



## Resource Conservation & Pollution Prevention Checklist for Office/Retail

Business  
Contact  
Phone  
Address  
City / ZIP  
Email  
Fax  
Web

### Common Questions

#### Why should my business get certified as a Green Business?

- ◆ Saving energy, water and raw materials saves you money. Sending less trash to the landfill saves you money, too.
- ◆ Developing a positive, proactive relationship with local compliance inspectors can help you avoid liability, fines and other sanctions.
- ◆ The Program promotes Green Businesses to the public and other businesses (again, for free)!
- ◆ Your company's community image is enhanced through Green Business certification.
- ◆ Your employees will enjoy a safer workplace and will have one more reason to take pride in working for you.
- ◆ The Green Business Program offers you free, convenient, time-saving assistance.

#### Do I get credit for the good things I'm already doing?

Yes! In fact, your company may already qualify. These Standards are designed to fit most businesses, **but** if certain measures are not applicable or feasible for your facility and operations, you may request an exemption or demonstrate alternative measures.

#### Do I have to do everything on the checklist to become a Green Business?

No, there are many ways to qualify. You must meet the minimum standards in each category. Beyond that, you may use the checklist to identify "next steps" to becoming even greener.

#### What if I haven't had an energy, water or solid waste audit already?

The Green Business Program can arrange an audit for you as part of your certification.

#### How do I get started?

Read the checklist and check all boxes that apply. Complete and return your checklist by email as an MS Word document. Contact your Green Business Coordinator at [Pamela.evans@acgov.org](mailto:Pamela.evans@acgov.org) or 510.567.6770 with questions.

#### Is there a fee to be certified as a Green Business?

*No, Green Business certification is free!*

#### **GREEN NOTE:**

#### **Going Green Counters Climate Change**

*Climate Change results from increases in greenhouse gases, like carbon dioxide and methane, trapping heat that would otherwise escape the atmosphere. You can reduce this build-up (and your carbon footprint) by being green! Our checklist has many climate-friendly measures, such as:*

- ◆ **Conserve energy** with fluorescent lights and Energy Star equipment.
- ◆ **Reduce waste** at the landfill (and methane gas emissions)—recycle, compost and buy products with recycled content.
- ◆ **Conserve water** (and the energy to deliver it) with low-flow toilets and drought tolerant plants.
- ◆ **Invest in renewable energy** with renewable energy credits and solar panels.
- ◆ **Conserve fuel** by taking public transit, your bike or a high MPG vehicle.

# General Standards for All Businesses

## Certification

To be certified a Green Business you must:

1. Comply with all environmental regulations applicable to your business. Please ask staff about this.
2. Implement a variety of measures to save energy, water and other materials, and reduce waste. **This checklist walks you through this step!**
3. Allow site visits to verify that your business meets the above two steps.
4. Pledge to continue these terrific efforts to prevent pollution and conserve resources (including environmental compliance).

**Green Businesses** practicing resource efficiency are assuming stewardship for the Earth and its resources, with the goals of achieving a successful business operation, a healthy bottom line, and sustenance of the environment and its inhabitants. A Green Business not only conserves resources but educates employees and customers about resource conservation.

**Re-certification:** Certification as a Green Business is good for **three years**. We strongly encourage continuous improvement. When it's time to recertify, we will ask you to show us additional measure(s) you have implemented.

## Measures

The following general measures are required for all businesses:

- Track water and energy usage and solid and hazardous waste generation.
  - Establish a 'green team' that can help guide efforts to green your business.
  - 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
    - ◆ Your employee reference materials
    - ◆ Your company newsletter or bulletins
    - ◆ Your company suggestion and reward programs
  - REQUIRED:** Adopt a written environmentally preferable (or green) purchasing policy. For a model policy, contact [Pamela.Evans@acgov.org](mailto:Pamela.Evans@acgov.org) or find examples at: <http://www.stopwaste.org/home/index.asp?page=439>
- Inform your customers about your business' environmental efforts and what you are doing to meet the green business standards. For example:
    - Post the Green Business logo, certification and pledge in a visible location.
    - Post reminders listing steps you are taking to be a Green Business.
    - Offer tours that highlight your Green Business successes.
    - Offer customers "green" service or amenities options.
    - Highlight your Green Business efforts and/or certification on your website, and link it to the GBP home page.
    - Other: \_\_\_\_\_
  - Assist at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program and provide their contact information to your GBP coordinator.

