SOP Scorecard: Engineering Division

0	**Required:** Our office	
Y	Has a designated Sustainable Office Coordinator who leads the office's efforts in the Sustainable Office Program	
Y	Ensures that at least 75% of full time employees participate in the Sustainable Office Program	
Y	Posts Lafayette's signage detailing what items are trash vs recyclable placed on or above all of the waste bins	
Y	Reports any damageor issues within the office, including water leaks, to Facilities as soon as they are discovered	
Y	Requests melamine reusable dishware and utensils every time we place a catering order for meetings and events, and makes known to staff that this option is available	
Y	Turns off lights in unoccupied spaces during the day, and throughout the entire office at the end of each work day	

18	**Waste Reduction and Recycling:** Our office	37
Y	Has a recycling bin placed next to each trash bin within the office	1
Y	Has a box to recycle all batteries located in the office	1
Y	Has a box to recycle all printer cartridges located in the office	1
Y	Has a box to recycle all K-cups or coffee pods located in the office, or recycles them in the normal recycling stream	1
N	Has a recycling bin to collect and reuse all scrap paper in the printer and/or copy area	1
Y	Has set all office printers to automatic duplex (double sided) printing, or, if that is not possible, has activated duplex printing on all computers and laptops	1
Y	Hosts an annual "mail waste reduction" party to unsubscribe from unnecessary paper publications in the office	1
Y	Has a box to recycle all small departmental electronic waste, such as cameras, charging cords, and cell phones, located in the office	2
Y	Has a box to recycle all specialty items, such as snack wrappers, writing utensils, beauty products, and oral waste, box located in the office	2
Y	Recycles 100% of hazardous, chemical, biological, and infectious wastes, if applicable, in their appropriate waste streams	2
Y	Recycles or donates 100% of new or gently used items from the office	2
Y	Uses a shared coffee maker instead of multiple single-cup coffee brewers, or uses shared single-cup coffee brewers and reusable/compostable coffee pods	2
Y	Uses a water bottle refilling station (including water dispensers) or tap water 100% of the time	2
N	Has coordinated a waste audit for the building with the Office of Sustainability	3
N	Composts or diverts 100% of food waste generated in the office in a designated composting bin or bucket located in the kitchen area	3
N	Has eliminated 100% of desk-side trash bins in favor of centralized trash and recycling bins	4
N	Uses reusable utensils, dishes, cups, and containers 50% of the time	1
N	" " 75% of the time	2
N	" " 100% of the time	3
N	Uses reusable napkins and towels 50% of the time	1

13	**Purchasing:** Our office	33
Y	Keeps an updated inventory of all office supplies, updated at least once a quarter, and shared with the entire office	1
N	Purchases Fair Trade-Certified coffee 100% of the time when we purchase coffee for employee use	1
Y	Does not purchase Styrofoam products for employee use	1
Y	Ensures that 100% of individuals who handle office purchasing are knowledgeable about sustainable purchasing practices	2
Y	Does not purchase single-use plastic water bottles for employee use	2
N	Purchases and uses rechargeable batteries for the office, when applicable, 100% of the time	2
N	Purchases green-certified furniture and furnishings, when we purchase new furniture for the office	3
Y	Purchases only ENERGY STAR appliances when replacing aging appliances or purchasing new appliances for the office	3
Y	Purchases based on environmental impact 25% of the time after filtering on W.B. Mason and Amazon	1
N	" " 50% of the time	2
N	" " 75% or more of the time	3
N	Purchases green-certified cleaning products for employee use 25% of the time	1
N	" " 50% of the time	2
N	" " 75% or more of the time	3
N	Purchases or requests products with minimal packaging 25% of the time	1
N	" " 50% of the time	2
N	" " 75% or more of the time	3
Y	Buys in bulk for the office (with exception to toner cartridges), when applicable, 25% of the time	1
Y	" " 50% of the time	2
Y	75% or more of the time	3
N	Always purchases paper products like envelopes, post-it notes etc , as well as non-copy papers made with 30% recycled content	1
N	" " 50% recycled content	2
N	" " 100% recycled content	3
N	Purchases printer cartridges for the office that are recycled or made with 12% recycled content	1
N	" " 17% recycled content	2
N	" " 89% recycled content	3

