California Green Business Program

Office/Retail Checklist –Bay Area

General

GENERAL Certification Measures (3 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. 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.		X		
2. Adopt a written environmentally preferable (or green) purchasing policy. Ask your Green Business Coordinator for templates.		X		
3. Establish a 'green team' that can help guide efforts to green your business.		X		

Waste

BUY materials with recycled content. (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Purchase copier/printer paper with at least 30% post consumer waste.		X		
What is the recycled content of the paper (OPTIONS - 30%, 100% and 50 %, enter two digits)?				
How many reams of paper do you buy annually?				
2. Purchase paper towels with 35% post-consumer waste.		X		
Optional Measures				
1. Use refilled or remanufactured laser and copier toner cartridges.		X		
2. For retail use or shipping, purchase boxes or bags with recycled content.		X		
3. Purchase garbage bags with the highest recycled content available.		X		
4. Purchase tissues with the highest recycled content available.		X		
5. Purchase envelopes with the highest recycled content available.		X		
6. Purchase folders or other paper products with the highest recycled content available.		X		
7. Purchase carpet, carpet undercushion, or flooring. with recycled content.		X		
8. Purchase toilet seat covers and toilet paper with recycled content.		X		

Description	Yes	No	N/A	Post
9. Purchase business cards with recycled content.		X		
10. When building or remodeling: use recycled content, refurbished, or salvaged materials such as building fixtures, ceramic tiles, drywall, insulation, concrete, composite lumber/wood, roofing, flooring, cabinets, ceiling tile, interior paneling, etc.).		X		
11. Retailers stock/sell products made with recycled content.		X		
12. Purchase copy, computer and fax paper with minimum 50% post consumer waste (recommended 100%).		X		
What is the recycled content of the paper (OPTIONS - 30%, 100% and 50 %, enter two digits)?				
How many reams of paper do you buy annually?				
13. Request that marketing materials be printed on recycled content paper.		X		
14. Purchase letterhead with the highest recycled content available.		X		

RECYCLE materials. (3 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Where applicable, provide recycling and composting container(s) at convenient and appropriate locations (i.e. lobbies, guest rooms, vending machines, kitchens, next to existing containers, individual cubicles, housekeeping/custodial service carts, etc.).		X		
2. Recycle all paper, glass, metal, cardboard and plastics accepted in your area.		X		
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)				
Do you pay your own garbage bill (yes or no)?				
Optional Measures				
1. Recycle plastic wrap and bags.		X		
2. Recycle CDs/DVDs.		X		
3. Recycle carpeting.		X		
4. Recycle wood, including pallets.		X		
5. Compost food waste.		X		
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)				
Do you pay your own garbage bill (yes or no)?				
6. Compost landscape trimmings (green waste) and debris.		X		
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)				
Do you pay your own garbage bill (yes or no)?				

REDUCE waste. (7 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Eliminate individual bottles of water for employees and guests.		X		
2. Retailers - If you provide disposable bags to your customers for items purchased or supplied by your business, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when absolutely necessary.		X		
3. Eliminate the use of polystyrene containers. Utilize one of the following options (in order of preference): paper, paperboard, compostable containers (starch-based sugarcane, rice hulls, and/or corn), or recyclable plastic.		X		
4. Purchase/lease all new copiers and printers with double sided copying capability. Set copier/printer defaults to double-sided.		X		
5. 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.		X		
Optional Measures				
1. Subscribe to journals, trade magazines, etc. online rather than receiving hard copies.		X		
2. Select products shipped in returnable, reusable or recyclable containers and with less packaging.		X		
3. Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.		X		
4. Lease, rather than purchase computers and printers or upgrade desktop computers instead of purchasing new ones.		X		
5. Send and receive faxes directly from computers without printing.		X		
6. Practice efficient copying by using the size reduction feature (e.g. print two pages of a document on one page, set word processing defaults for smaller fonts and narrower margins). Minimize misprints by posting a diagram at printers and copiers showing how to load paper, like letterhead or envelopes.		X		
7. 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.		X		
8. Retailers - Use optical scanners, which give more details about inventory, for more precise ordering.		X		
9. Eliminate paper documents by using electronic forms and contracts.		X		