# Solid Waste Reduction & Recycling

## Measures

1. **Look in your garbage dumpster annually to see if there are items that could instead be reused by someone else or recycled.**

2. **REDUCE waste in 7 ways.**

- REQUIRED:** Eliminate individual bottles of water for employees and guests.
- REQUIRED:** Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.
- REQUIRED:** Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.
- REQUIRED:** If copiers and printers have duplex printing capability, duplex printing must be enabled. New machines must have duplex printing capability.
- Practice efficient printing by using narrow margins, using the size reduction feature (print two pages onto one page), and posting instructions on how to load letterhead and envelopes (to avoid misprints).
- Discourage the printing of emails and documents.
- Use computer fax modems that allow faxing directly from computers without printing.
- Eliminate unnecessary forms, redesign forms to use less paper, or switch to electronic forms.
- Use a bulletin board or routing lists for memos and journals to reduce printed copies.
- Reduce all unwanted mailings:
  - Eliminate duplicates by returning labels requesting all but one be removed.
  - Reduce junk mail. Guidance and a PDF kit are at <http://stopjunkmail.org> Reduce catalogs at [www.catalogchoice.org](http://www.catalogchoice.org)
  - Eliminate duplicates in your own mailing lists.
- For new software, order only the number of manuals needed. Do the same with phone books. Encourage employees to share.
- Subscribe to journals online rather than receiving hard copies.
- Design marketing materials that require no envelope – simply fold and mail.

- Buy products in returnable or reusable containers.
- Work with vendors to:
  - Minimize and take back packaging (including empty containers);
  - Eliminate polystyrene (Styrofoam, bubble wrap, etc.); or
  - Take back used/damaged product for reuse or recycling; to minimize packaging.
- In the lunch/break room, replace disposables with permanent items (e.g., mugs, dishes, utensils, towels/rags, coffee filters, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.
- Serve dishes at office events in reusable serving dishes.
- Centralize purchasing to eliminate unnecessary purchases and ensure all waste reduction purchasing policies are followed.
- Use optical scanners, which give more details about inventory, for more precise ordering.
- Lease, rather than purchase, computers and printers.
- Leave mowed grass on lawn (“grasscycling”).
- Other: \_\_\_\_\_

3. **REUSE materials in 3 ways.**

- Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper, or keep it stacked next to the printer for hand loading.
- Reuse office paper as scratch paper.
- Reuse envelopes.
- Give or sell reusable cloth bags (this is required for stores over 10,000 sq.ft).
- Offer a small incentive to customers bringing their own shopping bags, coffee mugs, etc.
- Have your customers return packaging to you for reuse.
- Reuse paper or plastic packaging materials.
- Designate a reuse area for office supplies such as binders, folders and staplers.
- Reuse garbage bag liners.
- Have your toner cartridges refilled for use.

- Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items ([www.ciwmb.ca.gov/CalMAX](http://www.ciwmb.ca.gov/CalMAX)).
- Other: \_\_\_\_\_

**4. RECYCLE all of the required materials and at least one additional material.**

- REQUIRED:** Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).
- REQUIRED:** Cardboard
- REQUIRED:** Newspapers, office/mixed paper, junk mail
- REQUIRED:** Glass bottles and jars
- REQUIRED:** Metal cans, containers, aluminum foil
- REQUIRED:** Plastic bottles and containers
- Plastics
- CDs/DVDs
- Scrap metal
- Landscape trimmings (green waste)
- Food waste for composting
- Wood, including pallets
- Carpeting
- Other: \_\_\_\_\_

**5. Buy the first required items and at least two more items with recycled content.**

Purchasing products made from recycled materials conserves resources and is essential to support the recycling market.

- REQUIRED:** Copier/printer paper with at least 30% post-consumer waste.
- REQUIRED:** Paper towels with 35% post-consumer waste.
- Copier/printer paper with 100% post-consumer waste.
- Folders or other paper products.
- Envelops.
- Letterhead.
- Business cards.
- Tissues.
- Toilet paper.
- Toilet seat covers.
- Garbage bags.

- Boxes or bags for retail use or shipping.
- Recycled or remanufactured laser and copier toner cartridges.
- Carpet, carpet undercushion, or flooring.
- Remodeling/construction materials: cabinets, fixtures, ceramic and ceiling tiles, drywall, insulation, interior paneling, composite lumber/wood, roofing, concrete, etc.
- Sell products made with recycled content.

