

Green Business Program

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City of Sunnyvale SMaRT Station
Office/Retail Checklist

Completion:

Status: Applicant action required

Applicant Name: City of Sunnyvale SMaRT Station
 Address: 301 Carl Rd
 City: Sunnyvale
 Phone: 408.730.7484

Contact Person: Mary Lindemuth
 Title: Commercial Recycling Coordinator
 Email: mlindemuth@ci.sunnyvale.ca.us
 Cell Phone:

Applicant Notes:

You have now successfully enrolled in the Green Business Program. The next step is to complete this checklist! Good luck!

Select one button for each measure:

- **Completed Pre-enrollment**— Already doing
- **Completed Post-enrollment**— Have just started
- **Pending**— In the process of implementing this measure
- **NA**— Not applicable

When completing the checklist:

- Save vs. Submit: Click Save to save your work and return to it at any time using the URL you've already been emailed (contact program staff if you can't find your URL). **Only hit Submit when you're completely done.**
- Complete this checklist as thoroughly as possible! Note the minimum number of measures needed in each section.
- Choose "Other Green Things Your Business is Doing" to let us know of a green practice that is not listed elsewhere.
- To upload supporting documentation (such as invoices showing purchase of an eco-friendly product), use the document upload feature.
- Need help? Checklist looks daunting? Visit your County Green Business website for resources, or give us a call!!

 **Solid Waste:** Measures Complete: 27 Measures Pending: 0 Total Measures Needed: 22

Instructions: Please complete the Waste Reduction section of the checklist by clicking the appropriate button.

- o Select NA button if the measure is not applicable to your business
 - o Select Completed Pre-enrollment button if the measure is a standard business practice
 - o Select Pending button if it is a measure you are in the process of implementing but is not yet complete (such as lighting upgrades, replacement of fixtures, purchasing specific products, etc.)
 - o Select Complete Post Enrollment button if this is a measure you have implemented since enrolling in the Green Business Program
 - o Leave the button blank if the measure is not being implemented
- Be sure to save your progress!

Green Notes:: In the manufacture of "recycled" paper, 64% less energy and 58% less water is required, and 74% less air pollution is generated.

Look for recycled paper with a high post-consumer content (previously used - not manufacturing scraps). Copy paper with 30% post-consumer content is readily available and proven effective.

Reuse Materials.: Measures Complete: 3 Measures Pending: 0 Total Measures Needed: 3

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Additional Measures				
A-1. Upload Document Reuse garbage bag liners.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-2. Upload Document Have your toner cartridges refilled for reuse.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-3. Upload Document Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-4. Upload Document Have your customers return packaging to you for reuse.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-5. Upload Document Reuse paper or plastic packaging materials in your own shipments.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-6. Upload Document Give away or sell reusable bags (this is required for stores over 10,000 sq.ft).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- A-7. [Upload Document](#) Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).
- A-8. [Upload Document](#) Reuse envelopes.
- A-9. [Upload Document](#) Designate a reuse area for office supplies such as binders, folders and staplers.
- A-10. [Upload Document](#) Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items (www.ciwmb.ca.gov/CalMAX).

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Recycle Materials.: Measures Complete: 10 Measures Pending: 0 Total Measures Needed: 7

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Required Measures				
A-11. Upload Document Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-12. Upload Document Recycle all newspaper, office/mixed paper and junk mail. Detailed Inputs Form	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you pay your own garbage bill (yes or no)? <input type="radio"/> Yes <input checked="" type="radio"/> No				
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.) <input style="width: 50px;" type="text"/>				
A-13. Upload Document Recycle all glass bottles and jars.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you pay your own garbage bill (yes or no)? <input type="radio"/> Yes <input checked="" type="radio"/> No				
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.) <input style="width: 50px;" type="text"/>				
A-14. Upload Document Recycle all plastic bottles and containers.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you pay your own garbage bill (yes or no)? <input type="radio"/> Yes <input checked="" type="radio"/> No				
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.) <input style="width: 50px;" type="text"/>				
A-15. Upload Document Recycle all cardboard.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you pay your own garbage bill (yes or no)? <input type="radio"/> Yes <input checked="" type="radio"/> No				
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.) <input style="width: 50px;" type="text"/>				
A-16. Upload Document Recycle all metal cans, containers and aluminum foil.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you pay your own garbage bill (yes or no)? <input type="radio"/> Yes <input checked="" type="radio"/> No				
How many employees				

does your business have at the certified location? (Leave blank if already entered for previous measure.)

