

PITTSBURGH
GREEN WORKPLACE
C H A L L E N G E

2011-2012 Competition Manual

Version 1.3.1 (1.3.12)

Green Workplace Challenge
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Table of Contents

<i>Overview</i>	3
<i>Why Compete?</i>	4
<i>The Green Workplace Challenge and the Pittsburgh Climate Action Plan</i>	5
<i>Oversight Committee</i>	6
<i>Actions and Points</i>	6
<i>Eligibility</i>	7
<i>Competition Categories</i>	8
<i>Confidentiality Statement</i>	9
<i>BUSINESS ACTIONS</i>	10
ENERGY STAR Portfolio Manager Actions.....	10
General Actions	16
Organizational Policy Actions	30
Event Actions.....	33
<i>PROPERTY MANAGER ACTIONS</i>	36
<i>APPENDIX A – PORTFOLIO MANAGER INFORMATION</i>	44

Overview

The Pittsburgh Green Workplace Challenge (GWC) enables businesses to participate in a friendly challenge program where they can receive due recognition for their sustainable actions and achievements. Actions that demonstrate measurable change provide companies with a baseline for comparison in the future. Consequently, the challenge includes a number of measurable and verifiable actions for businesses and property owners to implement, which results in earning points.

The GWC steps beyond national trendsetters in enabling businesses to actively track and receive credit and verification for their green actions in a safe and secure environment. Because the GWC involves the transfer of potentially sensitive information, all company data remain confidential. Only broad characterizations of competition performance (in the form of competition “points”) are public.

Many businesses rent rather than own their offices or buildings, but because buildings play such a significant role in sustainability, there will be separate competition categories for Businesses and Property Managers. Both business and property manager participants can track their current point totals using the GWC [leaderboard](#), which appears on the competition website and is updated monthly.

In order to give GWC participants adequate time to establish an energy usage baseline, implement actions, and make significant changes, the challenge will run for 12 months, starting in September of 2011. It concludes with participants being recognized for their efforts at an awards ceremony in October 2012.

The Pittsburgh Green Workplace Challenge (GWC) is an initiative of Sustainable Pittsburgh’s [Business Climate Coalition](#), comprised of a 22-member steering committee representing a cross section of Pittsburgh’s business community. [Sustainable Pittsburgh](#) is a nonprofit organization that affects decision-making in the Pittsburgh region to integrate economic prosperity, social equity, and environmental quality bringing sustainable solutions to communities and businesses.

Why Compete?

As the economy begins to recover, businesses are well-poised to evaluate current strategies and implement more sustainable policies and practices, leading to increased efficiency, higher productivity, and greater well-being for their employees and the communities in which they are based. The GWC enables businesses to participate in a friendly challenge program where they can receive due recognition for their sustainable actions and achievements.

By participating in the challenge, companies can:

- Improve performance
- Sustain a competitive edge
- Better manage utility expenses
- Capitalize on processes to save money by reducing waste, energy, and water use
- Create a positive work environment
- Gain public recognition for positive achievements.

In addition to the benefits participants will obtain by taking actions found in the competition manual, GWC participants will receive periodic newsletters with advice, case studies, and resources relating to sustainability, as well as invitations to pertinent monthly workshops.

Registration for the Green Workplace Challenge is free. See who has already taken up the challenge. Sign up today!

The Green Workplace Challenge and the Pittsburgh Climate Action Plan

The Green Workplace Challenge aspires to help participants save money and reduce emissions by using energy more efficiently, thus contributing to the primary goal of the [Pittsburgh Climate Action Plan](#), which is to reduce greenhouse gas emissions in the City of Pittsburgh 20% by 2020 (from 2003 levels) and improve our region's overall air quality.

The [2008 Pittsburgh Greenhouse Gas Emissions Inventory](#) showed that commercial buildings represent 47% of the city's greenhouse gas output—more than transportation and residential emissions combined. As a result, Pittsburgh's commercial sector is ripe for improvement. The Green Workplace Challenge assists regional businesses in reducing emissions from commercial buildings, while also accomplishing other business sector goals set forth in the Pittsburgh Climate Action Plan.

Sustainable Pittsburgh's Business Climate Coalition is part of the [Pittsburgh Climate Initiative](#), which works collaboratively in the Pittsburgh region to reduce greenhouse gases through measurable actions. The Business Climate Coalition was founded in 2008 to help Pittsburgh businesses advance cost-effective solutions for businesses in addressing energy usage and climate change. Other members of the Pittsburgh Climate Initiative include **Green Building Alliance**, the **City of Pittsburgh**, **PennFuture**, and **Pennsylvania Environmental Council**.

NOTE – Version 2.0 of the Pittsburgh Climate Action Plan is scheduled to be published in late 2011.

Oversight Committee

Sustainable Pittsburgh has formed an oversight committee for the Green Workplace Challenge in order to provide professional oversight and expertise, ensure that various stakeholders have a voice in the competition and ensure that the competition is fair. This committee is made of representatives from various-sized businesses, non-profits, the academic community and property managers.

A full list of oversight committee members and the organizations they represent can be found on the [Green Workplace Challenge website](#).

Actions and Points

All actions in the competition have been selected to be easily measured and verified. By requiring that specific documentation be submitted for each action completed, the Green Workplace Challenge ensures that the results are documented, fair, and verifiable. This also means that businesses/property managers will receive appropriate and substantiated credit for their achievements.

Completed actions (with appropriate documentation) will be submitted to the Green Workplace Challenge staff via the Green Workplace Challenge website, and a confirmation email will be sent once points have been awarded.

Only the Green Workplace Challenge Team will be able to access the information that is shared in EPA's Portfolio Manager and that is submitted for verification purposes through the Green Workplace Challenge website. Participating company utility data, costs, emissions, and verification documentation will never be shared with the public nor any other entity outside of the Green Workplace Challenge Team and Oversight Committee.

Businesses will compete by completing as many of the 53 action items as possible that are listed in this manual and on the GWC website. Point values have been set in order to 1) Most highly reward actions which have a **direct** impact on electric, natural gas, or water usage, or greenhouse gas emissions, and also 2) Reflect the increasing degree of difficulty that comes with additional incremental reductions in energy and water usage.

Businesses are able to receive points retroactively for actions that have been completed since September 2010 (provided they submit the appropriate verification).

Points will be awarded upon submission of the appropriate verification materials for each action through the Green Workplace Challenge website. EPA's ENERGY STAR Portfolio Manager-related points will be verified when the business creates a Portfolio Manager account and uses the "Share Facilities" option to make energy usage data visible to Green

Workplace Challenge staff (See "[How to Get Started](#)"). Emails will be sent to business representatives when points have officially been awarded, or if additional verification is required.

Details on how to earn points for each action are listed in the BUSINESS ACTIONS and PROPERTY MANAGER ACTIONS sections of this guide.

Actions marked with an asterisk (*) are repeatable. Details can be found in the action descriptions.

Eligibility

All organizations with operations in Southwestern Pennsylvania are invited to participate in the Green Workplace Challenge.

In order to be eligible to compete, your business must:

- Operate in at least one building within Southwestern Pennsylvania ([see map here](#)), and have continually occupied that space since at least September 2010.
- Have access to utility bills dating back to September 2010 for electric, natural gas, or water usage within the space in which the business operates.
 - Participants are expected to update Portfolio Manager (see "[How to Get Started](#)") monthly with utility usage data throughout the duration of the competition.
 - Although businesses are only *required* to have access to bills dating back to September 2010 for *one* type of utility in order to compete, the more utilities that are entered into Portfolio Manager, the more points your business will receive.
- Be able to report the floor space (sq ft) in which the business operates.
- Be able to report the number of full-time employees and personal computers operating within the space. (Offices only)
- Register for the competition on the Green Workplace Challenge website by October 31, 2011.

