

Business Name	
Contact	
Phone Number	

**Resource Conservation and Pollution Prevention Checklist**

**Restaurant Criteria**

**Why should my business get certified as a Green Business?**

- **No fee:** There is no fee to become a certified Green Business.
- **Better image:** Your company’s community image is enhanced through Green Business certification.
- **Save Money:** Saving energy, water and raw materials saves you money. Sending less trash to the landfill saves you money, too.
- **Positive workplace:** Developing a positive, proactive relationship with local compliance inspectors can help you avoid liability, fines and other sanctions.
- **Free advertising:** The Program promotes your business to the public and other businesses for free!
- **Safer Workplace:** Your employees will enjoy a safer workplace and will have one more reason to take pride in working for you.
- **Free assistance:** The Green Business Program offers you free, convenient, time-saving assistance.

**How to become a Certified Green Business....**

Please read through the following checklist and check all of the boxes that apply. To become certified you must achieve all the criteria that are listed as REQUIRED. There are also some categories that offer choices. Call your Green Business Coordinator if you have questions or need assistance meeting the requirements. There are many rebate programs for facility changes. Before upgrading lighting or water fixtures, Talk to your Coordinator about taking advantage of the free rebates. When you believe you have met most or all of the requirements, contact your Coordinator and he or she will begin the certification process. If there are some things that need to be done to meet the requirements, the Coordinator will let you know what you need to fix before certification.

Remember, the program offers free, non-enforcement, technical assistance to help meet the criteria. We will send out professional technical staff to assist you in each of the energy, water, resource conservation, and pollution prevention sections.

- On line applications are now being accepted for businesses located in Santa Cruz and Monterey Counties. Please visit: <http://www.montereybaygreenbusiness.org/HowToBecomeGr.html> to fill out an application.
- For businesses located in the unincorporated areas of Santa Cruz County, Scotts Valley, and Capitola, or Watsonville call (831) 477-3976 or email: [greenbusiness@co.santa-cruz.ca.us](mailto:greenbusiness@co.santa-cruz.ca.us)
- For businesses located in Monterey County, call Monterey County Environmental Health at (831) 755-4579 or email: [recycle@co.monterey.ca.us](mailto:recycle@co.monterey.ca.us)
- For businesses located in the City of Santa Cruz, call (831) 420-5160 or email: [shealy@ci.santa-cruz.ca.us](mailto:shealy@ci.santa-cruz.ca.us)

## Green Business Checklist for Restaurants

Your business must be in compliance with local and state regulations as well as all of the criteria outlined below (in some cases choices are given) to obtain Green Business certification. If a certain section does not apply to your business, mark it with N/A for Not Applicable. For instance, if there are no car washing operations at your facility, mark that section N/A.

### A. Pollution Prevention

#### A. Fats, Oil and Grease

(Before GB program)(After GB program)

1.  Wipe or scrape oil and grease from cookware, utensils, serving ware, trays, grills, and pans into the waste grease container to minimize kitchen grease going down the sewer. Place oil, grease, and animal fats into a sealed waste grease bin to ensure that this waste is not disposed in the sanitary sewer.
2.  Post "No Grease" signs above sinks and on the front of dishwashers.
3.  Food waste is either composted offsite (where available) or disposed of as regular waste in a landfill.
4.  Utilize filtering drain plugs/screens that allow for drainage of water but not solids.
5.  Routinely clean kitchen exhaust system filters in a sink that drains to the grease trap or interceptor (If grease and oil escape through the kitchen exhaust system, it can accumulate on the roof of the establishment and eventually enter the storm drain system when it rains).
6.  Waste oil and grease from fryers and other grease generating operations are picked up by a tallow company or pumping service for recycling. Invoices and manifests are kept on site.
7.  Tallow containers must be stored and transferred in watertight covered containers, and labeled "tallow only." Tallow containers must be placed or stored away from floor drains and storm drains unless secured and stored within secondary containment.
8.  Contract with Tallow Hauler that uses waste oils as a feedstock for biodiesel, where available.

