



Resource Conservation & Pollution Prevention Checklist for Printers

Business _____
 Contact _____
 Phone _____
 Address _____

 Email _____
 Fax _____

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. Call xxxxxxxxxxxxxxxxxxxx, Green Business Coordinator, at xxxxxxxxxxxx with any questions.

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 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.

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.

Measures

The following general measures are required for all businesses:

- Track water and energy usage and solid and hazardous waste generation.
- 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 annually to see if there are items that could instead be reused by someone else or recycled.**
 - 2. REDUCE waste in 7 ways.**
 - Install press counters to eliminate overage.
 - Use plain brown boxes or unbleached paper for dividers, preferably scrap from used packaging.
 - Use rubber bands or paper strips to divide large quantities of brochures instead of shrink wrap.
 - Encourage reuse of delivery boxes with regular customers.
 - Install automatic web splicers and web break detectors to reduce paper waste
 - Print messages on products encouraging consumers to recycle the packaging/products.
 - Choose vendors who take back products after their shelf life is over (i.e. fluorescent light bulbs) OR work with vendors to take back packaging & used or damaged products for reuse and recycling. Choose vendors who offer these services.
 - Encourage customers to use double-sided copying/printing whenever possible.
 - Arrange for cooperative buying through government, association, co-located business group, etc.
 - Specify deliveries in reusable or returnable containers.
 - Select products with the least packaging and/or which have easily recyclable packaging.
 - Centralize purchasing to eliminate unnecessary purchases and ensure all waste reduction purchasing policies are followed.
 - 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.
 - Educate customers on the benefits of paper-saving sizing for print jobs.
 - Inventory paper overage and recommend this excess as an option to customers with appropriately sized runs.
- Reuse overage or trimmings as notepads, poster paper or other products for your in-house use and make them available for customers as give aways.
 - Use software that allows you to fax directly from your computer with out printing.
 - Make two sided printing and copying standard practice in you business (set copier to default to duplex printing or manually feed to duplex). If your facility still has an old printer without duplex capability, use only for sigle page documents and ensure multi-page documents are printed on a duplex printer.
 - Practice efficient copying - use the size reduction feature (eg. two pages of a periodical or book can often be printed on one page) and set word processing defaults for smaller fonts and margins.
 - Use a bulletin board or routing lists for bulletins, memos, and journals to minimize the number of people receiving individual copies.
 - Use electronic files OR identify and eliminate unnecessary paper forms, print on both sides, or redesign forms to use less paper.
 - Design marketing materials that require no envelope – simply fold and mail.
 - Subscribe to journals online rather than receiving hard 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.
 - 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.
 - Purchase reusable rather than disposable office items, such as refillable pens, erasable white boards, and wall calendars.

- Lease, rather than purchase computers and printers.
- Other: _____

3. REUSE materials onsite 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.
- Give or sell reusable cloth bags (this is required for stores over 10,000 sq.ft).
- Offer a small incentive to customers bringing their own shopping bags, coffee mugs, etc.
- 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).
- Other: _____

4. RECYCLE ALL of the required materials plus 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
- Plastics
- Scrap metal
- Landscape trimmings (green waste)
- Food waste for composting
- Wood, including pallets
- Carpeting
- Other: _____

GREEN NOTE:
The average office worker discards more than 175 lbs. of high-grade paper per year. Businesses use 2 million tons of paper in copiers each year!

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
- 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 flooring
- 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). List examples:
 - _____
 - _____
 - _____
- Other: _____

GREEN NOTE:
Manufacturing "recycled" paper uses 64% less energy and 58% less water and generates 74% less air pollution.

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. **Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems.**
 - ◆ Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
 - ◆ 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 7 ways. At least 3 must come from “Equipment & Facility”, and must include the two required lighting measures.**

EQUIPMENT & FACILITY:

General

- Use electrical equipment with energy saving features (e.g. Energy Star[®]) and ensure Energy Star settings are enabled.
- Use power management software programs that save energy by automatically turning off idle monitors and printers (must be purchased separate from computer).
- 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.
- Use a booster heater for hot water use.
- Use a solar water heater or preheater.
- Replace electric hot water heaters with natural gas ones.
- Replace refrigerators older than 10 years with new Energy Star[®] ones.
- Other: _____

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.
- Increase lighting efficiency by installing optical reflectors and/or diffusers.
- Improve exit sign efficiency by using compact fluorescent bulbs, LED signs or electroluminescent signs.
- Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
- Use dimmable ballasts to dim lights to take advantage of daylight.
- Use daylight dimmers that turn off automatically when light is sufficient.
- Other: _____

GREEN NOTE:

Outdoor lighting offers an excellent opportunity to conserve energy as it often remains on for long hours. Using efficient lights (e.g., compact fluorescents) and timer controls or photo sensors, can reduce wasted energy and your monthly bill. This measure alone may reduce energy use by 15%.