If your business has been located in its current facility for less than one year, you are invited to participate in the Green Workplace Challenge as an "Observer." Portfolio Manager requires 12 months of prior utility usage data to establish a baseline, therefore only businesses which are able to establish baselines are eligible to compete for awards. Additionally, non-profit organizations are invited to participate in the Green Workplace Challenge as Observers. Observers will receive participant newsletters, be invited to participate in workshops, and appear on a separate leaderboard.

Competition Categories

Businesses will compete in one of three categories determined by size:

- Small organizations (less than 50 employees)
- Medium organizations (50 to 999 employees)
- Large organizations (1000 or more employees)

Property managers will be competing separately from businesses who occupy a space. The reason for having separate business occupant and property manager categories is that the incentives and abilities to take energy efficiency and sustainability actions typically differ depending upon whether you are a property manager versus a business occupant. Business occupants can directly influence their everyday practices, but oftentimes reside in a building whose performance is under the control of a property manager. Property managers can influence the performance of buildings, but are often challenged with the way their tenants operate.

Higher performance in this competition can occur when property managers and business occupants both sign up for the competition and help each other achieve high performance in their respective categories by supporting one another through mutually beneficial actions.

Upon completion of the Green Workplace Challenge a winner will be announced for each category. All participants will also be recognized based on the points they earned over the course of the competition.

Confidentiality Statement

The Pittsburgh Green Workplace Challenge recognizes the paramount importance of maintaining the confidentiality of information from participating organizations. All participant data will remain entirely confidential and will be used strictly for verification purposes, for the purposes of awarding points for the competition, and to aggregate program results, such as the overall total amount of energy and emissions saved across all participants in the program.

Only the Green Workplace Challenge Team will be able to access the information that is shared in EPA's Portfolio Manager and that is submitted for verification purposes through the Green Workplace Challenge website. Participating company utility data, costs, emissions, and verification documentation will never be shared with the public nor any other entity outside of the Green Workplace Challenge Team and Oversight Committee.

The Green Workplace Challenge will update its leader board page at least once per month. This page consists of a display of the total number of competition points awarded to each participating organization, according to the number of verified actions that the participating organization has undertaken. The leader board will be shared with the public.

Participants who create an account on the Green Workplace Challenge website will be able to view the actions that they have completed as well as the actions that other participants have completed. This information will not be shared publically.

The Green Workplace Challenge will share with the public the overall competition results, which may include aggregated information across all participants, such as aggregated cost savings, aggregated total amount of reduced emissions, and aggregated total amount of energy savings.

BUSINESS ACTIONS

ENERGY STAR Portfolio Manager Actions

1

4 points

Create an ENERGY STAR Portfolio Manager account, and give read-only access to GWC staff.

Create an account for your organization on the EPA's ENERGY STAR Portfolio Manager site and start tracking your electric, natural gas, and water consumption. This will enable you to see the results of your efforts throughout the course of the challenge.

Verification:

When your Portfolio Manager account has been created, add a property and answer the associated questions about your space. Then, on your homepage, under "Work with Facilities," click "Share Facilities," then under "Select a Portfolio Manager Master Account," choose "Sustainable Pittsburgh – SUSTAINABLEPITTSBURGH," then "Green Workplace Challenge 2011-2012." Notify the Green Workplace Challenge when your account has been created by using the "Submit Actions" section of the Green Workplace Challenge website.

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- [Getting Started with the Green Workplace Challenge](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

2

8 points

Establish a baseline for your electric usage in Portfolio Manager, and share with GWC staff.

Establishing a baseline enables Portfolio Manager to give your facility an ENERGY STAR rating, which tells you how your facility compares to other facilities of similar size and function. A baseline will also cover a large enough timeframe to show your improvements over the course of the competition.

Verification:

In order to establish a baseline, 12 consecutive months of electric usage data must be entered into Portfolio Manager (from September 2010 through August 2011). You will receive 8 points when your facility data is shared with the Green Workplace Challenge

(see Verification for Action 1) and your baseline is confirmed by GWC staff. Notify the Green Workplace Challenge when you have entered a baseline by using the “Submit Actions” section of the Green Workplace Challenge website.

(Note: To receive these points you must submit all electric data throughout the duration of the competition. For example, if you submit electric usage from September 2010 through August 2011, but fail to submit your electric usage during the competition these points will be taken away.)

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

3

4 points

Establish a baseline for your natural gas usage in Portfolio Manager, and share with GWC staff.

Establishing a baseline enables Portfolio Manager to give your facility an ENERGY STAR rating, which tells you how your facility compares to other facilities of similar size and function. A baseline will also cover a large enough timeframe to show your improvements over the course of the competition.

Verification:

In order to establish a baseline, 12 consecutive months of natural gas usage data must be entered into Portfolio Manager (from September 2010 through August 2011). You will receive 4 points when your facility data is shared with the Green Workplace Challenge (see Verification for Action 1) and your baseline is confirmed by GWC staff. Notify the Green Workplace Challenge when you have entered a baseline by using the “Submit Actions” section of the Green Workplace Challenge website.

(Note: To receive these points you must submit all natural gas data throughout the duration of the competition. For example, if you submit natural gas usage from September 2010 through August 2011, but fail to submit your natural gas usage during the competition these points will be taken away.)

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

4

4 points

Establish a baseline for your water usage in Portfolio Manager, and share with GWC staff.

Although water usage is not taken into account by Portfolio Manager when assigning ENERGY STAR ratings, by establishing a year-long water usage baseline your organization will be able to measure improvements over the course of the competition and be awarded points for reductions.

Verification:

In order to establish a baseline, 12 consecutive months of water usage data must be entered into Portfolio Manager (from September 2010 through August 2011). You will receive 4 points when your facility data is shared with the Green Workplace Challenge (see Verification for Action 1) and your baseline is confirmed by GWC staff. Notify the Green Workplace Challenge when you have entered a baseline by using the “Submit Actions” section of the Green Workplace Challenge website.

(Note: To receive these points you must submit all water data throughout the duration of the competition. For example, if you submit water usage from September 2010 through August 2011, but fail to submit your water usage during the competition these points will be taken away.)

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

5

POINTS VARY

Include utility costs in Portfolio Manager updates.

While not required in order to participate in the Green Workplace Challenge, by entering your utility costs in Portfolio Manager each month, you will be better able to track the direct impact that your energy and water reductions have on your bottom line. The Green Workplace Challenge may periodically share aggregate utility cost reductions with the public, but will remove all business identifiers.

Verification:

Receive 1 point per type of utility cost (electric, natural gas, water) included in your Portfolio Manager updates when your facility data (including utility costs) is shared with the Green Workplace Challenge (see Verification for Action 1). *Therefore, you may receive a maximum of 3 points for this action, if you include costs for electric, natural gas, and water usage.* Notify the Green Workplace Challenge when this occurs through the “Submit Actions” section of the Green Workplace Challenge website.

(Note: To receive these points you must submit all energy and water cost data throughout the duration of the competition. For example, if you submit energy and water costs from September 2010 through August 2011, but fail to submit cost data during the competition you will not earn these points.)

