

San Francisco Department of the Environment Regulations
#SFE-14-01-GB, #SFE-14-02-GB, #SFE-14-03-GB, #SFE-14-04-GB

Regulation to Adopt Amended Green Business Checklists for Hotels/Motels, Offices/Retail, and Restaurants, and Adopt Green Business Checklists for Dentists, Janitorial Cleaning, and Catering.

(Ord. No. # 21-06)

(San Francisco Environment Code, Chapter 15)

Effective Date: 12/17/2014

A. Authorization

The Ordinance authorizing a Citywide Green Business Program (“Ordinance”) was signed by Mayor Newsom on February 3, 2006 and has been effective since March 3, 2006. The Department of the Environment shall adopt and may amend guidelines, rules, regulations and forms to implement a Green Business recognition program for various business sectors as outlined in San Francisco Environment Code Chapter 15, Section 1502 Regulations. The Director of the Department of the Environment (SFE) promulgates these regulations pursuant to this authority to adopt forms, regulations and guidelines as authorized in Environment Code Chapter 15.

B. Background

The San Francisco Green Business Program (SFGBP) is a member of the Bay Area Green Business Program and California Green Business Network. The SFGBP is a partnership with the San Francisco Department of Environment, San Francisco Public Utilities Commission, and the San Francisco Department of Public Health. The SFGBP helps businesses operate in a more environmentally responsible way and recognizes them for their effort. In order to become designated as a Green Business, businesses must go beyond environmental compliance to implement stringent environmental practices listed on a sector specific green business checklist.

The SFGBP has developed green business checklists for hotel, office/retail, restaurant, dental practices, garment cleaning, janitorial, catering, and commercial printer business sectors. The checklists are developed through in depth research, discussions with business sector professionals and trade associations, public participation workshops and pilot programs before being adopted as a SFGBP checklist.

All San Francisco checklists must be adopted through a public hearing process where industry representatives and members of the public are invited to comment.

C. Partner Confirmation

The Department of Public Health has confirmed that the attached regulations are consistent with local, state and federal environmental health regulations and San Francisco Public Utilities Commission has reviewed the water conservation and wastewater portions of the regulations.

D. Public Hearing and Adoption Process.

On December 17, 2014, a public hearing was held on the proposed attached regulations (#SFE-14-01-GB, #SFE-14-02-GB, #SFE-14-03-GB, #SFE-14-04-GB).

E. Findings.

The adoption of these regulations is in compliance with the directives of the Ordinance.

F. Scope.

The purpose of this regulation is to establish specific Green Business recognition criteria for hotel/motel, office/retail, restaurant, dentist, janitorial cleaning, and catering businesses.

G. Requirements.

See Attached San Francisco Green Business Program checklists.

The Director of the Department of the Environment hereby adopts these regulations as of the date specified below.

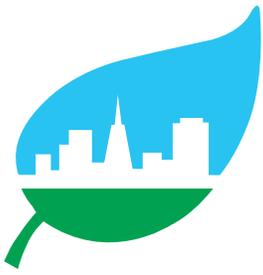


Deborah Raphael
Director Department of the Environment

4/8/15

Approved Date

**Regulation adopting revised Green Business
Checklist for Hotel/Motel, Offices/Retail,
and Restaurants
(San Francisco Environment Code, Chapter 15)
Regulation #SFE-11-01-GB Amendments**



SAN FRANCISCO GREEN BUSINESS

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REQUIRED ITEMS

Bold items indicate a required measure in San Francisco and must be completed, if applicable.

Web site sfgreenbusiness.org/toolkit

Green Notes

Offer individual employee awards such as “zero waste hero of the month.” Reward the winners with prizes such as gift certificates to local green businesses.

SAN FRANCISCO GREEN BUSINESS PROGRAM STANDARDS

HOTEL

- Instructions**
- 1 In order to qualify as a San Francisco Green Business, you must be in compliance with environmental regulations and implement the minimum requirements of this checklist.
 - 2 This checklist is for your review only. When you are ready to apply, please register at greenbusinessca.org. Fill out the checklist as best you can and then email or phone your San Francisco coordinator directly.
 - 3 In cases where the measures on this checklist are not entirely applicable, we may ask your business to implement additional practices customized for your business.
 - 4  This hand icon indicates that you will need to provide additional information so we can compute the environmental savings of your business (GHG reduced, gallons of water saved, kWh saved, etc.) **Items appear in green.**

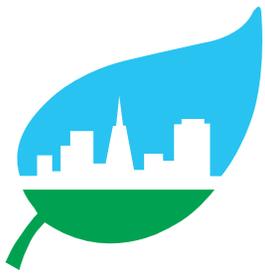
REQUIRED ITEMS Bold items indicate a required measure in SF and must be completed, if applicable.

General

General

total measures needed: 7

- 1-01** If you have a restaurant/bar onsite (or adjacent) to the hotel property that offers food service for the hotel guests, work with the management to implement green business practices in the common spaces. In cases where the hotel co-owns the outlet, encourage management to pursue Green Business recognition for the restaurant/bar as well.
- 1-02** Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into performance appraisals, job descriptions, training programs, employee orientations, staff meeting discussions, employee reference material, company newsletter or bulletins and company suggestion and reward programs.
- 1-03** Inform your customers about your business environmental efforts and what you are doing to meet the green business standards. For example: Post the Green Business logo, certification and pledge in a visible location; Post reminders listing steps you are taking to be a Green Business; Offer tours that highlight your Green Business successes; Offer customers green service or amenities options; Highlight your Green Business efforts and/or certification on your website, and link it to the GBP home page.
- 1-04** If you have a gift shop or other outlets, work with the management to implement green business practices in the common spaces. In cases where the hotel co-owns the business(es), encourage management to pursue Green Business recognition.
- 1-05** Adopt a written environmental policy statement stating your businesses commitment to operate as a green business, which must include a detailed green purchasing policy.
- 1-06** Train new employees on green business procedures and practices implemented by your business through your company’s employee handbook.
- 1-07** Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)



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Green Notes

For information on setting up successful waste diversion programs and to learn about the cost savings achieved through waste diversion, visit recologysf.com. You can also call SF Environment's Zero Waste program at (415) 355-3745 for free technical assistance perfecting your recycling or composting program..

