

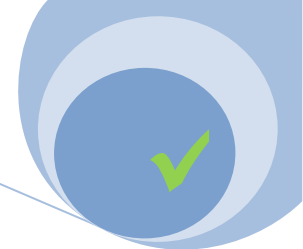
# Dayton Regional Green 3 Green Business Certification Program



## *Your Guide to a Greener Business*

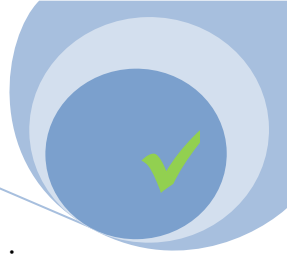
Save Money, Protect the Environment, Increase Business

## Table of Contents



<b>Introduction</b>	<b>3</b>
<b>1. General Standards for All Businesses</b>	<b>4</b>
A. Compliance Checks	4
B. Green Business Awareness	4
<b>2. Solid Waste Reduction &amp; Recycling</b>	<b>5</b>
A. General waste management	5
B. Hazardous waste management	6
C. Paper waste reduction	6
D. Other waste reduction	7
<b>3. Environmentally Preferable Purchasing</b>	<b>8</b>
A. General purchasing	8
B. Recycled content purchasing	9
<b>4. Energy Conservation</b>	<b>10</b>
A. Energy management	10
B. Energy conservation	11
<b>5. Water Conservation</b>	<b>15</b>
A. Water management	15
B. Water conservation	16
C. Landscaping and irrigation	17
<b>6. Pollution Prevention</b>	<b>18</b>
A. General pollution prevention	18
B. Chemical pollution prevention	19
C. Air emissions reductions	20

## Introduction



There has been a large recognition of the positive environmental and economic impact the ***DRG3 Green Business Certification Program*** can have on the Dayton region. The Dayton Region's business community has recognized that environmental responsibility and green practices not only benefit our community – they hold promise of increased energy and people efficiency, leading to greater profitability.

The ***DRG3 Green Business Certification Program*** offers assistance to businesses to implement actions that protect, preserve, and improve the environment above and beyond compliance with applicable regulations. Businesses meeting these criteria are certified as “green” businesses. The ***DRG3 Green Business Certification Program*** certifies businesses through on-site evaluation, and highlights these businesses in the community through marketing and outreach.

Earning a certificate from the ***DRG3 Green Business Certification Program*** means that you have made a commitment to your community and the future success of your business - a commitment to go above and beyond typical “green” measures and stand on the cutting edge of sustainable business practice.



# 1. General Standards for All Businesses

## A. COMPLIANCE CHECKS

• Please ensure the following 5 compliance measures:

- 1.A.1 Business has not had any significant health violations that have not been corrected.
- 1.A.2 Business is in compliance with all stormwater-related regulatory requirements.
- 1.A.3 Business is in compliance with all wastewater-related regulatory requirements.
- 1.A.4 Business is in compliance with all air quality regulatory requirements.
- 1.A.5 Business is in compliance with all applicable Fire Department regulations.



## B. GREEN BUSINESS AWARENESS

• Please complete the following 3 mandatory measures:

- 1.B.1 Provide ongoing incentives or training opportunities to encourage management and employee participation in the Green Certification Program. For example: (Complete 1 or more of the following)
  - Incorporate Green Business Certification Program into performance appraisals, job descriptions, training programs, and employee orientations.
  - Provide incentives to employees who take ownership of Best Environmental Practices such as 'Employee of the Month'.
  - Provide internal training seminars and workshops on green practices.
  - Provide green products/opportunities for employees (light bulbs, desk recycling bins, water bottles, etc).
- 1.B.2 Inform your customers about your business' environmental efforts and what you are doing to meet the green business standards. For example: (Complete 1 or more of the following)
  - Post the Green Certification Program logo in a visible location.
  - Incorporate DRG3 Green Business Certification Program into company newsletters or bulletins.
  - Post reminders listing steps you are taking to be a Green Business.
  - Offer tours that highlight your Green Business successes.
  - Highlight your Green Business efforts and/or certification on your website, and link it to the DRG3 home page.
- 1.B.3 Assist at least 1 other business to learn about the Dayton Regional Green 3 Certification Program

## 2. Solid Waste Reduction & Recycling

### A. GENERAL WASTE

- Please complete the following mandatory measure:

2.A.1	<p>Write and implement a Solid Waste Management Policy that includes a Recycling Program at your business that includes the following materials: (<b>mandatory</b>)</p> <ul style="list-style-type: none"><li>• Office paper</li><li>• Newspaper</li><li>• Cans of all types (e.g., aluminum, steel, tin, bi-metal, and empty aerosol cans)</li><li>• Cardboard</li><li>• Hard plastics numbers 1 through 7 (No Styrofoam)</li><li>• Glass containers</li></ul>
-------	---

#### GREEN NOTES:

#### *How to write a Policy Statement?*

*Define the following:*

**1. Scope**

- Describe the facility management and operations processes to which the policy applies*
- Describe the building components, systems, and materials to which the policy applies*

**2. Performance Metric**

- Describe how performance will be measured and/or evaluated*

**3. Goals**

- Identify the goals that the building strives to meet by adhering to the policy*
- Note: Although project teams must set goals, documentation of actual achievements is not required to demonstrate compliant policies. Teams are encouraged to set high goals and work toward the achievement of these goals*

**4. Procedure and Strategies**

- Outline the procedures and strategies in place to meet the goals and intent of the policy*

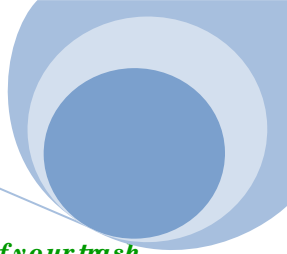
**5. Responsible Party**

- Identify the teams and individuals involved in implementing the policy*
- Identify and outline the major tasks for the responsible parties*

**6. Time Period**

- Identify the time period over which the policy is applicable.*





**NOTE:** All of the materials above may be placed into your mixed recycling container as part of your trash service, or self-hauled to a drop-off facility if you do not subscribe to trash service. Preferably, glass bottles and jars, metal cans and plastics should be rinsed to minimize food and liquid residue. If you have green-waste recycling service, green waste may be placed in a separate container.

Refer to Montgomery County Solid Waste District at <http://www.mcswd.org/> for types of materials that may NOT be thrown into your mixed recycling containers:

\* Take to your local hazardous waste collection facility to be recycled. Automotive batteries should be taken to a local hazardous waste collection facility, while household batteries may be dropped off at participating stores that sell electronics, camera stores, drug stores, office supply stores, and home improvement stores.

\*\* Check with your local government agency to determine the facilities (e.g., hazardous waste collection facilities, transfer stations, and office supply stores) that will accept electronics to be recycled.

## B. HAZARDOUS WASTE

• Please complete the following mandatory measure:

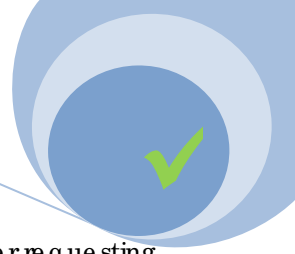
- 2.B.1 Dispose of these hazardous wastes at a Hazardous Waste collection facility (where available) or arrange to have them picked up by a hazardous waste hauler, if generated by your business:
- Automotive fluids (e.g. coolant and used motor oil and oil filters)
  - Latex-based paints and solvents (some hazardous waste facilities will also accept oil-based paints)
  - Fluorescent light bulbs (tube and CFL)
  - Household cleaners
  - Pesticides
  - Expired medications
  - Pool chemicals
  - Hobby supplies (e.g., glue, photo-chemicals)



## C. PAPER WASTE REDUCTION

• Please implement at least 5 measures from the list below (2.C.1 - 2.C.12):

- 2.C.1 Keep a stack of previously used paper near printers to use for drafts or internal memos, or designate a draft tray on printers with multiple trays.
- 2.C.2 Purchase/lease all new copiers and printers with double-sided copying capability and set computer printing default to double sided or ensure that employees are printing on both sides of the page manually (print odd pages, return to printer, and then print even pages).
- 2.C.3 Set document defaults to smaller fonts and margins.
- 2.C.4 Use computer scan features that allow direct emailing instead of faxing.



- 2.C.5 Manage incoming and outgoing mail by completing any of the following:
- Eliminate duplicate mailings and subscriptions by returning labels to the sender requesting that all but one be removed
  - For bulk mail, request removal of name and write “refused” on first class mail
  - Purge your own mailing lists to eliminate duplication
  - Re-use envelopes you have received by covering up the old address and postage, and affixing new information
- 2.C.6 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.C.7 Replace memos with e-mail messages and discourage the printing of messages.
- 2.C.8 Design marketing materials that require no envelope – simply fold and mail.
- 2.C.9 Print marketing materials on recycled content paper with soy or other low-volatile organic compound (VOC) inks.
- 2.C.10 Use electronic billing methods to invoice customers and receive payment.
- 2.C.11 Have a solid waste assessment done for your facility
- 2.C.12 Other please specify on check list

