

# Green Business Certification Program

## Application and Checklist for Office & Retail

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

A green business is a smart business, and smart businesses run successful operations while protecting the environment which sustains our economy. By assuming a leadership and stewardship role, green businesses:

- Reduce solid waste disposal and promote recycling
- Become energy and water efficient
- Purchase products that are less harmful to human health and the environment
- Minimize water and air pollution.
- Help improve indoor air quality and reduce smog formation
- Educate their customers, employees and other businesses about green business practices.

In an effort to recognize and certify the outstanding green businesses in our community and promote their services, Sustainable Arizona, Institute of Ecotourism, Keep Sedona Beautiful, Green Sedona, and the City of Sedona, and have teamed up to create the Green Business Certification Program.

## **How to Get Started**

### **Certification Process**

1. Print or download the appropriate Green Business Certification (GBC) Program checklist for your business. Then, simply review the program checklist to determine if this program is a good fit for your business.
2. If you decide you want to pursue certification, contact Matthew Turner from Green Sedona at 928-300-7776.
3. Read through the checklist options and check all boxes that apply to your business. These can be existing or newly adopted measures implemented in order to meet the GBC program requirements.

Submit or email 2 copies of your completed checklist with payment to::

**Green Business Certification Program,  
2675 W. Hwy. 89A, Sedona, AZ 86336**

\* GBC is valid for two years.

**Retail**

Sedona Green Business Certification Application Checklist for **Office &**

## Checklist for Office & Retail General

### Choose 3 New or Existing Measures:

- Designate time at staff meetings or other employee gatherings to cover existing and new environmental efforts.
- Track and post utility bills.
- Provide three ongoing incentives or training opportunities to encourage management and employee participation in the Green Business Certification Program. For example:
  - Performance appraisals, training programs, job descriptions, new employee orientations
  - Staff meeting discussion or presentations
  - Employee reference materials
  - Company newsletters or bulletins
- Inform your customers regarding your businesses environmental efforts and what you are doing to meet the GBC standards in Sedona. For example,
  - Post examples of steps you have taken to become certified as a green business
  - Offer customers green service or amenities options
  - Offer tours that highlight your green business successes
  - Post your GBC efforts and/or certification on your website
  - Upon completion hang the GBC decal in a visible location

Sedona Green Business Certification Application Checklist for **Office & Retail**

- Upon completion of the Green Business Certification Program, encourage another business to participate in the Program and provide their contact information.

Name of Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Checklist for Office & Retail

### Purchasing

Purchasing products made from recycled materials conserves resources and is essential for supporting markets for recycled materials. Close the loop!

**Complete measure below:**

Discontinue use of Styrofoam and non-recyclable plastic food service containers.

**Choose 5 new or existing recycled content products regularly stocked in your business:**

- Office paper – minimum 30% post-consumer recycled content
- Letterhead and business cards
- Envelopes
- Post-it notes
- Paper towels
- Toilet paper
- Remanufactured toner cartridges
- Refurbished or remanufactured furniture and equipment
- Carpet, carpet under cushion, rugs or floor mats
- Construction materials when building or remodeling: paint, insulation, concrete, lumber/wood, flooring, tile, etc.
- Boxes and bags for shipping or retail use
- Other:

**Choose 5 New or Existing Measures:**

- Obtain or purchase used office equipment
- Inform main supplier's sales representatives that you prefer eco-friendly products – request that they start carrying these products if they do not currently do so or switch to a supplier that does.
- Replace white napkins and paper towels with one of the following alternatives:
  - Recycled content, unbleached paper towels.
  - Reusable cloth towels & dispenser suitable for washrooms.
  - Energy efficient air dryers.
- Purchase reusable rather than disposable office items, such as refillable pens, erasable white boards & wall calendars.
- Request that deliveries come in returnable or reusable containers.
- Purchase condiments (milk, sugar, cream, etc.) in bulk
- Purchase supplies (toilet paper, hand soap, etc.) in bulk.
- Retailers: sell products made with recycled content and/or organic materials.
- Purchase organic, shade grown or fair-trade coffee.
- Use biodegradable or compostable "to-go" food containers such as paper or biobased plastics.
- Other:

## Checklist for Office & Retail

### Solid Waste

#### Complete measures listed in the following section:

- Perform a self assessment of your waste using the Waste Assessment Form attached. Identify the types and percentages of waste currently being generated and recycled. Use the assessment information and checklist to create or improve on-site reuse and recycling programs.

