

**Green Department Certification Program
Calculator Tool**

How green is your department? Enter information about your department's practices on the following worksheets. The GDC Calculator Tool will automatically calculate your points on this sheet. If you have any questions about how to enter data or respond to a prompt, e-mail or call your SSI liaison.

Prerequisites	Completed?
P1. Department has completed appliance/electronics tally with SSI liaison	
P2. There are no CRT (cathode ray tube) monitors used in the department	yes
P3. There are recycling bins next to every trash bin in the department	yes
P4. A department Green Team has been established	yes

Area	Possible Pts.	Pts. Earned
Energy	14	8.5
E1. Appliances/electronics are set to energy-saving modes	4	2.3
E2. Appliances/electronics are turned off when not in use	4	2.3
E3. Applicable appliances/electronics are Energy Star certified	3	1.7
E4. Highly efficient task lighting is used	2	1.2
E5. Lights are turned off when not in use for more than 15 min	1	1.0
Waste	11	6.0
W1. Percentage of disposable items that are recyclable (to be entered by SSI liaison after waste assessment)	4	3.0
W2. Percentage of items that are disposed of properly (to be entered by SSI liaison after waste assessment)	4	2.0
W3. The department uses rechargeable batteries only	2	0.0
W4. Info about what can/can't be recycled is posted above each recycling/trash bin	1	1.0
Printing	18	14.8
Pr1. Computers are set to print double-sided by default	4	4.0
Pr2. Copies are made double-sided and a reminder sign is posted	4	3.0
Pr3. Paper margins are set to 1/2-inch on all sides by default	3	2.8
Pr4. Department uses electronic forms that do not require printing	3	3.0
Pr5. Department-prints on paper that has one clean side and has a collection bin for such paper	2	2.0
Pr6. Staff use an environmentally conscious font	2	0.0
Pr7. Department gives preference to electronic forms of marketing (Bonus)*	2	2.0
Food & Drink	13	9.0
F1. Food purchased for everyday use is fair-trade, local, and/or organic*	4	0.0
F2. Food purchased for everyday use accomodates dietary needs of staff and includes plant-based side and whole-protein entrée alternatives for staff who choose to eat more sustainably*	3	3.0
F3. Reusable dining ware is available for everyday use	3	3.0
F4. Water stations are used to replace bottled water	2	2.0
F5. Soaps and cleaning supplies are labeled as biodegradable and non-toxic	1	1.0
F6. Reusable dining products are used for catered department events (Bonus)*	2	0.0
Transportation	8	5.2
T1. Department staff use alternative forms of transportation for their daily commute*	5	2.2
T2. Staff bike, walk, or wheelchair to destinations within 1 mile of their dept.	3	3.0
T3. When possible, telecommuting is used as a substitute for meetings that require travel (Bonus)*	2	2.0
Purchasing	11	11.0
Pu1. Department does not purchase styrofoam*	4	4.0
Pu2. Copy/printing paper contains 100% Post Consumer Waste content*	3	3.0
Pu3. Department apparel is made of sustainable fabric (recycled and/or organic content)*	3	3.0
Pu4. Ink and toner cartridges are returned for recycling/reuse*	1	1.0
Pu5. Vegetable- or soy-based ink cartridges are used (Bonus)*	2	0.0
Pu6. Department apparel is sourced from companies with a clear commitment to fair labor/working conditions (Bonus)*	2	0.0
Participation and Culture	11	4.6
Pc1. Public documents and website convey a commitment to sustainability	4	4.0
Pc2. The department has encouraged another department to participate in the GDC Program and that department has completed an Intent to Participate form	3	0.0
Pc3. Staff attends educational events focused on sustainability (i.e. on- or off-campus events, lectures, movie screenings, etc.)*	3	0.1
Pc4. Plants are used in the office to improve air quality	1	0.5
Pc5. All staff have signed up for the sustainability@chapman.edu listserve	0	0.0
Innovation	3	1
Add your innovation efforts on the last tab (Bonus)		
Subtotal	86	60.2
Bonus points (maximum 11 points)	13	0.0
Total	99	60.2
Current Certification Level	69.98%	Level 2

Certification Levels	Point %
Participant	0-59%
Level 1	60-69%
Level 2	70-79%
Level 3	80-89%
Level 4	90+%