



Keep the Sierra Green

Application Form

BUSINESS NAME <i>As you want to appear on certificate</i>	
TYPE OF BUSINESS	
CONTACT NAME	
CONTACT EMAIL	
WEBSITE ADDRESS	
BUSINESS ADDRESS	
PHONE NUMBER	
NUMBER OF EMPLOYEES	
DATE	
WHY ARE YOU INTERESTED IN THIS PROGRAM?	

YES! Please add us to the e-mailing list to receive program updates and announcements.

COMPLIANCE VERIFICATION

A business is not eligible for recognition if not in compliance. Applicant must **CHECK & INITIAL** all of the following:

- ___ Business has had no significant health violations which have not been corrected.
- ___ Business has met compliance with all storm water-related regulatory requirements.
- ___ Business has met compliance with all wastewater-related regulatory requirements.
- ___ Business has met compliance with all air-related regulatory requirements.
- ___ Business has met compliance with all hazardous materials-related regulatory requirements.

During this process, you will be self-certifying your organization; however award winners will be subject to 3rd party review of practices. **I verify that the information provided in this application, including compliance, is correct to the best of my knowledge.**

Name and Title (print): _____

Signature of Applicant: _____

Business must be in compliance with regulatory requirements and all of the criteria outlined below to obtain Green Business Status. To gain Recognition Status, your company must accumulate a total of 74 out of 155 points if all categories are completed. (If you are exempt from the landscaping category, your company must accumulate 66 out of 138 points). Each check box is worth one point. Mandatory measures must all be met where designated. Each section has minimum point totals you must achieve.



General Information & Attachments

Attachments

- So we may promote Keep the Sierra Green (KSG) participants, please attach a paragraph or two that summarizes what your business does and overall philosophy. This information may be used in press releases, on websites and other outreach campaigns. Also include:
 - a unique or successful sustainable practice you have implemented, and
 - describe any cost savings to your business in the past year. Include overall savings or as it directly relates to your most unique/successful practice implemented.
- If you have an Environmental Preferable Purchasing Policy, please attach.
 - Yes, you have my permission to share my policy with others.

General Information

Please **check all that apply below** and best describes your business:

- Manufacturing Restaurant
- Service Retail
- Other, please specify: _____

Site location information

- Building owner
- Lessee

Home based business

If you are a home based business and have employees, do the employees work out of your home?

- Yes No

Comments:

Does your business operate in multiple locations? No Yes (If yes, then complete the following).
Reminder: In order to qualify, your headquarters must be located within the KSG jurisdiction.

___ Number of sites located within in the KSG region? Comments:
 ___ Number of sites located outside the region?

How did you hear about Keep the Sierra Green?

- Chamber of Commerce (please identify) _____
- Consultant (please identify) _____
- Internet (please identify) _____
- Local Government (please identify) _____
- Newspaper (please identify) _____
- Trade Association (please identify) _____
- Other (please identify) _____



A. Solid Waste Reduction

For each item completed, applicant should check appropriate box.

Suggestion: Have a solid waste reduction assessment done for your facility to help identify which waste reduction, reuse and recycling practices would best work for you. Your Green Business Coordinator can organize this for you.

REQUIRED: ALL MUST BE CHECKED

- 1. Recycle all the recyclable materials collected by your disposal provider.
- 2. Eliminate the use of polystyrene (styrofoam) cups and takeout containers.
- 3. Provide tap water in reuseable containers. Limit use and sale of bottled water.
- 4. Provide recycling containers at employee work stations, printing areas, food areas and other convenient and appropriate locations. Where applicable, provide compost collection.
- 5. Store and label all hazardous waste and universal waste covered, contained and out of the elements. Ensure these items are turned over for proper recycling, and are not disposed of in the trash.

Common hazardous waste includes: un-used paints, solvents, cleaners, pesticides, etc.

Common universal waste includes: used fluorescent tubes and bulbs, spent batteries, electronic and mercury-containing items such as: televisions, computer monitors, thermostats, etc.

