

2015 St. Louis Green Business Challenge Leaders Scorecard

Company Name: _____

Address of Site Location: _____

Number of Employees at Site Location: _____

Square Feet of Office Space at Site Location: _____

Primary Green Business Challenge Contact (Name, Title, Email below): _____

Secondary Green Business Challenge Contact (Name, Title, Email below): _____

Owner* or Tenant: _____

* Owner Designation: the business can adjust their workspace and property without property manager engagement.



2015 LEADER Scores	Baseline Score (due April 30)	0	Final Score (due December 4)	0
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Category	Scoring Summary	Baseline	Final
	Outreach	0	0
	Energy	0	0
	Indoor Environmental Quality	0	0
	Waste	0	0
	Water	0	0
	Transportation	0	0
	High Performance Building		0
	Biodiversity		0
	Mini-Challenges		0
	Innovations		0
	Case Study		0
	Total Points	0	0

Subject to review by Challenge staff, BONUS POINTS are available for:

Case Study of this year's accomplishments and innovations (template provided) - 3 points

Innovations - Submit claims as attachment to final scorecard - 15 possible points

1 point = Exemplary internal measure in pilot phase

2 points = Fully implemented exemplary measure having internal (within company) impact

2 points = Pilot project with external benefits (beyond company operations)

3 points = Fully implemented exemplary measure across the company with conservation and education ramifications beyond company operations

Innovation point claims may be for exemplary performance in a scorecard measure or for sustainability efforts unique to your business.

Visit www.stlouisgreenchallenge.com for scorecard resources

OUTREACH					
	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
GREEN TEAM STAFFING					
O1.1	Green Team Organization: Does your company have a "Green Team," which is responsible for managing sustainability initiatives at this site (1pt)? Does your green team represent three or more departments in your company or organization? (1pt) Does your Green Team meet at least quarterly (1pt)? Is there an individual whose written job duties include responsibility for sustainability initiatives in your business (1pt)?			4	
O1.2	Certified Staff: Does your company have staff or contractors accredited by BOC, LEED-GA, LEED-AP or other relevant program to assist with sustainability, or other sustainability-specific training or skill sets? If accredited by another national system, please specify. <i>This area has Exemplary Performance Innovation Point potential!</i>			1	
O1.3	Level of Commitment: Has your company's CEO provided written support for the company sustainability efforts (1pt)? Are budget resources dedicated to support sustainability efforts (2pts)?			3	
INTERNAL COMMUNICATION					
O2.1	Sustainability Guidelines: Has your Green Team written a set of sustainability guidelines for the company and distributed it to all employees or made it accessible on the company's internal website? (2pts) Share your sustainability policy with other Challenge companies through Challenge staff (2pts).			4	
O2.2	Company-wide Adoption: Is your company implementing sustainability strategies across all locations in the St. Louis region or nationally? (2pts each up to three locations) If one location, a yes answer is worth 2 points.			6	
O2.3	Measurement: Do you have ongoing measurement of your sustainability strategies? (1pt) Do you update your staff on the progress of these metrics?(1pt) Briefly describe and share your metric gathering data (2pts).			4	
O2.4	Educational Sessions: In 2015, did your company hold educational sessions on green practices for all company employees (1pt)? Provide an example of an educational session (2pts)			3	
O2.5	Recognition: Did your company recognize your sustainability accomplishments in 2015 (1pt)? Provide an example of the recognition event or communication (2pts).			3	
EXTERNAL COMMUNICATION					
O3.1	Corporate Policy: Have you posted your company's approved Sustainability Policy, message or strategy on your website? (2pts). Has your established Sustainability Policy been updated and expanded? (1 pt)			3	
O3.2	Information Sharing: In 2015 did you host an educational session or webinar for Challenge participants (2pts)? Did you share green learning opportunities with other companies outside of the Challenge meetings in 2015 (2pts)?			4	
O3.3	Recruitment: Did your company recruit another company, educational institution, local municipality, or organization to participate in the 2015 St. Louis Green Business Challenge? (3pts per recruited company). Did you bring a new company to a 2015 Challenge meeting (1 pt per company). <i>More than 3 recruitments in either area? Also claim 3 Innovation Points!</i>			12	

