competition	50	Submit the results of the competition and describe your organization's experience with it. Submit a list of employees who participated.
EA6	If you are a small business (fewer than 50 employees) become a designated Sustainable Small Business	65	Submit proof of your designation
EA7	If you are a large or medium-sized business, participate in the Southwestern Pennsylvania Sustainable Business Compact	65	Submit proof of your designation
EA8	Apply for Sustainable Pittsburgh Restaurant designation	65	Submit proof of your designation
EA9	Advocate for sustainable policy locally and regionally	20	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.
EA10	Recruit another organization to join the SP Challenge	3	Submit documentation of your outreach to specific organizations requesting they join the Challenge. Your points will be awarded once the other organization registers.
EA11	Apply for sustainability focused grants	3	Submit a brief description of the grant you are applying to. Submit a copy of the grant proposal with sensitive information redacted.
EA12	Publicize your green achievements	3	Submit a copy of your press release, blog post, or other media coverage.
EA13	Publish a Green E-Newsletter	1	Submit a screenshot of your 2 most recent e-newsletters.

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EA14	Establish a "Green Fund"	10	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.
EA15	Join the Pittsburgh 2030 District and commit to program goals	2	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.
EA16	Pursue B Corp Certification	11	Submit a screenshot of your completed B Corp assessment (free and available online). Submit documentation verifying that your organization is actively under review by the certifying organization. Submit a copy of your final scorecard and registration after obtaining B Corp Certification (a score of 80 or above).
EA17	Pursue ILFI Living Building Challenge certification	11	Submit confirmation of your registration with the Living Building Challenge. Submit documentation verifying that your organization is actively under review by the certifying organization. Submit a copy of your Living Building Certification, if and once achieved.
EA18	Pursue WELL Building certification	11	Submit confirmation of your registration with the WELL Building certification. Submit documentation verifying that your organization is actively under review by the certifying organization. Submit a copy of your WELL Building Certification, if and once achieved.
EA19	Pursue any type of LEED certification	11	Submit confirmation of your registration with USGBC. Submit documentation verifying that your organization is actively under review by the certifying organization. Submit a copy of your LEED certification, if and once achieved.
EA20	Pursue ILFI JUST labeling	11	Submit confirmation of your registration with JUST organizations. Submit documentation verifying that your organization is actively under review by the certifying organization. Submit a copy of your JUST label, if and once achieved.
EA21	Take the "I am Sustainable Pittsburgh" pledge	20	Submit your file or folder of certificates. The SP Challenge team will verify these names through our database of Sustainable Pittsburgh pledges.
EA22	Conduct an employee sustainability survey	1	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.
EA23	Conduct a seasonal thermal comfort survey	1	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.
EA24	Distribute residential sustainability tips and materials to employees	3	Submit a copy of the educational materials distributed. Include what category the educational materials fall under: energy, water, waste minimization/recycling/compost, alternative transportation.
EA25	Participate in Earth Hour and Daylight Hour	2	Submit a photo that shows your organization participating in daylight hour and earth hour.
EA26	Create a vegetable garden and provide planting support	5	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.

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EA27	Practice Meatless Mondays	1	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).
EA28	Make your office into a CSA (Community Supported Agriculture) pickup location	2	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
EA29	Take sustainability into consideration when choosing a building location for your organization's operations	5	Submit documentation of your organization's primary address and a list of the sustainable qualities your property meets.
EA30	Attend SP Challenge Workshops	50	Submit the names of employees who attended and which workshops they attended.
EA31	Take a sustainability field trip	10	Submit a description of the field trip or tour, including the date, location and topics covered. Submit a copy of the attendance list.
EA32	Host an event in a LEED certified building	3	Submit a description of the event, including the date, location, and purpose of the event. Submit a photo from the day of the event.
EA33	Order food for an event that offers local, organic and seasonal ingredients from local providers	3	Submit a description of the event that includes the date and purpose. Submit a copy of the menu. Submit an invoice from the caterer.
EA34	Join or participate in local sustainability networks	3	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.
EA35	Screen an environmental documentary or film	3	Submit the name of the film you screened. Submit a list with the number of attendees.
EA36	Be a tenant in a LEED certified building	2	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.
EA37	Present at or attend a sustainability-related conference	15	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. Submit the name of the conference and a description of its mission. Submit a list of attendees from your organization.
EA38	Have the SP Challenge team conduct a site visit at your organization	3	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.

