



Business Name	
Contact	
Phone Number	

MONTEREY BAY AREA GREEN BUSINESS PROGRAM

Minimum Measures and Office/Retail Checklist

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 to your business. Call your Green Business Coordinator if you have questions or need assistance meeting the requirements. There are many rebate programs for facility changes so please talk to your Coordinator before upgrading lighting or water fixtures. 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 complete 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 meeting the energy, water, resource conservation, and pollution prevention requirements.

- 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 and within the cities of Scotts Valley, Capitola, and Watsonville call (831) 477-3976 or email: 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
- For businesses located in the City of Santa Cruz, call (831) 420-5160 or email shealy@ci.santa-cruz.ca.us
- For businesses located in San Benito County, call (831) 636-4110 or email: sbcium@iwm.co.san-benito.ca.us

Green Business Checklist

Business must be in compliance with regulatory requirements as well as all of the criteria outlined below to obtain Green Business Status, except where a choice is given. If a certain section does not apply to your business, mark it with N/A for Not Applicable. For instance, if there are fewer than 100 employees, mark the corresponding section N/A. Offices with a cafeteria that is making and/or serving food will need to meet all Green Business Practices required for restaurants.

Pollution Prevention

I. Pollution Prevention Measures and Practices

A. 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 areas where the wastewater may flow to a storm drain.
3. Use dry cleanup methods as a norm, and sweep prior to mopping floors.
4. Dry sweep outdoor seating areas and dispose of the debris in the garbage.
5. Mop water (soapy water only) is discharged to the sanitary sewer, not the storm drain
6. 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. In Monterey County contact the Pretreatment Program Coordinator before rerouting outdoor wastewater to the sanitary sewer.
7. 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.
8. Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.
9. Use a licensed, registered PCO (pest control operator) for chemical pesticide applications. Only apply pesticides or herbicides during dry weather and never before it rains.
10. Integrated Pest Management - Use (or specify in contracts with landscapers or) least toxic pest control methods and products to reduce or eliminate the use of chemical pesticides.
 - Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.
 - Use traps, baits and barriers.
 - Use biological controls.
 - Use pest resistant plants.
 - Use less toxic pesticides such as soaps, oils, and microbials and apply on an "as needed" vs. on a set schedule.
 - When chemical pesticides are necessary, use those labeled "caution" rather than "warning" or "danger"
11. Have a volunteer organization label all storm water drains with "No Dumping, Drains to Bay" stencils. Your Green Business Coordinator can give you the contact information regarding this..
12. Liquids such as leftover beverages are not placed in the garbage, because they eventually reach the dumpster and may leak out into the environment. Make sure guests are informed of this policy.

13. If water softeners are used, use potassium chloride instead of sodium salt or an exchange service instead of an automatic regenerating unit in areas where treated wastewater is recycled for agricultural purposes.

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 may enter a storm drain. "Only rain down the storm drain."
- o The wastewater from outdoor pressure washing and steam cleaning 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.

B. Exterior Storage

(Before GB program)(After GB program)

1. Keep dumpsters tightly covered and impermeable to rainwater. 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.
6. Clean private catch basins once a year, by October 15th, before the first rain.

Compliance Notes

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

- o Dumpsters are maintained leak free. Leaking dumpsters are repaired or replaced immediately.
- o Dumpsters are kept tightly covered and impermeable to rain water. If there are no covers on the dumpster, provide overhead coverage.
- o 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. Spill Prevention Control & Response

This section applies to offices that have hazardous materials only (small containers of janitorial chemicals are not considered hazardous materials for the purposes of this section).

Demonstrate that your business practices spill prevention (training or inspection logs, periodic spill drills,

(Before GB program)(After GB program)

1. If hazardous materials are stored in quantities larger than 1 gallon (not including janitorial cleaners), demonstrate that your business practices spill prevention (training or inspection logs, periodic spill

drills, carrying full containers with spill protection, etc.). Also, ensure there is adequate absorbent material to contain the largest possible spill from entering a storm or sewer drain.