Waste

Environmentally Preferable Purchasing

total measures needed: 4

- 1-01** Purchase janitorial paper products with the highest post consumer waste (PCW) recycled content. Toilet paper and tissues must contain a minimum of 20% PCW recycled content and paper towels must contain a minimum of 40% PCW recycled content.
- 1-02** Print marketing materials on paper containing a minimum of 50% post consumer waste recycled content, recommended 100%.
- 1-03** Purchase copy, computer and fax paper with minimum 50% post consumer waste (recommended 100%).
 -  How many reams of paper do you buy annually?
 -  What is the recycled content of the paper? (Options: 30%, 100% and 50%, enter two digits)
- 1-04** Use letterhead, envelopes and business cards containing a minimum of 50% post consumer waste recycled content, recommended 100%.

Source Reduction

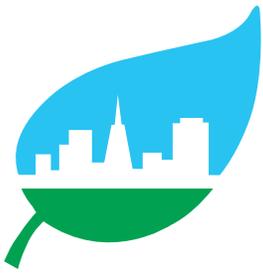
total measures needed: 8

- 2-01** Eliminate individual bottles of water for employees, common guest areas, continental breakfast, etc.
- 2-02** In the employee cafeteria, kitchen or break room, replace disposables with permanent dishware and use bulk items (snacks, condiments, salt/pepper, etc.).
- 2-03** Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.
- 2-04** Eliminate the use of plastic bags (Paper bags, preferably made with minimum 40% post consumer waste, or BPI certified compostable bags are acceptable).
- 2-05** 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.
- 3-01 For breakfast, wine reception, or other food service, use bulk packaged items rather than individually wrapped pastries, crackers, etc.
- 3-02 Reduce number of trash/compost/recycle bin liners by reusing bags or having unlined bins. If lining compost bins, use BPI certified bags.
- 3-03 For catered events (lunches, meetings, etc.) institute a zero waste policy. If disposable dishware is necessary use recyclable/compostable options and have composting/recycling collection easily accessible.
- 3-04 Use bulk-dispensed shampoo and other amenities in guest room.
- 3-05 Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, office supplies, etc.). Document donations and sales of materials. Use the RecycleWhere tool at SFEnvironment.org for help.

Waste Diversion

total measures needed: 3

- 4-01** Have staff separate materials from guest rooms to aid in waste diversion.
- 4-02** Designate a recycling coordinator(s) to take responsibility for monitoring/maintaining proper waste diversion and conducting ongoing education.
- 4-03** Divert all compostable and recyclable materials from landfill to demonstrate compliance with San Francisco's Mandatory Composting and Recycling Ordinance (SFEnvironment.org/mandatory).
 -  Do you pay your own garbage bill (yes or no)?
If yes, please provide the level of service you receive (number of bins, capacity, pickup frequency).
 -  How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)



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Web site
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Green Notes

SF Environment in a partnership with PG&E, provides free energy audits, reports, technical assistance, and rebates, for all commercial and multifamily customers in San Francisco. Contact SF Environment's SF Energy Watch program and we will refer you to PG&E's Express Efficiency program for efficiency rebates not covered in our programs. SF Energy Watch:
SFEnergyWatch.org

Energy

Energy Conservation

total measures needed: 8

- 1-01** Use energy efficient cooking equipment.
 - ☛ How many Energy Star electric steam cookers do you use?
 - ☛ How many high efficiency electric combination ovens do you use?
 - ☛ How many Energy Star electric fryers do you use?
 - ☛ How many insulated hot food holding cabinets do you employ?
- 1-02** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.
- 1-03** Set hot water heaters to standard 125-130° F.
- 1-04** Use ENERGY STAR office equipment and enable energy saving features.
 - ☛ How many ENERGY STAR rated copier/printer units does your business use?
 - ☛ How many ENERGY STAR rated LCD monitors does your business use?
- 1-05** If you are a large business or have a complex network, use power management software programs to automatically activate power management settings in computers and printers (see- www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_enterprises).
 - ☛ How many monitors have power management software installed to automatically turn off units when idle?
- 1-06** Use sensors on vending machines and place machines in shaded areas.
- 1-07** Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).
 - ☛ How many ENERGY STAR rated refrigerators does your business use?
 - ☛ How many energy efficient minibars do you have?
- 1-08** Install programmable thermostat(s) and properly set cooling to 74°F and heating to 68°F. Program the thermostats for unoccupied hours when the facility is closed with cooling set at 90°F and heating at 55°F.

Energy Management

total measures needed: 2

- 2-01** Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.
- 2-02** If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with your utility provider or try Energy Star's Portfolio Manager).

HVAC (Heating, Ventilation And Air Conditioning)

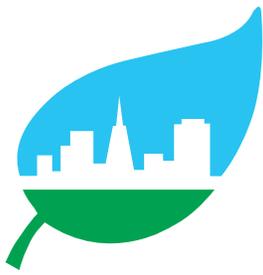
total measures needed: 3

- 3-01** Install occupancy-based room unit controllers, where applicable and with paybacks of less than 6 months.
- 3-02** Insulate all exposed hot water piping in mechanical rooms.
- 3-03** Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on Air-Conditioning units.

