



## Resource Conservation & Pollution Prevention Checklist for Hotels & Motels

Business \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 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 through the checklist and try to check all boxes that apply. Call \_\_\_\_\_, Green Business Coordinator, at \_\_\_\_\_ with any 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.
- 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
- 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.
- 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

**Note: To get credit for measures in this section, employees and subcontractors must be implementing the measure.**

**1. Conduct a waste assessment of garbage and recyclables. Review it annually for new measures to implement.**

**2. Reduce waste in 5 ways:**

- Buy products shipped with less packaging.
- Buy products in returnable, reusable or recyclable containers.
- Require chemical suppliers to take back empty buckets or drums.
- Eliminate inner-pack dividers in shipping containers for miscellaneous supplies.
- Require corrugated cardboard boxes instead of waxed cardboard for produce unless you are collecting these for offsite composting with food waste. Waxed cardboard can be composted with food waste.
- Buy ingredients (e.g., flour, salt) in bulk, packaged in unlined kraft paper bags, which can be recycled with food waste.
- Replace individual condiment packets with approved, refillable containers. Refill from bulk.
- Replace disposable beverage containers with washable, reusable ones (contact Environmental Health to ensure proper sanitizing).
- Replace disposable flatware and tableware with reusable items.
- Replace paper napkins and tablecloths with cloth ones. (Contact Environmental Health to ensure proper sanitizing).
- Replace single-use paper hats for kitchen staff with reusable ones.
- Replace in-room plastic cups with glass cups.
- Replace disposable cups in the coffee area with reusable cups.
- Replace wire/plastic hangers with permanent hangers to lower theft and replacement costs.
- Use bulk-dispensed shampoo and other amenities in guest rooms.
- Set up amenity programs so that rarely used items are supplied only upon request.

- Donate half-used amenity bottles to local shelters, nursing homes, or halfway houses.
- Donate excess food (bread/produce OK; not meat or cooked food) to food banks or shelters (covered under Good Samaritan law) OR have an "employee use" policy for leftovers.
- Use air hand dryers in restrooms instead of paper towels.
- Other: \_\_\_\_\_

**3. Recycle or reuse materials in 5 ways:**

Implement a hotel-wide recovery and recycling program: (Each category of material listed here is considered one measure.)

- Cardboard.
- Newspapers, office paper, mixed paper, junk mail.
- Glass and metal containers.
- Plastics (beverage bottles, condiment containers, packaging materials and non-deposit containers).
- Collect food waste for offsite composting. Set up collection with your garbage company.
- Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
- Donate or exchange unwanted but usable items (furniture, supplies, scrap materials, computer disks, etc.) to schools, churches, hospitals, libraries, nonprofit organizations, museums, teacher resource organizations, etc. Use a waste exchange program where your unwanted items can become another company's resource. Check out CIWMBs Waste Exchange Program at <http://www.ciwmb.ca.gov/CalMAX/>.
- Wood (pallets, wood from remodeling).
- Scrap metal (from remodeling and replacing equipment).
- Landscape trimmings. (Can be part of the contract with your landscape service or can be collected with food waste).
- Leave grass clipping on mowed turf ("grass-cycling") rather than disposing.

REUSE:

- Garbage bag liners.
- Paper for packaging instead of Styrofoam pellets, bubble wrap or other packing materials (if you *receive* these, reuse them in your own packaging).
- Old guest towels, washcloths, cloth napkins and tablecloths as rags.
- Require laundry service to use reusable bags to transport dirty and clean linen.
- Other: \_\_\_\_\_

**4. Reduce office paper waste in 5 ways:**

- Keep a stack of previously used paper near printers; use it for drafts or internal memos, or designate a draft tray on printers with multiple trays.
- Use computer fax modems that allow faxing directly from computers without printing.
- Buy/lease copiers and printers with double sided capacity.
- Use double sided copying for multi-page documents. Set copier and printer defaults to double sided.
- Set word processing defaults for smaller fonts and margins that minimize paper use without sacrificing legibility.
- Reuse office paper as scratch paper.
- Set up a bulletin board or develop routing lists for bulletins, memos, and trade journals to minimize the number of employees receiving individual copies.
- Replace memos with e-mail messages and discourage the printing of messages.
- Reuse envelopes: Cover up old addresses and postage, affix new.
- Design marketing materials that require no envelope – simply fold and mail.
- Reduce all unwanted mailings:
  - For duplicate mailings and magazine subscriptions, return labels requesting all but one be removed.
  - Remove your name/company from junk mail lists. Visit <http://stopjunkmail.org> for guidance and downloadable PDF kit.
  - Purge your own mailing lists to eliminate duplication.
- Other: \_\_\_\_\_

**5. Purchase 3 recycled-content or used products:**

Implement procurement guidelines for purchase and use of products with recycled content.