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EN1	Set up your account on Energy Star Portfolio Manager and enter your baseline data	45	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.
EN2	Pledge to reduce your organization's energy usage	25	Submit a copy of the pledges your organization plans to make. Submit your organization's target percentage reduction goal to for your portfolio of facility or facilities entered into Portfolio Manager. Set the reduction goal in relation to your baseline.
EN3	Write an energy strategy and improvement plan	20	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.
EN4	Reduce your organization's energy usage	1925	The SP Challenge team will tabulate energy reduction points periodically.
EN5	Keep your Portfolio Manager account up to date	12	Update your utility data to Portfolio Manager every month. The SP Challenge Team will monitor Portfolio Manager uploads on a quarterly basis.
EN6	Conduct an energy audit	20	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.
EN7	Purchase electricity from a renewable energy source	88	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.
EN8	Reach your energy reduction goal	25	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.
EN9	Meet with other building tenants and discuss the value of tracking utilities	25	Submit a description of any meetings with organizations that share your facility, or copies of correspondence with those parties.
EN10	Request utility data access from your landlord	5	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.
EN11	Get a letter signed by tenants occupying 50% of space	25	Submit a copy of your signed letter.
EN12	Create a benefits-sharing agreement or Green Lease with your landlord	25	Submit a copy of your Green Lease or landlord-tenant agreement. Any pages or sections with sensitive information can be deleted or redacted.
EN13	Choose your energy legacy baseline year	20	Submit a description of your baseline year selection, any 12-month period from June 2010 to December 2016.
EN14	Track your energy reduction legacy	450	The SP Challenge team will tabulate energy reduction points periodically.
EN15	Implement suggestions from your energy audit	15	Submit your energy audit results with the suggested action you would like points for highlighted. Submit proof of implementation of each individual action.
EN16	If you are a building manager, provide your tenants with utility data	2	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	Submit a screenshot of your utility costs and savings in Portfolio Manager.
EN18	Use your greenhouse gas emissions survey	1	Submit a screenshot of your greenhouse gas emissions survey (Portfolio Manager).
EN19	Compare your facility's performance rating to the industry average	2	Submit screenshot of your Portfolio Manager page displaying your ranking relative to the industry average benchmark for your space type.
EN20	Compare your facility's performance to the 2030 District baseline year average	2	Submit a screenshot or copy of your 2030 District baseline. Submit your 2017 baseline (can be from Portfolio Manger).

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EN21	Earn Energy Star certification	10	Submit a screenshot of your Energy Star rating of 75 or above. Submit your Energy Star certification.
EN22	Write a policy to construct new buildings to LEED BD + C standards	1	Submit a copy of your LEED certification construction policy.
EN23	Update your lighting with more efficient bulbs	15	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.
EN24	Install motion sensors or programmable light switches	15	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.
EN25	Retrofit parking lot/garage lighting	15	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.
EN26	Write and implement a vampire power policy	1	Send a copy of your vampire power policy.
EN27	Write and implement a computer shutdown policy	1	Send a copy of your computer shutdown policy. Submit a screenshot of office computer settings indicating a preset shutdown time.
EN28	Use Smart Strips	5	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.
EN29	Rewire your electricity with a kill-switch	5	Submit an invoice or work order for the rewiring of your facility, OR Submit blueprints of your kill-switch wiring.
EN30	Install a cool roof	10	Submit documentation detailing the specifics of the cool roof, the overall percentage of cool roof coverage. Submit proof of purchase or installation.
EN31	Use landscaping for heat island reduction	5	Submit documentation detailing the installation plan. Submit photographs of the installed landscaping or cool pavements.
EN32	Install exterior lighting photo sensors	5	Submit receipts or other proof of purchase of light sensing enabled fixtures. Submit photos of the installed light fixtures.
EN33	Install solar-powered exterior lights	5	Submit receipts, invoices, or completed work orders from the lamp installation. Submit photos of the installed light fixtures.
EN34	Use a shading feature for an outdoor central AC unit	1	Submit a photo of the plant or shading system next to your outdoor A/C compressor unit.

