

GENERAL MEASURES

Complete ALL of the following (these are required for all Green Businesses):

- ✓ Number of Employees (Total number of full and part-time): _____
(Required)
- Annual Gross Sales: \$ _____
(Optional)

- ✓ Complete the following. Use your last electricity, gas, water and trash bills.
*If you do **not** receive an energy, water or trash bill, please check here:
A Green Business Coordinator will be contacting you on other areas to measure.

1. Electricity and Gas Use (On bill): Month: _____ kwh/day: _____ therms/day: _____
Same month last year: kwh/day: _____ therms/day: _____
2. Water: Month: _____ HCF: _____
Same month last year: HCF: _____
3. Solid Waste (trash): Month: _____ cubic yards/week: _____
Same month last year: cubic yards/week: _____

- ✓ **Chart** and **Post** at least **one (1)** of the above. (Usage amounts NOT costs or bill amounts)

A sample **Chart** is provided for you as **Attachment I**.

- ✓ Provide on-going incentives, awareness or training for employees using the Green Business Checklist to encourage their support and participation. (Check all activities in which Green Business was discussed or promoted)

- Staff meeting discussions
- Employee reference materials
- Company newsletter or bulletins
- Performance appraisals
- Job descriptions
- Employee training
- Employee orientations

- ✓ Do **ALL** of the following to inform your customers about the environmental actions you are taking and your participation in the Green Business Program:

- Post the Green Business pledge in a visible location.
- Share with your customers the steps you are taking to be a Green Business (either verbally or by posting information).
- Post Green Business Program Fact Sheet informing your customers about the program.

- ✓ Assist at least **one (1)** other business in becoming a Green Business. Encourage them to enroll in the Green Business Program. (Check all that were done).

- Join a business association and share your Green Business success at meetings.
- Mentor another business or invite other business owners to tour your facility.
- Become a peer-to-peer mentor for the Green Business Program where businesses can be referred to you to hear directly how the program has helped your business. (Contact the Green Business Coordinator, 858-495-5799 for more information)
- Other: _____