#### Compliance Notes

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- o Any facility generating grease is required to have an approved interceptor or grease trap to prevent grease from entering sewer pipes. Your facility currently has a grease trap/interceptor that is pumped out regularly or in accordance with local regulations. A cleaning log is maintained for interior traps and/or receipts or manifests are kept as proof of pumping for exterior interceptors.
- o No unapproved emulsifiers or additives are used in your grease trap or interceptor.
- o A food grinder or sink garbage disposal units is not in use.

#### B. Spill Prevention Control & Response

(Before GB program)(After GB program)

1.  Demonstrate that your business practices spill prevention (training or inspection logs, periodic spill drills, carrying grease with spill protection, etc.)

2.   Tallow, garbage, and other containers are emptied before they are full in order to avoid spills.
3.   Grease spills are wiped up rather than hosed down the floor drain.
4.   A cover is used when transporting interceptor or grease trap contents.
5.   There is adequate absorbent material to contain the largest possible spill and prevent it from entering a storm or sewer drain.

### C. Produce, Fish, and Other Goods Selection

(Before GB program) (After GB program)

1.   Where feasible, promote the use of local, organic produce.
2.   Consult with the Monterey Bay Aquarium's Seafood Watch advisory material to make sure that seafood is purchased from sustainable sources.  
<http://www.mbayaq.org/cr/seafoodwatch.asp>
3.   Seafood offered must be at least 50% sustainable and your restaurant must communicate to customers which fish are sustainable (either with the Seafood Watch Card or by indicating sustainable seafood on the menu).

### **Compliance Notes**

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- o No wastewater is entering a storm drain. "Only rain down the storm drain."
- o Never hose down floor mats in an area where the wastewater may flow to a storm drain. Floor mats are cleaned in an area that drains to the grease trap or interceptor.
- o The wastewater from outdoor pressure washing and steam cleaning of surfaces is routed to the sanitary sewer or to landscaping (in the City of Santa Cruz this wastewater may not go to landscaping and must go to the sanitary sewer). None of the wastewater is entering a storm drain or neighboring water body. Use a water conserving broom attached to a hose as an alternative to pressure washing where possible.
- o Equipment is not cleaned outdoors where wastewater can enter a storm drain or creek.
- o Mop water (soapy water only) is discharged to the sanitary sewer, not the storm drain.

### D. Drains and Housekeeping

(Before GB program) (After GB program)

1.   No wastewater may enter a storm drain. "Only rain down the storm drain."
2.   Never hose down or wash floor mats, equipment, or vehicles in an area where the wastewater may flow to a storm drain. Never wash vehicles in an area where the wastewater may flow to a storm drain
3.   Floor spills are cleaned up immediately to prevent the spill from spreading or being tracked through the kitchen or dining area on shoes.
4.   Use dry cleanup methods as a norm, and sweep prior to mopping floors
5.   Dry sweep outdoor seating areas and dispose of the debris in the garbage.
6.   Mop water (soapy water only) is discharged to the sanitary sewer, not the storm drain
7.   The wastewater from outdoor pressure washing and steam cleaning is routed to the sanitary sewer or to landscaping (not permitted to route to landscaping in the City of Santa Cruz).  
None of the wastewater is entering a storm drain or neighboring water body.
8.   Replace traditional janitorial chemicals, including those used in restrooms and staff break rooms or kitchens, with more environmentally friendly chemicals (i.e. replace Comet with

Bonami). Use one or a few multipurpose cleaners, rather than many special-purpose cleaners. If a product is Green Seal Certified, it is typically safer and works well.

