

# GREEN BUSINESS CHECKLIST

Below is a self-evaluation based on environmentally, economically, and socially sustainable business practices. Use the checklist to assess your business practices and calculate a green rating score based on best management practices for sustainability.

Each category contains **Best Practices** worth 2 points, **Standard Practices** worth 1 point, and **industry specific** practices worth 1 point.

## WASTE REDUCTION

### Best Practices

Compost organics such as food and yard discards	
Eliminate use of disposable wares by using only permanent wares and use refillable containers for condiments	
Purchase post-consumer recycled materials (50% for marketing materials and 35% for janitorial paper)	
Use tap water instead of bottled water	
Reduce use of plastic bags (use paper bags with minimum 40% post-consumer product)	
Have a recycling station/program and train staff about recycling	
Collect hazardous waste (batteries, electronics, or fluorescent light bulbs) and create a procedure for proper disposal	
Make two-sided printing or copying the default practice	
Donate, sell, or exchange unwanted but useable items instead of throwing them away	

### Standard Practices

Recycle or reuse paper (including cardboard and office paper)	
Recycle glass, plastic, and aluminum	
Minimize packaging (e.g. individually wrapped items)	
Encourage employees to use less disposable items with signs by trash bin	
Reduce paper used for communication (use email when possible)	
Recycle wood pallets	
Recycle printer toners	
Conduct Pollution Prevention assessments or waste audits	
Stock or sell products made with recycled content	
Reduce the number of garbage bin liners by reusing bags and having unlined bins (recycle bin should not have liner bags)	
Use corrugated or recyclable board in place of foam core board	

### Restaurant Practices

Reduce/eliminate the use of disposable to-go food service ware	
Serve water only on request and use tap water unless bottled water is requested	

**TOTAL SCORE FOR WASTE REDUCTION**

## ENERGY CONSERVATION

### Best Practices

Schedule regular maintenance for high electricity use appliances (e.g., air conditioner or refrigerator)	
Replace light bulbs (T-12 fluorescent) with energy-efficient (T-8 or T-5) bulbs or other equivalent efficiency lighting	
Reduce number of lamps/fixtures where appropriate	
Improve sign efficiency by using efficient signs (e.g. LED)	
Replace equipment with energy efficient design (e.g. Energy Star®)	
Use or invest in renewable energy	
Use power management software/plug load to save energy	
Use dual occupancy sensors in low occupancy areas	

### Standard Practices

Regularly clean and inspect HVAC and refrigerator systems	
Monitor electricity bills for unexpected increases	
Turn off lights while daylight is sufficient and when leaving the room	
Turn off power when leaving room or after hours (use reminders)	
Use sleep or standby mode on equipment (set defaults)	
Increase lighting efficiency by installing optical reflector or diffuser	
Use appliances to promote air circulation (e.g. ceiling fan)	
Use window film to reduce solar heat	
Set thermostat to 76°F for cooling and 68°F for heating	
Conduct annual energy audits	
Change A/C filters frequently	
Use tankless water heater	

### Restaurant Practices

Use low-flow pre-rinse nozzle for dish scraping and pre-cleaning	
Set refrigerator temperature between 38-41°F and freezer to 10-20°F	

### Garment Cleaning Practices

Use task lighting instead of lighting the entire area	
Insulate all hot water pipes and cold suction lines	
Set hot water heater between 125-130°F	

### Dental Practices

Use task lighting instead of lighting the entire area	
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**TOTAL SCORE FOR ENERGY CONSERVATION**

## WATER CONSERVATION

### Best Practices

Schedule water meter readings monthly	
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Replace appliances with EPA WaterSense efficient models (e.g. toilets, faucets, showerheads, and urinals)	
Post signs in restrooms and lounge room to encourage water conservation and reporting of leaks	
Monitor and reduce use of continuous flow fixtures	
Adjust irrigation system for proper coverage and less runoff and limit hours of irrigation	
Switch from periodic cleaning to 'as required' cleaning schedule	
Replace water-cooled equipment with air-cooled	
Install self-closing faucets (not to exceed 0.5 gpm)	
Install a sub-meter for outdoor water usage to monitor leaks and excessive use	
Plant Florida-Friendly (native, drought tolerant) plants	
Use reclaimed water or harvested rainwater for plant irrigation	

### Standard Practices

Review water bills monthly for indication of leaks	
Clean surfaces using dry sweeping methods, where allowed	
Reduce water pressure to less than 50 psi by installing pressure-reducing valves	
Adjust, monitor, and maintain water use for cooling tower; Increase the number of cycles in the cooling tower if possible	

### Restaurant Practices

Operate dishwashers only when fully loaded	
Provide cleaning schedule to employees	
Replace food steamer with a connectionless model	
Use dry floor cleaning methods followed by damp mopping for indoor areas	

## TOTAL SCORE FOR WATER CONSERVATION

## POLLUTION PREVENTION

### Best Practices

Periodically evaluate actual and potential sources of pollution	
Reduce or eliminate the use of toxic cleaning products	
Reduce or eliminate the use of chemical pesticides (only use green-certified products)	
Replace all aerosols with pump dispensers, if available	
Have adequate absorbent material to contain all possible spills	
Keep outside garbage or containers covered and away from storm drains	
Locate all potential pollutants away from service and storage area	
Have clear safety signage in pertinent languages	
Keep and maintain products MSDS readily available for employees	
Conduct periodic safety refreshers for proper handling of bulk chemicals and emergency/spill procedures	

