



BULL CITY
WORKPLACE
CHALLENGE

Bull City Workplace Challenge Green Scorecard

Check the box for each statement that applies to your organization.

Basic Information on Your Organization

1. How many employees work at your workplace

- 1-5
- 6-10
- 11-20
- 21-50
- 51-100
- 101-200
- 200+

2. What type of workplace is your organization?

- Office (for-profit business)
- Office (nonprofit)
- Bank
- Financial office
- Medical office
- Veterinary office
- Convenience store
- Restaurant
- Retail
- Supermarket/Grocery store
- Hotel
- K-12 school
- Preschool/Day care center
- Other education
- Senior care facility
- Personal services (health & beauty, dry cleaning, etc.)
- Worship facility
- Laboratory
- Manufacturing/Industrial
- Other (please specify):

3. How did you hear about the Bull City Workplace Challenge? (Select all that apply).

- Social Media
- Email
- Word of Mouth
- Newsletter
- Other (please describe):

Organizational Commitment

For resources to help you with these questions, please reference the [Organizational Commitment section of the Toolkit](#).

4. Our organization is committed to environmental responsibility, and we promote it among our workforce through the following policies and actions:

- We have formally adopted measurable sustainability goals, regularly assess progress towards those goals, and adjust how our organization is working to achieve our goals, as appropriate. (10 points)
- We employ someone and/or have a "Green Team" with explicit responsibility for our sustainability initiatives. (10 points)
- We regularly communicate with our employees and the public about our sustainability plans, initiatives, progress, and achievements through channels such as annual reports, newsletters, social media, staff meetings, website, etc. (5 points)
- We provide sustainability education and training for our employees during new employee orientation and/or on an on-going basis. (5 points)
- We have a recognition program for employees who suggest or implement innovations that result in greater environmental sustainability. (5 points)
- We have calculated our workplace's carbon footprint and understand how different parts of our operations contribute to that footprint. (5 points)
- We locate our office in a building with a green certification such as ENERGY STAR or LEED. (5 points)
- Our landscaping supports biodiversity through at least two of the following methods: supporting pollinators, expanding tree cover, reducing invasive species, providing wildlife habitat, and planting native species. (5 points)
- We have attended the Bull City Workplace Challenge Welcome Lunch-n-Learn. (5 points)
- We have provided the Bull City Workplace Challenge with data, beyond the energy and water use data requested elsewhere, documenting an impact of our Green challenge efforts. See instructions in the Toolkit. (5 points)

5. Organizational innovation (5 bonus points):

- We have other policies or initiatives that engage our employees in sustainability or demonstrate how our organization is committed to sustainability. (Example: Include sustainability in the organization's mission statement.) Please describe briefly:

Energy

For resources to help you with these questions, please reference the [Energy section of the Toolkit](#).

6. Our organization has done the following to manage our energy consumption:

- We have a system in place, such as ResiSpeak or EPA's Portfolio Manager, to review our energy bills, track our usage over time, identify anomalies, and evaluate the effects of our practices. We have reviewed the past 12 months of energy use. (10 points)
- We have performed an energy audit on our workspace(s) in the last 5 years and, if applicable, shared the results with our landlord/tenants. (5 points)
- We have established a measurable energy use reduction goal and a plan for implementing changes throughout our organization. (10 points)
- At least 90% of our lighting is highly efficient (CFL, T8 or T5 fluorescent, or LED). (5 points)
- We have installed timed lights or vacancy/occupancy sensors, wherever feasible, and/or have an "adopt-a-lightswitch" program throughout our workspace. (5 points)
- We have a policy that requires all new electronics and appliances to be rated by ENERGY STAR. (5 points)
- We have policies and procedures in place to reduce energy use in electronic equipment, including activating "power save" mode on computers, printers, and other relevant electronic equipment; discontinuing the use of screensavers; installing advanced power strips to turn off equipment when not in use, etc. (5 points)
- Our climate control system operates with programmable thermostats. During occupied times we set the temperature below 70 degrees in winter and higher than 74 degrees in summer; temperature is set back for non-occupied times (weekend, holidays, etc.). (5 points)