9.   Be sure to avoid these chemicals:
- Hydrochloric Acid
  - Phosphoric Acid
  - Sodium Hydroxide
  - Sodium Metasilicate
  - Potassium Hydroxide
  - Butoxyethanol
  - Ethanolamine
  - Toluene
  - Alkyl Phenol Ethoxylates
  - Bleach (Sodium Hypochlorite)
  - Paradichlorobenzene (Urinal Blocks)
  - Quaternary Ammonium Chloride (Ammonia)

Exterior Storage

(Before GB program) (After GB program)

1.   Dumpsters are kept tightly covered and impermeable to rain water. If there are no covers on the dumpster, provide overhead coverage.
2.   If the dumpster area has overhead coverage and there is a drain in the area, this drain must be routed to the sanitary sewer or be permanently sealed.
3.   Report a leaking dumpster to your waste management agency so it can be repaired or replaced.
4.   Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices.
5.   Keep receiving and storage areas, parking, landscape, and dumpster area clean and free from litter, oil drips and debris

**Compliance Notes**

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- Dumpsters are maintained leak free. Leaking dumpsters are repaired or replaced immediately.
- Dumpsters are kept tightly covered and impermeable to rain water. If there are no covers on the dumpster, provide overhead coverage.
- If dumpster areas have overhead coverage and there is a drain in the dumpster area, this drain must be routed to the sanitary sewer. Otherwise, the drain should be permanently sealed.

C. Building and Maintenance Materials and Supplies

**Complete four out of items #5-17 below to be certified. Also, please use this section as a reference whenever you remodel.**

(Before GB program) (After GB program)

1.   Use at least two alternative building/maintenance materials or supplies.
2.   Use natural or low emissions building materials, carpets or furniture.
3.   Use electric (not gas) powered tools.
4.   Use wet scraping, tenting or HEPA-vac instruments to reduce dust and

**GREEN NOTES - Green Building**

When remodeling your business review the following materials prior to construction:

- City of Santa Cruz Green Building Policy: <http://www.ci.santa-cruz.ca.us/pl/gbwg/gbwg.html>
- Build-it Green: <http://www.builditgreen.org>
- US Green Building Council: <http://www.usgbc.org/>
- Santa Cruz Green Building Directory: [http://www.ecoact.org/PDF/GBD\\_2007\\_Application.pdf](http://www.ecoact.org/PDF/GBD_2007_Application.pdf)

- debris when removing paint (avoiding chemical paint stripping).
- 5.   Use high-efficiency paint spray equipment
- 6.   Buy rechargeable batteries and appliances such as hand-held vacuum cleaners and flashlights.
- 7.   Print promotional materials with soy or other low-VOC inks.
- 8.   Use unbleached and/or chlorine-free paper products (copy paper, paper towels, coffee filters, etc.).
- 9.   Switch from commercial air fresheners to potpourri or vinegar & lemon juice.
- 10.   Switch from toxic permanent ink markers/pens to water-based markers.
- 11.   Purchase laundry detergents that have little or no phosphates.
- 12.   Purchase recycled content construction materials when building/remodeling (such as plastic lumber for decking, benches and railing, carpet, carpet padding, etc).
- 13.   Buy low-mercury fluorescent lamps.

**D. Air Emission Reductions**

**Please complete this requirement:**

(Before GB program )(After GB program)

1.   Encourage employees to use alternative transportation to get to work such as bike, bus, or carpool. Please describe how:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**GREEN NOTES – Vehicle Emissions**

*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!*

*The amount of carbon emitted for driving 50 miles is roughly equal to 105 square feet of mature forest.*

**2. In addition, reduce air pollution in at least two ways:**

(Before GB program )(After GB program)

- 1.   Encourage commute alternatives by informing employees and customers about transportation options for reaching your location (i.e. post transit schedules/routes).
- 2.   Help employees rideshare by posting commuter ride sign-up sheets, employee home zip code map, etc. Get assistance from:
  - a. [www.511.org](http://www.511.org),
  - b. [www.commutesolutions.org](http://www.commutesolutions.org)
  - c. <http://www.commutealternatives.info/>
  - d. 429-POOL(Santa Cruz)
  - e. 422-POOL(Monterey)
- 3.   Offer telecommuting and/or flexible schedules so workers can avoid heavy traffic commutes.
- 4.   When possible, arrange for a single vendor who makes deliveries for several items.
- 5.   Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- 6.   Purchase Carbon Offsets to compensate for miles traveled by company vehicles.
- 7.   Other \_\_\_\_\_

