



goldchecklist

sustainableumd



terps leave **small** footprints

Invest to save at the Gold level. These actions will help you embed sustainability into the culture of your office. A higher level comes with larger commitments, both in terms of time and effort. But we know you are up for the challenge and rewards! Review the actions below and select a minimum of 15 actions (75 percent) your office would like to achieve.

Participation category:

- 1. We reviewed our Bronze and Silver checklist to reduce behavior lapse.
- 2. We report on our sustainability initiative and progress in our department/unit/section's annual report.
- 3. We follow all aspects of the University of Maryland's Environmentally Preferable Procurement Policy: Policy VIII-3.10(C).
- 4. Our office incorporates sustainability into Performance Review & Development (PRDs).
- 5. We each perform a minimum of five Green Office actions (from Bronze, Silver and/or Gold) at home.

Energy and technology category:

- 6. We use vegetable-based inks and 100 percent post-consumer content (PCC) for all printed materials and publications.
- 7. When we replace or update appliances and equipment, we purchase those that are ENERGY STAR, EPEAT or CEE qualified.

Kitchen and lunch room category:

- 8. We provide kitchen facilities so that our employees can more easily eat at work.
- 9. The coffee and tea provided by our office is fair trade and/or organic.

Meetings and events category:

- 10. We buy environmentally-friendly gifts for retirements, celebrations and guest speakers.
- 11. We select sustainable (local, organic, fair trade, humane) food options for all meetings and events.
- 12. Our office events are zero-waste.

Transportation category:

- 13. Our office has reduced our commuter carbon footprint by 20 percent from baseline levels identified in Bronze #20.
- 14. We purchase travel carbon offsets when members of our office fly for work.
- 15. We do not idle vehicles and have designated our loading/drop-off zones as idle-free.
- 16. When hotels are required for travel, we select environmentally-friendly hotels.
- 17. Our office provides employees with bikes or other non-fossil fuel-powered transportation for campus use.
- 18. When travel is required for work, we do not fly to destinations that are within 500 miles of our office. We choose to carpool, take a train or drive a green or highly-efficient vehicle when possible.

Waste and recycling category:

- 19. We compost our food waste.
- 20. We collect e-waste for our office or department, through drives or permanent bins.

Write your own action:

Write up to 1 action, not listed above, that is specific to your office.