Points Total _____ (minimum 5 of 5 possible points must come from this category)

VOLUNTARY:

I. Waste Reduction Measures and Practices

- 1. Keep a stack of previously used paper (printed on one side) near printers for reuse.
- 2. Designate a draft tray on printers with multiple trays that uses the previously used paper.
- 3. Purchase/lease all new copiers and printers with double-sided copying capability.
- 4. Encourage employees (post signs or memos) to use reusable lunch bags, food containers and shopping bags.
- 5. Encourage employees to provide their own beverage containers: water bottles and coffee mugs.
- 6. Set all multi-page documents and defaults on printers and copiers to be double-sided.
- 7. Set document defaults to minimal margins.
- 8. Use computer fax modems that allow faxing directly from computers without printing or use email faxing.
- 9. Eliminate unwanted mailings by calling sender's 800 number, writing "refused" on first class mail, or visit www.catalogchoice.org.
- 10. Eliminate duplicate mailings by returning labels to the sender, requesting that all but one be removed.
- 11. Purge your own mailing lists to eliminate duplication.
- 12. Re-use envelopes you receive by covering up the old address and postage, and affix new.
- 13. Set up a bulletin board or develop routing lists for bulletins, memos, trade journals to minimize the number of employees receiving individual copies.
- 14. Replace memos with e-mail messages & discourage the printing of messages.
- 15. Design promotional and marketing materials that require no envelope – simply fold and mail.
- 16. Request that promotional and marketing materials be printed on 30% or greater post-consumer, recycled content paper.
- 17. Use electronic billing methods to invoice customers and receive payment.
- 18. Use laundry service that provides reusable bags for dirty and clean linen.
- 19. If you provide disposable bags to your customers for items purchased or supplied by your business, you must use recycled content bags. Bags should only be provided when absolutely necessary.
- 20. Offer reusable bags for sale, when applicable.
- 21. When remodeling or constructing new facilities, contractors must recycle construction/demolition debris.
- 22. Compost food scraps.
- 23. For shipping non-food items, use shredded paper for packaging needs instead of purchasing polystyrene pellets, bubble wrap, or other packing materials (if you receive these, reuse them in your own packaging).
- 24. Recycle printer and toner cartridges.
- 25. Recycle plastic bags.



- 26. Recycle CDs/DVDs.
(One CD recycle option is the techno-trash can system, it is a box that you fill up then ship (Cost is about \$30/box includes shipping).
<http://www.greendisk.com/gdsite/technotrash.aspx>)
- 27. Recycle all universal waste. (Spent fluorescent tubes and bulbs, spent batteries, spent electronic and mercury-containing items: computer monitors, thermostats, etc.)
- 28. Utilize one of the following options for take-out containers: paper, paperboard or locally recyclable plastic. Use compostable containers (starch-based sugarcane, rice hulls, and/or corn) as an option if there is a municipal food waste/composting program to accept these materials. Call your local coordinator for details.
- 29. Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
- 30. Add the message "Printed on Recycled Paper" or use the recycling logo on all printed materials.
- 31. Other _____

Points Total _____ (minimum 14 of 31 possible points must come from this category)

II. Environmentally Preferable Purchasing

A. Purchasing Activities

- 1. Organization has adopted an Environmentally Preferable Purchasing Policy.
- 2. Purchase 100% recycled content office paper with at least 30% being post consumer waste (pcw).
- 3. Purchase unbleached paper towels/tissue for restrooms with the highest recycled content available.
- 4. Centralize purchasing to eliminate unnecessary deliveries. Establish and follow waste reduction purchasing policies such as, conducting online research and price comparisons before purchasing.
- 5. Select products shipped with less packaging or that are shipped in returnable, reusable or recyclable containers.
- 6. Work with vendors to minimize product packaging: ask vendors to take back packaging and used/damaged products for reuse and recycling (choose vendors that offer these services).
- 7. Arrange for local purchasing or cooperative buying through association, co-located business groups, etc.
- 8. Purchase reusable rather than disposable office items (refillable pens, erasable white boards & wall calendars).
- 9. Buy products that are bulk, concentrated, durable, repairable, and/or recyclable.
- 10. Retailers - stock/sell products that are less toxic or less polluting than conventional products.
- 11. Retailers - offer an incentive to customers who bring their own shopping bags, coffee mugs, etc.
- 12. In the lunch/break room, eliminate disposables by using permanent ware (mugs, dishes, utensils, towels, rags, coffee filters, etc.) and using refillable containers of sugar, salt and pepper, etc.; avoid individual packets.
- 13. Other _____