Lighting

total measures needed: 6

- 4-01** Require housekeeping staff to turn off non-emergency lighting when finished cleaning rooms.
- 4-02** Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.
 - ☛ How many T-12 lamps have you replaced with T-8s (in electronic ballasts)?
- 4-03** Use energy efficient exit signs, such as LEDs.
 - ☛ How many LED exit signs does your business use?



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REQUIRED ITEMS

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Web site
sfgreenbusiness.org/toolkit

Green Notes

San Francisco Public Utilities Commission offers rebates for high efficiency toilets and urinals. For information on where you can buy efficient fixtures and current rebates, contact the SFPUC: SFWater.org. To schedule a free water wise evaluation, contact SFPUC Water Conservation section at (415) 551-4730 or email waterconservation@swater.org to make an appointment. Specify you are currently enrolled in the Green Business Program.

- 4-04** Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.
 - ☛ How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?
 - ☛ How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?
 - ☛ How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?
 - ☛ How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?
- 4-05** Replace high wattage MR-16 halogen lamps with LEDs.
- 4-06** Replace non-dimming incandescent bulbs with LEDs.

Water

Landscaping

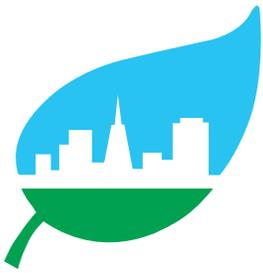
total measures needed: 6

- 1-01** Apply two to three inches of mulch in all non-turf planting areas.
- 1-02** Match sprinklers with same precipitation rates.
- 1-03** Repair all broken or defective sprinkler heads/nozzles, drip meters, water pipe, lines and valves.
- 1-04** Water during early morning, pre-dawn hours.
- 1-05** Install rain shut-off devices or moisture sensors that turn off the irrigation during rain.
- 1-06** Install check valves to eliminate low head drainage.

Water Conservation

total measures needed: 9

- 2-01** Use 1.28 gpm or less pre-rinse spray valves to rinse dishes.
- 2-02** When purchasing new clothes washers choose energy and water efficient versions, such as those rated by CEE or ENERGY STAR.
 - ☛ How many faucets do you have with low flow aerators installed?
 - ☛ What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)?
 - ☛ How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)
- 2-03** Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.
 - ☛ How many employees do you have?
 - ☛ How many faucets do you have with low flow aerators installed?
 - ☛ What is the flow rate of the aerator?
- 2-04** Institute an optional towel and linen reuse policy for guests. Provide information in the guest rooms about this option.
- 2-05** Clean surfaces using dry sweeping methods and/or pressure wash surfaces with a ≤ 1.6 gpm high velocity spray nozzle. Use of a hose to spray down surfaces is prohibited.
- 2-06** Install sink aerators that do not exceed 1.5 gpm flow in guest rooms.
 - ☛ How many employees does your business employ?
 - ☛ How many visitors utilize your facility per day (use averages)?
 - ☛ How many customers utilize your facility per day (use averages)?
- 2-07** 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.
 - ☛ How many employees does your business employ?
 - ☛ How many visitors utilize your facility per day (use averages)?
 - ☛ How many customers utilize your facility per day (use averages)?



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Green Notes

Safely dispose of all unwanted chemical products by using the City's VSQG program (contact 415-330-1425) or find a recycling/disposal facility by using RecycleWhere at:
SFEnvironment.org/recyclewhere

 What is the flush volume of your OLD toilet?

 What is the flush volume of your NEW toilet?

2-08

San Francisco Hotels: Install shower heads that meet federal EPA WaterSense criteria of 2.0 gpm or less, or meet the hotel's published minimum shower head flow rate policy, not to exceed the federal code of 2.5 gpm.

2-09

Replace all urinals flushing at 1.0 gallons or greater with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.

Water Management

total measures needed: 2

3-01

Track monthly water use and monitor bills for leaks.

3-02

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).

Pollution

Clean Air

total measures needed: 4

1-01

Sign up for Emergency Ride Home (SFERH.org) that provides a free or low-cost ride home in cases of emergencies for employees who use alternative transportation.

1-02

Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days. (EmployersSpareTheAir.org)

1-03

Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs. (CommuterBenefits.org)

 What is the total distance (in miles) that all your employees commute per day?

2-01

Reduce fuel usage through promotion of transit (post maps), biking (provide bike parking and maintenance stipends), and rideshare (use 511.org).

2-02

Offset your company's CO2 emissions through purchase of renewable energy credits or installation of renewable energy sources.

Environmentally Preferable Purchasing

total measures needed: 10

3-01

When sourcing with a commercial printer, request vegetable or other low-VOC inks.

3-02

If you have a spa onsite, work with the spa management to stock at least 50% of personal care products that rank 6 or lower on EWG's ranking (CosmeticsDatabase.com).

3-03

Collect items that are prohibited from the garbage (batteries, CFL's, cell phones and other electronics, etc.) and institute a program for their safe disposal. OR Educate employees about disposal options for prohibited items.

3-04

Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at SFapproved.org.

 How many low mercury T8 lamps do you use in your facility?

3-05

Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).

 How many reams of PCF paper do you buy annually?

3-06

Use refilled or remanufactured laser and copier toner cartridges.

 How many remanufactured toner cartridges do you purchase for use every year?

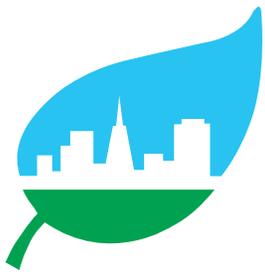
3-07

Purchase EPEAT certified (EPEAT.net) computers, laptops and monitors.

 How many EPEAT CPUs does your business use?

 How many EPEAT CRTs does your business use?

 How many EPEAT LCDs does your business use?



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Web site
sfgreenbusiness.org/toolkit

Green Notes

Please visit the website of the Wastewater Enterprise at sfwater.org to learn more about the City's Fats, Oils and Grease (FOG) Program.

