



Resource Conservation & Pollution Prevention Checklist for Small Manufacturers

Business _____
 Contact _____
 Phone _____
 Address _____

 Email _____
 Fax _____
 Web _____

Common Questions

Why should my business get certified as a Green Business?

- ◆ Saving energy, water and raw materials saves you money. Sending less trash to the landfill saves you money, too.
- ◆ Developing a positive, proactive relationship with local compliance inspectors can help you avoid liability, fines and other sanctions.
- ◆ The Program promotes Green Businesses to the public and other businesses (again, for free)!
- ◆ Your company's community image is enhanced through Green Business certification.
- ◆ Your employees will enjoy a safer workplace and will have one more reason to take pride in working for you.
- ◆ The Green Business Program offers you free, convenient, time-saving assistance.

Do I get credit for the good things I'm already doing?

Yes! In fact, your company may already qualify. These Standards are designed to fit most businesses, **but** if certain measures are not applicable or feasible for your facility and operations, you may request an exemption or demonstrate alternative measures.

Do I have to do everything on the checklist to become a Green Business?

No, there are many ways to qualify. You must meet the minimum standards in each category. Beyond that, you may use the checklist to identify "next steps" to becoming even greener.

What if I haven't had an energy, water or solid waste audit already?

The Green Business Program can arrange an audit for you as part of your certification.

How do I get started?

Read the checklist and check all boxes that apply. Contact the Green Business Coordinator: Narcisa Untal at NUntal@solanocounty.com or 707-784-3172.

Is there a fee to be certified as a Green Business?

No, Green Business certification is free!

GREEN NOTE:

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.

General Standards for All Businesses

Certification

To be certified a Green Business you must:

1. Comply with all environmental regulations applicable to your business. Please ask Sonoma Green Business staff about this.
2. Implement a variety of measures to save energy, water and other materials, and reduce waste. **This checklist walks you through this step!**
3. Allow site visits to verify that your business meets the above two steps.
4. Pledge to continue these terrific efforts to prevent pollution and conserve resources (including environmental compliance).

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.

Measures

The following general measures are required for all businesses:

- Track water and energy usage and solid and hazardous waste generation.
- Create an Environmental team to track and track monthly energy, waste, and water consumption.
- 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
 - Your employee reference materials
 - Your company newsletter or bulletins
 - Your company suggestion and reward programs
 - Other: _____
- 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: _____
- Assist at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program.

Solid Waste Reduction & Recycling

Measures

1. Look in your garbage dumpster at least annually to see if there are items that could instead be reused by someone else or recycled.

2. REDUCE waste in 7 ways:

- Encourage reuse of delivery boxes with regular customers and suppliers.
- Set copier/printer defaults to double-sided
- Arrange for cooperative buying through government, association, co-located business group, etc.
- Use optical scanners, which give more details about inventory, for more precise ordering
- Track material usage to optimize ordering and use of time-sensitive materials.
- Print messages on products encouraging consumers to recycle the packaging/products
- Buy products in bulk or that are concentrated, durable, repairable, and/or recyclable, making sure that you need all you are ordering.
- Discourage the printing of emails.
- Save PDF files on hard drive to eliminate or minimize the need for copies.
- Use computer fax modems that allow faxing directly from computers without printing.
- Eliminate fax cover sheets by using "sticky" fax directory notes.
- Eliminate unnecessary forms, redesign forms to use less paper, or switch to electronic forms.
- Subscribe to journals online rather than receiving hard copies.
- Use a bulletin board or routing lists for memos and journals to reduce printed copies.
- Reduce all unwanted mailings:
 - Eliminate duplicates by returning labels requesting all but one be removed.
 - Reduce junk mail. Guidance and a PDF kit are at <http://stopjunkmail.org> Reduce catalogs at www.catalogchoice.org
 - Eliminate duplicates in your own mailing lists.

