



2012 St. Louis Green Business Challenge Scorecard



Company Name:	Saint Louis University
Site Location:	North Grand Boulevard, Saint Louis, MO
Number of Employees At Site Location (Full-time, part-time, contract, etc):	FTE Employees = 5,109 & FTE Students = 12,225
Building Owner or Tenant? (see definition at end of scorecard)	Owner
Square Feet of Office Space at Site Location:	Office Space = 600K sq ft & GSF = 7.4 million sq ft
Green Business Challenge Contact:	David Webb dwebb@slu.edu 314-977-5153
Baseline Score (due March 31, 2012)	132
Final Score (due October 31, 2012)	218

Outreach	Question	Baseline Points as of March 31	Final Points as of October 31	Available Points	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
O1.1	<b>Green Team Staffing</b> <b>Green Team Organization:</b> 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)?	3	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 Advisor Council. The SAC will be co-chaired by Kathleen Brady, Vice President for Facilities Services and Chief Sustainability Officer, and Diana Carlin, Associate Vice President for Graduate Education and Interim Executive Director of the Center for Sustainability. Made up of numerous stakeholders, including staff faculty and student representatives, the SAC will meet quarterly and is charged with coordinating activities and prioritizing efforts to help shape sustainability at SLU.
O1.2	<b>Certified Staff:</b> Does your company have a BOC, LEED-GA or LEED-AP accredited person on staff or on contract to assist with sustainability?	1	1	1	Facility services employs one BOC. The Center for Sustainability employs one LEED-GA and SLU contracts regularly with LEED Accredited Professionals
O1.3	<b>Level of Commitment:</b> Has your company's CEO provided written support for the company sustainability efforts (1pt)? Are budget resources dedicated to support sustainability efforts (2pts)?	2	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: <a href="https://stars.aashe.org/institutions/saint-louis-university-mo/report/2011-10-09/">https://stars.aashe.org/institutions/saint-louis-university-mo/report/2011-10-09/</a>  The Center for Sustainability has dedicated funding for sustainability efforts across campus. These money comes from our seed grant from the Alberici Foundation and a generous 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 first Sustainable Disaster Recovery Conference, which will become an annual event.
O2.1	<b>Internal Communication</b> <b>Sustainability Guidelines:</b> 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)	2	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	<b>Company-wide Adoption:</b> 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	2	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.

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O2.3		<p><b>Measurement:</b> 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).</p>				<p>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.</p> <p>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.</p> <p>One of the five Critical Success Factors that will be measured by the University going forward is Campus Infrastructure and Environment Index (CSF-4). CSF-4 includes multiple Key Results Indicators, one of which is the Environmental Sustainability Index (KRI-2). Achievement in KRI-2 will be based on the AASHE STARS framework, which includes categories for Education and Research, Operations and Planning, Administration and Engagement. Each of those three categories will be considered Key Performance Indicators (KPI) that will be evaluated throughout each fiscal year.</p> <p>Besides STARS as a stand-alone assessment tool, the university has included sustainability into the university-wide strategic plan based on STARS metrics (KRI-2 Environmental Sustainability Index).</p>
O2.4		<p><b>Educational Sessions:</b> Does your company hold educational sessions on green practices for all company employees (1pt)? Provide an example of an educational session (2pts)</p>				<p>All employees are invited and encouraged to attend the Sustainability Matters series as well as register for the Master of Sustainability Degree Program. Both are free for SLU employees. In the fall of 2011, the Center introduced its Sustainability Seminars. These are one credit hour courses that cover a broad variety of sustainability topics including, but not limited to, the built environment, public policy, business and strategy, food systems, economic modeling, sustainability certification, and information communication technologies. The seminars are part of the Master of Sustainability degree curriculum and are free to SLU employees.</p> <p>Facilities Services hosts monthly <i>Environmental Awareness Seminars</i> aimed at educating the university community on sustainable operations on campus and similar practices that can be utilized at home.</p> <p>The Center for Sustainability also put 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.</p>
O2.5		<p><b>Recognition:</b> Does your company recognize your sustainability accomplishments at least once a year (1pt)? Provide an example of the recognition event (2pts)</p>				<p>The Alberici Sustainability Innovation Fund was established to award up to \$200,000 per year for sustainability-related faculty and student research projects.</p> <p>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.</p> <p>Master of Sustainability graduates are recognized for the accomplishments upon completing the degree requirements as part of the University's graduation ceremonies.</p> <p>Faculty, staff, and student accomplishments are broadcasted on The Center for Sustainability's website and published in <i>Newslink</i>, SLU's daily electronic newsletter.</p>
O3.1	<b>External Communication</b>	<p><b>Corporate Policy:</b> Have you posted your company's approved Sustainability policy, message and strategy on your website?</p>				<p>Facilities Services website specifies the operational aim with regards to sustainability and also outlines the sustainable strategies being used. <a href="http://www.slu.edu/facilities-services-home/sustainability">http://www.slu.edu/facilities-services-home/sustainability</a></p> <p>Facilities Services website houses a section on the sustainable practices and procedures that have been implemented and will continue to be utilized on campus. <a href="http://Fs.slu.edu">Fs.slu.edu</a></p> <p>The Center for Sustainability houses approved sustainability messaging related to the University's academic, research, and outreach aims.</p>
O3.2		<p><b>Information Sharing:</b> 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)?</p>				<p>The Center for Sustainability is very 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 numerous forums including Dutch Hollow Supplies' Extreme Innovation EXPO, the Environmental Conference at the Lake of the Ozarks, a sustainability presentation to the Engineers Club, and radio interviews on KDHX 88.1 and KTRS 550.</p>