7. Our hot water heating is efficient due to the following:

- We have set our hot water heater thermostats at 120 degrees at the tank. (3 points)
- We use efficient hot water heaters, such as an ENERGY STAR rated device, a heat pump, or a solar thermal system. (5 points)
- Our hot water heater and hot water pipes are insulated. (Extra tank insulation is only appropriate if your tank is warm to the touch. An active hot water tank that is not warm to the touch is already insulated and counts for these points.) (5 points)

8. The heating/cooling systems in our building operate efficiently due to the following:

- Annual HVAC maintenance (5 points)
- Weatherstripping and/or caulking around windows, doors, and wall fixtures (5 points)
- Air sealing above and below the conditioned space (5 points)
- Insulation above and below the conditioned space (5 points)
- Duct sealing for any ducts outside the conditioned space (5 points)

9. We support renewable energy production and/or carbon sequestration by

- Purchasing renewable energy credits and/or carbon offsets that are verified through a third party such as NC Green Power. (5 points)
- Producing our own renewable energy (solar PV panels, solar thermal hot water, geothermal HVAC, etc.). (10 points)

10. We have also participated in the following Bull City Workplace Challenge programs:

- We shared our energy use tracking data with the Bull City Workplace Challenge team at the end of the challenge. (5 points. Please see instructions in the Toolkit.)

- A representative from our organization attended the Bull City Workplace Challenge Lunch-n-Learn on energy conservation. (5 points)
- A representative from our organization attended the Bull City Workplace Challenge Lunch-n-Learn on renewable energy. (5 points)

11. Energy innovation (5 bonus points):

- We have other policies or initiatives that have increased the sustainability of energy use in our business operations. Please describe briefly:

Water

For resources to help you with these questions, please reference the [Water section of the Toolkit](#).

12. Our organization has done the following within our organization to improve water use efficiency and protect water quality:

- We have a process in place to review our water bills, track our usage over time, identify anomalies, and evaluate the effects of our practices. We have reviewed the past 12 months of water use. (10 points)
- We have conducted an in-house or professional water use audit in the last 5 years and, if applicable, shared the results with our landlord/tenants. (5 points)
- We have established a measurable water use reduction goal and a plan for implementing changes throughout our organization. (10 points)
- We regularly communicate with our employees about water conservation practices, including turning off faucets, reporting leaks, and running dishwashers only when full. (5 points)
- We routinely check for water leaks, dripping faucets, dripping spigots or outdoor irrigation systems, running toilets, etc., and promptly fix any problems. (5 points)
- Our building has water-conserving and/or WaterSense certified plumbing fixtures, including toilets, faucets, and, if applicable, showerheads and pre-rinse spray valves, or we have retrofitted existing fixtures to conserve water. (5 points)
- We have a policy to purchase water-conserving equipment when relevant, including dishwashers, washing machines, air conditioners, ice machines, air compressors, vacuum pumps, etc. (5 points)

13. The property around our building conserves water and protects water quality through the following measures:

- Using moisture sensors and/or rain gauges so that we irrigate only when needed (3 points)
- Irrigating with a drip irrigation system or with water from rain barrels/cisterns (3 points)
- Planting or constructing rain gardens, bioswales, drought resistant plants, or planted buffers (3 points)
- Using disconnecting downspouts and/or pervious surfaces in place of impervious surfaces (3 points)

14. We protect water quality in the following ways:

- We reduce toxic runoff and stormwater pollution from our operations by ensuring proper collection, management, transportation, and disposal of wastes, including cleaners, chemicals, oil and grease. (5 points)
- We participate in the City of Durham's STAR program for water quality protection. (10 points)
- We participate in the Durham County Soil and Water Conservation District's Voluntary Nutrient Reduction Program. (5 points)

15. We have participated in the following Bull City Workplace Challenge programs:

- We shared our water use tracking data with the Bull City Workplace Challenge team at the end of the challenge. (5 points. Please see instructions in the Toolkit.)
- We have attended the Bull City Workplace Challenge Lunch-n-Learn on Water Quality. (5 points)
- We have attended the Bull City Workplace Challenge Lunch-n-Learn on Water Conservation. (5 points)

16. Water innovation (5 bonus points):

- We have other policies or initiatives that have reduced water use in our building or improved water quality. Please describe briefly:



Waste

For resources to help you with these questions, please reference the [Waste section of the Toolkit](#).