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EN35	Enroll in a demand response program	3	Submit documentation from your energy provider showing that your demand response program application has been accepted.
EN36	Install on-site renewable energy	100	Submit the photograph(s) of your on-site renewable energy installation. 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 which your on-site source generates for correct point value.
EN37	Purchase CO2 offsets	60	Purchase CO2 offsets for at least 5 consecutive months. Submit a scanned, photocopied of screenshot image of your offset certificate(s). Submit copies of your utility bills from the appropriate months.
EN38	Pursue ILFI Reveal High Performance Energy Label	11	Submit confirmation of your registration with ILFI's Reveal. Submit documentation verifying that your organization is actively under review by the certifying organization. Submit a copy of your Reveal label, if and once achieved.
EN39	Weatherize your building or office	3	Submit receipt(s) and photos of your chosen weatherization methods.
EN40	Install/use a programmable thermostat	5	Submit a photo of your programmable thermostat AND a description of the settings you've chosen.

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W1	Establish a water use baseline	20	Submit this action when you have entered a baseline in Portfolio Manager. The SP Challenge Team will verify your baseline through Portfolio Manager.
W2	Pledge to reduce your organization's water usage	25	Submit a screenshot of the pledges your organization plans to make. Submit your organization's target percentage reduction goal to meet with your portfolio of facilities entered into Portfolio Manager. Set the reduction goal in relation to your baseline.
W3	Write a plan to adopt standard water conservation strategies	20	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 or policies being enforced to receive full points
W4	Reduce your organization's water usage	1925	The SP Challenge team will tabulate water reduction points periodically.
W5	Keep your Portfolio Manager account up to date	12	Update your utility data to Portfolio Manager every month. The SP Challenge Team will monitor Portfolio Manager uploads on a quarterly basis.
W6	Conduct a water audit	20	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.
W7	Reach your water use reduction goal	25	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.
W8	Choose your water legacy baseline year	20	Submit a description of your baseline year selection, any 12-month period from June 2010 to December 2016.
W9	Track your water reduction legacy	450	The SP Challenge team will tabulate water reduction points periodically.
W10	Implement suggestions from your water audit	15	Submit your water audit results with the suggested action you would like points for highlighted. Submit proof of implementation of each individual action
W11	Repair leaks, drips and running toilets ASAP	15	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.
W12	Install aerators on faucets	5	Submit a receipt for the purchase of aerators. Be sure to include the number of aerators purchased.
W13	Install water-conserving toilets	15	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.
W14	Install water displacement devices in toilets	5	Submit a photo of the installed toilet displacement devices
W15	Install low-flow showerheads	5	Submit a receipt for proof of purchase of low flow showerheads— be sure to include the number of showerheads purchased.
W16	Reuse greywater and rainwater for irrigation, toilet flushing or other uses	5	Submit a written explanation of how your organization collects and uses greywater. Submit a photo of your organization using its greywater.
W17	Establish a tray-free environment in food courts	5	Submit a photo of your tray-free food court. Submit a copy of your tray-free policy.
W18	Populate your landscape with plants that need little water and/or are drought-tolerant	2	Submit a photo of your planted landscaping and an approximate percentage of turf coverage. Submit a list of plants (common name) used.

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W19	Schedule any watering or irrigation to start after 6 pm or before 7 am	1	Submit a copy or screenshot of the policy. Submit a photograph of your sprinkler settings.
W20	Use drip irrigation	2	Submit proof of installation such as invoices, receipts or work orders. Submit photographs of the drip irrigation system in use on your property.
W21	Create storm water management landscaping	5	Submit a photo of your storm water management landscaping. Submit a copy of your landscaping plan with the storm water landscaping highlighted.
W22	Use rain barrels	1	Submit a photo of your installed rain barrels.
W23	Install a green roof	15	Submit a work order, invoice, or plans for your green roof. Submit a photo of your green roof.
W24	Use porous paving to reduce storm water impacts	3	Submit a photo of your porous or pervious paving. Submit a receipt, invoice or completed work order for the installation of porous paving.
W25	Create "no-mow" zones	1	Submit a photo of your no-mow zone. Submit a landscaping plan with the no-mow zones highlighted.
W26	Install a water filter that removes lead	3	Submit the specifications of your water filter.
W27	Conduct a lead test	5	Submit your lead test results and the date that it was conducted.