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

Additional Measures

A-17. [Upload Document](#) Recycle scrap metal.

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

Do you pay your own garbage bill (yes or no)? Yes No

How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)

A-18. [Upload Document](#) Compost landscape trimmings (green waste) and debris.

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

Do you pay your own garbage bill (yes or no)? Yes No

How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)

A-19. [Upload Document](#) Compost food waste.

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

Do you pay your own garbage bill (yes or no)? Yes No

How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)

A-20. [Upload Document](#) Recycle wood, including pallets.

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

A-21. [Upload Document](#) Recycle carpeting.

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

A-22. [Upload Document](#) Recycle CDs/DVDs.

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Buy Materials With Recycled Content.: Measures Complete: 5 Measures Pending: 0 Total Measures Needed: 4

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

Required Measures

A-23. [Upload Document](#) Purchase copier/printer paper with at least 30% post consumer waste.

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

How many reams of paper do you buy annually?

What is the recycled content of the paper (OPTIONS - 30%, 100% and 50 %, enter two digits)?

A-24. [Upload Document](#) Purchase paper towels with 35% post-consumer waste.

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

NA Complete Pre- Enrollment Pending Complete Post-

Additional Measures

		<i>Enrollment</i>		<i>Enrollment</i>
A-25. Upload Document Purchase business cards with recycled content.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-26. Upload Document Purchase storage bins and recycling containers with recycled content.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-27. Upload Document Purchase carpet, carpet undercushion, or flooring. with recycled content.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-28. Upload Document Purchase folders or other paper products with the highest recycled content available.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-29. Upload Document Purchase envelopes with the highest recycled content available.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-30. Upload Document Purchase letterhead with the highest recycled content available.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-31. Upload Document Purchase tissues with the highest recycled content available.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-32. Upload Document Purchase garbage bags with the highest recycled content available.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-33. Upload Document For retail use or shipping, purchase boxes or bags with recycled content.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-34. Upload Document Purchase or obtain previously used furniture, supplies or materials (ciwmb.ca.gov/CalMAX, freecycle.org, Craigs List). Provide examples.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-35. Upload Document Use refilled or remanufactured laser and copier toner cartridges.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-36. Upload Document Purchase toilet seat covers and toilet paper with recycled content.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-37. Upload Document Purchase office/copier paper with 100% post consumer waste.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-38. Upload Document Remodel/build with materials containing recycled content.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-39. Upload Document Sell products made with recycled content.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Assess Your Waste.: Measures Complete: 1 Measures Pending: 0 Total Measures Needed: 1

	<i>NA</i>	<i>Complete Pre-Enrollment</i>	<i>Pending</i>	<i>Complete Post-Enrollment</i>
Required Measures				
A-40. Upload Document Look in your garbage dumpster annually to see if there are items that could instead be reused by someone else or recycled.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Reduce Waste.: Measures Complete: 8 Measures Pending: 0 Total Measures Needed: 7

	<i>NA</i>	<i>Complete Pre-Enrollment</i>	<i>Pending</i>	<i>Complete Post-Enrollment</i>

Enrollment

Required Measures

A-41. Upload Document Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-42. Upload Document Eliminate individual bottles of water for employees and guests.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-43. Upload Document If copiers and printers have duplex printing capability, duplex printing must be enabled. New machines must have duplex printing capability.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-44. Upload Document Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

