

# GreenBiz Tracker

## OFFICE / RETAIL - CERTIFIED

### General

#### CORE MEASURES

YES NO N/A

1. Adopt a written environmentally preferable (or green) purchasing policy. Ask your Green Business Coordinator for templates.

HELP

2. 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

3. Business is permitted by or registered with Environmental Health and has not had any SIGNIFICANT health violations that have not been corrected (confirm with Environmental Health Services/Consumer Protection Agency).

HELP

4. Business has achieved compliance with all storm water-related regulatory requirements.

HELP

5. Business is in compliance with all applicable Fire Department regulations.

HELP

6. 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, employee reference material, company newsletter or bulletins and company suggestion and reward programs.

HELP

7. Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website.

HELP

8. Adopt an Environmental Policy Statement to guide your business' policies regarding green purchasing and management practices, recycling for tenants, green building/remodeling, energy & water conservation, janitorial cleaning, pest management and parking lot/hardscape management.

  
**HELP** 

9. Establish a green team to help integrate sustainability practices across your business or organization.

  
**HELP** 

10. Set up a green waste recycling program by adding service and/or require green waste recycling by landscape company.

  
**HELP** 

11. Business has not had any significant health violations that have not been corrected.

  
**HELP** 

## ELECTIVE MEASURES

(1 Optional measures required)

**YES** **NO** N/A

12. If you provide disposable bags, offer paper bags made from 100% post-consumer waste recycled content rather than plastic bags.

  
**HELP** 

13. Do business with other Green Businesses. Find them using the directory at [www.greenbusinessca.org](http://www.greenbusinessca.org)

  
**HELP** 

14. Patronize services close to your business (e.g. food/catering, copy center, etc.) and encourage employees to do the same.

  
**HELP** 

## Energy

### CORE MEASURES

**YES** **NO** N/A

1. Insulate all hot water pipes, heaters, tanks and cold suction lines.

  
**HELP**

- > How many insulated tanks and water heaters do you have?
- > How many linear feet of insulated pipe >1" in diameter do you have?
- > How many linear feet of insulated pipe <1" in diameter do you have?

2. 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** ○

3. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or another equivalent efficacy lighting. ○ ○ ○  
**HELP** ○

4. Insulate all hot water lines. ○ ○ ○  
**HELP** ○

5. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems at least twice a year. This includes: cleaning or replacing filters, checking condensers and coils, and maintaining proper function of economizers (found in AC/package units). ○ ○ ○  
**HELP** ○

6. Utilize energy efficient lighting (CFL, LED, T-8 or T-5). ○ ○ ○  
**HELP** ○

7. Set up system level metering in place to track & monitor energy usage ○ ○ ○  
**HELP** ○

## ELECTIVE MEASURES

(8 Optional measures required)

**YES** **NO** N/A

8. 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](http://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?

9. 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?

10. Use energy efficient exit signs, such as LEDs.

  

HELP

ENERGY STAR labeled LED exit signs use approximately 44 kWh of electricity annually to operate. Low energy use not only means less pollution but also lower electricity bills as a LED exit sign usually costs less than \$4 annually to operate.

To determine if your exit sign is LED or not.

([https://www.energystar.gov/ia/business/small\\_business/led\\_exitsigns\\_techsheets.pdf](https://www.energystar.gov/ia/business/small_business/led_exitsigns_techsheets.pdf))

> How many LED exit signs does your business use?

11. Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.

  

HELP

12. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery and window film.

  

HELP

13. Use task lighting instead of lighting the entire area.

  

HELP

14. Earn incentives for your business by participating in FlexAlert.org and reducing energy during peak demand periods. Notify employees to turn off all unnecessary lights, postpone using all major appliances till 6 p.m., and turn your air conditioning thermostat up to 78 degrees or higher.

  

HELP

15. Use a solar water heater or preheater.

  

HELP

16. Use energy-efficient double paned windows on at least 90% of windows.

  

HELP

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

**HELP**

> What is your monthly kWh generation?