Purchase or obtain previously used furniture, supplies or materials ([ciwmb.ca.gov/CalMAX](http://ciwmb.ca.gov/CalMAX), [freecycle.org](http://freecycle.org), Craig's List). List examples:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Other: \_\_\_\_\_

# Energy Conservation

## Measures

**1. REQUIRED: Conduct regular maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems at least twice a year.**

- Clean permanent filters with mild detergents every two months (change replaceable filters every two months).
- Check entire system each year for coolant leaks, duct sealing, clogs and obstructions of air intake and vents..
- Clean condenser coils of dust and lint.
- Clean evaporator coils of excessive frost.
- Inspect and repair economizers on AC systems.
- Assign a person to monitor each energy bill for sudden rises in energy use.

**2. Save energy in 7 ways (including all required measures).**

### EQUIPMENT & FACILITY

#### General

- Use office equipment with energy saving features (e.g. ENERGY STAR<sup>®</sup>) and ensure ENERGY STAR settings are enabled.
- Use power management software programs that save energy by automatically turning off idle monitors and printers (must be purchased separate from computer).
- Use sensors on cold vending machines and place machines in shaded areas.
- Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows.
- Insulate all hot water pipes.
- Use instantaneous hot water heaters at point of use.
- Use a solar water heater or preheater.
- Purchase ENERGY STAR<sup>®</sup> qualified refrigerators.
- When repainting building exterior and roofs, choose light colors to reflect more sunlight.
- Other: \_\_\_\_\_

#### Lighting

- REQUIRED:** Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.
- REQUIRED:** Replace any incandescent bulbs with efficient compact fluorescents or other high efficacy lamps (lumens/watt >50) where appropriate.
- REQUIRED:** Improve exit sign efficiency to less than 5 watts per sign by using LED, electroluminescent, photoluminescent or other applicable signs.
- Reduce number of fixtures or lamps per fixture where appropriate and increase lighting efficiency by installing optical reflectors and/or diffusers.
- Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
- Use dimmable ballasts and daylight controls such as astronomical clocks to dim lights to take advantage of daylight.
- Other: \_\_\_\_\_

#### GREEN NOTES:

*ENERGY STAR<sup>®</sup>-compliant monitors have power management features and consume up to 90% less energy. Screen savers don't save energy!*

*ENERGY STAR<sup>®</sup> copiers and fax machines can reduce their annual electricity costs by about 60% and 50% respectively.*

*Outdoor lighting remains on for long hours, so save money (up to 15%) by using efficient lights (e.g., compact fluorescents) and timer controls or photo.*

*Tuning up your furnace can save 5% on energy costs, and insulating and repairing leaks in air ducts can save up to 10%.*

### Heating, Ventilation & Cooling

- Use a programmable thermostat to control heating and air conditioning.
- Use a PG&E installed Smart AC programmable thermostat to control heating and air conditioning (see [www.pge.com/mybusiness/energysavingsrebates/demandresponse/sac/](http://www.pge.com/mybusiness/energysavingsrebates/demandresponse/sac/)).
- Use economizers on A/C to increase air circulation.
- Supplement AC systems with evaporative coolers on condensers.
- Replace single or package A/C unit with one that exceeds Title 24 building standards.
- Use CO2 occupancy sensors to control air conditioning and heat.
- Provide shade for HVAC condenser, especially roof-top units.
- Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery.
- Apply window film to reduce solar heat gain on clear, single-pane non-Northern facing windows. Refer to your energy provider for specifications and rebates.
- Use energy-efficient double paned windows on at least 90% of windows.
- Other: \_\_\_\_\_

### Motors & Pumps

- Use an outside air intake (cool air takes less energy to compress).
- Use engineered nozzles and fittings to reduce "waste" compressed air.
- Control compressor system to ensure operation only during working hours.
- Install Variable Frequency Drives on pumps or motors for air handlers, pools and chillers.
- Downsize oversized motors or replace a large motor with several small motors that can be run individually to meet smaller tasks (about 30% of motors operate at less than 50% of full load).
- Purchase a more efficient motor instead of rewinding an older one.
- Other: \_\_\_\_\_