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. Keep a spill kit handy to catch/collect spills from hazardous materials, grease, or leaking company, employee, or guest vehicles. Make sure there is adequate absorbent material to contain the largest possible spill.
6. Develop and post a spill response plan for employees to use in case of emergency.

D. Building and Maintenance Materials and Supplies

Complete four out of items #1-13 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 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. Set up proper collection, transportation, and disposal of burned out fluorescent lamps. All fluorescent lamps, including low-mercury lamps are considered hazardous waste.

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

K. Air Emission Reductions

Please complete this requirement:

(Before GB program)(After GB program)

1. Encourage employees to use alternative transportation such as bike, bus, or carpool to get to work. 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.

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:
 - > www.511.org,
 - > www.commuterolutions.org
 - > <http://www.commuteralternatives.info/>
 - > 429-POOL(Santa Cruz)
 - > 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. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).
8. Use local biodiesel (100% or blends from recycled or bio-waste sources) in place of petro-diesel in vehicles.
9. Institute a “smart driving” education program for business services. (Reduce excess weight in vehicles, drive the speed limit, drive at steady speeds, accelerate and decelerate slowly and steadily, turn off engine when stopped for more than a minute or two.)

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)
8. Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
9. Install renewable energy sources, such as solar panels or wind generators.
10. Offset company’s unavoidable CO₂ emissions (once efficiency and conservation practices are implemented) with local offsets.

Climate Change Mitigation

Your Green Business Coordinator can assist you to complete the requirements below.

Please complete these requirements:

1. Participate in a greenhouse gas (GHG) inventory.
2. Post the results of the inventory and targeted company GHG reduction goals where all employees can access it.
3. Draft a Business Climate Action Plan for the next three years.
 - Set a goal to reduce footprint by a targeted percentage over 3 years.
 - Identify key additional actions within the Green Business Program checklists to implement in order to reach reduction goals.

Additional measures:

1. Complete a yearly GHG inventory and update postings for employees.
2. Fully implement Business Climate Action Plan.
3. Host one or more Climate Action Teams with employees.

Re-Certification Requirements:*

1. Participate in another GHG emissions inventory.
2. Report on status of Climate Action Plan implementation.

GREEN NOTES – Climate Action Plan

Example climate action plans and calculators are available online. Please ask your GBP coordinator for available climate action resources.

Energy Conservation

I. Energy Management

Please complete the nine 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. *Utilize the help from a vendor or contractor of your choice to bid the projects. Implement all reasonable projects that have a 2 year or less payback period. Any exceptions can be resolved on a case by case basis.*
2. Replace all incandescent bulbs with compact fluorescent lights. ***(Utility Rebates Available)***
3. Upgrade existing linear fluorescent lighting to T-8 lamps with electronic ballasts as utility rebate requirements dictate (T-8 systems consume up to 40% less energy than conventional T-12 systems). *Please recycle old lamps and ballasts as hazardous waste. (Utility Rebates Available)*
4. Incorporate de-lamping where applicable by reducing the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers. ***(Utility Rebates Available)***
5. Replace or retrofit existing High Intensity Discharge (H.I.D.) Fixtures such as Mercury, High Pressure Sodium, and Metal Halide with a more efficient alternative. Some examples include hi-bay fluorescent and induction lighting. ***(Utility Rebates Available)***
6. Select electrical equipment with energy star features (e.g. Energy Star). Have a policy to replace failed equipment with utility “qualified” energy efficient equipment. ***Your PG&E Account Representative may have more information for available utility rebates.***
7. Retrofit exit signs with LEDs or fluorescent bulbs. ***(Utility Rebates Available)***
8. If more than *five* people are employed, track and post monthly gas and electricity usage information for employees to view. *Please visit PG&E’s Business Tools website: <http://www.pge.com/mybusiness/myaccount/analysis/>*
9. Institute a business policy to reduce energy usage regarding power management of computers, printers, appliances, and unoccupied rooms. Consider computer management software or plug load sensors and strips. ***(Utility Rebates Available)***

HVAC and Refrigeration System Management

Complete the four mandatory measures listed below.