NA Complete Pre-Enrollment Pending Complete Post-Enrollment

Additional Measures

A-45. Upload Document Work with vendors to: Minimize and take back packaging (including empty containers), Eliminate polystyrene (Styrofoam, bubble wrap, etc.); or Take back used/damaged product for reuse or recycling; to minimize packaging.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-46. Upload Document Buy products in returnable or reusable containers.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-47. Upload Document In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-48. Upload Document Leave mowed grass on lawn (grasscycling).	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-49. Upload Document Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-50. Upload Document Retailers - Use optical scanners, which give more details about inventory, for more precise ordering.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-51. Upload Document Discourage the printing of emails and documents.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-52. Upload Document Serve food at office events in reusable serving dishes.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-53. Upload Document For new software, order only the number of manuals needed. Do the same with phone books. Encourage employees to share.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-54. Upload Document Subscribe to journals, trade magazines, etc. online rather than receiving hard copies.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-55. Upload Document Practice efficient copying by using the size reduction feature (e.g. print two pages of a document on one page, set word processing defaults for smaller fonts and narrower margins). Minimize misprints by posting a diagram at printers and copiers showing how to load paper, like letterhead or envelopes.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-56. Upload Document Reduce unwanted mail by the following: Write to or call senders requesting removal from mailing list. Return labels from duplicate mailings & subscriptions requesting all but one employee be removed. Write refused on first class mail and return to sender. Use an on-line service to help reduce junk mail (ex. 41 lbs., Green Dimes, Catalog Choice) or receive guidance and a PDF kit are at http://stopjunkmail.org . Reduce catalogs at www.catalogchoice.org . Purge your own mailing lists to eliminate duplication. Document the process.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-57. Upload Document Use electronic billing methods to invoice customers and receive payment.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-58. Upload Document Eliminate paper documents by using electronic forms and contracts.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-59. Upload Document Send and receive faxes directly from computers without printing.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-60. Upload Document Centralize meeting announcements and journals in a single location (bulletin board, white board, email, etc.) to reduce printed copies.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-61. Upload Document Design marketing materials that require no envelope postcards or fold and mail.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

A-62. [Upload Document](#) Lease, rather than purchase computers and printers or upgrade desktop computers instead of purchasing new ones.

A-63. [Upload Document](#) For events, use reusable dishware when possible. If disposable dishware is necessary use recyclable or compostable options (require the same of caterers).

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Support Documentation

File Caption (pdf, word, excel, csv, jpg, gif, or png)

No files found.

Notes for Applicant



Energy:

Measures Complete: 11

Measures Pending: 0

Total Measures Needed: 7

Instructions: Please complete the Energy section of the checklist by clicking the appropriate button.

- Select NA button if the measure is not applicable to your business
- Select Completed Pre-enrollment button if the measure is a standard business practice
- Select Pending button if it is a measure you are in the process of implementing but is not yet complete (such as lighting upgrades, replacement of fixtures, purchasing specific products, etc.)
- Select Complete Post Enrollment button if this is a measure you have implemented since enrolling in the Green Business Program
- Leave the button blank if the measure is not being implemented

Be sure to select the save button to save your work!

Green Notes:: ENERGY STAR®-compliant monitors have power management features and consume up to 90% less energy. Screen savers don't save energy!

ENERGY STAR® copiers and fax machines can reduce their annual electricity costs by about 60% and 50% respectively.

Outdoor lighting remains on for long hours, so save money (up to 15%) by using efficient lights (e.g., compact fluorescents) and timer controls or photo.

Tuning up your furnace can save 5% on energy costs, and insulating and repairing leaks in air ducts can save up to 10%.

PG&E's ClimateSmart program helps offset your greenhouse gas emissions through environmental conservation, restoration and protection projects. For more details, visit www.joinclimatesmart.com.

Reduce Your Energy: Measures Complete: 11 Measures Pending: 0 Total Measures Needed: 7