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O3.3		<b>Recruitment:</b> Did your company recruit another company, education institutions, government, or organization to participate in the 2012 St. Louis Green Business Challenge (2pts) Did you invite other companies to attend the Challenge meetings (1pt per recruited company up to 3pts)	0	3	5	The Center actively recruited numerous institutions through broad public recognition of the RCGA Green Business Challenge at conferences, presentations, and through media spots and press releases. The Center invited Eric Friedman of the Friedman Group and John Stier of Antea Group to attend meetings.
O3.4		<b>Community Engagement</b> 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	4	6	6	01. Provided sustainability training and helped plan the 2012 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. This year's theme was "Sustainability" and was held in conjunction with the University's first ever Campus Sustainability Week. 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 attendance 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
O4.1	<b>Purchasing Policies</b>	<b>Green Products:</b> 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)	2	3	3	<b>Computer Products:</b> 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.  <b>Green Cleaning Products:</b> 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: <a href="http://www.slu.edu/x54524.xml">http://www.slu.edu/x54524.xml</a>
O4.2		<b>Vendors:</b> 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)	0	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.
O4.3		<b>Supply Chain:</b> Have notified your supply chain of your sustainability strategies? (2pts). Please share this policy for an additional 2 points	0	2	4	Facilities Services has expressed the intention of moving toward the use of more sustainable practices to key vendors along the supply chain.
O5.1	<b>Partnerships</b>	<b>Property Engagement</b> 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)	1	3	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 Facilities 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		<b>Building activities:</b> Do you engage with fellow tenants in building wide sustainability activities (1pt)? Share an example (2pts)	3	3	3	SLU has implemented single-stream recycling and energy saving appliances and fixtures throughout campus.  The garage retrofit initiative was designed to: -remove 764 tons of GHG per year -save 91,600 gallons of gas per year -save the equivalent of one million KWh of energy per year  The Edward A. Doisy research center was awarded LEED certification in 2011 - upgraded from built to LEED standards to LEED baseline certified

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O5.3		<p><b>Purchasing Alliances</b> Have you joined with other companies to cooperatively purchase sustainable products such as: recycled paper, green catering or green cleaning supplies? Provide examples of each (2 pts each up to 3 examples)</p>	4	4	6	<p><b>Food Purchasing/Catering</b> Food is sourced locally from 16 local family farms and 4 local processors throughout the bi-state (Missouri and Illinois) region including:</p> <ul style="list-style-type: none"> <li>-Lee Farms, Warren County Missouri</li> <li>-Thies Farms, St. Louis County</li> <li>-Don Ross and Sons, Freeburg Illinois</li> <li>-Dean Wehmeier, Auxvasse Missouri</li> <li>-Flamm Farms, St. Louis County</li> <li>-Ole Tyme Produce, St. Louis, MO</li> </ul> <p>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.</p> <p><b>Green Cleaning Supplies:</b> 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.</p>
O5.4		<p><b>Informal Mentoring:</b> Do you meet with another Challenge participant to discuss sustainability strategies (1pt)? Provide documentation of up to three meetings or discussions (3pts)</p>	1	4	4	<p>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 &amp; Associates</p>
<b>Outreach Total</b>			<b>37</b>	<b>66</b>	<b>74</b>	

