

California Green Business Program

Checklist preview

Program: City of Thousand Oaks

Sector: Garment Cleaning

Date: 23 August 2017



General

GENERAL Certification Measures (3 Required + 1 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Environmental Policy must be adopted on business letterhead, signed by an owner or executive. The policy must address at least the following sections: Recycling, Toxics Reduction, Environmentally Preferable Purchasing, Resource Conservation, Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Establish a 'green team' that can help guide efforts to green your business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Purchase janitorial paper (toilet paper, tissues, and paper towels) with minimum 35% post consumer waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use letterhead, envelopes and business cards containing a minimum of 50% post consumer waste recycled content, recommended 100%.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Buy products in bulk or that are concentrated, durable, repairable, and/or recyclable, making sure that you need all you are ordering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Purchase office/copier paper with 100% post consumer waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Purchase reusable garment bags with post-consumer waste/recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Purchase or obtain previously used furniture, supplies or materials (freecycle.org, Craigs List).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Purchase pencils, rulers and other desk accessories with recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Remodel/build with materials containing recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Retailers - stock/sell products that are less toxic or less polluting than conventional products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Purchase reusable rather than disposable office items such as refillable pens, erasable white boards wall calendars.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Solid waste reduction and recycling (2 Required + 7 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. 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.

☐ ☐ ☐ ☐

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. Eliminate individual bottles of water for employees and guests.

☐ ☐ ☐ ☐

5. 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.

☐ ☐ ☐ ☐

6. Reduce printing of emails, attachments and documents.

☐ ☐ ☐ ☐

7. Compost food waste (where available).

☐ ☐ ☐ ☐

8. Provide reusable nylon bags for customers to buy and in which they can transport their dirty clothes. After being cleaned, the clothes can be hung on hangers and covered with the nylon bag rather than plastic wrap.

☐ ☐ ☐ ☐

9. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.

☐ ☐ ☐ ☐

10. Reuse garbage bag liners.

☐ ☐ ☐ ☐

11. Designate a reuse area for office supplies such as binders, folders and staplers.

☐ ☐ ☐ ☐

12. Reuse paper or plastic packaging materials in your own shipments.

☐ ☐ ☐ ☐

13. Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

14. Leave mowed grass on lawn (grasscycling).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

15. Send and receive faxes directly from computers without printing.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

16. Use electronic billing methods to invoice customers and receive payment.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

17. 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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

Waste management (4 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Schedule a free waste assessment for your business.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

2. Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

3. Recycle all paper, glass, metal, cardboard and plastics accepted in your area.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

4. Collect items that are prohibited from the garbage (batteries, CFLs, cellphones and other electronics, etc.) and institute a program for their safe disposal.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------



Energy

Energy Conservation (5 Required + 11 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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

2. Incandescent bulbs that are not replaced with compact fluorescents are replaced with LEDs.

☐ ☐ ☐ ☐

3. 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.

☐ ☐ ☐ ☐

4. Assign staff to track energy bills over time, looking for sudden rises in use.

☐ ☐ ☐ ☐

5. 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. Create a plan to hold bi-annual training for staff on energy conservation measures.

☐ ☐ ☐ ☐

2. Install a programmable thermostat and set to 78 degrees for cooling and 68 degrees for heating. Use the night setback, and if no night setback is available, during unoccupied hours set thermostat to 90 degrees for cooling and 55 degrees for heating.

☐ ☐ ☐ ☐

3. 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.

☐ ☐ ☐ ☐

4. Set hot water heaters to standard 120-140° F.

☐ ☐ ☐ ☐

5. If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with your utility provider or try Energy Star's Portfolio Manager).

☐ ☐ ☐ ☐

6. Use or invest in renewable energy for at least 50% of your energy needs.

☐ ☐ ☐ ☐

7. Use light switch reminders to remind staff to turn off lights when not in use.

☐ ☐ ☐ ☐

8. Replace or supplement an A/C system with an evaporative cooler.

☐ ☐ ☐ ☐

9. Employ solar energy to supply a supplemental source of energy to the building

☐ ☐ ☐ ☐

10. Clean lint filters after every drying load.

☐ ☐ ☐ ☐

11. Use an ENERGY STAR clothes washer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Use task lighting instead of lighting the entire area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Use an outside air intake for air compressors (cool air takes less energy to compress).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Use energy-efficient double paned windows on at least 90% of windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Apply window film to reduce heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Use occupancy sensors to control air conditioning and heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Replace single or package A/C unit with one that exceeds Title 24 building standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Use and maintain economizers on A/C to increase air circulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Use a 365 day programmable thermostat to control heating and air conditioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Use energy efficient exit signs, such as LEDs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Use a solar water heater or preheater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Use instantaneous hot water heaters (or on demand systems) at point of use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