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Required Measures				
B-1. Upload Document Replace incandescent bulbs with efficient compact fluorescents or other high efficacy lamps (lumens/watt > 50) where appropriate. How many incandescent lamps have you replaced with CFLs? <input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
B-2. Upload Document Assign a person to monitor each energy bill for sudden rises in energy use and to track use over time.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
<p>B-3. Upload Document Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.</p> <p>How many T-12 lamps have you replaced with T-8s (in electronic ballasts)? <input type="text"/></p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional Measures				
<p>B-4. Upload Document Use office equipment with energy saving features (e.g. ENERGY STAR) and ensure that ENERGY STAR settings are enabled.</p> <p>How many ENERGY STAR rated copier/printer units does your business use? <input type="text"/></p> <p>How many ENERGY STAR rated LCD monitors does your business use? <input type="text"/></p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-5. Upload Document If you are a large business or have a complex network, use power management software programs to automatically activate power management settings in computers and printers (for examples see-http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_enterprises).</p> <p>How many monitors have power management software installed to automatically turn off units when idle? <input type="text"/></p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-6. Upload Document Use a 365 day programmable thermostat to control heating and air conditioning.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-7. Upload Document Supplement A/C systems with evaporative coolers on condensers.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-8. Upload Document Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-9. Upload Document Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-10. Upload Document Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%) and maintain a written policy to do the same.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-11. Upload Document Use task lighting instead of lighting the entire area.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-12. Upload Document Set thermostat to 76F for cooling, 68F for heating; use timing devices to turn system down after hours.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-13. Upload Document Use a PG&E installed Smart AC programmable thermostat to control heating and air conditioning (see www.pge.com/mybusiness/energysavingsrebates/demandresponse/sac/).</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-14. Upload Document Use weather stripping to seal air gaps around doors and windows.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-15. Upload Document Insulate all hot water pipes.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-16. Upload Document If purchasing new computers, buy EPEAT certified (www.EPEAT.net). If purchasing monitors, consider flat-screen LED monitors which consume approximately 1/3 less energy than larger ray tube monitors.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-17. Upload Document Replace single or package A/C unit with one that exceeds Title 24 building standards.</p> <p>How many Energy Star A/C units do you use? <input type="text"/></p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-18. Upload Document Use instantaneous hot water heaters (or on demand systems) at point of use</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-19. Upload Document Use a solar water heater or preheater.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-20. Upload Document Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).</p> <p>How many ENERGY STAR rated refrigerators does your business use? <input type="text"/></p> <p>How many energy efficient minibars do you have? <input type="text"/></p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-21. Upload Document Use and maintain economizers on A/C to increase air circulation.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-22. Upload Document Use CO2 occupancy sensors to control air conditioning and heat.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-23. Upload Document Shade HVAC condensers, especially roof-top units.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-24. Upload Document For air conditioned spaces, shade sun-exposed windows and walls using awnings, sunscreens, native shade trees or shrubbery.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-25. Upload Document For air conditioned spaces, apply window film to reduce solar heat gain on clear, single-pane non-northern facing windows.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>B-26. Upload Document Use energy-efficient double paned windows on at least</p>				

- 90% of windows.
- B-27. [Upload Document](#) Reduce number of fixtures or lamps per fixture where appropriate.

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Support Documentation

File Caption (pdf, word, excel, csv, jpg, gif, or png)

No files found.

Notes for Applicant

Water: Measures Complete: 16 Measures Pending: 0 Total Measures Needed: 15

Instructions: Please complete the Water section of the checklist by clicking the appropriate button.

- Select NA button if the measure is not applicable to your business
- Select Completed Pre-enrollment button if the measure is a standard business practice
- Select Pending button if it is a measure you are in the process of implementing but is not yet complete (such as lighting upgrades, replacement of fixtures, purchasing specific products, etc.)
- Select Complete Post Enrollment button if this is a measure you have implemented since enrolling in the Green Business Program
- Leave the button blank if the measure is not being implemented

Be sure to select the save button to save your work!!

Green Notes:: A faucet with a slow leak can waste 10 gallons of water a day, or more! A single leaky toilet can waste as much as 1,000 gallons of water per day.

Conserve Your Water.: Measures Complete: 16 Measures Pending: 0 Total Measures Needed: 15

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Required Measures				
C-1. Upload Document Use repeat cycles when watering turf or shrubs to encourage percolation and deep root growth.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-2. Upload Document Adjust the irrigation schedule monthly during irrigation season, or as needed.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-3. Upload Document Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-4. Upload Document Check the property for leaks every 6 months. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your water company.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-5. Upload Document Learn how to read your water meter. (It is recommended that the meter is read twice a day for early detection of water consumption spikes that may indicate leaks or other high use problems)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-6. Upload Document Use only dry methods to clean outdoor hard surfaces and post instructions for staff. Call your water company for any exceptions to this rule.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-7. Upload Document Post signs in restrooms and kitchen to encourage water conservation and to report leaks.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