POLLUTION PREVENTION (P2)
Reducing Waste & Using Safer Alternatives

#	ACTIVITY	✓	#	ACTIVITY	✓
	Implement at least four (4) of the following good housekeeping & operating procedures:			Prevent Stormwater runoff in at least three (3) of the following ways:	
1	Assess your business to identify ways to reduce use of hazardous materials.		26	Clean private catch basins annually, before the first rain, and as needed thereafter.	
2	Purchase harmful products such as cleaners and pesticides in small quantities.		27	Regularly inspect and service vents and kitchen hoods to prevent pollution from roof top equipment.	
3	Limit access to harmful chemicals to trained, authorized staff.		28	Label all storm water drains with "No dumping, drains to Ocean" message.	
4	Reduce or eliminate the use of chemical pesticides by correcting situations that attract and harbor pests with proper food and garbage storage and landscaping.		29	Use landscaping to prevent erosion problems, especially during construction or remodeling.	
5	Use a licensed, registered pest control operator for any chemical pesticide applications.		30	Use dry clean-up methods for sidewalks, walls & windows, parking lots, floor mats and dumpsters to avoid contaminating storm drains: sweep or vacuum before damp mopping or wiping.	
6	Provide containment for large amounts of liquid supplies		31	Regularly clean grease from roof top equipment and surfaces.	
7	Route used water for clean up to the sanitary sewer drain to avoid run-off going to storm drains.		32	Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices to prevent pollutants reaching storm drains.	
8	Scrape grease from trays, grills & pans into the waste grease can to minimize kitchen grease going down sewer drains.		33	Install containment or berms around liquid storage and transfer areas to capture spills.	
9	Avoid placing leftover beverages and wet food in the dumpster.		34	Install shut-off valves at storm drains on property or keep temporary storm drain plugs on hand for quick spill response.	
10	Place baskets in drains to catch solids, which then can be composted where available.		35	Regularly clean cigarette butts and litter from areas surrounding facility and dispose of properly (Ensure adequate ash trays are available to prevent cigarette litter).	
11	Post signs to keep outside dumpster lids closed.		36	Other:	
12	Do business with other green businesses.				
13	Other:				
	Reduce use of hazardous materials in at least three (3) of the following ways:			Reduce air emissions in at least two (2) of the following ways:	
14	Review your pollution prevention assessment and replace harmful products with safer alternatives. (Eg. Cleaning products, disinfectants, sanitizers, pesticides, etc.) Products Replaced: _____ _____ _____		37	Make transit schedules, commuter ride sign-ups, etc. available to employees.	
			38	Offer secure areas for bicycle storage for employees.	
			39	Set aside car pool/van pool parking spaces.	
			40	Offer lockers and showers for employees who walk, jog, or bicycle to work.	
			41	Offer employee incentives for car pooling or using mass transit (e.g. guaranteed ride home if needed).	
15	Eliminate aerosol cleaners and room fresheners.		42	Provide customer bicycle racks or other secure storage area.	
16	Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.		43	Link trips to accomplish all errands for your facility in one outing.	
17	Replace standard fluorescent lights with low mercury fluorescent lights.		44	Other:	
18	Use a chalkboard for listing specials or switch to less toxic, water-based white board markers.			Recycle/reuse hazardous and liquid wastes in two (2) of the following ways:	
19	Use rechargeable rather than single-use batteries.		45	Grease & oil.	
20	Purchase dishwashing detergent with reduced VOCs (a source of air pollution).		46	Excess paint (reuse as a primer, give to hazardous waste collection program or donate).	
21	Use natural or low emissions building materials, carpets or furniture.		47	Spent fluorescent tubes.	
22	Buy paper products (towels, napkins & copy paper) that are unbleached (no chlorine, or "PFC").		48	Batteries (at local household hazardous waste facility or through a battery recycling program such as Rechargeable Battery Recycling: www.rbrc.org).	
23	Buy certified organic produce.		49	Used toner cartridges (can often be sent back to manufacturer)	
24	Support sustainable food and agriculture efforts; E.g. purchase seafood from sustainable sources, buy local grown, etc.		50	Waste electronic equipment such as computers, monitors, printers and fax machines.	
25	Other:		51	Other:	