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

6

5 points

Use Portfolio Manager to develop a carbon emissions inventory of your building portfolio.

As energy usage information is entered for each of your properties, Portfolio Manager calculates the total emissions associated with the building. In order to quantify emissions, Portfolio Manager employs regional factors that reflect the fuels and technologies used to generate energy within each region.

Verification:

Receive 5 points once all properties in your Portfolio Manager account have enough energy information reported for Portfolio Manager to generate a total greenhouse gas emissions figure for each. Notify the Green Workplace Challenge when this occurs through the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

7

POINTS VARY

Achieve energy usage reductions from your baseline.*

Receive 2 points for each percentage of energy reduction achieved up to 5%, 3 points for every additional percentage reduction achieved up to 10%, and 4 points for every additional percentage reduction beyond 10%. Reductions can be seen on the “My Portfolio” homepage in Portfolio Manager.

Verification:

Energy usage will be checked by the Green Workplace Challenge monthly, and the appropriate points will be awarded.

(Note – Points for this action are not final until the end of the Green Workplace Challenge. For example, if energy usage is reduced by 10% from the baseline and then returns to baseline usage, those points will be taken away.)

Resources:

- [Portfolio Manager Guidelines for Energy Management Overview](#)
- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

8

POINTS VARY

Achieve water usage reductions from your baseline.*

Receive 2 points for each percentage of water usage reduction achieved up to 5%, 3 points for every additional percentage reduction achieved up to 10%, and 4 points for every additional percentage reduction beyond 10%. Reductions can be seen on the “My Portfolio” homepage.

(Reducing water usage can lower your water bill and carbon footprint, although water consumption and reduction will not affect your building’s ENERGY STAR rating.)

Verification:

Water usage will be checked by the Green Workplace Challenge monthly, and the appropriate points will be awarded.

(Note – Points for this action are not final until the end of the Green Workplace Challenge. For example, if water usage is reduced by 10% from the baseline and then returns to baseline usage, those points will be taken away.)

Resources:

- [EPA WaterSense](#)
- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

9

5 points

Earn ENERGY STAR certification for your building.*

ENERGY STAR certification is awarded to buildings with an ENERGY STAR rating of 75 or higher on EPA's 1-100 energy performance scale, indicating that the facility performs better than at least 75% of similar buildings nationwide. Once your building has earned this 75+ rating follow the instructions on how to apply for the certification and your organization will receive a decal for the building to signify your accomplishment.

Receive 5 points for each ENERGY STAR certified building for which you submit documentation. Certification must be current (September 2010 or more recent) to receive points.

Verification:

Receive 5 points for earning ENERGY STAR certification for one or more of your organization's buildings. Upload a copy of your ENERGY STAR certification (in .pdf format) in the "Submit Actions" section of the Green Workplace Challenge website.

Resources:

- [The ENERGY STAR for Buildings and Manufacturing Plants](#)
- [Portfolio Manager Frequently Asked Questions](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

General Actions

10

1 point

Create an internal “Green Team.”

Establish a “Green Team” within your organization. It is usually a good idea to start by asking for volunteers. This group will develop, implement and track green initiatives, and must consist of at least two members.

Verification:

Receive 1 point for submitting to the Green Workplace Challenge the names and contact information for all members in your organization’s green team, as well as a description of the team’s mission and goals, the team’s meeting schedule, minutes from the most recent meeting and a plan of action.

Please put all of this information into one document and upload it in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- [ENERGY STAR – Creating a Green Team](#)

11

1 point

Dedicate a staff member as the primary contact for sustainability in your organization.

By dedicating a staff member, you give employees a go-to-person for sustainability ideas and questions. A growing number of businesses around the world and here in Southwestern Pennsylvania have appointed Sustainability Officers/Coordinators. There are already a significant number of such personnel from leading companies in our region and internationally. Sustainability coordinators are eligible to participate in a regional professional development affinity group called the C4S Sustainability Coordinators. This group is proving valuable to businesses as their personnel strive to advance their knowledge, highlight achievements, and learn from others toward implementing best emerging practices for sustainable business solutions.

Verification:

Receive 1 point for submitting to the Green Workplace Challenge the name, title, contact information, and job description of your dedicated staff member. Additionally, please describe the process this individual follows to act upon others’ ideas and questions.

Please put all of this information into one document and upload it in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- [Champions for Sustainability – Sustainability Coordinators](#)

12

1 point

Create and distribute a green newsletter to your employees.

Becoming a green organization requires changes and organization-wide participation. Distributing a green newsletter can be a great way to keep everyone informed of changes taking place and the progress being made. Newsletters can be distributed weekly, monthly, or seasonally based on what your organization feels will be most useful. This newsletter may be circulated either internally, or internally and externally.

Verification:

Receive 1 point for submitting to the Green Workplace Challenge a copy of your most recent **2** newsletters. Upload your newsletters (in .pdf format) in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- Be sure to include what your company is doing to go green!
- Regional green resources
 - [Sustainable Pittsburgh 3E Links](#)
- National green resources
 - [NY Times Green Blog](#)
 - [NPR](#)

13

1 point

Develop and post your sustainability policy to company website.

Posting your sustainability policy to your website makes it easy for both your customers and your employees to see what your organization’s standards are regarding sustainability and the environment.

Verification:

Receive 1 point for posting your sustainability policy to your company website and submitting the link through the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- Example – [Bayer Sustainable Development Policy](#)

14

2 points

Conduct an energy audit.*

Energy audits can help an organization see where it is wasting energy and offers ways to mitigate the found issues. Implementing a suggested action will not only help you complete this action, but could also help you achieve significant energy reductions from your baseline (Action 7).

You may receive credit for this action up to 4 times (conducting 4 or more energy audits would earn you 8 points) over the course of the competition.

Verification:

Receive 2 points either by submitting a copy of your energy audit **or** a letter from the auditor confirming they have completed an audit of your office/facility through the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- Southwestern Pennsylvania Commission – [Energy Savings Program](#)
- [Conservation Consultants Inc.](#)

15

1 point

Implement a suggested action from the energy audit.*

Implementing suggested energy audit actions can go a long way towards helping your organization achieve significant reductions in energy usage.

Receive 1 point for each suggested energy audit action that you implement (4 points maximum).

Verification:

Submit an explanation of the chosen recommended action, as well as proof of implementation. Acceptable proof includes:

- An invoice, statement, receipt, or proof of purchase, **AND**
- A statement of completion on official letterhead from the company executing the service or supplying the goods. If the implementation was done in-house, provide an internal document demonstrating that the action was completed.

If the action taken required an inspection or permit, a copy of the inspection report or a copy of the permit can serve as proof of implementation.

Please put all of this information into one document and upload it in the “Submit Actions” section of the Green Workplace Challenge website.

16

POINTS VARY

Purchase “green power” from a renewable energy source .*

Every organization needs power; why not make it green power? By purchasing green power you can ensure that renewable energy sources are being utilized and invested in.

To receive points for taking this action, you must purchase green power for **at least 5 consecutive months**. *If you purchase green power for 10 or more consecutive months, your points will be doubled.*

Verification:

Receive points for submitting copies of your utility bills from the appropriate months that demonstrate green power purchased as a percentage of total monthly power usage through the “Submit Actions” section of the Green Workplace Challenge website.

Receive 5 points for every 10% of total power usage purchased – 5 points for 10% purchased, 10 points for 20% purchased, and so on.