C-8. Upload Document Install toilets with 1.6 gpf (gallon per flush) or less.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
How many male employees does your business employ (use averages per year)? <input type="text"/>				
How many female employees does your business employ (use averages per year)? <input type="text"/>				
How many visitors utilize your facility per day (use averages)? <input type="text"/>				
How many customers utilize your facility per day (use averages)? <input type="text"/>				
What is the flush volume of your toilet? <input type="text"/>				
C-9. Upload Document Test irrigation sprinklers monthly to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-10. Upload Document Adjust sprinklers for proper coverageoptimize spacing, avoid runoff onto paved surfaces.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-11. Upload Document Water during early morning, pre-dawn hours to reduce water loss from evaporation.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-12. Upload Document Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.) <input type="text"/>				
How many faucets do you have with low flow aerators installed? <input type="text"/>				
What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)? <input type="text"/>				
C-13. Upload Document Install matched precipitation rate sprinkler heads in turf areas.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Additional Measures				
C-14. Upload Document If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-15. Upload Document Replace flush mechanism in urinals with ones that flush at 1.0 gallon or less (as low as 0.125 gpf) or install new waterless types.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-16. Upload Document If local rules allow, use a graywater system to deliver reusable water for cooling, washing, and watering landscapes.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-17. Upload Document Install rain shut-off devices or moisture sensors that turn off (or override) the irrigation system during rain.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-18. Upload Document Replace pre-1994 tank style toilets (>3.5 gpf) with high efficiency toilets (average flush volume 1.28 gpf). Contact your water agency or company for information on toilet rebates.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How many male employees does your business employ (use averages per year)? <input type="text"/>				
How many female employees does your business employ (use averages per year)? <input type="text"/>				
How many visitors utilize your facility per day (use averages)? <input type="text"/>				
How many customers utilize your facility per day (use averages)? <input type="text"/>				
What is the flush volume of your toilet? <input type="text"/>				
C-19. Upload Document Reduce indoor water pressure to no higher than 50 psi by installing pressure reducing valves.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

C-20. Upload Document Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures specifications.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-21. Upload Document Apply at least 2 inches of mulch in non-turf areas, preferably with recycled wood chips.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-22. Upload Document Replace water intensive turf with woodchips, plant based mulch, loose stones or permeable pavers. [Brick and cobblestones will block water from penetrating the ground since they are typically installed with concrete].	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-23. Upload Document Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-24. Upload Document Install a self-adjusting weather-based irrigation controller that automatically tailors watering schedules to match local weather, plant types, and other site-specific conditions. Controller must be certified under the Irrigation Associations SWAT protocol.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-25. Upload Document Conduct annual training to educate staff about the benefits of efficient water use at the workplace.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-26. Upload Document Schedule your water company to make a presentation to staff to encourage water conservation at home. (Some water companies offer training and take home conservation kits.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-27. Upload Document Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-28. Upload Document Change window cleaning schedule from periodic to as required.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-29. Upload Document If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-30. Upload Document Reduce irrigation system water pressure to no higher than 50 psi (pressure-reducing valves must be installed to do this).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-31. Upload Document Use reclaimed water for irrigation and other approved uses instead of potable water, if available.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-32. Upload Document Replace water-cooled equipment, such as air conditioning units, with air-cooled.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-33. Upload Document Work with your water company to develop a site-specific water budget. Track your water use to ensure efficient watering.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-34. Upload Document Modify your existing irrigation system to include drip irrigation (or soaker hoses where feasible).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-35. Upload Document Replace all pre-1992 urinals that flush more than 1.0 gpf with high-efficiency models that flush .5 gallons or less.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-36. Upload Document Install irrigation controllers that have at a minimum the following features: precise 1-minute runtime capability; a minimum of 3 separate programs; and 3 cycle start time features.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-37. Upload Document Plant (or renovate using) drought tolerant plants and ground cover, preferably native species. Assistance may be available from your water department.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-38. Upload Document Group plants with similar water requirements together (hydrozone) on the same irrigation line, separating plants with different water requirements on separate irrigation lines.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Support Documentation

File Caption (pdf, word, excel, csv, jpg, gif, or png)

No files found.