18. Replace single or package A/C unit with one that exceeds Title 24 building standards.

**HELP**

> How many A/C units have you replaced?

19. Use instantaneous hot water heaters (or on-demand systems) at point of use.

**HELP**

> How many hours of use per day are the heaters in use?

> How many large Tier 2 (non-condensing) instantaneous hot water heaters do you have?

> How many large Tier 1 (condensing) instantaneous hot water heaters do you have?

> How many 30 -75 gallon instantaneous hot water heaters do you have?

20. Use energy-efficient double paned windows on at least 90% of windows.

**HELP**

21. Install reflective film on west windows

**HELP**

22. 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?

23. Reduce the water heater delivery temperature to as close to the required supply temperature of the sanitation process – 120°F for low temp dishwashing machines and three compartment sani-sinks, 140°F for for high temp dish machines

**HELP**

> How many times per day do you operate your dishwasher?

> How many racks does your dishwasher have (this tells us its water usage)?

24. Replace or supplement an A/C system with an evaporative cooler.     
**HELP**

25. Reduce number of fixtures or lamps per fixture.     
**HELP**

26. Use sensors on vending machines and place machines in shaded areas.     
**HELP**

27. Use a variable frequency drive (VFD) on glycol pumps, cooling towers/evaporative condenser fans, or pumps that use more than three horsepower, such as water distribution pumps. Regularly verify that VFD drives are in “auto,” and not in “bypass.”     
**HELP**

## Pollution Prevention

### CORE MEASURES

YES NO N/A

1. When remodeling, use natural or low emissions building materials, carpets, or furniture.     
**HELP**

2. Choose a contractor that is certified in Integrated Pest Management (such as those listed at [www.EcoWiseCertified.org](http://www.EcoWiseCertified.org), [greenshieldcertified.org](http://greenshieldcertified.org), or [whatisgreenpro.org](http://whatisgreenpro.org)) and specify in contracts the use of IPM at your facility.     
**HELP**

3. Purchase EPEAT certified ([www.EPEAT.net](http://www.EPEAT.net)) computers, laptops and monitors, and printers.     
**HELP**

> How many EPEAT LCDs does your business use?

> How many EPEAT CRTs does your business use?

> How many EPEAT CPUs does your business use?

4. Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).

  

HELP

5. Use remanufactured copier toner cartridges.

  

HELP

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

6. Properly store and dispose of Universal Wastes as required by law. Designate a storage area for spent U-Wastes, posting a sign and notifying employees of the area. U-Wastes are: Spent fluorescent bulbs/tubes, electronic equipment (computers, cell phones, etc.) and batteries. Ask your coordinator about proper recycling and drop-off locations near you.

  

HELP

7. Use low toxic cleaning products in non-aerosol containers such as Green Seal certified ([greenseal.org](http://greenseal.org)), Environmental Working Group ([ewg.org/guides/cleaners](http://ewg.org/guides/cleaners)), Safer Choice ([epa.gov/saferchoice](http://epa.gov/saferchoice)), SF Approved ([sfapproved.org](http://sfapproved.org)), EcoLogo ([tinyurl.com/ULEco](http://tinyurl.com/ULEco)), or those with a GoodGuide rating of 8.1 or higher ([goodguide.com](http://goodguide.com)).

  

HELP

> What is the area (square footage) of your facility where these cleaning products are used?

8. Eliminate or reduce pesticides by using good sanitation (keeping kitchen, desks and waste storage areas clean) and making physical changes to keep out pests (by caulking/sealing holes or using traps).

  

HELP

9. Utilize an onsite storm drain cleaning and pollution prevention plan.

  

HELP

10. Review laboratory procedures annually. Look for ways to reduce or eliminate the use of hazardous chemicals.

  

HELP

11. Properly dispose of all the following items as hazardous waste:; Leftover paint thinner and solvent; Chemical paint stripping and oil-based paint wash residue; Lead paint dust/chips (triple bag and seal with duct tape, <35 lbs); Solvent sludge

  

HELP

## ELECTIVE MEASURES

(4 Optional measures required)

YES NO N/A

12. 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

13. When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling ([www.e-stewards.org](http://www.e-stewards.org)).

HELP

14. 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

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

HELP

Use this document, (<https://greenbusinessca.org/wp-content/uploads/2017/11/Photos-of-Paper-Products.pdf>) which shows some common paper products and their weight to help estimate pounds used in a year.

