

# THE GREATER PHILADELPHIA GREEN BUSINESS COMMITMENT

## OWNER CHECKLIST

# I. LEADERSHIP AND EDUCATION

## OBJECTIVE:

RAISE AWARENESS OF SUSTAINABILITY EFFORTS AND ENVIRONMENTAL ISSUES WITHIN COMPANY AND BUSINESS COMMUNITY AT LARGE.

- |   | Y                                   | N                                   | N/A                      |
|---|-------------------------------------|-------------------------------------|--------------------------|
| (1) Designate a green office advocate or working committee.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (2) Assess and track your firm's/facility's (ies') Philadelphia region estimated baseline carbon footprint. (Use of the calculator provided by Pennsylvania Environmental Council is strongly encouraged; however, a member may assess its carbon footprint using the protocols identified below (see NOTE).) | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (3) Promote sustainability initiative and forthcoming changes, strategies, and objectives within company on a regular basis to raise consciousness and add transparency of the initiative.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (4) Develop and implement a written plan to reduce carbon footprint.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (5) Appoint management level sustainability officer.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (6) Establish and promote individual green pledge for employees.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (7) Actively encourage employees to adopt sustainable practices outside of work, and provide resources for doing so (such as discounted compact fluorescent (CF) light bulbs).  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (8) Host regular green awareness events within the company.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (9) Prepare an internal annual report of progress and distribute to employees/shareholders.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (10) Distribute an external green e-newsletter on at least a quarterly basis.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (11) Prepare an external annual report on progress to be distributed publicly.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (12) Be in a LEED-certified building and/or certify your space as a LEED Commercial Interior.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (13) Post and maintain your current Greater Philadelphia Green Business Commitment Self-Certification Report (this checklist) on your external website.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (14) Post and maintain your current carbon footprint (summary data) on your external website.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

NOTE: Acceptable protocols are those developed by the World Resources Institute & World Business Council for Sustainable Development available at [www.ghgprotocol.org](http://www.ghgprotocol.org), The Climate Registry at [www.theclimateregistry.org/resources/protocols](http://www.theclimateregistry.org/resources/protocols), or the California Climate Action Registry at [www.climateregistry.org/tools/protocols/generalreporting](http://www.climateregistry.org/tools/protocols/generalreporting)

Red items indicate mandatory minimum requirements.

# II. ENERGY

## OBJECTIVE: REDUCE ENERGY USE AT FACILITY.

### A. General

(1) Conduct an informal internal energy audit of your facilities (assess and implement simple measures to reduce energy consumption).  Y  N  N/A

(2) Purchase 10% of electricity demand as renewable energy credits (green power) from your utility.  Y  N  N/A

(3) Purchase an additional 10% of electricity demand as renewable energy credits (green power) from your utility (20% total).  Y  N  N/A

(4) Purchase an additional 10% of electricity demand as renewable energy credits (green power) from your utility (30% total).  Y  N  N/A

(5) Have an outside firm conduct a formal energy audit of your facilities.  Y  N  N/A

(6) Improve building envelope with increased insulation and high-performance windows that exceed current building standards.  Y  N  N/A

(7) Create energy on-site, such as through photovoltaic panels, wind turbines or ground source heat pumps.  Y  N  N/A

### B. HVAC

(1) Maintain (and adhere to) a written policy that ensures blinds and curtains are closed during peak summer period (white reflects) to reduce A/C load.  Y  N  N/A

(2) Institute and/or maintain a written maintenance program: Inspect permanent filters every 3 months and clean permanent filters with mild detergents when necessary (change replaceable filters every three months); check the entire system for coolant and air leaks, clogs, and obstructions of air intake and vents; keep the condenser coils free of dust and lint; keeps the evaporator coils free of excessive frost.  Y  N  N/A

(3) Implement weatherizing policy and measures (i.e. weather stripping, caulking, sealing unused space, not heating/cooling unused space).  Y  N  N/A

(4) If appropriate, apply window film to reduce solar heat gain.  Y  N  N/A

(5) Install ceiling fans to promote air circulation and reduce the need for air conditioning or use fan-only mode on A/C.  Y  N  N/A

(6) Program HVAC system to reduce operations when building is unoccupied or use occupancy sensors to adjust set points.  Y  N  N/A

(7) Use, install, or replace HVAC equipment with Energy Star rated HVAC equipment.  Y  N  N/A