*PG&E's ClimateSmart program helps offset your greenhouse gas emissions through environmental conservation, restoration and protection projects. For more details, visit [www.joinclimatesmart.com](http://www.joinclimatesmart.com).*

### **OPERATIONAL PRACTICES:**

#### General

- Institute a written policy that all electronic devices and lighting be turned off when not in use and use light switch reminders to remind staff to turn off lights when not in use.
- Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- Other: \_\_\_\_\_

#### Lighting

- Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- Properly set and maintain lighting control devices (current time and on/off schedule) such as time clocks, photocells and sensors and adjust for season.
- Use task lighting instead of lighting the entire area.
- Other: \_\_\_\_\_

#### Heating, Ventilation & Cooling

- Set thermostat to 78° F for cooling, 68° F for heating and use the thermostat's night setback.
- Seal off unused areas. Block and insulate unneeded windows and other openings.
- Other: \_\_\_\_\_

# Water Conservation

## Measures

### 1. Save water in these REQUIRED ways.

- Assign a person to monitor each water bill for sudden rises in water use. Call your water company should this happen. You can also ask for ways to save water.
- Regularly check for and repair all leaks in your facility. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your water company.
- Install low-flow aerators and showerheads (your water company may offer these for free):
  - As low as 0.5 gpm and no greater than 2.5 gpm for lavatory sinks
  - 2.0 gpm or less for kitchen sinks
  - 2.0 gpm or less for showerheads
- Use signs in restrooms to encourage water conservation and to report leaks.
- Use only dry methods to clean outdoor hard surfaces and post instructions for staff. Call your water company for any exceptions to this rule.
- If you have landscaping/irrigation:
  - Install matched precipitation rate sprinkler heads in turf areas.
  - Test irrigation sprinklers 4 times per year to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.
  - Adjust sprinklers for proper coverage—optimize spacing, avoid runoff onto paved surfaces.
  - Water during early morning, pre-dawn hours to reduce water loss from evaporation.
  - Use repeat cycles when watering turf or shrubs to encourage percolation and deep root growth.
  - Adjust the irrigation schedule monthly during irrigation season, or as needed.

*A faucet with a slow leak can waste 10 gallons of water a day, or more! A single leaky toilet can waste as much as 1,000 gallons of water per day.*

### 2. Save water in three other ways, including the first required way.

Consider areas of greatest water use (facility or landscaping) in choosing new measures. Be sure to ask your water company about rebates.

#### Facility:

- REQUIRED:** Install toilets using 1.6 gpf (gallon per flush) or less.
- Go beyond the above 1.6 gpf toilets to 1.3 gpf HETs (High Efficiency Toilets)! Check both this measure *and* the above one. Ask your water district for rebates when replacing 3.5 gpf or higher toilets with the HETs.
- Provide additional urinals in men's restroom and reduce number of toilets (urinals use less water than toilets).
- Replace flush mechanism in urinals with ones that flush at 1.0 gallon or less (as low as 0.125 gpf) or install new waterless types.
- Install self-closing faucets (0.5 gpm and 0.25 gallon/cycle).
- Set up an annual program to educate staff about the benefits of efficient water use.
- Schedule your water company to make a presentation to staff to encourage water conservation at home. (Some water companies offer training and "take home" conservation kits.)
- Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- Change window cleaning schedule from "periodic" to "as required."
- Reduce water pressure to no higher than 50 psi by installing pressure reducing valves.
- Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures' specifications.
- Replace water-cooled equipment, such as air conditioning units, with air-cooled.
- Other: \_\_\_\_\_

Landscaping:

- Mulch all non-turf areas.
- Plant drought tolerant plants (assistance is available from your water company).
- Hydrozone: Group plants with similar water requirements together on the same irrigation line, separating plants with different water requirements on separate irrigation lines.
- Reduce area of turf.
- If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads.
- Modify your existing irrigation system to include drip irrigation.
- Install rain shut-off devices that turn off the irrigation system during rain.
- Install irrigation controllers that have at a minimum the following features: precise 1-minute runtime capability; a minimum of 3 separate programs; and 3 cycle start time features.
- Reduce irrigation system water pressure to no higher than 50 psi ( pressure-reducing valves must be installed to do this).
- Use reclaimed water for irrigation and other approved uses.
- Install a self-adjusting weather-based irrigation controller that automatically tailors watering schedules to match local weather, plant types, and other site-specific conditions. Controller must be certified under the Irrigation Association's SWAT protocol.
- Work with your water company to develop a site-specific "water budget". Track your water use to ensure efficient watering.
- Other: \_\_\_\_\_