OUTREACH					
	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
O3.4	Community Engagement: In 2015, did your company financially sponsor community sustainability or environmental initiatives? (2pts) Did your company provide employee volunteers for these initiatives? (2pts) Did your company provide in-kind support for these initiatives? (2pts) Briefly describe examples of financial, volunteer, or in-kind sponsorship. <i>This activity has Exemplary Performance Innovation Point potential!</i>			6	
PURCHASING POLICIES					
O4.1	Green Products: Have you implemented a green purchasing policy to procure green products where feasible and circulated the policy to all employees (1pt)? Please share this policy (2pts)			3	
O4.2	Vendors: Do you require vendors to conform to your sustainability strategies? (2pts) Please share your efforts in working with vendors (2pts). Do you have policy that gives preference for local vendors (2pts)?			6	
O4.3	Supply Chain: Have notified your supply chain of your sustainability strategies? (2pts) Please share this policy (2pts).			4	
GREEN EVENTS AND MEETINGS					
O5.1	Internal Meetings: Does your company follow a green events checklist, based on your company's sustainability policies, for its internal meetings? (2pts) Please share your checklist (2pts).			4	
O5.2	Professional Network Conferences: Does your company influence or implement green events guidelines for national and regional meeting which your company hosts or sponsors? Briefly describe conference(s) and their size.			5	
PARTNERSHIPS					
O6.1	Property Engagement: In 2015, did you engage your property manager or building owner on your company's sustainability initiatives? (1pt) Provide an example (2pts). Did you bring your Property Manager to a 2015 Challenge meeting or seminar? (2pts)			5	
O6.2	Building activities: In 2015, did you engage with fellow tenants in building-wide sustainability activities (2pts)? Share an example (2pts)			4	
O6.3	Clean Air Partnership: Does your company have a Clean Air Coordinator with the St. Louis Clean Air Partnership? (1pt) Do you post the Ozone Alert day signs or distribute the information to your employees? (2pts) Share examples of communicating clean air tips to employees (3pts). <i>Register Clean Air Coordinator name, phone and email with Challenge staff.</i>			6	
O6.4	Purchasing Alliances: Have you joined with other companies to cooperatively purchase sustainable products such as: recycled paper, green catering, or green cleaning supplies? (2pts) Share a brief description of your alliance process (4 pts).			6	
O6.5	Informal Mentoring: In 2015, did you meet with another Challenge participant to discuss sustainability strategies? (1pt) Provide documentation of up to three meetings or discussions (3pts).			4	
OUTREACH TOTAL		0	0	100	

ENERGY

	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
ENERGY USE					
E1.1	Tracking: Have you calculated your average energy use at this site (electricity and natural gas) over the last 12 months? (2pts) Share your energy audit summary findings (2 pts).			4	
E1.2	Reduction Planning: Have you established an energy reduction goal of at least 10% of your annual energy usage at this site for 2014? (1pt) Submit summary documentation of 10% reduction goal achievement (3pts).			4	
E1.3	Carbon Footprint: Did you calculate a carbon footprint/greenhouse gas baseline for your company (3pts)? Share a brief description of the carbon calculator used and evaluation of ease of use (3pts). Southwestern Illinois College (SWIC) students may be available to conduct a GGI for your company; contact <i>Marcia.Lochmann@swic.edu</i> to inquire.			6	
E1.4	HVAC Strategies: Have you developed strategies to increase the efficiency of your heating, cooling, and ventilation system (3pts). Please share how you implemented your strategies (3pts for each, up to 3 strategies)			12	
E1.5	Retro-commissioning: Have you retro-commissioned your HVAC systems? Please describe the equipment retrocommissioned.			5	
LIGHTING					
E2.1	Lighting Audit: Have you conducted a lighting audit for this site? (2pts) Have you implemented at least one of the energy-reducing recommendations from the audit (2pts)? Has lighting energy usage been reduced by 10%? (3pts)			7	
E2.2	Eliminate Incandescents: Do you have a program to replace incandescent lights with compact fluorescent or LED light bulbs? (1pt) What percentage of your incandescent lights have been updated to CFL or LED lights? (10% to 25% = 1pt, 26-50% = 2pts 51-100% = 3pts)			4	
E2.3	Lighting Sensors: Does your company have individual area controls for lighting at this site? (1pt) Have you installed sensors to turn off lights in commonly used areas (office spaces, kitchens, restrooms etc.) office when vacated (<50%, 1pt: 50-100%= 2 pts)? Have you installed daylight sensors to turn off or dim lights when there is enough daylight available? (1pt)			4	
E2.4	Exit Lights: Do all your exit lights at this site use energy efficient lighting? (2pts)			2	
E2.5	Daylighting: Establish a policy to adjust lighting levels to take advantage of daylighting? (1pt) Please share your policy with us (2pts).			3	
OFFICE EQUIPMENT					
E3.1	Equipment Audit: Have you created a list of all your office appliances/equipment at this site and recorded their usage and energy consumption?			2	
E3.2	Equipment Policy: Do you have a policy in place requiring all new equipment to meet ENERGY STAR rating standards?			2	

ENERGY

	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
E3.3	Computers: Have you changed the settings on all office computers at this site to go into sleep mode after a set time of non-use or discontinued the use of screen savers (1pt)? Have you implemented a "Computer Shut Off" education campaign to encourage employees to turn off their computer when leaving the workplace (2pts)? Please share your campaign materials - <i>submit to Challenge staff</i> (2 pts).			5	
E3.4	Copiers: Have you reduced copier/printer power consumption by using Stand By mode after 15 minutes of non-use?			2	
E3.5	Vending Machines: Do you have ENERGY STAR vending machines or installed a device that reduces the energy your vending machine uses? (1pt) If company does not have vending machines, you may take 1pt.			1	
E3.6	Eliminate Workstation Appliances: Do you have a policy in place that eliminates any fans (1pt) or heaters (1pt) from individual workstations?			2	
RENEWABLE ENERGY					
E4.1	Onsite Renewables: Do you use renewable energy onsite? (1pt up to 2% of total energy usage, 2pts 2-5%, 3pts for 5+%) <i>This area has Exemplary Performance Innovation Point potential!</i>			3	
E4.2	Renewable Energy Credits: Have you purchased CO2 offsets or renewable energy credits for 2% - 10% (1pt) or 11-20% (2pts) 21+% (3pts) of your office's electricity usage? Do your REC's support Missouri-based renewable energy through Ameren Pure Power? (1pt)			4	
TAKING GREEN HOME					
E5.2	Employee Education: In 2015, did you provide learning opportunities or information materials to employees to encourage energy savings at home? Examples of opportunities include the utility energy efficiency programs Ameren Cool Savers, Act On Energy Illinois, Laclede Gas Home Performance with ENERGY STAR, Set The PACE St. Louis, etc.			2	
ENERGY TOTAL		0	0	74	