Resources:

- [PA Power Switch – Find Electric Suppliers](#)
- U.S. Department of Energy – [Renewable Energy Certificates \(RECs\)](#)
- U.S. Department of Energy – [Green Power Marketing](#)

17

1 point

Install motion sensors or programmable light switches.

One way to ensure energy is not being wasted on lighting empty rooms is to install motion sensor switches. These sensors will automatically turn the lights off in an area after a set time of inactivity.

In order to receive 1 point, at least 1 motion sensor or programmable light switch must be installed for every 200 sq ft of office space (as determined by your Portfolio Manager building profile).

Verification:

Submit information about your motion sensors and/or programmable light switches; include the manufacturer, building in which it was installed, and their spec sheets. Verification of installation is also required – acceptable proof includes photos and/or contractor invoices.

Please put all of this information into one document and upload it in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- [Eco-Friendly Lighting/Light Bulbs - Controls and Switches](#)
- GreenYour – [Light Timers and Motion Sensors](#)

18

POINTS VARY

Use on-site renewable energy.*

On-site energy generation enables your organization to utilize its surroundings and significantly reduce greenhouse gas emissions. On-site solar and wind installations can be reported and verified through Portfolio Manager. **Receive 6 points for each 10% of total power usage that is generated through your on-site installation during a 5-month period** – 6 points for generating 10% of your total power usage, 12 points for generating 20% of your total power usage, and so on. *If you use on-site renewable energy for 10 or more consecutive months, your points will be doubled.* If your organization is not using Portfolio Manager, a site visit may be required to earn these points.

Verification:

Required documentation:

- A photograph of your on-site renewable energy installation
- Details about the system (type, manufacturer, system potential, and system actual annual power generation)
- Verification of the percentage of your monthly energy or electricity use that the on-site system represents. Portfolio Manager data may serve as this verification for solar and wind systems.

Please put all of this information into one document and upload it in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- Solar:
 - PennFuture – [Three Rivers Solar Source](#)
- Geothermal:
 - [Geothermal Energy System Businesses in PA](#)
 - Thar Energy LLC - [Geothermal](#)
- Wind:
 - Green Building Alliance – [Wind Energy](#)

19

3 points

Enroll in a demand response program.

Demand response is a conservation program that pays electric consumers to reduce their electric usage in response to high prices or emergencies on the electric

grid. Building owners/operators that have the ability to reduce their HVAC, lighting or other energy-consuming devices for short periods of time, or those with backup generation are excellent candidates to participate in demand response programs.

Organizations that sign up for demand response programs typically agree to install hourly metering and commit to achieve a minimum power usage level if called upon during peak demand periods of electrical grid power usage in exchange for guaranteed subsidies based on the level of that minimum power usage level. The subsidies are paid whether or not that company ever receives the call, but can be forfeited with penalties if the pledged usage level is not achieved in the event of receiving the call.

Verification:

Receive 3 points for enrolling in a demand response program. In order to be credited for this action, submit documentation (via the “Submit Actions” section of the Green Workplace Challenge website) showing that your demand response program application has been accepted.

Resources:

- [How Demand Response Works](#)
- PJM – [Demand Response Program](#)
- ClearChoice Energy – [Demand Response](#)

20

POINTS VARY

Conduct a seasonal thermal comfort survey.

By conducting a thermal comfort survey, building managers can ensure that they are providing a comfortable working environment for everyone in the office. Also, avoiding overheating in the winter and overcooling in the summer can save significant amounts of energy over the course of the year.

Verification:

Receive 1 point for distributing a thermal comfort survey to your employees and receiving responses from >25% of your employees. Receive 2 points for receiving responses from >50% of your employees. Receive 3 points for receiving responses from >75% of your employees.

Submit the survey results through the “Submit Actions” section of the Green Workplace Challenge website (Employee names and/or personal information is not required).

Resources:

- Center for the Built Environment – [Sample building evaluation survey](#)
- [NYC Thermal Comfort Survey](#)

21

2 points

Earn Zero Waste Pittsburgh ZIP certification.

The Pennsylvania Resource Council's Zero Waste Pittsburgh program offers a certification process that is designed to recognize and document efforts by organizations to minimize the amount of solid waste going to landfills and facilitate environmentally friendly and sustainable practices for handling wastes generated at their facilities.

Verification:

Receive 2 points by earning any level of ZIP Certification. Zero Waste will inform the Green Workplace Challenge when your organization has been certified.

Resources:

- [Zero Waste Certification – The ZIP Program](#)

22

1 point

Become a Bike Friendly Employer.

One of the best ways to promote bicycle commuting within an organization is to show your employees that you support bicycling by becoming a Bike Friendly Employer. BikePGH will provide your organization with information and resources to support and encourage bicycling to work.

Verification:

BikePGH will inform the Green Workplace Challenge when your organization has been certified as a Bike Friendly Employer.

Resources:

- [Bike Pittsburgh – Bike Friendly Employer](#)

23

1 point

Promote and distribute reusable containers to all employees.

Equipping your employees with reusable canteens, mugs, or coffee travel cups reduces the use of disposable containers such as paper or Styrofoam cups. It also eliminates the need for bottled water, which can save money and reduce emissions.

Verification:

Submit documentation of your organization's reusable container campaign; include the number of items distributed, date distributed, and a photo of the item.

Please put all of this information into one document and upload it in the "Submit Actions" section of the Green Workplace Challenge website.

24

2 points

Install sustainable landscaping.

Sustainable landscaping includes rain gardens, rain barrels, bioswales, permeable pavements, green walls, green roofs, and tree planting. Each of these landscaping projects helps reduce rain water runoff which reduces storm water overflow.

Verification:

Receive 2 points for installing sustainable landscaping by uploading a picture of your completed project in the “Submit Actions” section of the Green Workplace Challenge website. Multiple offices competing within the same building may be credited for the same sustainable landscaping projects.

Resources:

- [The Science of Stormwater: Pittsburgh Experiments With Green Infrastructure](#)
- [3 Rivers Wet Weather](#)
- [Three Rivers Rain Garden Alliance](#)
- Nine Mile Run Watershed Association - [StormWorks](#)
- [Tree Pittsburgh](#)

25

2 points

Conduct a transportation survey.*

Conducting a transportation survey allows an organization to better understand how their employees travel to work. This will then enable the company to see the best way to encourage alternative modes of transportation, and establish a commuting baseline.

You may receive credit for this action up to 2 times (conducting two or more transportation surveys will earn you 4 points) over the course of the competition.

Verification:

Receive 2 points for distributing a transportation survey to your employees, receiving responses from >50% of your employees, and submitting the results in the “Submit Actions” section of the Green Workplace Challenge website. (Unique employee number, zip code, and travel mode must be included. Employee names and/or personal information is not required)

Resources:

- [CommuteInfo](#) can help your organization arrange a survey, or you may create your own commuter survey as long as at least a unique employee number, zip code and travel mode are collected.

26

POINTS VARY

Decrease the number of low-occupancy vehicle users.*

Reducing the number of low-occupancy vehicle users (one occupant per vehicle) helps employees save money and shrink their carbon footprint. It also reduces the overall greenhouse gas emissions of the city.

You may receive credit for this action up to one time per month (submitting survey results with at least a 50% response rate that show reductions from your initial baseline in the number of low-occupancy vehicle users) over the course of the competition. Points awarded are based on degree of reduction (see action verification).