**If your business has a company-owned vehicle(s), complete at least two of the following or purchase low emission vehicles or alternative fuel vehicles:**

(Before GB program )(After GB program)

1.   Plan delivery routes to eliminate unnecessary trips.

2.   Keep vehicles well maintained to prevent leaks and minimize emissions, and encourage employees to do the same.

**If you have more than 100 employees, complete at least 3 of the following:**

(Before GB program )(After GB program)

1.   Provide car/van pool parking.
2.   Provide a commuter van.
3.   Sell bus or light rail passes on-site or at a discount to your employees.
4.   Offer a shuttle service to and from bus, train and/or light rail stops.
5.   Provide shower facilities for employees who walk/jog/bike to work or contract with an athletic club to use their facilities.
6.   Encourage bicycling to work by offering rebates on bicycles bought for commuting.
7.   Provide secured and enclosed bicycle parking for employees (e.g., bike lockers)

## B. Energy Conservation

### I. Energy Management

**Please complete the mandatory measures listed below:**

(Before GB program) (After GB program)

1.   Organize an energy service to conduct a commercial energy audit of your facility to help identify which energy conservation measures to use at your business. Your Green Business Coordinator can organize this for you.
2.   Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system.
  - 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 condense coils free of dust & lint.
3.   If more than *five* people are employed, track and post monthly gas and electricity usage information for employees to view.

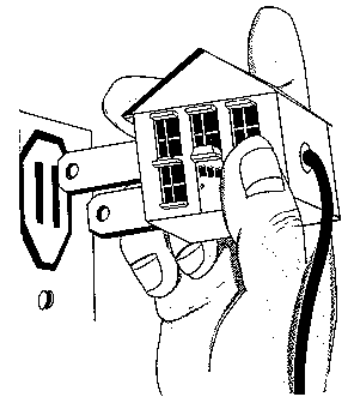
### II. Energy Conservation Measures and Practices

**Implement at least *ten* of the following measures listed below, with at least *four* in Section A:**

#### A. Equipment/Facility Changes:

(Before GB program) (After GB program)

1.   Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.
2.   Install Variable Speed (demand) ventilation systems for kitchen exhausts.
3.   Install occupancy sensors for lighting in low occupancy areas, including walk-in refrigerator/freezers.
4.   Retrofit incandescent bulbs with compact fluorescent lights.
5.   Install ultra efficient ballasts such as GE UltraMAX units to dim lights to take advantage of daylight.
6.   Upgrade existing fluorescent lighting with T-8 lamps with electronic ballasts (T-8 systems consume up to 40% less energy than conventional T-12 systems). Recycle old lamps and ballasts.
7.   Use a water-conserving dishwasher to save both heating and water costs. (A door-type dishwasher should use 1.2 gallons/rack or less.) Low temperature machines ( requiring chemical sanitizers) are available.
8.   Select electrical equipment and kitchen appliances with energy saving features (e.g. Energy Star). Refer to [www.fishnick.com](http://www.fishnick.com) for energy star appliances and rebate programs.
9.   Install a programmable thermostat to control heating and air conditioning.
10.   Insulate all major hot water pipes.
11.   Insulate refrigeration cold suction lines.
12.   Use weather stripping to close air gaps around doors and windows.
13.   Retrofit exit signs with LEDs or fluorescent bulbs.