29. Insulate all hot water pipes, heaters, tanks and cold suction lines

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

30. Use weather stripping to seal air gaps around doors and windows.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

31. Use sensors on vending machines and place machines in shaded areas.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

32. 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).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

33. Use ENERGY STAR® office equipment and enable energy saving features.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------



CONSERVE your industrial or process water (if applicable to your business. (1 Required + 2 Optional measures required))

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. For businesses with an average water consumption rate exceeding 1,200 gallons per day and which use a garment cleaning machine equipped with ""single-pass"" cooling, install closed loop cooling tower to reduce water waste. Your local water company may offer rebates to reduce the cost of this upgrade.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Use a wash and rinse water reclamation system.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

2. Evaluate wash formula and machine cycles for efficiency. It may be appropriate to reprogram machines to eliminate a cycle.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

3. Wash full loads in laundry machines.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

Complete if you have landscaping. (4 Required + 6 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Adjust the irrigation schedule monthly during irrigation season, or as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Water during early morning, pre-dawn hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Replace conventional automatic irrigation controller with a smart irrigation controller with weather module.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Reduce area of turf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Plant drought tolerant plants that will not need pruning at maturity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use reclaimed water, graywater or rainwater for irrigation .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Install rain shut-off devices or moisture sensors that turn off the irrigation during rain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Adjust sprinklers for proper coverage - optimizing spacing and avoiding runoff onto paved surfaces. Adjust sprinklers to achieve even water distribution and to eliminate all runoff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Use drip irrigation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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. 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 provider, or use food coloring).

☐ ☐ ☐ ☐

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. Change window cleaning schedule from “periodic” to “as required.”

☐ ☐ ☐ ☐

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. Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.

☐ ☐ ☐ ☐

6. Post signs in restrooms and kitchen to encourage water conservation and to report leaks.

☐ ☐ ☐ ☐


Pollution

Air emissions reduction (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. Encourage alternative modes of transportation via incentives for your employees, i.e. bus pass or small bonus.

☐ ☐ ☐ ☐

2. 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).

☐ ☐ ☐ ☐

3. 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.).

☐ ☐ ☐ ☐

4. 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).

☐ ☐ ☐ ☐

5. Install renewable energy sources, such as solar panels or wind generators. Specify system size.

☐ ☐ ☐ ☐

6. Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.

☐ ☐ ☐ ☐

7. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).

☐ ☐ ☐ ☐

8. Provide secure bicycle storage for staff and customers.

☐ ☐ ☐ ☐

9. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.

☐ ☐ ☐ ☐

Chemical reduction in garment cleaning facilities (4 Required + 1 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Switch to using Carbon Dioxide or Wet Cleaning (steam and/or detergent) for garment washing. Eliminate the use of perchloroethylene.

☐ ☐ ☐ ☐

2. Keep all containers properly labeled and covered, including small spot remover bottles and spray containers.

☐ ☐ ☐ ☐

3. Replace chlorinated hydrocarbon spotting agents with spotting agents compatible with your particular cleaning system. Check with your equipment supplier for the safest, most effective spotters available. Some spotters can cross-contaminate your water or CO2 cleaning solutions, making your solution illegal to discharge to the sewer drains.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Provide sturdy, compatible, leak-proof secondary containment for large or bulk containers of cleaning agents.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

2. Use laundry detergents that have little or no phosphates.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

Pollution Prevention (3 Required + 5 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).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

2. Do business with other green businesses (www.greenbusinessca.org).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

3. When remodeling, use natural or low emissions building materials, carpets, or furniture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Print promotional materials with vegetable or other low-VOC inks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at www.sfapproved.org .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECYCLE/REUSE potential pollutants. (1 Required + 3 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Recycle used ink jet cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Recycle used copier toner cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

☐ ☐ ☐ ☐


Wastewater

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 (e.g., loading docks, dumpster areas, outside hoses) to explain proper practices to prevent pollutants from reaching storm drains.

☐ ☐ ☐ ☐



Other