B. Purchase RECYCLED CONTENT products from items listed below.

- 1. Business cards.
- 2. Disposable drink and food items.
- 3. Storage bins and containers for recyclables.
- 4. Trash bags.
- 5. Floor mats and carpet.
- 6. Toilet seat covers and/or toilet paper.
- 7. Refilled ink and toner cartridges.
- 8. Construction materials when building or remodeling.
- 9. Recycled-content and no/low VOC paint.
- 10. Desk accessories (e.g., rulers, tape dispensers, file folders).
- 11. Mulch, soil amendments and compost made of plant trimmings or green waste.
- 12. Other: _____

Points Total _____ (minimum 12 of 25 possible points must come from this category)



B. Pollution Prevention

For each item completed, applicant should check appropriate box.

REQUIRED: ALL MUST BE CHECKED

- 1. Mop water (soapy water) is discharged to the sanitary sewer, not the storm drain.
- 2. Keep dumpsters tightly covered (and locked in Tahoe/Truckee). Eliminate access by wildlife including bears, coyotes, dogs, rodents and birds.

Points Total _____ (minimum 2 of 2 possible points must come from this category)

VOLUNTARY:

I. Pollution Prevention Measures

A. Maintenance Procedures

- 1. All wastewater from outdoor pressure washing/ steam cleaning is routed to the sanitary sewer or to landscaping.
When wastewater is routed to a sanitary sewer system, it must first pass through a properly sized sand/oil separator prior to discharge to the sewer system. Also, when possible, water collected in the sand/oil separator should be recycled for reuse. Ensure any hazardous materials are not drained to the sewer system but are instead captured, stored, and properly disposed.
- 2. Never hose down or wash floor mats, equipment, or vehicles where the wastewater may flow to any waterbody or storm drain system. Wastewater must enter a sanitary sewer or infiltration basin.
Wastewater generated from washing vehicles and equipment shall be routed to a properly sized sand/oil separator prior to discharge to the sewer system. Also, when possible, water collected in the sand/oil separator should be recycled for reuse. Ensure any hazardous materials are not drained to the sewer system but are instead captured, stored, and properly disposed.
- 3. Use dry cleanup methods as a norm, and sweep prior to mopping floors. Dispose of the debris in the garbage.
- 4. Limit use of snow melt products, use less toxic options. Talk to your local supplier.
- 5. Replace traditional janitorial chemicals including those used in restrooms and staff break rooms or kitchens, with environmentally friendly products. Use one or a few multipurpose cleaners, rather than many special-purpose cleaners. If a product is Green Seal Certified, it is typically safer and works well.
- 6. Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.
- 7. Integrated Pest Management – Use (or specify in contracts with landscapers or Pest Control Operators) least toxic pest control methods and products to reduce or eliminate the use of chemical pesticides.
- 8. Rinse food waste and empty liquids such as leftover beverages before placing containers in recycling or garbage containers. Inform guests / employees of this policy.
- 9. If water softeners are used, use potassium chloride instead of sodium salt or an exchange service instead of an automatic regenerating unit in areas where treated wastewater is recycled for agricultural purposes.

B. Exterior Storage

- 1. Dumpster areas with enclosures are kept closed. If a drain is present, it must be routed to the sanitary sewer, and it must be designed such that it only collects leaks from the dumpster and does not collect any runoff, rainwater, snowmelt, or any other flows.
- 2. Report any non-locking or leaking dumpster to your waste service provider. Request defective units be repaired or replaced.
- 3. There is a designated area for recycling collection, if applicable.
- 4. Post signs at trouble spots (e.g., loading docks, dumpster areas) describing proper practices.
- 5. Keep receiving/storage areas, parking areas, landscape areas and dumpster areas clean and free from litter, oil drips, liquid releases and debris.

Points Total _____ (minimum 7 of 14 possible points must come from this category)



C. Energy Conservation

For each item completed, applicant should check appropriate box.

REQUIRED: 2 OF 3 MEASURES MUST BE IMPLEMENTED

- 1. Contact an energy service to conduct a commercial energy audit of your facility to identify energy efficiency measure to undertake.
*In Placer County, CA at Lake Tahoe, contact NV Energy at (800)782-2506.
In Truckee, CA contact: Truckee Donner PUD, Scott Terrell at (530) 582-3931.
In western Nevada County, CA references are available Lynne Cody Lacroix at 265-7119.
In Nevada, contact NV Energy's "Sure Bet Program" at (800)342-6335 or www.nvenergy.com.*
- 2. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system.
- 3. Track and post monthly gas and electricity usage information for employees to view.