INDOOR ENVIRONMENTAL QUALITY

	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
TEMPERATURE					
IE1.1	Temperature Adjustments: Does your company have individual area controls for temperature at this site? (1pt) Have you adjusted office temperature set-points for seasonal fluctuations? (2pts)			3	
IE1.2	Building Comfort Survey: In 2015, did you complete a seasonal thermal comfort survey for occupants? (2pts) Do you track building temperature adjustments throughout the year? (2pts)			4	
AIR QUALITY					
IE2.1	CO2 Monitors: Do you monitor and regulate CO2 levels to maintain adequate outdoor air ventilation rates?			1	
IE2.2	Smoke Free: Have you designated your building or office space as smoke free? (1pt) Is the smoking area around on your site more than 25 feet from all entrances, operable windows and air vents? (1pt)			2	
IE2.3	IAQ Plan: Does your facility manager have an operational Indoor Air Quality plan or follow the LEED CI/EBOM guidelines to use for all alteration and remodeling projects? (2pts) Is following this plan a requirement for your construction vendors and contractors? (1pt) Please share your IAQ Plan (2pts)			5	
IE2.4	Idling: Does your building have a No Idling Plan for loading zones and parking lots? (2pts) Is a "No Idling" sign posted? (2pts)			4	
GREEN PRODUCTS & STORAGE					
IE3.1	Green Cleaning Products: Do you use Green Seal, Design for Environment or other certified cleaning products for over 90% of your cleaning supplies? (3pts) <i>Consumer-level "green" products that are not nationally certified may be eligible for 3 points (i.e. "Better Life" products), upon review.</i>			3	
IE3.2	Green Cleaning Service: Does your company have a green cleaning policy (1pt) that specifies the use of a high performance cleaning program? Please share your policy and the service your company uses. (2pts)			3	
IE3.3	Low-emitting Materials: Do you have a verifiable purchasing policy related to low-emitting materials (VOCs, formaldehyde) for carpets, furniture, paints, cleaning products, etc.? (2 pts) Please share your policy - <i>submit to Challenge staff</i> (2 pts).			4	
IE3.4	Isolation Areas: Does your building have isolation areas for the copy/printing room (1pt) or cleaning materials and equipment (1pt) which are partitioned from the main office area with separate exhaust systems and no air recirculation into the office area?			2	
TAKING GREEN HOME					
IE4.1	Employee Education: In 2015, did you provide learning opportunities or information to employees to encourage improved indoor environmental quality at home (i.e green cleaning, indoor air quality tips)?			2	
INDOOR ENVIRONMENTAL QUALITY TOTAL		0	0	33	

WASTE MINIMIZATION

	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
WASTE REDUCTION					
W1.1	Waste Reduction Goal: For 2015, did you established a Waste Reduction Goal of at least 25%? (1pt) If a 25% reduction was achieved, provide documentation (2pts)			3	
W1.2	Delivery of Office Supplies: Do you receive reusable totes for your office supply deliveries?			2	
RECYCLING OFFICE MATERIALS					
W2.1	Recycling Policy: Have you established a recycling policy for all office materials in coordination with your building's recycling provider? (2 pts) Please share your recycling policy (2 pts)			4	
W2.2	Recycling Bins: Are all employees at this site given a recycling bin to use at her/his desk?			2	
W2.3	Trash Separation: If no to W2.2, are recyclable materials separated from the trash by your hauler?			2	
PAPER REDUCTION					
W3.1	Copier/Printer Paper Audit: Have you quantified how much copier/printer paper your office uses in a typical month?			2	
W3.2	Paper Reduction Milestones: In 2015, did you establish milestone dates to reduce paper use by 10%? (1pt) If 10% reduction was met, show documentation. (3pts)			4	
W3.3	Double-Sided Copying/Printing: Is double sided copying and printing set as a default on all capable machines?			1	
W3.4	Junk Mail: Do you have a policy to unsubscribe to junk mail? (1pt) Have you unsubscribed to junk mail to achieve a junk mail reduction goal of 50%? (1pt)			2	
W3.5	Electronic Documents: Do you circulate internal documents electronically instead of using paper-based memos? (1pt) Do you use electronic communication for external documents and invoices? (1pt)			2	
W3.6	Hand Dryers: Have you installed hand dryers or time-controlled towel dispensers in 75% of your site's bathrooms?			2	
PURCHASING RECYCLED PAPER					
W4.1	Recycled Copier/Printer Paper: Do you purchase 30% Post-Consumer Recycled Copier/Printer Paper? (3pts) For P-C recycled content 31 to 50% (4pts) - for 51 to 100% (5pts) If also Process Chlorlene Free (PCF) 2pts.			7	
W4.2	Recycled or Electronic Stationery Policy: Do you have a policy to purchase recycled paper content for letterhead paper, envelopes, note pads?(1pt) Have you eliminated use of printed company letter head? (2pts) If you purchase these supplies with 30% Post-Consumer Recycled content (3 pts); up to 50% PCR (4pts); up to 100% PCR (5pts). If also Processed Chlorlene Free take 2 pts.			8	
W4.3	Recycled Janitorial Products: Do you purchase 30% Post-Consumer Recycled Content for paper towels, toilet paper, seat covers and tissues (3pts)? Up to 50%? (4pts). If 51 to 100% (5pts). If also Process Chlorlene Free take 2 pts.			7	

