



Resource Conservation & Pollution Prevention Checklist for Remodelers

Business _____
 Contact _____
 Phone _____
 Address _____

 Email _____
 Fax _____
 Web _____

Green Business certification requires licensed contractors & architects to have one of these credentials:

- **Certified Green Building Professional** or **Green Points Rater**: Build It Green, www.builditgreen.org
- **Green Building Professional Certificate Program**: Sonoma State Univ, www.sonoma.edu/ensp/etc
- **LEED Accredited Professional**: U.S. Green Building Council, www.leedbuilding.org
- **HERS (Home Energy Rating Services) Certification** from either: California Building Contractors Association (CBPCA), www.cbPCA.org; CalCERTS, www.calcerts.com; or California Home Energy Efficiency Rating Services (CHEERS), www.cheers.org

These certifications demonstrate training in environmentally preferable building and remodeling practices. Excellent references for such practices are the *Home Remodeling Green Building Guidelines* and *New Home Construction Green Building Guidelines*. You can find these publications at www.builditgreen.org.

We also encourage you to:

- Take the time to educate clients about green measures you would recommend.
- Incorporate wording into the company's mission statement, materials and project estimates that convey your company's commitment to being green.

Common Questions

Why should my business get certified as a Green Business?

- ◆ Saving energy, water and raw materials saves you money—as does less garbage to haul.
- ◆ The Program promotes Green Businesses to the public and other businesses—for free!
- ◆ Your community image is enhanced.
- ◆ Your employees will enjoy a safer workplace and 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 xxxxxxxxxxxxxxxxxxxx, Green Business Coordinator, at xxxxxxxxxxxx with any questions.

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

No, Green Business certification is free!

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.
- 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
 - Other: _____

- 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.
 - Other: _____
- Assist at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program.

Solid Waste Reduction & Recycling

Measures

1. **For worksites, prepare waste management plans identifying materials recycled and/or reused that meet at least a 50% C&D waste diversion rate.** (Many local jurisdictions have adopted ordinances that require higher diversion rates.)
2. **Look in your garbage dumpster annually to see if there are items that could instead be reused by someone else or recycled.**

The majority of your measures must come from job site practices. In addition, implement office measures wherever feasible.

3. REDUCE remodeling waste in 5 ways:

At Job Sites:

- Encourage clients to leave in place as many building components and fixtures as possible (such as high quality surfaces and bath fixtures).
- Use aluminum scaffolding instead of site-built wooden scaffolding.
- Use aluminum forms to replace wood forms in concrete work.
- Use cardboard or masonite instead of paper for protecting finish floors and reuse.
- Use advanced framing techniques.
- Other: _____

At Job Sites or the Office:

- Select products with the least packaging and/or which have easily recyclable packaging.
- Work with vendors to minimize product packaging. Ask vendors to take back packaging and used or damaged products for reuse and recycling. Choose vendors that offer these services.
- Specify deliveries in returnable or returnable containers.
- Buy products bulk, concentrated, durable, repairable, and/or recyclable, making sure that you need all you are ordering.
- Centralize purchasing to eliminate unnecessary purchases and ensure all waste reduction purchasing policies are followed.

- Arrange for cooperative buying through government, association, co-located business group, etc.
- Maintain proper storage conditions to keep materials in good condition (avoid extreme temperature, humidity, etc.).
- Arrange storage area/access to reduce potential for damaging stock.
- Purchase reusable office items, such as refillable pens, erasable white boards and wall calendars.
- In the lunch/break room, eliminate disposables by using permanent ware (mugs, dishes, utensils, towels/rags, coffee filters, etc.)
- Switch to bulk-dispensed soap and other amenities in rest rooms.
- For catered events encourage caterers to serve "family-style" in reusable serving dishes.
- Other: _____

4. REDUCE office paper waste in 5 ways:

- Make two-sided printing and copying standard practice in your business. Set copier to default to duplex printing.
- Use the backsides of printed sheets and outdated letterhead for notes and drafts, use in the fax and/or the printer.
- Reduce all unwanted mailings:
 - For duplicate mailings and magazine subscriptions, return labels requesting all but one be removed.
 - Remove your name/company from junk mail lists. Visit <http://stopjunkmail.org> for guidance and downloadable PDF kit.
 - Purge your own mailing lists to eliminate duplication.
- Identify and eliminate unnecessary forms, double-side or redesign forms to use less space, or have forms on electronic media.
- Eliminate fax cover sheets by using "sticky" fax directory notes.
- Order supplies by e-mail or voice-mail.
- Send office memos and message via voice- or e-mail, or post at a central bulletin board.
- Eliminate unnecessary reports and/or reduce report size or frequency.

