Gree	nDiS	C									
-	-,]										
	BRONZE	Code	Short title	Description	Why	How	Evaluation criteria	These colu How did you complete this criteria?	mns are to be completed for yo What did you find challenging about this (if anything)? And what still needs to be improved on moving forward?	ur application for certific Evidence provided to support this criteria (e.g. file names of supporting documents attached, or links to resource).	ation Any other comments.
	General	Research gro	Nomination of a Green DiSC representative	There is at least one person nominated to lead on sustainability efforts in the group, and take ownership of the Green DISC submission. Should they leave, they must pass on responsibilities.	Continuity is crucial to all sustainability initiatives, and is the sign of a truly successful effort. Ensure that someone is nominated to carry forward the targets laid out in this framework.	A member of staff takes on the responsibility, and makes sure to pass it on when they leave. When initiating a sustainability initiative,make any relevant sustainability/environmental/ facilities teams aware. They can sometimes provide support or guidance.	Contact details of the DISC representative, inclusion of this in their job description.				
	General	(RG) G2-B	Computing sustainability is part of the induction procedure	The group has an induction procedure in place for all new arrivals, explaining the sustainable practices to take.	While there may be a substantial amount of information for new starters, it is crucial that efficient and sustainable practices are emphasised on arrival. It is during this period of initiation that people are most impressionable, despite there being a lot of new information.	Sustainability induction procedure can be provided by the central team, or inspired from examples in other institutions. Sustainable practices should not be separate, but rather fully integrated into induction materials.	Material and evidence of it being used.				
	General	(RG) G3-B	Information and resources are shared with other groups engaging with sustainability	The information collected that could be useful to other groups in the institution (e.g. data centres specs) are shared with a central team and/or other groups engaging with this framework. Material created or improved (e.g. induction or training) is being shared with other groups on the Green DISC forums/GitHub.	Sharing resources is a great way to not duplicate efforts and increase adoption.	Through a central sustainability platform and sharing externally on the Green DISC forums/GitHub.	Examples of shared resources.				
	General	(RG) G4-B	Dissemination of this program in the institution	The group has engaged across the institution to encourage other groups to think about the sustainability of their work.		Through engament with other labs, mailing lists, department policies etc.	Examples of promotion.				
	Offices	(RG) 01-B	Inventory of office computing hardware	A inventory of the computing hardware used by the group has been compiled and is updated yearly. This should include: laptops, desktop computers, monitors, external hard drives, accessories (keyboards, mouses, speakers etc.). This should not include HPC equipment (either in a data centre or on-site), as this is a separate criteria.	Manufacturing and end-of-life treatment for hardware can outweigh the environmental impacts of the usage phase.	List the hardware by linking with colleagues and confirming with finance/operation/IT teams.	Filled inventory.				
	Offices	(RG) O2-B	Identification of electronic waste processing streams	What happens to electronic waste (e.g. unused computers) is identified.		List of disposing streams from for example insitution guidelines, IT teams, sustainability teams, users' feedback.	List of waste streams and follow up on what happens to hardware.				
	Offices	(RG) O3-B	Identification of unused computing equipment	Based on the inventory, unused computing equipment has been identified.		List the unused equipment by linking with colleagues and confirming with finance/operation/IT teams.	Filled inventory, with the list of actions taken for each.				
arch group criteria	Data storage	(RG) DS1-B	Inventory of main data resources	An inventory of all the main data resources is made and updated regularly (frequency depends on field, at least yearly). Details of where this data is being stored are also recored. Datasets can be considered important because of the value of the data stored (e.g. difficult to replace if lost) or because of the size of the dataset. All datasets used (not only managed) by the group that satisfy one of these criteria should he listed	Identifying all large data-sets is a crucial first step to finding ways to mitigate the associated impact on the environment.	List the hardware by linking with colleagues and confirming with IT teams.	List of data resources				
Rese	Data storage	(RG) DS2-B	Implement regular cleaning of users own data directories	Users' project directories need to be regularly (monthly is generally a good frequency) cleaned from temporary/outdated files. A process has been implemented to this effect, with regular reminders and a half-way checkpoint after 6 months. NB: this refers to data directory this refers to data directory managed by individual team members for their own projects.	Users' data directories tend to accumulate temporary files that hoard space unnecessarily.	Organise regular cleaning in coordination with central IT teams and users.	Proof of the last cleaning happening, description of the scope covered and storage freed.				
	Compute	(RG) HPC1-B	Inventory of computing infrastructures used	An inventory of the computing infrastructures used by the group has been made. As much as possible, the list covers on- site infrastructures (e.g. local data centre, server in the offices if possible) as well as off site infrastructures (remote institutional computing facility and commercial cloud providers). The electricity source of these infrastructures should also be listed (either main power grid, most common, or dedicated facility such as a solar farm).	The first step to addressing the impact of computing is to have an understanding of the usage. This can allow long-term comparisons and sustainability strategies to be addressed, and alerts facilities that sustainability is a priority.	For on-site infrastructure, the size and models of hardware should be included, as well as the reason for using local computing. For institutional HPC facility, the following information should be listed: location of the data centre(s), Power Usage Effectiveness (PUE) of these data centres, and providers: company providing the service, location of the data centres. For data about institutional data centres, the information should be straight forward to obtain by contacting the computing team (or the central sustainability team if several groups engage with this framework).	List of the computing infrastructures with appropriate details.				
	Compute	(RG) HPC2-B	Inventory of the most demanding computing pipelines	Each team member lists the most demanding computing pipelines ran (if any), either because of long runtimes or large number of resources, or because the same pipeline is ran a large number of times.		By linking with colleagues and IT teams as necessary.	List of computing pipelines.				
			Training on (green) computing	The group raises awareness about green computing and educates team members about green computing best practices. E.g. reducing re-run analysis when not necessary, how to debug on small scale		Institutions can leverage already available training material online, or design their own. More material should be made freely available in coming	Date and attendance list of the training sessions(s). Documents				

		best practices is provided	unnecessary runs, and known coding optimisation best practices relevant to the group's activities. Tips specific to this group are recorded in a document to be updated and improved over the years.		recorded talks on the Green Algorithms page (www.green- algorithms.org) can be used as a starting point for example.	that are specific to the lab).		
Compute	(RG) HPC4-B	N/A	N/A	N/A	N/A	N/A		
Compute	(RG) HPC5-B	N/A	N/A	N/A	N/A	N/A		
Others	(RG) Oth1-B	Anything else that you've done?						