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.

Heating, Ventilation & Cooling

- Use a programmable thermostat to control heating and air conditioning.
- Use bypass timers and/or time clocks.
- Use ceiling fans for air circulation.
- Replace or supplement an A/C system with an evaporative cooler.
- Use economizers on A/C to increase air circulation.
- Replace single or package A/C unit with one with a greater Seasonal Energy Efficient Rating (SEER) > 13 for most common size equipment.
- Use occupancy sensors to control air conditioning and heat.
- Provide shade for HVAC condenser, especially roof-top fixtures
- Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery.
- Apply window film to reduce solar heat gain, if applicable.
- Use energy-efficient double paned windows on at least 90% of windows.
- Replace an electric heating system with a natural gas system.
- Other: _____

STAFF PRACTICES:

General

- Institute a formal policy that all electronic devices and lighting be turned off when not in use.
- Use the standby mode on equipment (e.g., energy saver buttons on copiers).
- Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- Use variable speed drives on motors where appropriate
- Other: _____

Lighting

- Disconnect unused ballasts in delamp fixtures AND replace burned out lamps quickly to avoid ballast damage.
- Clean lighting fixtures, diffusers and lamps so they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- Check and adjust lighting control devices such as time clocks and photocells.
- Use task lighting instead of lighting the entire area.
- Use light switch reminders to remind staff to turn off lights when not in use.
- Other: _____

Heating, Ventilation & Cooling

- Set thermostat to 78° F for cooling, 68° F for heating and use the thermostat's night setback.
- Seal off unused areas. Block and insulate unneeded windows and other openings.
- When repainting building exterior and roofs, choose light colors to reflect more sunlight.
- Use small fans OR space heater during off hours instead of conditioning entire office.
- Adjust controls for temperature, speed or other settings to reduce energy use.
- 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.

Water Conservation

Measures

1. Save water in these REQUIRED ways.

- 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 2.5 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)! Check both this measure *and* the above one. 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 self-closing faucets (0.5 gpm and 0.25 gallon/cycle).
- Replace photo-processing operations with computerized pre-press process.
- Set up an annual program to educate staff about the benefits of efficient water use.
- Schedule your water provider to make a presentation to staff to encourage water conservation at home. (Some water providers offer training and "take home" conservation kits.)
- 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.
- Other: _____

Landscaping:

- Mulch all non-turf areas.
- Plant drought tolerant plants (assistance is available from your water company).
- 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.
- 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.
- 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: _____

GREEN NOTE:

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 1000 gallons of water per day.

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 facility 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 7 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.
- Store deliveries and supplies under a roof.

Outdoors:

- 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.
- Keep dumpsters covered when not in use.
- Do not wash cars, equipment, floor mats or other items outside where run-off water flows straight to the storm drain; this wash water should be directed to a sewer drain.

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 parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer).
- 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.

- 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 3 ways.

- 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.).
- 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 fluorescent 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:

- Specify in pest control contracts that primary pest management methods include non-chemical pest prevention and pest exclusion.
- Use traps, barriers and less toxic pesticides (such as soaps, oils, microbials and baits). Apply on an as-needed (vs. set) schedule.
- Set up storage and sanitation procedures and planting, irrigation and cultivation (e.g., pest-resistant plants) to discourage pests.
- Other: _____

4. Make materials and process changes in 5 ways:

- Buy paper from a Forest Stewardship Council Certified (FSC) source.
Source: _____
- Buy paper or other printing substrate from a source with a stated commitment to environmental stewardship, minimizing ecological impacts and ensuring long term sustainable production. Describe source’s commitment: _____

Blanket Wash and Solvent

- Use job scheduling to reduce press clean up and solvent use by running lighter colors, and then darker ones whenever possible.
- Install automatic blanket washers to reduce the amount of solvent used and wastes generated.
- Use spot application of solvents for stubborn ink residues rather than over application of solvent to an entire area.
- Use re-circulating solvent sinks for parts cleaning to reduce once-used solvent cleaning of press parts.
- Use less toxic solvents or aqueous-based cleaners
Product: _____

Screen Printers

- Reclaim screens immediately after a print run; remove as much excess ink from screens prior to cleaning and return back to original container.
- Apply haze remover only to areas where a ghost image is visible rather than to the entire screen. This will reduce chemical use.
- Place catch basins around the screen during screen reclamation in order to capture chemical over spray for recovery and reuse.
- Replace traditional solvent screen cleaning systems with high pressure water/detergent rinsing systems (aqueous cleaners) to reduce the amount of solvent used in the work place.
- Use degreasers that do not contain hazardous and/or chlorinated solvents.

