2013 St. Louis Green Business Challenge Scorecard

Company Name: **Saint Louis University**

Site Location: **1 North Grand Boulevard, Saint Louis, MO 63103**

Number of Employees at Site Location: **FTE=5,109 & FTE Students 12,225**

Square Feet of Office Space at Site Location: **Office Space = 600K sq ft & GSF = 7.4 million sq ft**

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

David Webb, Program Manager, dwebb@slu.edu

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

Brandon Verhoff, Director of Sustainability & Benchmarking, bverhof1@slu.edu

Owner or Tenant (see definition at end of scorecard): **Owner**

Challenge Scoring

Baseline Score (due March 29, 2013)	**165**
Final Score (due October 29,2013)	**212.5**
Innovation Points*	**0**
Case Study	**15**
High Performance Building Initiative	**0**
Biodiversity Scorecard	**10**
Grand Total	238

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)? Do you have an individual whose written job duties include responsibility for sustainability initiatives in your business (1pt)?	4	4	4	"The Center for Sustainability and Facilities Services have established a partnership that has cooperatively lead the charge for sustainability initiatives on campus. This Green Team, which meets on a regular basis, organized a task force that developed the framework for the new, university-wide Sustainability Advisory Council. The SAC is co-chaired by Kathleen Brady, Vice President for Facilities Services and Chief Sustainability Officer, and John Woolschlager , Director of the Center for Sustainability. Made up of numerous stakeholders, including staff, faculty and student representatives, the SAC meets quarterly and is charged with coordinating activities and prioritizing efforts to help shape sustainability at SLU."
O1.2	**Certified Staff:** Does your company have a BOC, LEED-GA or LEED-AP accredited person on staff or on contract to assist with sustainability, or other sustainability-specific training or skill sets?	0	1	1	Facilities Services has a LEED-AP architect on staff.
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	3	3	Father Biondi signed a letter of affirmation in support of SLU's sustainability efforts. The letter was submitted to the Association for the Advancement of Sustainability in Higher Education (**AASHE**) as part of SLU's Sustainability Tracking Assessment and Reporting System (**STARS**) project. The letter and our full sustainability report is available at: ***https://stars.aashe.org/institutions/saint-louis-university-mo/report/2011-10-09/*** The Center for Sustainability has dedicated funding for sustainability efforts across campus. This money comes from our seed grant from the Alberici Foundation and a genrous donation from Banpu. The Center has dedicated funds that go to supporting sustainability research, community engagement, and academic development. In this Green Business Challenge year, the Center awarded over $300,000 in research grants and dedicated nearly $50,000 to planning and executing our Sustainable Disaster Recovery Conference, which is an annual event.
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 (2pts)	4	4	4	On April 11, the Center delivered a presentation at the Green Business Challenge monthly meeting to share our sustainability strategy, policies, and approach with fellow challenge members. After the meeting, we submitted our AASHE STARS report, which has become the official sustainability strategic plan for the university. It is available through the RCGA Green Business Challenge website.
O2.2	**Company-wide Adoption:** Is your company implementing sustainability strategies across all locations in the St. Louis region (2pts) and around the country (2pts)? If one location, a yes answer is worth 2 points	0	4	4	Yes, our sustainability strategy applies to all of our locations throughout Missouri. We have also reached out to our campus in Madrid to begin the conversation about implementing sustainability initiatives and academic programs there based on the model we have built in St. Louis. Furthermore, we publically share our sustainability strategy and approach with all institutions of higher education through our participation in AASHE STARS.

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 in an addendum to this scorecard (2pts).	4	4	4	The Center for Sustainability grant requires SLU to update its sustainability strategies against defined goals and submit them to the office of research services and the board. Data is made available on the website and disseminated via e-mail blasts as appropriate. The newly formed Sustainability Advisory Council will help to structure our communication efforts and provide an official forum for campus wide dissemination of sustainability-related initiatives and opportunities. SLU uses AASHE's STARS as a framework for comprehensive sustainability measurement. In fact, the STARS framework is being utilized to measure sustainability for the purposes of the University's strategic plan. The university-wide Sustainability Advisory Council has designated a STARS action team, new this year, to assess, utilize for planning and communicate progress on sustainability iniative measurement and progress.
O2.4	**Educational Sessions:** Does your company hold educational sessions on green practices for all company employees (1pt)? Provide an example of an educational session (2pts)	0	3	3	The Center for Sustainability puts together "Sustainability 101" presentations and workshops, which are available to all students, faculty, and staff. These educational sessions are designed to give an overview of sustainability, introduce the Center, highlight what is being done on campus, and provide guidance on how the university community can get involved. The SLUstainability Expo, which was held on October 24th and open to the campus community, offered educational sessions and vendors information from approximately 20 community partners around St. Louis. The SLUstainability Expo was open to those partners who come into contact with students, faculty and staff of SLU, provide services to SLU, and can potentially offer services to SLU stakeholders to build a stronger partnership. Partners at the event focused on services that can be offered and available to the SLU Community to incorporate sustainability into their lives on SLU's campus
O2.5	**Recognition:** Does your company recognize your sustainability accomplishments at least once a year (1pt)? Provide an example of the recognition event (2pts)	0	3	3	The Alberici Sustainability Innovation Fund was established to award up to $200,000 per year for sustainability-related faculty and student research projects. In March of 2011, The Center for Sustainability began a recognition program called PLEASE (Program for Leadership, Education, and Achievement in Sustainability Efforts). The program provides an award in the form of tuition reimbursement to students who demonstrate leadership in sustainability initiatives through the University and in the community at large. It will be available annually. Master of Sustainability graduates are recognized for the accomplishments upon completing the degree requirements as part of the University's graduation ceremonies. Faculty, staff, and student accomplishments are broadcasted on The Center for Sustainability's website and published in *Newslink* , SLU's daily electronic newsletter. In 2012, SLU published its first ever campus sustainability annual report and have since published year 2. This report was created to recognize all of the efforts that have been undertaken on campus to make SLU more sustainable.