REUSE materials. (3 measures required)

Description	Yes	No	N/A	Post
Optional Measures				
1. Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.		X		
2. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.		X		

Description	Yes	No	N/A	Post
3. Have your toner cartridges refilled for reuse.		X		
4. Purchase used or refurbished equipment and/or furniture.		X		
5. Designate a reuse area for office supplies such as binders, folders and staplers.		X		
6. Reuse paper or plastic packaging materials in your own shipments.		X		
7. Retailers- offer durable, reusable bags at checkout.		X		
8. Keep a stack of previously used paper near printers. Use it for scratch paper or internal memos, make it into notepads, or designate a bypass tray on printer for printing draft single-sided documents.		X		
9. Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).		X		

Energy

Equipment and Facility Changes (7 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Use energy efficient exit signs, such as LEDs.		X		
How many LED exit signs does your business use?				
2. Replace incandescent bulbs with efficient compact fluorescents.		X		
How many incandescent lamps have you replaced with CFLs?				
3. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.		X		
How many T-12 lamps have you replaced with T-8s (in electronic ballasts)?				
4. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration system at least twice a year.		X		
Optional Measures				
1. 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.		X		
2. Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).		X		
How many energy efficient minibars do you have?				
How many ENERGY STAR rated refrigerators does your business use?				
3. Use weather stripping to seal air gaps around doors and windows.		X		
4. Use ENERGY STAR® office equipment and enable energy saving features.		X		
How many ENERGY STAR rated LCD monitors does your business use?				
How many ENERGY STAR rated copier/printer units does your business use?				
5. Apply window film to reduce heat.		X		

Description	Yes	No	N/A	Post
6. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.		X		
7. Shade HVAC condensers, especially roof-top units.		X		
8. Use occupancy sensors to control air conditioning and heat.		X		
9. Use and maintain economizers on A/C to increase air circulation.		X		
10. Use a 365 day programmable thermostat to control heating and air conditioning.		X		
11. Use task lighting instead of lighting the entire area.		X		
12. Properly set and maintain lighting control devices (current time and on/off schedule) such as time clocks, photocells and sensors and adjust for season.		X		
13. Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible .		X		
14. Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.		X		
How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?				
How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?				
How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?				
How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?				
15. Reduce number of fixtures or lamps per fixture.		X		
16. Set refrigerator temperature to meet minimum health requirements (typically between 38F and 41F for refrigerators and between 10 F and 20F for freezers).		X		
17. Incandescent bulbs that are not replaced with compact fluorescents are replaced with LEDs.		X		

Water

Complete if you have landscaping. (6 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Water during early morning, pre-dawn hours.		X		
2. Adjust the irrigation schedule monthly during irrigation season, or as needed.		X		
3. 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).		X		
4. Adjust sprinklers for proper coverage - optimize spacing, avoid runoff onto paved surfaces.		X		
Optional Measures				
1. Use drip irrigation.		X		

Description	Yes	No	N/A	Post
2. Use reclaimed water, graywater or rainwater for irrigation .		X		
3. Plant drought tolerant plants that will not need pruning at maturity.		X		
4. Install rain shut-off devices or moisture sensors that turn off the irrigation during rain.		X		
5. Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil.		X		
6. Group plants with similar water requirements together (hydrozone) on the same irrigation line.		X		
7. Install a self-adjusting, weather-based irrigation controller that tailors watering schedules to local weather, plant types, etc. Qualifying controllers are listed at irrigation.org/SWAT/swat.aspx?id=298.		X		