3-08 For at least 25% of guest room food and beverage options, use certified organic, fair trade, sustainably harvested and/or locally grown food products and beverages.

4-01 Do business with other green businesses (GreenBusinessCA.org).

4-02 Use an environmentally friendly garment cleaner. Visit SFEnvironment.org for a list of local CO2 dry cleaners and professional wet cleaners.

4-03 When remodeling, use natural or low emissions building materials, carpets, or furniture.

4-04 Purchase organically or locally grown foods and beverages for the office kitchen.

Janitorial Cleaning

total measures needed: 4

5-01 Safely dispose of unwanted or old chemicals (using the City's VSQG program or find a service through SFEnvironment.org's RecycleWhere SFEnvironment.org/recyclewhere).

5-02 Replace all aerosols with pump dispensers.

5-03 Use low toxic cleaning products such as those that are SF Approved (SFApproved.org), Green Seal certified (GreenSeal.org), or receive at least an 8.1 rating on the GoodGuide (GoodGuide.com), in non-aerosol containers.

5-03 What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.

5-04 Become a fragrance free or chemical free facility by eliminating chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.

Pest Management

total measures needed: 1

6-01 Contract with a PCO certified to practice Integrated Pest Management or request your PCO to implement an IPM Program. Use SF Approved (SFEnvironment.org/toxics-health/safer-practices/pest-management) pesticides only.

Wastewater

Storm Water Pollution Prevention

total measures needed: 7

1-01 Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.

1-02 Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.

1-03 Keep a spill kit handy to catch/collect spills from hazardous materials, grease, or leaking company, employee, or guest vehicles. Make sure there is adequate absorbent material to contain the largest possible spill.

1-04 Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.

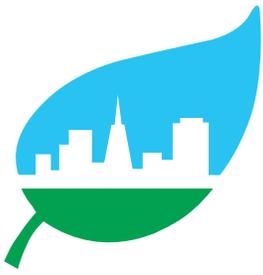
1-05 Keep dumpsters covered and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.

2-01 Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer).

2-02 Have an outdoor ashtray or cigarette butt can for smokers.

2-03 Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.

2-04 Label all storm water drains with "No dumping, Drains to Bay" message. Please contact the SFPUC Collection System Division (415) 695-7339 to receive a storm drain label and instructions.



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SAN FRANCISCO GREEN BUSINESS PROGRAM STANDARDS

OFFICE/RETAIL

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 - 3 In cases where the measures on this checklist are not entirely applicable, we may ask your business to implement additional practices customized for your business.
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General

General total measures needed: 5

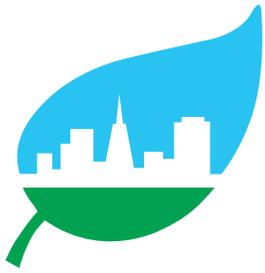
- 1-01** Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)
- 1-02** Train new employees on green business procedures and practices implemented by your business through your company’s employee handbook.
- 1-03** Adopt a written environmental policy statement stating your business’s commitment to operate as a green business, which must include a detailed green purchasing policy.
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- 1-05** Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into performance appraisals, job descriptions, training programs, employee orientations, staff meeting discussions, employee reference material, company newsletter or bulletins and company suggestion and reward programs

Waste

Environmentally Preferable Purchasing total measures needed: 6

- 1-01** Purchase janitorial paper products with the highest postconsumer waste (PCW) recycled content. Toilet paper and tissues must contain a minimum of 20% PCW recycled content and paper towels must contain a minimum of 40% PCW recycled content.
- 1-02** Print marketing materials on paper containing a minimum of 50% post consumer waste recycled content, recommended 100%.
- 1-03** Use letterhead, envelopes and business cards containing a minimum of 50% post consumer waste recycled content, recommended 100%.
- 1-04** Purchase large format or plotter paper with a minimum 30% recycled content, or higher recycled content if available.

List of measures is continued on the following page...



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Waste, continued

Environmentally Preferable Purchasing, continued

total measures needed: 6

- 1-05** Use a corrugated or recyclable board in place of foam core boards.
- 1-06** Purchase copy, computer and fax paper with minimum 50% post consumer waste (recommended 100%).
 -  How many reams of paper do you buy annually?
 -  What is the recycled content of the paper? (Options: 30%, 100% and 50%, enter two digits)

Source Reduction

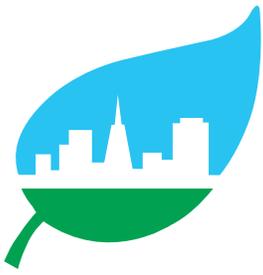
total measures needed: 9

- 2-01** Eliminate individual bottles of water for employees and guests.
- 2-02** In the employee cafeteria, kitchen or break room, replace disposables with permanent dishware and use bulk items (snacks, condiments, salt/pepper, etc.).
- 2-03** Eliminate the use of plastic bags. Use paper bags containing a minimum of 40% post consumer waste recycled content or BPI certified compostable bags.
- 2-04** Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.
- 2-05** 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.
- 3-01 Reuse paper or plastic packaging materials in your own shipments.
- 3-02 Retailers - offer an incentive to customers who bring their own shopping bags, coffee mugs, etc. and/ or use a disincentive such as charging a fee for disposable containers and bag.
- 3-03 Reducejunk mail. See StopJunkMail.org for tips.
- 3-04 Reduce number of trash/compost/recycle bin liners by reusing bags or having unlined bins. If lining compost bins, use BPI certified bags.
- 3-05 For catered events (lunches, meetings, etc.) institute a zero waste policy. If disposable dishware is necessary use recyclable/compostable options and have composting/recycling collection easily accessible.
- 3-06 Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, office supplies, etc.). Document donations and sales of materials. Use the RecycleWhere tool at SFEnvironment.org for help.
- 3-07 Retailers- offer durable, reusable bags at checkout.