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MM1	Create your Materials Meters in Portfolio Manager	5	Once you submit this action, Sustainable Pittsburgh will verify your Waste Tracking meters in Portfolio Manager.
MM2	Enter your materials management baseline quarter	20	Submit this action when you have entered your materials baseline quarter (3 consecutive months of data between January 1st 2018 and October 31st 2018) in Portfolio Manager.
MM3	Pledge to reduce your organization's waste production and increase your diversion rate	25	Submit a document that states your organization's target waste reduction percentage and target increased diversion rate
MM4	Write a waste reduction or zero waste plan and strategy	20	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.
MM5	Reduce your organization's waste production	1350	The SP Challenge team will tabulate waste reduction points periodically.
MM6	Increase your organization's waste diversion	1350	The SP Challenge team will tabulate waste reduction points periodically.
MM7	Keep your materials management meters up to date	12	Update your materials data to Portfolio Manager every month. The SP Challenge Team will monitor Portfolio Manager uploads periodically.
MM8	Conduct a waste audit	20	Submit the results from your waste audit. 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.
MM9	Reach your waste diversion and reduction goals	25	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.
MM10	Implement suggestions from your third party waste audit	15	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.
MM11	Achieve a high, or Zero Waste comparable, diversion rate	50	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%.
MM12	Host a zero-waste event by utilizing PRC's Zero-Waste Services or other methods to achieve a sustainable event	15	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 Zero Waste Services in use at your event.
MM13	Make environmentally-friendly purchasing decisions and write it into policy	15	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. For non-repetitive purchases, submit photos of or a receipt from the procurement of your re-purposed or recycled materials.

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MM14	Make responsible paper choices	5	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.
MM15	Write and implement an electronic communication policy	3	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.
MM16	Encourage the use of re-usable drinkware and dining supplies	6	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. Submit documentation of your organization's reusable container and dining supplies campaign; include photos of a variety of reusable items available to all employees.
MM17	Remove individual trashcans/wastebaskets or replace with liner-less baskets	10	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.
MM18	Replace restroom paper towels with electric hand dryers or reusable towels	5	Submit photos of your installed hand dryers or reusable hand towels
MM19	Minimize wasteful giveaways and office ware	1	Submit a copy of your office policy on the purchase of alternative and sustainably sourced office gifts and 'swag'
MM20	Limit office supply deliveries to 1-2 times per month	1	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	Submit a copy of your office policy banning the sale or distribution of bottled water
MM22	Add water bottle filling stations	3	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.
MM23	Install No Littering signs around your building or campus	1	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	2	Submit a selection of photos of your paired outdoor trash and recycling bins. Submit a photo and proof of purchase of cigarette disposal receptacles near outside trashcans.
MM25	Donate unneeded or surplus materials and items	10	Submit verification or a receipt from your donation drop-off or pick-up.
MM26	Write and implement an electronic waste policy	5	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.
MM27	Recycle plastic bags, films and small plastics	5	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.

Action #	Action	Points Possible	Submission Criteria
MM28	Join a Terracycle Brigade	5 each	Submit a screenshot of your Terracycle Brigade sign-in or confirmation email. Submit a photo of your collection box.
MM29	Install BigBelly or similar solar trash/recycling compactors or stations	3	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.
MM30	Collect organic materials for compost	10	Submit a photo of your composting bin.
MM31	Participate in a compost hauling program	5	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
MM32	Create on-site composting	5	Submit a photo of your on-site compost pile or bin. Submit a written description of your compost management plan.
MM33	Use on-site composting to manage landscaping	2	Submit a photo of your compost bin and/or pile. Submit a photo of your compost being used in your landscaping or garden.
MM34	Communicate with janitorial staff about waste management practices	5	Submit meeting notes and action items. Be sure to include the date and number of attendees present.

