Checklist preview

Program: **City of Thousand Oaks**
Sector: **Dentist**
Date: **23 August 2017**



General

General (3 Required + 1 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Adopt a written environmental policy statement stating your businesses commitment to operate as a green business, which must include a detailed green purchasing policy.	☐	☐	☐	☐
2. Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website, and offer tours that highlight your green-ness.	☐	☐	☐	☐
3. Encourage employee participation in greening your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and/or by having incentive or reward programs.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Establish a 'green team' that can help guide efforts to green your business.	☐	☐	☐	☐
2. Assist at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program and provide their contact information to your GBP coordinator.	☐	☐	☐	☐



Waste

Environmentally preferable purchasing (2 Required + 4 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Purchase copier/printer paper with at least 30% post consumer waste.				
2. Purchase janitorial paper (toilet paper, tissues, and paper towels) with minimum 35% post consumer waste.				

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Purchase restaurant products (e.g., paper napkins, plates, bowls, cups, and serving trays) with post-consumer recycled-content.				
2. Use letterhead, envelopes and business cards containing a minimum of 50% post consumer waste recycled content, recommended 100%.				
3. Buy products in bulk or that are concentrated, durable, repairable, and/or recyclable, making sure that you need all you are ordering.				
4. Purchase office/copier paper with 100% post consumer waste.				
5. Purchase or obtain previously used furniture, supplies or materials (freecycle.org, Craigs List).				
6. Purchase pencils, rulers and other desk accessories with recycled content.				
7. Remodel/build with materials containing recycled content.				
8. Work with vendors to minimize packaging; Ask vendors to take back packaging and used/damaged product for reuse or recycling. (e.g. - require chemical suppliers to take back empty drums and containers).				
9. Purchase reusable rather than disposable office items such as refillable pens, erasable white boards wall calendars.				

Paper reduction (0 Required + 1 Optional measures required)

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Replace disposable patient bibs, headrest covers, and tray covers with cloth versions.				
2. Become a paperless office by using digital patient charts, forms, billing, and appointment reminders.				

3. Use cloth lab coats in place of paper lab coats.	☐	☐	☐	☐

Solid waste reduction and recycling (4 Required + 9 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.	☐	☐	☐	☐
2. Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).	☐	☐	☐	☐
3. Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.	☐	☐	☐	☐
4. Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Compost or recycle landscape debris and trimmings.	☐	☐	☐	☐
2. Manage incoming and outgoing mail.	☐	☐	☐	☐
3. For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).	☐	☐	☐	☐
4. Choose tooth brushes with recycled content for use in office and for distribution upon request.	☐	☐	☐	☐
5. To minimize waste, offer pre-packaged products (such as toothbrushes, floss) to patients only upon request.	☐	☐	☐	☐
6. Reduce junk mail. See www.StopJunkMail.org for tips.	☐	☐	☐	☐
7. Eliminate individual bottles of water for employees and guests.	☐	☐	☐	☐
8. Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.	☐	☐	☐	☐

9. Reduce printing of emails, attachments and documents.	☐	☐	☐	☐
10. Compost food waste (where available).	☐	☐	☐	☐
11. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.	☐	☐	☐	☐
12. Reuse garbage bag liners.	☐	☐	☐	☐
13. Designate a reuse area for office supplies such as binders, folders and staplers.	☐	☐	☐	☐
14. Reuse paper or plastic packaging materials in your own shipments.	☐	☐	☐	☐
15. Leave mowed grass on lawn (grasscycling).	☐	☐	☐	☐
16. Send and receive faxes directly from computers without printing.	☐	☐	☐	☐
17. Use electronic billing methods to invoice customers and receive payment.	☐	☐	☐	☐
18. In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt pepper, etc. to avoid individual condiment packets.	☐	☐	☐	☐

Waste management (2 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Schedule a free waste assessment for your business.	☐	☐	☐	☐
2. Collect items that are prohibited from the garbage (batteries, CFLs, cellphones and other electronics, etc.) and institute a program for their safe disposal.	☐	☐	☐	☐