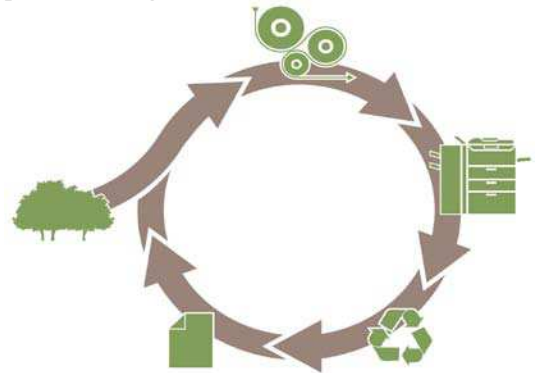
## D. OTHER WASTE REDUCTION

**• Please implement at least 5 measures from the list below (2.D.1 - 2.D.18):**

- 2.D.1 Eliminate the use of polystyrene containers and replace with recyclable plastic containers, preferably ones durable enough to be reusable.
- 2.D.2 Provide recycling and composting container(s) at convenient and appropriate locations such as staff lunch or break rooms and near vending machines.
- 2.D.3 Encourage the reuse of paper or plastic bags
- 2.D.4 Encourage the purchase and use of reusable bags by offering discounts on future purchases, drawings to win a prize, or other incentives.
- 2.D.5 Use a laundry service that provides reusable bags for dirty and clean linen.
- 2.D.6 Leave grass clippings on mowed turf (“grass-cycling”) rather than disposing.
- 2.D.7 Compost food scraps.
- 2.D.8 Compost landscape debris and trimmings or use a landscaping service that recycles debris and trimmings.
- 2.D.9 For shipping non-food items, use wadded paper for packaging instead of polystyrene pellets, bubble wrap, or other materials. If you receive these types of materials, reuse them in your own packaging.
- 2.D.10 Reuse packaging (e.g., bubble wrap, cardboard boxes, styrofoam framing) or donate these

materials to packaging stores that will accept them.

- 2.D.11 Recycle used printer cartridges or use refillable cartridges.
- 2.D.12 Recycle CD's/DVD's
- 2.D.13 Recycle or reuse carpeting.
- 2.D.14 Recycle pallets, if generated in large quantities arrange for a pallet specific collection service.
- 2.D.15 Reuse or donate used furniture.
- 2.D.16 Reuse, donate, or properly recycle electronics such as computer monitors, printers, copy machines, fax machines, scanners, cell phones, and personal digital assistants.
- 2.D.17 Recycle batteries or use rechargeable batteries.
- 2.D.18 Other – i.e. methods used to reduce packaging –  
Please specify on checklist.



## 3. Environmentally Preferable Purchasing

### A. GENERAL PURCHASING

• Please implement at least 3 measures from the list below (3.A.1 - 3.A.14):

- 3.A.1 Write and implement a Green Purchasing Policy. Refer to page 5 for how to write a Policy Statement
- 3.A.2 Select products shipped with less packaging or in returnable, reusable or recyclable containers.
- 3.A.3 Work with vendors to minimize and/or take back non-recyclable product packaging and use or damaged products for reuse and recycling. Or, choose vendors that already offer these services.
- 3.A.4 Arrange for cooperative buying through an association, co-located business groups, etc.
- 3.A.5 Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.
- 3.A.6 Have all employees use reusable mugs and cups. 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 & pepper, etc. to avoid individual condiment packets.
- 3.A.7 Donate old uniforms, linens and rags to shelters or nonprofits, or recycle them.
- 3.A.8 Centralize purchasing to eliminate unnecessary purchases and buy products in bulk for products that are concentrated, durable, repairable, and/or recyclable, making sure that you need ALL



you are ordering. Please refer to the Energy Conservation Section for ENERGY STAR equipment and lighting purchasing.

- 3.A.9 Purchase unbleached paper products for kitchen/break room and restroom, e.g., paper towels, coffee filters, and napkins.
- 3.A.10 Do business with other “green” vendors or services.
- 3.A.11 Retailers -stock/sell products that are less toxic and/or less polluting than conventional products.
- 3.A.12 Retailers -offer an incentive to customers who bring their own shopping bags, coffee mugs, etc.
- 3.A.13 When possible, arrange for a single vendor who makes deliveries for several items.
- 3.A.14 Buy local products to reduce miles traveled.