Waste Diversion

total measures needed: 2

- 4-01** Divert all compostable and recyclable materials from landfill to demonstrate compliance with San Francisco's Mandatory Composting and Recycling Ordinance (SFEnvironment.org/mandatory).
 -  Do you pay your own garbage bill (yes or no)?
If yes, please provide the level of service you receive (number of bins, capacity, pickup frequency).
 -  How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)
- 4-02** Designate a recycling coordinator(s) to take responsibility for monitoring/maintaining proper waste diversion and conducting ongoing education.



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REQUIRED ITEMS

Bold items indicate a required measure in San Francisco and must be completed, if applicable.

Web site
sfgreenbusiness.org/toolkit

Green Notes

SF Environment in a partnership with PG&E, provides free energy audits, reports, technical assistance, and rebates, for all commercial and multifamily customers in San Francisco. Contact SF Environment's SF Energy Watch program and we will refer you to PG&E's Express Efficiency program for efficiency rebates not covered in our programs. SF Energy Watch:
SFEnergyWatch.org

Energy

Energy Conservation

total measures needed: 6

- 1-01** Use small fans OR space heater during off hours instead of conditioning entire office.
- 1-02** Use ENERGY STAR® office equipment and enable energy saving features.
 - ☛ How many ENERGY STAR rated LCD monitors does your business use?
 - ☛ How many ENERGY STAR rated copier/printer units does your business use?
- 1-03** If you are a large business or have a complex network, use power management software programs to automatically activate power management settings in computers and printers (see- http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_enterprises).
 - ☛ How many monitors have power management software installed to automatically turn off units when idle?
- 1-04** Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).
 - ☛ How many energy efficient minibars do you have?
 - ☛ How many ENERGY STAR rated refrigerators does your business use?
- 1-05** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.
- 1-06** Install programmable thermostat(s) and properly set cooling to 74°F and heating to 68°F. Program the thermostats for unoccupied hours when the facility is closed with cooling set at 90°F and heating at 55°F.

Energy Management

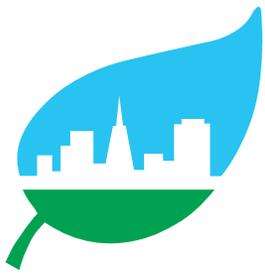
total measures needed: 1

- 2-01** If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with your utility provider or try Energy Star's Portfolio Manager).

Lighting

total measures needed: 5

- 3-01** Replace non-dimming incandescent bulbs with LEDs.
- 3-02** Replace high wattage MR-16 halogen lamps with LEDs.
- 3-03** Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.
 - ☛ How many T-12 lamps have you replaced with T-8s (in electronic ballasts)?
- 3-04** Use energy efficient exit signs, such as LEDs.
 - ☛ How many LED exit signs does your business use?
- 3-05** Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.
 - ☛ How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?
 - ☛ How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?
 - ☛ How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?
 - ☛ How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?



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Web site sfgreenbusiness.org/toolkit

Green Notes

San Francisco Public Utilities Commission offers rebates for high efficiency toilets and urinals. For information on where you can buy efficient fixtures and current rebates, contact the SFPUC: SFWater.org. To schedule a free water wise evaluation, contact SFPUC Water Conservation section at (415) 551-4730 or email waterconservation@sfpuc.org to make an appointment. Specify you are currently enrolled in the Green Business Program.

Water

Landscaping

total measures needed: 6

- 1-01 Install check valves to eliminate low head drainage.
- 1-02 Install rain shut-off devices or moisture sensors that turn off the irrigation during rain.
- 1-03 Water during early morning, pre-dawn hours.
- 1-04 Match sprinklers with same precipitation rates.
- 1-05 Apply two to three inches of mulch in all non-turf planting areas.
- 1-06 Repair all broken or defective sprinkler heads/nozzles, drip meters, water pipe, lines and valves.

Water Conservation

total measures needed: 4

- 2-01 Replace all urinals flushing at greater than 1.0 gallons with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.
- 2-02 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.
 - ☛ How many employees does your business employ?
 - ☛ How many visitors utilize your facility per day (use averages)?
 - ☛ How many customers utilize your facility per day (use averages)?
 - ☛ What is the flush volume of your OLD toilet?
 - ☛ What is the flush volume of your NEW toilet?
- 2-03 Install aerators on kitchen sinks (except fill sinks) and shower heads that do not exceed flow rates of 1.5 gpm.
- 2-04 Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks..
 - ☛ How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)
 - ☛ What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)?
 - ☛ How many faucets do you have with low flow aerators installed)?

Water Management

total measures needed: 2

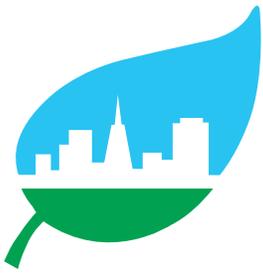
- 3-01 Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water provider, or use food coloring).
- 3-02 Track monthly water use and monitor bills for leaks.

Pollution

Clean Air

total measures needed: 4

- 1-01 Sign up for Emergency Ride Home (SFERH.org) that provides a free or low-cost ride home in cases of emergencies for employees who use alternative transportation.
- 1-02 Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days. (EmployersSpareTheAir.org)
- 1-03 Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (CommuterBenefits.org).
 - ☛ What is the total distance (in miles) that all your employees commute per day?



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Web site
sfgreenbusiness.org/toolkit

Green Notes

Safely dispose of all unwanted chemical products by using the City's VSQG program (contact 415-330-1425) or find a recycling/disposal facility by using RecycleWhere at:
SFEnvironment.org/recyclewhere

- 2-01 Offset your company's CO2 emissions through purchase of renewable energy credits or installation of renewable energy sources.
- 2-02 Reduce fuel usage through promotion of transit (post maps), biking (provide bike parking and maintenance stipends), and rideshare (use 511.org).