EXTERNAL COMMUNICATION

O3.1	**Corporate Policy**: Have you posted your company's approved Sustainability policy, message and strategy on your website?	2	2	2	Facilities Services website specifies the operational aim with regards to sustainability and also outlines the sustainable strategies being used. greenbilliken.slu.edu Facilities Services website houses a section on the sustainable practices and procedures that have been implemented and will continue to be utilized on campus. The Center for Sustainability houses approved sustainability messaging related to the University's academic, research, and outreach aims. sustainability.slu.edu
O3.2	**Information Sharing:** Have you hosted an educational session or webinar for Challenge participants (2pts)? Have you alerted other companies to green learning opportunities outside of the Challenge meetings (2pts)?	0	4	4	The Center for Sustainability is active in the regional and national community. We frequently recognize the RCGA Green Business Challenge and encourage other institutions to get involved. In this year's challenge we actively spread the message through events on campus such as the SLUstainability EXPO. The Center also makes every effort to promote St. Louis Chamber sustainability events through direct e-mail marketing campaigns to our students and posts on our website. For example, this year we helped spread the word about the Missouri Clean Energy Challenge Meet-up and the Green Business Challenge Expo. In addition to promoting the latter, the Center for Sustainability also participated as a vendor. This year the Center for Sustainability also supported fellow challenge member, Coventry Health Care, by participating in their Sustainability EXPO on September 12. We promoted sustainability efforts at Saint Louis University and highlighted sustainability education and outreach efforts that impact the broader the community (e.g. Sustainable Disaster Recovery Conference, Conversations on Climate Change, recycling at Chaifetz).
O3.3	**Recruitment**: Did your company recruit another company, education institutions, government, or organization to participate in the 2012 St. Louis Green Business Challenge, The Sustainable Business Advantage or The Master's Program? (2pts each) Did you invite other companies to attend the Challenge meetings (1pt per recruited company up to 3pts)	0	0	9	
O3.4	**Community Engagment**: Does your company financially sponsor community sustainability or environmental initiatives? (2pts) Does your company provide employee volunteers for these initiatives (2pts)? Does your company provide in-kind support for these initiatives (2pts)? Briefly describe examples of financial, volunteer, or in-kind sponsorship?	0	6	6	01. Provided sustainability training and helped plan the 2013 Make a Difference Day. 3,400 students, faculty, staff, parents, alumni and community members registered to take part in the University's annual day of service. Make a Difference Day participants provided service at 136 locations across the St. Louis area, which is the highest number of sites served in the event's history. 02. Provided in-kind sponsorship opportunities for the Sustainable Disaster Recovery Conference 03. Supported the planning committee for the 2013 Earth Day Symposium and provided free attendanace to the Sustainable Disaster Recovery Conference for Executive Director, Cassandra Hage, who used the opportunity 04. Awarded over $300,000 in grant funding to SLU researchers with sustainability projects designed to benefit the local community

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 (1 pt)? Please share this policy (2pts)	3	3	3	**Computer Products:** SLU has established standards through CDWG to ensure that all computers and monitors are EPEAT gold or silver. The Electronic Product Environmental Assessment Tool, or EPEAT, is an on-line tool designed to help institutional purchasers select and compare computer desktops, laptops and monitors based on their environmental attributes. At SLU, technology purchases are routed to Information Technology Services (ITS) prior to execution of any computer desktop, laptop, or monitor purchase in order to ensure that EPEAT standards are observed. **Green Cleaning Products:** A very limited number of SLU staff members are authorized to purchase cleaning chemicals and these individuals are aware of the University's preference for green chemicals. Our contract specifies green chemicals and associated pricing. These chemicals were selected based on efficacy and our goal to be as green as possible. SLU's green cleaning policy is available at: ***http://www.slu.edu/x54524.xml***
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	6	6	Through the AASHE STARS reporting framework, Facilities Services has begun the conversation with vendors to express the importance of sustainability and the expectation of collaboration on strategies. Vendors are being asked to track and report on sustainability metrics that were not previously addressed. Additionally, vendors are asked to come in and educate the university community on their sustainable practices at Facilities Services' monthly Environmental Awareness Seminars. Additionally, Facilities Services has partnered with Business Services and Student Development to ensure that sustainability strategies be included in the food service contract that has gone out to bid. Sodexo at Chaifetz Arena has been asked to comply with green purchasing recommendations to be in alignment with the efforts being advanced to green the arena.
O4.3	**Supply Chain:** Have notified your supply chain of your sustainability strategies? (2pts). Please share this policy (2 points)	2	3	4	Facilities Services has expressed the intention of moving toward the use of more sustainable practices to key vendors along the supply chain. Additionally, Facilities Services has partnered with Business Services and Student Development to ensure that sustainability strategies be included in the food service contract that has gone out to bid.
PARTNERSHIPS					
O5.1	**Property Engagement**: Do 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 one of the Challenge seminars? (2pts)	0	5	5	There is no external property manager for SLU, however we do collaborate with facilities managers on sustainability initiatives. The Center for Sustainability worked closely with key personnel in Facilities Services to complete the AASHE STARS report that resulted in a bronze rating for the school. During this past year, key Facilites Services personnel have been added to the SLU Green Team and have attended numerous RCGA seminars. Information gleaned from the seminars is then communicated to the VP of Facilities Services during bi-weekly sustainability meetings.
O5.2	**Building activities:** Do you engage with fellow tenants in building wide sustainability activities (2pt)? Share an example (2pts)	0	4	4	SLU's Adopt-a-Spot engaged the campus community to participate in increasing the waste diversion rate on campus. This program asked participants to help in educating the community on single-stream recycling. Also, SLU participates annually in the national RecycleMania contest to increase awareness around recycling and waste reduction strategies. http://www.slu.edu/facilities-services-home/slustainability/campus-operations/recycling-and-waste-reduction/recycling/recyclemania