- Recycling bins and containers.
- Refuse pails and bags.
- Toilet seat covers.
- Toilet tissue, facial tissue.
- Paper towels.
- Office paper.
- Pencils/rulers and other desk accessories.
- Recycled or remanufactured laser and copier toner cartridges.
- Business cards.
- Take-out containers – paperboard and plastics (#1 and #2, not #6 and #7).
- Floor mats.
- Mulch, soil amendments and compost made of plant trimmings or green waste.
- Construction materials when building/remodeling (such as plastic lumber for decking, benches and railings; carpet, carpet padding, etc).
- Paint.
- Re-treaded tires for fleet vehicles.

List items purchased used rather than new:

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

# Energy Conservation

## Measures

1. **Have a professional energy assessment of your hotel done. Your Green Business coordinator can arrange this assessment. Review it annually for new measures to implement.**
2. **Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems.**
  - ◆ Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
  - ◆ Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.
  - ◆ Keep condenser coils free of dust and lint.
  - ◆ Keep evaporator coils free of excessive frost.
3. **Save energy in 7 ways. At least 3 must come from "Energy Efficient Equipment & Facility Features."**

### **ENERGY EFFICIENT EQUIPMENT & FACILITY FEATURES:**

#### General

- Use electrical equipment with energy saving features (e.g. Energy Star<sup>®</sup>) and ensure Energy Star settings are enabled.
- Use computer hardware programs that save energy by automatically turning off idle monitors and printers.
- Use a time switch to automatically turn off office equipment after working hours.
- Use timers on hood, exhaust systems and hood lights.
- Use sensors on vending and ice machines and place machines in shaded areas.
- Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows.
- Other: \_\_\_\_\_

#### Lighting

- Reduce number of fixtures.
- Replace incandescent bulbs with more efficient compact fluorescent lamps such as T-8s or T-5s.
- Increase lighting efficiency by installing optical reflectors and/or diffusers.
- Improve exit sign efficiency by using compact fluorescent bulbs, LED signs or electroluminescent signs.
- Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as walk-in refrigerator/freezers, closets and restrooms.
- Use dimmable ballasts to dim lights to take advantage of daylight.
- Use daylight dimmers that turn off automatically when light is sufficient.
- Other: \_\_\_\_\_

#### Heating, Ventilation & Cooling

- Use building design features for improved or more efficient ventilation or heat conservation. Describe:
  - \_\_\_\_\_
  - \_\_\_\_\_
- Use a programmable thermostat to control heating and air conditioning.
- Use bypass timers and/or time clocks.
- Use ceiling fans for air circulation.
- Replace or supplement an A/C system with an evaporative cooler.
- Use economizers on A/C to increase air circulation.
- Replace single or package A/C unit with one with a greater Energy Efficient Rating (EER).
- Use occupancy sensors to control air conditioning and heat.
- Provide shade for HVAC condenser, especially roof-top fixtures
- Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery.
- Apply window film to reduce solar heat gain, if applicable.

- Use energy-efficient double paned windows.
- Replace an electric heating system with a natural gas system.
- Other: \_\_\_\_\_

Water Heating

- Insulate all hot water pipes, hot water heaters and storage tanks.
- Use a booster heater for hot water use.
- Use a solar water heater or preheater.
- Replace electric hot water heaters with natural gas ones.
- Other: \_\_\_\_\_

Refrigeration

- Replace refrigerators older than 10 years with new Energy Star<sup>®</sup> ones.
- Insulate refrigeration cold suction lines.
- Use plastic strip curtains on walk-in refrigerator/freezer doors.
- Use open-door buzzers on walk-in refrigerators.
- Other: \_\_\_\_\_

Dishwashing & Laundry

- Use a low-flow pre-rinse nozzle for dish scraping/pre-cleaning (saves both heating and water costs).
- Use a water-conserving dishwasher to save both heating and water costs. Reduce dishwasher temperature to the lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using (a door-type dishwasher should use 1.2 gallons/rack or less).
- Use dryer dampness sensors.
- Use Energy Star<sup>®</sup> clothes washers.
- Other: \_\_\_\_\_

Motors & Compressors

- 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.
- Use a variable speed drive on motors > 10 hp (rather than "throttling") to reduce motor energy use by 10-70%.
- 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).