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	Energy	Question	Baseline Points as of March 31	Final Points as of October 31	Available Points	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
E1.1	Energy Use	<b>Tracking:</b> Have you calculated your average energy use at this site (electricity and natural gas) over the last 12 months (2pts)? Submit your energy audit information for additional 2 points	2	2	4	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.
E1.2		<b>Reduction Planning</b> 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)	3	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)
E1.3		<b>Carbon Footprint:</b> 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		<b>HVAC Strategies:</b> 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		<b>Retro-commissioning:</b> Have you retro-commissioned your HVAC systems? Please describe the equipment retrocommissioned.	0	5	5	Both, Morrisey & Allied Health, have had all of their mechanical systems upgraded in the whole building.
E2.1	Lighting	<b>Lighting Audit:</b> Have you conducted a lighting audit for this site (2pt)? Have you implemented at least one of the energy-reducing recommendations from the audit (2pt)? Has lighting energy usage been reduced by 10% (3pt)	3	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.  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)
E2.2		<b>Eliminate Incandescents</b> 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% = 3pt)?	2	3	4	See E2.1 Plus, we are systematically replacing incandescents where there is the opportunity on campus.

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E2.3		<b>Lighting Sensors:</b> 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)?	3	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		<b>Exit Lights:</b> Do all your exit lights at this site use energy efficient lighting? If office does not have exit lights, answer yes	2	2	2	Yes
E2.5		<b>Daylighting:</b> Do you have a policy to adjust lighting levels to take advantage of daylighting (1pt)? Please share the policy (2pts)	0	1	3	There is no specific adopted policy but the practice of daylighting has been practiced through sensors that reduce daytime lighting in daylight areas.
E3.1	<b>Office Equipment</b>	<b>Equipment Audit</b> Have you created a list of all your office appliances/equipment at this site and recorded their usage and energy consumption?	0	0	2	No
E3.2		<b>Equipment Policy:</b> 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		<b>Computers:</b> 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	1	2	By default, all office computers follow the "SLU power management" profile, which shuts down monitors and hard disks after 1 hour.
E3.4		<b>Copiers:</b> 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		<b>Vending Machines:</b> Do you have ENERGY STAR vending machines or installed a device that reduces the energy your vending machine uses? If company does not have vending machines, mark yes.	1	1	1	Vending misers have been installed in all vending areas.
E3.6		<b>Eliminate Workstation Appliances</b> Do you have a policy in place that eliminates any fans (1pt) or heaters (1pt) from individual workstations?	0	0	2	No
E4.1	<b>Renewable Energy</b>	<b>Onsite Renewables</b> 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 ensure this will be a strategy employed in the future.
E4.2		<b>Renewable Energy Credits:</b> 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.
E5.1	<b>Taking Green Home</b>	<b>Employee Education:</b> Have you provided learning opportunities or information materials to employees to encourage energy savings at home?	0	2	2	Facilities Services hosts monthly Environmental Awareness Seminars aimed at educating the campus community on the sustainable operations present on campus, as well as the corresponding practices that can be utilized at home, including energy savings.
<b>Energy Total</b>			<b>30</b>	<b>45</b>	<b>68</b>	

