

Quick Start Guide

Welcome to the Pittsburgh GWC!

The Pittsburgh Green Workplace Challenge steps beyond national trendsetters in enabling participants to track, measure, and receive verification for their green accomplishments. By following these 5 simple steps, your organization will be well on its way to measuring improvements in energy, water, waste and transportation, and operating more efficiently through greener practices!

If at any time you have questions, comments, or concerns, please contact gwc@sustainablepittsburgh.org. We are here to help you succeed. **Click here to download the GWC Action Checklist, Category Playbooks, and Master Playbook.**

1

Create a GWC Account

Visit the [GWC Website](#). Select “Create Account” then choose a username and password. Enter your organization’s name, zip code, and email address, and select your competition category (i.e. business, non-profit, municipality, college/university, observer). After creating an account you will receive a confirmation email from the GWC staff. Now you are ready to compete!



2

Review the Master Playbook and Develop Your Game Plan

Read through the **GWC Master Playbook’s** over 250 sustainable actions, organized into eight general categories: Social Equity, Engagement, Energy, Water, Materials Management, Transportation, Air Quality and Innovation.

Use the **GWC Category Playbooks** to decide how your organization will organize its efforts: broadly, working in multiple categories, or focused, concentrating your efforts and resources to earn a blue ribbon in at least one category. Plan a course of action best suited to your organizational mission, capacity, and goals.



Attend GWC Monthly Workshops

Our 10 monthly workshops will provide your organization with essential information to succeed in the GWC. To sign up, visit the [GWC website](#) and sign in using your username and password, select the “Monthly Workshops” tab, and choose “Register for the Workshop.”

3

Energy, Water and Transportation

If you plan to complete actions in the Energy, Water and/or transportation actions, set up your EPA Energy Star Portfolio Manager to measure utility data, and/or CommuteInfo account to measure transportation data. Use our **EPA Portfolio Manager Getting Started Guide** to help set up your Portfolio Manager account. To register with CommuteInfo, email commuteinfo@spcregion.org.

! I don't have access to my utility data

If you don't have your utility data, complete Yellow Ribbon Energy Actions (EN1-EN4) to earn points for attempting to gain access and engaging your landlord. There are many points available to those who cannot track utilities in the GWC.

4

Complete Foundational Actions

The **GWC Category Playbooks** distinguish between actions which are Foundational or Instrumental to achieve a white, red, or blue ribbon. In order to earn a white, red or blue ribbon, you must complete the Foundational actions for that color ribbon. For a complete explanation, see [here](#).

Setting up your Portfolio Manager and CommuteInfo accounts meets some Foundational actions in the Energy, Water and Transportation categories.

Continue completing Foundational and Instrumental actions to earn more ribbons.

Complete Instrumental Actions

Instrumental actions build upon pre-requisite Foundational actions. Complete 10, 20 and 30 points worth of Instrumental actions to earn a white, blue or red ribbon, respectively.

You may reach these points through a combination of any non-foundational actions in the overall category. The Instrumental actions are placed in white, red or blue ribbons based on degree of investment, time and planning time, but these are purely suggested actions.

5

Follow current standings on the Leader Board

To check your organization's standings and see how other organizations are progressing, follow the [GWC leader board](#) on the [GWC website](#). The leader board is updated monthly, so your organization has the chance to improve its standings and take the lead every month!