Energy

Energy Conservation (4 Required + 10 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Convert ALL non-exhibition and non-performance lighting fixtures to energy efficient alternatives, such as compact fluorescent lights (CFLs), LED's, ceramic metal halide, or high intensity discharge lighting.	☐	☐	☐	☐
2. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on Air-Conditioning units.	☐	☐	☐	☐
3. Assign staff to track energy bills over time, looking for sudden rises in use.	☐	☐	☐	☐
4. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Earn incentives for your business by participating in FlexAlert.org and reducing energy during peak demand periods.	☐	☐	☐	☐
2. Use light switch reminders to remind customers and staff to turn off lights.	☐	☐	☐	☐
3. Replace or supplement an A/C system with an evaporative cooler.	☐	☐	☐	☐
4. Create a plan to hold bi-annual training for staff on energy conservation measures.	☐	☐	☐	☐
5. Plug all radios, cell phone chargers, fans, heaters, and other personal electronics into a power strip that can be turned off when not in use. These devices draw energy 24/7, even when switched off.	☐	☐	☐	☐
6. Employ solar energy to supply a supplemental source of energy to the building	☐	☐	☐	☐
7. Use task lighting instead of lighting the entire area.	☐	☐	☐	☐
8. Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.	☐	☐	☐	☐
9. Use an outside air intake for air compressors (cool air takes less energy to compress).	☐	☐	☐	☐

10. Use energy-efficient double paned windows on at least 90% of windows.	☐	☐	☐	☐
11. Apply window film to reduce heat.	☐	☐	☐	☐
12. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	☐	☐	☐	☐
13. Use occupancy sensors to control air conditioning and heat.	☐	☐	☐	☐
14. Replace single or package A/C unit with one that exceeds Title 24 building standards.	☐	☐	☐	☐
15. Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.	☐	☐	☐	☐
16. Use a 365 day programmable thermostat to control heating and air conditioning.	☐	☐	☐	☐
17. Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	☐	☐	☐	☐
18. Use energy efficient exit signs, such as LEDs.	☐	☐	☐	☐
19. Reduce number of fixtures or lamps per fixture.	☐	☐	☐	☐
20. Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).	☐	☐	☐	☐
21. Use a solar water heater or preheater.	☐	☐	☐	☐
22. Use instantaneous hot water heaters (or on demand systems) at point of use	☐	☐	☐	☐
23. Insulate all hot water pipes, heaters, tanks and cold suction lines	☐	☐	☐	☐
24. Use weather stripping to seal air gaps around doors and windows.	☐	☐	☐	☐
25. Use sensors on vending machines and place machines in shaded areas.	☐	☐	☐	☐
26. Use power management software programs to automatically activate power management settings in computers and printers (see-http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_enterprises).	☐	☐	☐	☐
27. Use ENERGY STAR® office equipment and enable energy saving features.	☐	☐	☐	☐



Water

Complete if you have landscaping. (4 Required + 5 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Adjust the irrigation schedule monthly during irrigation season, or as needed.	☐	☐	☐	☐
2. Save water by programming the irrigation system to use shorter, repeated cycles of watering (3 start times of 3 minutes each instead of one start time of 10 minutes).	☐	☐	☐	☐
3. Water during early morning, pre-dawn hours.	☐	☐	☐	☐
4. Repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Replace conventional automatic irrigation controller with a smart irrigation controller with weather module.	☐	☐	☐	☐
2. Use reclaimed water, graywater or rainwater for irrigation.	☐	☐	☐	☐
3. Reduce area of turf.	☐	☐	☐	☐
4. Make necessary changes to assure proper hydro-zoning (grouping of plants with similar water needs and sprinkler types) of irrigated areas, for example, separate bed and turf zones.	☐	☐	☐	☐
5. Plant drought tolerant plants that will not need pruning at maturity.	☐	☐	☐	☐
6. Use reclaimed water, graywater or rainwater for irrigation .	☐	☐	☐	☐
7. Install rain shut-off devices or moisture sensors that turn off the irrigation during rain.	☐	☐	☐	☐

8. Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil.				
9. Use drip irrigation.				

Water conservation (4 Required + 3 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.				
2. Install low flow aerators or control valves in faucets to meet 2010 CA Green Building Standards. Lavatory faucets-max flow rate-0.5 gpm, Self closing lavatory faucets max 0.25 gallons/cycle, kitchen faucets max flow rate 2.2 gpm.				
3. Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).				
4. Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.				

