



San Francisco Bay Area Green Business Program

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November 24, 2009

To: Hazardous Waste Management Facility Allocation Committee
Committee Alternates
Technical Advisory Committee

From: Ceil Scandone
Regional Coordinator

Re: Green Business Program Update and New Checklist Approval

Green Business Program Update

Executive Summary

In the past several months, the Program has concentrated on three activities: new business certification and re-certifications; completing Phase 1 development of the new Measurement and Management system; finalizing updates to the Pollution Prevention sections of our checklists and completing the development of one new checklist for Janitorial Services. As is required under Program policy guidelines, we are seeking Committee approval for the attached Janitorial Services checklist.

Apart from reporting on the progress of our program, which is amplified below, we are please to report that the City of Los Angeles has selected a team of consultants to organize, launch and operate their Green Business Program. The Program will be based on our Bay Area model.

Certifications

The Green Business Program continues to recruit and certify new businesses despite the slow economy. Collectively, the counties added 220 new businesses since the Committee met in May, bringing the regional total to 1,973. The Program will meet its 2009 goal of reaching 2,000 certified businesses by December 31.

We expect that the total number of businesses certified in the Bay Area in 2009 will be approximately 400. That number is down by approximately 15% from 2008's total of 470 businesses certified. That reduction can be attributed to a few factors:

- county staff have spent significant numbers of hours on developing the measurement and management system. That process has been particularly intensive in the last three months, affecting the ability to work with new businesses. Eventually the system will streamline the certification process,

enabling coordinators to work with more businesses. But in the short term, system development is affecting capacity;

- program coordinators and partner agencies completed checklist updates that raised the bar, particularly in the energy and water conservation sections. In an economic downturn, it may be a stretch for businesses to implement all the actions required for certification;
- local staff capacity has been affected by the recession and resulting fiscal woes. Green Business coordinators are managing multiple projects and may have had less time to devote to the Program in 2009.

Given these factors, the number of new businesses certified in the past 12 months speaks well of the Program's visibility and to the commitment of the county coordinators and their partners.

Measurement / Management System

System infrastructure and the build out of the Phase 1 features have been completed. The county coordinators are in the process of uploading their industry checklists and testing the system to ensure that it works correctly and smoothly before the system is used for newly-recruited businesses. As with many new systems, this one has glitches that the coordinators and contractor are working diligently to resolve. When fully operational, the system will greatly streamline the certification and web listing processes.

One feature that ABAG is particularly looking forward to is the automatic searchable directory. That tool will greatly reduce the amount of ABAG staff time needed to update the business listings on our website. It will update automatically when a business is certified, and eventually provide businesses the opportunity to add descriptive information, logos and photos to their listing, making it a more effective marketing tool.

Unfortunately, the Searchable Directory feature currently is not developed to an acceptable level of functionality. We have delayed launching it until Phase 2 of the project, when it is more fully developed. In the interim, ABAG's webmaster is considering the possibility of creating a simplified searchable Directory on our own Bay Area website.

New Checklist Development

As reported at the May meeting, a number of county programs in the Bay Area and elsewhere in the state have received inquiries from commercial cleaning companies. In addition, property management companies interested in implementing more environmentally responsible operations are seeking custodial companies that provide greener services. Green Business Program certification can help management companies, public agencies and institutions such as hospitals and schools identify qualified contractors.

Several months ago, the Bay Area coordinators initiated the process of developing a checklist for Janitorial Services. Fortunately, our colleagues in the Monterey Bay Area Green Business Program had already developed a janitorial checklist for their region. Our coordinators and their partners reviewed and revised the Monterey Bay Area version to ensure it reflected local regulations, best management practices and environmental priorities. The resulting checklist was pilot-tested with a few companies and is submitted to the Committee for approval.

Action Requested:

Approve the Janitorial Services Checklist.



Resource Conservation & Pollution Prevention Checklist for Janitorial Services

Business _____
Contact _____
Phone _____
Address _____
Email _____
Fax _____
Web _____

Why should my business get certified as a Green Business?