Conserve water. (7 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Use only dry methods to clean outdoor hard surfaces and post instructions for staff. Call your water company for any exceptions to this rule.		X		
2. Post signs in restrooms and kitchen to encourage water conservation and report leaks.		X		
3. Install low-flow aerators in faucets and showerheads according to water district specifications. Your water district will check your aerators in the audit, and often provides them for free.		X		
How many employees do you have?				
How many faucets do you have with low flow aerators installed?				
What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)?				
4. Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.		X		
5. Check for leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).		X		
6. Install toilets with 1.6 gpf (gallon per flush) or less.		X		
What is the flush volume of your toilet?				
How many customers utilize your facility per day (use averages)?				
How many visitors utilize your facility per day (use averages)?				
How many female employees does your business employ (use averages per year)?				
How many male employees does your business employ (use averages per year)?				
Optional Measures				
1. Conduct annual training to educate staff about the benefits of efficient water use at the workplace.		X		
2. Schedule water company to make a presentation to staff to encourage conservation at home. (Some water companies offer training and take home conservation kits.)		X		
3. Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).		X		

Description	Yes	No	N/A	Post
4. Reduce indoor water pressure to no higher than 50 psi by installing pressure reducing valves.		X		
5. Replace water-cooled equipment, such as air conditioning units, with air-cooled.		X		
6. Go beyond the above 1.6 gpf toilets to 1.28 gpf HETs (high efficiency toilets). (Check both this measure and the one above.) Ask your water district about rebates for replacing older toilets >3.5 gpf.		X		

Pollution

ASSESS any potential pollutants. (1 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. 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.		X		

Clean air (3 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days. Http://www.employerssparetheair.org		X		
2. Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps and transit schedules before driving directions).		X		
Optional Measures				
1. Hire locally.		X		
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).		X		
3. Install renewable energy sources, such as solar panels or wind generators. Specify system size.		X		
4. Complete CO2 or eco-footprint calculator to determine greenhouse gas emissions.		X		
5. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).		X		
6. Larger Employers: Offer electric vehicle recharge ports for visitors and employees electric vehicles.		X		
7. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.		X		
8. Enroll in a car share program.		X		
9. Offer a shuttle service to and from bus, train and/or light rail stops.		X		
10. Provide secure bicycle storage for staff and customers.		X		

Environmentally preferable purchasing (8 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.		X		
2. Use low toxic cleaning products such as those that are SF Approved (www.sfapproved.org), Green Seal certified (www.greenseal.org), or receive at least an 8.1 rating on the GoodGuide (www.goodguide.com), in non-aerosol containers.		X		
What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.				
3. Replace all aerosols with pump dispensers.		X		
4. Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program.		X		
5. If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at www.EcoWiseCertified.com.		X		
6. 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).		X		
Optional Measures				
1. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.		X		
How many EPEAT LCDs does your business use?				
How many EPEAT CRTs does your business use?				
How many EPEAT CPUs does your business use?				
2. Purchase organically or locally grown foods and beverages for the office kitchen.		X		
3. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.		X		
4. Do business with other green vendors or services, such as recognized Bay Area Green Businesses (listings at www.greenbiz.ca.gov).		X		
5. Replace standard fluorescent lights with low or no mercury fluorescent lights. Provide make and model		X		

RECYCLE/REUSE potential pollutants. (3 measures required)

Description	Yes	No	N/A	Post
Required Measures				
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).		X		

Optional Measures				
1. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.			X	
2.When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling (www.e-stewards.org).			X	
3. Recycle used ink jet cartridges.			X	
4. Store any potentially hazardous materials securely, control access and rotate stock to use oldest product first.			X	

Wastewater

Storm Water pollution prevention (7 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. If using water to clean parking or other outdoor areas, hire a BASMAA-certified mobile cleaner. Contractor must use equipment that collects wash water and disposes to sanitary sewer.		X		
2. Ensure that no wastewater enters a storm drain. Only rain down the storm drain.		X		
3. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.		X		
4. Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.		X		
5. Keep dumpsters covered and impermeable to rainwater. If there are no covers on the dumpster, provide overhead coverage. Keep them from overflowing and keep dumpster/parking areas clean.		X		
6. Keep receiving, loading docks, dumpster, landscape, storage and parking areas free of litter, oil drips and debris.		X		
Optional Measures				
1. Label all storm water drains with No dumping, Drains to Bay message. You may choose to have a volunteer organization label storm drains on your behalf.		X		
2. Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.		X		
3. Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.		X		
4. Store deliveries and supplies under a roof.		X		
5. Clean outdoor surfaces by dry sweeping.				