Notes for Applicant

Pollution Prevention: Measures Complete: 11 Measures Pending: 5 Total Measures Needed: 19

Instructions: Select NA button if the measure is not applicable to your business

Select Completed Pre-enrollment button if the measure is a standard business practice

Select Pending button if it is a measure you are in the process of implementing but is not yet complete (such as lighting upgrades, replacement of fixtures, purchasing specific products, etc.)

- o Select Complete Post Enrollment button if this is a measure you have implemented since enrolling in the Green Business Program
- o Leave the button blank if the measure is not being implemented

Green Notes:: Only Rain Down The Drain!

The storm drain system is separate from the sanitary sewer system, and pollutants that enter these drains flow directly into creeks and the bay without treatment. Educate personnel about this difference and the importance of not letting contaminants enter storm drains.

All businesses are required to prevent anything except rainwater from entering storm drains from any of the following activities or sources:

- Loading docks
- Dumpster areas
- Outdoor working areas
- Storage areas
- Landscaping
- Construction
- Cleaning equipment/tools
- Pre-painting
- Power-wash water
- Washing vehicles
- Cleaning parking lots

Monitor subcontractors to ensure their activities are not polluting storm drains. Prevent erosion during all landscape, construction or other activities.

SPARE THE AIR PROGRAM

Spare the Air Days are called when air quality is expected to be unhealthy. Participating businesses receive Spare the Air Day email alerts and free information on ways to improve air quality. Join by visiting the Bay Area Air Quality Mgmt. District's website at www.SparetheAir.org. Click "subscribe to AirAlert email notices" on the right pane.

PRE-TAX COMMUTER BENEFITS

Share the savings on these benefits! Employers save as much as 7.65% on payroll taxes per participating employee. See www.rideshare.511.org/rideshare_rewards/ for information on this and all alternative transit programs, go to.

Pollution Prevention: Measures Complete: 0 Measures Pending: 1 Total Measures Needed: 7

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Required Measures				
D-1. Upload Document Assess chemicals used in your business by reviewing Material Safety Data Sheets (MSDS) and Prop.65 warnings on labels. Substitute with less toxic alternatives if available. Track the amounts of hazardous waste generated, and dispose of at local hazardous waste programs.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Additional Measures				
D-2. Upload Document Do business with other green vendors or services, such as recognized Bay Area Green Businesses (listings at www.greenbiz.ca.gov). Provide examples.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-3. Upload Document Store any potentially hazardous materials securely, control access and rotate stock to use oldest product first.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Assess Any Potential Pollutants: Measures Complete: 0 Measures Pending: 1 Total Measures Needed: 1

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Required Measures				
D-4. Upload Document *Evaluate each area of your business to identify actual and potential sources of pollution, and ways to prevent it. *Assess your office to develop an inventory of hazardous materials (cleaning products, building maintenance, pesticides, fertilizers) in use regularly and identify ways to reduce	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

their use * Check Material Safety Data Sheets (MSDS) and labels for each product in use and identify safer alternatives * Call your local Household Hazardous Waste Program for disposal of hazardous substances not in use.

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Reduce Chemical Use In The Office.: Measures Complete: 4 Measures Pending: 3 Total Measures Needed: 4