Action #	Action	Points Possible	Submission Criteria
T1	Set your organization's transportation baseline	20	Submit this action once you have campaigned your employees to take the survey.
T2	Pledge to increase your sustainable commutes	25	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.
T3	Kick off with a "Getting Started" orientation with CommuteInfo	20	Submit a copy or screenshot of meeting notes provided by CommuteInfo.
T4	Claim points for existing alternative commuters	50	SP Challenge staff will tabulate your points for this action based on the results of your commuter survey.
T5	Reduce your commuter emissions	1925	Submit this action after you have distributed the SP Challenge end-of-year commuter survey link to your organization's employees.
T6	Reach your sustainable commuter goal	25	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.)
T7	Create a program that incentivize alternative commutes	20	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.
T8	Encourage employees to sign up for CommuteInfo	10	Your final quarterly report will be submitted to the SP Challenge team automatically by CommuteInfo.
T9	Share your organization's personalized commute map with employees	5	Submit a picture or screen shot of your commute map being used in communications with employees.
T10	Gather and share short alternative commute testimonials from your employees	10	Submit a copy of your compiled employee testimonials, and evidence that they were shared with employees.
T11	Create an alternative commute group and provide opportunities to communicate	2	Submit a sample of communications with your alternative commute group, OR Submit a photo of your alternative commute group in action.
T12	Create a rideshare board and policy for non-commuting trips	2	Submit a copy of your policy to have employees share rides on non-commuting trips. Submit a photo or screenshot of your active rideshare board.
T13	Provide car-sharing options for your office	10	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.
T14	Consider alternative commute options when planning events	3	Submit details of the event, including the location, target audience, and commuting options available for attendees traveling to the venue.
T15	Write a policy to close your office for Green Fridays	15	Submit a copy of your Green Fridays office policy. Submit a document detailing how many and how often employees participate.
T16	Establish and encourage no idling policy for loading zones and parking lots	2	Submit a copy of your organization's no-idling policy. Submit a photo of no-idling signage posted in high idling areas.
T17	Advocate alternative commutes and CommuteInfo with neighboring employers	2	Submit meeting notes or other communications documenting your contact with neighboring employers.
T18	Utilize the Commuter Choice pre-tax benefit	5	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.
T19	Create a transportation agreement to subsidize transit costs for employees/students/faculty	5	Submit documentation pertaining to your transportation agreement.

Action #	Action	Points Possible	Submission Criteria
T20	Partner with community entities to upgrade bike infrastructure	15	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.
T21	Create bike, scooter and pedestrian-friendly office infrastructure	15	Submit photos or documentation to demonstrate that your employees have access to various amenities listed in the Master Playbook.
T22	Implement an employee bicycle sharing program or purchase office bicycles	20	Submit an invoice or receipt as proof of purchase of office bicycles. Submit pictures of the bikes that are going to be part of the bicycle-sharing program. Submit a written policy or copy of employee communications that demonstrate that your organization's internal bicycle-sharing program is available to all. Submit a picture of your employees using the bicycles.
T23	Use an established bicycle-sharing program	20	Submit documentation or receipts providing proof of your organization's participation in an existing bicycle-sharing program. Submit a picture of your employees using the bicycles. Provide a list of employees registered with the established bicycle sharing program.
T24	Install electric car charging stations in parking lots	20	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.
T25	Conduct a Green Vehicle Fleet Assessment	3	Submit a copy of your completed Green Vehicle Fleet Assessment, including any low-speed utility vehicles such as golf carts or neighborhood electric vehicles
T26	Create a fuel efficient fleet	21	Submit a copy of your fuel-efficient vehicle purchase policy 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.
T27	Achieve a high response rate for your organization on the transportation baseline survey	20	Submit this action after you have distributed and encouraged employees to take the transportation survey (After the April 30th baseline deadline, and before the end-ofcompetition deadline on January 31, 2019).

Action #	Action	Points Possible	Submission Criteria
A1	Join A ROCIS Cohort and attend all meetings	5	Submit photos of yourself at each in person meeting, and a screenshot from your virtual meeting with ROCIS.
A2	Monitor indoor particulate matter in your home or office with ROCIS	20	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.
A3	Monitor radon in your home or office with ROCIS	20	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.
A4	Monitor carbon dioxide in your home or office with ROCIS	20	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.
A5	Monitor carbon monoxide in your home or office with ROCIS	20	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.
A6	Interpret data from your monitoring period	10	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).
A7	Write an air quality intervention and improvement plan	10	Submit a copy of your air quality intervention and improvement plan. Submit receipts, photos, or other proof that at least 2 of these actions have been taken.
A8	Conduct a post-intervention air quality assessment	20	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.
A9	Sign up for action day forecasts	10	Submit a screenshot confirming your registration to receive Air Quality Action Day Forecasts, AND Submit a document indicating the number of employees who have registered to receive Air Quality Action Day Forecasts.
A10	Implement the Air Quality Flagging program at your organization	3	Submit photos of your workplace displaying flags representative of the AQI (with timestamp) on three separate days
A11	Write a policy to take action on air quality action days	5	Submit a document detailing your Air Quality Action Day policies. 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.
A12	Present your monitoring data	2	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.
A13	Conduct air quality testing independently from ROCIS	20	Submit a photo of your set-up air quality monitor. Submit the results of your air quality monitoring.
A14	Test and monitor indoor air quality with a professional indoor air quality test	10	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.