> 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?

16. Eliminate the use of chemical and aerosolized air fresheners and deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.

HELP

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

HELP

18. Use "dry sweeping" to clean concrete or asphalt surfaces instead of using water to wash down surfaces.

HELP

19. Properly dispose of excess paint/solvents (take to a hazardous waste collection site, donate to an anti-graffiti program, or return to a contractor or manufacturer).

HELP

20. If water softeners are used, use potassium chloride instead of sodium salt or an exchange service instead of an automatic regenerating unit in areas where treated wastewater is recycled.

**HELP**

21. Keep dumpster and grease barrel lids covered when not in use.

**HELP**

22. Utilize filtering drain plugs/screens that allow for drainage of water but not solids.

**HELP**

23. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.

**HELP**

24. Replace standard fluorescent lights with LED bulbs and tubes.

**HELP**

25. Eliminate the routine use of all janitorial disinfectants and sanitizers, unless needed to comply with Environmental Health.

**HELP**

26. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.

**HELP**

27. Use one or a few multipurpose cleaners rather than many special-purpose cleaners.

**HELP**

28. Keep a spill kit handy onsite with enough material and containment measures to contain the largest possible spill and prevent it from entering a storm or sewer drain.

**HELP**

29. Take used inkjet and toner cartridges to be refilled or recycled. This is oftentimes done at stores that sell cartridges and toner or have a focus on refilling them.

**HELP**

# Solid Waste

## CORE MEASURES

YES NO N/A

1. Use electronic billing methods to invoice customers and receive payment.

HELP

2. 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?

3. 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

4. Use reusable dishware in break room.

HELP

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

HELP

6. Eliminate individual, single-use bottles of water for employees and guests.

HELP

7. Place clearly labeled recycling bins, and compost bins where appropriate, next to all trash bins. Deskside recycling bins (usually containing dry recyclables) should be unlined. Kitchen/break room recycling bins (containing cans, bottles, rinsed containers), should be lined with clear plastic bags. If using bags for compost bins, they must be BPI certified.

HELP

Waste haulers dispose of black/opaque bags in the landfill so they should \*not\* be used for recyclables.

8. Purchase bathroom and kitchen papers with a minimum of 30% post-consumer waste.

HELP

> Kitchen paper towels

> Bathroom paper towels

> Napkins

> Toilet seat covers

> Toilet paper

9. Purchase the following items with a minimum percentage of post-consumer waste recycled content as specified by your region: copy paper, paper towels, toilet paper, business cards, marketing materials, envelopes (see Green Tip for more details).

HELP

10. Conduct a waste assessment with Green Business staff. Identify areas of improvement and submit a Waste Action Plan (see Green Tip).

HELP

11. Provide recycling containers next to every trash bin, both indoors and outdoors.

HELP

12. Eliminate the use of plastic bags (Paper bags, preferably made with minimum 40% post-consumer waste, or BPI certified compostable bags are acceptable).

HELP

13. Set up a green waste recycling program by adding service and/or require green waste recycling by landscape company

HELP

## ELECTIVE MEASURES

(5 Optional measures required)

YES NO N/A

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

HELP

15. For events, use only reusable dishware.

HELP

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

17. Reuse garbage bag liners.     
**HELP**

18. Reuse paper or plastic packaging materials in your own shipments.     
**HELP**

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

20. Reduce printing of emails, attachments and documents.     
**HELP**

21. Reduce junk mail. See [PaperKarma.com](http://PaperKarma.com), [Ecocycle.org/junkmail](http://Ecocycle.org/junkmail), or [CatalogChoice.org](http://CatalogChoice.org) for tips.     
**HELP**

