

# FOUNDATIONAL ACTIONS

These actions must be completed to receive a ribbon

- MM1:** Conduct a preliminary waste audit to set your baseline and/or **10 pts**
- MM35:** Create your Materials Meters in Portfolio Manager and/or **5 pts**
- MM36:** Enter your materials management baseline quarter **10 pts**
- MM6:** Pledge to reduce your organization's waste production **25 pts**
- MM7:** Write a waste reduction plan and procedure **5 pts**

- MM2:** Conduct an additional waste audit after your baseline + and/or **10 - 110 pts**
- MM37:** Keep your materials management meters up to date **1-12 pts**
- MM4:** Increase your organization's waste diversion + **2 - 385 pts**
- MM3:** Reduce your organization's waste production + **2 - 385 pts**

- MM5:** Achieve a high diversion rate **10 - 50 pts**
- MM8:** Create a Zero Waste goal and action plan **10 pts**
- MM9:** Reach your waste diversion and reduction goal **12 - 25 pts**

# INSTRUMENTAL ACTIONS

Choose any combination of these actions to equal an additional 10 points per ribbon.

- MM11:** Make responsible paper choices + **1 - 5 pts**
- MM12:** Write and implement an electronic communication policy **1 - 5 pts**
- MM13:** Minimize wasteful giveaways and officeware **1 pt**
- MM14:** Encourage the use of re-usable drinkware and dining supplies + **1 - 4 pts**
- MM15:** Ban the sale of bottled water **1 pt**
- MM22:** Participate in a clothing and shoe recycling for reuse program **2 pts**
- MM24:** Make a donation to the Pittsburgh Center for Creative Reuse **1 - 5 pts**
- MM25:** Donate cooking oil **1 pt**
- MM26:** Write and implement an electronic waste policy **5 pts**
- MM27:** Recycle plastic bags, films and small plastics **2 pts**
- MM31:** Collect organic materials for compost **2 pts**

- MM10:** Write and implement an Environmentally Friendly Purchasing policy + **1 - 10 pts**
- MM16:** Minimize office supply deliveries to 1-2 times per month **1 pt**
- MM17:** Implement suggestions from third party waste audit + **1+ pt(s)**
- MM18:** Utilize Zero Waste Services at your next event + **4 - 20 pts**
- MM19:** Add water bottle filling stations + **1 - 3 pts**
- MM20:** Remove individual trashcans/wastebaskets or replace with linerless baskets **3 pts**
- MM21:** Replace restroom paper towels with electric hand dryers or reusable towels **2 pts**
- MM28:** Join a Terracycle Brigade + **5+ pts**
- MM33:** Create on-site composting **3 pts**
- MM34:** Use on-site composting to manage landscaping **1 pt**

- MM23:** Donate surplus building materials and office furniture to a reuse retailer **5 pts**
- MM29:** Install BigBelly of similar solar trash/recycling compactors or stations **3 pts**
- MM30:** Donate a vehicle **1 pt**
- MM32:** Participate in a compost hauling program **5 pts**

Receive an additional 25 points for achieving your ribbon.



COMPLETED POINTS


TOTAL POINTS



**WHITE RIBBON: 25 POINTS**

Complete foundational actions and 10 points of instrumental actions

COMPLETED POINTS


TOTAL POINTS



**RED RIBBON: 25 POINTS**

Complete foundational actions and cumulative 20 points of instrumental actions

COMPLETED POINTS


TOTAL POINTS



**BLUE RIBBON: 25 POINTS**

Complete foundational actions and cumulative 30 points of instrumental actions