# Pollution Prevention

## Measures

- 1. Assess your office annually to identify ways to prevent pollution.**
  - ◆ Check Material Safety Data Sheets (MSDS) and labels for all cleaning products, building maintenance materials, pesticides, and fertilizers you use. Identify safer alternatives. Avoid products with labels containing Prop. 65 warnings.
  - ◆ Dispose of any hazardous waste at your local Household Hazardous Waste Program.
- 2. Prevent pollution in and around the office in 7 ways, including the required measures.**

### Storage, cleaning closets and workshop areas:

- Store any potentially hazardous materials securely, control access and rotate stock to use oldest material first.
- Store deliveries and supplies under a roof.
- Locate all potential pollutants away from food storage areas as well as sewer and storm drains.
- Provide containment for large amounts of liquid supplies such as cleaners and paints.
- Routinely check for and address leaks, spills and emissions of chemicals, paints, and cleaners.
- Use pipes or hoses for transferring cleaners or other chemicals to prevent spills and splashes.

### Outdoor walkways, parking, and driveways:

- REQUIRED:** Ensure that nothing other than rain enters a storm drain.
- REQUIRED:** Keep dumpsters covered, not overflowing and impermeable to rainwater. Keep dumpster and parking areas clean.
- REQUIRED:** If using water to clean parking or other outdoor areas, hire a BASMAA-certified mobile cleaner ([www.basmaa.org](http://www.basmaa.org)). Contractor must use equipment that collects wash water and disposes to sanitary sewer.
- REQUIRED:** Do not wash cars, equipment, floor mats or other items outside where runoff water flows straight to the storm drain; this wash water should be directed to a sewer drain.

- REQUIRED:** Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.
- Post signs at targeted trouble spots to explain proper practices to prevent pollutants from reaching storm drains.

### ***Only Rain Down The Drain!***

*The storm drain system is separate from the sanitary sewer system, and pollutants that enter these drains flow directly into creeks and the bay without treatment. Educate personnel about this difference and the importance of not letting contaminants enter storm drains.*

**All businesses are required to prevent anything except rainwater from entering storm drains from any of the following activities or sources:**

- ◆ Loading docks
- ◆ Dumpster areas
- ◆ Outdoor working areas
- ◆ Storage areas
- ◆ Landscaping
- ◆ Construction
- ◆ Cleaning equipment/tools
- ◆ Pre-painting
- ◆ Power-wash water
- ◆ Washing vehicles
- ◆ Cleaning parking lots

*Monitor subcontractors to ensure their activities are not polluting storm drains. Prevent erosion during all landscape, construction or other activities.*

- Clean outdoor surfaces by dry sweeping.
- Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.
- Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.
- Label all storm drains with "No dumping, Drains to Bay" message.
- Other: \_\_\_\_\_

**3. Reduce chemicals used in eight ways, including the required measures.**

- REQUIRED:** Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, disposing of any unneeded products at the local Household Hazardous Waste Program.
- REQUIRED:** Work with your janitorial or building maintenance staff to use safer alternatives to potentially harmful products. Require the use of low toxic cleaning products such as those that meet Green Seal certification standards ([www.greenseal.org](http://www.greenseal.org)). List products used: \_\_\_\_\_
- REQUIRED:** Replace all aerosols with pump dispensers, if available.
- REQUIRED:** Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.
- Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.
- Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.
- Require your janitorial staff to use micro-fiber dusters, towels and mops to trap dust particles.
- REQUIRED:** Eliminate or reduce pesticides by using Integrated Pest Management (IPM), which includes good housekeeping, acting only when needed, making physical changes to keep pests out, and, lastly, using less or non-toxic pesticides. Implement all applicable measures:
  - Keep kitchen, waste storage and other areas clean to prevent pest problems.
  - When pest control is necessary, use barriers (such as caulking/sealing holes), traps and lastly, less toxic pesticides (such as soaps, oils, microbials and baits). Apply only as needed (rather than on a routine schedule).
  - If you contract with a pest control operator, choose one that is EcoWise Certified ([www.ecowisecertified.com](http://www.ecowisecertified.com)), or specify in the contract that IPM and methods using non-chemical pest prevention and pest exclusion be used. Do not allow *any* outdoor perimeter spraying.
- Do business with other "green" vendors or services, such as certified Bay Area Green