- For new software, order only the number of manuals needed. Do the same with phone books. Encourage employees to share.
- Design marketing materials that require no envelope— simply fold and mail.
- Buy products in returnable or reusable containers.
- Work with suppliers to minimize packaging.
- Eliminate the use of non-recyclable packaging, such as Styrofoam.
- In the lunch/break room, replace disposables with permanent items (e.g., mugs, dishes, utensils, towels/rags, coffee filters, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.
- Serve dishes at office events in reusable serving dishes.
- Eliminate single-use plastic water bottles.
- Centralize purchasing to eliminate unnecessary purchases and ensure all waste reduction purchasing policies are followed.
- Lease, rather than purchase, computers and printers.
- Green recycle (recycle landscaping materials)
- Design durable products that are intended to be repaired AND, if repair is impossible, easily disassembled for convenient recycling
- Other: _____

3. REUSE materials in 3 ways.

- Print on previously printed paper, or designate a tray on printers as a "draft" tray.
- Reuse office paper as scratch paper.
- Reuse envelopes by covering old addresses and postage and affixing new.
- Have your customers return packaging to you for reuse.
- Reuse paper or plastic packaging materials.
- Designate a reuse area for office supplies such as binders, folders and staplers.
- Reuse garbage bag liners.
- Have your toner cartridges refilled for use.

- 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, freecycle.org, Craig's List, SonoMax.org).
- Other: _____

4. RECYCLE all of the required materials and at least one additional material.

- REQUIRED:** Cardboard
- REQUIRED:** Newspapers, office/mixed paper, junk mail
- REQUIRED:** Glass bottles and jars
- REQUIRED:** Metal cans, containers, aluminum foil
- REQUIRED:** Plastic bottles and containers
- Empty aerosol cans
- Metal drums
- Plastics
- Scrap metal
- Landscape trimmings (green waste)
- Wood, including pallets
- Carpeting
- Products your company manufactures that cannot be repaired or reused in new products
- Participate in Extended Producer Responsibility, an environmental protection strategy to reach an environmental objective of a decreased total environmental impact from a product, by making the manufacturer of the product responsible for the entire life-cycle of the product and especially for the take-back, recycling and final disposal of the product
- Products your company manufactures that cannot be repaired or reused in new products
- Other: _____

5. Buy the first required item and at least 3 more items with recycled content. Purchasing products made from recycled materials conserves resources and is essential to support the recycling market.

- REQUIRED:** Copier/printer paper with at least 30% post-consumer waste
- Copier/printer paper with 100% post-consumer waste
- Written policy guiding purchase that emphasizes buying recycled-content and low-toxicity products
- Folders or other paper products
- Storage Boxes
- Envelopes
- Letterhead
- Business cards
- Paper towels
- Tissues
- Toilet paper
- Toilet seat covers
- Garbage bags
- Boxes or bags for retail use or shipping
- Recycled or remanufactured laser and copier toner cartridges
- Carpet, carpet undercushion or floor mats
- Remodeling/construction materials: cabinets, fixtures, ceramic and ceiling tiles, drywall, insulation, interior paneling, composite lumber/wood, roofing, concrete, etc.
- Sell products made with recycled content.
- Purchase or obtain previously used furniture, supplies or materials (ciwmb.ca.gov/CalMAX, freecycle.org, Craig's List, SonoMax.org). List examples:
 - _____
 - _____
 - _____
- Other: _____

GREEN NOTE:
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

*Energy Conservation

Measures

- 1 **Perform regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system if your business has one:**
 - ◆ Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
 - ◆ Perform annual HVAC duct testing and sealing.
 - ◆ Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.
 - ◆ Keep condenser coils free of dust and lint.
 - ◆ Keep evaporator coils free of excessive frost.

2. **Save energy in 10 ways.** At least 5 must come from "Equipment & Facility", and must include the two required lighting measures.

EQUIPMENT & FACILITY:

General

- Replace inefficient refrigerators (older than 10 yrs) with new Energy Star® ones.
- Use Energy Star® electronic equipment, ensuring that Energy Star settings are enabled (manual set-up often required).
- Use a time switch to automatically turn off office equipment after working hours.
- Use sensors on vending and ice machines and place machines in shaded areas.
- Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows.
- Insulate all hot water pipes, hot water heaters, and storage tanks.
- Replace electric hot water heaters with natural gas ones.
- LED Certification
- Use a booster heater for hot water use
- Use a solar water heater or preheater.
- Use power management software programs that save energy by automatically turning off idle monitors and printers (must be purchased separate from computer).