- ◆ Saving energy, water and raw materials saves you money. Sending less trash to the landfill saves you money, too.
◆ Developing a positive, proactive relationship with local compliance inspectors can help you avoid liability, fines and other sanctions.
◆ The Program promotes Green Businesses to the public and other businesses (again, for free)!
◆ Your company's community image is enhanced through Green Business certification.
◆ Your employees will enjoy a safer workplace and will have one more reason to take pride in working for you.
◆ The Green Business Program offers you free, convenient, time-saving assistance.

Do I get credit for the good things I'm already doing?

Yes! In fact, your company may already qualify. These Standards are designed to fit most businesses, but if certain measures are not applicable or feasible for your facility and operations, you may request an exemption or demonstrate alternative measures.

Do I have to do everything on the checklist to become a Green Business?

No, there are many ways to qualify. You must meet the minimum standards in each category. Beyond that, you may use the checklist to identify "next steps" to becoming even greener.

What if I haven't had an energy, water or solid waste audit already?

The Green Business Program can arrange an audit for you as part of your certification.

How do I get started?

Read the checklist and check all boxes that apply. Call xxxxxxxxxx, Green Business Coordinator, at xxxxxxxxxxxxxxxx with any questions.

Is there a fee to be certified as a Green Business?

No, Green Business certification is free!

GREEN NOTE:

Going Green Counters Climate Change

Climate Change results from increases in greenhouse gases, like carbon dioxide and methane, trapping heat that would otherwise escape the atmosphere. You can reduce this build-up (and your carbon footprint) by being green! Our checklist has many climate-friendly measures, such as:

- ◆ Conserve energy with fluorescent lights and Energy Star equipment.
◆ Reduce waste at the landfill (and methane gas emissions)—recycle, compost and buy products with recycled content.
◆ Conserve water (and the energy to deliver it) with low-flow toilets and drought tolerant plants.
◆ Invest in renewable energy with renewable energy credits and solar panels.
◆ Conserve fuel by taking public transit, your bike or a high MPG vehicle.

General Standards for All Businesses

Certification

To be certified a Green Business you must:

1. Comply with all environmental regulations applicable to your business. Please ask staff about this.
2. Implement a variety of measures to save energy, water and other materials, and reduce waste. **This checklist walks you through this step!**
3. Allow site visits to verify that your business meets the above two steps.
4. Pledge to continue these terrific efforts to prevent pollution and conserve resources (including environmental compliance).

Green Businesses practicing resource efficiency are assuming stewardship for the Earth and its resources, with the goals of achieving a successful business operation, a healthy bottom line, and sustenance of the environment and its inhabitants. A Green Business not only conserves resources but educates employees and customers about resource conservation.

Re-certification: Certification as a Green Business is good for **three years**. We strongly encourage continuous improvement. When it's time to recertify, we will ask you to show us additional measure(s) you have implemented.

Measures

The following general measures are required for all businesses:

- Track water and energy usage and solid and hazardous waste generation.
- Adopt a written environmentally preferable (or green) purchasing policy. Find examples at <http://www.stopwaste.org/home/index.asp?page=439>.
- Establish a 'green team' that can help guide efforts to green your business.
- Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into:
 - ◆ Performance appraisals, job descriptions, training programs, employee orientations
 - ◆ Staff meeting discussions
 - ◆ Your employee reference materials
 - ◆ Your company newsletter or bulletins
 - ◆ Your company suggestion and reward programs
- Inform your customers about your business' environmental efforts and what you are doing to meet the green business standards. For example:
 - ◆ Post the Green Business logo, certification and pledge in a visible location.
 - ◆ Post reminders listing steps you are taking to be a Green Business.
 - ◆ Offer tours that highlight your Green Business successes.
 - ◆ Offer customers "green" service or amenities options.
 - ◆ Highlight your Green Business efforts and/or certification on your website, and link it to the GBP home page.
- 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.

