

Resource Conservation and Pollution Prevention 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....

Read through the Checklist starting on the following page. Check all of the boxes that apply. To become certified you must achieve all the criteria that are REQUIRED on the checklist. Some of the categories offer some choices. Not all of the items listed are required. Call your Green Business Coordinator if you have questions or need assistance meeting the requirements. When you believe you have met the requirements, fax in your application and contact your Green Business Coordinator. They will conduct a small tour of your facility and go through the checklist with you. If you meet the requirements, the coordinator 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 meeting the energy, water, resource conservation and pollution prevention requirements.

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Green Business Checklist for Plumbers

Business must meet 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.

A. Pollution Prevention

1. Sanitary Sewer Overflow Prevention

1. Attend the annual Plumbers' Partnering Workshop for Sewage Spill Prevention presented by the Monterey Bay National Marine Sanctuary and the Santa Cruz County Sanitation District.
2. Collect root plugs and other solids when snaking private lateral lines.
3. Educate customers on grease, roots, and or solids problems.
4. Educate customers on faulty laterals and any lateral improvement ordinances (where existing).
5. Report all plug releases (grease, roots, or solids), spills, and illegal dumping to your local sanitary sewer agency.

2. Drains and Housekeeping

1. No wastewater is entering a storm drain. "Only rain down the storm drain."
2. 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.
3. Dry cleanup methods are used as a preference or norm and are always used 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. Floor spills are cleaned up immediately after they occur or are discovered to prevent the spill from spreading.
7. The wastewater from outdoor pressure washing and steam cleaning of surfaces is routed to the sanitary sewer or to landscaping. None of the wastewater is entering a storm drain or neighboring water body.
8. Replace traditional janitorial chemicals with more environmentally friendly chemicals (i.e. replace Comet with Bonami). Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.
9. Equipment is not cleaned outdoors where wastewater can enter a storm drain or creek.
10. Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.

11. Use a licensed, registered PCO (pest control operator) for any chemical pesticide applications. Only apply pesticides or herbicides during dry weather and never before it rains.
12. Integrated Pest Management - Use (or specify in contracts) least toxic pest control methods and products to reduce or eliminate the use of chemical pesticides such as the following:
 - Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.
 - Use traps, baits and barriers.
 - Use biological controls.
 - Use less toxic pesticides such as soaps, oils, and microbes and apply on an "as needed" vs. set schedule.
 - When chemical pesticides are necessary, use those labeled "caution" rather than "warning" or "danger".
 - Use pest resistant plants.
13. Have a volunteer organization label all storm water drains with "No dumping, Drains to Bay" stencils. Your Green Business Coordinator can organize this for you.
14. Liquids such as leftover beverages are not placed in the garbage, where they eventually reach the dumpster.
15. If water softeners are used, potassium chloride is in use instead of sodium salt or an exchange service is used instead of an automatic regenerating unit.
16. Clean private catch basins once a year, before the first rain.

3. Exterior Storage

1. Dumpsters are maintained leak free. Leaking dumpsters are repaired or replaced immediately.
2. Dumpsters are kept tightly covered and impermeable to rain water. If there are no covers on the dumpster, overhead coverage is provided.
3. Where dumpster areas have overhead coverage and there is a drain in the dumpster area, this drain must be routed through a grease interceptor. Otherwise, the drain should be permanently sealed.
4. Dumpsters are not cleaned or hosed down by the restaurant. If this is necessary, the leasing company is contacted to take the dumpster away and replace it with a clean one.
5. Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices.
6. Keep receiving and storage areas, parking, landscape, and dumpster area clean and free from litter, oil drips and debris.

4. Spill Prevention Control & Response

Note: 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).

1. If hazardous materials are stored in quantities larger than 1 gallon (not including janitorial cleaners), demonstrate that the 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. Keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.
3. When responding to customers who claim sewage is spilling onto the ground, respond with wattle, berming, or some other means to prevent the sewage from entering a water body while you are attempting to fix the problem.

5. Building and Maintenance Materials and Supplies

Complete 5 of the following:

1. Use at least two alternative building/maintenance materials and 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. Use non-toxic, low VOC white out and white board pens, etc.
14. Buy low-mercury fluorescent lamps.

B. Energy Conservation

Have your energy company or an energy service conduct a commercial energy audit of your facility to help identify which energy conservation measures to use in your shop. Contact PG&E to obtain your energy consumption history (preferably the last three years). Retain all future statements of energy consumption (invoices). Submit data to the Green Business Program Coordinator. Future statements will be collected at a later date.