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Required Measures				
D-5. Upload Document Eliminate or reduce pesticides by using Integrated Pest Management (IPM), which includes good sanitation, acting only when needed, making physical changes to keep pests out, and, lastly, using less or non-toxic pesticides. Implement all applicable measures: 1. Keep kitchen, waste storage and other areas clean to avoid attracting pests. 2. When pest control is necessary, use barriers (such as caulking/sealing holes), traps, and lastly, less toxic pesticides (such as soaps, oils, microbials and baits). Apply only as needed (rather than on a routine schedule). 3. If you contract with a pest control operator, choose one that is EcoWise Certified (www.ecowisecertified.com), or specify in the contract that IPM and methods including non-chemical pest prevention and pest exclusion be used. Do not allow any outdoor perimeter spraying.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-6. Upload Document Use low toxic cleaning products such as those that are SF Approved (www.sfapproved.org), Green Seal certified (www.greenseal.org), or receive at least an 8.1 rating on the GoodGuide (www.goodguide.com), in non-aerosol containers.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.				<input type="text" value=""/>
D-7. Upload Document Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
D-8. Upload Document Replace all aerosols with pump dispensers.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
D-9. Upload Document Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Additional Measures				
D-10. Upload Document Practice pest prevention with proper food and garbage storage and appropriate landscaping maintenance.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-11. Upload Document Buy appropriate quantities to avoid accumulated excess chemicals and minimize inventory.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-12. Upload Document Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-13. Upload Document When pest control is necessary, use traps, barriers and less toxic pesticides (such as soaps, oils, microbials and baits). Apply on an as-needed (vs. set) schedule.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-14. Upload Document Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How many reams of PCF paper do you buy annually?				<input type="text" value=""/>
D-15. Upload Document Replace toxic permanent ink markers/pens with water-based ones.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-16. Upload Document Print promotional materials with vegetable or other low-VOC inks.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-17. Upload Document Use low- or no-VOC paint products.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-18. Upload Document Reduce or eliminate the use of chemical pesticides by implementing an Integrated Pest Management (IPM) program which utilizes good housekeeping, pest monitoring and exclusion as well as less toxic pesticides and/or non-chemical pest cont	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-19. Upload Document If spraying, use high-efficiency paint spray equipment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

with high solids paint.

D-20. Upload Document Keep kitchen, waste storage, and other areas clean to prevent pest problems.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-21. Upload Document Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-22. Upload Document Buy cleaners, paints, batteries, and other supplies in optimally sized containers for your office to avoid unnecessary packaging, as well as left-over and expired materials!	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-23. Upload Document Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at www.sfapproved.org . How many low mercury T8 lamps do you use in your facility? <input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-24. Upload Document Use natural or low emissions building materials, carpet, or furniture.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-25. Upload Document Use electric (not gas) powered tools.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-26. Upload Document Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint (avoiding chemical paint stripping).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-27. Upload Document If contracting with a pest control operator, choose one that is EcoWise Certified (www.ecowisecertified.com), or specify in pest control contracts that primary pest management methods include non-chemical pest prevention and pest exclusion	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-28. Upload Document Replace harmful cleaning products with safer alternatives. Work with your janitorial service, building maintenance staff, and any others to use these products. List specific replacements. What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only. <input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Recycle/Reuse Potential Pollutants: Measures Complete: 3 Measures Pending: 0 Total Measures Needed: 3

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
<i>Required Measures</i>				
D-29. Upload Document Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes & bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries (RBRC recycles these for free! www.rbrc.org)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Additional Measures</i>				
D-30. Upload Document Recycle used ink jet cartridges.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-31. Upload Document Recycle car fluids from company vehicles.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-32. Upload Document Donate for reuse (not just recycle) electronic equipment. If they cannot be reused, take them to an "e-steward" for responsible recycling (www.ban.org/#ThePledge).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-33. Upload Document Use recycled oil for vehicles/equipment.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-34. Upload Document Recycle excess paint/solvents (keep only whats needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-35. Upload Document Recycle used copier toner cartridges.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Reduce Vehicle Emissions.: Measures Complete: 4 Measures Pending: 0 Total Measures Needed: 3