Verification:

Conduct a second commuter survey and receive responses from >50% of your employees with results that show a reduction in low-occupancy vehicle users. **Receive 1 point for each 10% reduction in the number of low-occupancy vehicle users** – 1 point for a 10% reduction, 2 points for a 20% reduction, and so on. Submit the survey results in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- The same survey used in action 25 (Conduct a transportation survey) must be distributed again to ensure consistency.

27

POINTS VARY

Increase the number of high-occupancy vehicle users.*

Increasing the number of employees that commute to and from work in a high-occupancy vehicle (two or more occupants per vehicle) helps employees save money and shrink their carbon footprint. It also reduces the overall greenhouse gas emissions of the city.

You may receive credit for this action up to one time per month (submitting survey results with at least a 50% response rate that show an increase from your initial baseline in the number of high-occupancy vehicle users) over the course of the competition. Points awarded are based on degree of increase (see action verification).

Verification:

Conduct a second commuter survey and receive responses from >50% of your employees with results that show an increase in high-occupancy vehicle users. **Receive 1 point for each 10% increase in high-occupancy vehicle users** – 1 point for a 10% increase, 2 points for a 20% increase, and so on. Submit the survey results in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- The same survey used in action 25 (Conduct a transportation survey) must be distributed again to ensure consistency.

28

1 point

Use CommuteInfo to help promote commuting alternatives.

Commuteinfo is designed to increase the number of people who travel to work or school by riding [transit](#), [carpooling](#), [vanpooling](#), or [bikepooling](#). They operate specifically in Southwestern PA, and can help your organization initiate ridesharing programs.

Verification:

Contact CommuteInfo and schedule a free individualized employer transportation needs assessment. After completing the assessment and holding at least one outreach event with employees, CommuteInfo will inform the Green Workplace Challenge and you will receive 1 point.

Resources:

- CommuteInfo – [For Employers](#) or call **1-888-819-6110**.

29

1 point

Participate in car-sharing program (Zipcar).

Zipcar’s car-sharing program is not only green and convenient, but it can also save your organization money on travel costs such as gas, insurance, and parking.

Verification:

Receive 1 Point when your organization signs up for a Zipcar membership. Report that you have created a Zipcar account in the “Submit Actions” section of the Green Workplace Challenge website, and Zipcar will verify your membership.

Resources:

- Zipcar for Business – [Is Zipcar for you?](#)
- Zipcar for Business – [Rates and Plans](#)

30

2 points

Purchase an electric or hybrid corporate vehicle.*

Obtaining an electric or hybrid vehicle for your organization will lower the amount of gasoline burned and lower your greenhouse gas emissions. These efficient vehicles may require a slightly higher initial investment, but when you factor in gas it can save your organization money and reduce travel emissions.

You may receive credit for this action up to 4 times (purchasing 4 or more electric or hybrid corporate vehicles will earn you 8 points) over the course of the competition.

Verification:

To receive 2 Points submit a photo of the vehicle in front of your building, and report the vehicle's make, model, MPG, date of purchase/lease, and registration.

Please put all of this information into one document and upload it in the "Submit Actions" section of the Green Workplace Challenge website.

Resources:

- [Hybrid Cars Comparison](#)

31

3 points

Replace or retrofit an older diesel vehicle owned by your company.*

Diesel exhaust is a major source of air pollutants, including particulate matter (soot) and nitrogen oxides, which are linked to numerous human health and environmental issues. Replacing or retrofitting one or more diesel engines owned by your business enables you to greatly reduce emissions.

You may receive credit for this action up to 4 times (replacing or retrofitting 4 or more older diesel vehicles will earn you 12 points) over the course of the competition.

Verification:

To receive 3 points for a retrofit, submit a receipt for the purchase of the retrofit, a description of the retrofit used, and a photo of the installed retrofit.

To receive 3 points for replacing an older diesel vehicle (such as a pre-1984 truck or pre-1996 nonroad equipment), submit a photo of the vehicle in front of your building, the vehicle's make, model, date of purchase/lease, and registration, as well as the make, model, and year of the vehicle which it replaced.

Please put all of this information into one document and upload it in the "Submit Actions" section of the Green Workplace Challenge website.

Resources:

- EPA – [National Clean Diesel Campaign](#)

32

2 points

Provide bike racks or bike storage.

Providing a secure location for employees to store bicycles during the workday is a key step in enabling your employees to commute by bicycle. It is also a great way to show employees and visitors that your organization supports alternative transportation.

Verification:

To receive 2 points, submit a photo of the office entrance with an installed bike rack in the “Submit Actions” section of the Green Workplace Challenge website. (be sure to include the office entrance—we want to see where it is located, not just a picture of a bike rack!), or a photo of your bicycle storage area.

Resources:

- Bike PGH – [Purchase bike racks](#)

33

1 point

Provide showers and changing facilities.

Providing showers and changing facilities helps encourage bicycling, walking, and other self-powered modes of transportation by giving employees the means to freshen up. Not all offices have the ability to install a shower or changing facility on site, so we also accept gym memberships if the location is within close proximity to the office.

Verification:

Receive 1 point for submitting an explanation of how your organization provides showers and changing facilities to all interested employees, as well as a photograph and building floor plan (for showers located within the building) in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- [YMCA of Greater Pittsburgh](#)

34

1 point

Calculate your organization’s commuter and travel footprints.

Knowing your organization’s commuter footprint enables you to see the daily carbon impact of commuting, and adding in the travel footprint helps you see your yearly impact. This number can be used as a benchmark to promote reduction and gives the organization the ability to purchase accurate carbon offsets.

Use *NativeEnergy’s* Business Carbon Footprint Calculator to determine your organization’s travel and commuter footprints. If you have already conducted a transportation survey (Action 25), input those survey results in the Calculator.

Verification:

When you are finished, submit your results in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- [NativeEnergy’s Business Calculator](#)

35

POINTS VARY

Purchase CO2 offsets for your company.*

Reducing CO2 emissions is always a priority, but for the carbon that cannot be eliminated, CO2 offsets can be purchased.

To receive points for taking this action, you must purchase CO2 offsets for **at least 5 consecutive months**. *If you purchase CO2 offsets for 10 or more consecutive months, your points will be doubled.*

Verification:

Purchase CO2 offsets to offset your business’ monthly natural gas usage. **Receive 5 points for each 10% of natural gas usage you offset (for a 5-month period)**. For example, offsetting 10% of your usage earns your organization 5 points; offsetting 20% of your usage earns 10 points, and so on. Submit scanned or photocopied images of your offset certificate(s), as well as copies of your utility bills from the appropriate months in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- Carbon Offset Research and Education – [What are Offsets?](#)
- Carbon Offset Research and Education – [Offset Providers](#)

36

2 points

Make your achievements public.*

While the Green Workplace Challenge is a friendly competition, the real goal is to make our region more sustainable. By sharing your achievements with other organizations, you promote further advancements and conversations in the area of sustainability.

You may receive credit for this action up to 4 times (submitting 4 or more PDFs will earn you 8 points) over the course of the competition.

Verification:

Receive 2 points for submitting a PDF summarizing what your organization is doing to become more sustainable in the “Submit Actions” section of the Green Workplace

Challenge website. This summary may be posted on the Green Workplace Challenge website and/or emailed to participants.

Resources:

- Business Climate Coalition – [Case Studies](#)

37

1 point

Refer another business or property manager to participate in the Green Workplace Challenge.*

You may receive credit for this action up to 4 times (referring 4 or more participants will earn you 4 points) over the course of the competition.