14.   Install and use computer hardware programs that save energy by automatically turning off idle monitors and printers.
15.   Plant native shrubs or trees near windows for shade.
16.   Install plastic strip curtains on walk-in refrigerator/freezer doors.
17.   Convert hot water heaters to on-demand systems.
18.   Use a solar water heater or pre-heater.
19.   Reduce the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers.
20.   Install ceiling fans.
21.   Consider adding desk lamps or task lighting fixtures to work spaces in order to reduce the need for overhead lighting when only one person is in the office.
22.   Other \_\_\_\_\_

**B. Employee Practices**

(Before GB program) (After GB program)

1.   Clean lighting fixtures and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%) and replace aging fluorescent tubes. Then remove lamps where possible.
2.   Check and adjust lighting control devices such as time clocks and photocells.
3.   Set thermostat to 76° F for cooling, 68°F for heating, and use the thermostat’s night setback.
4.   Institute a policy that all electronic devices and lighting be turned off in non-occupied rooms.
5.   Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale build up and deposits (This can reduce heating efficiency).
6.   Set hot water heaters to standard 140-150° F.
7.   Turn room cooling units off when the weather is cooler.
8.   Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
9.   Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint.
10.   Check pilot lights for proper adjustment
11.   Rearrange workspace to take advantage of natural sunlight, and design for increased natural lighting when remodeling.
12.   Use light switch reminders to remind customers and staff to turn off lights.
13.   Use energy efficient space heaters during off hours instead of heating the whole office.
14.   Other \_\_\_\_\_

**GREEN NOTES – Office Electronics**

*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.*

***Equipment/Facility Changes:***

1.   Use a low-flow pre-rinse nozzle for dish scraping/pre-cleaning (saves both heating and water costs).



2.   Install and use computer hardware programs that save energy by automatically turning off idle monitors and printers.
3.   Plant native shrubs or trees near windows for shade.
4.   Install plastic strip curtains on walk-in refrigerator/freezer doors.
5.   Other \_\_\_\_\_

**Hot Water Use**

1.   Insulate hot water heaters.
2.   Use a solar water heater or pre-heater.
3.   Convert electric hot water heaters to natural gas.
4.   Set hot water heaters to standard 140-150° F.
5.   Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using (high heat or chemical/heat).
6.   Other: \_\_\_\_\_

**Employee Practices:**

1.   Clean lighting fixtures and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%) and replace aging fluorescent tubes. Then remove lamps where possible.
2.   Turn off exhaust hoods and hood lights when appliances below them are off. (These must be on when appliances are on.)
3.   Check and adjust lighting control devices such as time clocks and photocells.
4.   Ensure that freezer defrost time clock is set properly to avoid peak energy use periods (noon to 6 p.m.).
5.   Set thermostat to 76° F for cooling, 68 F for heating, and use the thermostat's night setback.
6.   Institute a policy that all electronic devices and lighting be turned off in non-occupied rooms.
7.   Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale build up and deposits (this can reduce heating efficiency).
8.   Turn room cooling units off when the weather is cooler.
9.   During slower periods, group customers so that lights and heating/cooling can be turned off in unoccupied areas.
10.   Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
11.   Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint. If units are in direct sun or in the path of a heat source, move to the shade/cooler location to reduce energy use.
12.   Periodically check pilot lights for proper adjustment.
13.   Use light switch reminders to remind customers and staff to turn off lights.
14.   Other \_\_\_\_\_

### C. Solid Waste Reduction

Have a solid waste reduction assessment done for your facility to help identify which waste reduction, reuse and recycling practices would best work for your shop.

1.   Eliminate the use of polystyrene to-go containers. Utilize one of the following options (in order of preference): paper, paperboard, compostable containers (starch-based sugarcane, rice hulls, and/or corn), or recyclable plastic.
2.   Participate in the County of Santa Cruz food waste collection program, where available.
3.   If your restaurant or food service business provides/sells bottled or canned beverages to your customers, ensure that your wait and bussing staff recycle these containers. If your customers clean-up after themselves, then provide recycling containers in or near the eating area so customer do not dispose of recyclables in the trash.
4.   Require kitchen staff to recycle food, liquid, and beverage containers when recyclable.
5.   Provide recycling container(s) for recyclables for both wait/bussing and kitchen staff.