WASTE MINIMIZATION

	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
RECYCLING ELECTRONICS					
W5.1	Recycling Bins for Miscellaneous Electronics: Do you provide centralized recycling bins for cell phones, rechargeable batteries, used printer cartridges and alkaline batteries? (1 pt for each kind of item)			4	
W5.2	Computer Recycling: Do you recycle old computers and other large electronics (printers, copiers)?			1	
REDUCING FOOD SERVICE WASTE					
W6.1	Food Service Policy: Do you have a company policy to reduce disposables related to food service by allowing only 20% non-recyclable or compostable disposables to be used on site?			1	
W6.2	Green Catering: Have you implemented a policy to hire caterers or food vendors that reduce paper and plastic waste in food orders? (1pt) Share your policy (2 pts) Share caterer name(s) and briefly describe how your caterer reduced paper and plastic waste (2pts each, up to two examples).			7	
W6.3	Local Food Suppliers: Does your company have a policy of using local food suppliers and products?			2	
W6.4	Food Waste: Do you have a policy of donating excess food to Operation Food Search or another organization?			2	
W6.5	Reusable Food Service: Do you stock reusable items such as real plates, mugs, water pitchers and silverware in your lunch/break room?			2	
W6.6	Food Composting: Do you have a food waste composting service available at your workplace?			2	
W6.7	Cafeteria Recyclables: Does your company use reusable goods or high (30% or more) post-consumer recycled content service ware at the cafeteria for take-out orders?			2	
W6.8	Bottled Water: Does your company have a policy that prohibits use of bottled water for meetings? (1pt) Share your policy (2 pts) Does your company encourage use of reusable water bottles or canteens by employees? (1pt)			4	
W6.9	Polystyrene: Have you eliminated polystyrene (#6 plastic aka Styrofoam) food service products (coffee cups, clam shell boxes, cups, plates, clear PS boxes) from your cafeteria and break room?			3	
TAKING GREEN HOME					
W7.1	Employee Education: In 2015, did you provide learning opportunities or information materials to employees to encourage reducing waste at home?			2	
WASTE TOTAL		0	0	80	

WATER					
	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
WATER CONSERVATION					
WT1.1	Water Policy: Do you have a policy specifying use of/updating to water-conserving fixtures? (1 pt) Please share your policy (2 pts).			3	
WT1.2	Toilets: Have you installed water conserving devices on your existing toilets at this site?			2	
WT1.3	Faucet Aerators: Have you installed faucet aerators to reduce the flow rate from sinks?			2	
WT 1.4	Bottle Filling Stations: Have you installed a bottle filling station to educate visitors and employees about bottle reuse and water conservation? Take 2pts for 1 station, 4 pts for 2 or more stations plus 1 point for educational signs at filling station(s). Share example(s) of your signage for 2 pts.			7	
STORMWATER MANAGEMENT & SUSTAINABLE LANDSCAPING					
WT2.1	Xeriscape: Have you installed sustainable landscaping (native plant, xeriscape, etc.) at parking areas or on your building site?			3	
WT2.2	Rainscaping Features: Have you installed a raingarden, bioswale, or other rainscaping features for your parking area or building site?			3	
WT2.3	Pervious Surfaces: Have you installed pervious pavers in your parking lot? (2pts for up to 25% of total parking surface area, 3pts for more than 25%) <i>Innovation Point potential: use of multiple types of pervious surfaces, pervious combined with plantings, complete pervious renovation, etc.</i>			3	
WT3.3	Use of RainScaping Incentives: Have you used MSD Project Clear or other water conservation landscaping/property management incentives? (2 pts) Please share a brief description of measures, incentive(s) taken, cost savings estimated, etc. (3 pts)			5	
TAKING GREEN HOME					
WT3.1	Employee Education: In 2015, did you provide learning opportunities or information materials to employees to encourage conserving water and reducing stormwater run-off at home?			2	
WATER TOTAL		0	0	30	