Company Owned Vehicles

total measures needed: 3

- 3-01** During your 3-year recognition period, reduce your transportation GHG emissions by 5%.
- 3-02** Complete and submit the Fuel Tracker and Carbon Calculator for your commercial fleet.
- 3-03** Develop and maintain (through the term of GB recognition) an inventory of your fleet that includes make, model, model year, fuel type, annual vehicle miles traveled (VMT) and gallons of fuel used per year.

Environmentally Preferable Purchasing

total measures needed: 7

- 4-01** Collect items that are prohibited from the garbage (batteries, CFLs, cell phones and other electronics, etc.) and institute a program for their safe disposal. **OR** Educate employees about disposal options for prohibited items.
- 4-02** When sourcing with a commercial printer, request vegetable or other low-VOC inks.
- 4-03** Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.
 -  How many EPEAT CPUs does your business use?
 -  How many EPEAT CRTs does your business use?
 -  How many EPEAT LCDs does your business use?
- 4-04** Use refilled or remanufactured laser and copier toner cartridges.
 -  How many remanufactured toner cartridges do you purchase for use every year?
- 4-05** Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
 -  How many reams of PCF paper do you buy annually?
- 4-06** Retailers - Offer environmentally preferable products.
- 5-01 Purchase organically or locally grown foods and beverages for the office kitchen.
- 5-02 Do business with other green businesses (greenbusinessca.org).

Janitorial Cleaning

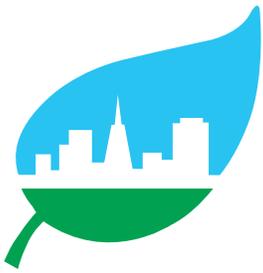
total measures needed: 2

- 6-01** Safely dispose of unwanted or old chemicals (using the City's VSQG program or find a service through SFEnvironment.org's RecycleWhere SFEnvironment.org/recyclewhere)
- 6-02** Use low toxic cleaning products such as those that are SF Approved (SFApproved.org), Green Seal certified (greenseal.org), or receive at least an 8.1 rating on the GoodGuide (goodguide.com), in non-aerosol containers.
 -  What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.

Pest Management

total measures needed: 1

- 7-01** Contract with a PCO certified to practice Integrated Pest Management or request your PCO to implement an IPM Program. Use SF Approved (SFEnvironment.org/toxics-health/safer-practices/pest-management) pesticides only.



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Web site sfgreenbusiness.org/toolkit

Green Notes

Offer individual employee awards such as "zero waste hero of the month." Reward the winners with prizes such as gift certificates to local green businesses.

SAN FRANCISCO GREEN BUSINESS PROGRAM STANDARDS

RESTAURANT

- Instructions**
- In order to qualify as a San Francisco Green Business, you must be in compliance with environmental regulations and implement the minimum requirements of this checklist.
 - This checklist is for your review only. When you are ready to apply, please register at greenbusinessca.org. Fill out the checklist as best you can and then email or phone your San Francisco coordinator directly.
 - In cases where the measures on this checklist are not entirely applicable, we may ask your business to implement additional practices customized for your business.
 - This hand icon indicates that you will need to provide additional information so we can compute the environmental savings of your business (GHG reduced, gallons of water saved, kWh saved, etc.) **Items appear in green.**

REQUIRED ITEMS Bold items indicate a required measure in SF and must be completed, if applicable.

General

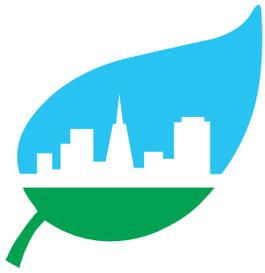
General total measures needed: 3

- 1-01** Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)
- 1-02** Adopt a written environmental policy statement stating your business's commitment to operate as a green business, which must include a detailed green purchasing policy.
- 1-03** Inform your customers about your business environmental efforts and what you are doing to meet the green business standards. For example: Post the Green Business logo, certification and pledge in a visible location; Post reminders listing steps you are taking to be a Green Business; Offer tours that highlight your Green Business successes; Offer customers green service or amenities options; Highlight your Green Business efforts and/or certification on your website, and link it to the GBP home page.

Waste

Environmentally Preferable Purchasing total measures needed: 4

- 1-01** Purchase janitorial paper products with the highest post consumer waste (PCW) recycled content. Toilet paper and tissues must contain a minimum of 20% PCW recycled content and paper towels must contain a minimum of 40% PCW recycled content.
- 1-02** Purchase napkins containing a minimum of 50% post consumer waste recycled content.
- 1-03** Purchase menu paper containing a minimum 50% post consumer waste recycled content. If using color or specialty papers, purchase a minimum of 30% post consumer waste recycled content.
- 1-04** Purchase copy, computer and fax paper with minimum 50% post consumer waste (recommended 100%).
 - How many reams of paper do you buy annually?
 - What is the recycled content of the paper? (Options: 30%, 100% and 50%, enter two digits)



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Green Notes

For information on setting up successful waste diversion programs and to learn about the cost savings achieved through waste diversion, visit recologysf.com. You can also call SF Environment's Zero Waste program at (415) 355-3745 for free technical assistance perfecting your recycling or composting program.