1. 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.
2. Implement at least *seven* measures below, with at least *three* coming from “Equipment/Facility Changes”.

Equipment/Facility Changes:

1. Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.
2. Install occupancy sensors for lighting in low occupancy areas, including walk-in refrigerator/freezers.
3. Retrofit incandescent bulbs with compact fluorescent lights.
4. Install dimmable ballasts to dim lights to take advantage of daylight.
5. 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).
6. Install a programmable thermostat to control heating and air conditioning.
7. Insulate all major hot water pipes.
8. Insulate refrigeration cold suction lines.
9. Use weather stripping to close air gaps around doors and windows.
10. Retrofit exit signs with LEDs or fluorescent bulbs.
11. Select electrical equipment with energy saving features (e.g. Energy Star).
12. Install and use computer hardware programs that save energy by automatically turning off idle monitors and printers.
13. Plant native shrubs or trees near windows for shade.
14. Install plastic strip curtains on walk-in refrigerator/freezer doors.
15. Convert electric hot water heaters to natural gas.
16. Use a solar water heater or pre-heater.
17. Reduce the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers.
18. Install ceiling fans.

19. Other _____

Employee Practices:

- 20. 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.
- 21. Check and adjust lighting control devices such as time clocks and photocells.
- 22. Set thermostat to 76° F for cooling, 68°F for heating, and use the thermostat's night setback.
- 23. Institute a policy that all electronic devices and lighting be turned off in non-occupied rooms.
- 24. 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).
- 25. Set hot water heaters to standard 140-150° F.
- 26. Turn room cooling units off when the weather is cooler.
- 27. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- 28. Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint.
- 29. Check pilot lights for proper adjustment.
- 30. Rearrange workspace to take advantage of natural sunlight, and design for increased natural lighting when remodeling.
- 31. Use light switch reminders to remind customers and staff to turn off lights.
- 32. Use small fans and space heaters during off hours instead off heating the whole office.
- 33. 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.

Reduce paper in 5 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 all mailings that are unwanted, including:
6. Return labels from duplicate mailings & subscriptions requesting all but one be removed. For bulk mail, request removal of name, & write "refused" on first class mail.
7. Remove your name from junk mail lists by writing Mail Preference Service – Direct Marketing Assoc, PO Box 3861, NY, NY 10163
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 to then send out mail: Cover up old addresses and postage, 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 _____

Reduce waste in 5 ways:

17. Select products shipped with less packaging.
18. Check deliveries for damaged product before accepting shipments.
19. Buy products in returnable, reusable or recyclable containers. Ask your supplier to ship with less, recycled or reusable packaging.
20. Install air hand dryers in restrooms.
21. Require cleaning/sanitizing product suppliers to take back empty buckets or drums.
22. 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!
23. Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
24. Eliminate inner-pack dividers in shipping containers for miscellaneous supplies.
25. Eliminate paper coasters or switch to reusable ones.
26. 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.

- 27. Retailers – stock/sell products, which are less toxic or less polluting than conventional products.
- 28. Buy low-mercury fluorescent lamps.
- 29. Work with vendors to minimize product packaging: ask vendors to take back packaging and used or damaged products for reuse and recycling (choose vendors that offer these services)
- 30. Purchase reusable rather than disposable office items, such as refillable pens, erasable white boards & wall calendars.
- 31. Buy products bulk, concentrated, durable, repairable, and/or recyclable, making sure that you need ALL you are ordering.
- 32. Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.
- 33. Arrange for cooperative buying through association, co-located business groups, etc.
- 34. Retailers can offer a small incentive to customers who bring their own shopping bags, coffee mugs, etc.
- 35. Compost at your facility of leave grass clippings on the lawn.
- 36. Other _____

Must recycle the following: glass, paper, plastic bottles, cardboard, and fluorescent light bulbs. Visit the County of Santa Cruz ProMax website to exchange unwanted, but reuseable materials.

URL: www.promaxreuse.org

Recycle or reuse materials in 2 additional ways:

- 37. Cardboard (corrugated cardboard boxes)
- 38. Glass, plastic and aluminum containers with deposit value
- 39. Glass and metal non-deposit containers
- 40. Plastics – beverage bottles, condiment containers, packaging materials.
- 41. Newspapers.
- 42. Mixed paper, including junk mail, magazines & colored paper and office paper, including computer, copier and ledger paper.
- 43. Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
- 44. Wood, including pallets & wood from remodeling activities
- 45. Metal, including scrap from remodeling activities & replacing equipment
- 46. Use laundry service that provides reusable bags for dirty and clean linen.
- 47. Leave grass clipping on mowed turf (“grass-cycling”) rather than disposing.
- 48. Compost or recycle landscape debris and prunings.
- 49. Designate space to make recycling easier. This space can be used to store all recyclables.
- 50. 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).
- 51. Printer cartridges
- 52. Electronics (computer parts)
- 53. Plastic wrap/bags.
- 54. Other _____

Purchase 3 recycled content products or reused materials.