- Replace a 110-volt motor with a 220-volt one. It is more powerful and more efficient.
- Other: \_\_\_\_\_

**ENERGY CONSERVING PRACTICES:**

General

- Turn off exhaust hoods and hood lights when appliances below are off (these must be on when appliances are on).
- Institute a formal policy that all electronic devices and lighting be turned off when not in use.
- Use the standby mode on equipment (e.g., energy saver buttons on copiers).
- Other: \_\_\_\_\_

Lighting

- Disconnect unused ballasts in delamp fixtures AND replace burned out lamps quickly to avoid ballast damage.
- Clean lighting fixtures, diffusers and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- Check and adjust lighting control devices such as time clocks and photocells.
- Use task lighting instead of lighting the entire area.
- Use light switch reminders to remind guests and staff to turn off lights when not in use.
- During slower periods, group customers so that lights and heating/cooling can be turned off in unoccupied areas.
- Other: \_\_\_\_\_

Heating, Ventilation & Cooling

- Set thermostat to 78° F for cooling, 68° F for heating and use the thermostat's night setback.
- Turn room-cooling units off when the weather is cooler.
- Close blinds and curtains to keep room cooler.
- Seal off unused areas. Block and insulate unneeded windows and other openings.
- When repainting building exterior and roofs, choose light colors to reflect more sunlight.
- Other: \_\_\_\_\_

Hot Water Use

- Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale build-up and deposits (this can reduce heating efficiency).
- Set hot water heaters to standard 125°–130° F.
- Check pilot lights for proper adjustment (gas kitchen/hot water).
- Other: \_\_\_\_\_

Refrigeration

- Ensure freezer defrost time clock is set properly to avoid peak energy use periods (noon to 6 p.m.).
- Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- Other: \_\_\_\_\_

Laundry

- Clean lint filters after every drying load.
- Other: \_\_\_\_\_

Motors & Compressors

- Institute a compressed air maintenance program that includes inspecting and evaluating system components for optimum efficiency.
- Other: \_\_\_\_\_

# Water Conservation

## Measures

1. **Have a professional indoor and outdoor water assessment conducted. Contact your water provider or Green Business coordinator to arrange this assessment. Review the water assessment annually for new measures to implement.**
2. **Complete all of the following water conservation measures applicable to your business:**
  - ◆ Learn how to read your water meter.
  - ◆ Assign a person to monitor each water bill for early indicators of problems. Call your local water provider if you notice unusual increases in use or for suggestions on how to use water more efficiently.
  - ◆ Use signs in restrooms to encourage water conservation and to report leaks.
  - ◆ 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 local water provider.
  - ◆ Replace high flow toilets with water efficient 1.6 gallon or less per flush models.
  - ◆ Install low-flow aerators and showerheads (your water provider may offer these free of charge):
    - 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
  - ◆ 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.
  - ◆ Use only dry methods to clean sidewalks, driveways, walkways or parking lots. Consult with local water agency to learn when and how water may be used to clean outdoor surfaces, and post instructions for maintenance staff.
  - ◆ Operate dishwashers only when full.
  - ◆ Hand scrape dishes before loading into dishwasher.
  - ◆ Soak dirty pots and pans instead of cleaning with running water.
  - ◆ Use foot triggers.
  - ◆ Do not use running water to melt ice in bar sinks.
  - ◆ Turn off food preparation faucets not in use.
  - ◆ Unless required by health department, turn off the continuous flow used to wash the drain trays of the coffee/milk/soda beverage island. Clean thoroughly as needed.
  - ◆ Serve guests drinking water only upon request.
  - ◆ Thaw frozen food in the refrigerator rather than under running water.
  - ◆ Shut off water-cooled air conditioning units when not needed.
  - ◆ Wash full loads in laundry machines.
3. **Implement 3 of the water conservation measures listed below. Consider areas of greatest water use (facility or landscaping) in choosing new measures. Also, be sure to ask your water provider about rebate programs in your area.**