TRANSPORTATION

	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
WORKPLACE COMMUTING					
T1.1	Commuting Audit: Conduct a commuter survey to determine how your employees commute to work? (2pts) (i.e. car, carpool, bus, MetroLink, bicycle) Have you reduced the percent of employees traveling to this site as a single vehicle users by at least 10%? (3pts) Share a report of your commuter survey findings (3 pts)			8	
T1.2	Transit Subsidies: Does your company provide a transit benefit program to encourage use of public transportation? (i.e. Pretax transit passes, transit subsidies, etc.) (2 pts) Does your company specifically offer the local Guaranteed Ride Home program (find details at www.CMT-stl.org) to support biking/walking/bus/train users? (3 pts)			5	
T1.3	Car Sharing/Pooling: Does your company participate in RideFinders, CarShare, ZimRide or other car or vanpooling programs to reduce single occupant car commuters?			2	
T1.4	Telecommuting/Flex-time: Does your company allow and promote telecommuting or flex-time?			1	
T1.5	Virtual Meetings: Does your company use a virtual meeting programs (WebEx, GotoMeeting) instead of traveling to meetings?			2	
T1.6	Workplace Transit Advocacy: Does your company host a Transportation Fair, or incorporate alternative transportation resources into or other awareness events?			2	
T1.7	Wellness Connections: Does your company incorporate and promote health benefits associated with taking transit, biking and walking to work into wellness communications or events? (2 pts)			2	
PARKING ALTERNATIVES AND INCENTIVES					
T2.1	Carpool Parking: Does your company provide dedicated carpool/vanpool parking spaces?			2	
T2.2	Cash-Out Parking: If your company offers free parking to employees, do they assign a dollar value to parking spots? If so, are employees offered the option of applying this cash value toward alternative transportation commuting? (2 pts)			2	
BICYCLE COMMUTING					
T3.1	Bicycle Parking: Does your company provide bicycle parking for bike commuters at the workplace? (2pts) Does your company have or provide access to showers and/or changing facilities for bicycle commuters? (1pt)			3	
T3.2	Bicycle Advocacy: Did your company promote Bike-to-Work Day 2015 for your employees? (1pt) Did individuals in your company participate in Trailnet's Shift Your Commute contest? (2pts) Did you host a BikeSmart Workshop (provided by Trailnet or other source)? (2 pts) Earn Big Points: field a Shift Your Commute team in the SYC Mini-Challenge!			5	

TRANSPORTATION

	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
TRAVEL					
T4.1	Car Rental: Does your company have a policy to require fuel-efficient or hybrid vehicles when renting cars? (2 pts) See <i>U.S. EPA Green Vehicle Guide for guidelines</i> . Share your policy (2 pts).			4	
T4.2	Travel Co2 Tracking: Did your company calculate its 2015 business-related air (2pts) or auto (2pts) travel carbon footprint? (See <i>www.terrapass.com</i> for travel carbon calculator)			4	
TAKING GREEN HOME					
T5.1	Employee Education: In 2015, did you provide learning opportunities or information to employees to encourage reducing transportation emissions at home?			2	
TRANSPORTATION TOTAL		0	0	44	

High Performance Building Initiative - 2015 Scorecard

HIGH PERFORMANCE BUILDING INITIATIVE ACTIVITY	Points Available	Points Achieved by Dec. 4
View webinar from ENERGY STAR web library. <i>Resources available at www.energystar.gov/buildings/training</i>	5	
Enroll your company's building in the 25x20 Benchmarking Pledge of the St. Louis High Performance Building Initiative. Enroll at www.25x20.org	5	
Benchmark your building in Portfolio Manager or get your building owner to benchmark	10	
Submit your annual benchmarking data to the STL HPBI 25 x 20 Campaign via ENERGY STAR Portfolio Manager to help measure the region's energy reduction progress. Submit to www.25x20.org	15	
Take advantage of energy efficiency incentives offered by Ameren BizSavers or Laclede Gas Company	10	
Enter your building in the U.S. EPA National Building Competition 2015 (deadline May 31, 2015)	10	
Earn ENERGY STAR Label for 2015: Benchmark score 75-85 (15pts); 86-95 (25 pts); 96-100 (30 pts)	30	
Total ENERGY STAR Points	85	0
Attend USGBC - Missouri Gateway Chapter LEED program (e.g on ASHRAE 90.1, LEED v4 and/or the LEED v4 Lunch n' LEED series). <i>Visit www.usgbc-mogateway.org for schedule.</i>	5	
Register project/building for LEED Certification: LEED-EBOM, LEED-CI, LEED-NC, LEED-CS, or LEED-ND	10	
Complete charette/point analysis of possible LEED project. <i>Obtain LEED checklist(s) from Challenge staff.</i>	10	
Achieve LEED Certification in 2015: Certification (20 pts), Silver (30 pts), Gold (40 pts), Platinum (50 pts)	50	
Total LEED Points	75	0
View/Read overview presentation on Sustainable SITES (http://sustainablesites.org/education/learnmore/snapshot)	5	
Complete draft charrette/point analysis from Sustainable SITES - version 2. <i>Obtain SITES checklist from Challenge staff.</i>	10	
Note on SITES Registration: If SITES v2 project registration becomes available during the 2015 Challenge, points will be added to this section to recognize SITES v2 participation.		
Total Sustainable SITES Points	15	0
Attend a meeting on high performing buildings organized by STL High Performance Building Initiative. <i>Find events listing at www.stlhighperformbldg.org.</i>	5	
Share company success story on your high performing workspace or building to be posted on STL HPBI website	10	
Assist another company, non-profit organization, or religious institution with benchmarking their building or provide mentoring to assist in energy efficiency strategies.	15	
Note on Mentoring Rules: Mentors should only provide advice on the ENERGY STAR, LEED or SITES processes and applications and not provide the same level of time and resources that a professional engineer/consulting would provide. Please provide documentation on number of meeting/contacts and topics.		
Total Mentoring Points	30	0
Total HIGH PERFORMANCE Points	205	0

