



SUSTAINABILITY SCORECARD

The Sustainability Scorecard takes a holistic look at a business's effort to create a happier, healthier, and more sustainable community. The Scorecard consists of five steps: general information regarding the business's trash and recycling program; assessment of current sustainability efforts occurring throughout the business's various departments; tallying of your score; setting goals for improved sustainability; and planning--encouraging the business to think about how future sustainability efforts can be incorporated into the overall budget. Please fill out Step I prior to meeting with CSWD for a waste assessment. The remaining four steps can be completed by the business directly. When finished, please fax the completed forms to (802) 878-5787 or contact Michele Morris at (802) 872-8100 x 237.

Business Name _____ Type of Industry: _____

Mailing address _____ Phone: _____

Contact person _____ Title: _____

Number of employees: _____

STEP I: TRASH AND RECYCLING PROGRAM

Trash and Recycling Disposal Information (Outdoor Containers)

Trash & recycling collection company: _____

Trash collection day(s): _____ Recycling collection day(s): _____

Volume of trash containers: _____ Volume of recycling containers: _____

Total volume trash per pick up (TVT): _____ Total volume of recycling per pick up(TVR): _____

Estimated recycling rate (TVT/(TVT + TVR)): _____

I.1. Recycling Program Set Up (Indoor Containers)

Where are the recycling bins located? _____

Is the location convenient and visible? _____ Are the bins located next to trash cans? _____

Are the bins clearly labeled and well-maintained? _____ Are there enough bins? _____

I.2. Materials Recycled Checklist

Mandatory items	√	Optional items	√
white & colored paper		toner cartridges	
newspaper		hard cover books	
corrugated cardboard		food scraps	
paperbags		lost and found clothing	
softcover books, magazines, catalogs		electronics	
glass bottles (deposit & other)		metal furniture	
metal cans (deposit & other)		other:	
plastics bottles (deposit & other)			
plastic packaging and containers			
aerosol cans			

Business: _____

Date: _____

STEP II: ASSESSING SUSTAINABILITY EFFORTS

Please answer each question with a “yes” or “no”.

TARGET AREA	Y or N	SUSTAINABILITY EFFORT
Operations/ Administrative Department		Are paper products purchased with recycled content?
		Are reusable and refillable office supplies, i.e. laser printer cartridges, purchased?
		Do the paper products used in bathrooms contain recycled content?
		Are envelopes reused for customer or inner-office mailings?
		Is the default setting on printers set to duplex printing?
		Are employees encouraged to photocopy and print on both sides of paper?
		Are employees encouraged to print on used paper for draft or internal documents?
		Are energy efficient light bulbs, i.e. CFLs, used in lighting fixtures?
		Are employees encouraged to shut down their computers at the end of the day?
		Are online resources such as email or the intranet used to make internal announcements?
		Is recycling, composting, or other waste reduction strategies incorporated into the overall culture/mission of the organization or business?
		Has the business coordinated a “Green Team” made up of members from all departments to help spearhead business-wide sustainability initiatives?
Offices, Conference Rooms, and Resource Rooms		Does each individual office or desk have a recycling bin? If so, is it located next to a trash can? (1 point for each yes response)
		Does the conference room (s) have a recycling bin? If so, is it located next to a trash can? (1 point for each yes response)
		Do printers or photocopiers have boxes for scrap paper located next to them to be used for single-sided printing or copying of draft documents?
		Do the printers or photocopiers have recycling bins next to them?
		Are presenters at meetings encouraged to increase the use of black/white boards, overhead transparencies, or Powerpoint presentations to reduce the number of paper handouts?
Custodial Services		Do you know who provides custodial services/cleaning services for your business? If so, is it an in-house or contracted service?
		Does the custodial staff use non-toxic cleaning supplies? If yes, please list brand name, cost, and level of satisfaction:
		Is the custodial staff encouraged to extend the life of certain items through proper maintenance, i.e. floor polishers, vacuums, or janitorial supply carts?
		Does the custodial staff dispose of hazardous materials, including fluorescent light bulbs, in a safe and environmentally-friendly manner? If yes, please list the types of materials being disposed and how they are being disposed:

Business: _____

Date: _____

TARGET AREA	Y or N	SUSTAINABILITY EFFORT
Kitchen, Lunch Room, or Cafeteria		Does the lunch room have reusable flatware and dishes for staff use?
		Are there recycle bins in the lunch room? If so, are they located next to a trash can? (1 point for each yes response)
		Does the lunch room compost? If so, are the compost containers located next to a trash can? (1 point for each yes response)
		If applicable, are there recycle bins located next to each vending machine?
		Are there educational posters in the kitchen as reminders to recycle/compost?
		If your business has a cafeteria, please answer the next 6 questions.
		Does your cafeteria or prep staff compost pre-consumer food scraps in the kitchen?
		Has the cafeteria staff adjusted its menu to reduce the amount of wasted food?
		Does the cafeteria buy local foods for preparation?
		Do customers compost leftover, post-consumer food scraps?
Educational Programs		Does the cafeteria offer prepared lunch foods with little packaging?
		Does the cafeteria offer reusable plate and flatware options for its eat-in customers?
		Has the business conducted a trash sort to assess its contribution to the waste stream?
		Has the business hosted educational assemblies on waste reduction for its staff?
Community Outreach		Does the business have a resource area that contains books or videos on recycling, composting or waste reduction? If yes, what are the most useful resources?
		Is an email newsletter used to communicate with customers or clients?
		Does the business communicate and promote its green initiatives?
		Are customers or clients encouraged to engage in waste reduction strategies, i.e. buying reusable products, reducing waste etc.?
		Has the business sponsored other local sustainability initiatives that occur throughout the community? If yes, please list some examples:
	If answered yes to the above question please list strategies on how you encourage or reward your customers?	

Business: _____

Date: _____

STEP III: HOW DID YOU DO? TALLYING YOUR SCORE

Your score is based on the answers you provided in Step II. To tally your score add one point for each “yes” and zero points for each “no.” 44 is the highest score you can get.

Total Points....

44 to 34—You are a super sustainable business. Keep it up!

33 to 23—Good job but there is still room for growth.

22 to 12—Business does not demonstrate much sustainability effort beyond recycling.

11 to 0—Limited sustainability effort demonstrated. It’s time to get green!

STEP IV: SUSTAINABILITY GOALS

Based on the information provided above which areas do you think are in need of the most improvement. List three goals to help your business move towards sustainability during the next year.

1.

2.

3.

STEP V: PLANNING FOR SUSTAINABILITY IN THE BUDGET

Identify several areas from the budget where funding for future sustainable initiatives could be housed.

1. _____

2. _____

3. _____