Businesses (listings at [www.greenbiz.ca.gov](http://www.greenbiz.ca.gov)). List examples: \_\_\_\_\_

- Purchase organically or locally grown foods and beverages for the office kitchen. List examples: \_\_\_\_\_
- Use low- or no-VOC paint products.
- Use natural or low emissions building materials, carpets or furniture.
- Replace standard fluorescent lights with low or no mercury fluorescent lights. Approved models are Phillips F17T8/AD850/AltII and Sylvania Fo17/850/xp/Eco.
- Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls and other devices that use standard batteries.
- Use recycled oil for vehicles/equipment.
- Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- Print promotional materials with vegetable or other low-VOC inks.
- Other: \_\_\_\_\_

**4. Recycle/reuse 3 of the following potential pollutants.**

- REQUIRED:** Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are:
  - Spent fluorescent light tubes & bulbs
  - Electronic equipment (computers, cell phones, pagers, etc.)
  - Batteries (RBRC recycles these for free! [www.rbrc.org](http://www.rbrc.org))
- Excess paint/solvents (keep only what is needed for touch-ups, then take remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).
- Used copier toner cartridges
- Used ink jet cartridges
- Car fluids from company vehicles.
- Donate for reuse (not just recycle) electronic equipment. If they cannot be reused, take them to an "e-steward" for responsible recycling ( [www.ban.org/#ThePledge](http://www.ban.org/#ThePledge)).
- Other: \_\_\_\_\_

**5. Reduce vehicle emissions in 3 ways:**

- REQUIRED:** Join the Air District's "Spare the Air" program ([www.sparetheair.org](http://www.sparetheair.org)) and notify staff of "Spare the Air" days.
- When possible, arrange for a single vendor who makes deliveries for several items.
- Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- Use route optimization software or have documented delivery plans.
- Other: \_\_\_\_\_

**SPARE THE AIR PROGRAM**  
*Spare the Air Days are called when air quality is expected to be unhealthy. Participating businesses receive Spare the Air Day email alerts and free information on ways to improve air quality. Join by visiting the Bay Area Air Quality Mgmt. District's website at [www.SparetheAir.org](http://www.SparetheAir.org). Click "subscribe to AirAlert email notices" on the right pane.*

Commute Alternatives

- Hire locally.
- Offer telecommuting opportunities and/or flexible schedules.
- Offer employees pre-tax commuter benefits for transit, vanpool or biking costs. See [www.rideshare.511.org/rideshare\\_rewards/](http://www.rideshare.511.org/rideshare_rewards/).
- Encourage employees to rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, or a guaranteed ride home in emergency situations; see [www.rideshare.511.com](http://www.rideshare.511.com)).
- Set aside car/van pool parking spaces.
- Encourage employees and customers to bike and use public transit by posting bicycle ride maps and transit schedules/maps (see [www.511.org](http://www.511.org)).
- Offer lockers and showers for staff who walk, jog or bicycled to work.
- Offer secure bicycle storage for staff and customers.
- Encourage bicycling to work by offering rebates on bicycles bought for commuting.
- Provide commuter van.
- Offer a shuttle service to and from bus, train and/or light rail stops.
- Other: \_\_\_\_\_

**PRE-TAX COMMUTER BENEFITS**

*Share the savings on these benefits! Employers save as much as 7.65% on payroll taxes per participating employee. See [www.rideshare.511.org/rideshare\\_rewards/](http://www.rideshare.511.org/rideshare_rewards/) for information on this and all alternative transit programs, go to.*

Other Greenhouse Gas Emissions

- Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.
- Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).
- Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
- Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.
- Install renewable energy sources, such as solar panels or wind generators.  
System Size: \_\_\_\_\_
- Buy renewable energy credits or green tags to offset the GHG emissions from your business's travel and use of energy (see [www.green-e.org](http://www.green-e.org), [liveneutral.org](http://liveneutral.org) and [terrapass.org](http://terrapass.org)).
- Offset your company's emissions by participating in PG&E's Climate Smart Program ([www.joinclimatesmart.com](http://www.joinclimatesmart.com)).
- Other: \_\_\_\_\_