(8) Shade sun-exposed windows and walls to mitigate the effect of direct sunlight during the summer. Use awnings, sunscreens, shade trees or shrubbery (only applicable for air-conditioned spaces).  Y  N  N/A

(9) Install an energy management system (EMS) for central air conditioning and heating systems.  Y  N  N/A

### C. Lighting

(1) Maintain (and adhere to) a written policy to turn off office lights when leaving for more than 15 minutes and post reminders.  Y  N  N/A

(2) Replace incandescent bulbs with compact fluorescents or LED lights. Use halogen lamps only for low wattage task and spot lighting.  Y  N  N/A

(3) Arrange your workspaces to take advantage of areas with natural sunlight, and design for increased natural lighting when remodeling (workspace within 30' of natural light).  Y  N  N/A

Red items indicate mandatory minimum requirements.

# II. ENERGY

## OBJECTIVE: REDUCE ENERGY USE AT FACILITY.

### C. Lighting

- |  | Y                                   | N                                   | N/A                      |
|--|-------------------------------------|-------------------------------------|--------------------------|
| (4) Use "task" lighting with energy efficient bulbs where extra light is needed, rather than over-lighting an entire area with ambient light.                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (5) Replace standard fluorescent lights with low- or no-mercury fluorescent lights that are higher efficiency.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (6) Install optical reflectors or diffusers to increase lighting efficiency and reduce the number of fixtures, lamps.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (7) Disconnect unused ballasts in de-lamped fixtures and replace burned out lamps to avoid ballast damage.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (8) Reduce ambient lighting to 1W/sf and 35 FC (except in specialty work areas).   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (9) Keep lighting fixtures, diffusers and lamps clean so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%). | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (10) Use daylight sensors in lighting systems.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (11) Replace magnetic ballasts with electronic ballasts and install T-8 or T-5 lamps.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (12) Install bypass/delay timers for off-hour lighting.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (13) Install occupancy sensors on lights in places of variable occupancy, such as rest-rooms, private offices, storage, etc.                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (14) Increase natural lighting through installing sidelights or lowering cubicle and non-structural walls that block lighting to interior workstations.        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (15) Use photocells for exterior lighting and/or areas with significant natural daylight.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (16) Use LED fixtures for all emergency/exit lighting.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

### D. Office Equipment

- |  | Y                                   | N                                   | N/A                      |
|--|-------------------------------------|-------------------------------------|--------------------------|
| (1) Set all office equipment to go to standby mode when not in use (e.g. energy saver buttons on copiers). Turn off equipment when not in use for long periods of time (end of workday). | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (2) Establish purchasing program to buy only EPEAT certified computers and LED monitors that consume approximately 1/3 less energy than larger CRT monitors.                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (3) Establish purchasing policy to only purchase Energy Star or energy efficient equipment and appliances.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (4) Install or use plug load controllers for office equipment that switches equipment off after working hours.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (5) Set refrigerator temperature between 38°F and 41°F and freezer between 10°F and 20°F.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (6) Insulate all hot water pipes, hot water heaters and storage tanks.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (7) Install "instant-on" hot water.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

# III. OPERATIONS & PROCUREMENT

## OBJECTIVE:

ENGAGE IN PURCHASING PRACTICES THAT MINIMIZE ENVIRONMENTAL IMPACTS WITHIN BUSINESS AND THROUGHOUT THE SUPPLY CHAIN.

### A. Facilities / Janitorial

- |   | Y                                   | N                                   | N/A                      |
|---|-------------------------------------|-------------------------------------|--------------------------|
| (1) Buy toilet paper, tissues and paper towels that have 35%-100% post-consumer recycled content.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (2) Implement a “just in time” purchasing policy (inventory reduction purchasing) and a “first-in/first-out” chemical usage policy (using older chemicals first) to use old material first.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (3) Replace aerosols with non-aerosol alternatives (such as pump sprays for fresheners and cleaners).   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (4) Buy low or no VOC paints, coatings, adhesives, and sealants for surface coating projects.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (5) When replacing furniture, phase in low-VOC furniture.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (6) Use green cleaning techniques and products, including low-toxic, biodegradable cleaners, and properly dispose of expired materials.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (7) When renovating, use eco-friendly flooring, such as CRI green label plus carpeting, CRI green label carpet pads, and floorscore certified flooring (bamboo, natural linoleum, cork, etc.).  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (8) Reduce or eliminate the use of chemical pesticides by implementing an integrated pest management (IPM) program which utilizes planting locations, pest resistant plants, proper irrigation and cultivation procedures, biological controls and less toxic pesticides to prevent pest harborage. If using a pest control contractor, specify IPM techniques in contract. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

