

GreenBiz Tracker

TIER 2

General

CORE MEASURES

YES NO N/A

1. Sign-up for your Utility's Online Tools or review monthly bills to track water and energy usage over time, looking for sudden rises in use.

HELP

2. Do business with other Green Businesses. Find them using the directory at www.greenbusinessca.org

HELP

3. Make a request to at least one other business to register for the Green Business Program.

HELP

4. Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)

HELP

Energy

CORE MEASURES

YES NO N/A

1. Set computer and laptop monitor settings to turn off after 10 minutes of inactivity and go into a sleep mode after 15 minutes of inactivity.

HELP

> How many laptops have power management software enabled?

> How many desktop monitors have power management software enabled?

> How many CPUs have power management software enabled?

2. For new office equipment, purchase Energy Star printers, copiers, servers, refrigerators, and dishwashers. For computers, laptops, TVs and monitors, purchase EPEAT registered products (www.EPEAT.net).

HELP

> How many ENERGY STAR rated printer/copier does your business use?

> How many ENERGY STAR rated LCD monitors does your business use?

3. Use a 365-day programmable thermostat to control heating and air conditioning. Recommended thermostat settings: 76° for cooling, 68° for heating. Use setbacks (e.g., allow temperatures to reach a certain max. before cooling, and a certain min. before heating) for unoccupied hours.

HELP

ELECTIVE MEASURES

(3 Optional measures required)

YES NO N/A

4. Buy renewable energy credits or green tags to offset the CO2 emissions from your business' use of electricity and natural gas, find them at <https://www.green-e.org/certified-resources/carbon-offsets>

HELP

5. Sign up at FlexAlert.org to help reduce energy demands during peak demand periods. Notify employees to turn off all unnecessary lights and appliances and turn your air conditioning thermostat up to 78 degrees or higher.

HELP

6. Purchase the 100% renewable option from your community choice energy provider or utility (specifics found under Green Tips)

HELP

7. Use lighting controls, such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.

HELP

> 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)?

8. Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).

HELP

> How many ENERGY STAR rated mini-refrigerators does your business use?

> How many ENERGY STAR rated refrigerators does your business use?

9. Install solar panels, geothermal or wind turbines on site.

HELP

> What is your monthly kWh generation?

10. Obtain three quotes to install solar panels.

HELP

Pollution Prevention

CORE MEASURES

YES NO N/A

1. Use Integrated Pest Management. If contracting with a pest control operator, specify in contracts the use of IPM at your facility. IPM-certified pest management providers can be found at EcoWiseCertified.com, GreenShieldCertified.org, or WhatIsGreenPro.org.

HELP

2. Minimize the use of disinfectants to only surfaces in restrooms or on door handles. When necessary, use a hydrogen peroxide based disinfecting product with an automatic dilution system.

HELP

3. Segregate, drain, crush and recycle used oil filters. Crushing extracts another 3-4 oz. of oil per filter for recycling and reduces waste volume and hauling cost. Consider purchasing a crusher for use in-shop.

HELP

4. No chlorinated cleaners or petroleum distillates are used.

HELP

5. Use only zinc-free flux and lead-free solder for radiator maintenance.

HELP

6. Use a water-based brake washing method.

HELP

7. Properly store and dispose of "universal waste" as required by law. Designate a storage area with a sign and notify all employees of the area. "Universal waste" includes: spent fluorescent bulbs/tubes, aerosol cans, electronic equipment (computers, cell phones, etc.) and batteries. Ask your coordinator about proper recycling and drop-off locations near you. Ensure ink/laser toner cartridges are recycled. Contact the cartridge manufacturer or search at <https://search.earth911.com>

HELP

8. If you offer a car washing service, you must treat the used water with a clarifier. If you do not wash cars, seal the drains in all bays and remove the clarifier.

HELP

9. Clean up spilled fluids with rags if the spill can be cleaned up with 3 rags or fewer. For larger oil spills using a hydrophobic mop to collect oil first, then dry with rags. For antifreeze spills use a regular mop dedicated to antifreeze, then dry with rags. The spilled oil and antifreeze must be collected and recycled.

HELP

10. Never hose down the shop as a routine cleaning measure.

HELP

11. Use drip pans inside and outside to capture fluid leakage.

HELP

12. Solder over a drip pan (not test tank), and recycle drips during radiator maintenance.

HELP

13. Eliminate the use of powdered or granular absorbent for routine cleanup. Refer to Dry Cleanup Methods in the Floor Cleanup section of this checklist.

HELP

14. Properly dispose of spent solution and filters.

HELP

15. Recycle waste oil and coolant.

HELP

16. Segregate, drain and recycle used oil filters.

HELP

17. Use a low hazard cleaner that contains no petroleum distillates or volatile organic compounds.

HELP

18. Use an aqueous-based cleaning system that re-circulates and filters cleaning solution for auto parts.

HELP

19. Use drip pans indoors to control fluid leakage.

HELP

20. Dispose of filter/solid waste appropriately.

HELP

ELECTIVE MEASURES

(6 Optional measures required)

YES NO N/A

21. Use remanufactured copier toner cartridges.

HELP

> How many remanufactured toner cartridges do you purchase for use every year?

22. Use unbleached and/or processed chlorine-free (PCF) paper products (copy paper, paper towels, napkins, coffee filters, etc.).

HELP

> How many pounds total of towels, napkins, coffee filters, etc., do you buy annually?

> How many reams of chlorine-free copy paper do you buy annually?