Lighting

- REQUIRED:** Replace any older T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts.
- REQUIRED:** Replace any incandescent bulbs with efficient compact fluorescents.
- Reduce number of fixtures to reduce the wattage per square foot.
- Increase lighting efficiency of lamps, by installing optical reflectors or diffusers.
- Improve exit sign efficiency by using LED exit signs, compact fluorescents in exit signs or electroluminescent exit signs.
- Install lighting controls like occupancy sensors; or bypass/delay timers, photocells or time clocks (often used in security systems).
- Use dimmable ballasts to dim lights to take advantage of daylight
- Other: _____

Heating and Cooling

- Use a programmable thermostat to control heating and air conditioning.
- Apply window film to reduce solar heat gain
- Shade sun-exposed windows and walls with awnings, sunscreens, shade trees or shrubbery.
- Use ceiling fan for air circulation.
- Insulate building(s)
- Convert electric heating system to a natural gas system.
- Replace inefficient or broken windows with double pane energy-efficient windows.
- Replace or supplement an A/C system with an evaporative cooler.
- Install economizers on A/C to increase air circulation.
- Replace single or package A/C unit with one with a greater Energy Efficient Rating (EER)

- Install bypass timers and/or time clocks.
- Provide shade for HVAC condenser, especially roof-top fixtures
- Use occupancy sensors to control air conditioning and heat.

- Utilize reflective roofing or natural roofs.
- Other: _____

Motors & Pumps

- Replace existing motor with "high" or "premium" efficient motor.
- Use an outside air intake (cool air takes less energy to compress).
- Use engineered nozzles and fittings to reduce "waste" compressed air.
- Control compressor system to ensure operation only during working hours.
- Use a variable speed drive on motors > 10 hp (rather than "throttling") to reduce motor energy use by 10-70%.
- Downsize oversized motors or replace a large motor with several small motors that can be run individually to meet smaller tasks (about 30% of motors operate at less than 50% of full load).
- Purchase a more efficient motor instead of rewinding an older one.
- Other: _____

Green Notes - Motors
 Motors account for up to 75% of the total electricity costs in industrial facilities, and up to 50% of electricity costs in commercial sites. Energy-efficient motors, as defined by the National Electric Manufacturers Association, are up to 10% more efficient than standard motors, may qualify for utility rebates, & have:
 • longer motor life • increased reliability
 • less downtime • better power factors
 • run more quietly • lower maintenance costs

Insulation

- Install/increase insulation in your building.
- Insulate heating and cooling ducts, especially if they pass through an area which is not heated or cooled.
- Install transparent swinging doors or plastic strip doors between work areas that require different room temperatures.

Industrial Equipment

- Select replacement equipment for increased productivity and energy savings.
- Replace old boilers with high efficient condensing boilers.

- Install night air systems to remove excess heat and naturally cool building.
- Install waste hot water recovery system to improve overall hot water heating efficiency.
- Install direct expansion air handlers in lieu of or to supplement a glycol cooling system.
- Install air side economizers.
- Install evaporative condensers in lieu of cooling towers.
- Install cooling towers in lieu of air condensers.
- Regulate, or float, the discharge pressure of the chiller compressor to match the ambient conditions and load on the chiller condenser for optimizing energy consumption.
- Ensure proper staging of refrigeration compressors.
- Update refrigeration system and pumping design criteria for current facility operations.
- Replace high intensity discharge (HID) fixtures in warehouses with fluorescent high bay lighting

OPERATIONAL PRACTICES:

General

- Institute a written policy that all electronic devices and lighting be turned off when not in use and use light switch reminders to remind staff.
- Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- Shut off equipment when not in use, such as exhaust fan systems and air compressors
- Maintain equipment to provide optimum efficiency.
- Sublet operations only used occasionally.
- Other: _____

Lighting

- 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%).
- Properly set and maintain lighting control devices (current time and on/off schedule) such as time clocks, photocells and sensors and adjust for season.
- Use task lighting instead of lighting the entire area.
- Other: _____

Hot Water Use

- Set hot water heaters to meet minimum sanitation requirements (typically 140°–150°F).
- Check pilot lights for proper adjustment (gas kitchen/hot water).
- Other: _____

GREEN NOTE:

A simple tune-up can increase the energy efficiency of your furnace by 5% and you can save up to 10% by insulating and tightening up ventilation ducts.

Ceiling fans use 98% less energy than central A/C units. And heating with natural gas instead of electricity can be 40-56% more efficient

*To complete this section, please contact the Small Business Energy Alliance for a FREE, on-site energy audit: James Swinger, (707) 542-3171 or jswinger@teaa.net

Glossary

Motion sensors. Occupancy sensors are motion sensing devices that automatically turn on lights when motion is detected, and turn lights off when motion is not detected. The most appropriate application for occupancy sensors is in spaces where occupancy is infrequent or unpredictable, such as conference rooms, storage rooms or rest rooms.