### B. Office

- |  | Y                                   | N                                   | N/A                      |
|--|-------------------------------------|-------------------------------------|--------------------------|
| (1) Institute a written policy regarding the leasing of office equipment where appropriate. Businesses that lease out equipment tend to use more durable items, salvage reusable parts, and refurbish, recycle, or donate used equipment that can no longer be leased. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (2) Purchase copy, computer or fax paper, letterhead, envelopes and business cards with at least 35% post consumer recycled content.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (3) Purchase boxes and bags for retail use or shipping made from recycled paper or plastic (or reuse old boxes and bags).  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (4) Where possible, use non-toxic water-based markers rather than toxic permanent ink markers/pens.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (5) Use recycled or remanufactured laser and copier toner cartridges.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (6) For shipping items, use shredded paper or corn starch pellets for packaging needs instead of purchasing styrofoam pellets, bubble wrap or other packaging materials; also, reuse, in your own packaging, packaging materials received.                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (7) When purchasing new printers, buy ones with duplex capability.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (8) Print materials with soy or other low-VOC inks.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

# III. OPERATIONS & PROCUREMENT

## OBJECTIVE:

ENGAGE IN PURCHASING PRACTICES THAT MINIMIZE ENVIRONMENTAL IMPACTS WITHIN BUSINESS AND THROUGHOUT THE SUPPLY CHAIN.

### C. General Practices

	Y	N	N/A		Y	N	N/A
(1) Maintain (and adhere to) a sustainable purchasing policy (Energy Star equipment and appliances; recycled content, biodegradable paper products; energy-efficient, low-mercury lamps; plastic products; food products; building/renovation materials). Consider and favor products that are recyclable at the end of their useful life.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Specify deliveries in reusable or returnable containers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Choose vendors who can articulate sustainable practices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(8) When purchasing garbage pails or garbage bags, find ones that use recycled plastic (e.g. recycled HDPE trash liner bags instead of LDPE or LLDPE).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Use unbleached and/or chlorine-free paper products (copy paper, promotional paper, paper towels, coffee filters, etc.).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(9) When possible, arrange to order goods from vendors who make deliveries of multiple items in a single delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Use local businesses for products and services whenever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) Ask vendors to take back packaging and used or damaged products for reuse and recycling.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(5) Choose vendors who take back products after their shelf life is over (e.g. fluorescent light bulbs).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(11) In order to improve indoor air quality, ban smoking from interior spaces and designate exterior smoking areas at least 25 feet from building entries, outdoor air intakes and operable windows, with cigarette butt disposal units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Purchase items with the least packaging and work with vendors to minimize product packaging. Minimize packaging in your own products and services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12) Serve locally-grown and/or organic food at workplace events when possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# IV. TRANSPORTATION

## OBJECTIVE:

REDUCE CARBON FOOTPRINT OF EMPLOYEE TRAVEL BY ENCOURAGING ALTERNATIVE COMMUTING AND FUEL ECONOMY.

### A. Commuter

- |   | Y                                   | N                                   | N/A                      |   | Y                                   | N                                   | N/A                      |
|---|-------------------------------------|-------------------------------------|--------------------------|---|-------------------------------------|-------------------------------------|--------------------------|
| (1) Have a bike kit for employees who may have bicycle emergencies or problems.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | (8) Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (2) Reserve, with signage, car/van pool and low-emissions/fuel efficient vehicle parking spaces.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (9) Offer secure areas for bicycle storage for both employees and customers.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (3) Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps, transit schedules, commuter ride sign-ups, etc. in a visible area for employees). | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | (10) Offer lockers and showers for employees who walk, jog or bicycle to work. Provide your own, or subsidize the cost of locker rentals and shower passes at a nearby health club. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (4) If space locations are available, enroll your company in a car-sharing program.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (11) Offer electronic vehicle recharge ports for visitors and employees' electric vehicles.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (5) Operate a car pooling message board for employees who drive.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | (12) Institute flextime and work-at-home days for employees who commute by car.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (6) Sign up for commuter benefits such as TransitChek for employees.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | (13) Subsidize or otherwise incentivize employee purchase of hybrid vehicles.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (7) Distribute free or discounted public transportation passes (beyond discount offered by TransitChek), or offer other incentives (such as additional vacation days) for using public transit.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (14) Provide a commuter van or offer a shuttle service to and from bus, train and/or light rail stops; or be located within walking distance of transit stop.                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

# IV. TRANSPORTATION

## OBJECTIVE:

REDUCE CARBON FOOTPRINT OF EMPLOYEE TRAVEL BY ENCOURAGING ALTERNATIVE COMMUTING AND FUEL ECONOMY.