Waste

Source Reduction

total measures needed: 9

- 2-01** For catered events (lunches, meetings, etc.) institute a zero waste policy. If disposable dishware is necessary use recyclable/compostable options and have composting/recycling collection easily accessible.
- 2-02** Eliminate the use of plastic bags. Use paper bags containing a minimum of 40% post consumer waste recycled content or BPI certified compostable bags.
- 2-03** Use only compostable or recyclable take out food service ware and ensure compliance with the City's Food Service Waste Reduction ordinance http://sfenvironment.org/sites/default/files/fliers/files/sfe_zw_vendors_bags_fsw_0.pdf.
- 2-04** Post menus and daily specials in a single location (chalk board, white board, etc.) or have servers communicate them verbally rather than have printed specials.
- 2-05** Offer an incentive to customers who bring their own coffee mugs or bag and communicate incentive to customers.
- 2-06** For full service operations, use cloth instead of paper where possible (e.g. napkins, placemats, liners, etc.).
- 2-07** Eliminate disposable dishes and utensils for customers and employees dining in.
- 2-08** Donate excess edible food (ex. SF Food Bank or www.foodrunners.org).
- 2-09** Eliminate individually wrapped items. Use bulk straws, condiments, to-go cutlery, salt, pepper, sugar, etc.

Waste Diversion

total measures needed: 1

- 3-01** Divert all compostable and recyclable materials from landfill and demonstrate a diversion rate of at least 75%.
 -  Do you pay your own garbage bill (yes or no)?
If yes, please provide the level of service you receive (number of bins, capacity, pickup frequency).
 -  How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)

Energy

Energy Conservation

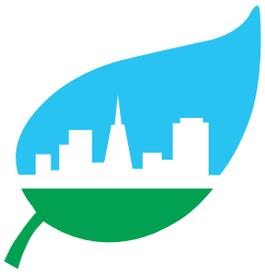
total measures needed: 3

- 1-01** Use **ENERGY STAR** office equipment and enable energy saving features.
 -  How many ENERGY STAR rated copier/printer units does your business use?
 -  How many ENERGY STAR rated LCD monitors does your business use?
- 1-02** Use a 1.6 gpm (gallons per minute) or lower pre-rinse nozzle for dish scraping and pre-cleaning. (Saves both heating and water costs).
 -  How many low-flow pre-rinse nozzles with electric water heating for dish-scraping does your kitchen use?
- 1-03** Use energy efficient cooking equipment.
 -  How many Energy Star electric steam cookers do you use?
 -  How many high efficiency electric combination ovens do you use?
 -  How many Energy Star electric fryers do you use?
 -  How many insulated hot food holding cabinets do you employ?

Energy Management

total measures needed: 1

- 2-01** If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with your utility provider or try Energy Star's Portfolio Manager).



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REQUIRED ITEMS

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Web site
sfgreenbusiness.org/toolkit

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SF Energy Watch:
SFEnergyWatch.org

HVAC (Heating, Ventilation And Air Conditioning)

total measures needed: 4

- 3-01** Install programmable thermostat(s) and properly set cooling to 74°F and heating to 68°F. Program the thermostats for unoccupied hours when the facility is closed with cooling set at 90°F and heating at 55°F.
- 3-02** Add side panels to your ventilation hood.
- 3-03** Push appliances back against the wall under the ventilation hood.
- 3-04** Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on Air-Conditioning units.

Lighting

total measures needed: 5

- 4-01** Replace non-dimming incandescent bulbs with LEDs.
- 4-02** Replace high wattage MR-16 halogen lamps with LEDs.
- 4-03** Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.
 - ☛ How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?
 - ☛ How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?
 - ☛ How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?
 - ☛ How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?
- 4-04** Use energy efficient exit signs, such as LEDs.
 - ☛ How many LED exit signs does your business use?
- 4-05** Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.
 - ☛ How many T-12 lamps have you replaced with T-8s (in electronic ballasts)?

Refrigeration

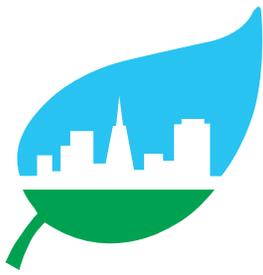
total measures needed: 7

- 5-01** Use automatic door closers or open door buzzers on walk-in refrigerator/freezer doors.
- 5-02** Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- 5-03** Install plastic strip curtains on walk-in refrigerator/freezer doors.
- 5-04** Clean evaporator and condenser coils and ensure proper air-flow. Straighten damaged fins and remove objects that block air to the coils. Perform and document coil maintenance at least four times a year.
- 5-05** Ensure refrigeration defrost time clocks are set properly including: length of defrost cycle (no more than 15 minutes), frequency (no more than four times daily), and time (no defrost during peak energy hours - noon to 6 pm.)
- 5-06** Insulate all refrigeration cold suction lines.
- 5-07** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.

Water Heating

total measures needed: 2

- 6-01** Insulate all accessible hot water pipes leading to and from the water heater.
- 6-02** Set the thermostat to deliver the minimum hot water temperature required by the health codes. Typically 140°F.



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Web site
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Green Notes

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Water

Water Conservation

total measures needed: 7

- 1-01** Replace all urinals flushing at 1.0 gallons or greater with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.
- 1-02** 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.
 - ☛ How many employees does your business employ?
 - ☛ How many visitors utilize your facility per day (use averages)?
 - ☛ How many customers utilize your facility per day (use averages)?
 - ☛ What is the flush volume of your OLD toilet?
 - ☛ What is the flush volume of your NEW toilet?
- 1-03** Clean surfaces using dry sweeping methods and/or pressure wash surfaces with a ≤ 1.6 gpm high velocity spray nozzle. Use of a hose to spray down surfaces is prohibited.
- 1-04** Use 1.6 gpm or less pre-rinse spray valves to rinse dishes.
- 1-05** Implement a water conservation policy for food servers. Serve water in bars and restaurants only upon request. Provide information at each table regarding the reasons for such measures.
- 1-06** Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.
 - ☛ How many faucets do you have with low flow aerators installed?
 - ☛ What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)?
 - ☛ How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)
- 1-07** Install aerators on kitchen sinks (except fill sinks) and showerheads that do not exceed flow rates of 1.5 gpm.