#### GREEN NOTES

*Paper takes 4 times less space in storage and disposal than polystyrene. There are no facilities to recycle polystyrene in Santa Cruz County.*

*In 1986, EPA ranked the 20 chemicals whose production generated the most hazardous wasted. Polystyrene was number five.*

#### **Reduce paper in 5 of the following ways:**

1.   Keep a stack of previously used paper near printers; use it for drafts or internal memos, or designate a draft tray on printers with multiple trays.
2.   Use computer fax modems that allow faxing directly from computers without printing, or email documents rather than faxing.
3.   Purchase/lease copiers and printers with double sided copying capability.
4.   Require double sided copying for multi-page documents.
5.   Eliminate unwanted mailings by calling sender's 800 number or writing "refused" on first class mail.
6.   Eliminate duplicate mailings & subscriptions by returning labels to the sender requesting that all but one be removed.
7.   For bulk mail, request removal of name, & write "refused" on first class mail.
8.   Purge your own mailing lists to eliminate duplication.
9.   Set copier and printer defaults to double sided.
10.   Set up a bulletin board or develop routing lists for bulletins, memos, trade journals to minimize the number of employees receiving individual copies.
11.   Replace memos with e-mail messages & discourage the printing of messages.
12.   Re-use envelopes you've received by covering up the old address and postage, and affix new.
13.   Design marketing materials that require no envelope – simply fold and mail.
14.   Reuse office paper as scratch paper.
15.   Set word processing defaults for smaller fonts and margins.
16.   Other \_\_\_\_\_

#### GREEN NOTES

*The average office worker discards more than 175 pounds of high-grade office paper each year.*

**Reduce waste in 5 of the following ways:**

17.   Select products shipped with less packaging.
18.   Buy ingredients (e.g., flour, sugar and salt) in bulk when sales volume and storage space allow.
19.   Buy products in returnable, reusable or recyclable containers. These must be approved for commercial use in food establishments. Ask your supplier to ship with less, recycled or reusable packaging.
20.   Install cloth hand dryers in restrooms.
21.   Replace disposable beverage containers with washable, reusable ones (Contact Environmental Health to ensure proper sanitizing, and Environmental Compliance to make sure that sanitizing does not affect the grease trap or interceptor).
22.   Require cleaning/sanitizing product suppliers to take back empty buckets or drums.
23.   Switch from individual condiment packets (e.g., salt, pepper & sugar) to -approved, refillable containers.
24.   Buy pickles, mayonnaise, salad dressings, etc. in containers other than non-recyclable hard plastic pails or buckets. Try them in plastic-lined cardboard, cry-o-vac, or foil pouches.
25.   Substitute biodegradable cups and plates in place of polystyrene, Styrofoam, or paper (vendor: Simply Biodegradable, [www.simplybiodegradable.com](http://www.simplybiodegradable.com))
26.   Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
27.   Eliminate inner-pack dividers in shipping containers for miscellaneous supplies.
28.   Buy eggs shelled in bulk (refrigerate as required) if using three or more cases per week.
29.   Serve straws from Environmental Health-approved dispensers rather than offering pre-wrapped (for self-service areas only).
30.   Eliminate paper coasters or switch to reusable ones.
31.   Offer discounts or incentives to customers who use refillable mugs, cups, or to-go containers. Have all employees use reusable mugs and cups.
32.   Other \_\_\_\_\_

**Everything for which a convenient collection or drop-off opportunity exists is reused or recycled. The following are items that are readily recyclable: Cardboard, tires, metals, office paper, mixed paper, packaging, newspaper, wood pallets and spools, plastics, bottles, cans, glass, yard waste, unwanted electronic equipment, car fluids such as coolant and waste oil, excess paint/solvents, batteries and fluorescent light bulbs.**