### GREEN NOTES:

#### *Environmentally Responsible paper:*

*When buying office paper or paper for your press-printed collateral, try to choose paper that is Forest Stewardship Council (FSC) certified. The FSC sets forth principles, criteria, and standards that span economic, social, and environmental concerns. The FSC standards represent the world's strongest system for guiding forest management toward sustainable outcomes. Carefully research other certification entities as some tend to be less stringent, may be industry backed (self certification) and often allow irresponsible forestry practices. For more information, visit <http://www.fsc.us.org/>*



## B. RECYCLED CONTENT PURCHASING

• Please complete 3.B.1 or 3.B.2 and purchase at least 3 products listed below (3.B.3 -3.B.17):

- 3.B.1 Purchase 100% recycled content office paper with at least 30% being post consumer waste (pcw).
- 3.B.2 A minimum of 30% of purchased office paper to be Forestry Stewardship Council (FSC) certified. The FSC is a non-profit organization that supports the world's forests and ensures that the forests are managed to protect wildlife habitat and respect the rights of local communities. FSC certified paper tells you that the recycled or virgin fibers come from sources that meet FSC international standards.
- 3.B.3. Paper towels
- 3.B.4 Toilet paper
- 3.B.5 Disposable drink and food items (e.g., paper plates, paper napkins, plastic cups).
- 3.B.6 Storage bins and containers for recyclables.
- 3.B.7 Trash containers.
- 3.B.8 Floor mats.



- 3.B.9 Toilet seat covers.
- 3.B.10 Construction materials when building or remodeling (e.g., paint, carpet, tiles, plastic lumber, picnic tables, playground equipment, fencing, fiberboard insulation, building panels, shower dividers, benches).
- 3.B.11 Paint.
- 3.B.12 Landscaping/gardening supplies (e.g., mulch, soil amendments, compost, compost bins, rubber hoses, and lawn furniture).
- 3.B.13 Restaurant products (e.g., paper napkins, plates, bowls, cups, and serving trays).
- 3.B.14 Toner Cartridges
- 3.B.15 Non-toxic, organic janitorial/maintenance supplies.
- 3.B.16 Office supplies (business cards, folders, note papers, pens, etc)
- 3.B.17 Other - please specify on checklist.



SCS-COC-001503  
 The mark of responsible forestry  
 © 1996 Forest Stewardship Council A. C.

## 4. Energy Conservation

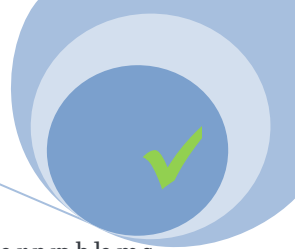
### A. ENERGY MANAGEMENT

**• Please complete the following 4 mandatory measures:**

- 4.A.1 Conduct (or have a contract in place for) an ASHRAE Level 1 energy audit of your facility to help identify which energy efficiency and conservation measures to use at your business. Audit must be certified by a Professional Engineer (PE) or by a Certified Energy Manager (CEM). Auditing is not required for LEED certified, or Energy Star certified facilities.
- 4.A.2 Contact your energy provider(s) or utility (will vary by area) to obtain your gas and electricity consumption history for preferably the last two years. Retain current statements (invoices) of energy consumption for use in analyzing and trending energy usage.

Complete the following for your checkup:

- Review your statements annually to identify ways to reduce your energy use.



- Understand your utility bill and review it monthly for indications of spikes or other problems. Call your utility provider if you notice any unusual increases in use or if you are looking for suggestions on how to improve the efficiency of your energy use.
- Learn how to read your meters.

4.A.3 Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system:

- Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
- Check entire duct distribution system annually for coolant/air leaks and obstructions of supply and return registers.
- Keep condenser coils free of dust and lint
- Keep evaporator coils free of excessive frost

4.A.4 If more than five people are employed, track and post monthly gas and electricity usage information for employees to view.



## B. ENERGY CONSERVATION

• Please implement at least 10 measures from the list below (4.B.1 - 4.B.38).

4.B.1 Use an energy management system to control lighting, exhaust systems, refrigeration, HVAC and any other large mechanical loads.

4.B.2 Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, for indoor and outdoor lighting applications.

- Install occupancy sensors in any size classroom and conference room, offices smaller than 250 square feet, and multipurpose rooms smaller than 1000 sq ft (in accordance with Illuminating Engineering Society (IES) standards).
- Install Automatic Multi-Level Daylighting Controls in accordance with IES standards

4.B.3. Indoor lighting Efficiency (either option below may be undertaken for a total of one credit)

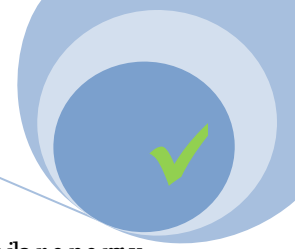
- Retrofit all incandescent bulbs with compact fluorescent lights or light emitting diodes (LED)
- Upgrade all indoor lighting to exceed IES standards for lighting power density values.