- Use software that allows you to fax directly from your computer, without printing.
- Use continuous-circulation envelopes within your business; open mail carefully and reuse incoming envelopes for mail or interoffice circulation.
- Circulate reports, memos, and periodicals rather than making/receiving individual copies.
- Use "central" or "master" hard copy files, not multiple personal files.
- For new software, order only the number of manuals needed. Do the same with phone books. Encourage employees to share.
- Other: _____

5. REUSE materials in 5 ways:

At Job Sites:

- Outsource materials for reuse by others (via Craigslist, material exchange databases, and informal builder networks). Fill in any materials not listed below:

- Formboards
- Salvaged clean wood scraps
- Concrete
- Dirt
- Lumber
- Metal
- Drywall
- Appliances
- Finished wood
- Windows
- Copper
- Interior finishes such as flooring, doors, cabinets and windows.
- Fixtures such as tubs, sinks light fixtures, hardware for doors and cabinets.

At the Office:

- 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
- Plastics
- Landscape trimmings (green waste)
- Food waste for composting

- Wood, including pallets
- Carpeting
- Other: _____

At the Office:

- Packaging (e.g. bubble wrap, cardboard boxes, Styrofoam blocks) or find someone who can. The Plastic Loose Fill Council at 800/ 828-2214 will direct you to businesses accepting polystyrene peanuts for reuse in your area.
- 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).
- Leave grass clippings on the lawn (grass-cycling) or compost at your site.

6. Use 4 recycled-content or used products:

Purchasing products made from recycled materials conserves resources and is essential to support the recycling market. Buy these products with recycled content (or reuse them from someone else!):

At Job Sites:

- Reclaimed fly ash in concrete (with engineer's approval)
 - Reclaimed lumber
 - Recycled-content carpet, padding and underlayment
 - Recycled-content rubble for backfill drainage
 - Interior finishes such as flooring, doors, cabinets, countertops and windows.
 - Insulation
 - Ceramic tile
 - Decking
 - Concrete with recycled aggregate for outside surfaces
 - Hardboard whenever wood siding is installed or replaced
 - Fixtures such as tubs, sinks light fixtures, and hardware for doors and cabinets
- Other examples related to design for remodeling and construction:
- _____
 - _____
- Purchase or obtain previously used furniture, supplies or materials (ciwmb.ca.gov/CalMAX, freecycle.org, Craig's List). List examples:

- _____
- _____
- _____

At the Office:

- REQUIRED:** Copier/printer paper with at least 30% post-consumer waste
- Copier/printer paper with 100% post-consumer waste
- Written policy guiding purchase that emphasizes buying recycled-content and low-toxicity products
- Folders or other paper products
- Envelopes
- Letterhead
- Business cards
- Paper towels
- Tissues
- Toilet paper
- Toilet seat covers
- Garbage bags
- Boxes or bags for retail use or shipping
- Recycled or remanufactured laser and copier toner cartridges
- Other: _____

Energy Conservation

Measures

GREEN NOTE:

Energy efficiency is the best, least expensive energy resource available. By making your business more energy efficient, you will save money, prevent pollution, and help reduce global warming.