Verification:

Receive 1 point when another GWC participant signs up for the challenge and designates your organization in the “Referred By” field.

Organizational Policy Actions

Verification:

All policy actions will be verified by submitting a signed copy of the policy your organization is adapting. The policy should be signed by either the regional or national leadership figure for your organization.

Organizations are welcome to submit documents that include more than one of the following policies. Please submit a copy of the document for each policy it applies to, including the date that the policy was adopted, and how often it is updated.

Please put all of this information into one document and upload it in the “Submit Actions” section of the Green Workplace Challenge website.

38 **1 point**
Adopt an Energy Strategy and Improvement Plan.

Example: [New York University](#)

39 **1 point**
Adopt a Green Equipment Purchasing Policy.

Example: [Rutgers Green Purchasing Policy](#)

40 **2 points**
Create a formal telecommuting policy.

Example: [Telecommute](#)

41 **1 point**
Create a formal flex-time policy.

Example: [Flex-time 1](#), [Flex-time 2](#), [Flex-time 3](#)

42 **1 point**
Create an employee benefit program for alternative transit.

Example: [Tax Benefits](#)

43 **2 points**
CEO-written support of sustainability.

Example: [Nike](#), [Eaton](#)

44 **1 point**
Establish sustainability guidelines.

Example: walmartstores.com/sustainability/

45 **1 point**
Establish a waste reduction policy.

Example: [TCS](#), [UNC Charlotte](#)

46 **1 point**
Policy requiring ENERGY STAR for new equipment.

Example: [University of Montana](#)

47 **1 point**
Policy to eliminate individual heaters and fans.

Example: [Nebraska Department of Roads](#)

48 **1 point**
No idling plan for loading zones and parking lots.

Example: National Resources Defense Council – [Sample No-Idling Policy](#)

49 **1 point**
Establish a recycling policy.

Example: [CMU](#)

50 **2 points**
Establish a policy prohibiting bottled water purchases.

Example: [Bottled Water Policy](#)

51 **1 point**
Require fuel-efficient company cars and rentals.

Example: [Graymont](#)

52

3 points

Adopt a Clean Construction Policy.

Resources:

- EPA – [Clean Construction USA](#)
- [Harvard Diesel Emissions Controls for Construction Vehicles](#)
- [Cook County Green Construction Ordinance](#)
- City of Pittsburgh – [Clean Air Act of 2010](#)

Event Actions

53

1 point

Hold a workshop to educate employees.*

Hold an educational workshop for your employees on energy efficiency, climate, carbon, or related issues.

You may receive credit for this action up to 4 times (holding 4 or more employee workshops will earn you 4 points) over the course of the competition.

Verification:

Submit a description of the event, including the date, location, topics to be covered, and target audience. Also include a copy of the attendance list (if names cannot be shared, please note number of attendees from each department), and any presentations or handouts that were used.

Please put all of this information into one document and upload it in the “Submit Actions” section of the Green Workplace Challenge website.

54

1 point

Host an educational workshop open to businesses participating in the Green Workplace Challenge.*

If you are interested in hosting a GWC participant workshop at your business, please contact the Green Workplace Challenge at gwc@sustainablepittsburgh.org. Requests will be handled on a first-come, first-served basis, considering available workshop space and dates.

You may receive credit for this action up to 4 times (hosting 4 or more workshops for GWC participants will earn you 4 points) over the course of the competition.

Verification:

Submit a description of the event, including the date, location, topics to be covered, and target audience. Also include a copy of the attendance list (if names cannot be shared, please note number of attendees from each business), and any presentations or handouts that were used.

Please put all of this information into one document and upload it in the “Submit Actions” section of the Green Workplace Challenge website.

55

2 points

Sponsor or volunteer for a community environmental event.*

Get involved in your community by having your business sponsor an environmental event, or having your business' employees volunteer at an environmental event.

You may receive credit for this action up to 4 times (sponsoring or volunteering at 4 or more community environmental events will earn you 8 points) over the course of the competition.

Verification:

Submit a description of the event, including the date, location, and goal of the event, as well as a photo from the day of the event.

Please put all of this information into one document and upload it in the "Submit Actions" section of the Green Workplace Challenge website.

Resources:

- Pittsburgh Parks Conservancy – [Get Involved](#)
- GTECH Strategies – [Upcoming Events](#)
- [Pittsburgh Cares](#)
- [Allegheny CleanWays](#)

56

1 point

Hold an event at a LEED certified building.*

According to the U.S. Green Building Council, as of April 2011, Pennsylvania is home to 362 LEED certified buildings, 68 of which are located in Pittsburgh. By holding a meeting, workshop, conference, or other event in a LEED certified building, you show support for green building projects in our region, and may even learn some techniques to make your own building(s) more efficient.

You may receive credit for this action up to 4 times (holding 4 or more events at LEED certified buildings will earn you 4 points) over the course of the competition.

Verification:

Submit a description of the event, including the date, location, and purpose of the event, as well as a photo from the day of the event.

Please put all of this information into one document and upload it in the "Submit Actions" section of the Green Workplace Challenge website.

Resources:

- Green Building Alliance - [Map of Green Buildings in Western PA](#)

- [David L. Lawrence Convention Center](#)
- [Phipps Conservatory & Botanical Gardens](#)

57

1 point

Order food for an event that includes a significant amount of organic and/or seasonal ingredients from local providers.*

You may receive credit for this action up to 4 times (ordering food for 4 or more events will earn you 4 points) over the course of the competition.

Verification:

To receive 1 point, please submit a description of the event, including the date and purpose of the event, as well as a copy of the menu for the event and an invoice from the caterer.

Please put all of this information into one document and upload it in the “Submit Actions” section of the Green Workplace Challenge website.

58

1 point

Earn ZIP certification for an event.*

The Pennsylvania Resource Council’s Zero Waste Pittsburgh program offers a certification process for special events, including festivals, conferences, fundraisers, concerts, meetings, workshops, and other gatherings. The certification is designed to recognize and document efforts by organizations to minimize the amount of solid waste going to landfills and facilitate environmentally friendly and sustainable practices for handling wastes generated at their events.

You may receive credit for this action up to 4 times (earning ZIP certification for 4 or more events will earn you 4 points) over the course of the competition.

Verification:

Receive 1 point by earning any level of ZIP certification for your event. Zero Waste Pittsburgh will inform the Green Workplace Challenge when your event has been certified.

Resources:

- Zero Waste Pittsburgh – [How the ZIP Program Works](#)

PROPERTY MANAGER ACTIONS

PM1

4 points

Create an ENERGY STAR Portfolio Manager account, and give read-only access to GWC staff.

Create an account for your organization on the EPA's ENERGY STAR Portfolio Manager site and start tracking your electric, natural gas, and water consumption. This will enable you to see the results of your efforts throughout the course of the challenge.

Verification:

When your Portfolio Manager account has been created, add a property and answer the associated questions about your space. Then, on your homepage, under "Work with Facilities," click "Share Facilities," then under "Select a Portfolio Manager Master Account," choose "Sustainable Pittsburgh – SUSTAINABLEPITTSBURGH," then "Green Workplace Challenge 2011-2012." Notify the Green Workplace Challenge when your account has been created by using the "Submit Actions" section of the Green Workplace Challenge website.

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- [Getting Started with the Green Workplace Challenge](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

PM2

8 points

Establish a baseline for your electric usage in Portfolio Manager, and share with GWC staff.