Solid Waste Reduction & Recycling

Measures

1. **Look in your garbage dumpster annually to see if there are items that could instead be reused by someone else or recycled.**

2. **REDUCE waste in 7 ways.**

- Purchase chemical products and supplies in bulk to minimize the amount of packaging waste and energy used for transportation.
- Buy concentrated cleaners and properly dilute on site.
- Buy cleaning equipment such as vacuum cleaners, mop buckets, mops, that are more durable and energy efficient in order to extend life expectancy and reduce waste.
- Use electronic billing methods to invoice customers and receive payments.
- Discourage the printing of emails.
- Set copier/printer defaults to double-sided.
- Practice efficient printing and copying by using the size reduction feature—print two pages of a document or book onto one page.
- Use computer fax modems that allow faxing directly from computers without printing.
- Eliminate fax cover sheets by using "sticky" fax directory notes.
- Eliminate unnecessary forms, redesign forms to use less paper, or switch to electronic forms.
- Reduce all unwanted mailings:
 - Eliminate duplicates by returning labels requesting all but one be removed.
 - Reduce junk mail. Guidance and a PDF kit are at <http://stopjunkmail.org> Reduce catalogs at www.catalogchoice.org
 - Eliminate duplicates in your own mailing lists.
- Design marketing materials that require no envelope – simply fold and mail.
- Buy products in returnable or reusable containers.
- Work with vendors to minimize packaging.
- Eliminate the use of non-recyclable packaging, such as Styrofoam.
- In the lunch/break room, replace disposables with permanent items (e.g., mugs, dishes, utensils, towels/rags, coffee filters, etc.) and use refillable containers for sugar, salt &

pepper, etc. to avoid individual condiment packets.

- Serve dishes at office events in reusable serving dishes.
- Eliminate single-use plastic water bottles.
- Centralize purchasing to eliminate unnecessary purchases and ensure all waste reduction purchasing policies are followed.
- Use optical scanners, which give more details about inventory, for more precise ordering.
- Lease, rather than purchase, computers and printers.
- Leave mowed grass on lawn ("grasscycling").
- Other: _____

3. **REUSE materials in 3 ways.**

- Use reusable/washable cloths instead of disposable paper towels.
- Reuse spray bottles, making sure they are labeled accurately.
- Use a laundry service that provides reusable bags for dirty and clean linen.
- Reuse garbage bag liners in dry garbage cans.
- Print on previously printed paper, or designate a tray on printers as a "draft" tray.
- Reuse office paper as scratch paper.
- Reuse envelopes by covering old addresses and postage, and affixing new.
- Have your customers return packaging to you for reuse.
- Reuse paper or plastic packaging materials.
- Designate a reuse area for office supplies such as binders, folders and staplers.
- Have your toner cartridges refilled for use.
- Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items (www.ciwmb.ca.gov/CalMAX).
- Other: _____

4. RECYCLE all of the required materials and at least one additional material at your office and at job sites (if the client has a recycling program).

- REQUIRED:** Cardboard
- REQUIRED:** Newspapers, office/mixed paper, junk mail
- REQUIRED:** Glass bottles and jars
- REQUIRED:** Metal cans, containers, aluminum foil
- REQUIRED:** Plastic bottles and containers
- Other plastics
- Scrap metal
- Landscape trimmings (green waste)
- Food waste for composting
- Wood, including pallets
- Carpeting
- Other: _____

- Sell products made with recycled content.
- Purchase or obtain previously used furniture, supplies or materials (ciwmb.ca.gov/CalMAX, freecycle.org, Craig's List). List examples:
 - _____
 - _____
 - _____
- Other: _____

5. Buy the first required item and at least three more items with recycled content.

Purchasing products made from recycled materials conserves resources and is essential to support the recycling market.

- REQUIRED:** Copier/printer paper with at least 30% post-consumer waste.
- REQUIRED:** Paper towels with 35% post-consumer waste.
- Copier/printer paper with 100% post-consumer waste.
- Written policy guiding purchase that emphasizes buying recycled-content and low-toxicity products.
- Paper towels.
- Toilet seat covers.
- Toilet paper.
- Tissues.
- Garbage bags.
- Folders or other paper products.
- Envelopes.
- Letterhead.
- Business cards.
- Boxes or bags for retail use or shipping.
- Recycled or remanufactured laser and copier toner cartridges.
- Carpet, carpet undercushion, or flooring.
- Remodeling/construction materials: cabinets, fixtures, ceramic and ceiling tiles, drywall, insulation, interior paneling, composite lumber/wood, roofing, concrete, etc.

Energy Conservation

Measures

1. REQUIRED: Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems at least twice a year.

- Clean permanent filters with mild detergents every two months (change replaceable filters every two months).
- Check entire system each year for coolant leaks, duct sealing, clogs, and obstructions of air intake and vents.
- Clean condenser coils of dust and lint.
- Clean evaporator coils of excessive frost.
- Inspect and repair economizers on AC systems.
- Assign a person to monitor each energy bill for sudden rises in energy use.

