

# California Green Business Program

## Checklist preview

**Program:** City of Thousand Oaks

**Sector:** Restaurant

**Date:** 07 March 2017



### General

#### General (4 Required + 0 Optional measures required)

##### REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
<b>1.</b> 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"/>
<b>2.</b> 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"/>
<b>3.</b> 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"/>
<b>4.</b> 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"/>

##### OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
<b>1.</b> 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"/>



### Waste

#### BUY materials with recycled content. (2 Required + 3 Optional measures required)

## REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
<b>1.</b> Purchase janitorial paper products with the highest postconsumer waste (PCW) recycled content. Toilet paper and tissues must contain a minimum of 20% PCW recycled content and paper towels must contain a minimum of 40% PCW recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> 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
<b>1.</b> Purchase napkins with recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> Purchase office/copier paper with 100% post consumer waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b> 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"/>
<b>4.</b> Purchase tissues with the highest recycled content available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b> Purchase letterhead with the highest recycled content available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b> Purchase envelopes with the highest recycled content available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7.</b> Remodel/build with materials containing recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.</b> Purchase disposable drink and food containers with recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9.</b> Purchase business cards with recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## RECYCLE materials. (5 Required + 1 Optional measures required)

### REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
<b>1.</b> Everything for which a convenient collection or drop-off opportunity exists is reused or recycled.	<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.).

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**3.** Provide recycling container(s) for recyclables for both wait/bussing and kitchen staff.

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**4.** Require kitchen staff to recycle food, liquid, and beverage containers when recyclable.

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

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#### OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

**1.** Recycle landscaper trimming (green waste).

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**2.** Compost or recycle pre-consumer vegetable fruit trimmings or participate in food waste program, where available.

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### REDUCE waste. (3 Required + 3 Optional measures required)

#### REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

**1.** Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.

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**2.** Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.

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**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.

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#### OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

**1.** For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).

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**2.** Reduce junk mail. See [www.StopJunkMail.org](http://www.StopJunkMail.org) for tips.

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3. Eliminate individual bottles of water for employees and guests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Reduce printing of emails, attachments and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Replace disposable flatware and tableware with reusable items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Eliminate individually wrapped items. Use bulk straws, condiments, to-go cutlery, salt, pepper, sugar, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Leave mowed grass on lawn (grasscycling).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Send and receive faxes directly from computers without printing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Use electronic billing methods to invoice customers and receive payment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## REUSE materials. (1 Required + 3 Optional measures required)

### REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Leave clean garbage/recycle bin bag liners in the trash/recycling container for reuse rather than wasting a new bag.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Use reusable dishware in break room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 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"/>
3. 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"/>
4. Reuse paper or plastic packaging materials in your own shipments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 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"/>



## Energy

### REDUCE your energy (7 Required + 8 Optional measures required)

#### REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
<b>1.</b> 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"/>
<b>2.</b> 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"/>
<b>3.</b> Institute and enforce a Start-up and Shut-down schedule for all cooking and holding equipment and kitchen ventilation systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b> Use a 1.6 gpm (gallons per minute) or lower pre-rinse nozzle for dish scraping and pre-cleaning. (Saves both heating and water costs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b> Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b> Replace incandescent bulbs with efficient compact fluorescents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7.</b> 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
<b>1.</b> 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"/>
<b>2.</b> Enter your building utility use data into an online Energy Star Portfolio Manager. ( <a href="http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager">http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager</a> ) Commercial properties - list rating as of application date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b> 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"/>

4. During slower periods, group customers so that lights and heating/cooling can be turned off in unoccupied areas. Facility must have central heating and cooling and the ability to isolate sections of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using (high heat or chemical/heat).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Purchase ENERGY STAR electrical equipment and Food Service appliances. See fishnick.com in PG territory and the Irwindale Energy Education Center in SCE territory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Set thermostat to 76F for cooling, 68F for heating; use timing devices to turn system down after hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Use task lighting instead of lighting the entire area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Set hot water heaters to meet minimum sanitation requirements (typically 140-150 F).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. 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"/>
11. Use energy-efficient double paned windows on at least 90% of windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Apply window film to reduce heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. 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"/>
15. 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"/>
16. Use a 365 day programmable thermostat to control heating and air conditioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. 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"/>
18. Use energy efficient exit signs, such as LEDs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**20.** Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).

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**21.** Use a solar water heater or preheater.

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**22.** Use sensors on vending machines and place machines in shaded areas.

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**23.** 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](http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_enterprises)).

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

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## Water

### CONSERVE your water. (6 Required + 2 Optional measures required)

#### REQUIRED MEASURES

##### DESCRIPTION

YES NO N/A Post

**1.** Replace old showerheads with newer low-flow showerheads that do not exceed 1.5 gpm flow.

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**2.** Install toilets with 1.28 gallons per flush or less, unless the toilet is 5 years old or less and is 1.6 gpf.