### Facility:

- Replace pre-1992 toilets with 1.3 gallon per flush High Efficiency Toilets.
- 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 gallon per flush) or install new waterless varieties.
- 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 provider to make a presentation to staff to encourage water conservation at home. (Some water providers 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.
- Modify your existing irrigation system to include drip irrigation, where feasible.
- Install water efficient shrubs, ground cover, cobblestones, brick, or mulch in place 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.
- Install rain shut-off devices so that the irrigation controllers do not water plants when it is raining.
- Renovate existing landscape to include drought tolerant plants (water efficient landscape guidelines are available from your local water provider).
- Hydrozone: Group plants with similar water requirements together on the same irrigation line and separate plants with different water requirements on separate irrigation lines.
- 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 by installing pressure-reducing valves.
- 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 provider to develop a site-specific water budget. Track your monthly water use to ensure you are watering efficiently.
- Other: \_\_\_\_\_

Water-Conserving Practices:

- Institute an optional towels and linens reuse policy for guests. Provide details about this option in guest rooms.
- Retrofit once-through water-cooled refrigeration units, air conditioners, and ice machines by using temperature controls and a recirculating chilled water loop system.
- Use water efficient clothes washers with a water factor of 7.5 or less.
- Evaluate the wash formula and machine cycles for efficiency. It may be appropriate to reprogram machines to eliminate a cycle.
- Use 1.6 gpm or less pre-rinse spray valves to rinse dishes.
- Use water conserving batch dishwasher systems (rebates available in some areas).
- In conveyor type washer, ensure water flow stops when no dishes are in the washer. Install a sensing arm or ware gate to detect the presence of dishes.
- If local rules allow, use a greywater system to deliver reusable water for cooling, washing, and watering landscapes (Call your local Public Health Dept. to see if permitted).
- Use pool cover to reduce evaporation and heat loss when pool is not in use.
- Reduce the water used to back-flush pool filters, remain on site to watch the back-flush process.
- Other: \_\_\_\_\_

**GREEN NOTE:**

*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 1000 gallons of water per day.*

# Pollution Prevention

## Measures

### 1. Assess your facility to identify ways to prevent pollution. Review the plan annually for new measures to implement:

- ◆ Check Material Safety Data Sheets (MSDS) and labels for all cleaning products, building maintenance materials, pesticides, fertilizers, and laundry products you use. Identify safer alternatives.
- ◆ Evaluate each area of your hotel to identify actual and potential sources of pollution, and ways to prevent it.
- ◆ If you contract out for maintenance services, require your service provider to give you an inventory of items to be used and stored onsite. Include these items in your assessment.

### 2. Practice good housekeeping in 6 ways:

#### All Areas:

- Locate all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains.
- Provide containment for large amounts of liquid supplies.
- Implement a "just in time" purchasing policy and a "first in/first out" chemical usage policy.
- Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints, and cleaners; repair any deficient items found.
- Use enclosed delivery systems for transferring cleaners and/or other chemicals to prevent spills.

#### Indoors:

- Scrape grease from trays, grills and pans into the waste grease can to minimize kitchen grease going down sewer drains.
- Place baskets in drains to catch solids which then can be composted.
- Use dry surface cleaning methods rather than hosing down. Finish clean-up with damp mop or wipe.

#### **GREEN NOTE: 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. Ask your county coordinator for a list of mobile cleaners.*

#### Outdoors:

- Keep receiving, loading docks, dumpster and parking areas free of litter, oil drips and debris.
- Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices to prevent pollutants from reaching storm drains.
- Label all storm water drains with "No dumping, Drains to Bay" message.
- Clean private catch basins annually, before the first rain and as needed thereafter.
- Use a catch basin filter in your parking lot storm drains.
- Use shut-off valves at storm drains or keep temporary storm drain plugs at loading docks or outdoor areas for quick spill response.

- Use secondary containment or berms in liquid storage and transfer areas to capture spills.
- Keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.
- Use landscaping to prevent erosion problems, *especially* during construction or remodeling.
- During construction, confine, contain and properly dispose of construction and demolition debris to protect storm drains.
- Have an outdoor ashtray or cigarette "butt" can for smokers.
- Other: \_\_\_\_\_

**3. Reduce chemical use in 4 ways:**

- Restrict use of hazardous products by:
  - Buying them in small quantities.
  - Limiting access to authorized staff.
- Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.