Establishing a baseline enables Portfolio Manager to give your facility an ENERGY STAR rating, which tells you how your facility compares to other facilities of similar size and function. A baseline will also cover a large enough timeframe to show your improvements over the course of the competition.

Verification:

In order to establish a baseline, 12 consecutive months of electric usage data must be entered into Portfolio Manager (from September 2010 through August 2011). You will receive 8 points when your facility data is shared with the Green Workplace Challenge (see Verification for Action 1) and your baseline is confirmed by GWC staff. Notify the Green Workplace Challenge when you have entered a baseline by using the "Submit Actions" section of the Green Workplace Challenge website.

(Note: To receive these points you must submit all electric data throughout the duration of the competition. For example, if you submit electric usage from September 2010 through August 2011, but fail to submit your electric usage during the competition these points will be taken away.)

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

PM3

4 points

Establish a baseline for your natural gas usage in Portfolio Manager, and share with GWC staff.

Establishing a baseline enables Portfolio Manager to give your facility an ENERGY STAR rating, which tells you how your facility compares to other facilities of similar size and function. A baseline will also cover a large enough timeframe to show your improvements over the course of the competition.

Verification:

In order to establish a baseline, 12 consecutive months of natural gas usage data must be entered into Portfolio Manager (from September 2010 through August 2011). You will receive 4 points when your facility data is shared with the Green Workplace Challenge (see Verification for Action 1) and your baseline is confirmed by GWC staff. Notify the Green Workplace Challenge when you have entered a baseline by using the “Submit Actions” section of the Green Workplace Challenge website.

(Note: To receive these points you must submit all natural gas data throughout the duration of the competition. For example, if you submit natural gas usage from September 2010 through August 2011, but fail to submit your natural gas usage during the competition these points will be taken away.)

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

PM4**4 points****Establish a baseline for your water usage in Portfolio Manager, and share with GWC staff.**

Although water usage is not taken into account by Portfolio Manager when assigning ENERGY STAR ratings, by establishing a year-long water usage baseline your organization will be able to measure improvements over the course of the competition and be awarded points for reductions.

Verification:

In order to establish a baseline, 12 consecutive months of water usage data must be entered into Portfolio Manager (from September 2010 through August 2011). You will receive 4 points when your facility data is shared with the Green Workplace Challenge (see Verification for Action 1) and your baseline is confirmed by GWC staff. Notify the Green Workplace Challenge when you have entered a baseline by using the “Submit Actions” section of the Green Workplace Challenge website.

(Note: To receive these points you must submit all water data throughout the duration of the competition. For example, if you submit water usage from September 2010 through August 2011, but fail to submit your water usage during the competition these points will be taken away.)

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)

Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

PM5**POINTS VARY****Include utility costs in Portfolio Manager updates.**

While not required in order to participate in the Green Workplace Challenge, by entering your utility costs in Portfolio Manager each month, you will be better able to track the direct impact that your energy and water reductions have on your bottom line. The Green Workplace Challenge may periodically share aggregate utility cost reductions with the public, but will remove all business identifiers.

Verification:

Receive 1 point per type of utility cost (electric, natural gas, water) included in your Portfolio Manager updates when your facility data (including utility costs) is shared with the Green Workplace Challenge (see Verification for Action 1). *Therefore, you may receive a maximum of 3 points for this action, if you include costs for electric, natural gas, and water usage.* Notify the Green Workplace Challenge when this occurs through the “Submit Actions” section of the Green Workplace Challenge website.

(Note: To receive these points you must submit all energy and water cost data throughout the duration of the competition. For example, if you submit energy and water costs from September 2010 through August 2011, but fail to submit cost data during the competition you will not earn these points.)

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)

Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

PM6

5 points

Use Portfolio Manager to develop a carbon emission inventory of your building portfolio.

As energy usage information is entered for each of your properties, Portfolio Manager calculates the total emissions associated with the building. In order to quantify emissions, Portfolio Manager employs regional factors that reflect the fuels and technologies used to generate energy within each region.

Verification:

Receive 5 points once all properties in your Portfolio Manager account have enough energy information reported for Portfolio Manager to generate a total greenhouse gas emissions figure for each. Notify the Green Workplace Challenge when this occurs through the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

PM7

POINTS VARY

Achieve energy usage reductions from your baseline.*

Receive 2 points for each percentage of energy reduction achieved up to 5%, 3 points for every additional percentage reduction achieved up to 10%, and 4 points for every additional percentage reduction beyond 10%. Reductions can be seen on the “My Portfolio” homepage in Portfolio Manager.

Verification:

Energy usage will be checked by the Green Workplace Challenge monthly, and the appropriate points will be awarded.

(Note – Points for this action are not final until the end of the Green Workplace Challenge. For example, if energy usage is reduced by 10% from the baseline and then returns to baseline usage, those points will be taken away.)

Resources:

- [Portfolio Manager Guidelines for Energy Management Overview](#)
- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

PM8

POINTS VARY

Achieve water usage reductions from your baseline.*

Receive 2 points for each percentage of water usage reduction achieved up to 5%, 3 points for every additional percentage reduction achieved up to 10%, and 4 points for every additional percentage reduction beyond 10%. Reductions can be seen on the “My Portfolio” homepage.

(Reducing water usage can lower your water bill and carbon footprint, although water consumption and reduction will not affect your building’s ENERGY STAR rating.)

Verification:

Water usage will be checked by the Green Workplace Challenge monthly, and the appropriate points will be awarded.

(Note – Points for this action are not final until the end of the Green Workplace Challenge. For example, if water usage is reduced by 10% from the baseline and then returns to baseline usage, those points will be taken away.)

Resources:

- [EPA WaterSense](#)
- [Portfolio Manager Overview](#)
- [Register for Portfolio Manager](#)

Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

PM9

5 points

Conduct a professional waste audit.

A professional waste audit will give you a complete picture of the scope of waste generated in your facilities, allowing you to identify opportunities to improve waste

management systems and strategies. The Pennsylvania Resource Council's Zero Waste Pittsburgh program offers professional waste audits to businesses and institutions in the Pittsburgh region.

Verification:

Use the "Submit Actions" section of the Green Workplace Challenge website to notify GWC staff that you have conducted a professional waste audit. Zero Waste Pittsburgh will confirm your audit.

Resources:

- Zero Waste Pittsburgh - [Services](#)

PM10

POINTS VARY

Achieve waste reductions from your baseline.

Implement suggested actions from your first waste audit in order to reduce your waste stream. Receive up to 4 points for reductions, verified by a second professional waste audit. Multiple audits may be conducted to obtain updated results of waste reduction. The Pennsylvania Resource Council's Zero Waste Pittsburgh program offers professional waste audits to businesses and institutions in the Pittsburgh region. Points awarded are based on percentage of waste reduced as compared to the original audit:

- 25% reduction – 1 point
- 50% reduction – 2 points
- 75% reduction – 3 points
- 100% reduction – 4 points

Verification:

Use the "Submit Actions" section of the Green Workplace Challenge website to notify GWC staff of your waste reductions. Zero Waste Pittsburgh will confirm your reductions.

Resources:

- Zero Waste Pittsburgh - [Services](#)

PM11

POINTS VARY

Have your tenants sign up for the Green Workplace Challenge.