### B. Business Travel

Y N N/A

(1) Have written policy to use hybrid cars during business travel when it is necessary to rent a car.

(2) Have written policy to use public transit or car share if possible when traveling from office in metro area.

(3) Use teleconferencing to cut down on amount of business travel.

(4) Buy carbon offsets for all business travel.

### C. Fleet

Y N N/A

(1) Carefully plan delivery routes and errands to eliminate unnecessary trips.

(2) Purchase carbon dioxide offsets for company vehicles.

(3) Convert company vehicles to low-emission/fuel efficient vehicles (hybrid and/or using natural gas, electricity or alternative fuels).

(4) Make 50% of company fleet zero emissions vehicles (ZEV) or ACEEE 40 or less rated.

# V. WASTE REDUCTION & RECYCLING

## OBJECTIVE:

REDUCE VOLUME OF WASTE GENERATED BY BUSINESS, RECYCLE AS MUCH WASTE AS POSSIBLE.

### A. Food & Beverage

- |  | Y                                   | N                                   | N/A                      |  | Y                                   | N                                   | N/A                      |
|--|-------------------------------------|-------------------------------------|--------------------------|--|-------------------------------------|-------------------------------------|--------------------------|
| (1) <b>Recycle food and beverage containers (all glass, #1 &amp; #2 plastic and aluminum containers).</b>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | (5) Keep a stack of previously used paper near printers. Use it for drafts, scratch paper or internal memos or designate a draft tray on printers with multiple trays. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (2) Supply water through a fountain, cooler or tap; eliminate bottled water.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | (6) Recycle tyvek envelopes.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (3) Use refillable containers of sugar, salt & pepper, half & half, etc. to avoid individual condiment packets.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | (7) Write to or call senders requesting removal from mailing list to reduce junk mail.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (4) For catering and takeout, either use your own reusable dishes or encourage caterers to serve "family-style" in reusable serving dishes.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (8) Return labels from duplicate mailings and subscriptions requesting all but one be removed.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (5) In the lunch/break room, eliminate disposables (plastic utensils, coffee stirrers, paper towels) by using permanent ware (mugs, dishes, utensils, towels/rags, coffee filters, etc.) | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (9) Write "refused" on unwanted first class mail and return to sender.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (6) Have on-site composting of organic waste or arrange for outside vendor to pick it up for composting.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (10) Purge your own mailing lists to eliminate duplication.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|  |                                     |                                     |                          | (11) Institute a policy that switches to electronic forms, eliminate excess forms and make paper forms more efficient.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

### B. Paper

- |  |                                     |                                     |                          |   |                                     |                                     |                          |
|--|-------------------------------------|-------------------------------------|--------------------------|---|-------------------------------------|-------------------------------------|--------------------------|
| (1) <b>Recycle (after full use/reuse) all paper products that your recycling vendor will accept.</b>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | (12) Where possible, reuse envelopes as both send and return envelopes: cover up old addresses and postage, affix new, and/or use two way or 'send and return' envelopes.     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (2) Maintain (and adhere to) a written policy of "green printing practices," including duplex printing, draft printing, and utilization of scrap paper.                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | (13) Eliminate fax cover sheets by using "sticky" fax directory notes or use software that allows you to send and receive faxes directly from your computer without printing. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (3) If your facility still has an old printer without duplex capability, use only for single page documents and ensure multi-page documents are printed on duplex printer. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (14) Institute written policy encouraging the use of the size reduction feature in photocopying (e.g. print two pages of book on one page).                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (4) Encourage employees to read, highlight and comment on documents on the computer screen whenever possible.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | (15) Minimize misprints by posting a diagram showing how to load special paper, such as letterhead.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
|  |                                     |                                     |                          | (16) Recycle toner cartridges, cell phones and dry cell batteries.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

Red items indicate mandatory minimum requirements.

# V. WASTE REDUCTION & RECYCLING

## OBJECTIVE:

REDUCE VOLUME OF WASTE GENERATED BY BUSINESS, RECYCLE AS MUCH WASTE AS POSSIBLE.