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	Indoor Environmental Quality	Question	Baseline Points as of March 31	Final Points as of October 31	Available Points	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
I1.1	Temperature	<b>Temperature Adjustments:</b> Does your company have individual area controls for temperature at this site (1pt)? Have you adjusted office temperature set-points for seasonal fluctuations (2pts)?	2	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.
I1.2		<b>Building Comfort Survey:</b> 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 track 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.
I2.1	Air Quality	<b>CO2 Monitors:</b> Do you monitor and regulate CO2 levels in order to maintain adequate outdoor air ventilation rates?	0	1	1	CO2 levels are monitored and regulated on an ongoing basis to ensure adequate outdoor ventilation is maintained.
I2.2		<b>Smoke Free:</b> 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.
I2.3		<b>IAQ Plan:</b> 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, recently 6 buildings on campus have received GreenGuard certification (BSC, DuBourg Hall, McDonnell Douglas Hall and the Wool Center).
I2.4		<b>Idling:</b> Does your building have a No Idling Plan for loading zones and parking lots? (2pts)? Is a No Idling sign posted (2pts)?	0	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 the following locations: Earhart Dock, Earhart Parking Area, Schwittalla Dock, Salus Dock, Pius Library Loop, Salus/Water Tower Inn Loop, DuBourg Hall Cut-out, BSC Loading Dock, Searis Hall, DRC Loading Dock, Georgetown Loop, Ritter, College Church Cut-out, Bannister House, McDonnell Douglas
I3.1	Green Products & Storage	<b>Green Cleaning Products:</b> 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: <a href="http://www.slu.edu/facilities-services-home/sustainability/purchasing">http://www.slu.edu/facilities-services-home/sustainability/purchasing</a>  Note: A list of green cleaning products is available upon request.
I3.2		<b>Green Cleaning Service:</b> 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)	2	3	3	Yes. SLU's green cleaning policy document is available for download on our website: <a href="http://www.slu.edu/facilities-services-home/sustainability/purchasing">http://www.slu.edu/facilities-services-home/sustainability/purchasing</a>  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.
I3.3		<b>Low-emitting Materials:</b> 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.
I3.4		<b>Isolation Areas:</b> 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?	0	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.
I4.1	Taking Green Home	<b>Employee Education:</b> Have you provided learning opportunities or information to employees to encourage improved indoor environmental quality at home?	0	2	2	Facilities Services hosts monthly Environmental Awareness Seminars aimed at educating the campus community on the sustainable operations present on campus, as well as the corresponding practices that can be utilized at home, including indoor air quality. (Ex: Green Cleaning Seminar was held in April)
<b>Indoor Environmental Quality Total</b>			<b>9</b>	<b>24</b>	<b>31</b>	

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	Waste	Question	Baseline Points as of March 31	Final Points as of October 31	Points Possible	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
W1.1	Waste Reduction	<b>Waste Stream Audit:</b> 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)	1	2	3	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, with one planned for the end of the month.
W1.2		<b>Waste Reduction Goal:</b> Have you established a Waste Reduction Goal of at least 25% (1pt)? If a 25% reduction was achieved, show documentation (2pts)	0	1	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, which won't end until June 30, 2013. SLU implements 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. We measure the food scraps that are returned with our customer's plates and graph those totals daily.  Trim Tracks Program - designed to educate our associates on the amount of waste that is created in the kitchen during production. We collect and measure the scraps and weigh each container. We graph the results and meet regularly with our staff to get ideas on how we can reduce this amount.
W1.3		<b>Delivery of Office Supplies:</b> Do you receive reusable totes for your office supply deliveries? (2pts)	0	0	2	
W2.1	Recycling of Office Materials	<b>Recycling Policy:</b> Have you established a recycling policy for all office materials in coordination with your building's recycling provider?	1	2	2	SLU has implemented Single-stream recycling within or near all major buildings including restaurants and residence halls.
W2.2		<b>Recycling Bins:</b> Are all employees at this site given a recycling bin to use at her/his desk?	1	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		<b>Trash Separation:</b> If no to W2.2, are recyclable materials separated from the trash?	0	0	2	SLU uses single-stream recycling. Separation of recyclable material is not necessary.
W3.1	Paper Reduction	<b>Copier/Printer Paper Audit:</b> Have you quantified how much copier/printer paper your office uses in a typical month?	1	2	2	The university has quantified paper usage based on annual expenditures per product category:  10-29 percent recycled content office paper: \$131.79 30-49 percent recycled content office paper: \$28,306.33 50-69 percent recycled content office paper: \$295.35 70-89 percent recycled content office paper: \$73.94  Total expenditure on office paper: \$265,498.65
W3.2		<b>Paper Reduction Milestones:</b> Have you established milestone dates to reduce paper use by 10% (1pt)? If 10% reduction was met, show documentation (3pts).	0	0	4	Not reported on in 2011 score card
W3.3		<b>Double-Sided Copying/Printing:</b> Is double sided copying and printing set as a default on all capable machines?	0	0	1	Not reported on in 2011 score card
W.3.4		<b>Junk Mail:</b> 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		<b>Electronic Documents:</b> Do you circulate internal documents electronically instead of using paper-based memos (1pt)? Do you use electronic communication for external documents and invoices? (1pt)	1	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 an Internet-enabled computer. External vendor documentation is usually handled through e-mail
W3.6		<b>Hand Dryers:</b> Have you installed hand dryers in 75% of your site's bathrooms?	1	2	2	Facilities Management places both options in most restrooms, with attention given to the convenient location of the hand dryer option. Facilities Services uses Eco Logo - Environmental Choice certified paper towels where used.
W4.1	Purchasing of Recycled Paper	<b>Recycled Copier/Printer Paper:</b> Have you purchased 30-50% Post-Consumer Recycled Copier/Printer Paper (Processed Chlorine Free, PCF) (2pt)? 50 to 100% (3 pts)	1	5	5	Our largest expenditure on copier/printer paper is for 30-50% post consumer recycled paper, with the majority of the other expenditures for 50-100% recycled paper (see W3.1).
W4.2		<b>Recycled or Electronic Stationery Policy:</b> 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 or stationery (2pts)?	0	0	3	

