

Green Team Online REGISTERING & REPORTING

In order to streamline the process of joining the Green Team and allow for members to update their information, we are moving membership registration and reporting online. This document has been imbedded with the necessary [hyperlinks](#) that will help you setup your online account and report your numbers.

[Click here to register](#) for online reporting.

[Click here to log in.](#)

REGISTERING W/ the New System

Members will have to [register](#) for the online reporting system by entering basic contact information and information about their company. Once registered, members will be e-mailed their organization's unique password and have access to [the new reporting website](#). The requirements of membership and explanation of the point/recognition system are outlined in the [Sustainability Menu document](#).

[Become Member](#)

Green Team Membership Application

* Required

Date Joined

* Company Name

* Company Web Site

* Type of commercial establishment

* Contact Name

* Mailing Address

* City

* State * ZipCode

* Contact Phone

* Contact Email

* Building Manager

* Phone

* Email

* Number of employee(full & part-time)

I have read and understand the reporting requirements for the program. I know that if I fail to report in a timely manner, my institution's membership will be under review and could result in removal from the program.

Verification Code

 Type the code shown:

[Show another code](#)

[Become Member](#)

REPORTING W/ the New System

Once you register, you should receive your reporting password. You'll need to go to the [login page](#) enter your password to access your account.

Log in

* Project Access Code

[Become Member](#)

Once logged in, you should see the general tab and the information you entered on your membership application. If you have any changes in contact information in the future you can use your password to log in and change information such as your phone number or point of contact.

****IMPORTANT****: After changing information, be sure to click the "Save" button so that the changes take effect. Likewise, if you make any changes in the tabs, you should click the "Save" button at the bottom of the screen. Your points will not be calculated correctly if you don't save your information in each tab and it could result in the loss of the information you've entered.

[Sign Out](#)

General Infor | Energy | Waste & Recycling | Water | Air & Transportation | Outreach & Education

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* Building Manager

* Phone

* Email

* Number of employee(full & part-time)

You have achieved **63** of points. This puts you at the **Silver Commitment** level of sustainability.

To learn more about the different levels of sustainability [click here.](#)

I have read and understand the reporting requirements for the program (link to reporting requirements). I know that if I fail to report in a timely manner, my institution's membership will be under review and could result in removal from the program.



[Sign Out](#)

Jump to:

- [ENERGY REPORTING](#)
- [WASTE & RECYCLING Reporting](#)
- [WATER Reporting](#)

ENERGY Reporting

Reporting for Energy is required for members joining the program after June 2010. Please input the total kWh for 2010 and 2009 in the corresponding lines. A great program for calculating your total energy use is the [ENERGY Star Portfolio Manager](#). Alternatively you can [use this worksheet](#) to calculate total energy use.

[Sign Out](#)

| General Info | Energy | Waste & Recycling | Water | Air & Transportation | Outreach & Education |
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EP1 **Membership PreRequisite.**

Report Your Energy Use

You can report it directly below or use the [Energy Star Portfolio Manager](#).

What was your average energy use for 2009 (kWh)? kWh

What was your energy use for 2010 (kWh)? kWh

E1 **Achieve an Energy Reduction Goal of 10% or More**

a) Have you established and reached an energy reduction goal? No Yes

b) If yes, what %

E2 **Conduct an Energy Audit**

Have you conducted a lighting and energy audit and implemented at least one of the energy reducing recommendations from the audit report? No Yes

E3 **Access your Heating, ventilation, and Cooling System (HVAC)**

Have you conducted an HVAC test to assess your system's efficiency? No Yes

If yes, how many efficiency strategies from the system analysis did you implement?

WASTE & RECYCLING Reporting

Reporting the total recycling for 2010 is a requirement for all members regardless of when they joined the program. Input your total recycling number and *click either lbs or Tons*.

[Sign Out](#)

| General Infor | Energy | Waste & Recycling | Water | Air & Transportation | Outreach & Education |
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| PW1 Membership PreRequisite | | | | | |
| Track and Report Your Recycling | | | | | |
| How many pounds/tons of material (paper, cardboard, aluminum, etc.) did you recycle in 2010? | | | | | |
| <input type="text" value="132"/> | | | | | |
| <input checked="" type="radio"/> lbs <input type="radio"/> Tons | | | | | |
| WRR1 Conduct a Waste Stream Audit | | | | | |
| a) Have you conducted a waste stream audit? | | | | | |
| <input type="radio"/> No <input checked="" type="radio"/> Yes | | | | | |
| b) If yes, What percentage of your total waste(trash + recycling) is recycled? | | | | | |
| <input type="text" value="25%"/> | | | | | |
| WRR2 Recycling Education | | | | | |
| a) Have you established a recycling policy, identifying all office recycling practices? | | | | | |
| <input type="radio"/> No <input checked="" type="radio"/> Yes | | | | | |
| b) Are all employees given a recycling bin to use at her/his desk? | | | | | |
| <input type="radio"/> No <input checked="" type="radio"/> Yes | | | | | |
| c) Have you verified that the cleaning staff separates the recyclables from the trash? | | | | | |
| <input type="radio"/> No <input checked="" type="radio"/> Yes | | | | | |
| WRR3 Join EPA's Wastewise Program | | | | | |
| Have you signed up for EPA's Wastewise program? For details on the program click here | | | | | |
| <input type="radio"/> No <input checked="" type="radio"/> Yes | | | | | |

WATER Reporting

Reporting water usage is only a requirement for Silver level commitment members and above. A great program for calculating your total water use is the [ENERGY Star Portfolio Manager](#). Alternatively you can [use this worksheet](#) to calculate total water use.

[Sign Out](#)

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| General Infor | Energy | Waste & Recycling | Water | Air & Transportation | Outreach & Education |
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WC Membership PreRequisite

Report Your Energy Use

You can report it directly below or use the [Energy Star Portfolio Manager](#)

What was your total water use for 2009?
Gal

What was your total water use for 2010?
Gal

Are you current on your water permits? (Industrial Only) No Yes

WC1 Promote Water Conservation

Do you have signage promoting water conservation? No Yes

WC2 Reduce Indoor Water Use

As an organization, by how much have you reduced your water use in the past year?

WC3 Install Water-Conserving Toilets / High-Efficiency Toilets

a) Do you have water-conserving toilets that use 1.6 gallons per flush or less? No Yes

b) Do you have high-efficiency toilets that use 1.28 gallons per flush or less? No Yes

WC4 Install Low-Flow Lavatory Faucets / Aerators

Do you have low-flow lavatory faucets and/or faucet aerators? No Yes