Action #	Action	Points Possible	Submission Criteria
A15	Conduct a professional asbestos inspection	5	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.
A16	Conduct a professional lead test	5	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.
A17	Act on recommendations from professional IAQ, radon, asbestos and lead testing	15	Submit an invoice, work order or receipt for work done along with the suggested action from your air quality testing highlighted, 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.
A18	Implement a low-VOC purchase policy for all building products	3	Submit a copy of your low or no-VOC purchase policy.
A19	Use low-VOC and environmentally friendly alternative asphalt sealants	2	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.
A20	Implement a policy against the purchase and use of materials with Red List components	3	Submit a copy of your policy against the purchase or use of items and building supplies containing the Red List components.
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	Submit a photo of your box fan air filter or other air-purifying fan in use in your office.
A22	Install a radon mitigation system	10	Submit a copy of the invoice for your radon mitigation system installation.
A23	Have your facility professionally sealed	10	Submit a copy of the invoice for your professional sealing.
A24	Relocate outdoor air intakes to avoid influx of outdoor pollutants	10	Submit a copy of the invoice for your HVAC reconfiguration.
A25	Install potted plants in your facility	2	Submit a photo of your office plants.
A26	Check blocked vents in office and move furniture to unblock them	1	Submit before and after photos of blocked and unblocked vents in your office.
A27	Maintain your HVAC systems	8	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. 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.
A28	Review your EPA Environmental Justice Screen report	1	Submit a screenshot of your facility's Standard EJ Screen Report.
A29	Advocate for better air quality in your neighborhood	3	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.
A30	Download and use the Smell Pittsburgh app	10	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, and containing compiled screenshots from other employees using the app.
A31	Install no-idling signs near air intakes and building entrances	1	Submit a photo of your no-idling signs posted at entrances and near air intakes.

Action #	Action	Points Possible	Submission Criteria
A32	Ban smoking on office grounds	2	Submit a copy of your smoking ban policy. Submit a photo of your posted smoking ban signage.
A33	Use alternatives to leaf blowers in your grounds maintenance	1	Submit a copy of your policy against the use of leaf blowers in your grounds maintenance.
A34	Retrofit diesel vehicles to reduce emissions and particle pollution	21	Submit a copy of your fuel-efficient/low-emissions vehicle purchase policy. 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.
IN1	Innovate your own action	?	Submit a description of your action, along with any photo, receipts, documents, policies or proof necessary to validate the completion of your action.

Action #	Action	Points Possible	Submission Criteria
M1	Participate in the Sustainable Pennsylvania Community Certification Program	65	Submit a screenshot from the Sustainable Pennsylvania Community Certification Program website listing your appropriate certification category.
M2	Complete a climate change adaptation plan	10	Submit a copy of your Climate Adaptation Plan.
M3	Create an active environmental advisory council	5	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.
M4	Incorporate sustainability-awareness into all municipal-sponsored events	2	Submit photographs of the sustainability education, descriptions of the programs offered, feedback from participants, or whatever valid forms of documentation you can offer.
M5	Provide municipal support for air pollution and emissions education	1	Submit details and photos of educational programs that deal with air pollution.
M6	Conduct a sustainability assessment and publish the results	11	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). Make this information public. Present your greenhouse gas inventory and mitigation plan to your residents. Present your progress on energy use projects and goals to your residents.
M7	Install or retrofit street lights/traffic signals	3	Submit a link to official municipal website that indicates streetlights have been or are in the process of being replaced.
M8	Provide support for a public Climate Action Program	3	Submit a weblink indicating municipal support for a climate action program.
M9	Require LEED certification for development projects receiving public incentive	3	Submit a copy of your policy and/or section of the master specification that includes this requirement.
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	Provide a link to your resolution or ordinance of this policy.
M11	Conduct an assessment to minimize emissions from municipal waste hauling fleet or contract with a single provider that regularly assesses their fleet	3	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 such information.
M12	Incentivize low impact and green development projects and techniques	2	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.
M13	Institute sustainable landscape maintenance practices for parks and municipal grounds	2	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.
M14	Institute and enforce tree and woodland protection management policies	2	Submit a copy or a weblink to the tree/woodland protection management policy.