Helpful Websites:
Western Region P2 Network : www.wrppn.org/hub


SOLID WASTE REDUCTION

Reduce Reuse Recycle




#	ACTIVITY	✓	#	ACTIVITY	✓
	Solid Waste Source Reduction: Implement at least ten (10) of the following measures			Office Paper Reduction: Reduce office paper waste using at least four (4) of the following measures.	
1	Conduct a waste assessment to identify ways to reduce waste, increase recycling and increase use of recycled-content products.		31	Set up a bulletin board or develop routing lists for bulletins, memos, and trade journals to minimize the number of employees receiving individual copies.	
2	Select products shipped with less packaging.		32	Set printer and copier defaults to double sided.	
3	Buy shelf-stable food supplies in bulk to minimize packaging waste.		33	Design marketing materials that require no envelope – simply fold and mail.	
4	Check food deliveries for spoiled or damaged product before accepting shipments.		34	Eliminate all mailings that are unwanted.	
5	Store and rotate supplies to minimize loss through spoilage and damage.		35	Use computer software programs that allow faxing directly from computers without printing.	
6	Buy products in returnable, reusable or recyclable containers. Request them if not offered.		36	Keep a stack of previously used paper near printers; Reuse backside for scratch paper, drafts or internal memos.	
7	Install air hand dryers in washrooms and properly educate staff on drying hands completely after hand washing.		37	Reuse envelopes: Cover old addresses and postage with labels and affix new.	
8	Require produce to be delivered in corrugated (not waxed) cardboard boxes.		38	Other:	
9	Replace disposable drink cups with washable, reusable ones, if approved washing facilities are available.			Segregate, Reuse or Recycle materials – Implement at least six (6) measures:	
10	Require cleaning/sanitizing product suppliers to take back empty buckets or drums.		39	Donate non-perishable excess food to shelters or food banks (covered under Good Samaritan law).	
11	Switch from individual condiment packets to DEH-approved cleanable, refillable containers for sugar, salt and pepper, ketchup, and other condiments.		40	Designate space (away from food storage areas) for storing recyclables such as bottles and cans. (This area must be approved by DEH for this use.)	
12	Switch from Styrofoam™ type products to paper. (Worth 2 measures)		41	Recycle glass, plastic and aluminum containers with deposit value.	
			42	Recycle newspapers.	
13	Serve straws from approved dispensers rather than offering pre-wrapped.		43	Collect food waste and food-contaminated paper products for organics composting where such service is available.	
14	Use reusable metal or nylon coffee filters.		44	Recycle wood, including pallets & wood from remodeling activities.	
15	Use reusable (laminated) menus; eliminate paper inserts for specials.		45	Send used toner cartridges back to the manufacturer or local service for recycling or refilling.	
16	Offer clients smaller food portions and price menu items accordingly.		46	Recycle non-deposit glass and metal containers. (Jars/tin cans)	
17	Eliminate paper placemats and paper tray liners; trays are sanitized after each use.		47	Recycle cardboard (corrugated cardboard boxes).	
18	Use laundry service that provides reusable bags for dirty and clean linen.		48	Recycle mixed paper: junk mail, magazines, catalogs, phonebooks, etc.	
19	Buy eggs shelled in bulk if using three or more cases per week.		49	For shipping non-food items, use shredded paper for packaging needs instead of purchasing Styrofoam™ pellets, bubble wrap, other packing materials.	
20	Buy pickles, mayonnaise, salad dressings, etc. in containers other than non-recyclable hard plastic pails or buckets. Try them in plastic-lined cardboard, cry-o-vac, or foil pouches.		50	Use old tablecloths, cloth napkins and washcloths as rags.	
21	Work with supplier to eliminate inner-pack dividers in shipping containers for miscellaneous supplies.		51	Leave grass clipping on mowed turf (“grass-cycling”) rather than disposing.	
22	Use cloth instead of paper napkins and tablecloths (follow DEH requirements).		52	Compost or recycle pre-consumer vegetable/fruit/landscape trimmings if services are available.	
23	When preparing take-out food orders, minimize the amount of extra packaging used (double-wrapping, double-bagging).		53	Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.	
24	Reduce number of garbage bag liners used by changing them out only when necessary.		54	Recycle metal, including scrap from remodeling activities & replacing equipment.	
25	Purchase cleaning supplies in concentrate and portion into labeled, reusable dispensing bottles.			Buy Recycled/Reused Products – Purchase at least 3 of the following recycled-content products.	
26	Serve carbonated beverages from a beverage gun or dispenser (post mix) rather than by the bottle or can.		55	Take-out containers – paperboard and plastics (#1 and #2, not #6 and #7)	
27	Purchase reusable, washable hats for kitchen employees instead of single use disposable ones.		56	Refuse pails and bags (recycled HDPE trash liner bags instead of LDPE or LLDPE)	
28	Use reusable beverage canisters rather than the bag-in-the-box containers.		57	Mulch, soil amendments and compost made of plant trimmings, or green waste (for landscaping)	
29	Switch to reusable coasters instead of napkins or paper coasters for drinks.		58	Construction materials when building/remodeling (such as plastic lumber for decking, benches and railing, carpet, carpet padding, etc)	
30	Other:		59	Paper table covers	
			60	Storage bins and containers for recyclables	
			61	Floor mats	
			62	Office paper and business cards	
			63	Napkins and/or placemats	
			64	Toilet seat covers and paper towels in restrooms	
			65	Recycled or Remanufactured printer and copier toner cartridges	
	Helpful Websites: California Integrated Waste Management Board: www.ciwm.ca.gov/BizWaste				
	 				