Rewinding motors: There are two parts to a motor, the rotor and the stator. The stator is made up of winding coils. When you pull out the original coils to rewind the motor, you lose the close tolerance among coils, reducing efficiency by 5-7%. In addition, it is difficult to add larger windings to a motor, making it hard to upgrade. The cost of rewinding a motor is 60% of the cost of a new premium efficient motor. Investing in a new efficient motor allows you to upgrade, increase energy efficiency & save money on your energy bill.

Subcooler: A subcooler is an additional heat exchanger that cools refrigerant after it passes through the condenser on a HVAC or refrigeration unit.

T-8 lamps: The smaller diameter "T-8" fluorescent tube lamp can increase lumens per watt to over 100, as opposed to the current standard of 60. By substituting these new systems, offices can improve their lighting quality & energy costs. *Definitions were provided by US EPA publication 430-K-93-001, pgs. 8-9 and PG&E commercial auditor Kristen Millette*

Water Conservation

Measures

1. Save water in these REQUIRED ways:

- Participate in a free water assessment on your facility. The assessment will be arranged by your Green Business Program Coordinator.
- Assign a person to monitor each water bill for sudden rises in water use. Call your water company should this happen. You can also ask for ways to save water.
- Regularly check for and repair all leaks in your facility. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your water company.
- Install low-flow aerators and showerheads (your water company may offer these for free):
 - As low as 0.5 gpm and no greater than 2.2 gpm for lavatory sinks
 - 2.0 gpm or less for kitchen sinks
 - 2.0 gpm or less for showerheads
- Use signs in restrooms to encourage water conservation and to report leaks.
- Use only dry methods to clean outdoor hard surfaces and post instructions for staff. Call your water company for any exceptions to this rule.
- If you have landscaping/irrigation:
 - Install matched precipitation rate sprinkler heads in turf areas.
 - Test irrigation sprinklers 4 times per year to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.
 - Adjust sprinklers for proper coverage—optimize spacing, avoid runoff onto paved surfaces.
 - Water during early morning, pre-dawn hours to reduce water loss from evaporation.
 - Use repeat cycles when watering turf or shrubs to encourage percolation and deep root growth.
 - Adjust the irrigation schedule monthly during irrigation season, or as needed.

2. Save water in 3 other ways, including the first required way.

Consider areas of greatest water use (facility or landscaping) in choosing new measures. Be sure to ask your water company about rebates.

Facility:

- REQUIRED:** Install toilets using 1.6 gpf (gallon per flush) or less.
- Go beyond the above 1.6 gpf toilets to 1.3 gpf HETs (High Efficiency Toilets)! Ask your water district for rebates when replacing 3.5 gpf or higher toilets with the HETs.
- Provide additional urinals in men's restroom and reduce number of toilets (urinals use less water than toilets).
- Replace flush mechanism in urinals with ones that flush at 1.0 gallon or less (as low as 0.125 gallon per flush) or install new waterless varieties.
- Install low flow, self-closing faucets (0.5 gpm and 0.25 gallon/cycle).
- Set up an annual program to educate staff about the benefits of efficient water use.
- Schedule your water company to make a presentation to staff to encourage water conservation at home.
- Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- Change window-cleaning schedule from "periodic" to "as required."
- Reduce water pressure to no higher than 50 psi by installing pressure reducing valves.
- Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures' specifications.
- Replace water-cooled equipment, such as air conditioning units, with air-cooled.
- Stop washing vehicles onsite and send them to a washing service that uses a closed loop recycling (zero discharge) system.
- Utilize rainwater collection basins.
- Other: _____

Landscaping Measures

- Mulch all non-turf areas.
- Plant drought tolerant plants.
- Hydrozone: Group plants with similar water requirements together on the same irrigation line, separating plants with different water requirements on separate irrigation lines.
- Reduce area of turf. Check for "Cash for Grass" rebates from your water supplier.
- If installing new turf, limit the area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads.
- Modify your existing irrigation system to include drip irrigation.
- Install rain shut-off devices that turn off the irrigation system during rain.
- 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.
- Reduce irrigation system water pressure to no higher than 50 psi (pressure-reducing valves must be installed to do this).
- Use reclaimed water for irrigation and other approved uses.
- 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 Association's SWAT protocol.
- Work with your water company to develop a site-specific "water budget". Track your water use to ensure efficient watering.
- Other: _____

3. Save water in 4 ways with industrial or process water (if applicable to your business).

A. Building Cooling Systems

- Eliminate all single pass or "once through" cooling in all equipment such as cooling towers or other similar equipment. Your water company may provide financial incentives to eliminate these once through systems.