2. Save energy in 7 ways (including all required measures).

EQUIPMENT & FACILITY

General

- Offer HVAC cleaning services to your clients (filters and coils as listed above), informing them of the increased energy efficiency from doing so.
- Use office equipment with energy saving features (e.g. ENERGY STAR®) and ensure ENERGY STAR settings are enabled.
- Use power management software programs that save energy by automatically turning off idle monitors and printers (must be purchased separate from computer).
- Use sensors on cold vending machines and place machines in shaded areas.
- Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows.
- Insulate all hot water pipes.
- Use instantaneous hot water heaters at point of use.
- Use a solar water heater or preheater.
- Purchase ENERGY STAR® qualified refrigerators.

- When repainting building exterior and roofs, choose light colors to reflect more sunlight.
- Other: _____

Lighting

- REQUIRED:** Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.
- REQUIRED:** Replace any incandescent bulbs with efficient compact fluorescents or other high efficacy lamps (lumens/watt >50) where appropriate.
- REQUIRED:** Improve exit sign efficiency to less than 5 watts per sign by using LED, electroluminescent, photoluminescent or other applicable signs.
- Reduce number of fixtures or lamps per fixture where appropriate and increase lighting efficiency by installing optical reflectors and/or diffusers.
- Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
- Use dimmable ballasts and daylight controls such as astronomical clocks to dim lights to take advantage of daylight.
- Other: _____

GREEN NOTE:

Outdoor lighting offers an excellent opportunity to conserve energy as it often remains on for long hours. Using efficient lights (e.g., compact fluorescents) and timer controls or photo sensors, can reduce wasted energy and your monthly bill. This measure alone may reduce energy use by 15%.

ENERGY STAR®-compliant monitors have power management features and consume up to 90% less energy. Screen savers don't save energy!

ENERGY STAR® copiers and fax machines can reduce their annual electricity costs by about 60% and 50% respectively.

Heating, Ventilation & Cooling

- Use a 365 day programmable thermostat to control heating and air conditioning.
- Use economizers on A/C to increase air circulation.
- Supplement AC systems with evaporative coolers on condensers.
- Replace single or package A/C unit with one that exceeds Title 24 building standards.
- Use CO2 occupancy sensors to control air conditioning and heat.
- Provide shade for HVAC condenser, especially roof-top units.
- Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery.
- Apply window film to reduce solar heat gain on clear, single-pane non-Northern facing windows. Refer to your energy provider for specifications and rebates.
- Use energy-efficient double paned windows on at least 90% of windows.
- Other: _____

Motors & Pumps

- Use an outside air intake (cool air takes less energy to compress).
- Use engineered nozzles and fittings to reduce "waste" compressed air.
- Control compressor system to ensure operation only during working hours.
- Install Variable Frequency Drives on pumps or motors for air handlers, pools and chillers.
- Downsize oversized motors or replace a large motor with several small motors that can be run individually to meet smaller tasks (about 30% of motors operate at less than 50% of full load).
- Purchase a more efficient motor instead of rewinding an older one.
- Other: _____

OPERATIONAL PRACTICES:

General

- Institute a written policy that all electronic devices and lighting be turned off when not in use and use light switch reminders to remind staff.
- Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- Other: _____

Lighting

- Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- Properly set and maintain lighting control devices (current time and on/off schedule) such as time clocks, photocells and sensors and adjust for season.
- Use task lighting instead of lighting the entire area.
- Other: _____

Heating, Ventilation & Cooling

- Set thermostat to 78° F for cooling, 68° F for heating and use the thermostat's night setback.
- Seal off unused areas. Block and insulate unneeded windows and other openings.
- Other: _____

GREEN NOTE:

A simple tune-up can increase the energy efficiency of your furnace by 5% and you can save up to 10% by insulating and tightening up ventilation ducts.

Ceiling fans use 98% less energy than central A/C units. And heating with natural gas instead of electricity can be 40-56% more efficient.