O5.3	**Purchasing Alliances**: Have you joined with other companies to cooperatively purchase sustainable products such as: recycled paper, green catering or green cleaning supplies? Provide examples	1	2	2	**Food Purchasing/Catering**: Food is sourced locally from 16 local family farms and 4 local processors throughout the bi-state (Missouri and Illinois) region including: -Lee Farms, Warren County Missouri -Thies Farms, St. Louis County -Don Ross and Sons, Freeburg Illinois -Dean Wehmeier, Auxvasse Missouri -Flamm Farms. St. Louis County -Ole Tyme Produce, St. Louis, MO SLU also offer a locally sourced cafeteria called, 'Fresh Gatherings where 60% of food is locally sourced. Additionally, SLU's food service contractor, Chartwells, has implemented food sourcing policies for purchasing sustainable and, whenever possible, locally grown and organic food products including 100% certified seafood, cage-free shell eggs, hormone and antibiotic-free chicken, turkey, pork, grass-fed beef and rBGH free milk. The food vendor contract that is out to bid also contains language specifying vendor participation and promotion of the university's sustainability practices. **Green Cleaning Supplies:** A very limited number of SLU staff members are authorized to purchase cleaning chemicals and these individuals are aware of the University's preference for green chemicals. Our contract specifies green chemicals and associated pricing. These chemicals were selected based on efficacy and our goal to be as green as possible.
O5.4	**Informal Mentoring:** Do you meet with another Challenge participant to discuss sustainability strategies (1pt)? Provide documentation of up to three meetings or discussions (3pts)	0	3	4	The Center for Sustainability engages in ongoing sustainability strategy discussions with challenge participant Brett Markwort of Markwort Sporting Goods, John Heaney of The Advertisers Printing Company, and Randall Lewis of Walsh & Associates Facilities Services held two conference calls and several email exchanges with Environmetal Operations to learn more about creating a "zero waste event" in June. The Sustainablity Advisory Council also called on Ascension Health's Lois Sechrist to speak about the state of sustainability in St. Louis and some success stories at a meeting this past Spring.
	OUTREACH TOTAL	**29**	**64**	**75**	