Replace harmful products with safer alternatives. List specific replacements below.

- Cleaners: \_\_\_\_\_
- Disinfectants: \_\_\_\_\_
- Room Fresheners: \_\_\_\_\_
- \_\_\_\_\_
- Paints: \_\_\_\_\_
- Solvents: \_\_\_\_\_
- Other: \_\_\_\_\_
- Replace aerosols with pump dispensers.
- Buy organically/sustainably grown foods or beverages for the kitchen. List specific product replacements below:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Use laundry detergents that have little or no phosphates.
- Replace standard fluorescent lights with low or no mercury fluorescent lights.
- Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights.
- Use recycled oil for vehicles/equipment.
- Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- Replace toxic permanent ink markers/pens with water-based ones.

- Print promotional materials with soy or other low-VOC inks.
- Use natural or low emissions building materials, carpets or furniture.
- Use electric (not gas) powered tools.
- Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint; avoid chemical paint stripping.
- Use high-efficiency paint spray equipment.
- Do business with other "green" vendors or services, such as certified Bay Area Green Businesses (see full listings at [www.greenbiz.abag.ca.gov](http://www.greenbiz.abag.ca.gov)).
- Use or invest in renewable energy (ask your local utility or the Center for Resource Solutions at 415/561-2100 or [www.resource-solutions.org](http://www.resource-solutions.org)).

Eliminate use of chemical pesticides by implementing an Integrated Pest Management (IPM) program:

- Specify in pest control contracts that primary pest management methods include non-chemical pest prevention and pest exclusion.
- Use traps, barriers and less toxic pesticides (such as soaps, oils, microbials and baits). Apply on an as-needed (vs. set) schedule.
- Set up storage and sanitation procedures and planting, irrigation and cultivation (e.g., pest-resistant plants) to minimize pest attractants and harborage.
- Other: \_\_\_\_\_

**4. Recycle/reuse 3 of the following potential pollutants (please see measures required by law in "Green Notes" box on the next page):**

- Restaurant's used cooking oil (give or sell for use as alternative fuel, such as biodiesel).
- Excess paint/solvents (keep only what's needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).
- Used copier toner cartridges (take back to supplier or send back to manufacturer for recycling or refilling).
- Ink jet cartridges (send or take back for recycling or refilling).
- Other: \_\_\_\_\_

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

- Make transit schedules, commuter ride sign-ups, etc. available to staff. Get help from [www.511.org](http://www.511.org) using their "Ridematch Tool."
- Join the Air District's "Spare the Air" program (see box below) to notify staff of "Spare the Air" days.
- Offer lockers and showers for staff who walk, jog or bicycle to work.
- Offer secure bicycle storage for staff and visitors.
- Offer employee incentives for carpooling or using mass transit (e.g., guaranteed ride home or subsidized transit passes).
- Set aside car/van pool parking spaces.
- Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
- Convert company vehicles to low-emission cars (electric, hybrid, natural gas or alternative fuels).
- Keep company vehicles well-maintained to prevent leaks and minimize emissions; encourage employees to do the same.
- Link trips to run all errands in one outing.
- Provide information on van pool or mass transit services to and from the airport and other transportation centers.
- Arrange for van transportation between your facility and remote events.
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- Hire locally.
- Assist staff in finding local housing.
- Other: \_\_\_\_\_

**GREEN NOTE:**

*The following materials are considered to be hazardous universal wastes, and must be recycled:*

- ◆ Spent fluorescent light tubes.
- ◆ Electronic equipment (computers, cell phones, pagers, etc.).
- ◆ Batteries (to household hazardous waste or a battery recycling program such as Rechargeable Battery Recycling Corp: [www.rbrc.org](http://www.rbrc.org))

*For more information, contact your county's household hazardous waste program.*

**SPARE THE AIR PROGRAM**

*Spare the Air Days are called in summer when conditions indicate that we may exceed state and federal air quality standards for healthy air. Participating businesses receive Spare the Air Day 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).*

*In winter, Spare the Air Tonight alerts ask businesses and residents not to burn wood that evening to avoid unhealthy levels of smoke and particulate matter that aggravate asthma and other health problems. Join by visiting the Bay Area Air Quality Management District website at [www.SparetheAir.org](http://www.SparetheAir.org).*