### Standard Practices

Use low or no mercury fluorescent lights	
Use environment friendly products (less toxic or biodegradable)	

Use safer alternatives to potentially harmful products	
Use certified organic or sustainable products	
Use rechargeable batteries	
Use unbleached or chlorine-free paper products	
Use vegetable or other low-VOCs inks for printing	
Use water-based, high solids, low or no-VOC paint products	
Use recycled or remanufactured products (like refilled cartridges)	
Use electric (not gas) powered tools	
Use natural or low emission building materials or furniture	
Replace toxic permanent ink markers/pens with water-based ones	
Regularly check and maintain storm drain openings and basins	
Establish pollution prevention Best Management Practices (BMP) and train staff on BMPs	
Develop leak and spill prevention measures and train all staff on procedures	

### Restaurant Practices

Minimum 25% of all food and beverages must come from certified organic, sustainably harvested, or locally grown products	
Practice fats, oils, and grease reduction BMPs (e.g. keep greases out of the drain)	
Clean catch basins annually	

### Garment Cleaning Practices

Display a statement of which technology you use for cleaning	
Properly label and dispose of spotters, detergents, and other chemical products	
Properly dispose of antistatic agents and water and stain repellants that contain methylene chloride and/or PCE	
Use oxygen-based bleach instead of chlorine bleach in laundry	
Use POG spotting agents that do not contain PCE, TCE, or methylene chloride	

### Dental Practices

Do not let waste water (wash equipment, floor mats or other items) flow to the storm drain	
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**TOTAL SCORE FOR POLLUTION PREVENTION**

## INDOOR AIR QUALITY

### Standard Practices

Maintain ventilation of a minimum air exchange rate of 35% per hour	
Open windows when vacuuming	
Avoid use of chemical air fresheners and non-organic scented candles	
Test for mold in the indoor area	
Use covered garbage containers to avoid smell and pests	
Use fan or air purifier to increase air exchange rate	
Other practices:	

**TOTAL SCORE FOR INDOOR AIR QUALITY**

## TRANSPORTATION AND DELIVERIES

### Best Practices

Sign up for green transportation service	
Keep company vehicles well-maintained and encourage employees to do the same	
Offset company's transportation CO <sub>2</sub> emissions	
Arrange a single vendor to make deliveries for several items	
Cut shipping, packaging, and transportation wastes by purchasing supplies from local vendors	
Have company-owned vehicle to provide transportation service (shuttle to and from bus, train, or metro stops)	
Convert company vehicles to low emission ones (electric or hybrid)	
Offer electric vehicle charging stations at your business location to encourage both employees and customers to drive electric vehicles	
Chose business locations that are close to public transportation	
Convert company vehicles to use alternative fuel (i.e. biofuel) that comply with the EPA renewable fuel regulations and standards, including GHG lifestyle reduction requirements ( <a href="http://www.epa.gov/otaq/fuels/renewables/regulations.html">http://www.epa.gov/otaq/fuels/renewables/regulations.html</a> )	

### Standard Practices

Encourage employees to bicycle to work by offering rebates	
Enroll in a car share program and/or provide car pool parking spaces	
Carefully plan delivery routes or commuter routes to avoid unnecessary trips	
Offer telecommuting opportunities and/or flexible schedules so that workers can avoid heavy traffic and idling in traffic	
Track fuel consumption for your fleet according to make, model, year, fuel type, annual vehicle miles travelled, and gallons of fuel type for one year	
Other practices:	

**TOTAL SCORE FOR TRANSPORTATION & DELIVERY**

## COMMUNICATION & EDUCATION

### Best Practices

Track and disclose water and energy usage using the EPA EnergyStar Portfolio Manager ( <a href="https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/get-started">https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/get-started</a> )	
Track solid and hazardous waste generation	
Discuss your green solutions with other business owners	
Market your green business efforts to existing and potential customers	
Adopt an environmental policy statement as a business commitment	
Promote source reduction among employees	
Encourage employees to make suggestions on green business practices	
Established a Task Force or "Green Team" to identify opportunities and maintain your green business practices	
Commit resources to implement changes	

**TOTAL SCORE FOR COMMUNICATION & EDUCATION**

## TOTALS

TOTAL SCORE FOR WASTE REDUCTION	
TOTAL SCORE FOR ENERGY CONSERVATION	
TOTAL SCORE FOR WATER CONSERVATION	
TOTAL SCORE FOR POLLUTION PREVENTION	
TOTAL SCORE FOR INDOOR AIR QUALITY	
TOTAL SCORE FOR TRANSPORTATION & DELIVERY	
TOTAL SCORE FOR COMMUNICATION & EDUCATION	
<b>YOUR TOTAL SCORE</b>	

## GREEN INDEX

0-20%	20-40%	40-60%	60-80%	80-100%
≤ 36 points	37-72 points	73-108 points	109-144 points	145-181 points
You have room for green improvements! Implement additional green practices and go through the checklist again.			Congratulations! Your business meets sustainability guidelines. Keep up the good work and continue to lead the way to a greener tomorrow.	