Water Conservation

Measures

1. Save water in these REQUIRED ways.

- To clean outdoor hard surfaces, do not hose or spray them down, and ensure staff follow this rule. Call your water company for any exceptions.
- Do not leave water running when cleaning areas such as restrooms or kitchens.
- Assign a person to monitor each water bill for sudden rises in water use. Call your water company should this happen. You can also ask for ways to save water.
- Regularly check for and repair all leaks in your facility. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your water company.
- Install low-flow aerators and showerheads (your water company may offer these for free):
 - As low as 0.5 gpm and no greater than 2.5 gpm for lavatory sinks
 - 2.0 gpm or less for kitchen sinks
 - 2.0 gpm or less for showerheads
- Use signs in restrooms to encourage water conservation and to report leaks.
- If you have landscaping/irrigation:
 - Install matched precipitation rate sprinkler heads in turf areas.
 - Test irrigation sprinklers 4 times per year to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.
 - Adjust sprinklers for proper coverage—optimize spacing, avoid runoff onto paved surfaces.
 - Water during early morning, pre-dawn hours to reduce water loss from evaporation.
 - Use repeat cycles when watering turf or shrubs to encourage percolation and deep root growth.
 - Adjust the irrigation schedule monthly during irrigation season, or as needed.

2. Save water in three other ways, including the first required way.

Consider areas of greatest water use (facility or landscaping) in choosing new measures. Be sure to ask your water company about rebates.

Facility:

- REQUIRED:** Install toilets using 1.6 gpf (gallon per flush) or less.
- Go beyond the above 1.6 gpf toilets to 1.3 gpf HETs (High Efficiency Toilets)! Check both this measure *and* the above one. Ask your water district for rebates when replacing 3.5 gpf or higher toilets with the HETs.
- Provide additional urinals in men's restroom and reduce number of toilets (urinals use less water than toilets).
- Replace flush mechanism in urinals with ones that flush at 1.0 gallon or less (as low as 0.125 gpf) or install new waterless types.
- Notify clients of any water leaks you see in their facility.
- Set up an annual program to educate staff about the benefits of efficient water use.
- Schedule your water company to make a presentation to staff to encourage water conservation at home. (Some water companies offer training and "take home" conservation kits.)
- Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- Offer clients an "as required", instead of "periodic", window cleaning schedule. Do the same for your facility.
- Reduce water pressure to no higher than 50 psi by installing pressure reducing valves.
- Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures' specifications.
- Replace water-cooled equipment, such as air conditioning units, with air-cooled.
- Other: _____

Landscaping:

- Mulch all non-turf areas.
- Plant drought tolerant plants (assistance is available from your water company).
- Hydrozone: Group plants with similar water requirements together on the same irrigation line, separating plants with different water requirements on separate irrigation lines.
- Reduce area of turf.
- If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads.
- Modify your existing irrigation system to include drip irrigation.
- Install rain shut-off devices that turn off the irrigation system during rain.
- Install irrigation controllers that have at a minimum the following features: precise 1-minute runtime capability; a minimum of 3 separate programs; and 3 cycle start time features.

- Reduce irrigation system water pressure to no higher than 50 psi (pressure-reducing valves must be installed to do this).
- Use reclaimed water for irrigation and other approved uses.
- Install a self-adjusting weather-based irrigation controller that automatically tailors watering schedules to match local weather, plant types, and other site-specific conditions. Controller must be certified under the Irrigation Association's SWAT protocol.
- Work with your water company to develop a site-specific "water budget". Track your water use to ensure efficient watering.
- Other: _____

GREEN NOTE:

A faucet with a slow leak can waste 10 gallons of water a day, or more!

A single leaky toilet can waste as much as 1000 gallons of water per day.

Pollution Prevention

Measures

1. Assess your cleaning practices and your office to identify ways to prevent pollution. Review the plan annually for new measures to implement:

- ◆ Check Material Safety Data Sheets (MSDS) and labels for all cleaning products, building maintenance materials, pesticides, and fertilizers you use. Identify safer alternatives. Avoid products with labels containing Prop. 65 warnings.
- ◆ Properly label all cleaning products to ensure correct use by staff, reduce liability, and ensure clients know what is being used.
- ◆ Call your local Household Hazardous Waste Program for disposal of hazardous substances not in use.

2. Practice good housekeeping in 7 ways:

Cleaning Practices:

- REQUIRED:** Discharge dirty water to sanitary sewer (sinks, toilets) and not the storm drain.
- Sweep prior to wet-cleaning floors.

