

# Sustainable Business Certification Program (SBCP)

## General Restaurant Business Checklist

<b>Business Name:</b>	
<b>Contact:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

S, G, and P stand for Silver, Gold, and Platinum. The numbers represent the number of points needed to attain silver, gold and platinum certification status for each category. If any of the criteria items below are unclear, please contact program staff for clarification. **\$** = Criteria items with utility rebates or incentives.  
 Y = YES (WILL IMPLEMENT AS PART OF SBCP)    N = NO (UNABLE TO IMPLEMENT)    X = EXISTING (MEASURE IS ALREADY BEING IMPLEMENTED)

# 1

## A

S = 9  
G = 9  
P = 9

## General Standards for All Businesses

REF #	COMPLIANCE CHECKS (REQUIRED ITEMS)	REQUIREMENT	Y	N	X
1	Business has no significant health violations (Environmental Health Services)	Essential			
2	Business has met compliance with stormwater related requirements	Essential			
3	Business has achieved compliance with Fire Department regulations	Essential			
4	Provide ongoing incentives or trainings to encourage company participation	Essential			
5	Inform customers about SBCP efforts	Essential			
6	Adopt a written environmental policy statement	Essential			
7	Establish a "green team" that meets regularly to monitor/expand programs	Essential			
8	Provide 12 months of energy, gas, and water usage	Essential			
9	Attend 3 Chamber of Commerce's Sustainable Surf Committee mtgs per year	Essential			

# 2

## A

S = 12  
G = 12  
P = 12

## Solid Waste Reduction & Recycling

REF #	GENERAL WASTE MANAGEMENT (REQUIRED ITEMS)	REQUIREMENT	Y	N	X
1	Have a solid waste assessment done for your facility	Essential			
2	Recycle all materials accepted in Rainbow's commercial recycling program	Essential			
<b>\$</b>	How many employees do you have at the location certifying?	Enter #: _____			
	Do you pay your own garbage bill?	Enter #: _____			
3	<b>\$</b> Participate in Rainbow's food-scrap recycling program (if applicable)	Essential			
4	Provide recycling containers at all locations where recyclables are generated	Essential			
5	Make two sided printing and copying standard practice in your business	Essential			
6	Proper disposal of hazardous items, e-waste, u-waste, etc	Essential			
7	If applicable, recycle landscaper trimming (green waste)	Essential			
8	Substitute plastic bags for paper, reusable, or compostable options	Essential			
9	Find sustainable alternatives to Styrofoam in beverages and food service ware	Essential			
10	Find alternatives to individual bottles of water for employees and guests	Essential			
11	Purchase copy paper with at least 30% recycled content	Essential			
12	Purchase janitorial paper products with highest postconsumer waste content	Essential			

Notes:

# 2

## Solid Waste Reduction & Recycling (CONTINUED)

### B

S = 0  
G = 2  
P = 3

REF #	REDUCE WASTE (OPTIONAL ITEMS)	REQUIREMENT	Y	N	X
1	Reduce printing of emails, attachments, documents, and promotions	Optional criteria: choose two measures for gold certification and three measures for platinum certification			
2	Use a menu board to advertise specials instead of updating menus or printing				
3	Leave grass clippings on mowed turf (grasscycling)				
4	For events, use reusable dishware when possible				
5	Use electronic billing when possible (i.e. catered events)				
6	Reduce junk mail. See Paperkarma.com				
7	Send and receive faxes and e-mails directly from computers without printing.				
8	Reserve individually wrapped (one time use) items such as cutlery, salt and pepper packets, sugar, etc. for to go orders only				
9	Replace disposable flatware and tableware with reusable items.				
10	\$ Donate excess edible food to a food bank (talk to program staff for details)				
12	Recycle used ink jet cartridges or toner cartridges				
13	\$ Recycle used copier toner cartridges				
14	\$ Eliminate individual bottles of water for employees and guests.				

### C

S = 0  
G = 1  
P = 3

REF #	REUSE MATERIALS (OPTIONAL ITEMS)	REQUIREMENT	Y	N	X
1	Print on the back side of previously printed on paper	Optional criteria: choose one measure for gold certification and three measures for platinum certification			
2	\$ Donate furniture, supplies, scrap materials, etc				
3	Use reusable dishware in break room				
4	Reuse paper or plastic packaging materials in your own shipments				
5	Offer incentives for customers who bring their own reusable bags, mugs, etc. (or disincentives such as charging fees for bags).				