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Required Measures				
D-36. Upload Document Join the Air Districts Spare the Air program (www.sparetheair.org) and notify staff of Spare the Air days.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional Measures				
D-37. Upload Document Offer employees pre-tax commuter benefits for transit, vanpool or biking costs. See www.rideshare.511.org/rideshare_rewards/.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-38. Upload Document Encourage employees and customers to bike and use public transit by posting bicycle ride maps and transit schedules/maps (see www.511.org).	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-39. Upload Document Offer lockers and showers for staff who walk, jog or bicycled to work.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-40. Upload Document Hire locally.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-41. Upload Document When possible, arrange for a single vendor who makes deliveries for several items.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-42. Upload Document Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-43. Upload Document Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, guaranteed ride home in emergency situations, etc.) available at www.Rideshare.511.org.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-44. Upload Document Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-45. Upload Document Provide secure bicycle storage for staff and customers.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-46. Upload Document Larger Employers: Set aside car/vanpool/rideshare car parking spaces.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-47. Upload Document Larger Employers: Provide commuter van.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-48. Upload Document Larger Employers: Offer electric vehicle recharge ports for visitors and employees electric vehicles.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-49. Upload Document Install renewable energy sources, such as solar panels or wind generators. Specify system size.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-50. Upload Document Buy renewable energy credits or green tags to offset the CO2 emissions from your offices use of electricity and natural gas (see www.green-e.org).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-51. Upload Document Use route optimization software or have documented delivery plans.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-52. Upload Document Offset your company's emissions by participating in PG&Es ClimateSmart Program: www.joinclimatesmart.com.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-53. Upload Document Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-54. Upload Document Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-55. Upload Document Offer a shuttle service to and from bus, train and/or light rail stops.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-56. Upload Document Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Hazardous Waste Management: Measures Complete: 0 Measures Pending: 0 Total Measures Needed: 1

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Additional Measures				
D-57. Upload Document Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Support Documentation

File Caption (pdf, word, excel, csv, jpg, gif, or png)

No files found.

Notes for Applicant



General:

Measures Complete: 4

Measures Pending: 1

Total Measures Needed: 5

Instructions:

- o Select NA button if the measure is not applicable to your business
- o Select Completed Pre-enrollment button if the measure is a standard business practice
- o Select Pending button if it is a measure you are in the process of implementing but is not yet complete (such as lighting upgrades, replacement of fixtures, purchasing specific products, etc.)
- o Select Complete Post Enrollment button if this is a measure you have implemented since enrolling in the Green Business Program
- o Leave the button blank if the measure is not being implemented

Green Notes:: Going Green Counters Climate Change

Climate Change results from increases in greenhouse gases, like carbon dioxide and methane, trapping heat that would otherwise escape the atmosphere. You can reduce this build-up (and your carbon footprint) by being green! Our checklist has many climate-friendly measures, such as:

- Conserve energy with fluorescent lights and Energy Star equipment.
- Reduce waste at the landfill (and methane gas emissions)—recycle, compost and buy products with recycled content.
- Conserve water (and the energy to deliver it) with low-flow toilets and drought tolerant plants.
- Invest in renewable energy with renewable energy credits and solar panels.
- Conserve fuel by taking public transit, your bike or a high MPG vehicle.

Green Businesses practicing resource efficiency are assuming stewardship for the Earth and its resources, with the goals of achieving a successful business operation, a healthy bottom line, and sustenance of the environment and its inhabitants. A Green Business not only conserves resources but educates employees and customers about resource conservation.

Re-certification: Certification as a Green Business is good for three years. We strongly encourage continuous improvement. When it's time to recertify, we will ask you to show us additional measure(s) you have implemented.

General: Measures Complete: 4 Measures Pending: 1 Total Measures Needed: 5

	NA	Complete Pre-Enrollment	Pending	Complete Post-Enrollment
Required Measures				
E-1. Upload Document Adopt a written environmentally preferable (or green) purchasing policy. Find examples at http://www.stopwaste.org/home/index.asp?page=439 .	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-2. Upload Document Track water and energy usage and solid and hazardous waste generation.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
E-3. Upload Document Assist at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program and provide their contact information to your GBP coordinator.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-4. Upload Document Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into performance appraisals, job descriptions, training programs, employee orientations, staff meeting discussions, employee reference material, company newsletter or bulletins and company suggestion and reward programs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-5. Upload Document Inform your customers about your business environmental efforts and what you are doing to meet the green business standards. For				

example: Post the Green Business logo, certification and pledge in a visible location; Post reminders listing steps you are taking to be a Green Business; Offer tours that highlight your Green Business successes; Offer customers green service or amenities options; Highlight your Green Business efforts and/or certification on your website, and link it to the GBP home page.



Other Green Things Your Business is Doing

If you have another item that you believe your business should receive credit for, please let us know and staff will consider it. Please fill in information describing the measure:

Support Documentation

File Caption (pdf, word, excel, csv, jpg, gif, or png)

No files found.

Notes for Applicant