Storage, cleaning closets and workshop areas:

- Store deliveries and supplies under a roof.
- Store any potentially hazardous materials securely, control access and rotate stock to use oldest material first.
- Provide secondary containment for large amounts of liquid supplies.
- Use pipes or hoses for transferring cleaners or other chemicals to prevent spills and splashes.
- Locate and handle all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains.
- Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints, and cleaners; repair any deficient items found.

Outdoor walkways, parking lots, and driveways:

- REQUIRED:** Do not wash cars, equipment, floor mats or other items outside where runoff water flows straight to the storm drain; this

wash water should be directed to a sewer drain.

- REQUIRED:** Keep dumpsters covered and impermeable to rainwater. Prevent overflowing and keep dumpster/parking areas clean.
- REQUIRED:** For clients or your own facility: If using water to clean parking or other outdoor areas, hire a BASMAA- certified mobile cleaner (www.basmaa.org). Contractor must use equipment that collects wash water and disposes to sanitary sewer.

GREEN NOTE: Only Rain Down The Drain!

The storm drain system is separate from the sanitary sewer system, and pollutants that enter these drains flow directly into creeks and the bay without treatment. Educate personnel about this difference and the importance of not letting contaminants enter storm drains.

All businesses are required to prevent anything except rainwater from entering storm drains from any of the following activities or sources:

- ◆ Loading docks
- ◆ Dumpster areas
- ◆ Outdoor working areas
- ◆ Storage areas
- ◆ Landscaping
- ◆ Construction
- ◆ Cleaning equipment/tools
- ◆ Pre-painting
- ◆ Power-wash water
- ◆ Washing vehicles
- ◆ Cleaning parking lots

Monitor subcontractors to ensure their activities are not polluting storm drains. Prevent erosion during all landscape, construction or other activities. Ask your county coordinator for a list of mobile cleaners.

- Post signs for staff at targeted trouble spots to explain proper practices to prevent pollutants from reaching storm drains.
- Keep temporary storm drain plugs and spill kits handy to catch/collect spills.

- Regularly check and maintain storm drain openings, clearing them of litter, debris and soil. If outdoor areas are cleaned for clients, offer them this service.
- Clean private catch basins at your facility annually before the first rain and as needed thereafter. If outdoor areas are cleaned for clients, offer them this service.
- Label all storm water drains with “No dumping, Drains to Bay” message.
- Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.
- Other: _____

3. Use 5 less toxic janitorial products:

- REQUIRED:** Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.
- Screen all products for hazard/toxicity prior to using. Obtain Material Safety Data Sheets (MSDS) for all products used.
- Use Green Seal, New American Dream (newdream.org/consumer/cleaners.php), EcoLogo and EPA’s Design for the Environment certified products whenever possible. List products:
 - _____
 - _____
 - _____
- Avoid these chemicals:
 - Hydrochloric Acid
 - Phosphoric Acid
 - Sodium Hydroxide
 - Sodium Metasilicate
 - Potassium Hydroxide
 - Ethanolamine
 - Toluene
 - Alkyl Phenol Ethoxylates
 - Paradichlorobenzene (Urinal Blocks),
 - Quaternary Ammonium Chloride (Quats)
 - Ammonia (Ammonium Hydroxide)
 - 2-butoxyethanol (butyl)
- Use a chlorine-free bleach alternative for whitening such as hydrogen peroxide based cleaners (instead of hypochlorite based bleaches).
- Use non-chlorinated abrasive powders (i.e. Bon Ami).
- Use microfiber mops and cloths to replace chemical cleaners and to use less water.