4.B.4 Upgrade all outdoor lighting to exceed IES standards for area wattage allowance.

4.B.5 Upgrade existing fluorescent T-12 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.

4.B.6 Install a programmable thermostat to control heating and air conditioning.

4.B.7 Set hot water heaters between 120-140° F.



- 4.B.8 Insulate all major hot water pipes.
- 4.B.9 Use weatherstripping to seal air gaps around all doors and windows.
- 4.B.10 Improve exit sign light efficiency by replacing incandescent signs with LED signs or similar energy-saving technology.
- 4.B.11 Ensure that fifty percent of all electrical equipment employs energy saving features (e.g., Energy Star). Equipment available with Energy Star ratings include: battery charging systems, phones, televisions and VCRs, computers, monitors, copiers and fax machines, laptop computers, printers and scanners, and kitchen appliances. See [www.energystar.gov](http://www.energystar.gov) for a complete listing of all available electronics and appliances.
- 4.B.12 Install and use computer hardware programs that save energy by automatically turning off idle monitors and printers.
- 4.B.13 Convert hot water heaters to on-demand systems.
- 4.B.14 Use a solar water heater or pre-heater.
- 4.B.15 Reduce the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers.
- 4.B.16 Install ceiling fans for air circulation.
- 4.B.17 Install a time switch to automatically turn off office equipment after working hours.
- 4.B.18 Install controls on vending and ice machines and place machines in cool areas.
- 4.B.19 Use a booster heater for hot water use.
- 4.B.20 Replace refrigerators >10 years old with Energy Star model
- 4.B.21 Use economizers on A/C for free cooling during mild conditions.
- 4.B.22 Replace multiple or package A/C units with a single unit with a Seasonal Energy Efficient Rating (SEER) > 13 for most common size equipment.
- 4.B.23 Use occupancy sensors to control air conditioning and heat.
- 4.B.24 Shade sun-exposed windows and walls: use awnings, sunscreens, or native shade trees or shrubbery.
- 4.B.25 Apply window film to reduce solar heat gain.
- 4.B.26 Use energy-efficient double paned windows on at least 90% of windows.
- 4.B.27 Create a plan to, and hold bi-annual training for staff on energy conservation measures.
- 4.B.28 Create and implement a schedule to clean lighting fixtures and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- 4.B.29 Check and adjust lighting control devices such as time clocks and photocells.
- 4.B.30 Institute a formal, written policy that all electronic devices and lighting be turned off when not in use and that the standby mode will be enacted on all equipment.
- 4.B.31 Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint.
- 4.B.32 Rearrange workspace to take advantage of natural sunlight, and design for increased natural



lighting when remodeling.

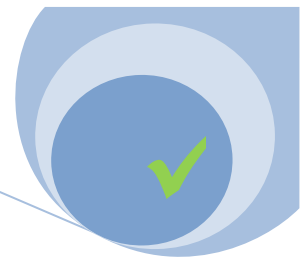
- 4.B.33 Install ultra efficient ballasts such as GE Ultra MAX units to dim lights to take advantage of daylight and post reminders for staff to dim lights whenever possible.
- 4.B.34 Use light switch reminders to remind customers and staff to turn off lights.
- 4.B.35 Disconnect unused ballasts in delamp ed fixtures AND replace burned out lamps quickly to avoid ballast damage.
- 4.B.36 Institute a policy that whenever repainting building exterior choose highly reflective colors/materials and when reroofing, use low albedo “cool roof” materials.
- 4.B.37 Add desk lamps or task lighting fixtures to all work spaces in order to reduce the need for overhead lighting when only one person is in the office.
- 4.B.38 Other – i.e. additional building envelope sealing measures, maximizing natural daylighting, etc. Please specify on checklist.