Points Total _____ (minimum 2 of 3 possible points must come from this category)

VOLUNTARY:

I. Energy Conservation Measures and Practices

A. Equipment/Facility Changes:

- 1. Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.
- 2. Purchasing renewable energy or carbon offset credits.
- 3. Install occupancy sensors for lighting in low occupancy areas, including walk-in refrigerator/freezers.
- 4. Retrofit incandescent bulbs with compact fluorescent lights in high traffic, high use areas.
- 5. Install ultra efficient ballasts units to dim lights to take advantage of daylight.
- 6. Upgrade existing fluorescent lighting with T-8 lamps with electronic ballasts (T-8 systems consume up to 40% less energy than conventional T-12 systems). Recycle old lamps and ballasts. It is illegal to throw them in the trash.
- 7. Install a programmable thermostat to control heating and air conditioning.
- 8. Insulate all major hot water pipes.
- 9. Insulate refrigeration cold suction lines.
- 10. Use weather stripping to close air gaps around doors and windows.
- 11. Retrofit exit signs with LEDs.
- 12. Select electrical equipment with energy saving features (e.g., Energy Star).
- 13. Install/use computer hardware programs that save energy by automatically turning off idle monitors and printers.
- 14. Install plastic strip curtains on walk-in refrigerator/freezer doors.
- 15. Convert conventional hot water heaters to on-demand systems.
- 16. Use a solar water heater or pre-heater.
- 17. Install ceiling fans.
- 18. Add desk lamps/task lighting fixtures to work spaces for use when only one person is in the office. Avoid use of overhead lighting for solo workers.
- 19. Other _____

B. Employee Practices:

- 1. Clean lighting fixtures and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- 2. Set thermostat to 76° F for cooling, 68°F for heating, and use the thermostat's night setback.
- 3. Institute a policy that all lighting is turned off in non-occupied rooms and at night.
- 4. Institute a policy that all electronic devices, such as computers and coffee pots are turned off when not in use.
- 5. 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).
- 6. Set hot water heaters to standard 120F degrees.



- 7. Turn off air conditioning units and open windows except in the hottest times of the year.
- 8. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- 9. Maintain refrigerators: keep evaporator coils free of excessive frost/ keep condenser coils free of dust and lint.
- 10. Check heater and hot water tank pilot lights for proper adjustment.
- 11. Rearrange workspace to take advantage of natural sunlight, and design for increased natural lighting when remodeling.
- 12. Use light switch reminders to remind customers and staff to turn off lights.
- 13. Use energy efficient space heaters during off hours, instead of heating the whole office.
- 14. Other _____

Points Total _____ (minimum 16 of 33 possible points must come from this category)

D. Water Conservation

For each item completed, applicant should check appropriate box.

Suggestion: Contact your water utility to request a free water use survey of your facility (where available) and ask for your available water usage data - preferably for the past three years. You should also ask about their rebate programs. (Your Green Business Program Coordinator can provide information on this for you.) Review the water use monthly to identify additional ways to reduce your water use.

REQUIRED: 2 OF 3 MEASURES MUST BE IMPLEMENTED

- 1. Understand your water bill and review it monthly for indications of leaks, spikes or other problems. Call your water utility if you notice any unusual increases. They can also provide suggestions on how to improve water use efficiency.
- 2. Regularly check for and repair or report all leaks in your facility. Train your staff to monitor and respond immediately to leaking equipment.
- 3. Install low flow aerators in faucets (1.5 gpm) and showerheads (2.5 gpm). *Your water utility may provide these for free.*

Points Total _____ (minimum 2 of 3 possible points must come from this category)

VOLUNTARY:

I. General Water Conservation Measures and Practices

- 1. Install non-water (water free) urinals.
- 2. Install urinals that are manufactured to flush at 1 gallon or less. Or replace diaphragms in the flush valve, so that urinal flushes with 1 gallon of water.
- 3. Install low flow, self-closing faucets either infrared or spring-loaded.
- 4. If cleaning floors with water, use high-pressure, low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.
- 5. Maintain water pressure (via a pressure reducing valve) between 60-80 PSI to optimize performance and reduce water loss.
- 6. Learn how to read your water meter and how to use the leak detector option.
- 7. Install toilets manufactured to flush 1.6 gallons or less. *Your water utility may have a rebate program for low flow toilets.*
- 8. Do not run water freely, during dishwashing, or for food thawing.
- 9. Change window-cleaning schedule from “a regular schedule” to “as needed.”
- 10. Use dry floor cleaning methods indoors followed by damp mopping, rather than spraying or hosing with water.
- 11. Wash linens and towels by request only. For hotels, provide a system for designating dirty linen in the room.
- 12. Serve drinking water (tap or filtered tap water) instead of bottled water.