BETTER BUSINESS THROUGH BIODIVERSITY - 2015

1 1. Educate Company Personnel About Biodiversity Importance & Potentials				
Awareness Purpose: Explorations of Biodiversity are new in our region, but learning opportunities are sprouting up from many organizations. Local to international resources increasingly document the business case for Biodiversity engagement. Individuals' at-home practices offer valuable peer-to-peer learning options.				
	Activity	Options	Points Available	Final Points - Dec. 4
1.1	Attend Biodiversity seminar or training, report back to your Green Team (1pt per event attended, up to 5).	Challenge-sponsored seminar or field trip; presentations hosted by MOBOT, Shaw Nature Reserve, MO Dept of Conservation, USGBC, other sources. For resources see www.BiodiverseCitySTL.org	5	
1.2	Host a Biodiversity organization's presentation at your company.	Speakers available from Missouri Botanical Garden, St. Louis Audubon, Grow Native! etc.	5	
1.3	Host an internal Biodiversity presentation and discussion.	Learn from fellow employees' experience with Biodiversity practices.	5	
1. Biodiversity Education Total Points			15	0
2 2. Analyze Company Landholdings and/or Adjacent Property Features				
Awareness Purpose: Mapping tools build awareness and help with data generation.				
	Activity	Options	Points Available	Final Points - Dec. 4
2.1	Generate site map that includes all features of your site (hardscape and natural): building area, parking lots, sidewalk, and other pavement areas (hardscape); conventional turf, naturalized areas, water flow locations, topography (hills and valleys), nearby wildlife corridor(s).	Secure pre-existing property map; OR Hand sketch property, including location and approximate size of main features; OR Use Google Earth or online public GIS files to determine property boundaries for mapping. Wildlife corridors can be railroad, highway right-of-ways, rivers or creeks, cycling trails, etc.	5	
2.2	Expand site map to include main features within two miles of property.		5	
2. Analyze Property Features Total Points			10	0

Better Business Through Biodiversity Scorecard

3 3. Evaluate Building and Site Features			
Awareness Purpose: Building features that directly impact Biodiversity include windows, lights, rooftop, parking lots, stormwater flow, etc. Critical site factors include the proportion of vegetation to hardscape; use of habitat-sustaining native plants vs. turf or exotic ornamentals; eliminating or minimizing pesticide use; and establishing and maintaining sources of food, shelter and water for beneficial wildlife. As your company increases operational sustainability, you can correlate savings achieved through utility, purchasing, waste reduction, supply chain and other green efficiencies to quantify indirect Biodiversity benefits. Sustainability measures such as GRI increasingly include Biodiversity evaluation tools.			
Activity	Options	Points Available	Final Points - Dec. 4
Define and estimate percentage of pervious and impervious property features. Identify light pollution factors: do exterior lights spill off-site, are interior lights generating light pollution at night? What percentage of your building envelope is reflective? Engage in evaluation of indirect impacts.	Report on direct impacts of building features on surrounding environment, such as: 1) Run-off from roof 2) Run-off from paving 3) Light pollution 4) Window reflectivity 5) What % of site is hardscaping? (2 pts each)	10	
	Report on site factors: 1) What % of your site is vegetated with perennials, shrubs, trees? 2) What % of this vegetation is primarily native plants? 3) Evaluate any planted hardscape areas (roof, patio, parking lot islands) 4) In what ways does your site support shelter, food, water for pollinators or other wildlife? 5) Do you use pesticides or herbicides? Do you know their effects on Biodiversity? (2 pts each)	10	
	Report on your company's indirect impacts on Biodiversity, such as building energy use, solid waste management, supply chain impacts, etc.	10	
3. Evaluate Building and Site Features Total Points		30	0

Better Business Through Biodiversity Scorecard

4 4. Identify and Maximize Internal Resources				
Awareness Purpose: Evidence of company engagement and commitment regarding Biodiversity can come from many sources. Ideally your Biodiversity "better business" resources will grow both top-down and grassroots-up!				
	Activity	Options	Points Available	Final Points - Dec. 4
4.1	Evaluate and begin to act on company capability and commitment to foster Biodiversity in concert with other sustainability practices.	Develop a company-approved policy on Biodiversity. (3 pts) Share this policy with other Challenge companies. (2 pts)	5	
		Integrate Biodiversity focus into your company's existing sustainability action plan.	2	
		Establish a Biodiversity subset to your Green Team and identify potential leadership.	2	
		Survey employees and summarize findings to identify skill sets and interests related to Biodiversity. Examples: is anyone a birder, gardener, Stream Team member, beekeeper? (2 pts) Summarize and share your survey and findings (3 pts).	5	
		Gather case studies of individual employee Biodiversity engagement to share internally. (2 pts each up to 12 pts)	12	
		Identify funding opportunities. (2 pt) Propose one for potential projects. (2 pts)	4	
		Identify opportunities for collaboration with local community or organizations (2 pts) and collaborate with at least one. (3 pts)	5	
4. Internal Resources Total Points			35	0