- Install controller to regulate amount of make up water to cooling tower, such as in line conductivity meter or timer-based solenoid. Please note that inline conductivity meters may need frequent calibration to maintain optimal performance.
- For cooling towers with capacities of at least 500 tons, install flow meters to monitor the volume of make-up and blow-down water in cooling towers.
- Add ozone treatment or other system that increases cycles of concentration of the tower.
- Other _____

B. Industrial/Process Water Use

- Install water shutoff sensors for process rinse lines that are not in constant use.
- Use high pressure-low volume spray nozzles where possible.
- Reduce the rate of "trickle flow" maintained through process rinse baths during periods when processing is not taking place.
- Examine the number and duration of rinsing cycles to determine if any can be eliminated.
- Install "counter-flow" rinse tubs if multiple rinses are used.
- Install flow meters on manual operated flow process control valves.
- Use a wash and rinse water reclamation system.
- Apply membrane technologies to recycling and recovery of process wastewater.
- Recycle process water for cooling towers or landscape.
- Other _____

C. Other Water Use

- Investigate recycling water from other processes into scrubber make up water.
- Meter the amount of deionized (DI) water delivered to various departments in the plant and bill them for DI water based on volume.
- Other _____

Pollution Prevention

Measures

1. Assess your office to identify ways to prevent pollution. Review the plan annually for new measures to implement:

- ◆ Check Material Safety Data Sheets (MSDS) and labels for all cleaning products, building maintenance materials, pesticides, and fertilizers you use. Identify safer alternatives.
- ◆ Evaluate each area of your business to identify actual and potential sources of pollution, and ways to prevent it.
- ◆ Call your local Household Hazardous Waste Program for disposal of hazardous substances not in use.

2. Practice good housekeeping in 10 ways:

All Areas:

- Locate all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains.
 - Provide containment for large amounts of liquid supplies.
 - Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints, and cleaners; repair any deficient items found.
 - Use enclosed delivery systems for transferring cleaners and/or other chemicals to prevent spills.
 - Store any potentially hazardous materials securely, control access and rotate stock to use oldest material first.
 - Seal Shop floor with an impermeable coating such as epoxy.
 - Design berms, secondary containment or grading to prevent run-off or rain water from flowing across industrial and hazardous liquid storage areas where it could be contaminated
 - Install shut-off valves at storm drains on property or keep temporary storm drain plugs available at loading docks or outdoor process areas for quick spill response.
- Store deliveries and supplies under a roof.
 - Have no open floor drains in the process area.
 - Use pips or hoses for transferring cleaners or other chemicals to prevent spills and splashes.

Outdoors:

- Required:** Keep dumpsters covered when not in use.
- Required:** If using water to clean parking or other outdoor areas, hire a BASMAA-certified mobile cleaner (www.basmaa.org). Contractor must use equipment that collects wash water and disposes to sanitary sewer.
- Required:** Do not wash cars, equipment, floor mats or other items outside where runoff water flows straight to the storm drain; this wash water should be directed to a sewer drain.
- Routinely check for leaks and establish a "ground staining" inspection routine in parking lots.
- Keep receiving, loading docks, dumpster and parking areas free of litter, oil drips and debris.
- Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices to prevent pollutants from reaching storm drains.
- Label all storm water drains with "No dumping, Drains to Bay" message.
- Regularly check and maintain storm drain openings and basins that are located on your property. Keep litter, debris and soil away from storm drains.
- Clean private catch basins annually, before the first rain and as needed thereafter.
- Use shut-off valves at storm drains or keep temporary storm drain plugs at loading docks or outdoor areas for quick spill response.

GREEN NOTE: 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. Ask your county coordinator for a list of mobile cleaners.

- Clean private catch basins annually, before the first rain and as needed thereafter.
- Use shut-off valves at storm drains or keep temporary storm drain plugs at loading docks or outdoor areas for quick spill response.
- Use secondary containment or berms in liquid storage and transfer areas to capture spills.
- Keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.
- Use landscaping to prevent erosion problems, especially during construction or remodeling.
- Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.
- Have an outdoor ashtray or cigarette "butt" can for smokers.
- Other: _____

3. Reduce chemical use in 5 ways:

- Required:** Adopt a written environmentally preferable (or green) purchasing policy. See www.stopwaste.org/home/index/asp?page=439 or call Green Business staff for examples.
- Restrict use of hazardous products by:
 - Buying them in small quantities.
 - Limiting access to authorized staff.
- Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.