- 13. Instead of washing vehicles on site, go to a washing service that recycles water.
- 14. Paved areas are cleaned by sweeping manually or with an electric vacuum. Debris is properly disposed. Use a water conserving broom attached to a hose as an alternative to pressure washing where possible. Use high pressure, low water use cleaning techniques only when necessary. Always send wastewater from pressure washing to landscaping, or the sanitary sewer, not the storm drain. Avoid use of air blowers.
- 15. Other: _____

Points Total _____ (minimum 3 of 15 possible points must come from this category)

II. Landscaping - Is your business responsible for landscaping Yes or No?

If yes, please complete the following section. If no, your overall points will be adjusted.

- 1. Test irrigation systems four times per year to ensure proper operation and coverage.
- 2. Repair all broken or defective sprinkler heads/nozzles, lines and valves.
- 3. Adjust sprinklers for proper coverage – optimizing spacing and avoiding runoff onto paved surfaces. Adjust sprinklers to achieve even water distribution.
- 4. Adjust sprinkler times and/or duration according to seasons, water during non-daylight hours only (before 7 am or after 9 pm).
- 5. Install rain shut-off devices or moisture sensors to override automatic irrigation when adequate moisture exists.
- 6. Limit the number of days of irrigation. (Lawns: Apply a maximum of 1.5” to 2” of water weekly, applied on 3 days or fewer. Reduce irrigation in the spring and fall, none in the winter. Tree and shrub watering is limited to a maximum of 2 days per week in the summer and reduced in summer, fall none in winter). Problem locations with run-off issues, requiring more frequent irrigation in shorter cycles, is permitted, as long as overall water use is limited to the minimum plant needs.
- 7. Prevent runoff when irrigating landscaping on slopes or in narrow planting strips, by scheduling multiple run times for short periods (3-5 minutes), with at least an hour between water applications.
- 8. Valves are separated based on plant water use (hydro zones).
- 9. Sprinklers are matched with same precipitation rates.
- 10. Use drip irrigation as much as possible.
- 11. At least two inches of mulch is applied in all non-turf planting areas.
- 12. Plant native or drought-tolerant plants.
- 13. Replace turf with low water use ground cover or permeable hardscape.
- 14. Where available, use recycled water instead of potable water for landscaping.
- 15. Leave grass clipping on mowed turf (“grass-cycling”) rather than disposing.
- 16. Compost or recycle landscape debris.
- 17. Other: _____

Points Total _____ (minimum 8 of 17 possible points must come from this category)



E. Employee Awareness

For each item completed, applicant should check appropriate box.

- 1. New and current employees are trained to adhere to company Green Business Practices.
- 2. All employees are trained on proper cleaning and janitorial procedures, including grease/ solids and outdoor water use management.
- 3. Employees know what the Green Business and/or Best Environmental Practices are for this business. (Post signage were visible).
- 4. Provide incentives to employees following Best Environmental Practices such as a "Green Employee of the Month" program.
- 5. Require that custodial services and other contractors follow Best Environmental Practices when working at your business.
- 6. Provide incentives to employees to carpool, bike or take transit to work.
- 7. Other, Please describe:

Points Total _____ (minimum 3 of 7 possible points must come from this category)

F. Unique Sustainable Practices

Tell us about your other unique green business practices not covered above. Please describe up to ten (10) unique practices for up to ten (10) additional bonus points.

G. Annual Renewal

In order to remain active in the Green Business Recognition Program, my organization agrees to continue all the practices checked in the application and we agree to add three additional practices annually. List what practices you plan to implement in the coming year. (Practices may be chosen from items not checked in the application or other standard green industry practices. For other ideas, consult your local coordinator.)

List what practices you plan to implement in the coming year.

- 1. _____
- 2. _____
- 3. _____