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**3.** Install aerators on kitchen sinks (except fill sinks) and showerheads that do not exceed flow rates of 1.5 gpm.

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**4.** Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.

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**5.** 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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**6.** 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. 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.

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2. Use a water-conserving, WaterSense dishwasher to save both heating and water costs. (A door-type dishwasher should use 1.2 gallons/rack or less.) Low temperature machines ( requiring chemical sanitizers) are available.

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3. 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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4. Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).

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

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## Complete if you have landscaping. (4 Required + 3 Optional measures required)

### REQUIRED MEASURES

#### DESCRIPTION

YES NO N/A Post

1. Adjust the irrigation schedule monthly during irrigation season, or as needed.

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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).

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3. Water during early morning, pre-dawn hours.

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4. Repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves.

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### OPTIONAL MEASURES

#### DESCRIPTION

YES NO N/A Post

1. Reduce area of turf.

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2. 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.

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3. Plant drought tolerant plants that will not need pruning at maturity.

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4. Use reclaimed water, graywater or rainwater for irrigation .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Install a self-adjusting, weather-based irrigation controller that tailors watering schedules to local weather, plant types, etc. Qualifying controllers are listed at <a href="http://irrigation.org/SWAT/swat.aspx?id=298">irrigation.org/SWAT/swat.aspx?id=298</a> .	<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. Match sprinklers with same precipitation rates.	<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"/>



## Pollution

### Kitchen and food preparation (2 Required + 0 Optional measures required)

#### REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Offer sustainable options for at least 50% of all seafood and communicate to customers which fish are sustainable. Use Monterey Bay Aquarium's Seafood Watch Program as a guide ( <a href="http://www.montereybayaquarium.org/cr/seafoodwatch.aspx">http://www.montereybayaquarium.org/cr/seafoodwatch.aspx</a> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Offer certified organic, fair trade, sustainably harvested and/or locally grown products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### RECYCLE/REUSE potential pollutants. (1 Required + 2 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! <a href="http://www.call2recycle.org">www.call2recycle.org</a> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
<b>1.</b> When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling ( <a href="http://www.e-stewards.org">www.e-stewards.org</a> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> Recycle used ink jet cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b> Recycle used copier toner cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b> 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"/>

## REDUCE air emissions (2 Required + 3 Optional measures required)

### REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
<b>1.</b> 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> 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.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
<b>1.</b> Give or sell restaurant's used cooking oil for use as alternative fuel, such as biodiesel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> Buy renewable energy credits or green tags to offset the CO2 emissions from your offices use of electricity and natural gas (see <a href="http://www.green-e.org">www.green-e.org</a> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b> Install renewable energy sources, such as solar panels or wind generators. Specify system size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b> Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b> Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide secure bicycle storage for staff and customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (see website in Help Button).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## REDUCE chemical use. (5 Required + 4 Optional measures required)

### REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use low toxic cleaning products in non-aerosol containers such as Green Seal certified ( <a href="http://greenseal.org">greenseal.org</a> ), EWG.org/skindeep, SaferChoice.org, SF Approved ( <a href="http://sfapproved.org">sfapproved.org</a> ), or those that receive a rating of at least 8.1 in the GoodGuide ( <a href="http://goodguide.com">goodguide.com</a> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 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 <a href="http://www.EcoWiseCertified.com">www.EcoWiseCertified.com</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Eliminate or reduce pesticides by using good sanitation (keeping kitchen, desks and waste storage areas clean) and making physical changes to keep out pests (by caulking/sealing holes or using traps).	<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"/>

<b>2.</b> Do business with other green businesses (www.greenbusinessca.org).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b> When remodeling, use natural or low emissions building materials, carpets, or furniture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b> 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"/>
<b>5.</b> 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"/>
<b>6.</b> Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7.</b> Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.</b> Print promotional materials with vegetable or other low-VOC inks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9.</b> 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"/>
<b>10.</b> 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"/>
<b>11.</b> 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"/>
<b>12.</b> 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"/>



## Wastewater

### PREVENT pollution. (7 Required + 0 Optional measures required)

#### REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
<b>1.</b> Pour out non-hazardous liquids and leftover beverages in the sink before disposal (they may leak into the environment). If you see a leaking dumpster, notify the garbage hauler.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> 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"/>

**3.** Use drain plugs/screens in all floor drains and sink drains that allow for drainage of water but not solids.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**4.** Install a grease trap if not installed already and make sure all grease producing fixtures flow through the grease trap (i.e. pot sink, pre-rinse sink, automatic fume hood cleaning systems, mop sink). Properly maintain and service your grease trap or interceptor and keep logs of service and of grease removal/hauling.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**5.** 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"/>
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**6.** 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"/>
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**7.** 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"/>
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#### 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"/>
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Other