#### Reduce: Choose 5 New or Existing Measures

- Design marketing materials that require no envelope.
- Reduce junk mail by removing your business' name from national databases at: [www.stopjunkmail.org](http://www.stopjunkmail.org)
- Eliminate duplicate mailings of subscriptions by contacting the subscriptions department to request that all but one be removed.
- Update your own mailing list annually to avoid duplicate mailing or outdated information being sent to your customers.
- When faxing, use fax label on first page instead of full-page cover letter.
- Reduce junk faxes by contacting number listed on bottom of fax and requesting permanent deletion of your number.
- Purchase or lease copiers and printers that have a duplexing function or retrofit existing printers with a duplexer where applicable.
- Make two-sided printing and copying standard practice in your business. Set printer to default to duplexing mode.
- Post staff memos and schedules instead of printing individual copies for each staff member.
- Retailers: offer an incentive to customers who bring their own shopping bag, coffee mugs, etc.
- Replace disposable utensils and tableware with reusable alternatives.
- Other:

#### Reuse: Choose 4 New or Existing Measures

- Donate or exchange unwanted furniture, supplies, electronics, scrap materials, linens, etc. to schools, churches, hospitals, libraries, nonprofit organizations, museums, teacher resource organizations, etc.
- Enroll in waste exchange program where your waste can become another company's resource\_
- Purchase reusable kitchenware (silverware, mugs, plates, etc.) for staff use.
- Reuse envelopes and file folders.
- Train housekeeping staff to reuse clean trash liners.
- Keep a stack of previously used paper for fax machines and/or printers. Use the backsides for notes, drafts, internal memos, etc.
- Reuse packaging (bubble wrap, cardboard boxes, polystyrene peanuts) or donate to a local shipping company.
- Other:

## Checklist for Office & Retail Solid Waste Cont.

### Recycle: Choose 3 New or Existing Measures

Implement office-wide recycling programs for:

- Office paper-mixed: copy, letterhead, color, glossy, newspaper, junk mail, telephone directories, paper board, magazines, and cardboard.
- Cans, plastic, glass.
- Green waste: use green waste bin or make composting part of the contract with your landscape service.
- Food waste: collect and compost your office food waste.
- Recycle toner and inkjet cartridges.
- Carpet – many of the leading carpet manufacturers will recycle your old carpet.
- Other:

### **Green Notes**

- *The average office worker discards more than 175 lbs. of high-grade paper per year*
- *Businesses use 2 million tons of paper in copiers each year!*
- *In the U.S. the average person generates 4.39 pounds of trash per day.*
- *Every year, Americans make enough plastic film to shrink-wrap the state of Texas.*
- *Americans receive approximately 4 million tons of junk mail every year—most of which ends up incinerated or in the landfill. (Source: Clean Air Council)*

## **Checklist for Office & Retail Water Efficiency & Urban Runoff**

**Complete all measures listed below:**

- Understand your water bill and review it for indications of leaks or other problems.
- Regularly check for and repair leaks.
- Replace pre-1992 toilets which use 3 or more gallons per flush (gpf) with more efficient alternatives that use 1.6 gpf or less.
- Replace pre-1992 urinals with more efficient alternative such as 1.0 gpf or water free urinals.
- Clean all outdoor areas, with a broom and damp mop instead of a hose. This includes parking lots, sidewalks, alleys or patios. NEVER hose off outdoor hardscapes or use soap outside.
- Do not hose off or wash cars, equipment, floor mats or other items where runoff water flows into the storm drain; if possible direct water to landscaped areas.
- Keep receiving areas and dumpsters clear of litter. Ensure tight fitting lids.
- Adjust sprinkler times according to seasons. No watering between 10am and 4pm.
- Install standard faucet aerators or flow restrictors facility– wide. (2.5 gallons/minute is standard)

## **Checklist for Office & Retail**

### **Water Efficiency & Urban Runoff Cont.**

#### **Employee Practices**

##### **Choose 3 New or Existing Measures**

- Place “use water wisely” stickers near faucets. Educate staff on the need for water efficiency.
- Educate staff regarding the hazards caused by urban run-off and how to prevent them.
- Use dishwasher only when full. Post signage to remind employees.
- Regularly clean litter and debris in front of your business. Attempt to minimize the amount of litter entering the storm drain.
- Other:

## Checklist for Office & Retail Landscape

### Complete measure listed below:

- Test irrigation system to ensure proper operation and watering schedule. Ensure all spray heads are functioning and not over spraying onto hardscape.

### Choose 3 New or Existing Measures

- In place of turf, install water efficient shrubs or ground cover.
- Remove hardscape and install permeable paving, such as porous concrete, decomposed granite, or pavers.
- Install drip irrigation.
- Install a smart irrigation controller that uses weather data to irrigate appropriately.
- Plant Arizona-friendly and native plants.
- Annually apply mulch to all exposed landscape to increase moisture retention, reduce weeds, and prevent soil erosion.
- Redirect downspouts towards landscaped areas where possible.
- Install a cistern or Rain Barrel to catch rainwater.
- Install a gray water system.
- Other:

### **Green Notes**

- Only 1% of water on earth is drinkable.*
- A faucet with a slow leak can waste more than 10 gallons of water a day! A single leaky toilet can waste as much as 100 gallons per day!*

## Checklist for Office & Retail Energy Efficiency

### Complete all measures listed below:

- Perform regular maintenance on your HVAC (heating, ventilation and air conditioning) system. If leasing your facility, ask the building owner or property manager to do the following:
  - Clean or change filters every 2-4 months.
  - Check entire system for coolant and air leaks, clogs and obstructions of air intake.

### Equipment and Facilities

#### Choose 5 New or Existing Measures

- Install occupancy (motion) sensors or timers in low traffic areas such as storage, bathrooms and offices.
- Convert at least 50% of all lighting fixtures to energy efficient alternatives, such as compact fluorescents lights (CFLs), low voltage track lighting, halogen or high intensity discharge lighting.
- Upgrade existing fluorescent tube lighting with T-8 or T-5 lamps with electronic ballasts.
- Reduce the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers in fluorescent fixtures.
- Replace all exit signs with LED or high-efficiency alternatives.
- Program computer monitors to sleep mode after 15 minutes or less.
- Set the Energy Saver feature on photocopier to default.
- When replacing equipment and appliances ensure that they are Energy Star rated and/or equipped with energy saving features. [www.energystar.gov](http://www.energystar.gov)

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- Enroll in a green energy certificate program and support renewable energy facilities, which generate clean electricity via renewable resources.
  
- Insulate water heaters, storage tanks and hot water pipes.
  
- Use a thermos or pump pot instead of electric burners to maintain hot liquids (coffee and/or tea).
  
- Install solar panels. Contractor may facilitate available state and federal rebates.
  
- Other:

## Checklist for Office & Retail Energy Efficiency Cont.

### Heating, Ventilation & Air Conditioning (HVAC) Units

#### Choose 2 New or Existing Measures

- Use natural ventilation instead of mechanical air conditioning. Open windows at opposite ends of room to facilitate cross breezes.
- Install ceiling fans.
- Install programmable thermostat and set to 68 degrees in winter and 78 degrees in summer with a nighttime set back of 55 degrees.
- Replace leaky, inefficient or broken windows with double pane, low-E, energy-efficient windows.
- Apply window film to reduce solar heat gain.
- Shade sun-exposed windows and walls during the warm season: use awnings, sunscreens, shade trees or shrubbery.
- Use caulk and/or weather-stripping around windows and doors.
- Other:

### Employee Practices

#### Choose 3 New or Existing Measures

- Implement an office wide policy that encourages staff members to turn off equipment and lights when not in use.
- Place "turn off light" labels on appropriate switches facility wide.
- Clean light fixtures and diffusers regularly for optimal light output.
- Clean skylights annually in late spring to maximize incoming light.
- Rearrange the workspace to take advantage of areas with natural sunlight, design future spaces with natural lighting opportunities in mind.
- Use "task" lighting where extra light is needed, rather than lighting an entire area.
- Other:

### Green Notes

- Outdoor lighting provides an excellent opportunity for energy savings, as they often remain on for long hours. By using efficient lights (compact fluorescents, etc.) your business can reduce wasted energy and your monthly bill by up to 15 %.*
- EnergyStar® monitors have power management features and consume up to 90% less energy than conventional monitors. Fax machines can reduce their annual electricity costs by about 50%.*
- A simple tune-up can increase the energy efficiency of your furnace by 5% . You can save up to 10% by insulating and tightening up ventilation ducts.*

## **Checklist for Office & Retail Chemical Use & Pollution Prevention**

- Store all chemical products in their original containers or properly labeled secondary containers with tight fitting lids. Chemical products should be stored in secure, controlled areas, away from ignition sources and food storage areas.
- Utilize the City's Household Hazardous Waste Drop-off facility at
- [6700 E. Landfill Road, Flagstaff, AZ 86004](#)  
[Phone: \(928\) 527-9005/Fax: \(928\) 527-1637.](#)
- The following are some of the materials that are accepted at this drop off site. These materials should never be thrown in the trash or poured down a drain:
  - Batteries—rechargeable and alkaline
  - Paint
  - Used toner and ink-jet cartridges
  - Cleaning and maintenance chemicals
  - Compact fluorescent lamps and fluorescent tubes
  - Electronics
  - Aerosol cans that are not completely empty of contents

### **Equipment and Facilities**

#### **Complete measure listed in the following section:**

Stock one non-toxic, biodegradable cleaner for daily use. For example multipurpose cleaner, glass cleaner, etc.

#### **Choose 5 New or Existing Measures**

- Install filtered water tap at your sink for drinking water, instead of purchasing bottled water.
- Use recycled content or low VOC paint products available from local paint suppliers.
- Use non-toxic, low VOC office supplies, such as white out, white board pens, etc.
- Use low mercury fluorescent lamps - most lighting suppliers carry a line of low-mercury, energy efficient, long lasting lamps.
- When remodeling, use low-emitting/low-polluting building materials, carpets, furniture, and other materials to improve indoor air quality and reduce down time. Look for products certified by GreenGuard or the Carpet and Rug Institute.
- Educate and inform cleaning staff of your eco-friendly preferences.
- Discontinue purchase of glass cleaner and replace with vinegar and water for cleaning windows.
- Use less-toxic graffiti removers.
- Use less-toxic cleaning products that are safer for staff and the environment.
- Consider Green Seal certified products available from most cleaning product suppliers. suppliers or better yet use all natural cleaning products that reduce CO2, cut global warming and cancer and other disease rates such as Seventh Generation or Ecover .

□

## **Checklist for Office & Retail Chemical Use & Pollution Prevention Cont.**

- Use unbleached and/or chlorine free paper products. For example, copy paper, paper towels, coffee filters, etc.
- Retailers—stock/sell products that are less toxic or less polluting than conventional ones.
- Purchase organic or shade grown coffee and teas.
- Use rechargeable batteries, instead of disposable alkalines.
- Have materials printed using soy or vegetable based ink.
- Other:

### **Integrated Pest Management**

#### **Complete measures listed in the following section:**

Request that your pest control or landscape contractor reduce use of pesticides and/or use less-toxic natural pesticides.

Get their commitment in writing.

#### **Choose 2 New or Existing Measures**

- Use less-toxic/natural insecticides, such as soaps, horticultural oils, and microbials.
- Pick weeds by hand rather than using herbicides (weed killers), which contaminate the water supply.
- Correct situations that attract and harbor pests, such as improperly stored foods, open trash bins, and dense foliage around your building.
- Use traps, containerized baits, gels and/or barriers for ants and cockroaches.
- Request pest control company or property manager apply pesticides on an “as-needed” basis instead of on a set schedule.
- Other:

### **Green Notes**

- *Each commuter driving alone to work creates more than 2 tons of auto exhaust annually.*
- *If a commuter car in the U.S. carried just one more passenger, we would save 600,000 gallons of gas and reduce air emissions by 12 million pounds of CO<sub>2</sub> everyday.*

## Checklist for Office & Retail Transportation

### Employee Practices and Facilities

#### Choose 5 New or Existing Measures

- Provide a secure location for staff to store bicycles or install a bike rack in or near facility.
- Provide ridesharing information on carpooling, vanpooling, bicycling, walking and public/mass transportation on a bulletin board. Distribute rideshare information monthly.
- Encourage alternative modes of transportation via incentives.
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic.
- Perform local errands on bike or foot.
- Shop at local businesses within close proximity.
- Maintain fleet to optimize miles per gallon, including adjusting tire pressure, filter, oil, etc.
- Use low emission, biodiesel or alternative fuel vehicles for business errands.
- Provide company commuter van.
- Provide shower facilities for employees who walk, jog, or bike to work. Consider contracting with a nearby health facility for the use of their showers.
- Provide preferential parking for alternative modes of transit such as carpools, electric, hybrid or biodiesel vehicles.
- Other:

#### **Green Notes**

- An improperly tuned car produces 10-15 times more pollution than a tuned one.
- Each person driving alone to work creates more than 2 tons of auto exhaust each year.

**Office & Retail**

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