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Replace all urinals flushing at greater than 1.0 gallon with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.				
2. Use dry floor cleaning methods indoors followed by damp mopping, or use a water efficient water boom or recycling filtered system such as an electronic powered cleaning machine, rather than spraying or hosing with water.				
3. Learn how to read your water meter. Use the water meter to check for leaks.				
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. Change window cleaning schedule from periodic to as required.				
6. Post signs in restrooms and kitchen to encourage water conservation and to report leaks.				



Pollution

RECYCLE/REUSE potential pollutants. (2 Required + 3 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Collect items that are prohibited from the garbage (batteries, CFL's, cell phones and other electronics, etc.) and institute a program for their safe disposal. OR Educate employees about disposal options for prohibited items.	☐	☐	☐	☐
2. Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries (RBRC recycles rechargeables for free! www.call2recycle.org).	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling (www.e-stewards.org).	☐	☐	☐	☐
2. Recycle used ink jet cartridges.	☐	☐	☐	☐
3. Recycle used copier toner cartridges.	☐	☐	☐	☐
4. Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).	☐	☐	☐	☐
5. Use refilled or remanufactured laser and copier toner cartridges.	☐	☐	☐	☐
6. Use recycled oil for vehicles/equipment.	☐	☐	☐	☐
7. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	☐	☐	☐	☐

REDUCE air emissions (1 Required + 4 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, guaranteed ride home in emergency situations, etc.).	☐	☐	☐	☐
2. Buy renewable energy credits or green tags to offset the CO2 emissions from your offices use of electricity and natural gas (see www.green-e.org).	☐	☐	☐	☐
3. Install renewable energy sources, such as solar panels or wind generators. Specify system size.	☐	☐	☐	☐
4. Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.	☐	☐	☐	☐
5. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).	☐	☐	☐	☐
6. Provide secure bicycle storage for staff and customers.	☐	☐	☐	☐
7. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	☐	☐	☐	☐
8. Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps and transit schedules before driving directions).	☐	☐	☐	☐
9. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	☐	☐	☐	☐
10. Replace all aerosols with pump dispensers.	☐	☐	☐	☐

REDUCE chemical use. (4 Required + 6 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post

1. Use low toxic cleaning products in non-aerosol containers such as Green Seal certified (greenseal.org), EWG.org/skindeep, Safer Choice (epa.gov/saferchoice), SF Approved (sfapproved.org), or those with a GoodGuide rating of 8.1 or more (goodguide.com).	☐	☐	☐	☐
2. Adopt IPM practices at the office: monitor for pests before taking action, implementing sanitation and exclusion practices first. Treat only as necessary, using physical and biological methods before using chemical treatments.	☐	☐	☐	☐
3. If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at www.EcoWiseCertified.com.	☐	☐	☐	☐
4. Assess chemicals used in your business by reviewing Material Safety Data Sheets (MSDS) and Prop.65 warnings on labels. Substitute with less toxic alternatives if available. Track the amounts of hazardous waste generated, and dispose of at local hazardous waste programs.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.	☐	☐	☐	☐
2. Do business with other green businesses (www.greenbusinessca.org).	☐	☐	☐	☐
3. When remodeling, use natural or low emissions building materials, carpets, or furniture.	☐	☐	☐	☐
4. Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).	☐	☐	☐	☐
5. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	☐	☐	☐	☐
6. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.	☐	☐	☐	☐
7. Print promotional materials with vegetable or other low-VOC inks.	☐	☐	☐	☐
8. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).	☐	☐	☐	☐
9. Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at www.sfapproved.org.	☐	☐	☐	☐
10. Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	☐	☐	☐	☐