ENERGY CONSERVATION

Be an Energy 






#	ACTIVITY	✓	#	ACTIVITY	✓
	Equipment/Facility Changes - implement at least four (4) measures:			Employee Practices – Implement at least six (6) of the following behavioral practices	
1	Have SDG&E, or an energy service, conduct an energy assessment of your facility, or complete an SDG&E audit online at www.sdge.com/audit For free audit services, visit: www.sdenenergy.org		21	Perform regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system. <ul style="list-style-type: none"> • Clean permanent filters with mild detergents every three months. • Keep condenser coils free of dust and lint 	
2	Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.		22	Check entire HVAC system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.	
3	Install occupancy sensors for lighting in low occupancy areas, including walk-in refrigerator/freezers.		23	Clean lighting fixtures and lamps so that they are lighting as effectively as possible.	
4	Replace incandescent bulbs with compact fluorescent lights.		24	Replace aging fluorescent light tubes for maximum light output.	
5	Install a programmable thermostat to control heating and air conditioning.		25	Turn-off lights where possible.	
6	Upgrade existing fluorescent lighting with T-8 lamps with electronic ballasts.		26	Ensure that freezer defrost time clock is set properly to avoid peak energy use periods (noon to 6 p.m.).	
7	Use an approved water-conserving dishwasher to save both heating and water costs. (Must be approved by DEH).		27	Turn off exhaust hoods and hood lights when appliances below them are off. (These must be on when appliances are on.)	
8	Install dimmable ballasts to dim lights when daylight is available.		28	Turn off back up fryers and turn ovens and toasters down or off during periods of low customer traffic.	
9	Insulate all major hot water pipes.		29	Set hot water heaters to standard 140-150° F.	
10	Use weather stripping to close air gaps around doors and windows.		30	Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using.	
11	Select electrical equipment with energy saving features (e.g. Energy Star).		31	Keep indoor refrigerator, freezer & ice machine condenser coils free of excessive frost, dust and lint.	
12	Use a low-flow pre-rinse spray nozzle for dish scraping/pre-cleaning (saves both heating and water costs).		32	Use NSF approved wire or open shelving to allow for good airflow within refrigeration unit. Stack food containers to allow good airflow between items.	
13	Retrofit exit signs with LEDs or fluorescent bulbs.		33	Operate dishwashers only when fully loaded.	
14	Insulate refrigeration cold suction lines.		34	During slower periods, group customers so that lights and heating/cooling can be turned off in unoccupied areas.	
15	Install plastic strip curtains on walk-in refrigerator/freezer doors.		35	Turn room-cooling units off when the weather is cooler if not part of make-up air for hoods.	
16	Install heat/energy recovery equipment on Refrigeration and HVAC.		36	Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale build up and deposits.	
17	Install and use computer hardware programs that save energy by automatically turning off idle monitors and printers.		37	Institute a start-up and shut-down schedule for major cooking appliances, exhaust hoods, and for smaller appliances such as coffee machines, holding cabinets, steam tables, plate and food warmers, heat lamps and conveyor toasters.	
18	Use solar energy sources/equipment.		38	Do not overload fryer baskets beyond the manufacturer's recommended capacity.	
19	Install ceiling fans.		39	Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing damaged strip curtains.	
20	Other:		40	Use light switch reminders to remind guest and staff to turn off lights.	
	Note: Highlighted items indicate that rebates may be available, visit www.sdge.com/business for more information.		41	Check and adjust lighting control devices such as time clocks and photocells.	
	Helpful Websites: www.sdge.com/business www.energystar.gov		42	Set thermostat to 76° F for cooling, 68° F for heating, and use the thermostat's night setback.	
			43	Institute a policy that all electronic devices and lighting be turned off in non-occupied rooms.	
			44	Use cooking equipment to full capacity. Fully loaded equipment utilizes energy more efficiently.	
			45	Check pilot lights for proper adjustment.	