17. Our organization takes the following steps to reduce waste and divert waste from landfills:

- We have a recycling program that includes cans, glass, paper, plastic, and cardboard. Employees and janitorial staff are educated about the program. Bins are conveniently located, such as near printers or copiers, and signs are posted near/on bins. (10 points)
- We verify at least quarterly that staff and/or our custodial service properly dispose of recyclables, and we take action to correct non-compliance. (5 points)
- We reduce paper use through at least one of following: machines set to default to double-sided copying and printing, confirmation required at the printer before starting a print job, or a paperless record-keeping system. (5 points)
- We encourage the use of reusable plates, utensils, cups, water bottles, coffee stirrers, etc., instead of disposables in our workplace and at our events. When disposables are unavoidable, we use compostables or paper options instead of plastic or polystyrene. (5 points)
- We discourage the use of bottled water by employees and visitors by providing water pitchers, coolers, or other ways to fill cups and bottles, and we do not pay for disposable single-serve coffee containers, such as K-cups. (5 points)
- We dispose of our electronic waste either through donation or through a company that is Responsible Recycling (R2) or ESteward Standard certified. (5 points)
- We offer composting to employees and visitors and encourage use through education and signage. (5 points)
- We have conducted a waste stream audit to identify volume or weight of waste that can be recycled, composted, or donated/reused. (10 points)
- We have set a measurable waste reduction goal and monitor our waste at least quarterly to track progress towards our goal. We have reportable results of the outcome. (10 points)
- We take steps to minimize food waste in our operations, dining services, and/or catered events and to donate leftover food. (5 points)
- A representative from our organization attended the Bull City Workplace Challenge Lunch-n-Learn on Waste. (5 points)

18. Waste innovation (5 bonus points):

- We have other policies or initiatives that have reduced waste in our business operations. Please describe briefly:

Transportation

For resources to help you with these questions, please reference the [Transportation section of the Toolkit](#).

19. Our organization has done the following to enhance the sustainability of transportation by both employees and visitors to our worksite:

- We survey our employees on their commuting habits and track how often they drive alone, carpool, walk, bike or take transit to get to work. (5 points)
- We have set a measurable goal for how often employees use alternative modes of transportation to get to work (walking, biking, transit, carpooling), and we have developed a Commuter Benefits Plan to promote environmentally-friendly commute options to our employees. (10 points)
- We are a registered employer in the Emergency Ride Home program provided through GoTriangle and promote GoTriangle's commuter resources at ShareTheRideNC.org, including the ride-matching program and GoPerks. (5 points)
- We encourage employees and visitors to carpool or drive efficient vehicles by providing at least one of the following: preferred parking for carpool, low-emission, or fuel efficient/hybrid vehicles and/or electric vehicle charging stations. (5 points)
- We participate in Bike-to-Work local or national events. (5 points)
- We provide amenities for bike/ped commuters such as bike storage, showers, and lockers. (5 points)
- We offer subsidized GoPasses and/or pre-tax transit benefits. (10 points)
- We offer alternative schedules that reduce or eliminate the impact of employee commutes, such as telecommuting, flextime, or compressed workweeks (9/80 or 4/10). (5 points)
- We minimize work-related travel through video conferencing and encourage sustainable travel to meetings via public transit, carpooling, bicycling, walking, and using fuel-efficient vehicles. (5 points)
- We have a no-idling policy on our facility and for employees using fleet vehicles. We have clearly communicated this policy through signs posted in loading zones/parking lots as well as through other employee and visitor education. (5 points)
- We require new fleet vehicle purchases to meet EPA Smartway or EPA Smartway Elite certification. (5 points)
- A representative from our organization attended the Bull City Workplace Challenge Lunch-n-Learn on Transportation. (5 points)

20. Transportation innovation (5 bonus points):

- We have other policies or initiatives that reduce vehicle emissions from transportation. Please describe briefly:

Purchasing

For resources to help you with these questions, please reference the [Purchasing section of the Toolkit](#).