### D

S = 0  
G = 2  
P = 4

REF #	BUY MATERIALS WITH RECYCLED CONTENT (OPTIONAL)	REQUIREMENT	Y	N	X
1	Purchase business cards with recycled content	Optional criteria: choose two measures for gold certification and four measures for platinum certification			
2	Remodel/build with materials containing recycled content				
3	Purchase envelopes with the highest recycled content available				
4	Purchase letterhead with the highest recycled content available				
5	Purchase office/copier paper with 100% post consumer content				
6	Purchase bathroom tissues with the highest recycled content available				
7	Purchase or obtain previously used furniture, supplies or materials				
8	Purchase disposable drink and food containers with recycled content				
9	Purchase napkins with recycled content				

NOTES: PLEASE INCLUDE ANY OTHER THINGS YOU ARE DOING TO REDUCE, REUSE, AND RECYCLE.

# 3

## Energy Conservation

A

S = 9  
G = 9  
P = 9

REF #	REDUCE YOUR ENERGY (REQUIRED ITEMS)	REQUIREMENT	Y	N	X
1	Replace incandescent bulbs with efficient compact fluorescents or LEDs	Essential			
\$	How many incandescent lamps have you replaced?	Enter #: _____			
2	Assign staff to track energy bills over time, looking for sudden rises in use	Essential			
3	Complete regularly scheduled maintenance on your HVAC (min 2x/year)	Essential			
4	Replace all T-12 fluorescent lighting with energy efficient T-8 or T-5 fixtures	Essential			
\$	How many T-12 lamps have you replaced with T-8 or T-5 fixtures?	Enter #: _____			
5	Maintain a start-up/shut-down schedule for all cooking/holding equipment	Essential			
6	Maintain refrigerator by replacing worn gaskets, automatic door closers, and replacing worn or damaged strip curtains	Essential			
\$	Use a 1.6 gpm or lower pre-rinse nozzle for dish scraping and pre-cleaning	Essential			
\$	How many low-flow pre-rinse nozzels does your kitchen use?	Enter #: _____			
8	Set up and participate in energy tracking profile through electric utility	Essential			
9	Use energy efficient exit signs, such as LEDs.	Essential			
	How many LED exit signs does your business use?	Enter #: _____			

B

S = 0  
G = 4  
P = 8

REF #	ENERGY CONSERVATION (OPTIONAL ITEMS)	REQUIREMENT	Y	N	X
1	Turn lights and electronic devices off when when not being used	Optional criteria: choose four measures for gold certification and eight measures for platinum certification			
2	Use ENERGY STAR qualified refrigerators (Replace those 10 yrs old+)				
\$	How many ENERGY STAR rated refrigerators does your business use?				
	How many energy efficient minibars do you have?				
3	Reduce number of fixtures or lamps per fixture				
4	Use task lighting instead of lighting the entire area				
5	\$ Use a 365 day programmable thermostat to control heating and AC				
6	Adjust the blade direction of ceiling fan depending on the season				
7	Shade sun-exposed windows and walls using awnings, sunscreens, or trees				
8	\$ Apply window film to reduce heat				
9	\$ Use energy-efficient double paned windows on at least 90% of windows				
10	Set thermostat to 78F for cooling, 68F for heating and use timing devices				
11	Use ENERGY STAR® office equipment and enable energy saving features				
\$	How many ENERGY STAR rated LCD monitors does your business use?	Enter #: _____			
\$	How many ENERGY STAR rated copier/printer units does your business use?	Enter #: _____			
12	Use lighting controls such as dual technology occupancy sensors				
	# of ice, vending machines have motion sensors or placed in shaded areas?	Enter # _____			
	How many rooms have time clocks	Enter # _____			
	How many rooms have photo cells (usually for exterior lighting)?	Enter # _____			
	How many rooms are on occupancy sensors	Enter # _____			
13	Complete an on-site technical assessment with SCE and/or So Cal Gas				

# 3

## Energy Conservation

14	\$	Use sensors on vending machines and place machines in shaded areas				
15		Use a solar water heater or preheater				
16		Enter your building utility use data into Energy Star Portfolio Manager				
17	\$	Earn incentives for your business by participating in FlexAlert.org				
18 & 19	\$	Implement any of the following technologies to produce or store energy: Wind turbine, cogeneration, recovered methane, fuel cell, solar thermal				
		What is the monthly energy generation or storage in kWh?	Enter # _____			
20	\$	Replace single or package A/C unit with one that exceeds Title 24 standards				
		How many Energy Star A/C units do you use?	Enter # _____			
21		Purchase ENERGY STAR electrical equipment and Food Service appliances.				
22	\$	During slower periods, group customers so that lights and heating/cooling can be turned off in unoccupied areas				
23	\$	Reduce dishwasher hot water temp to lowest allowed by health regulations				
24		Set hot water heaters to meet minimum sanitation requirements (140-150°)				
25		Use power mgmt software programs to activate power management settings				
		How many monitors have power management software installed?	Enter # _____			
26		Insulate all major hot water pipes				
27		Add side panels to your ventlation hood				