#### GREEN NOTES

*Hot Water Technologies: Heating water for domestic and commercial uses accounts for a large percentage of energy consumption; typically in the form of natural gas, but also electricity. Improving the efficiency of your water heater can have a big impact on the associated utility bill. Some of the best steps to increase efficiency include:*

- *Insulating exposed hot water pipes.*



- *Insulating the hot water storage tank.*
- *Switching from a storage tank system to an on-demand, or tankless system, which reduces heat loss from storing hot water, and also provides immediate hot water, as the*
- *Tankless heater coils can be placed next to the faucet or appliance that uses hot water.*
- *Incorporating the use of solar energy into the hot water system through solar thermal*
- *panels on the roof that use the sun's energy to heat water, and a booster tank, which*
- *stores that 'sun heated' water before sending it to the existing storage tank or tankless*
- *Heating unit.*
- *Energy efficiency rebate: At [flexyourpower.org](http://flexyourpower.org) you can search by your zip code all*
- *Available energy utility rebates.*

**Air Conditioning Technologies:** Cooling interior air is another huge source of energy consumption, therefore increasing the efficiency of your air conditioning system will also have a big impact on your electricity bill. Key tips for efficient cooling include:

- Look for a (Seasonal Energy Efficiency Rating) SEER of at least 13. SEER indicates the ratio of energy cooling output to energy input and is a direct measure of efficiency.
- Use an economizer on your AC unit. Economizers are particularly useful in restaurants and retail spaces that require air conditioning even in cool seasons. Economizers use sensors to determine whether outside air is cooler than inside, and allow for the appropriate amount of outside air to be mixed with the force-cooled intake air, thereby reducing the amount of time the compressor needs to run, and reducing energy consumption.

**Light Emitting Diodes (LEDs):** LEDs are the lighting wave of the future. LED bulbs are up to ten times more efficient than incandescent bulbs, use fewer toxins than compact fluorescent bulbs (i.e. no mercury), and last longer and are more durable than other options. LEDs also stay at room temperature and reduce the need for air conditioning to compensate for heat loss that occurs with conventional light bulbs. The market for this new technology is expanding, and prices should soon fall in response. Whenever possible and economically feasible, look for lighting retrofit options that incorporate the use of LEDs. Contact your energy provider(s) or utility (will vary by area) to obtain your gas and electricity consumption history for preferably the last two years. Retain current statements (invoices) of energy consumption for use in analyzing and trending energy usage.



# 5. Water Conservation

## A. WATER MANAGEMENT

### • Please complete the following 5 mandatory measures:

- 5.A.1 Gather your water utilities from the past 2 years. Contact your water utility for a copy of your bills. Complete the following for your checkup:
- Review your survey results annually to identify ways to reduce your water use.
  - Obtain all available water usage data, preferably for the last two years. Retain all bills for future water use data.
- 5.A.2 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 in use or if you are looking for suggestions on how to improve the efficiency of your water use.
- 5.A.3 Learn how to read your water meter. Use the water meter to check for leaks.
- 5.A.4 Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water provider, or use food coloring). Train your staff to monitor and respond immediately to leaking equipment.
- 5.A.5 Use “dry sweeping” to clean concrete or asphalt surfaces instead of using water to wash down surfaces. Use high pressure, low water use cleaning techniques only when necessary. Always send wastewater from pressure washing to landscaping or the sewer not the storm drain. Use a water-efficient “Waterbroom” attached to a hose as an alternative to washing down with a hose. (This measure benefits water quality as well.)



## B. WATER CONSERVATION

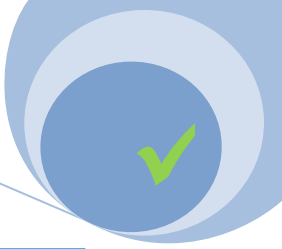
• Please complete 5.B.1 and implement at least 3 measures from 5.B.2 - 5.B.11

- 5.B.1 Install low-flow aerators or flow control valves on all “non-critical use” lavatory faucets
- 5.B.2 Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.
- 5.B.3 Replace all urinals flushing at 1.0 gallon or greater with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Or replace all diaphragms in the flush valve, so that they flush 1.0 gallon. Check with your water utility for possible rebates.
- 5.B.4 Maintain water pressure (pressure reducing valve) between 60-80 PSI to optimize performance.
- 5.B.5 Discontinue the use of a water softener if one is currently being used.
- 5.B.6 If evaporative based central air conditioning is used, maximum water use shall be 5 gallons per ton-hour of cooling. A pump-out system rather than a bleed system is used, and water discharge must be based on time of operation, or measured TDS level in reservoir water. Condensate water from A/C evaporation coils must be routed to the water reservoir for the evaporative cooling.
- 5.B.7 Change window-cleaning schedule from “periodic” to “as required.”
- 5.B.8 Use dry floor cleaning methods indoors followed by damp mopping, or use a water-efficient Water-broom or recycling filtered system such as an electronic powered cleaning machine, rather than hosing down with water.
- 5.B.9 Instead of washing vehicles on-site, send vehicles to a washing service that recycles water or that properly disposes waste water.
- 5.B.10 Clean pavement by sweeping manually or using a water-efficient Water-broom. The debris must be properly disposed of and may not be left on the sidewalk, in the street, or washed down a storm drain.
- 5.B.11 Other: Please Specify on Checklist

If your toilet was installed before 1992, you probably have an inefficient model that uses between 3.5 - 7 gallons per flush.