7	**Energy:** Our office	14

0	**Transporation:** Our office	7
N	Avoids traveling for at least 75% of off-campus meetings, and uses conference calls instead	1
N	Cycles or walks 100% of the time when traveling across campus, when possible	1
N	Chooses sustainable travel options, such as carpooling or public transit, 75% of the time when traveling off-campus for meetings and events is necessary	2
N	Commutes to campus from home using sustainable travel options, with 25% of staff carpooling, walking, cycling, or taking public transit	1
N	" " 50% staff carpooling, walking, cycling, or taking public tranist	2
N	" " 75% staff carpooling, walking, or taking public transit	3

4	**Meetings and Events:** Our office	9
Y	Ensures vegan and/or vegetarian options are available for 100% of catered events	1
Y	Participates in Leopard Leftovers and posts leftovers into the campus GroupMe	1
N	Requests local food options, including LaFarm ingredients, when using Lafayette Catering for 100% of meetings and events	2
Y	Requests attendees to sign up for 100% of events before-hand, if applicable	2
N	Uses paperless advertising for 25% of events	1
N	" " 50% of events	2
N	" " 75% of events	3

1	**Office Engagement and Wellbeing:** Our office	21
N	Coordinates weekly lunchtime walks where 100% of the staff is invited	1
Y	Takes care of at least one office plant	1
N	Includes all Sustainable Office Program information and updates in staff meetings and new employee orientation	2
N	Has requested or held a presentation from the Office of Sustainability	2
N	Has attended or collaborated on a sustainability event, including EarthFest during Earth Month in April	2
N	Hosts lunch time sustainability info session covering waste, energy, health, well-being, or another topic of your choice, at least once each semester	2
N	Has volunteered in Green Move In and Green Move Out, with at least 50% of the office participating in a Green Move Out Sponsorship Day	3
N	Includes "As demonstrated in the Climate Action Plan (CAP), Lafayette is dedicated to achieving carbon neutrality by 2035, and to incorporating best practices in the pillars of sustainability (environmental, social, and economic) across campus and within all offices and departments" in every job posting for the office/department	3
N	Has assessed 1 or more actions that employees can take to meet Lafayette's climate commitments in 25% of employee position descriptions	3
N	50% of employee position descriptions	4
N	75% of employee position descriptions	5

THRESHOLDS (out of 121 points)	
Bronze	10
Silver	35
Gold	60
Platinum	95

Office Progress	
Total points	**47**
Current certificate	**Silver**
Points to next level	**13**

Category	Total Items Achieved	Total Items Available	Progress
1-point items	18	37	**49%**
2-point items	18	29	**62%**
3-point items	18	18	**100%**
TOTAL	**54**	**84**	**64%**
Total points	**121**		

N	" " 75% of the time	2
N	" " 100% of the time	3
N	Has an office standard of reducing copy paper usage annually by 25%	1
N	" " 50%	2
N	" " 75%	3

N	Ensures that all computers and laptops are set to an energy saving mode	1
N	Uses light-emitting diodes (LED) rather than compact fluorescent lights (CFL) or incandescent light bulbs when replacing 100% of lights we have access to, such as desk lamps	1
Y	Posts “Turn off the light” signage on all light switches that are not motion sensors	1
Y	Shuts all windows tightly during cold weather and when heating or AC are on	1
N	Programs thermostats in the summer to 78°F while in the office and around 85°F after hours, and in the winter to 68°F while in the office and 60-65°F after hours, if it is accessible to change by the office team (check our how-to guide if you are unsure if you can adjust the thermostat).	1
Y	Uses laptops instead of desktops,when desktops are not required	1
N	Has eliminated space heaters and individual fans for office use	1
Y	Uses a central, energy efficient refrigerator for the office rather than individual mini-fridges	1
Y	Has centralized printers as much as possible in the office	1
N	Has signage reminding staff to turn off all faucets that are not motion-sensors	1
Y	Sets up furniture in a way that maximizes natural lighting in spaces with ample natural light	2
N	Purchases and uses smart power strips, when replacing existing power strips for the office	2

	Other sustainable actions Our office	**4**
	Has adapted the Conscious Consumption poster throughout offices and the building	1
	Has added a Sustainability page to Our Values webpage	1
	Posts a "One paper towel" recommendation in all bathrooms	1
	Amplifies campus news on sustainability programs and efforts on social media accounts and email as much as possible	1