(Before GB program)(After GB program)

1. Install a programmable thermostat to control heating and air conditioning. Utilize the thermostat’s night setback. Consider utility offered thermostat programs.
(Utility Programs Available)
2. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system.
(Utility Programs Available)
 - 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.

- When retrofitting HVAC units be sure to install a new unit that meets or exceeds Title 24 Standards.

3. Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint.
4. Set hot water heaters to standard 110-120° F.

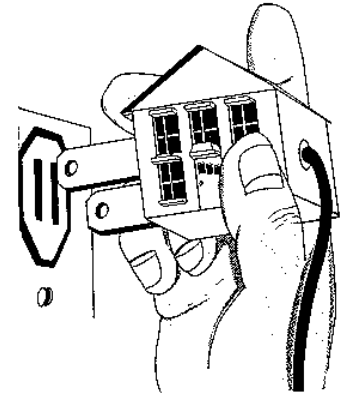
II. Energy Conservation Measures and Practices

Implement at least 10 of the following measures listed below 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. Use light switch reminders to remind customers and staff to turn off lights.
3. Install occupancy sensors for lighting in intermittent usage areas, including walk-in refrigerator/freezers. *(Utility Rebates Available)*
4. Install ultra efficient ballasts such as GE UltraMax units to dim lights to take advantage of daylight as part of a lighting retrofit.
5. Insulate all accessible major hot water pipes.
6. 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.
7. Convert hot water heaters to instantaneous on-demand systems where applicable. *(Utility Rebates Available)*
8. Use a solar water heater or pre-heater if you have enough hot water demand to justify installation.
9. Insulate refrigeration cold suction and heating lines. *(Utility Rebates Available)*
10. Use weather stripping to close air gaps around doors and windows Use weather stripping to close air gaps around doors and windows.
11. Install Window Film on sun exposed non-north facing windows. *(Utility Rebates Available)*
12. Rearrange workspace to take advantage of natural sunlight, and design for increased natural lighting when remodeling.
13. Plant native shrubs or trees near windows for shade where possible.
14. Install ceiling fans.
15. Other _____



B. Employee Practices

Please implement the following mandatory measures below:

(Before GB program)(After GB program)

1. Clean lighting fixtures and lamps so that they are lighting as effectively as

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.

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. Other _____

Recommendations:

The following business has agreed to complete/ or has completed the mandatory measures listed above. The Green Business Program Coordinator will verify if all the mandatory energy conservation measures have been met at the Final Meeting to grant Green Business Certification.

Name of PG&E Representative

Signature of PG&E Representative

Date of Assessment

Name of Business

Signature of Business Contact

Date of Assessment

Solid Waste Reduction

I. Waste Management

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. Your Green Business Coordinator can organize this for you.

Please complete the mandatory solid waste measures listed below:

(Before GB program)(After GB program)

1. Eliminate the use of polystyrene 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. Everything for which a convenient collection or drop-off opportunity exists is reused or recycled, such as: Cardboard, tires, metals, office paper, mixed paper, newspaper, wood pallets and spools, other packaging, 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 (these are hazardous wastes).
3. Where applicable, provide recycling and composting container(s) at convenient and appropriate locations (i.e. lobbies, guest rooms, vending machines, kitchens, next to existing garbage containers, individual cubicles, housekeeping/custodial service carts, etc.)
4. If you provide disposable bags to your customers for items purchased or supplied by your business, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.
5. Designate a storage area for spent fluorescent tubes and bulbs, and ensure that they are turned over to an appropriate recycler and are not put into trash or recycling containers.
6. Designate a storage area for spent batteries, and ensure that they are turned over to an appropriate recycler and are not put into the trash or recycling containers.
7. Designate a storage area for spent electronic and mercury-containing items that may not be land-filled (TVs, computer monitors, thermostats, clothes irons, etc.) and ensure that they are turned over to an appropriate recycler and are not put into the trash or recycling containers.
8. When remodeling or constructing new facilities, all materials must be taken to the Construction and Demolition recycling lines at the local landfill.