**Recycle or reuse materials in 2 additional ways:**

33.   Compost or recycle pre-consumer vegetable & fruit trimmings or participate in the County's food waste program, where available.
34.   Donate excess non-perishable food (bread/produce OK; not meat or cooked food) to food banks or shelters (covered under Good Samaritan law).
35.   Use old tablecloths, cloth napkins and washcloths (properly sanitized) as rags.
36.   Use laundry service that provides reusable bags for dirty and clean linen.
37.   Leave grass clipping on mowed turf ("grass-cycling") rather than disposing.
38.   Compost or recycle landscape debris and prunings.

- 39.   For shipping non-food items, use shredded paper for packaging needs instead of purchasing styrofoam pellets, bubble wrap, other packing materials (if you receive these, reuse them in your own packaging).
- 40.   Other \_\_\_\_\_

**Purchase 3 recycled content products from numbers 40-58 below:**

- 41.   Paper table covers
- 42.   Placemats
- 43.   Napkins
- 44.   Menus
- 45.   Guest checks
- 46.   Office paper
- 47.   Business cards
- 48.   Take-out containers – paperboard and plastics (#1 and #2, not #6 and #7)
- 49.   Storage bins and containers for recyclables.
- 50.   Refuse pails and bags (recycled HDPE trash liner bags instead of LDPE or LLDPE)
- 51.   Floor mats
- 52.   Toilet seat covers and toilet paper
- 53.   Carpet
- 54.   Paper towels in restrooms
- 55.   Construction materials when building/remodeling.
- 56.   Use recycled-content paint.
- 57.   Pencils/rulers and other desk accessories
- 58.   Purchase mulch, soil amendments and compost made of plant trimmings, or green waste.
- 59.   Other

**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.*

## D. Water Conservation

### Water Management

Have your water utility conduct a free water use survey of your facility (where available). Review it annually to identify additional ways to reduce your water use. Contact your local water utility and obtain all available water usage data (preferably three years). Retain all future water use data. Provide this data to your Green Business Program Coordinator. Contact your local water utility and ask about rebate programs in your area.

**Complete all of these mandatory water conservation measures listed below that are applicable to your business:**

1.   Understand your water bill and review it monthly for indications of leaks, spikes or other problems. Call your water utility if you notice any unusual increases in use or if you are looking for suggestions on how to improve the efficiency of your water use.
2.   Learn how to read your water meter.
3.   Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water company). Train your staff to monitor and respond immediately to leaking equipment.
4.   Use "dry sweeping" to clean concrete or asphalt surfaces instead of using water to wash down surfaces. Use high pressure, low water use cleaning techniques only when necessary. Always send wastewater from pressure washing to landscaping or the sewer (discharge to the sewer is mandatory in the City of Santa Cruz), not the storm drain. Use a water conserving broom attached to a hose as an alternative to pressure washing where possible

### General Water Conservation Measures and Practices

**Complete all of these mandatory water conservation measures directly below that are applicable to your business:**

1.   Install low flow aerators in faucets (1.5 gpm) and showerheads (2.5 gpm). Your water utility may provide these for free.
2.   Use a low-flow pre-rinse nozzle (1.6gpm) for dish scrapping/pre-cleaning.

**In addition, implement at least 3 of the elective water conservation measures listed below. Consider areas of greatest water use at your facility in choosing new measures.**

#### Fixtures and Equipment

1.   Install toilets manufactured to flush 1.6 gallons or less.
2.   Install non-water (water free) urinals.
3.   Install urinals that are manufactured to flush at 1.0 gallon or less. Or replace diaphragms in the flush valve, so that they flush 1.0 gallon.
4.   Install low flow, self-closing faucets either infrared or spring-loaded.