23. Print promotional materials with vegetable or other low-VOC inks.

HELP

24. Avoid use of chlorinated cleaners such as brake cleaner and avoid aerosol spray cans. Instead use refillable and pressurized spray cans for brake cleaning.

HELP

25. Collect and recycle motor oil, gear oil, transmission fluid, power steering fluid, and antifreeze.

HELP

26. Become a State Certified Used Oil Collection Facility (the State reimburses 16 cents/gallon if you become certified and collect used oil from the public).

HELP

27. Filter and reuse parts cleaning liquid onsite.

HELP

28. Use re-refined oil & antifreeze for at least 50% of bulk purchases.

HELP

29. Use a detergent-based rather than caustic-based solution in a hot tank.

HELP

30. Use longer-lasting synthetic oils.

HELP

31. Use no or low copper brake pads whenever possible.

HELP

32. Dispose of all unneeded chemicals and toxic products at the local household hazardous waste facility. In the comment field below, indicate the specific facility and address that your business uses for this disposal service.

HELP

33. Recycle empty hazardous materials containers (including drums). Either return to supplier for refill, recondition them onsite (permits may be required), or hire a drum reconditioner.

HELP

Solid Waste

CORE MEASURES

YES NO N/A

1. To maximize recycling and composting, place clearly labeled recycling and compost bins next to all trash bins.

HELP

2. Designate a storage area for spent batteries, and ensure that they are turned over to an appropriate recycler and are not put into the trash or recycling containers.

HELP

3. Purchase office/copy paper that is either: 100% recycled *or* FSC Certified with at least 30% post-consumer waste recycled content.

HELP

> How many reams of office paper do you purchase annually?

NA

4. Use reusable dishware in break room.

HELP

5. Purchase bathroom and kitchen papers with a minimum of 30% post-consumer waste recycled content (e.g., toilet paper, paper towels, tissues, toilet seat covers, napkins).

HELP

> Kitchen paper towels

> Bathroom paper towels

> Napkins

> Toilet seat covers

> Toilet paper

> Facial tissue

6. 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.

HELP

7. Eliminate the use of polystyrene, such as Styrofoam in breakrooms, food/beverage to-go ware, packaging materials, and during any company events.

HELP

8. Eliminate individual, single-use bottles of water for employees and guests. Switch to alternatives such as using tap water, buying water filters, providing water coolers, or installing water fill stations.

HELP

9. Reduce paper use in your office by doing at least three of the following:

HELP

> Offer receipts by text or email

> Send electronic invoices

> Sign-up for online statements from banks, credit cards, etc.

> Keep digital records instead of paper files

> Send electronic contracts

> Provide digital reports

ELECTIVE MEASURES

(2 Optional measures required)

YES NO N/A

10. Purchase or obtain previously used furniture, supplies or materials. Check out sites such as freecycle.org or craigslist.org.

HELP

11. For events, use only reusable dishware.

HELP

12. Reuse paper or plastic packaging materials in your own shipments.

HELP

13. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.

HELP

14. Order/print marketing materials and business cards on paper that is either: 100% recycled *or* FSC Certified with at least 30% post-consumer waste recycled content.

HELP

15. Use a coffee machine that doesn't require single-use pods made from aluminum or plastic.

HELP

Transportation

ELECTIVE MEASURES

(2 Optional measures required)

YES NO N/A

1. Institute a "smart driving" education program for business services. Institute practices such as reducing excess weight in vehicles, driving the speed limit and at steady speeds, accelerating and decelerating slowly and steadily, and turning off the engine when stopped for more than two minutes.

HELP

2. Use renewable diesel, biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.

HELP

3. Offset your company's CO2 emissions including energy use, company vehicles, and air travel through purchase of renewable energy credits or carbon offsets through groups like Terrapass, www.terrapass.com

HELP

4. Convert company vehicles to low emission vehicles such as electric, hybrid, natural gas or alternative fuels.

HELP

Wastewater

CORE MEASURES

YES NO N/A

1. Never wash vehicles in areas where the wastewater may flow to a storm drain. Never hose down or wash floor mats, equipment, or vehicles in an area where the wastewater may flow to a storm drain.

HELP

2. 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.

HELP

Do not leave drip pans and open containers containing vehicle fluids unattended for longer than 2 hours unless they are covered securely and within secondary containment.

HELP

4. Always use drip pans or portable storage containers while changing vehicle fluids.

HELP

5. Change vehicle fluids in bermed or contained indoor areas.

HELP

6. To prevent spills around drums and tanks use: spout and funnel when adding fluids to waste drums, and pump and spigot when dispensing new product. Drain residual from pump back into original container. Alternatively, demonstrate a better spill-proof method of fluid transfer.

HELP



Water

CORE MEASURES

YES NO N/A

1. Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water utility).

HELP

2. Regularly inspect and repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves. Verify heads/nozzles are the proper rating/type for that application and positioned to prevent hardscape areas from being sprayed.

HELP

3. Adjust the schedule and duration of your irrigation system according to seasons. Water during non-daylight hours (before 7 am or after 9 pm).

HELP

ELECTIVE MEASURES

(1 Optional measures required)

YES NO N/A

4. Reduce areas of turf. Water utilities may offer a rebate for turf removal.

HELP

5. Use drip irrigation.

HELP

6. For irrigated landscaping using an automatic controller, maintain an irrigation station map and have it available for the audit.

HELP

Other Green Things Your Business is Doing