GREEN NOTES - Recyclables
Santa Cruz Regional Recycling Programs continually upgrade recycling capabilities. For detailed information on recycling programs refer to Ecology Action's Recycling Guide:
http://www.ecoact.org/PDF/WTR_res.pdf

GREEN NOTES - Polystyrene
Paper takes 4 times less space in storage and disposal than polystyrene. In 1986, EPA ranked the 20 chemicals whose production generated the most hazardous wasted. Polystyrene was number five.
In most parts of the county including Santa Cruz, Polystyrene is NOT recyclable regardless of the stamp on the container.

II. Waste Reduction Measures and Practices

Perform all five of the following activities to reduce paper usage and increase reuse.

(Before GB program)(After GB program)

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. Purchase/lease all new copiers and printers with double sided copying capability.

3. Encourage employees (signs or memos) to use reusable lunch bags and containers, and for leftovers from restaurant lunches.
4. Set all multi-page documents and defaults on printers and copiers to be double sided.
5. Set document defaults to smaller fonts and margins.

A. Paper Reduction

Reduce paper in at least *five* of the following ways:

(Before GB program)(After GB program)

1. Use computer fax modems that allow faxing directly from computers without printing or use email rather than faxing.
2. Eliminate unwanted mailings by calling sender's 800 number or writing "refused" on first class mail.
3. Eliminate duplicate mailings & subscriptions by returning labels to the sender requesting that all but one be removed.
4. For bulk mail, request removal of name, & write "refused" on first class mail.
5. Purge your own mailing lists to eliminate duplication.
6. Re-use envelopes you receive by covering up the old address and postage, and affix new.
7. Set up a bulletin board or develop routing lists for bulletins, memos, trade journals to minimize the number of employees receiving individual copies.
8. Replace memos with e-mail messages & discourage the printing of messages.
9. Design marketing materials that require no envelope – simply fold and mail.
10. Request that marketing materials be printed on recycled content paper.
11. Use electronic billing methods to invoice customers and receive payment.
12. Other: _____

GREEN NOTES – Paper Wastes

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

GREEN NOTES – Regional Landfill Status

- ☞ *A May 2007 study by the County of Santa Cruz Integrated Waste Management Local Task Force slated the Buena Vista Landfill to reach capacity in less than fifteen years.*
- ☞ *Santa Cruz County Board of Supervisors approved diversions goals including:*
 - *Diversion rate of 75% by 2010*
 - *Recycling programs for building materials and food wastes*

B. Other Waste Reduction

Recycle or reuse materials in *two* additional ways. Food Service and Hospitality must recycle or reuse materials in *five* additional ways. Additional measures may be found in the supplemental checklist.

(Before GB program)(After GB program)

1. Use laundry service that provides reusable bags for dirty and clean linen.
2. Leave grass clipping on mowed turf ("grass-cycling") rather than disposing.
3. Compost food scraps.
4. Compost or recycle landscape debris.
5. For shipping non-food items, use shredded paper for packaging needs instead of purchasing polystyrene pellets, bubble wrap, other packing materials (if you receive these, reuse them in your own packaging).
6. Printer cartridges.
7. Plastic wrap/bags.

- 8. CD's/DVD's (mail to: Envirom, 20810
Cork Circle Yorba Linda, CA 92886)
Envirom (714) 694-0925
- 9. Other _____

GREEN NOTES – USPS Mail Back Program

The US Postal Service is now offering a free service that mails small obsolete electronics to a recycler that uses the parts to repair or refurbished. Small electronics include: inkjet cartridges, PDAs, Blackberries, digital cameras, iPods and MP3 players. Postage paid envelopes are available at local Santa Cruz post office branches and there is no limit on the number of envelopes postal service customers may take. For more information on the USPS Small Electronics Mail Back program visit:

http://www.usps.com/communications/newsroom/2008/pr08_028.htm.