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W5.2		<b>Recycled Stationery Purchases:</b> Have you purchased 30-50% Post-Consumer Recycled Paper Products (Processed Chlorine Free, PCF) for letter paper, envelopes, notepads (2pt) or 51-100% (3pts)	2	3	3	See W3.1
W5.3		<b>Recycled Restroom Products:</b> 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)	2	3	3	Janitorial toilet tissue is 100% recycled as certified by Environmental Choice Agency. Paper towels are 100% recycled.
W6.1	<b>Recycling of Electronics Peripherals</b>	<b>Recycling Bins for Miscellaneous Electronics:</b> 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 biannual electronics recycling and donations. Facilities Services also provides the service through FAMIS where a service request can be submitted for pickup of additional recyclable items.
W6.2		<b>Computer Recycling:</b> 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.  Additionally, if anyone on campus needs help to recycle larger items they can submit a work request through the FAMIS system
W7.1	<b>Reducing Food Service Waste</b>	<b>Food Service Policy:</b> 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	1	Fresh Gatherings uses 100% recycled products, but SLU has not yet implemented a university-wide policy.
W7.2		<b>Green Catering:</b> 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	2	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.
W7.3		<b>Local Food Suppliers:</b> 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:  -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
W7.4		<b>Food Waste:</b> 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.
W7.5		<b>Reusable Food Service:</b> Do you stock reusable items such as real plates, mugs, water pitchers and silverware in your lunch/break room?	1	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®)
W7.6		<b>Food Composting:</b> Do you have a food waste composting receptacle available at your workplace?	2	2	2	All foods are 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. A pilot program has also been launched at Chaifetz Arena to handle pre-consumer composting.
W7.7		<b>Cafeteria Recyclables:</b> Does your company use reusable goods or high (30% or more) post-consumer recycled materials at the cafeteria for take-out orders?	1	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.
W7.8		<b>Bottled Water:</b> 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 sustainable mugs in all 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.
W7.9		<b>Polystyrene:</b> 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?	0	1	3	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 one point was claimed because this is not a formal policy that has been instituted campus-wide.
W8.1	<b>Taking Green Home</b>	<b>Employee Education:</b> Have you provided learning opportunities or information materials to employees to encourage reducing waste at home?	0	2	2	Facilities Services hosts monthly Environmental Awareness Seminars aimed at educating the campus community on the sustainable operations present on campus, as well as the corresponding practices that can be utilized at home, including recycling and waste diversion.
<b>Waste Total</b>			<b>25</b>	<b>43</b>	<b>64</b>	