- 1. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems.**
 - ◆ Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
 - ◆ Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.
 - ◆ Keep condenser coils free of dust and lint.
 - ◆ Keep evaporator coils free of excessive frost.
- 2. Save energy in 7 ways. At least 3 must come from "Equipment & Facility", and must include the two required lighting measures.**

EQUIPMENT & FACILITY:

Equipment/Design at Job Sites:

- Install durable (40+ year) roofing material.
- Install white or light-colored roofing material.
- Install energy efficient windows with a Solar Heat Gain Coefficient (SHGC) rating of 0.40 or less.
- Install reflective film on west windows.
- Upgrade wall and ceiling insulation to exceed Title 24 requirements. Inform client of findings and recommendations. (For example: Installing R-60 attic insulation instead of R-30, or installing a radiant foil barrier in floors, walls and ceiling in addition to insulation.) Use as much space below as you need to describe specific upgrades implemented:

- Install hot water jacket insulation.
- Insulate all exposed hot and cold water pipes.
- Install energy efficient lighting such as T-8 and T-5 fluorescent tube lights with electronic ballasts, compact fluorescent light bulbs and low-voltage track lighting.
- Install lighting controls such as daylight sensors and timers.
- Install skylights and clerestory windows with a Solar Heat Gain Coefficient (SHGC) rating of 0.40 or less to increase natural lighting.
- Install gas forced air furnaces with 90% of greater efficiency.
- Test furnace blower door cabinet for leaks around blower motor, and repair if needed.
- Install Energy Star appliances.
- Install zoned, hydronic (hot water), radiant heating.
- Install solar hot water system for domestic hot water and space heating.
- Seal cracks and penetrations in building envelope with insulating foam or caulk.
- Test performance of thermal envelope and HVAC systems and fix air leaks. Check with the Pacific Energy Center (www.pge.com/pec) for more information and testing equipment rentals.
- Other design and construction examples:

GREEN NOTE: Testing Home Performance

Testing the thermal envelope and HVAC effectiveness after project completion can help uncover problems and enable system optimization to ensure that energy efficient homes will perform as designed.

Equipment/Design at the Office:

- Use electrical 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 a time switch to automatically turn off office equipment after working hours
- Use sensors on vending and ice 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, hot water heaters and storage tanks.
- Use a booster heater for hot water use.
- Use a solar water heater or preheater
- Replace electric hot water heaters with natural gas ones unless PV or solar thermal connected or instantaneous/on demand system is in place.
- Replace refrigerators older than 10 years with new Energy Star[®] ones.

Lighting

- REQUIRED:** Replace any older T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts.
- REQUIRED:** Replace any incandescent bulbs with efficient compact fluorescents.
- Reduce number of fixtures.
- Increase lighting efficiency by installing optical reflectors and/or diffusers..
- Improve exit sign efficiency by using compact fluorescent bulbs, LED signs or electroluminescent signs.
- Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
- Use dimmable ballasts to dim lights to take advantage of daylight.
- Use daylight dimmers that turn off automatically when light is sufficient.
- Other: _____

Heating, Ventilation & Cooling

- Use a programmable thermostat to control heating and air conditioning.
- Use bypass timers and/or time clocks.
- Use ceiling fans for air circulation.
- Replace or supplement an A/C system with an evaporative cooler.
- Use economizers on A/C to increase air circulation.
- Replace single or package A/C unit with one with a greater Seasonal Energy Efficient

Rating (SEER) > 13 for most common size equipment.

- Convert electric heating system to a natural gas system unless PV or solar thermal connected system is in place.
- Use occupancy sensors to control air conditioning and heat.
- Provide shade for HVAC condenser, especially roof-top fixtures
- Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery.
- Apply reflective window film with a Solar Heat Gain Coefficient of 0.40 or less.
- Use energy-efficient double paned windows on at least 90% of windows.
- Replace an electric heating system with a natural gas system.
- 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.

STAFF PRACTICES:

General

- Institute a formal policy that all electronic devices and lighting be turned off when not in use.
- Use the standby mode on equipment (e.g., energy saver buttons on copiers).
- Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- Other: _____

Lighting

- Disconnect unused ballasts in delamped fixtures **AND** replace burned out lamps quickly to avoid ballast damage.
- Clean lighting fixtures, diffusers and lamps so they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- Check and adjust lighting control devices such as time clocks and photocells.
- Use task lighting instead of lighting the entire area.
- Use light switch reminders to remind staff to turn off lights when not in use.
- 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.
- When repainting building exterior and roofs, choose light colors to reflect more sunlight.
- Use small fans OR space heater during off hours instead of conditioning entire office.
- Adjust controls for temperature, speed or other settings to reduce energy use.
- Other: _____

GREEN NOTE:

A simple tune-up of your furnace can increase its energy efficiency by 5% and you can save up to 50% by insulating and tightening up ventilation ducts. Ceiling fans use 98% less energy than central A/C units.