Action #	Action	Points Possible	Submission Criteria
M15	Develop walking and biking trails	5	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.
M16	Develop bicycle lanes	3	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.
M17	Initiate a "Share the Road" education campaign	1	Submit link or copy of materials used in education campaign. Submit any details and dates of programs promoting road sharing.
M18	Train police on rights and responsibilities of bicyclists	1	Submit dates of trainings and the number of officers in attendance or a weblink thereto.
M19	Evaluate and implement multi-modal transportation policies	2	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.
M20	Adopt a multi-municipal comprehensive plan as an official map	3	Submit corresponding documentation or a weblink thereto including map, legend, and any other pertinent documents.
M21	Comprehensive Plan has extensive sustainability considerations	5	Submit a copy or provide a weblink to your Comprehensive Plan, with the sustainability components highlighted and noted.
M22	Support a "Buy Local" initiative	1	Submit details of activities or a weblink to the activities that are encouraging residents to buy local (sidewalk sales, Small Business Saturdays, craft fairs, etc).
M23	Institute and enforce waste and recycling ordinances in compliance with Act 101	1	Submit a copy of or link to your waste and recycling ordinances.
M24	Create a curbside and/or drop off recycling program	2	Submit a link to community information or a copy of information provided about the program.
M25	Host a public informational program/workshop on citizen waste reduction and recycling	50	Submit a schedule or provide a weblink of the workshops and topics with the number of residents in attendance.
M26	Supply residents with information relating to environmental and health programs and regulations in the municipality	1	Submit a link to the information on your municipality's website, or a copy of posted information/literature distributed.
M27	Offer expanded recycling programs for hard-to-dispose of items	20	Submit a link to information regarding your collection days and events on your municipality's website. Submit any promotional flyers, emails, or postings about your collection days and events.
M28	Contract with a waste hauling service to collect municipal compost	20	Submit any documents related to the implementation of your curbside municipal compost hauling service for yard waste. Submit any documents related to the implementation of your curbside municipal compost hauling service for food waste. Submit any promotional flyers, emails, reminders, or postings about your collection days and events.

Action #	Action	Points Possible	Submission Criteria
M29	Remove impediments to the use of alternative energy or green buildings	2	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	Submit a document describing the incentives offered, the requirements of applicants to access those incentives, and the incentives' intended purpose.
M31	Encourage businesses in your district to apply for Sustainable Small Business or Sustainable Pittsburgh Restaurant designation	8	Submit proof of your outreach or an agenda from the meeting where Sustainable Small Business or Sustainable Pittsburgh Restaurant programs were presented. Submit the names and contact information of businesses/restaurants you encouraged to participate in either program.
M32	Complete the American Council for an Energy Efficient Economy (ACEEE)'s self-assessment for local energy efficiency	5	Submit a copy of your self-scoring file. Submit a document describing key learning points and areas for improvement based on the results of your self-scoring data.

Action #	Action	Points Possible	Submission Criteria
U1	Start a student-run Sustainability Senate or Sustainability Committee	2	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.
U2	Start a residence hall Green Committee or student residential Sustainability Coordinators	2	Submit a copy of the description of your Green Team member duties, how many positions there are, and which dorms have a Green Team.
U3	Host an eco-competition at your university	5	Submit a copy of the competition goals, rules and results. Submit a picture of the competing parties Submit proof of implementation of the competition.
U4	Create a green fee to pay for sustainability projects	3	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.
U5	Purchase campus food from university farms and/or local farms	4	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.
U6	Host a farmers market on your campus	2	Submit documentation explaining the campus farmer's 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 farmer's market.
U7	Create incentives to discourage use of individual mini-fridges and microwaves	4	Submit a copy of your mini-fridge policy highlighting the incentives that discourage the use of non-energy efficient individual mini-fridges AND/OR Submit a copy of your microwave policy highlighting the incentives that discourage the use of individual microwaves.
U8	Host a "green social" for dorm residents	1	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	5	Submit a description of project and the approximate number of people involved or in attendance.
U10	Pursue AASHE Certification	11	Submit a copy of your AASHE registration. Submit a screenshot of emails indicating that your organization is under review. Submit a screenshot of your AASHE designation (an email, award or other certification).
U11	Encourage restaurants and/or food service providers on campus to apply for Sustainable Pittsburgh Restaurant designation	10	Submit an agenda from a meeting in which on-campus restaurants/food service providers were encouraged to participate in the Sustainable Pittsburgh Restaurant programs, AND/OR Submit a copy of the communication that was sent to on-campus restaurants/food service providers encouraging them to seek this designation.
U12	Conduct a student sustainability survey	1	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.
U13	Engage students in on-campus advocacy	20	Submit the public statement/article AND show of support from the student body.