NOTES:

# 4

## Water Conservation

A  
S = 6  
G = 6  
P = 6

REF #		CONSERVE YOUR WATER (REQUIRED ITEMS)	REQUIREMENT	Y	N	X
1		Track water bills for sudden rises in use	Essential			
2		Install aerators on kitchen sinks and showerheads that do not exceed flow rates of 1.5 gpm.	Essential			
		How many faucets do you have with low-flow aerators installed?	Enter #: _____			
		What is the flow rate of the aerators that you have installed?	Enter #: _____			
3		Install low flow aerators w/flow rates not to exceed 0.5 gpm on lavatory sinks	Essential			
4		Regularly check for and repair all leaks	Essential			
5		Retrofit toilets >1.6 gpf with 1.28 gpf models	Essential			
	\$	How many employees does your business employ?	Enter #: _____			
		How many visitors utilize your facility per day (use averages)?	Enter #: _____			
		How many customers utilize your facility per day (use averages)?	Enter #: _____			
		What is the flush volume of your existing toilet?	Enter #: _____			
		What is the flush volume of your NEW toilet? (Leave blank if unknown)	Enter #: _____			
6		Replace old showerheads with newer low-flow showerheads below 1.5 gpm				

# 4

## Water Conservation (CONTINUED)

**B**

S = 0  
G = 1  
P = 2

REF #	CONSERVE YOUR WATER (OPTIONAL ITEMS)	REQUIREMENT	Y	N	X
1	Replace all urinals with high efficiency urinals that use 0.5 gpm or less				
\$	What is the flush volume of the OLD urinal in gallons?	Enter #: _____			
	What is the flush volume of the NEW urinal in gallons?	Enter #: _____			
	How many males are employed at your facility?	Enter #: _____			
	What is the avg. number of male customers per day in your facility?	Enter #: _____			
	What is the average number of male visitors in your facility per day?	Enter #: _____			
	2	Use low-volume high-pressure cleaning equipment for cleaning floors	Optional criteria: choose one measure for gold certification and two measures for platinum certification		
3	Provide additional urinals in mens restroom and reduce number of toilets				
4	Use a water-conserving dishwasher to save both heating and water costs				
5	Post signs in restrooms and kitchen to encourage water conservation				
6	Use 1.6 gpm or less pre-rinse spray valves to rinse dishes				
7	Use a water/energy saving air cooled ice machine				

**C**

S = 5  
G = 5  
P = 5

REF #	LANDSCAPING AND IRRIGATION (REQUIRED ITEMS)	REQUIREMENT	Y	N	X
1	Repair all broken/defective outdoor water fixtures (i.e. pipes, sprinklers, etc)	Essential			
2	Program the irrigation system to use shorter, repeated cycles of watering (Maximum of 8 mins per station/day)	Essential			
3	Water plants during early morning (Before 9:00 am)	Essential			
4	Adjust the irrigation schedule monthly during irrigation season or as needed	Essential			
5	Match sprinklers with same precipitation rates	Essential			

**D**

S = 0  
G = 2  
P = 3

REF #	LANDSCAPING AND IRRIGATION (OPTIONAL ITEMS)	REQUIREMENT	Y	N	X
1	Apply mulch or compost in non-turf areas to increase water retention	Optional criteria: choose two measures for gold certification and three measures for platinum certification			
2	Use drip irrigation				
3	Install rain shut-off devices/moisture sensors that stops irrigation during rain				
4	Install a self-adjusting, weather-based irrigation controller				
5	Use recycled water and/or graywater for irrigation				
6	Plant drought tolerant plants that will not need pruning at maturity				
7	Create a "demonstration garden" featuring only native/drought tolerant plant species				
8	Reduce area of turf				
9	Implement hydro-zoning (grouping of plants with similar water needs)				

NOTES:

# 5

## Pollution Prevention

A

S = 16  
G = 16  
P = 16

REF #	GENERAL POLLUTION PREVENTION (REQUIRED ITEMS)	REQUIREMENT	Y	N	X
1	Use low toxic cleaning products (EPA Safer Choice or SF Approved)	Essential			
	What is the square footage of your facility?	Enter #: _____			
2	Use pest control specialist certified in integrated pest management (IPM)	Essential			
3	Eliminate or reduce pesticides by using good sanitation	Essential			
4	Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored	Essential			
5	Regularly check and maintain storm drain openings and basins	Essential			
6	Do not wash cars, equipment, floor mats, etc where run-off enters drain	Essential			
7	Keep dumpsters closed and impermeable to rainwater at all times	Essential			
8	Use drain plugs/screens in all floor drains and sink drains	Essential			
9	Offer certified organic, fair trade, sustainable and/or locally grown products	Essential			
10	Offer sustainable options for at least 50% of all seafood served	Essential			
11	Help employees rideshare by posting ride sign-up sheets & provide incentives	Essential			
	What is the total mileage that all your employees commute per day?	Enter #: _____			
12	Promote sustainable transportation by posting bike routes, bus schedules, etc	Essential			
13	Install a grease trap if not installed already	Essential			
14	Use no products with added antibacterial agents, such as triclosan	Essential			
15	Clean outdoor surfaces by dry sweeping	Essential			
16	Pour out liquids before throwing items in trash (Except hazardous. Properly Dispose)	Essential			

B

S = 0  
G = 3  
P = 4

REF #	WASTE WATER PREVENT POLLUTION (OPTIONAL ITEMS)	REQUIREMENT	Y	N	X
1	If water softeners are used, use potassium chloride	Optional criteria: choose three measures for gold and four for platinum certification			
2	Keep a spill kit handy to catch/collect spills				
3	Take part in "know what to flush" training, post signage, & train new staff				
4	Provide compostable dog waste bags or bags with recycled content				
5	Post signs at trouble spots to prevent storm drain pollution				
6	When recycling electronic equipment, take to a certified "e-Steward"				
7	Recycle used ink jet cartridges				
8	Recycle used copier toner cartridges				
9	Recycle excess paint/solvents				

D

S = 0  
G = 1  
P = 3

REF #	REDUCE AIR EMISSIONS (OPTIONAL ITEMS)	REQUIREMENT	Y	N	X
1	Patronize services close to your business	Optional criteria: choose one measure for gold certification and three measures for platinum certification			
2	Provide secure bicycle storage for staff and customers				
3	Offer telecommuting opportunities and/or flexible schedules				
4	Buy renewable energy credits or green tags to offset the CO2 emissions				
5	Incorporate best management practices from City's FOG control program				

# 5

## Pollution Prevention

E  
S = 0  
G = 2  
P = 4

6	Install electric vehicle charging station for public use or provide priority parking for electric car drivers				
7	Use biodiesel (100% or blends) or vegetable diesel in vehicles				
8	Complete CO2 calculator to determine your own greenhouse gas emissions.				
9	Convert company vehicles to low emission vehicles (electric, hybrid, etc)				
10	Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs				
	What is the total distance in miles that all of your employees commute/day	Enter #: _____			
11	Give or sell restaurant's used cooking oil for use as alternative fuel				
	How many gallons of oil do you recycle/month for use as biodiesel	Enter #: _____			
REF #	<b>REDUCE CHEMICALS (OPTIONAL ITEMS)</b>	<b>REQUIREMENT</b>	<b>Y</b>	<b>N</b>	<b>X</b>
1	Do business with other green businesses ( <a href="http://www.greenbusinessca.org">www.greenbusinessca.org</a> )	Optional criteria: choose two measures for gold certification and four measures for platinum			
2	When remodeling, use natural or low emissions building materials				
3	Purchase EPEAT certified ( <a href="http://www.EPEAT.net">www.EPEAT.net</a> ) computers and monitors				
	How many EPEAT LCDs does your business use?	Enter #: _____			
	How many EPEAT CRTs does your business use?	Enter #: _____			
	How many EPEAT CPUs does your business use?	Enter #: _____			
4	Use refilled or remanufactured laser and copier toner cartridges				
	# of remanufactured toner cartridges do you purchase for use every year?	Enter #: _____			
5	Buy recycled paint and low VOC products when available (i.e paint, etc.)				
6	Print promotional materials with vegetable or other low-VOC inks				
7	Obtain a battery recharger for the office instead of disposable batteries				
8	Replace standard fluorescent lights with low mercury fluorescent lights				
	How many low mercury T8 lamps do you use in your facility?	Enter #: _____			
9	Eliminate the routine use of all disinfectants and sanitizers (unless required)				
10	Use one or a few low-toxicity multipurpose cleaners, rather than many				
11	Use unbleached and/or chlorine-free paper products				
	How many reams of chlorine free paper do you buy annually?	Enter #: _____			
12	Eliminate the use of chemical and aerosolized air fresheners/deodorizers				

NOTES:

# Certification

All criteria have been met as of the following date: \_\_\_\_\_

Signature of Green Business Contact: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of authorized \_\_\_\_\_

Green Business Program Coordinator: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## GBPSBC Partners

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement G14-EA-001 to the California Air Resources Board. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.



Printed on 100% recycled, chlorine-free paper that is manufactured using 100% wind-generated power.