III. Environmentally Preferable Purchasing

Please complete the mandatory environmentally preferable purchasing measures listed below:

- (Before GB program)(After GB program)
- 1. Purchase office paper with at least 50% being post consumer waste (pcw).
 - 2. Purchase paper towels for restrooms with the highest recycled content available.

A. Purchasing Activities

Demonstrate a commitment to purchasing Environmentally Preferable Products. Select at least *three* of items 1 through 11 to reduce the environmental impact of purchasing decisions.

Food Service and Hospitality businesses must complete *five* measures. Additional measures may be found of the supplemental checklists.

- (Before GB program)(After GB program)
- 1. Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.
 - 2. Select products shipped with less packaging or that are shipped in returnable, reusable or recyclable containers.
 - 3. Work with vendors to minimize product packaging: ask vendors to take back packaging and used/damaged products for reuse and recycling (choose vendors that offer these services).
 - 4. Arrange for cooperative buying through association, co-located business groups, etc.
 - 5. Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.
 - 6. Have all employees use reusable mugs and cups. In the lunch/break room, eliminate disposables by using permanent ware (mugs, dishes, utensils, towels, rags, coffee filters, etc.) and using refillable containers of sugar, salt & pepper, etc. to avoid individual condiment packets.
 - 7. Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
 - 8. Buy products that are bulk, concentrated, durable, repairable, and/or recyclable, making sure that you need ALL you are ordering.
 - 9. Retailers - stock/sell products that are less toxic or less polluting than conventional products.
 - 10. Retailers - offer an incentive to customers who bring their own shopping bags, coffee mugs, etc.

GREEN NOTES – Office Paper

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.

B. Purchases

Purchase *three* recycled content products from items listed below. Supplemental checklists may list additional measures.

(Before GB program)(After GB program)

1. Business cards.
2. Disposable drink and food items.
3. Storage bins and containers for recyclables.
4. Refuse pails and bags (recycled HDPE trash liner bags instead of LDPE or LLDPE).
5. Floor mats.
6. Toilet seat covers and toilet paper.
7. Carpet.
8. Construction materials when building or remodeling.
9. Use recycled-content paint.
10. Pencils, rulers and other desk accessories.
11. Purchase mulch, soil amendments and compost made of plant trimmings or green waste.
12. Other: _____

Recyclables and Hazardous Waste

The following items are recyclable either through a curbside collection program or at a drop-off site depending on your refuse service and location. Please note specific guidelines for your program.

- aluminum and tin cans
- glass jars and bottles
- plastic bottles and rigid containers
- cardboard
- newspaper and magazines
- office paper
- mixed paper, including phone books, junk mail, chipboard
- scrap metal and appliances
- plastic bags and stretchy plastic film (bag your bags)
- tires
- mattresses
- yard waste
- lumber, unpainted and untreated, including wood pallets and spools
- construction and demolition debris

Recyclable Hazardous Wastes

The following items are hazardous waste and recyclable if taken to a Household Hazardous Waste (HHW) collection facility or picked up by a licensed hazardous waste hauler.

- automotive fluids, including waste motor oil and coolant
- electronic products (anything with a circuit board)
- paint, including latex and oil-based, stains and solvents
- fluorescent light bulbs (tubes and CFLs)
- batteries, including household and automotive
- mercury containing products, including thermostats and thermometers

If your business generates less than 100 kilograms (about 220 lbs. or 27 gallons) of hazardous waste per month, you fall under the Small Quantity Generator (SQG) rules. An SQG may recycle and dispose of hazardous materials at an HHW facility. A business that generates greater quantities of hazardous waste must contract with a licensed hazardous waste hauler to remove and recycle these wastes.