22. When building or remodeling, use recycled content, refurbished or salvaged materials for items such as insulation, tile, wood, carpeting, flooring, cabinets, etc.     
**HELP**

23. Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).     
**HELP**

## Transportation

### ELECTIVE MEASURES

(1 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. Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentives programs ( e.g. rideshare incentive programs, guaranteed ride home in emergency situations,etc.) available at [www.erideshare.com](http://www.erideshare.com)

HELP

4. Provide secured and enclosed bicycle parking for employees (e.g., bike lockers).

HELP

5. Maintain teleconference capacity at your site to reduce staff driving time to attend meetings

HELP

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

HELP

7. Offer electric vehicle recharge ports for visitors and employees.

HELP

## Wastewater

### CORE MEASURES

YES NO N/A

1. Only rain down the storm drain. Ensure that no wastewater, debris or litter enters storm drains near your business.

HELP

2. 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

3. Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains. If you have debris catch basins, clean them annually before the first rain and as needed afterward.

HELP

4. Do not wash cars, equipment, floor mats or other items where run-off water is uncontained or flows straight to the storm drain. Dirty water must be disposed of in a sanitary sewer.

HELP



## CORE MEASURES

YES NO N/A

1. Replace all existing faucet aerators and showerheads with low flow fixtures. Bathroom aerators should not exceed 0.5 GPM; kitchen sinks should not exceed 1.5 GPM; Showerheads should not exceed 1.5 GPM.

HELP

> How many 1.5 GPM kitchen sink aerators have you installed?

> How many 0.5 GPM lavatory sink aerators have you installed?

> How many 1.5 GPM showerheads have you installed?

2. Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.

HELP

> Is the flush volume of the toilets 1.6 or 1.28?

> How many employees use your facility on an average day?

> How many visitors and customers use your facility on an average day?

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

HELP

4. Post signs in restrooms and kitchen to encourage water conservation and to report leaks.

HELP

5. Replace all urinals flushing at greater than 1.0 gallon with high-efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high-efficiency urinals.

HELP

- > Please estimate how many male employees and visitors are at your business on an average day?
- > How many urinals have been fitted with diaphragms that limit flush to less than one gallon?
- > How many waterless urinals does your facility have?
- > How many urinals flushing at less than 0.5 gallons does your facility have?

6. 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**

7. If water is provided by municipal source assign an employee to track water use over time (monthly) and alert staff to any unexpected rises in use.

**HELP**

8. Install one or more flow meters to know your water use at the winery (should be able to track winery process, administration and hospitality, either in sum or individually). Assign at least one staff member to record and trend data (recommended weekly) to identify unexpected rises in use, possibly indicating a leak or other opportunities to improve efficiency.

**HELP**

## ELECTIVE MEASURES

(4 Optional measures required)

**YES** **NO** **N/A**

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

**HELP**

10. Use drip irrigation.

**HELP**

11. Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.

**HELP**

12. Maintain water pressure (pressure reducing valve) between 60-80 PSI to optimize performance of irrigation systems and indoor appliances.

**HELP**

13. Stock replacement plumbing parts so that leaks can be assessed and repaired immediately.

HELP

14. Install self-closing faucets (0.5 gpm and 0.25 gallon/cycle).

HELP

15. Replace water-cooled equipment, such as air conditioning units, with air-cooled.

HELP

16. Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil.

HELP

17. If you have a non-weather-based irrigation controller, it must have the following features: 1) Multiple programming capability 2) Automatic rain shut-off device

HELP

18. A rain sensor or soil moisture sensor is installed on the irrigation controller to prevent automatic irrigation when adequate soil moisture exists.

HELP

19. Create a demonstration garden featuring only native and drought tolerant plant species.

HELP

20. Make necessary changes to assure proper hydro-zoning (grouping of plants with similar water needs and sprinkler types) of irrigated areas, for example, separate bed and turf zones.

HELP

## Other Green Things Your Business is Doing