New high efficiency models use less than 1.3 gallons per flush, which is 60% - 80% less water than their less efficient counterparts.





## C. LANDSCAPING & IRRIGATION (SITES W/ OUTDOOR LANDSCAPING)

• Please complete either 5.C.1 or 6 mandatory measures from 5.C.2 - 5.C.7 and implement at least 4 measures from 5.C.8 - 5.C.15

- 5.C.1 Eliminate all irrigation by planting native and very waterwise plants that need irrigation only to be established.
- 5.C.2 Turn on irrigation system monthly and walk each station to check for leaks and proper coverage.
- 5.C.3 Repair all broken or defective sprinkler heads/nozzles, drip emitters, water pipe, lines and valves.
- 5.C.4 Adjust sprinklers for proper coverage – optimizing spacing and avoiding runoff onto paved surfaces. Adjust sprinklers to achieve even water distribution and to eliminate all runoff.
- 5.C.5 Set the irrigation controller start time during non-daylight hours (before 7 am or after 9 pm).
- 5.C.6 If you have a non-weather-based irrigation controller, it must have the following features:
- *Multiple programming capability*
  - *Automatic rain shut-off device*
- OR convert to a weather based controller*
- 5.C.7 Apply two to three inches of mulch in all non-turf planting areas.
- 5.C.8 Make necessary changes to assure proper hydro-zoning (grouping of plants with similar water needs and sprinkler types) of irrigated areas, for example, separate bed and turf zones.
- 5.C.9 Install rotating nozzle on all sprinkler spray heads.
- 5.C.10 Install non-spray or drip irrigation in all shrub, tree, and planted bed zones.
- 5.C.11 Reduce turf grass water consumption by eliminating watering, and allow the grass to go dormant.
- 5.C.12 Use captured rainwater or recycled waste water for irrigation.
- 5.C.13 Use ground water directed from the building foundation sump-pump to irrigate landscaped areas.
- 5.C.14 Provide irrigation efficiency training for all landscape staff or contractors through the Green Gardener Program, Irrigation Association, or other reputable training program.
- 5.C.15 Demonstrate/describe your own alternative water conservation technique for landscaping – please specify on checklist.





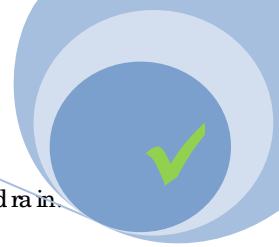
# 6. Pollution Prevention

## A. GENERAL POLLUTION

• Please complete mandatory measures 6.A.1 - 6.A.3 and implement at least 5 measures from 6.A.4 - 6.A.23

- 6.A.1 Write and implement a Green Cleaning Policy. Refer to page 5 under *Green Notes* for how to write a Policy statement. Evaluate each area of your facility to identify actual and potential sources of pollution, and ways to prevent it.
- 6.A.2 Check Material Safety Data Sheets (MSDS) and labels for all cleaning products, building maintenance materials, pesticides, and fertilizers you use. Identify and use safer, greener, or natural alternatives.
- 6.A.3 Call your local Household Hazardous Waste Program for disposal of hazardous substances not in use. Dispose of hazardous substances at approved recycling facilities found at [http://www.mcswd.org/Community/SWD\\_Dropps/HHW2.htm](http://www.mcswd.org/Community/SWD_Dropps/HHW2.htm). (See *Section 2B* for a list of materials considered hazardous waste).
- 6.A.4 Locate all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains.
- 6.A.5 Implement a “just in time” purchasing policy and a “first in/first out” chemical usage policy.
- 6.A.6 Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints, and cleaners; repair any deficient items found.
- 6.A.7 Use enclosed delivery systems for transferring cleaners and/or other chemicals to prevent spills.
- 6.A.8 Store any potentially hazardous materials securely, and control or limit access.
- 6.A.9 Store deliveries and supplies under a roof.
- 6.A.10 Keep receiving, loading docks, dumpster and parking areas free of litter, oil drips and debris.
- 6.A.11 Keep dumpsters covered when not in use.
- 6.A.12 Do not wash cars, equipment, floors or other items outside where run-off water flows straight to the storm drain; this wash water should be directed to a sewer drain.
- 6.A.13 Prevent erosion during all construction, remodeling or other activities.
- 6.A.14 Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices to prevent pollutants from reaching storm drains.
- 6.A.15 Label all storm water drains with “No dumping, Drains to [Appropriate Water Body]” message.
- 6.A.16 Regularly check and maintain storm drain openings and basins that are located on your property. Keep litter, debris and soil away from storm drains.
- 6.A.17 Clean private catch basins annually, before the first rain and as needed thereafter.
- 6.A.18 Use shut-off valves at storm drains or keep storm drain covered at loading docks or outdoor areas for spill response – remove prior to forecast rain.
- 6.A.19 Use secondary containment or germs in liquid storage and transfer areas to capture spills.