Replace harmful products with safer alternatives. List specific replacements below.

- Cleaners: _____
- Disinfectants: _____
- Sanitizers: _____
- Other: _____
- Replace aerosols with pump dispensers.
- Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).
- Design and manufacture products free of carcinogen, toxic, or hazardous materials.
- 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!
- Replace standard fluorescent lights with low or no mercury lights.
- Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights.
- Use recycled oil for vehicles/equipment.
- Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- Replace toxic permanent ink markers/pens with water-based ones.
- Print promotional materials with vegetable or other low-VOC inks.
- Use natural or low emissions building materials, carpets or furniture.
- Use electric (not gas) powered tools.
- Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint; avoid chemical paint stripping.
- Use high-efficiency paint spray equipment.
- Do business with other "green" vendors or services, such as certified Bay Area Green Businesses (see full listings at www.greenbiz.ca.gov).

Eliminate or reduce use of chemical pesticides by implementing an Integrated Pest Management (IPM) program:

- Required:** Keep kitchen, waste storage and other areas clean to prevent pest problems.
- Required:** 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 on an as-needed (vs. set) schedule.
- Required:** 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. Do not allow any outdoor perimeter spraying.
- Set up storage and sanitation procedures and planting, irrigation and cultivation (e.g., pest-resistant plants) to discourage pests.
- Other: _____

4. Recycle/reuse 3 of the following potential pollutants (please see measures required by law in "Green Notes" box):

- Excess paint/solvents (keep only what's needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).
- Distill or regenerate spent cleaning solutions on-site.
- If hazardous materials are essential to the product and cannot be eliminated, design the products such that these materials can be extracted and recycled into new products. Develop a consumer take-back system to recover these spent products.
- Use a rag/uniform service that recycles its wastewater.
- Recover spilled fluids for reuse or recycling (wring from mop, rags or pads/mats, or discharge from vacuum). Place into appropriate waste containers.
- Use reusable/recyclable absorbent products (pads, socks, mats; not kitty litter), reusing until spent (most likely hazardous waste).

- Used copier toner cartridges (take back to supplier or send back to manufacturer for recycling or refilling).
- Ink jet cartridges (send or take back for recycling or refilling).
- Car fluids from company vehicles.
- Donate for reuse (not just recycle) electronic equipment, such as computers, phones, pagers, etc.
- Other: _____

GREEN NOTE:

The following materials are considered to be hazardous universal wastes, and must be recycled:

- ◆ Spent fluorescent light tubes.
- ◆ Electronic equipment (computers, cell phones, pagers, etc.).
- ◆ Batteries (to household hazardous waste or a battery recycling program such as Rechargeable Battery Recycling Corp: www.rbrc.org)

For more information, contact your county's household hazardous waste program.

5. Reduce vehicle emissions in 3 ways:

- Required:** Join the Air District's "Spare the Air" program (www.SparetheAir.org) and notify staff of "Spare the Air" days.
- When possible, arrange for a single vendor who makes deliveries for several items.
- Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- Carefully plan delivery routes to eliminate unnecessary trips.
- Keep company vehicles well maintained to prevent leaks and minimize emissions; encourage employees to do the same.
- Other: _____

Commute Alternatives

- Make transit schedules, commuter ride sign-ups, etc. available to staff. Get help from www.511.org using their "Ridematch Tool".
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- Hire locally.
- Other: _____

Commute Alternatives for Larger Employers

- Offer lockers and showers for staff who walk, jog or bicycled to work.
- Offer secure bicycle storage for staff and customers.
- Offer employee incentives for carpooling or using mass transit (e.g. guaranteed ride home or subsidized transit passes).
- Set aside car/van pool parking spaces.
- Provide commuter van.
- Encourage bicycling to work by offering rebates on bicycles bought for commuting.
- Offer a shuttle service to and from bus, train and/or light rail stops.

Other Greenhouse Gas Emissions

- Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.
- Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).
- Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
- Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.
- Install renewable energy sources, such as solar panels or wind generators.
System Size: _____
- Buy renewable energy credits or green tags to offset the CO2 emissions from your office's use of electricity and natural gas (www.green-e.org).
- Offset company's vehicle CO2 emissions. See www.driveneutral.org, www.carneutral.org, or www.terrapass.org.
- Other: _____