As the number of participants in the Green Workplace Challenge increases, so does the measurable impact the competition has on the Southwestern Pennsylvania region. Encourage your tenants to register for the Green Workplace Challenge, and receive points for their participation. Points awarded are based on the percentage of total managed floor space being accounted for:

- 25% of tenants participating – 5 points
- 50% of tenants participating – 10 points

Verification:

Use the “Submit Actions” section of the Green Workplace Challenge website to submit a list of participating tenants. The Green Workplace Challenge will confirm that the tenants are registered, and award the appropriate points to your organization.

PM12

POINTS VARY

Purchase “green power” from a renewable energy source .*

Every organization needs power; why not make it green power? By purchasing green power you can ensure that renewable energy sources are being utilized and invested in.

To receive points for taking this action, you must purchase green power for **at least 5 consecutive months**. *If you purchase green power for 10 or more consecutive months, your points will be doubled.*

Verification:

Receive points for submitting copies of your utility bills from the appropriate months that demonstrate green power purchased as a percentage of total monthly power usage through the “Submit Actions” section of the Green Workplace Challenge website.

Receive 5 points for every 10% of total power usage purchased – 5 points for 10% purchased, 10 points for 20% purchased, and so on.

Resources:

- [PA Power Switch – Find Electric Suppliers](#)
- U.S. Department of Energy – [Renewable Energy Certificates \(RECs\)](#)
- U.S. Department of Energy – [Green Power Marketing](#)

PM13

POINTS VARY

Purchase CO2 offsets for your company.*

Reducing CO2 emissions is always a priority, but for the carbon that cannot be eliminated CO2 offsets can be purchased.

To receive points for taking this action, you must purchase CO2 offsets for **at least 5 consecutive months**. *If you purchase CO2 offsets for 10 or more consecutive months, your points will be doubled.*

Verification:

Purchase CO2 offsets to offset your business’ monthly natural gas usage. **Receive 5 points for each 10% of natural gas usage you offset (for a 5-month period)**. For example, offsetting 10% of your usage earns your organization 5 points; offsetting 20% of your usage earns 10 points, and so on. Submit scanned or photocopied images of

your offset certificate(s), as well as copies of your utility bills from the appropriate months in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- Carbon Offset Research and Education – [What are Offsets?](#)
- Carbon Offset Research and Education – [Offset Providers](#)

PM14

5 points

Earn ENERGY STAR certification for your building.*

ENERGY STAR certification is awarded to buildings with an ENERGY STAR rating of 75 or higher on EPA’s 1-100 energy performance scale, indicating that the facility performs better than at least 75% of similar buildings nationwide. Once your building has earned this 75+ rating follow the instructions on how to apply for the certification and your organization will receive a decal for the building to signify your accomplishment.

Receive 5 points for each ENERGY STAR certified building for which you submit documentation. Certification must be current (September 2010 or more recent) to receive points.

Verification:

Receive 5 points for earning ENERGY STAR certification for one or more of your organization’s buildings. Upload a copy of your ENERGY STAR certification (in .pdf format) in the “Submit Actions” section of the Green Workplace Challenge website.

Resources:

- [The ENERGY STAR for Buildings and Manufacturing Plants](#)
- [Portfolio Manager Frequently Asked Questions](#)
- Additional Portfolio Manager training and tutorial information can be found in Appendix A of the Green Workplace Challenge Competition Manual.

APPENDIX A –

PORTFOLIO MANAGER INFORMATION

ENERGY STAR Portfolio Manager

Portfolio Manager is free software provided by the EPA which gives property managers and organizations the ability to confidentially track energy consumption and can also quantify the amount of greenhouse gases produced as a result of energy consumption. This software plays a key role in producing measurable results—a major focus of the Green Workplace Challenge.

Required Data for ENERGY STAR Benchmarking

- Portfolio Manager username and password.
- Building street address, year built, and contact information.
- 12 consecutive months of utility bills for all fuel types used in the building.
 - If you don't have this information readily available, contact your utility provider(s)—most will be able to easily supply this historical information.
- The building gross floor area (sq ft) and key operating characteristics including weekly operating hours, # of workers on main shift, # of personal computers, and the percent of the floor area that is heated and cooled.
- All eligible space types and data entry requirements can be found at: http://www.energystar.gov/index.cfm?c=eligibility.bus_portfoliomanager_space_types
- In order to compare your space to other similar spaces, Portfolio Manager asks you to enter data for key operating characteristics for each space in your building. There are minimum and maximum thresholds for these values which differ by space type. These limits are designed to make sure that your building falls into an operation pattern consistent with that of the peer group used for comparison. ***If your values fall outside these limits, your space may not be eligible to receive an ENERGY STAR rating.*** For more information, visit:
 - http://www.energystar.gov/ia/business/evaluate_performance/OperatingCharacteristics.pdf

Sharing Facilities

Step 1 – On “My Portfolio” page, choose “Share Facilities”
Step 2 - under “Select a Portfolio Manager Master Account” choose “Sustainable Pittsburgh – SUSTAINABLEPITTSBURGH.”
Step 3 - choose “Read Only” (Green Workplace Challenge staff cannot change any of your information).
Step 4 - select “Green Workplace Challenge 2011-2012.”
Step 5 - select the properties you wish to share.
Click “SAVE” – you will receive points when your property is received.

Note: Once a facility has been shared, Green Workplace Challenge staff will be able to see your updates. You do not need to share it again.

[Add](#) a Property
[Import](#) Facility Data Using Templates

Work with Facilities

[Update](#) Multiple Meters
[Share](#) Facilities

Reporting and Analysis

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Automated Benchmarking

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Data Security

Portfolio Manager operates on a password-secured website provided by the EPA. The Green Workplace Challenge requires you to share a minimal amount of data to verify energy savings, including your organization’s monthly energy consumption, monthly water usage, the building’s floor space, and the amount of renewable energy that is generated onsite. From this information Portfolio Manager will generate additional data including total greenhouse gas emissions, an ENERGY STAR rating and baseline rating. This information may be posted on the Green Workplace Challenge website.

From EnergyStar.gov

Access to the information you enter into Portfolio Manager regarding your buildings’ features and energy use is password-restricted to you and only those individuals you choose. No information in your account will be examined without your expressed written or verbal permission. All building data and messages communicated over the web are secured by Secure Socket Layer (SSL) encryption to protect data transmissions. No information is transferred openly over the web.

(NOTE: You are not required to post the cost of your monthly bills on Portfolio Manager. If you do post this information and Share it, Green Workplace Challenge staff may be able to see it. The Green Workplace Challenge is not interested in financial information and will not share any billing costs with anyone.)

For more information about security:

<http://www.energystar.gov/ia/business/healthcare/Security%20Document%202008.pdf>

Portfolio Manager Training and Tutorials

Portfolio Manager Overview:

http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager

Guidelines for Energy Management Overview:

http://www.energystar.gov/index.cfm?c=guidelines.guidelines_index

Description of Energy Performance Ratings:

http://energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager#rate

Portfolio Manager General Training Information:

http://www.energystar.gov/index.cfm?c=business.bus_internet_presentations

Introduction to Portfolio Manager:

http://www.energystar.gov/ia/business/benchmarking_training/benchmarking.html

Animated Presentations:

http://www.energystar.gov/index.cfm?c=business.bus_internet_presentations_animated

Live Web Presentations:

<https://energystar.webex.com/mw03051/mywebex/default.do?siteurl=energystar>

Self Guided Presentations:

http://www.energystar.gov/index.cfm?c=business.bus_internet_presentations_selfguided