Better Business Through Biodiversity Scorecard

5 5. Audit and Monitor Biodiversity Factors of Your Site				
Awareness Purpose: Conduct an informal Biodiversity site survey - OR - Obtain services to conduct a professional ecological survey. Including Biodiversity monitoring in your ongoing sustainability tracking systems will continue your initial investment in this exploration.				
	Activity	Options	Points Available	Final Points - Dec. 4
5.1	Evaluate and report on the state of habitats and species on your site. Establish systems to efficiently monitor Biodiversity factors on an ongoing basis.	A) Conduct an informal survey of your site and surroundings and list observed plants, animals and habitats (5 pts). Share your survey form and findings (5 pts) .	10	
		B) Conduct a formal quantitative site survey including plants, animals and habitats (10 pts). Share your survey form and findings (5 pts).	15	
		C) Report on your site's ability to support biodiversity. 1. Identify natural food and pollinating sources for wildlife and plants 2. Identify water sources available to wildlife and plants 3. Identify places of protection for wildlife and plants 4. Identify natural or man-made spaces for wildlife and plants to reproduce	10	
		D) Establish a system for ongoing Biodiversity monitoring and share your methodology with the Challenge.	10	
5. Audit and Monitoring Total Points			45	0

Better Business Through Biodiversity Scorecard

6	6. Biodiversity Case Study			
Awareness Purpose: Stories of the why-what-how, the challenges and benefits of business sector engagement with BiodiverseCity STL engagement, will help this initiative evolve and grow!				
	Activity	Options	Points Available	Final Points - Dec. 4
6.1	Share your process, success, issues and findings.	Generate and share a case study of your Biodiversity activities in narrative or video format.	15	
		Post info about your site to the "Nature In Your Neighborhood" map at www.BiodiverseCitySTL.org	5	
6. Case Study Total Points			20	0
7	7. Biodiversity Action Implementation			
Awareness Purpose: Is your company ready to move from Awareness to Action? If you are already protecting and promoting Biodiversity, can you increase your efforts?				
	Activity	Options	Points Available	Final Points - Dec. 4
7.1	Implement at least one action item to increase biodiversity on your site.	Examples: Ongoing monitoring of Biodiversity features; replacing invasive or monoculture plantings with native-based plantings; remove barriers to adjacent wildlife corridors; establish a pollinator garden or a Milkweeds for Monarchs planting, etc.	10	
		Feature a description of this action item with narrative and photos in your Biodiversity Case Study.	5	
7. Biodiversity Actions Total Points			15	0
Grand Total Biodiversity Scorecard Points			170	0

Try & Ride Green Business Commuter Challenge - 2015 Mini-Challenge SCORECARD

Sponsored by: **Citizens for Modern Transit & St. Louis Green Business Challenge**

Register at: www.cmt-stl.org - CMT contact is kcella@cmt-stl.org

HOW IT WORKS: Your company fields a team of commuters trying transit for a two-month period. First month transit passes are subsidized by Try & Ride; second month is covered by employee or employer transit support program. Commuters commit to using transit a minimum of 2 days/week. Try & Ride also provides "Personalized Transit Route" and "Tips & Tricks for Using Transit." The Try & Ride website tracks participation, welcomes photo and blog contributions. Enjoy your experience trying Transit!

	Action	Possible Points	Earned Points
T 1	PARTICIPATION: Total number of employees participating on team/Total number of employees at worksite. Minimum 5 participants (2pt); 10% of employees participating (4pts) 25% (6pts); more than 25% participating (10 pts).	10	
T2	AVERAGE NUMBER OF DAYS USING TRANSIT: Total number of days transit is utilized by team members on a weekly basis/total number of team members. Minimum program requirement is 2 days/week per person. 3 days/week (3pts); 4 days/week (6pts); 5 days/week (10pts).	10	
T3	SOCIAL MEDIA: Social media can include team blogs, tweets, facebook updates, website stories, instagram, or linkedin updates, in your company media and/or with www.cmt-stl.org . Posts in the first week (4pts); Posts every other week for 8 week period (6pts); Posts every week for 8 week period (10pts).	10	
T4	TRANSIT SUBSIDIES: Full transit subsidy for second month provided to employees by company (10pts); Partial subsidy (5pts)	10	
T5	CONTINUING COMMITMENT TO TRANSIT: How many team members will continue to use transit for the work commute at the end of the 2 month competition period? 1 person (2pts); 2 people (4pts); 3 people (6 pts); 4 people (8 pts); 5 or more (10pts).	10	
	TOTAL Points Earned	50	0



EMPLOYEE ENGAGEMENT - 2015 Mini-Challenge

These activities are designed to boost general employee understanding and support of sustainability measures your company is working with in the St. Louis Green Business Challenge. They will also recognize and affirm Green activity at home!

	Action	Possible Points	Earned Points
Workplace Green Fair			
EE 1.1	Host a workplace Green Fair	5	
EE 1.2	Invite other companies (e.g. fellow tenants, your vendors or suppliers, etc.) to attend. 2 pts each additional attending company up to 10 pts	10	
EE 1.3	Establish and incentivize a tracking system to attract measurable percentages of the employee base <i>in your building</i> to attend your Green Fair – e.g. a Passport, which all exhibitors have to stamp, redeemable for attendance prizes, or a prize drawing. 30% of employee base <i>in that building</i> attending (5pts); 50% attending (10pts); more than 50% attending (20pts)	20	
Workplace Learning Opportunities			
EE2.1	Establish a SERIES (3 or more) of Lunch & Learns, or informational events in other dayparts, focused on Green practices (10 pts) <i>Expands on Challenge Leader Scorecard points Outreach 2.4</i>	10	
Employee Home Practices Resource Sharing			
EE3.1	Establish an intranet feature (or in other internal employee communication function) for employees to share sustainability learning experiences and practices they adopt into workplace habits or their personal lives.	10	
Green Suggestion Box			
EE4.1	Establish a “Green Suggestion Box” function of your internal communications network and encourage employees to contribute evaluations of company Green measures, suggestions for new or improved activity, questions about Green practices, etc.	10	
EE4.2	Make it clear that these contributions are “name optional,” but also provide incentives to contribute by name – and reward participation. Incentives could be awarded in periodic drawings, or on a time-specified basis (monthly, quarterly, annual). 2 pts annual incentive, 3 pts quarterly incentive, 5 pts monthly incentive.	5	
Total Available Points		70	0