Y N N/A

### C. Policies

(1) Make it easy for employees to recycle by placing clearly marked collection bins in convenient locations. Post signs and/or train employees regarding recycling policies and procedures in the office.

(2) Donate or exchange unwanted but usable items (furniture, supplies, electronics, scrap materials, computer disks, etc.) to schools, churches, hospitals, libraries, non-profit organizations, museums, teacher resource organizations, etc.; or enroll in a waste exchange program.

(3) Conduct a waste audit of your facilities.

# VI. WATER MANAGEMENT

## OBJECTIVE:

REDUCE BUSINESS'S AGGREGATE WATER USE AND DISCHARGE OF POLLUTANTS INTO STORMWATER RUNOFF.

### A. Exterior

	Y	N	N/A		Y	N	N/A
(1) If you need to use water to clean concrete or asphalt surfaces, use "dry sweeping," water efficient "spray brooms," or low flow (<3 gpm) spray nozzles with automatic shut-off rather than a garden hose.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(7) Institute policy not to wash cars in business parking lot. Only wash cars at a designated car wash.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) If company owns any vehicles, routinely check for leaks and keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) Clean concrete or asphalt surfaces by vacuuming or using equipment that collects and reuses dirty water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Keep receiving, parking, landscaping and dumpster areas clean and free from litter, oil drips and debris and keep dumpsters covered when not in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) Post signs at trouble stormwater spots (e.g., loading docks, dumpster areas, outside hoses) describing proper stormwater practices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(4) Have a written maintenance procedure for all storm water retention and detention basins.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(10) Ensure that your sprinkler and irrigation systems use water-saving best practices, including: optimizing spacing and avoiding runoff onto paved surfaces; using water efficient drip irrigation or soaker hoses where feasible; using water during non-daylight hours; using rain shutoff devices; regularly repairing all broken/defective valves; test systems 4x/year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Regularly check and maintain storm drain openings and basins that are located on your property. Keep litter, debris and soil away from storm drains.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) Plant gardens and ground cover that minimize water use and erosion: native or adapted, drought tolerant ground cover or shrubs instead of turf; permeable pavers; plant drought-tolerant turf if necessary; group plants with similar water requirements together on the same irrigation line ("hydro-zoning"). If possible, plant and maintain a street tree or sidewalk garden with drought-tolerant plants next to your business to allow for more natural absorption of water and less run-off.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(6) Label all storm water drains with a message such as "No dumping - Protect our Bay and Ocean."	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(12) Install a rain garden to manage stormwater runoff from impervious surfaces on your property (i.e. parking lot, roof).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# VI. WATER MANAGEMENT

OBJECTIVE:  
REDUCE BUSINESS'S AGGREGATE WATER USE AND DISCHARGE OF  
POLLUTANTS INTO STORMWATER RUNOFF.

## B. Interior

- |   | Y                                   | N                                   | N/A                      |
|---|-------------------------------------|-------------------------------------|--------------------------|
| (1) Post signs in restrooms and kitchen areas encouraging water conservation.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (2) Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets. Train your staff to monitor and respond immediately to leaking equipment.        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (3) Understand your water bill and review it monthly for indications of leaks, spikes or other problems.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (4) Change window cleaning schedule from "periodic" to "as needed."   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (5) Install low flow aerators with flow rates not to exceed 2.2 gpm for sink faucets and lavatory sinks and 2.5 gpm for kitchen sinks, and 2.5 gpm (or lower) low flow showerheads.                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (6) Install low flow, self-closing faucets, either infrared or spring-loaded.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (7) Reduce water pressure to no higher than 70 psi by installing pressure-reducing valves with pressure gauge.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (8) Replace all pre-1992 toilets with 1.6 gpf toilets. Provide additional urinals in men's restrooms & reduce number of toilets. Replace non-efficient toilets (>3.5 gpf) with ultra high efficiency toilets (< 1.2 gpf). | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| (9) Replace all urinals with models that flush at no more than 1.0 gpf. Replace non-efficient urinals with new ultra low-flow (<0.5 gpm) or install waterless urinals.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| (10) Replace air-cooled air conditioning units with water-cooled models.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

# VII. INNOVATION

BUSINESSES MAY ATTAIN UP TO TWO EXTRA "INNOVATION" CREDITS FOR EACH CATEGORY IF THEY HAVE INSTITUTED PRACTICES WHICH ARE NOT ON THE CHECKLIST BUT WHICH FURTHER THE OBJECTIVE OF THE CATEGORY.