5.   Use a water-conserving dishwasher to save both water and heating cost. Operate dishwasher only when completely loaded.
6.   If cleaning floors with water, use high-pressure low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.
7.   Maintain water pressure (pressure reducing valve) between 60-80 PSI to optimize performance and reduce water loss through leakage, if necessary.

#### B. Indoor Water Management Practices

8.   Change window-cleaning schedule from “periodic” to “as required.”
9.   Serve water in bars and restaurant upon request only.
10.   Use dry floor cleaning methods indoors followed by damp mopping, rather than spraying or hosing with water.

#### C. Outdoor Water Management Practices

11.   Instead of washing vehicles on site, send vehicles to a washing service that recycles water.
12.   Regular pavement cleaning is accomplished by sweeping manually or with electric vacuum or blower, and properly disposing of debris.

#### D. Other (describe):

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### III. Landscaping

**Complete all of these mandatory water conservation measures that are applicable to your business:**

1.   Test irrigation sprinklers 4 times per year to ensure proper operation and coverage.
2.   Repair all broken or defective sprinkler heads/nozzles, lines & valves.
3.   Adjust sprinklers for proper coverage – optimizing spacing and avoiding runoff onto paved surfaces. Adjust sprinklers to achieve even water distribution.
4.   Adjust sprinkler times and/or duration according to seasons, water during non-daylight hours (generally before 7 am or after 9 pm).

**If you have landscaping, you must meet at least 3 of the elective landscaping water conservation criteria below.**

5.   Rain shut-off devices or moisture sensors are installed to override automatic irrigation when adequate moisture exists.
6.   The number of days lawns are irrigated is limited to a maximum of 3-4 days per week during summer, 2-3 in the spring and fall, and none in the winter. Tree and shrub watering is limited to a maximum of 2 days per week in the summer, 1-2 days in the spring and fall, and none in the winter. Coastal areas that are influenced by fog in the summer can usually get by with fewer days per week of irrigation in the summer season.
7.   Prevent runoff when irrigating landscaping on slopes or in narrow planting strips, by scheduling multiple run times for short periods (3-5 minutes), with at least an hour between water applications.

- 8.   Valves are separated based on plant water use (hydro zones).
- 9.   Sprinklers are matched with same precipitation rates.
- 10.   Automatic irrigation controller has the following features:
  - Dual programming capability program A and B
  - Automatic rain shut-off
  - Soil moisture sensor to override program when adequate moisture is present
- 11.   At least two inches of mulch is applied in all non-turf planting areas.
- 12.   Plant material is native or drought tolerant (water conserving).
- 13.   Where available, use recycled water instead of potable water for landscaping.
- 14.   Demonstrate/Describe your own alternative water conservation technique for landscaping: \_\_\_\_\_

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**E. Compliance Checks**

1.   Business has not had any SIGNIFICANT health violation that have not been corrected (confirm with Environmental Health Services/Consumer Protection Agency)
2.   Business has met compliance with all storm water-related regulatory requirements (confirm with Environmental Health Services/Certified Unified Program Agency, the regional Publicly Owned Treatment Works [POTW]), and the administrators of the Phase II Stormwater Permit (generally the Public Works Department).
3.   Business has met compliance with all wastewater-related regulatory requirements (confirm with regional POTW Pretreatment Programs)

**F. Employee Awareness and Training**

1.   New and current employees are trained to follow the Green Business practices.
2.   All employees are trained on proper cleaning and janitorial procedures, including grease and solids management.
3.   An employee will be asked if they know what Green Business and/or Best Environmental Practices are. They will be asked to list an example of a Green Business or Best Environmental Practice.
4.   Provide incentives to employees who take ownership of Best Environmental Practices such as “Employee of the Month”.
5.   Ensure that any custodial services or other contractors that you hire follow Best Environmental Practices when working at your business.

All criteria have been met as of the following date: \_\_\_\_\_

Signature of authorized Green Business Program Coordinator:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

The following items must be met before Green Business certification: *i.e., Section J.1, Section L.2, Section L.13.*