STRIVE FOR 75 - Presented in Partnership with Missouri Recycling Association

St. Louis Green Business Challenge Mini-Challenge - 2015

	Action	Possible Points	Earned Points
S75 1.1	Strive for 75 Pledge: Register your company at www.mora.org by taking the Strive for 75 Pledge	5	
S75 1.2	Informal Waste Stream Audit: Conduct an informal waste stream audit to estimate the amount of waste/trash generated at your site and establish a baseline for measuring waste diversion through recycling. Waste assessment guidelines provided by St. Louis County Department of Health are available from Challenge staff.	10	
S75 1.3	Full-Scale Waste Stream Audit: Conduct or commission a service provider to do an audit involving actual sorting and measuring of waste. This will involve saving trash and recycling for at least a week, and evaluating the makeup of your company's waste stream by weight or volume.	15	
S75 1.4	Waste Diversion Tracking Methodology: Develop and use a methodology to track your company's waste output and waste diversion during a self-defined timeframe within the 2015 Challenge (1 month minimum, up to 7 months) (10 pts). Share your methodology to help others replicate your efforts (5 pts).	15	
S75 1.5	Recycled-Content Copier Paper Purchasing Policy: Establish and share a company policy that institutionalizes purchasing of minimum 30% post-consumer recycled content copier paper (5 pts). Earn 10 pts if policy specifies higher recycled content percentage.	15	
S75 1.6	Recycled-Content Janitorial Paper Purchasing Policy: Establish and share a company policy that institutionalizes purchasing of minimum 30% post-consumer content toilet tissue and paper towels (5 pts). Earn 10 pts if policy specifies 100% post-consumer recycled content products.	15	
S75 1.7	Strive for 75 Case Study: Develop and submit a brief Case Study describing your company's innovations in waste minimization – <i>including measurable results</i> – for publication by the Missouri Recycling Association. Submit to www.mora.org and include with your 2015 Challenge final submittals.	10	
	Total Available Points	85	0



Shift Your Commute Green Business Mini-Challenge - 2015



Presented in partnership with Trailnet

Register at: www.shiftyourcommute.com Contact is meredith@trailnet.org

HOW IT WORKS: Your company fields a team of at least 5 commuters willing to shift from personal car to any combination of biking, walking, bus and train for one month, minimum two days per week.

Designate a Team Leader. Select a month timeframe to suit your needs or/and join during the SYC regional competition in September. **Team members register online** in SYC's convenient and informative tracking system to efficiently support your company efforts to promote personal and environmental health through this Mini-Challenge. SYC provides participants with data on CO2 emissions saved, calories burned - and more! Enjoy your experiences!

	Action	Possible Points	Earned Points
SYC 1	PARTICIPATION: Total number of employees participating on team/Total number of employees at worksite. Minimum 5 participants (2pt); 10% of employees participating (4pts) 25% (6pts); more than 25% participating (10 pts).	10	
SYC 2	AVERAGE NUMBER OF DAYS SHIFTING: Average number of days SYC team members bike, walk, ride bus or train on a weekly basis/total number of team members. Minimum program requirement is 2 days/week per person; 3 days/week (3pts); 4 days/week (6pts); 5 days/week (10pts).	10	
SYC 3	SOCIAL MEDIA: Social media can include team blogs, tweets, facebook updates, website stories, instagram, or linkedin updates. Link your social media posts into SYC website to share your company's updates with the regional SYC network (5 pts). Link SYC updates into your company-wide internal communications (5 pts). Posts in the first week (2pts); weekly posts through SYC month (5 pts); more frequent posts (10pts). <i>SYC stories are powerful!</i>	20	
SYC 4	COMPANY INCENTIVES: SYC participants can receive time off, cash, event tickets or gift certificats, transit subsidies (if not routinely available), other incentives. (10pts). Company provides indoor room for secure bike storage during SYC month (5 pts).	15	
SYC 5	CONTINUING COMMITMENT TO TRANSIT: How many team members will continue to use transit for the work commute at the end of the 2 month competition period? 1 person (2pts); 2 people (4pts); 3 people (6 pts); 4 people (8 pts); 5 or more (10pts).	10	
SYC 6	COMMUTING OPTIONS EDUCATION: Company covers \$150 fee associated with Travel Green Workshop provided by Trailnet (10 pts). Workplace presentations include bike/walking/transit safety; maps; customized routes and consulting for attendees. <i>To schedule: meredith@trailnet.org</i>	10	
TOTAL Points Earned		75	0