Water Conservation

Measures

1. Save water in these REQUIRED ways.

- Assign a person to monitor each water bill for early indicators of problems. Call your local water company if you notice unusual increases in use or for suggestions on how to use water more efficiently.
- Use signs in restrooms to encourage water conservation and to report leaks.
- 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 local water company.
- Install low-flow aerators and showerheads (your water provider may offer these free of charge):
 - 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
- 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.
- Use only dry methods to clean sidewalks, driveways, walkways or parking lots. Consult with local water agency to learn when and how water may be used to clean outdoor surfaces, and post instructions for maintenance staff.

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 (at the Office or Job Sites):

- 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 gallon per flush) or install new waterless varieties.
- Install self-closing faucets (0.5 gpm and 0.25 gallon/cycle).
- Set up an annual program to educate staff about the benefits of efficient water use.
- Schedule your water provider to make a presentation to staff to encourage water conservation at home. (Some water providers offer training and "take home" conservation kits.)
- Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- Change window cleaning schedule from "periodic" to "as required."
- 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 (at the Office or Job Sites):

- Modify your existing irrigation system to include drip irrigation, where feasible.
- Install water efficient shrubs, ground cover, cobblestones, brick, or mulch in place 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.
- Install rain shut-off devices so that the irrigation controllers do not water plants when it is raining.
- Renovate existing landscape to include drought tolerant plants (water efficient landscape guidelines are available from your local water company).
- Hydrozone: Group plants with similar water requirements together on the same irrigation line and separate plants with different water requirements on separate irrigation lines.
- 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 by installing pressure-reducing valves.
- 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 monthly water use to ensure you are watering efficiently.
- Other: _____

For Client Design of Remodels and Construction:

- Install a water catchment basin to collect water for landscape irrigation.
- Pre-plumb for grey-water system.
- Other examples related to design of remodel and construction:

- 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 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.
- ◆ Evaluate each area of your business to identify actual and potential sources of pollution, and ways to prevent it.
- ◆ Call your local Household Hazardous Waste Program for disposal of hazardous substances not in use.

2. Practice good housekeeping in 7 ways:

These measures should be related to your professional materials and practices.

Professional Materials and Practices:

To Preserve Indoor Air Quality:

- Vent cooking range hood to the outdoors.
- Install sealed combustion furnaces and water heaters.
- Clean all HVAC system ducts before occupancy.
- Substitute standard particleboard with formaldehyde-free alternative materials for panels, millwork and cabinetry.
- Substitute formaldehyde-based Medium Density Fiberboard (MDF) with formaldehyde-free alternative materials.
- Install formaldehyde-free fiberglass, cotton or cellulose insulation.
- Use exterior grade plywood for interior used to reduce formaldehyde exposure.
- Install carpeting that is low/no-VOC, including natural fibers.
- Use low/no VOC paint and finishes. (Flat finish, no more than 50grams/liter. Other, no more than 150 g/l.)
- Use low VOC adhesives & caulks.
- Use formaldehyde-free paint and finishes.
- Install separate garage exhaust fan.
- Other: _____

To Promote Cleaner Energy Sources:

- Install photovoltaic (PV) panels.
- Other: _____

To Protect Forests, Use Wood Alternatives or Forest Stewardship Council (FSC)-Certified Wood For:

- Framing
- Flooring
- Trim materials
- Decking (composite decking requires no surface finishes that can be toxic.)
- Other: _____

Other Environmentally Preferable Product Replacements:

- Rapidly renewable materials such as bamboo and cork for flooring.
- Durable fiber-cement siding in place of conventional wood, stucco or vinyl.
- Engineered lumber in place of solid sawn lumber.
- Finger-jointed studs
- Finger-jointed trim.
- Exposed concrete as finish floor.
- Wood I-joists for floors and ceilings (with engineer approval).
- OSB (Oriented Strand Board) as an alternative to plywood for subfloor and sheathing.
- Alternatives to PVC piping and windows.
- Alternatives to wood treated with chromium, arsenic or pentachlorophenol.
- Other: _____

Outdoor Practices (at Job Sites or Office):

- Routinely check for leaks and establish a "ground staining" inspection routine in parking lots.
- Keep receiving, loading docks, dumpster and parking areas free of litter, oil drips and debris.
- Keep dumpsters covered when not in use.
- Do not wash cars, equipment, floor mats or other items outside where run-off water flows straight to the storm drain; this wash water should be directed to a sewer drain.

- Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer).
- Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices to prevent pollutants from reaching storm drains.
- Label all storm water drains with "No dumping, Drains to Bay" message.
- Regularly check and maintain storm drain openings and basins that are located on your property. Keep litter, debris and soil away from storm drains.
- Clean private catch basins annually, before the first rain and as needed thereafter.
- Use shut-off valves at storm drains or keep temporary storm drain plugs at loading docks or outdoor areas for quick spill response.
- Use secondary containment or berms in liquid storage and transfer areas to capture spills.
- Keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.
- Use landscaping to prevent erosion problems, *especially* during construction or remodeling.
- Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.
- Have an outdoor ashtray or cigarette "butt" can for smokers.
- Other: _____

At the Office, Purchasing and Maintenance:

Eliminate or reduce use of chemical pesticides by implementing an Integrated Pest Management (IPM) program:

- Specify in pest control contracts that primary pest management methods include non-chemical pest prevention and pest exclusion.
- Use traps, barriers and less toxic pesticides (such as soaps, oils, microbials and baits). Apply on an as-needed (vs. set) schedule.
- Set up storage and sanitation procedures and planting, irrigation and cultivation (e.g., pest-resistant plants) to discourage pests.
- Other: _____

3. REDUCE chemical use in 3 ways:

- Restrict use of hazardous products by:
 - Buying them in small quantities.
 - Limiting access to authorized staff.
- Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.

Replace harmful products with safer alternatives. List specific replacements below.

- Cleaners: _____
- Disinfectants: _____
- Sanitizers: _____
- Other: _____

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.

- Replace aerosols with pump dispensers.
- Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).
- Buy cleaners, paints, batteries, and other supplies in optimally sized containers for your office to avoid unnecessary packaging, as well as left-over and expired materials!
- Replace standard fluorescent lights with low or no mercury fluorescent lights.

- Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights.
- Use recycled oil for vehicles/equipment.
- Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- Replace toxic permanent ink markers/pens with water-based ones.
- Print promotional materials with vegetable or other low-VOC inks.
- Use natural or low emissions building materials, carpets or furniture.
- Use electric (not gas) powered tools.
- Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint; avoid chemical paint stripping.
- Use high-efficiency paint spray equipment.
- Do business with other "green" vendors or services, such as certified Bay Area Green Businesses (see full listings at www.greenbiz.ca.gov).

GREEN NOTE:

The following materials are considered hazardous universal wastes, and must be recycled:

- ◆ Spent fluorescent light bulbs and tubes.
- ◆ Electronic equipment (computers, cell phones, pagers, etc.).
- ◆ Batteries (to household hazardous waste or a battery recycling program such as Rechargeable Battery Recycling Corp: www.rbrc.org)

For more information, contact your county's household hazardous waste program.

4. Recycle/reuse 3 of the following potential pollutants (please see measures required by law in "Green Notes" box on next page):

- 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: _____

5. REDUCE vehicle emissions in 3 ways:

- 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 in summer when conditions indicate that we may exceed state and federal air quality standards for healthy air. Participating businesses receive Spare the Air Day 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.

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.

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 CO2 emissions from your office's use of electricity and natural gas (see www.green-e.org).
- Offset company's vehicle CO2 emissions. See www.driveneutral.org, www.carneutral.org, or www.terrapass.org.
- Other: _____