- 55. Guest checks
- 56. Office paper

- 57. Business cards
- 58. Storage bins and containers for recyclables.
- 59. Refuse pails and bags (recycled HDPE trash liner bags instead of LDPE or LLDPE)
- 60. Floor mats
- 61. Toilet seat covers and toilet paper
- 62. Carpet
- 63. Paper towels in restrooms
- 64. Construction materials when building/remodeling (such as plastic lumber for decking, benches and railing, carpet, carpet padding, etc).
- 65. Use recycled-content paint.
- 66. Pencils/rulers and other desk accessories
- 67. Purchase mulch, wood chips, soil amendments and compost made of plant trimmings, or green waste.
- 68. Recycled printer cartridges
- 69. Anything found on the County of Santa Cruz ProMax website: www.promaxreuse.org
- 70. Other

D. Water Conservation

Have your local water utility or a water conservation service conduct a commercial water audit of your facility to help identify which water conservation measures to use in your business. 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. If you have landscaping, you must meet at least 8 of the Water Conservation criteria. If you do not do any landscaping at your facility, meet only 5 of the criteria below.

1. There is a regular inspection for water leaks in your facility and leaks are repaired immediately. Water level in toilet tank is adjusted to 1/2 to 1 inch below the overflow tube. There are no restroom facilities that are left running and all faucets shut off automatically.
2. Management regularly reviews all consumption information provided on your water bill and can read the water meter. Current consumption is compared to the prior year during the same period. If consumption is abnormally high, toilets and other fixtures are checked for leakage and the water meter is read during off hours to detect involuntary consumption. Any leaking flapper valves in toilets are replaced.
3. Toilets have been converted to water conserving 1.6 gallon per flush models.
4. Pre-1984 (5 gallon flush) toilets have been retrofitted with the quick-closing flappers to lower flush to 3.5 gallons per flush.
5. Urinals have been adjusted to 1.0 gallon per flush.
6. Water-using urinals have been replaced with waterless (chemical) urinals.
7. Low-flow lavatory faucet aerators are in use (1.5 gallons per minute or less).
8. If cleaning floors with water:
 - High-pressure, low-volume cleaning equipment, is used or
 - A recycling filtered system is in use such as an electronic powered cleaning machine, **OR** a mop and bucket are used rather than hosing hard surfaces for cleaning
9. Regular pavement cleaning is accomplished by sweeping manually or with electric vacuum or blower, and properly disposing of debris.
10. Water pressure is between 60 and 80 PSI to optimize performance while preventing leaks.
11. Install self-closing faucets (infrared, spring loaded, etc.).
12. Change window-cleaning schedule from “periodic” to “as required”.

Landscaping

13. Rain shut-off devices or moisture sensors are installed to override automatic irrigation when adequate moisture exists.
14. 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.
15. For landscaping on slopes or in narrow planting strips, runoff is prevented by scheduling multiple run times for short periods (3-5 minutes), with at least an hour between water applications.

16. Valves are separated based on water use (hydrozone).
 17. Sprinklers are matched with same precipitation rates.
 18. 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
 19. At least two inches of mulch is applied in all non-turf planting areas.
 20. Plants that are drought tolerant are primary landscaping (water conserving).
 21. Hydrozone: Group plants with similar water requirements together on the same irrigation line, and separate plants with different water requirements on separate irrigation lines.
 22. Where available, use recycled water versus potable water for landscaping.
 23. Use native plants to help conserve water and reduce the need for pesticides and fertilizers.
 24. Demonstrate your own alternative water conservation technique.
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E. Compliance Checks

Note: If business does not store hazardous materials, this section is non-applicable.

1. Business has not had any SIGNIFICANT hazardous waste management or 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)

F. Employee Awareness and Training

1. New and current employees are trained to follow the Green Business practices.
2. All employees are trained on Sanitary Sewer Overflow Prevention.
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 and an example of how they can prevent sanitary sewer overflows throughout the course of their jobs.
4. Provide incentives to employees who take ownership of Best Environmental Practices such as “Employee of the Month”.
5. Encourage employees to use alternative transportation, such as bike, bus, or carpool to get to work. Demonstrate that employees are encouraged to do.

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

Signature of authorized Green Business Program Coordinator:

Printed Name:

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