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? Share your energy audit information.	0	2	2	Monthly utility consumption is tracked for each building and is compiled for analysis and reporting purposes. Using this method allows for the analysis of a particular building's consumption and/or overall campus usage. Energy usage analyses were conducted for select locations on a project by project basis (e.g. garage retrofit initiative) to serve as the benchmark for sustainability improvement reporting. Our internal fiscal year dashboard tracks utility consumption (BTU) and GSF. FY13 average energy use was 126,880 BTU/GSF.
E1.2	**Reduction Planning**: Have you established an energy reduction goal of at least 10% of your annual energy usage at this site? (1pt) Submit achievement of 10% reduction goal (3pts)	4	4	4	Vending Miser equipment has been installed on vending machines to manage lighting and compressor cooling cycles. The local electric utility supplier, Ameren MO, awarded SLU with an incentive rebate of $10,500 for the purchase and installation 105 units installed on refrigerated soda vending machines. This installation is estimated to save $10,229 by reducing energy usage by 157,000Kwh annually. LED lighting is used in wall mounted exterior lights, chandeliers, private offices, banquet rooms, track lighting, and parking lots. The conversion to LED technology in Busch Student Center alone has reduced energy usage from 44,136 watts to 5,526 watts. Large multipurpose banquet rooms and common areas were primary targets for LED retrofits. The result was an estimated energy savings of $13,000 per year. Saint Louis University uses Metasys for building automation and control. The system has been configured to enable night setbacks as well as unoccupied and local operation of remote buildings. This is a Johnson Controls system that is used to turn air handlers and pumps on and off according to the scheduling needs for a particular building or zone within a building. Building occupancy needs are determined by academic, event, research, and administrative users for each building or zone. The equipment schedules are optimized to prevent unnecessary run-time, which is why communication with these users is vital to running the most efficient system possible. LED retrofits were performed in Tegeler Hall - Carlo Auditorium and DuBoug Hall's Singuefeld Room.These two projects produced a total wattage reduction of 17,095. Time clock change to astronomical clocks has a total wattage reduction of 270,047 watts and approx. $6,000 year in savings. Additional Projects: Tegeler Carlos Auditorium lighting upgrade Sinquefeld Room in DuBourg Hall lighting upgrade Time clock change to astronomical (saves 270kw every hour) A new strategic action team for Energy & Utilities has been developed within the Division of Facilities Services. This team will focus on creating a plan for energy reduction in the future. Our current reduction from FY12 - FY13 is 2%.
E1.3	**Carbon Footprint:** Did you calculate a carbon footprint/greenhouse gas baseline for your company?(3pts) Provide a brief evaluation of the carbon calculator that you used (3pts)	0	0	6	We have not performed the baseline assessment but it is slated for the near future.
E1.4	**HVAC Strategies:** Have you developed strategies to increase the efficiency of your heating, cooling, and ventilation system (3pt). Please share how you implemented your strategies (3 pt for each, up to 2 strategies)	9	9	9	To improve the energy efficiency of its buildings, Saint Louis University has performed nighttime temperature setbacks and installed a new computer controlled boiler burner assembly. The university has also audited its steam traps and installed energy-efficient rooftop units. SLU uses plate exchangers for free cooling and leverages daylight harvesting. CO2 sensors have been installed on HVAC equipment
E1.5	**Retro-commissioning:** Have you retro-commissioned your HVAC systems? Please describe the equipment retrocommisioned.	5	5	5	Both, Morrisey & Allied Health, have had all of their mechanical systems upgraded in the whole building.
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	7	7	There has been a lighting audit and retrofitted several locations on campus (Ex. Tegeler Hall - Carlo Auditorium, Sinquefeld Room - DuBourg Hall). LED retrofits were performed in Tegeler Hall - Carlo Auditorium and DuBoug Hall's Singuefeld Room.These two projects produced a total wattage reduction of 17,095. Time clock change to astronomical clocks has a total wattage reduction of 270,047 watts and approx. $6,000 year in savings. LED lighting is used in wall mounted exterior lights, chandeliers, private offices, banquet rooms, track lighting, and parking lots. The conversion to LED technology in Busch Student Center alone has reduced energy usage from 44,136 watts to 5,526 watts. Large multipurpose banquet rooms and common areas were primary targets for LED retrofits. The result was an estimated energy savings of $13,000 per year.
E2.2	**Eliminate Incandescents**: Do you have a program to replace incandescent lights with compact fluorescent light bulbs (1pt)? What percentage of your incandescent lights have been replaced to CFL or LED lights (10% to 25% = 1pt, 26-50% = 2pts 51-100% = 3pts)?	3	3	4	See E2.1 Plus, we are systematically replacing incandescents where there is the opportunity on campus.
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	4	4	Individual classroom and most office spaces have multiple scene lighting and sensor shut off. Common areas, hallways, and restrooms have sensors and day lit areas have timers set to reduce daytime lighting. Doisy Research Center contains complies with all of the requirements of this credit
E2.4	**Exit Lights:** Do all your exit lights at this site use energy efficient lighting? (2pts) If office does not have exit lights, answer yes	2	2	2	Yes
E2.5	**Daylighting:** Establish a policy to adjust lighting levels to take advantage of daylighting (1pt)? Please share your policy with us (2pts)	1	1	3	There is no specific adopted policy but the practice of daylighting has been practiced through sensors that reduce daytime lighting in daylit areas.
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?	0	2	2	The Dept. of Business and Finance recently had a company come in to audit all printing equipment on campus to determine ways to increase efficiency and implement a managed print service.
E3.2	**Equipment Policy:** Do you have a policy in place requiring all new equipment to meet ENERGY STAR rating standards?	2	2	2	Saint Louis University only purchases Energy Star appliances
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? (1pt)	1	2	2	By default, all office computers follow the "SLU power management" profile, which shuts down monitors and hard disks after 1 hour.
E3.4	**Copiers:** Have you reduced copier/printer power consumption by using Stand By mode after 15 minutes of non-use?	2	2	2	All copiers/printers utilize stand-by mode
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, mark yes.	1	1	1	Vending misers have been installed in all vending areas.
E3.6	**Eliminate Workstation Appliances**: Do you have a policy in place that eliminates any fans (1pt) or heaters (1pt) from individual workstations?	0	0	2	No
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+%)	0	0	3	Not currently, but steps are being taken to make this a reality. Several meetings have taken place with local solar companies for installation and to submit solar applications before the end of 2013. Wind energy is currently being tested on two locations on campus to determine the viability of this type of installation.
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 Pure Power? (1pt)	0	0	4	No
TAKING GREEN HOME					

E5.2	**Employee Education:** Have you provided learning opportunities or information materials to employees to encourage energy savings at home?	0	2	2	The SLUstainability Expo is an informational event to promote sustainable practices on and off campus. Additionally, the Green Billiken provides information on the website greenbilliken.slu.edu and through twitter @greenbilliken to encourage and help offer suggestions and resources to the campus community.
	ENERGY TOTAL	**41**	**46**	**66**	

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	3	3	Most residential and office areas have adjustable thermostat controls which are adjusted for season and reduced for periods of extended vacancy. Additionally, dampers are used to isolate unused or over-conditioned areas. Additionally, many buildings on campus contain operable windows allowing the occupant more control.
IE1.2	**Building Comfort Survey:** Do you complete a seasonal thermal comfort survey for occupants (2pts)? Do you track building temperature adjustments throughout the year (2pts)?	0	4	4	The University's FAMIS system allows occupants to submit information regarding their comfort level and provides reports based on seasonal data for backend analysis. Additionally, Metasys automation system tracks temperature adjustments. The FAMIS system acts as an assessment of thermal comfort by allowing occupants to report any discomfort throughout the seasons. Metasys tracks temperature adjustments during the year.
AIR QUALITY					
IE2.1	**CO2 Monitors:** Do you monitor and regulate CO2 levels in order to maintain adequate outdoor air ventilation rates?	1	1	1	CO2 levels are monitored and regulated on an ongoing basis to ensure adequatee outdoor ventilation is maintained. Newly renovated buildings, that were added to SLU's portfolio, contain CO2 monitoring systems.
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 and air vents (1pt)?	2	2	2	University policy removes all smoking from all buildings and requires a 25 foot corridor around all building entrances and exits. In addition the Medical Center has a 'Smoke Free Campus'.
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 (2pt)? Is following this plan a requirement for your construction vendors and contractors (1pt)? Please share your IAQ Plan (2pts)	0	0	5	No formal policy or set of guidelines have been adopted, but steps are being taken to ensure the development of a future plan. However, 6 buildings on campus have received GreenGuard certification (BSC, DuBourg Hall, McDonnell Douglas Hall and the Wool Center).
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	4	4	Saint Louis University instituted a "No Idling" Initiative that targets campus loading docks and curb cut-outs, where most offenses occur. Signs are posted at te following locations: Earhart Dock, Earhart Parking Area, Schwitalla Dock, Salus Dock, Pius Library Loop, Salus/WaterTower Inn Loop, DuBourg Hall Cut-out, BSC Loading Dock, Searls Hall, DRC Loading Dock, Georgetown Loop, Ritter, College Church Cut-out, Bannister House, McDonnell Douglas
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)? If no, but local "green" cleaning company product used, provide documentation on type of products to receive 2 points for this answer.	3	3	3	Green Cleaning Supplies: A very limited number of SLU staff members are authorized to purchase cleaning chemicals and these individuals are aware of the University's preference for green chemicals. Our contract specifies green chemicals and associated pricing. These chemicals were selected based on efficacy and our goal to be as green as possible. Green Cleaning Policy: ***http://www.slu.edu/facilities-services-home/slustainability/purchasing*** Note: A list of green cleaning products is available upon request.
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 green cleaning policy and the service your company uses (2pts)	3	3	3	Yes. SLU's green cleaning policy document is available for download on our website: ***http://www.slu.edu/facilities-services-home/slustainability/purchasing*** We also have a list of green cleaning products. This is not posted on the website but is available upon request. Our cleaning contract specifies that cleaning staff purchase and use certified "green" cleaning chemicals. These products must meet 'green guard certification'.
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.?	0	0	2	No formal policy has currently been adopted, although we do utilize low-emitting materials when possible.

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	2	2	Cleaning materials are stored in custodial closets that are separate spaces. Many office spaces have an isolated area for copy/printing (Ex: Litteken Hall). These options are utilized when at all possible.
TAKING GREEN HOME					
IE4.1	**Employee Education:** Have you provided learning opportunities or information to employees to encourage improved indoor environmental quality at home?	0	2	2	The SLUstainability Expo is an informational event to promote sustainable practices on and off campus. Additionally, the Green Billiken provides information on the website greenbilliken.slu.edu and through twitter @greenbilliken to encourage and help offer suggestions and resources to the campus community.
INDOOR ENVIRONMENTAL QUALITY TOTAL		**18**	**24**	**31**	

WASTE

	Action	Baseline Points	Final Points	Possible Points	How did you achieve this strategy? Please provide a short description.
WASTE REDUCTION					
W1.1	**Waste Stream Audit:** Have you conducted an informal waste stream audit which quantifies in either pounds or in cubic feet the amount of waste/trash generated at your site (2pts)? Have you completed a full scale audit by sorting trash and calculating the percentage of landfill waste and recyclable materials? (3pts)	2	5	5	Invoice tracking is the main form utilized. However, with waste diversion an important goal, deeper auditing has become common practice. Informal waste audits are done periodically. We also utilized a student worker in the Spring to analyze our waste streams and diversion practices. This Fall two graduate students are working collaboratively on analyzing these more deeply, focusing also on the behavior aspect. Waste audits have been done during this research process. Additonally, this Spring we began using DART from Waste Management to track our diversion from out Move-in/out program.
W1.2	**Waste Reduction Goal:** Have you established a Waste Reduction Goal of at least 25% (1pt)? If a 25% reduction was achieved, show documentation (2pts)	1	3	3	SLU has increased its recycling tonnage by 92% over the past 4 years. Facilities Services has established a waste diversion goal of 30% for FY13. We ended FY13 with a diversion rate of 23% SLU has implemented the following Chartwells programs to help eliminate food waste, but has not yet quantified the reduction. Project Clean Plate – designed to educate students and customers on the amount of food that is thrown out each day .
W1.3	**Delivery of Office Supplies**: Do you receive reusable totes for your office supply deliveries?	0	0	2	Not currently.
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	2	2	SLU has implemented Single-stream recycling within or near all major buildings including restaurants and residence halls. Additionally, educational presentations have been held across campus for existing custodial employees, in new employee and student orientations.
W2.2	**Recycling Bins:** Are all employees at this site given a recycling bin to use at her/his desk?	2	2	2	Many departments throughout the university provide desk-side recycling bins for all of their employees. Building occupants can submit a FAMIS service request and a recycling bin will be provided to them.
W2.3	**Trash Separation:** If no to W2.2, are recyclable materials separated from the trash?	0		2	SLU uses single-stream recycling. Separation of recyclable material is not necessary.
PAPER REDUCTION					
W3.1	**Copier/Printer Paper Audit**: Have you quantified how much copier/printer paper your office uses in a typical month?	2	2	2	The university has quantified paper usage based on annual expenditures per product category (FY13): 10-29 percent recycled content office paper: $21.76 30-49 percent recycled content office paper: $22,350.62 50-69 percent recycled content office paper: $1,233.58 70-89 percent recycled content office paper: $14.45 90-100 percent recycled contenct office paper: $11,123.81 Total expenditure on office paper: $246,415.04
W3.2	**Paper Reduction Milestones:** Have you established milestone dates to reduce paper use by 10% (1pt)? If 10% reduction was met, show documentation (3pts)	0	0	4	No
W3.3	**Double-Sided Copying/Printing:** Is double sided copying and printing set as a default on all capable machines?	0	0.5	1	No, but with the managed print service assessment performed recently a baseline measurement has now been made of the total double sided printing that has been occuring on campus. Once MPS is fully implemented double-sided will be a default on every machine.
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)?	1	1	2	SLU uses an external broker to reduce unsolicited mailings. Exact amounts have not been quantified.

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	2	2	Yes. SLU utilizes Google Apps which allows for online collaboration and publication of documents and presentations within departments, work groups, and the entire organization. Additionally, all students, faculty, and staff have access to a program called mySLU through which they can send large files (using standard FTP protocols) or access network drives from any Internet-enabled computer. External vendor documentation is usuallyl handled through e-mail
W3.6	**Hand Dryers:** Have you installed hand dryers or time controlled towel dispensers in 75% of your site's bathrooms?	2	2	2	Facilities Services places both options in some restrooms. The main focus is given to utilization of recycled content paper towels, but Facilities Services uses Eco Logo - Environmental Choice certified paper towels.
PURCHASING RECYCLED PAPER					
W4.1	**Recycled Copier/Printer Paper:** Have you purchased 30-50% Post-Consumer Recycled Copier/Printer Paper (Processed Chlorine Free, PCF) (2pt)? 50 to 100% (3 pts)	5	2.5	5	Our largest expenditure on copier/printer paper is for 30-50% post-consumer recycled paper, with a large portion of the other expenditures coming from 50-100% recycled paper (see W3.1).
W4.2	**Recycled or Electronic Stationery Policy:** Do you have a policy to purchase recycled paper content for letter paper, envelopes, note pads?(1pt) Have you eliminated use of printed company letter head (2pts)? Have you purchased 30-50% Post-Consumer Recycled Paper Products (Processed Chlorine Free) for paper, envelopes, notepads (2pt) or 51-100% (3pts)?	0	4	8	See W3.1
W4.3	**Recycled Restroom Products:** Have you purchased 30-50% Post-Consumer Recycled Paper Products (Processed Chlorine Free, PCF) for paper towels, toilet paper and tissues (2pt) or 51-100% (3pts)	3	3	3	Janitorial toilet tissue is 100% recycled as certified by Environmental Choice Agency. Paper towels are 100% recycled.
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	1	1	Drop boxes are managed by Facilities Services for cartridges, cell phones, and batteries. Information Technology Services manages electronics recycling and donations for large classroom turnovers. Facilities Services also provides the service through FAMIS where a service request can be submitted for pickup of additional recyclable items.
W5.2	**Computer Recycling:** Do you recycle old computers and other large electronics (printers, copiers)?	1	1	1	Saint Louis University has partnered with Clarity Micro and Midwest Recycling Center (MRC) to manage e-waste recycling. E-waste recycling drives are hosted annually and are open to the campus community.
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 disposables to be used on site?	0	0.5	1	Fresh Gatherings uses 100% recycled products, but SLU has not yet implemented a university-wide policy.
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)? Provide example of how your caterer reduced paper and plastic waste (2pts)	2	3	3	SLU's food service contractor, Chartwells, has implemented food sourcing policies for purchasing sustainable and, whenever possible, locally grown and organic food products including 100% certified seafood, cage-free shell eggs, hormone and antibiotic-free chicken, turkey, pork, grass-fed beef and rBGH free milk. The newest food contract contains language requiring food vendors to establish a recycling program and practice sustainability initiatives. At Chaifetz Arena, Sodexo is beginning to standardize purchasing of all recyclable concession items.
W6.3	**Local Food Suppliers:** Does your company have a policy of using local food suppliers and products?	2	2	2	Food is sourced locally from 16 local family farms and 4 local processors throughout the bi-state (Missouri and Illinois) region including:
W6.4	**Food Waste:** Do you have a policy of donating excess food to Operation Food Search or another organization?	2	2	2	The Campus Kitchen at St. Louis University is a food re-purposing program. It takes excess food from SLU dining facilities (e.g. Fresh Gatherings), grocery stores, catering companies, and other organizations and turn it into healthy meals for hungry individuals in the community immediately surrounding the University campus. Campus Kitchens creates and delivers over 500 meals a week for more than 300 clients.
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	2	2	All cafeterias and most break areas feature reusable items and wash basins for personal use. On campus catering uses reusable plates and flatware. (Greenware® products manufactured by NatureWorks®)

W6.6	**Food Composting:** Do you have a food waste composting receptacle available at your workplace?	2	2	2	At Fresh Gatherings, all foods are served on fully compostable plates, cups, bowls, etc. Beverage cups are compostable (both hot and cold). Nutrition & Dietics utilizes seven compost tumblers, one large industrial sized tumbler, and a vermiculture system for management of both pre- and post-consumer food waste.
W6.7	**Cafeteria Recyclables:** Does your company use reusable goods or high (30% or more) post-consumer recycled materials at the cafeteria for take-out orders?	2	2	2	All food at Fresh Gatherings is served on fully compostable plates, cups, bowls, etc. Beverage cups are compostable (both hot and cold). The garden program utilizes seven compost tumblers, one large industrial sized tumbler, and a vermiculture system for management of both pre- and post-consumer food waste. Fresh Gatherings also purchases napkins made of 100% recycled content. Used napkins are incorporated into the compost operation. At Chaifetz Arena, Sodexo has standardized the purchasing of all 100% recyclable concession items.
W6.8	**Bottled Water**: Does your company have a policy that prohibits the purchase bottled water for meetings (1pt)? Does your company encourage reusable water canteens by employees (1pt)?	1	1	2	Since 2007, Billiken Dining Services has offered reusable mugs at all our retail facilities. Additionally, Chartwells makes available reusable mugs in most retail locations including Terra Ve. Fresh Gatherings has a reusable insulated mug for sale at cost. Customer can fill at the "refill" price, which is $0.99 for any size reusable mug up to 32oz. There is an initiative to install water bottle filling stations incrementally across campus to encourage the use of reusable bottles and reduce the amount of plastic bottles purchased on campus. SLU utilizes water jugs at certain locations around campus to supplement water filling stations.
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?	1	2	3	All Food Service Vendors on campus do not supply styrofoam to customers, except two locations. Facilities Services VP Suite has banned the use of these products. Instead, they utilize the Sustainable Earth food service products from Staples that are either recyclable or compostable. Only two poinst were claimed because this is not a formal policy that has been instituted campus-wide.
TAKING GREEN HOME					
W7.1	**Employee Education:** Have you provided learning opportunities or information materials to employees to encourage reducing waste at home?	0	2	2	The SLUstainability Expo is an informational event to promote sustainable practices on and off campus. Additionally, the Green Billiken provides information on the website greenbilliken.slu.edu and through twitter @greenbilliken to encourage and help offer suggestions and resources to the campus community. Single-stream recycling presentations have been held across campus to education the campus community on waste reduction practices.
W7.2	**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 Pure Power? (1pt)	0	0	4	Not currently.
	WASTE TOTAL	**38**	**49.5**	**72**	

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 to reduce water from your toilets?	1	1	1	Facilities Management has implemented new installations and retrofits in high volume areas and additionally have installed low-flow fixtures during the renovation of both the Center for Global Citizenship and Scott Hall.
WT1.2	**Toilets:** Have you installed water conserving devices on your existing toilets at this site?	2	2	2	Current toilets that can manage the reduction have been retrofit with displacement bags to reduce water usage.
WT1.3	**Faucet Aerators:** Have you installed faucet aerators to reduce the flow rate from sinks?	2	2	2	Low-flow showers and faucets are installed throughout campus.
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	3	3	The Grounds Department emphasizes native plant installation on all new construction projects. This practice was implemented on July 1, 2010. The target goal for native plant material on each new project is 50%.
WT2.2	**Rainscaping Features**: Have you installed a raingarden, bioswale, or other rainscaping features for your parking area or building site?	1	3	3	We are in the beginning stage of construction on a new MSD grant-funded campus stormwater project. The project will include two bioretention areas which will provide 700 ft^3 of storage, three connected rain barrels, pervious path, native vegetation and educational signage. Additionally, we have a green roof system on the Doisy Research Center for stormwater management and have more recently added a native plant garden and two rain barrels behind Beracha Hall.
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%)	2	2	3	A honeycomb grass paver system is installed at both the Med Rec Complex and the Doisy Research Center in emergency and service vehicles parking area. Also, as mentioned above, there is a new pervious path being added as part of the campus stormwater project.
TAKING GREEN HOME					
WT3.1	**Employee Education:** Have you provided learning opportunities or information materials to employees to encourage conserving water at home?	0	2	2	The SLUstainability Expo is an informational event to promote sustainable practices on and off campus. Additionally, the Green Billiken provides information on the website greenbilliken.slu.edu and through twitter @greenbilliken to encourage and help offer suggestions and resources to the campus community.
	WATER TOTAL	**11**	**15**	**16**	

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:** Has your company conducted 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)	0	0	5	At this time no commuter survey has been conducted.
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.)	3	3	3	Student discount Metro passes are available as well as pre-tax metro passes to employees managed by Parking & Card Services.
T1.3	**CarSharing:** Does your company participate in RideFinders, RideShare, WeCar or other car or vanpooling programs to reduce singe occupant car commuters?	1	2	2	SLU has partnered with RideFinders to offer carpooling opportunities SLU also offers a van pool through Transportation Services. The van pool program allows clubs and departments on campus to rent vans for university related business. By consolidating vans throughout campus, this saves on the purchase of additional vehicles sitting unused.
T1.4	**Telecommuting/Flex-time:** Does your company allow employees to telecommute or use flex-time?	1	1	1	While most campuses and departments have established standard business hours, these schedules vary throughout the University, depending upon the services provided. Condensed or flexible work week schedules are determined by the individual departments and are more common during the summer months. Telecommuting is an option available to employees. It is contingent upon the employee's job requirements and governed at the department level. Billiken Secure Connect is a Virtual Private Network (VPN) service that provides users secure
T1.5	**Virtual Meetings:** Does your company use a virtual meeting programs (WebEx, GotoMeeting) instead of traveling to meetings?	2	2	2	SLU offers many online classes and systems to provide remote viewing, FuzeBox and Tegrity. These systems enable classes to be either recorded or viewed online at anytime. Most meetings held on campus are within easy walking distance. SLU also provides a free shuttle service to transport students and employees between the main (Frost) campus and the medical school campus on South Grand. 2 shuttle services run from 7am -6pm Mon-Fri (during the school year) 1 shuttle service runs Mon- Fri 7am -7pm, Sat 7-6pm SLU Ride program operates shuttle services for on call operations at night and weekends on
DESIGNATED PARKING SPOTS					
T2.1	**Carpool Parking:** Does your company provide dedicated carpool/vanpool parking spaces at the workplace?	0	0	2	Not currently.
BICYCLE COMMUTING					
T3.1	**Bicycle Parking:** Does your company provide bicycle parking for bike commuters at the workplace? (2pt) Does your company have or provide access to showers and/or changing facilities for bicycle commuters? (1pt)	3	3	3	Bike racks are installed at all major buildings, including indoor storage in our parking garages. Faculty and staff who bike to work can use the showers in Simon Rec Center without having a membership to the facility. Additional shower facilities are available at the Doisy Research Center and Salus Center for medical center campus employee use and our new downtown law school location is in close proximity to the Big Shark bike/shower facility.
T3.2	**Bicycle Advocacy:** Does your company promote Bike-to-Work Day for your employees? (1pt) Is your company enrolled in Trailnet's Shift Your Commute contest? (2pts) Have you hosted a Bicycle Commuting Workshop (provided by Trailnet or other source)? (2 pts)	0	1	5	SLU's Campus Recreation Center has offered a Bike to Work Day for all students, faculty and staff.
TRAVEL					
T4.1	**Car Rental:** Does you company have a policy to require fuel-efficient or hybrid vehicles when renting cars (see U.S. EPA Green Vehicle Guide)?	0	0	2	**No**
T4.2	**Travel Co2 Tracking:** Has your company calculated its business-related air or auto travel carbon foot print? (see terrapass.com for carbon calculator) (2 pts each)	0	0	4	**No**

TAKING GREEN HOME					
T5.1	**Employee Education:** Have you provided learning opportunities or information to employees to encourage reducing transportation emissions at home?	0	2	2	The SLUstainability Expo is an informational event to promote sustainable practices on and off campus, vendors such as: CMT, RideFinders and Trailnet will be present at the Expo. Additionally, the Green Billiken provides information on the website greenbilliken.slu.edu and through twitter @greenbilliken to encourage and help offer suggestions and resources to the campus community.
TRANSPORTATION TOTAL		**10**	**14**	**31**	

INNOVATION POINTS

Please list your innovations and proposed point totals in a word document to attach with scorecard

Scoring guidelines are listed below. All innovations will be reviewed by Green Business Challenge Staff

Additional documentation may be requested by Challenge staff

Visit www.stlouisgreenchallenge.com for examples and more information

Exemplary internal measure in pilot phase = 1 point	1			
Fully implemented exemplary measure having internal-only (company only) impact. = 1 point				
Pilot project with external benefits beyond the company = 2 points	2			
Fully implemented exemplary measure across the company with conservation and education ramifications beyond company operations. = 3 points	3			
INNOVATION TOTAL			**15**	

COMPLETED CASE STUDY

Add three points in grand total column below if case study was submitted by October 29				
CASE STUDY TOTAL		**3**	**3**	

Category Sub-Scores	Baseline Points	Final Points	Possible Points
Outreach	**29**	**64**	**75**
Energy	**41**	**46**	**66**
Indoor Environmental Quality	**18**	**24**	**31**
Waste	**38**	**49.5**	**72**
Water	**11**	**15**	**16**
Transportation	**10**	**14**	**31**