

California Green Business Program

Checklist preview

Program: City of Thousand Oaks

Sector: Dentist

Date: 07 March 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.	<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 (1 Required + 5 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"/>

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 or obtain previously used furniture, supplies or materials (freecycle.org, Craigs List).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Purchase pencils, rulers and other desk accessories with recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remodel/build with materials containing recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. 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"/>
9. 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"/>
10. 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"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Become a paperless office by using digital patient charts, forms, billing, and appointment reminders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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.	<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. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Compost or recycle landscape debris and trimmings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Manage incoming and outgoing mail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Choose tooth brushes with recycled content for use in office and for distribution upon request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. To minimize waste, offer pre-packaged products (such as toothbrushes, floss) to patients only upon request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Reduce junk mail. See www.StopJunkMail.org for tips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Eliminate individual bottles of water for employees and guests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Reduce printing of emails, attachments and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Compost food waste (where available).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Reuse garbage bag liners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Designate a reuse area for office supplies such as binders, folders and staplers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Reuse paper or plastic packaging materials in your own shipments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Leave mowed grass on lawn (grasscycling).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Send and receive faxes directly from computers without printing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Use electronic billing methods to invoice customers and receive payment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 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 (4 Required + 10 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assign staff to track energy bills over time, looking for sudden rises in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Replace incandescent bulbs with efficient compact fluorescents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Replace or supplement an A/C system with an evaporative cooler.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Create a plan to hold bi-annual training for staff on energy conservation measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Employ solar energy to supply a supplemental source of energy to the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use task lighting instead of lighting the entire area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. 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"/>
8. 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"/>
9. Use energy-efficient double paned windows on at least 90% of windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Apply window film to reduce heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Use occupancy sensors to control air conditioning and heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. 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"/>
14. 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"/>
15. Use a 365 day programmable thermostat to control heating and air conditioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. 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"/>
17. Use energy efficient exit signs, such as LEDs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. 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"/>
20. Use a solar water heater or preheater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. 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"/>
22. Insulate all hot water pipes, heaters, tanks and cold suction lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Use weather stripping to seal air gaps around doors and windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Use sensors on vending machines and place machines in shaded areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. 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"/>
26. Use ENERGY STAR® office equipment and enable energy saving features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Water

Complete if you have landscaping. (3 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Water during early morning, pre-dawn hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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. Use reclaimed water, graywater or rainwater for irrigation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Reduce area of turf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plant drought tolerant plants that will not need pruning at maturity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use reclaimed water, graywater or rainwater for irrigation .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. 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"/>
8. 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"/>
9. 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"/>

10. Match sprinklers with same precipitation rates.

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11. Use drip irrigation.

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Water conservation (3 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.

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2. Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).

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3. 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.

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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. 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.

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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.

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3. Learn how to read your water meter. Use the water meter to check for leaks.

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4. Install urinals with 1.0 gpf (gallon per flush) or less.

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5. 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.

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6. Change window cleaning schedule from periodic to as required.

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

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Pollution

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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use recycled oil for vehicles/equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REDUCE air emissions (1 Required + 3 Optional measures required)

REQUIRED MEASURES

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

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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.).

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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).

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

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

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

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6. Provide secure bicycle storage for staff and customers.

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7. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.

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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).

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

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10. Replace all aerosols with pump dispensers.

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REDUCE chemical use. (2 Required + 3 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, SaferChoice.org, SF Approved (sfapproved.org), or those that receive a rating of at least 8.1 in the GoodGuide (goodguide.com).

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2. 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"/>
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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. When remodeling, use natural or low emissions building materials, carpets, or furniture.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. 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"/>
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4. 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"/>
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5. 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"/>
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6. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7. Become a fragrance free or chemical free facility by eliminating 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"/>
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8. Print promotional materials with vegetable or other low-VOC inks.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. 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"/>
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10. 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"/>
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11. 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"/>
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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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Store, handle, and triturate amalgam away from sinks so that the chance of an accidental spill reaching the sewer is minimized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Refrain from using sodium hypochlorite (bleach) to disinfect vacuum lines, because it speeds up the release of mercury from amalgam.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

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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.

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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).

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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.

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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.

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3. Switch to instrument sterilization via a steam autoclave or dry heat oven.

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4. Switch to an enzyme or detergent type cleaner for your ultrasonic instrument cleaning bath.

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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.

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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.

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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).

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Wastewater pollution prevention (4 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ensure that no wastewater enters a storm drain. Only rain down the storm drain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL MEASURES				
DESCRIPTION	YES	NO	N/A	Post
1. Clean outdoor surfaces by dry sweeping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Post signs at targeted trouble spots to explain proper practices to prevent pollutants from reaching storm drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Other