WATER CONSERVATION

Be Water Wise! 💧

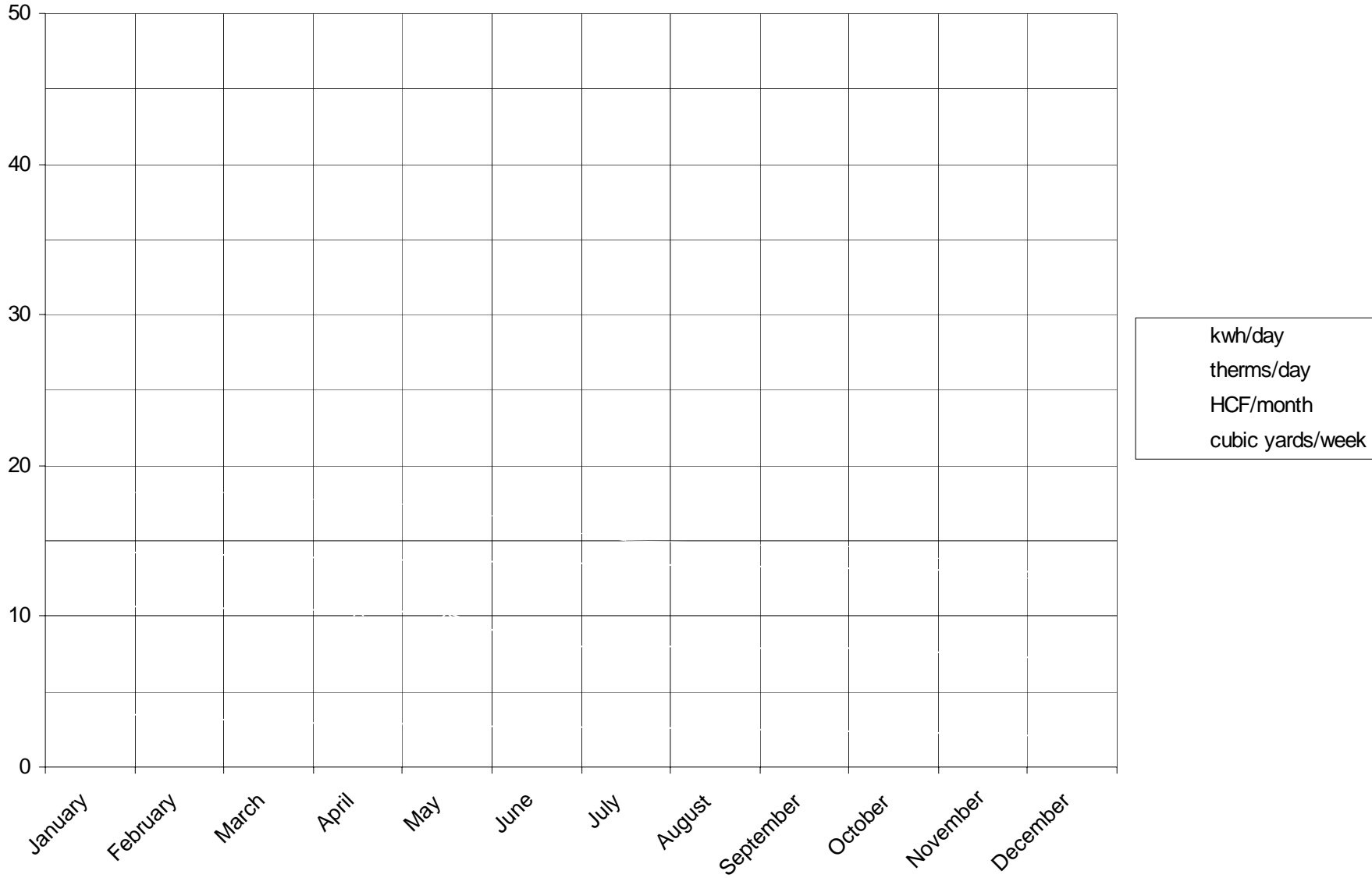


#	ACTIVITY	✓	#	ACTIVITY	✓
	Complete ALL of the following water conservation measures applicable to your business:			Employee Practices – Implement at least four (4) of the following behavioral practices	
1	Learn how to read your water meter/bill as a way to detect leaks and problems.		19	Use a fan-jet sprayer before loading dishes into dishwasher.	
2	Regularly check for and repair all leaks in your facility.		20	Use dry surface cleaning methods, followed by damp mopping or wiping.	
3	<p>If <u>Irrigation System</u> is in place:</p> <ul style="list-style-type: none"> Adjust for proper coverage. Check sprinkler heads regularly to be sure the lawn is being watered and not the sidewalk or parking spaces. Adjust sprinklers to achieve even water distribution. Repair all defective lines and sprinkler heads. Adjust irrigation times and durations with the seasons. <p>Water during early morning hours to decrease water loss from evaporation.</p>		21	Adjust boiler and cooling tower blow down rate to maintain TDS (total dissolved solids) at levels recommended by manufacturers' specifications.	
	<p>Equipment/Facility Changes - implement at least two (2) measures:</p> <p>Note: Highlighted items may be subject to rebates or vouchers through San Diego County Water Authority, call 1-800-986-4538 for more information.</p>		22	Apply water, fertilizer, or pesticides to your landscape only when needed, rather than on an automatic schedule. Look for signs of wilt before watering established plants. Ensure that your landscaper implements this practice.	
4	Have your local water utility or water conservation service conduct a water audit of your facility.		23	Turn off food preparation faucets that are not in use. Consider installing foot triggers.	
5	Install low flow aerators (80 psi): 1.5 gpm for sink faucets & lavatory sinks; 2.2 gpm for kitchen sinks.		24	Shut off water-cooled air conditioning units when not needed.	
