



*Brought to you by the EPA Middle-Atlantic Regional Office!*

## Self -Assessment Tool for Determining Your Environmental Foot Print



*Give your office 1 point for every Yes answer*

		Yes	No	N/A
<b>Gasoline</b>	Does your office know what percentage of your employees use mass transit to get to work?			
	Does your office offer Transit-Cheks® to employees to subsidize their use of mass transit?			
	If your office has free/subsidized parking have you considered eliminating it?			
	Do your employees utilize car or van pools to get to work?			
	Can your employees utilize tele-commuting or work from home?			
	If your office has vehicles for employee use, do you know your fleet MPG?			
	If your office has vehicles, have you considered more fuel efficient or hybrid cars?			
<b>Electricity</b>	Does your office maximize the use of natural lighting?			
	Does your office have fluorescent lighting in common and office areas?			
	If yes, are there 3 tubes in each fixture?			
	Does your office have occupancy sensors to control your lights?			
	Does your office purchase any "green power" i.e. power from wind, water or the sun?			
	Do all the computer monitors in your office have a Liquid Crystal Display (LCD)?			
	Do you have any LCD computer monitors in your office?			
	Is the "sleep" function enabled on your office's computers?			
	Do you have any Energy Star rated computers, printers, and fax machines?			

	Have you instructed your employees to turn off their computers, monitors, printer and task lights at the end of the day or when they will be away from their desks for several hours?			
<b>Paper</b>	Does your office use paper made with 100% recycled fibers?			
	Does your office use paper made with any percentage of recycled fibers?			
	Are your office copiers set to default to double-side copy?			
	Are your office printers set to default to double-side print?			
	Does your office know the per capita paper use of your employees?			
<b>Recycling</b>	Does your office recycle: cardboard? paper? newspaper? glass? plastic? aluminum and metal cans? batteries? printer cartridges? <b>1 point for each Yes - up to 8 points total</b>			
	Does your office know the percentage of your waste that is recycled?			
<b>Reuse</b>	Does your office reuse office supplies? like file folders? three ring binders?			
	Does your office buy recycled printer cartridges?			
	Does your office buy refills for pens?			
	Does your office buy any other products with recycled content?			
	<b>Total Yes for Both Pages</b>			
	<b>Ratings: 35 - 25 ★★★★★, 24 - 20 ★★★★★, 19 - 15 ★★★, 14 - 10 ★★, 9 - 0 ★</b>			