- 6.A.20 Keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.
- 6.A.21 Mulch, use ground cover, or use a barrier to prevent exposed soil from washing into storm drains.
- 6.A.22 Have an outdoor ashtray or cigarette “butt” can for smokers.
- 6.A.23 Other – i.e. provide outdoors waste receptacle - please specify on checklist.



## B. CHEMICAL POLLUTION

• Please implement at least 3 measures from 6.B.1 - 6.B.16

- 6.B.1 Buy hazardous materials in small quantities.
- 6.B.2 Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.
- 6.B.3 Replace harmful products with safer alternatives. List specific replacements in the notes section on checklist.
  - *Cleaners*
  - *Disinfectants*
  - *Sanitizers*
  - *Other*
- 6.B.4 Replace aerosols with pump dispensers.
- 6.B.5 Use solvents and paints that have lower emissions than required by current standards. (Please list products on checklist.)
- 6.B.6 Buy cleaners, paints, batteries, and other supplies in optimally sized containers for your office to avoid unnecessary packaging, as well as left-over and expired materials.
- 6.B.7 Replace standard fluorescent lights with low or no mercury fluorescent lights.
- 6.B.8 Use recycled oil for vehicles/equipment.
- 6.B.9 Use unbleached and/or chlorine-free paper products (e.g., copy paper, paper towels, napkins, coffee filters, etc.).
- 6.B.10 Replace toxic permanent ink markers/pens with water based ones.
- 6.B.11 Use natural or low emissions building materials, carpets or furniture.
- 6.B.12 Use electric (not gas) powered tools.
- 6.B.13 Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint; avoid chemical paint stripping.
- 6.B.14 Use high-efficiency paint spray equipment.
- 6.B.15 Eliminate or reduce 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*



- *When chemical pesticides are necessary, use those labeled “caution” rather than “warning” or “danger”*
- *Set up storage and sanitation procedures and planting, irrigation and cultivation (e.g., pest-resistant plants) to minimize pest attractants and harborage*

6.B.16 Other - please specify on checklist.

## C. AIR EMISSION REDUCTIONS

• **Please complete mandatory measure 6.C.1 and implement at least 4 measures from 6.C.2 - 6.C.20**

- 6.C.1 Develop a transportation Demand Management Program for Employees that addresses but is not limited to, options for: bus, bicycle, car/van-pooling, telecommuting, video conferencing, teleconferencing etc...
- 6.C.2 Provide info to customers about alternative transportation options to get to your facility
- 6.C.3 Offer telecommuting opportunities or flexible schedules
- 6.C.4 Participate in Miami Valley Regional Planning Commission's Ride Share Program
- 6.C.5 Patronize services close by that can be reached by bus, bike or walking
- 6.C.6 Provide bikes for employee errands
- 6.C.7 Reduce air miles traveled via tele- or video conferencing
- 6.C.8 Plan deliveries to eliminate trips
- 6.C.9 Only purchase vehicles labeled “LEFE” Low Emitting Fuel Efficient Vehicles
- 6.C.10 Maintain vehicles per manufacturer specs and track maintenance.
- 6.C.11 Provide car/van pool parking
- 6.C.12 Provide commuter van
- 6.C.13 Sell bus passes on-site or at a discount to employees
- 6.C.14 Offer shuttle service to and from bus or train stops
- 6.C.15 Provide shower facilities to encourage walking/biking/jogging to work
- 6.C.16 Offer rebates on bikes bought for commuting
- 6.C.17 Provide secure and enclosed bike parking
- 6.C.18 Provide incentives for employees who use sustainable transportation
- 6.C.19 Provide incentives or vacation to employees who use alternative transportation
- 6.C.20 Other: Please Specify on Checklist