6	Install quick closing toilet flappers		25	Serve water in bars and restaurants only upon request.	
7	Install ultra low flow toilets – 1.6 gallons per flush max. Provide additional urinals in men's restrooms & reduce no. of toilets (rebates or vouchers available in some areas).		26	Avoid runoff by making sure that sprinklers are directing water to landscaped areas, and not paved areas.	
8	Install signs in restrooms encouraging water conservation.		27	Turn off the continuous flow used to wash the drain trays of the coffee/milk/soda island. (Clean thoroughly as needed)	
9	Install high-pressure, low volume spray nozzle for pre-washing dishes verses cleaning with running water (rebates or vouchers available in some areas).		28	Plan ahead and thaw frozen foods in the refrigerator rather than under running water.	
10	Replace water-cooled equipment with air-cooled equipment such as ice machines.		29	Adjust ice machines to dispense less ice if ice is being wasted.	
11	Install water conserving batch dishwasher systems. (Rebates available in some areas.)		30	Wash exterior windows with a bucket and squeegee rather than power washing.	
12	Reduce water pressure to no higher than 70 psi by installing pressure-reducing valves.		31	Other:	
13	Landscape with drought resistant plants.		<p>Helpful Websites: San Diego County Water Authority: www.sdcwa.org</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>		
14	Use ground cover or mulch around landscape plants to prevent evaporation.				
15	Install a low-volume irrigation, such as a drip system or soaker hoses.				
16	Replace boiler based steamers with more water and energy efficient models. Replacing old steamers can reduce both water and energy expenses.				
17	Install cooling tower conductivity controllers.				
18	Other:				



Business Name: _____

Utility Usage



YEAR: _____