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	Water	Question	Baseline Points as of March 31	Final Points as of October 31	Available Points	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
WT1.1	<b>Water Conservation</b>	<b>Water Policy:</b> 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 such as residence halls.
WT1.2		<b>Toilets:</b> 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 retrofitted with displacement bags to reduce water usage.
WT1.3		<b>Faucet Aerators:</b> Have you installed faucet aerators to reduce the flow rate from sinks?	2	2	2	Low-flow showers and faucets are installed throughout.
WT2.1	<b>Stormwater Management and Sustainable Landscaping</b>	<b>Xeriscape:</b> Have you installed sustainable landscaping (native plant, xeriscape, etc.) at parking areas or on your building site?	2	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%.  SLU has a 2,000 square foot cactus garden on campus. This was established in 2003 to promote xeriscaping and water conservation as part of a broader sustainable development plan for the overall landscape. The garden is also used by the Biology Department to serve as an outdoor classroom for xeriscaping instruction.  All irrigation systems separate turf zones from shrub and perennial zones to eliminate unnecessary and wasteful watering. SLU also utilizes a central control irrigation management system to help reduce water usage.
WT2.2		<b>Rain garden/Bioswales:</b> Have you installed raingarden or bioswale at parking area or on your building site?	0	1	3	Not currently, however we do have a green roof system on the Doisy Research Center for stormwater management.
WT2.3		<b>Pervious surfaces:</b> Have you installed pervious pavers in your parking lot? (2pts for up to 25% of total parking surface area, 3pts for more than 25%)	0	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.
WT3.1	<b>Taking Green Home</b>	<b>Employee Education:</b> Have you provided learning opportunities or information materials to employees to encourage conserving water at home?	0	2	2	Facilities Services hosts monthly Environmental Awareness Seminars aimed at educating the campus community on the sustainable operations present on campus, as well as the corresponding practices that can be utilized at home, including water conservation.
<b>Water Total</b>			<b>7</b>	<b>13</b>	<b>16</b>	

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	Transportation	Question	Baseline Points as of March 31	Final Points as of October 31	Available Points	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
T1.1	<b>Workplace Commuting</b>	<b>Commuting Audit:</b> 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	
T1.2		<b>Transit Subsidies:</b> Does your company provide a transit benefit program to encourage use of public transportation (3pts)? (i.e. Pretax transit passes, transit subsidies, etc.)	3	3	3	Discount Metro passes are available to students and employees.
T1.3		<b>RideFinders:</b> Does your company participate in RideFinders program to help staff find carpool partners?	1	1	1	Yes, SLU is a RideFinders partner
T1.4		<b>WeCar:</b> Does your company participate in the WeCar or other car sharing program?	0	0	1	Not currently.
T1.5		<b>Telecommuting/Flex-time:</b> 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 remote access to network resources on SLU Net. The service is available to all faculty and staff.
T1.6		<b>Virtual Meetings:</b> Does your company use a virtual meeting programs (WebEx, GotoMeeting) instead of traveling to meetings?	2	2	2	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 operation at night and weekends on campus.  Meetings with our sister campus in Madrid, Spain are typically conducted via teleconference or videoconference.
T2.1	<b>Designated Parking Spots</b>	<b>Carpool Parking:</b> Does your company provide dedicated carpool/vanpool parking spaces at the workplace?	0	0	2	Not currently.
T3.1	<b>Bicycle Commuting</b>	<b>Bicycle Parking:</b> 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)	2	3	3	Bike racks are installed at all major buildings. Faculty and staff who bike to work can use the showers in Simon Rec Center without having a membership to the facility.
T3.2		<b>Bicycle Advocacy:</b> 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	0	5	
T4.1	<b>Travel</b>	<b>Car Rental:</b> Does your company have a policy to require fuel-efficient or hybrid vehicles when renting cars (see U.S. EPA Green Vehicle Guide)?	0	0	2	
T4.2		<b>Auto Co2 Tracking:</b> Has your company calculated its business-related auto travel carbon foot print? (see terrapass.com for carbon calculator)	0	0	2	
T4.3		<b>Air Co2 Tracking:</b> Has your company calculated its business-related air travel carbon foot print? (see terrapass.com for carbon calculator)	0	0	2	
T4.4		<b>Carbon Offsets:</b> Have you purchased CO2 offsets for your office's travel? 2-10% = 1 pt 10-25% = 2 pts 26+% = 3 pts	0	0	3	
T5.1	<b>Taking Green Home</b>	<b>Employee Education:</b> Have you provided learning opportunities or information to employees to encourage reducing transportation emissions at home?	0	2	2	Facilities Services hosts monthly Environmental Awareness Seminars aimed at educating the campus community on the sustainable operations present on campus, as well as the corresponding practices that can be utilized at home, including alternative transportation. We have offered in the past and will offer in November, an Alternative Transportation Fair that educates the campus community on the options available to them.
<b>Transportation Total</b>			<b>9</b>	<b>12</b>	<b>34</b>	

Grand Total of Possible Points	<b>117</b>	<b>203</b>	<b>287</b>
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Innovations (Up to 3 points per Innovation, 15 point maximum)	15	15	15
Innovation Point Criteria:			