Material/Product Changes

Use effective alternative products that are the least hazardous and polluting.

- Ink: Use low VOC & water/vegetable- based products Product: _____
- Aerosol spray cans: Use refillable, pressurized spray cans (e.g., WD-40). Product: _____
- Reduce redundant or similar products (If you have several types of solvents, could fewer do the job?)
- Other: _____

Image and Plate Processing

- Use electronic pre-press and imaging systems to reduce developers and film or plating materials.
- Replace metal etching processor with automated aqueous processor that generates less waste.
- Recover your silver from fixer and wash water onsite. Or, contract with a licensed hauler who recovers the silver from waste fixer.
- Install in-line silver recovery to extend fixer bath life.
- Use floating lids on developer containers to protect stored materials from oxidation.
- Extend bath life with additives such as acetic acid to keep the pH low. Monitor temperature.
- Extend bath life with additives such as ammonium thiosulfate, which could as much as double the allowable concentration of silver buildup.
- Install waterless paper and film developing units to minimize the volume of fixer waste. Segregate fixer from developer.

- Use diazo, vesicular, photopolymer and electrostatic films instead of those containing silver.
- Use glass marbles to bring the liquid level to the brim each time the liquid is used.
- Other: _____

"Makeready"

- Install an automated registration system.
- Install automated plate benders to prevent problems with fit.
- Install automated plate scanners for web and sheet-fed offset presses to determine image density, avoiding unnecessary ink usage.
- Install an automatic ink key setting system.
- Install ink/water sensors.
- Other: _____

Printing and Finishing

- Install automatic ink levelers or use antiskinning spray. These technologies do contain VOCs; however, they are significantly less polluting than drying ink and fountain solution.
- Use automatic roller and blanket cleaning equipment to promote more efficient use of cleaning solvent.
- Use a fountain solution that contains low concentrations of isopropyl alcohol (IPA) or one that does not contain IPA. (IPA emissions can cause air pollution problems and may require the installation of air pollution control equipment. Substitutes are available.)
- Educate customers about the benefits of soy-based inks and other safer alternative printing chemicals. Provide documentation.
- Adopt a standard ink sequence to reduce wasted ink and cleaning solution.
- Refrigerate fountain solution. (This reduces fountain solution losses, VOC emissions, and waste.)
- Utilize blanket washes that contain less hazardous materials and low vapor pressure (10 millimeters of Mercury or less, measured at 20°C or 68°F).
- Use shop towels as long as possible before sending to a commercial launderer. Use dirty ones for the first pass; clean ones for the second pass.
- Whenever possible, run similar jobs simultaneously to minimize waste generation between cleanup and start of the next run. Schedule jobs from light to dark colors.

5. RECYCLE/REUSE 3 of the following potential pollutants (please see measures required by law in "Green Notes" box below).

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.

- For web presses, save excess links and market them to customers as "house colors".
- Accumulate mylar/plastic films from packaging incoming plates (protectors to keep plates from scratching each other) and shrink wraps for recycling or in-house reuse.
- Strip goldenrod from negatives and accumulate for pickup by a licensed hauler.
- Accumulate chromoliths for recycling.
- For web presses, save excess inks and market them to customers as "house colors."
- Segregate waste streams to allow for the reuse/recycling (on-or off-site) of hazardous materials/wastes.
- 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).
- 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: _____

6. REDUCE vehicle emissions in 3 ways.

- Join the Air District's "Spare the Air" program (see box below) 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: _____

GREEN NOTE:
An improperly tuned car produces 10-15 times more pollution than a tuned one.

Each person driving alone to work creates more than 2 tons of auto exhaust each year. If every commuter car in the U.S. carried just one more passenger, we would save 600,000 gallons of gasoline and reduce air emissions by 12 million pounds of carbon dioxide every day!

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.

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 (see www.green-e.org).
- Offset company's vehicle CO2 emissions. See www.driveneutral.org, www.carneutral.org, or www.terrapass.org.
- Other: _____

SPARE THE AIR PROGRAM
Spare the Air Days are called in summer when conditions indicate that we may exceed state and federal air quality standards for healthy air. Participating businesses receive Spare the Air Day 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.