Wastewater

PREVENT pollution in dental processes. (12 Required + 5 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Use digital x-ray equipment.	☐	☐	☐	☐
2. During amalgam restoration removal procedures, remove wet cuspidors from service and rely solely upon the high-speed suction (vacuum) system to remove debris and saliva.	☐	☐	☐	☐
3. Store, handle, and triturate amalgam away from sinks so that the chance of an accidental spill reaching the sewer is minimized.	☐	☐	☐	☐
4. Refrain from using sodium hypochlorite (bleach) to disinfect vacuum lines, because it speeds up the release of mercury from amalgam.	☐	☐	☐	☐
5. Limit the amount of amalgam used to the smallest appropriate size for each restoration. Keep a variety of amalgam capsule sizes on hand to more closely match the amount triturated to the amount needed in the restoration.	☐	☐	☐	☐
6. Store amalgam waste in airtight containers. Follow recyclers or haulers instructions, if any, for disinfection of waste and separation of contact and non-contact amalgam. Do not use disinfectant solutions with oxidizers, such as bleach, to disinfect amalgam. Do not add water or waste fixer to the waste containers.	☐	☐	☐	☐
7. Maintain a written or computerized log of amalgam waste that you generate, and of amalgam waste that you remove from your vacuum system or plumbing. In addition, obtain receipts or other certified documentation from your recycler or hazardous waste hauler of all amalgam waste recycling and disposal shipments that you make. Keep these records on file for at least three years, and make them available upon request.	☐	☐	☐	☐
8. Have a licensed recycling contractor, mail-in service, or hazardous waste hauler recycle your amalgam wastes. You may also transport small quantities yourself to your local CESQG program facility. Amalgam waste includes:; a. Non-contact amalgam (scrap); b. Contact amalgam (e.g., extracted teeth containing amalgam); c. Amalgam or amalgam sludge captured by chair-side traps, vacuum pump filters, screens, and other devices, including the traps filters and screens themselves; d. Used amalgam capsules, and; e. Leaking or unusable amalgam capsules.	☐	☐	☐	☐

9. If your practice has a dry turbine vacuum unit, then have a licensed amalgam recycler or hazardous waste disposal service pump out and clean the air-water separator at least once every 6 months. Perform this service more frequently if necessary to maintain suction or if so directed by the vacuum system manufacturer.

10. Change and recycle vacuum pump filters and screens at least once per month or as directed by the manufacturer. Carefully seal the vacuum screen in its plastic container, including any water that may be present, and store it in an airtight container with other amalgam.

11. Install plastic disposable chairside amalgam traps in both the vacuum system and the cupsidor of each operatory where restoration work is done. Change these Chairside traps frequently. Never rinse these traps in the sink.

12. Eliminate all use of bulk elemental mercury. Any bulk mercury must be recycled or disposed of as hazardous waste (It must never be placed in the regular trash, placed with infectious waste (red bag) or down the drain).

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Evaluate the potential health, safety and environmental impacts of alternative new products before accepting samples from your dental supplier.				
2. Evaluate the use of a work surface disinfectant containing less-hazardous active ingredients that are not subject to hazardous waste disposal regulations, such as quaternary ammonium compounds.				
3. Switch to instrument sterilization via a steam autoclave or dry heat oven.				
4. Switch to an enzyme or detergent type cleaner for your ultrasonic instrument cleaning bath.				
5. If you use bulk elemental mercury or mercury containing thermometers, obtain one or more mercury spill kits, place them in appropriate easy to access locations, and immediately use them as directed by the manufacturer for any spill of mercury-containing material. All spilled mercury-containing material must be recycled or hauled away as hazardous waste.				
6. Install clear plastic, easily removable under-sink bottle-traps, and have the contents recycled or disposed of as hazardous waste if they contain inadvertently spilled mercury containing material.				
7. Reduce or completely stop placing amalgam fillings. When judged to be medically appropriate, use mercury-free alternatives to amalgam (e.g., gold, ceramic, porcelain, composites, polymers, glass ionomers, cold silver).				

Wastewater pollution prevention (5 Required + 1 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.	☐	☐	☐	☐
2. Use drain plugs/screens in all floor drains and sink drains that allow for drainage of water but not solids.	☐	☐	☐	☐
3. Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.	☐	☐	☐	☐
4. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.	☐	☐	☐	☐
5. Ensure that no wastewater enters a storm drain. Only rain down the storm drain.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Clean outdoor surfaces by dry sweeping.	☐	☐	☐	☐
2. Post signs at targeted trouble spots to explain proper practices to prevent pollutants from reaching storm drains.	☐	☐	☐	☐



Other