E-Waste

Electronic product waste includes televisions, computers, monitors, printers and other computer peripherals, telephones and cell phones, and other products containing a circuit board. Most local government disposal sites and some non-profit organizations accept e-waste. In some locations, e-waste is accepted at HHW facilities.

Water Conservation

I. Water Management

Contact your water utility to request a free water use survey of your facility (where available) and ask for your available water usage data-preferably for the past three years. You should also ask about their rebate programs. (Your Green Business Program Coordinator can organize this for you). Review the water use survey results annually to identify additional ways to reduce your water use and retain all your future water use data.

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

(Before GB program)(After GB program)

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 need 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; discharge to sewer requires Pretreatment Program Coordinator's authorization in Monterey County), not the storm drain. Use a water conserving broom attached to a hose as an alternative to pressure washing where possible.

GREEN NOTES

A faucet with a slow leak can waste 10 gallons of water a day, or more! A single leaky toilet can waste as much as 1000 gallons of water per day.

II. General Water Conservation Measures and Practices

Complete the mandatory water conservation measure directly below if it is applicable:

(Before GB program)(After GB program)

1. Install low flow aerators in faucets (1.5 gpm) and showerheads (2.5 gpm). Your water utility may provide these for free.
2. Install toilets manufactured to flush 1.6 gallons or less. Your water utility may have a rebate program for low flow toilets.

GREEN NOTES

Rebates are available to upgrade toilets and water fixtures. Contact your local water utility to take advantage of available rebates.

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. Additional measures may be found on the supplemental checklists.

A. Fixtures and Equipment

(Before GB program)(After GB program)

- 1. Install non-water (water free) urinals.
- 2. 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.
- 3. Install low flow, self-closing faucets either infrared or spring-loaded.
- 4. 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.
- 5. 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

(Before GB program)(After GB program)

- 1. Change window-cleaning schedule from “periodic” to “as required.”
- 2. Use dry floor cleaning methods indoors followed by damp mopping, rather than spraying or hosing with water.
- 3. Wash linens and towels by request only. Inform guests that only towels left on the floor will be washed.

C. Outdoor Water Management Practices

(Before GB program)(After GB program)

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

D. Other (describe):

III. Landscaping

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

(Before GB program)(After GB program)

- 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 water conservation criteria below:

(Before GB program)(After GB program)

- 1. Rain shut-off devices or moisture sensors are installed to override automatic irrigation when adequate moisture exists.

2. 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. Foggy coastal areas can usually get by with fewer days per week of irrigation in the summer season.
3. 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.
4. Valves are separated based on plant water use (hydro zones).
5. Sprinklers are matched with same precipitation rates.
6. 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
7. At least two inches of mulch is applied in all non-turf planting areas.
8. Plant material is native or drought tolerant (water conserving).
9. Where available, use recycled water instead of potable water for landscaping.
10. Demonstrate/describe your alternative water conservation techniques for landscaping:

Environmental Policy

1. An Environmental Policy must be adopted that is placed on business letterhead and signed by an owner or executive. The Coordinator may be able to provide sample language. The policy must address at least the following sections:
 - Reduce, Reuse, Recycle
 - Toxics Reduction
 - Environmentally Preferable Purchasing
 - Resource Conservation
 - Education

Employee Awareness

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 and they will be asked to give an example.
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.

Compliance Checks

This section will be done by your Green Business Coordinator:

1. Business has not had any SIGNIFICANT health violations 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 and regional Publicly Owned Treatment Works [POTW])
3. Business has met compliance with all wastewater-related regulatory requirements (confirm with regional POTW Pretreatment Programs)
4. Business has met compliance with all air-related regulatory requirements (confirm with Monterey Bay Unified Air Pollution Control District)
5. Business has met compliance with all hazardous materials-related regulatory requirements (confirm with Environmental Health Services/Certified Unified Program Agency)

All criteria have been met as of the following date: _____

Signature of authorized Green Business Program Coordinator:

Printed Name:
