

Green Business Certification Program Application and Checklist for Restaurants & Grocers

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 pollution to water and air.
 - 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. 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 to

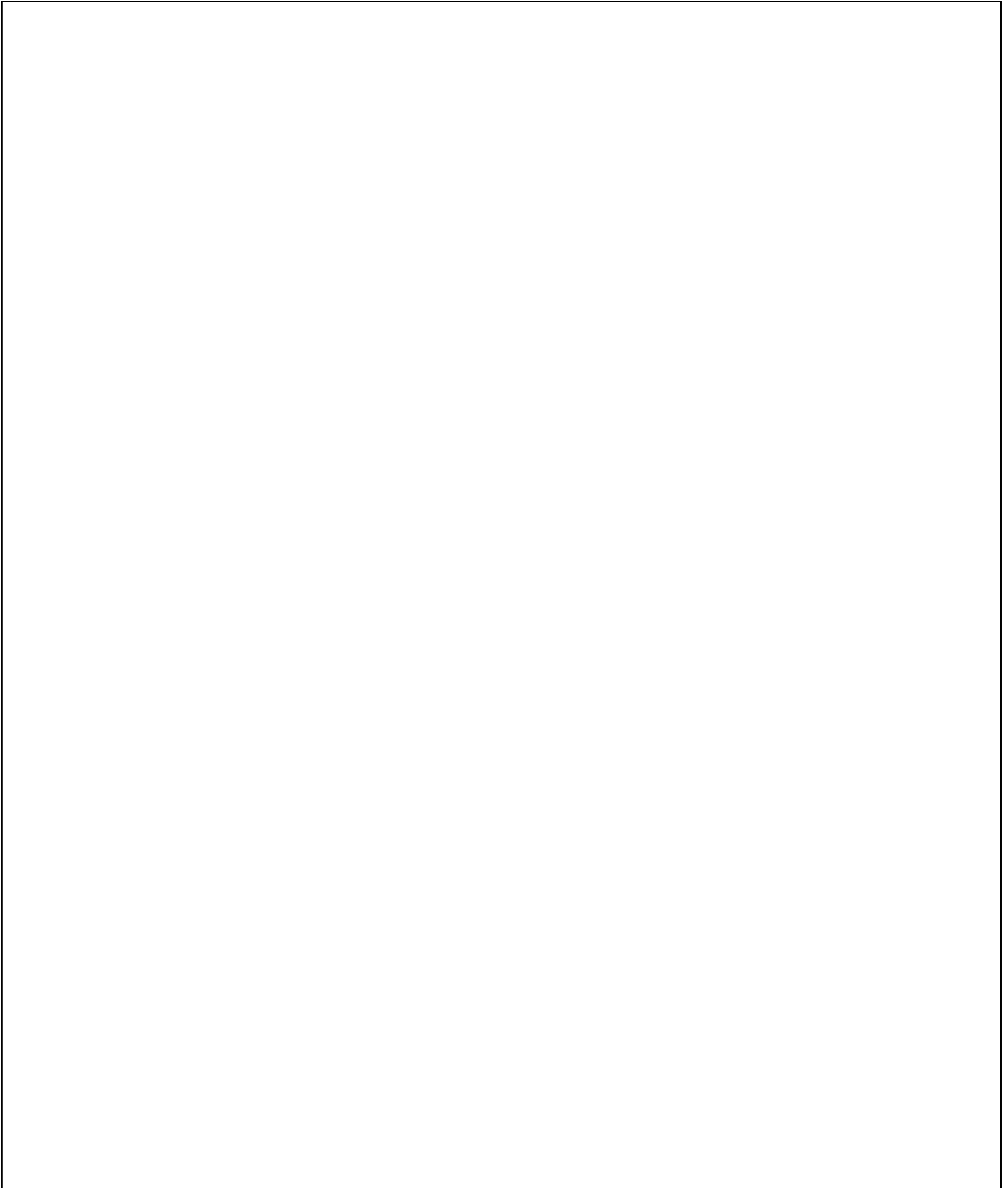
Green Business Certification Program

2675 W. Hwy. 89a, Sedona, AZ 86336

Congratulations! You are now ready to be certified and recognized for your green practices. You will receive a Sedona Certified Green Business window decal to market your achievement and an electronic version of the logo to use in promotional materials. Then you'll join a growing number of prominent green businesses in the community.

* GBC is valid for two years.

Sedona Green Business Certification Application Checklist for **Restaurants & Grocers**



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

Sedona Green Business Certification Application Checklist for **Restaurants & Grocers**

Name of Business: _____

Contact Name: _____

Phone Number: _____

Email Address:

Checklist for Restaurants & Grocers 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
- Napkins
- Menus
- Toilet paper
- Refurbished or remanufactured furniture and equipment
- Construction materials when building or remodeling: paint, insulation, concrete, lumber/wood, flooring, tile, etc.
- Other:

Choose 5 New or Existing Measures:

- Purchase used equipment
- Inform main supplier's sales representatives that you prefer eco-friendly products—request them to start carrying products if they do not currently do so or switch to a supplier that does.
- Replace chlorine bleached white paper napkins and towels with one of the following alternatives:

Sedona Green Business Certification Application Checklist for **Restaurants & Grocers**

- Recycled content, non-chlorine bleached paper towels.
 - Reusable cloth towels & dispenser suitable for washrooms.
 - Use a linen service.
 - Energy efficient air dryers.
-
- Rotate menu items based on seasonal availability.
 - If wood products are needed for remodeling or maintenance work, purchase sustainable wood products certified by the Forest Stewardship Council.
 - Purchase produce at the local Farmers Market.
 - Purchase supplies (toilet paper, hand soap, etc.) in bulk.
 - Purchase condiments (sugar, salt, pepper, etc.) in bulk. Refill dispensers.
 - Use biodegradable or compostable “to-go” food containers such as paper or biobased plastics.

Continued on next page...

Checklist for Restaurants & Grocers

Purchasing Cont.

- Purchase organic, shade-grown or fair-trade coffee.
- Incorporate organic foods as a regularly stocked item, menu option or daily specials.
- Eliminate endangered seafood and fish farmed in ways that harm the environment from your regularly stocked items, menu options or daily specials.
- Other:

Checklist for Restaurants & Grocers

Solid Waste

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
- Eliminate duplicate mailings of subscriptions by contacting the subscriptions department to request that all but one be removed.
- Update your mailing list annually to avoid duplicate mailing or outdated information being sent to your customers.
- When faxing, stick 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 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.
- Use old newspaper or other environmentally friendly packaging materials or reuse packaging peanuts, boxes, and other materials received in your own incoming orders.
- Other:

Restaurant Dining Area

Sedona Green Business Certification Application Checklist for **Restaurants & Grocers**

- Post daily specials on wipe or chalk boards instead of providing paper copies.

- Institute an “Only upon request policy” for all to go orders. Require staff to ask customers if they need napkins, bag, condiments, and/or utensils for “to-go” orders.

- Use linen service for uniforms, dishcloths, or napkins.

- Other:

Checklist for Restaurants & Grocers

Solid Waste Cont.

Reuse: Choose 5 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:
- Reuse envelopes and file folders.
- Keep a stack of previously used paper for scratch pads, fax machines and/or draft printing. Use the back sides for notes, drafts, internal memos, etc.
- Green your supply chain: request that suppliers package food in reusable and/or returnable containers/ boxes or use packaging that contains recycled material.
- Reuse packaging (bubble wrap, cardboard boxes, polystyrene peanuts) or donate to a local shipping company.

Dining and Kitchen Area:

- Encourage servers to use scrap office paper for order taking.
- Provide reusable dishware for staff use instead of disposable plates or coffee cups.
- Promote environmental incentives to customers, including discounts offered for bringing in your own mug or reusable shopping bag.
- Use reusable mesh or non-chlorine bleached coffee filters.
- Rinse and recycle or reuse containers, including all glass and plastic juice and spice containers. Make this a standard operating procedure and post signage to remind staff.
- Laminate food prep schedule/ regularly used documents & use erasable grease pencil to write.

Sedona Green Business Certification Application Checklist for **Restaurants & Grocers**

- Other:

Recycle: Choose 3 New or Existing Measures.

Implement restaurant or grocery-wide recycling programs for:

- Office paper-mixed paper: 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
- Recycle toner and inkjet cartridges
- Carpet – many of the leading carpet manufacturers will recycle your old carpet.
- Food waste: collect and compost your kitchen food waste
- Recycle fryer oil used in food preparation. Consider recruiting neighboring restaurants to participate so the quantity of oil is enough for the program, or donating to a bio-diesel program.
- Other:

Checklist for Restaurants & Grocers

Water Efficiency & Urban Runoff

Complete all measures listed in the following section.

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.
- 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)

Equipment & Facilities

Choose 3 New or Existing Measures

- Install water efficient pre-rinse spray nozzle in kitchen for dishes. (1.6 -2.2. gallons/minute)
Recommended model: Fisher 2949.
- Replace water-cooled equipment with energy efficient air-cooled alternative.
- Install an advanced pH conductivity controller on the cooling tower and set cycles of concentration at no less than 3 times.

Sedona Green Business Certification Application Checklist for **Restaurants & Grocers**

- Post signs in restrooms encouraging water conservation.
- Install water efficient clothes washers.
- Provide an outdoor receptacle for cigarette butt disposal.
- Install high efficiency faucet aerators. (1.5 gallons/minute or less)
- Install high efficiency toilets (1.28 gpf or less)
- Other:

Checklist for Restaurants & Grocers

Water Efficiency & Urban Runoff Cont.

Complete all measures listed below:

- In restaurants and bars, serve water only upon request.

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.
- Regularly clean litter and debris in front of your business. Attempt to minimize the amount of litter entering the storm drain.
- 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 Restaurants & Grocers 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.

Sedona Green Business Certification Application Checklist for **Restaurants & Grocers**

Install a gray water system.

Other:

Checklist for Restaurants & Grocers 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.
- Use energy efficient light bulbs, such as compact fluorescent lights (CFL), which are suitable for offices, restrooms, stocks rooms, kitchens, etc.
- Upgrade existing fluorescent tube lighting with T-8 or T-5 lamps with electronic ballasts.
- Replace all exit signs with LED or high-efficiency alternatives.
- When replacing equipment and appliances ensure that they are Energy Star rated and/or equipped with energy saving features. www.energystar.gov
- Enroll in a green certificates program and support renewable energy facilities, which generate clean electricity via renewable resources.
- Insulate water heaters, storage tanks and hot water pipes.
- Perform regular maintenance on refrigerators to increase efficiency. Ask maintenance person to clean coils and replace seals or damaged strip curtains when necessary.

Sedona Green Business Certification Application Checklist for **Restaurants & Grocers**

- Install plastic strip curtains on walk-in refrigerator entrances.

- 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 Restaurants & Grocers 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 a facility wide policy that encourages employees to turn off equipment and lights when not in use. Turn off hoods and exhaust fans when appliances are 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.
- Use only natural lighting during daytime hours in front dining and other areas. Make this a standard procedure via signage and employee education.
- Use dishwasher only when full. Post signage to remind employees.
- Other:

Green Notes

- *A simple tune-up can increase the energy efficiency of your furnace by 5% . You can save up to 10% by insulating and tightenting up ventilation ducts.*
- *Ceiling fans use 98% less energy than central A/C units. Heating with natural gas instead of electricity can be 40-56% more cost-effective.*

Checklist for Restaurants & Grocers

Chemical Use & Pollution Prevention

Complete all measures listed in the following section:

- 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
 - Grease and oil
 - 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 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 Green Guard or the Carpet and Rug Institute.
- Educate and inform cleaning staff of your eco-friendly preferences.
- Use less-toxic graffiti removers.
- Use products that are packaged in a refillable spray bottle rather than an aerosol can.
- Use less-toxic cleaning products that are safer for the user, guests 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 Restaurants & Grocers Chemical Use & Pollution Prevention Cont.

- Use unbleached and/or chlorine free paper products (e.g., copy paper, paper towels, coffee filters, etc.).
- Use rechargeable batteries, instead of disposable alkalines.
- Have materials printed using soy or vegetable based ink.
- Other:

Integrated Pest Management

Complete measure 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 micro organisms.
- Pick weeds by hand rather than using herbicides (weed killers), which can contaminate the Santa Monica Bay.
- Correct situations that attract and harbor pests, such as improperly stored foods, open trash bins, and dense foliage around your building.

Sedona Green Business Certification Application Checklist for **Restaurants & Grocers**

- 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:

Checklist for Restaurants & Grocers

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.
- 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.

Restaurants & Grocers

Sedona Green Business Certification Application Checklist for