- Use an abrasive sponge or pumice stone in place of strong chemicals to remove grime or deposits.
- Use a vinegar/water mixture instead of alcohol or ammonia-based window cleaners.
- Use mild detergents or soaps in place of cleaners with alcohol, ammonia, or caustic ingredients.
- If water softeners are used, use potassium chloride instead of sodium salt, or use an exchange service instead of an automatic regenerating unit in areas where treated wastewater is recycled for agricultural purposes.
- Switch from commercial air fresheners to potpourri or vinegar & lemon juice.
- Purchase laundry detergents that have no phosphates.
- Other: _____

4. Reduce chemicals used in 5 ways.

- REQUIRED:** Replace all aerosols with pump dispensers, if available.
- Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.
- Whenever possible, use spray bottles to apply cleaners, rather than mixing a bucket, so that less cleaner is used.
- When using concentrated formulas, use the lowest concentration of cleaners that will do the job.
- Limit use of disinfectants only to areas or surfaces where pathogens collect and breed, such as in restrooms or on door handles, bathroom faucets, and other fixtures.
- Use low- or no-VOC paint products.
- REQUIRED:** Eliminate or reduce use of pesticides using Integrated Pest Management (IPM). IPM utilizes good housekeeping, pest monitoring and exclusion as well as less toxic pesticides and/or non-chemical pest control methods when needed. Implement all applicable measures:
 - Keep kitchen, waste storage and other areas clean to prevent pest problems.
 - When pest control is necessary, use traps, barriers and less toxic pesticides (e.g soaps, oils, microbials and baits). Apply on as-needed (vs. set) schedule.
 - Do not use perimeter ant spraying.
 - If contracting with a pest control operator, choose one that is EcoWise Certified

(www.ecowisecertified.com), or specify in pest control contracts that primary pest management methods include non-chemical pest prevention and pest exclusion.

- Do business with other “green” vendors or services, such as certified Bay Area Green Businesses (listings at www.greenbiz.ca.gov).

List examples: _____

- Purchase organically or locally grown foods and beverages for the office kitchen. List

examples: _____

- Use natural or low emissions building materials, carpets or furniture.
- Replace standard fluorescent lights with low or no mercury fluorescent lights. Approved models are Phillips F17T8/AD850/Altoll and Sylvania Fo17/850/xp/Eco.
- Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls and other devices that use standard batteries.
- Use recycled oil for vehicles/equipment.
- Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- Print promotional materials with vegetable or other low-VOC inks.

- Other: _____

5. Recycle/reuse 3 of the following potential pollutants

- REQUIRED:** 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.)

- Batteries (RBRC recycles these for free! www.rbrc.org)

- Excess paint/solvents (keep only what’s needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).
- Used copier toner cartridges (take back to supplier or send back to manufacturer for recycling or refilling).
- Ink jet cartridges (send or take back for recycling or refilling).
- Car fluids from company vehicles.
- Donate for reuse (not just recycle) electronic equipment, such as computers, phones, pagers, etc.
- Other: _____

6. Reduce vehicle emissions in 3 ways:

- REQUIRED:** Join the Air District’s “Spare the Air” program (see box below) and notify staff of “Spare the Air” days.
- When possible, arrange for a single vendor who makes deliveries for several items.
- Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- Carefully plan delivery routes to eliminate unnecessary trips.
- Keep company vehicles well maintained to prevent leaks and minimize emissions; encourage employees to do the same.
- Other: _____

SPARE THE AIR PROGRAM
Spare the Air Days are called when air quality is expected to be unhealthy. Participating businesses receive Spare the Air Day email alerts and free information on ways to improve air quality. Join by visiting the Bay Area Air Quality Mgmt. District’s website at www.SparetheAir.org. Click “subscribe to AirAlert email notices” on the right pane.

Commute Alternatives

- Make transit schedules, commuter ride sign-ups, etc. available to staff. Get help from www.511.org using their “Ridematch Tool”.

- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- Hire locally.
- Other: _____

Commute Alternatives for Larger Employers

- Offer lockers and showers for staff who walk, jog or bicycled to work.
- Offer secure bicycle storage for staff and customers.
- Offer employee incentives for carpooling or using mass transit (e.g. guaranteed ride home or subsidized transit passes).
- Set aside car/van pool parking spaces.
- Provide commuter van.
- Encourage bicycling to work by offering rebates on bicycles bought for commuting.
- Offer a shuttle service to and from bus, train and/or light rail stops.

Other Greenhouse Gas Emissions

- Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.
- Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).
- Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
- Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.
- Install renewable energy sources, such as solar panels or wind generators.
System Size: _____
- Buy renewable energy credits or green tags to offset the GHG emissions from your business's travel and use of energy (see www.green-e.org, livenneutral.org and terrapass.org).
- Offset your company's emissions by participating in PG&E's Climate Smart Program (www.joinclimatesmart.com).
- Other: _____