21. Our organization supports green purchasing in the following ways:

- Our organization has adopted an environmentally preferred purchasing policy to procure green products where feasible. This policy includes all purchasing standards listed throughout the Green scorecard and goes beyond them. (10 points)
- We track purchases to ensure compliance with the environmentally preferred purchasing policy, and we take action to correct non-compliance. (10 points)
- We require vendors and contractors to comply with our environmentally preferred purchasing policy. (5 points)
- We have a process in place to determine whether a purchase is needed and to select products that minimize cradle-to-grave impacts, including materials, manufacturing, packaging, efficiency, durability, and disposal. (10 points)
- For at least 5 of the following 7 paper products, we purchase items with at least 30% post-consumer recycled content: stationery, business cards, toilet paper, paper towels, napkins, printer/copier paper, envelopes. (5 points)
- We procure office furniture and equipment that is either secondhand or green certified by a third party (e.g., Forest Stewardship Council, Greenguard). (5 points)
- We purchase EPEAT registered products for IT equipment such as computers, displays, printers, and copiers. (5 points)
- When possible we purchase sustainably and humanely produced food. (5 points)

Please see the Toxics section below to mark your attendance at the Lunch-N-Learn on Purchasing & Toxics.

22. Purchasing innovation (5 bonus points):

- We have other policies or initiatives that enhance green purchasing. Please describe briefly:

Toxics

For resources to help you with these questions, please reference the [Toxics section of the Toolkit](#).

23. Our organization reduces the use of toxic substances in the following ways:

- We have a policy to use products and materials such as those certified by Greenguard or CRI Green Label Plus that have no or low volatile organic compound emissions (VOCs), or we have requested that our landlord use low-VOC products. (10 points)
- We prohibit synthetic air fresheners in our workplace. (5 points)
- We and/or our cleaning company use non-toxic cleaning products, such as those that are certified by Green Seal, as well as hand and dish soap that do not contain antibacterial agents. When antibacterial agents are legally or ethically necessary, we use products that are not hormone disruptors. (5 points)
- We control outdoor insects, fungal outbreaks, weeds, and other pests with an Integrated Pest Management (IPM) system and/or non-toxic methods. (5 points)
- We control indoor pests such as insects or rodents with an Integrated Pest Management (IPM) system and/or non-toxic methods. (5 points)
- A representative from our organization attended the Bull City Workplace Challenge Lunch-n-Learn on Purchasing & Toxics. (5 points)

24. Toxics reduction innovation (5 bonus points):

- We have other policies or initiatives that have reduced toxics in our business operations. Please describe briefly:

Additional Bonus Points

25. Innovation Bonus: Does your organization have additional innovative green practices not captured above? Tell us and receive 5 bonus points!

- Please describe here briefly.

26. Referral Bonus: Persuade another organization to take the Bull City Workplace Challenge and receive 3 bonus points for their participation!

- Please enter the name of the organization and their contact person in the box below:

27. Promotion Bonus: Help us promote the Bull City Workplace Challenge as you let others know about your progress and accomplishments! You'll receive 3 bonus points for sending us 1 or more photos and another 3 bonus points for 1 or more social media posts that tag us.

- Submit photos with captions of green workplace activities or awards your organization has earned for being environmentally responsible to BCWC@dconc.gov
- Share photos or posts about your organization's green workplace activities on Facebook or Twitter using the hashtag #bullcityworkplacechallenge