Water Management

total measures needed: 2

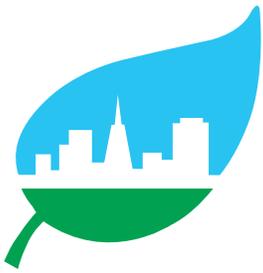
- 2-01** Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water provider, or use food coloring).
- 2-02** Track monthly water use and monitor bills for leaks.

Pollution

Clean Air

total measures needed: 2

- 1-01** Sign up for Emergency Ride Home (SFERH.org) that provides a free or low-cost ride home in cases of emergencies for employees who use alternative transportation.
- 1-02** Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs. (CommuterBenefits.org)
 - ☛ What is the total distance (in miles) that all your employees commute per day?



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REQUIRED ITEMS

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Green Notes

Safely dispose of all unwanted chemical products by using the City's VSQG program (contact 415-330-1425) or find a recycling/disposal facility by using RecycleWhere at: SFEnvironment.org/recyclewhere

Please visit the website of the Wastewater Enterprise at sfwater.org to learn more about the City's Fats, Oils and Grease (FOG) Program.

Environmentally Preferable Purchasing

total measures needed: 3

- 2-01 Offer sustainable options for at least 50% of all seafood and communicate to customers which fish are sustainable. Use Monterey Bay Aquarium's Seafood Watch Program as a guide (www.montereybayaquarium.org/cr/seafoodwatch.aspx).
- 2-02 For at least 25% of your food and beverages, use certified organic, fair trade, sustainably harvested and/or locally grown food products and beverages.
- 2-03 Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
 -  How many reams of PCF paper do you buy annually?

Janitorial Cleaning

total measures needed: 3

- 3-01 Safely dispose of unwanted or old chemicals (using the City's VSQG program or find a service through SFEnvironment.org's RecycleWhere SFEnvironment.org/recyclewhere).
- 3-02 Become a fragrance free or chemical free facility by eliminating chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.
 - Use low toxic cleaning products such as those that are SF Approved (SFApproved.org), Green Seal certified (GreenSeal.org), or receive at least an 8.1 rating on the GoodGuide (GoodGuide.com), in non-aerosol containers.
- 3-03  What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.

Kitchen

total measures needed: 1

- 4-01 Give or sell restaurant's used cooking oil for use as alternative fuel, such as biodiesel.
 -  How many gallons of oil do you recycle for production of biodiesel each month?

Pest Management

total measures needed: 1

- 5-01 Contract with a PCO certified to practice Integrated Pest Management or request your PCO to implement an IPM Program. Use SF Approved (SFEnvironment.org/toxics-health/safer-practices/pest-management) pesticides only.

Wastewater

Kitchen

total measures needed: 1

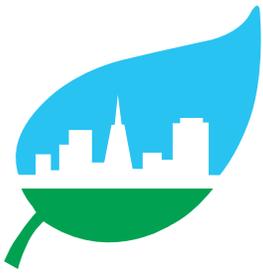
- 1-01 Ensure employees practice BMPs for management of FOGs (e.g. no pouring of grease down the drain, etc.). For BMPs see <http://www.sfwater.org/index.aspx?page=480>.

Storm Water Pollution Prevention

total measures needed: 6

- 2-01 Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.
- 2-02 Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.
- 2-03 Label all storm water drains with "No dumping, Drains to Bay" message. Please contact the SFPUC Collection System Division (415) 695-7339 to receive a storm drain label and instructions.
- 2-04 Have an outdoor ashtray or cigarette butt can for smokers.
- 2-05 Keep a spill kit handy to catch/collect spills from hazardous materials, grease, or leaking company, employee, or guest vehicles. Make sure there is adequate absorbent material to contain the largest possible spill.
- 2-06 Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.

**Regulation adopting Green Business Checklist
for Dentists
(San Francisco Environment Code, Chapter 15)
Regulation #SFE-11-02-GB Dentists**



SAN FRANCISCO GREEN BUSINESS

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REQUIRED ITEMS

Bold items indicate a required measure in San Francisco and must be completed, if applicable.

Web site sfgreenbusiness.org/toolkit

Green Notes

Offer individual employee awards such as "zero waste hero of the month." Reward the winners with prizes such as gift certificates to local green businesses.

SAN FRANCISCO GREEN BUSINESS PROGRAM STANDARDS

DENTAL PRACTICES

- Instructions**
- 1 In order to qualify as a San Francisco Green Business, you must be in compliance with environmental regulations and implement the minimum requirements of this checklist.
 - 2 This checklist is for your review only. When you are ready to apply, please register at greenbusinessca.org. Fill out the checklist as best you can and then email or phone your San Francisco coordinator directly.
 - 3 In cases where the measures on this checklist are not entirely applicable, we may ask your business to implement additional practices customized for your business.
 - 4 This hand icon indicates that you will need to provide additional information so we can compute the environmental savings of your business (GHG reduced, gallons of water saved, kWh saved, etc.) **Items appear in green.**

REQUIRED ITEMS Bold items indicate a required measure in SF and must be completed, if applicable.

General

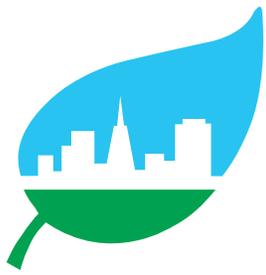
General total measures needed: 5

- 1-01** Adopt a written environmental policy statement stating your business's commitment to operate as a green business, which must include a detailed green purchasing policy.
- 1-02** Inform your customers about your business environmental efforts and what you are doing to meet the green business standards. For example: Post the Green Business logo, certification and pledge in a visible location; Post reminders listing steps you are taking to be a Green Business; Offer tours that highlight your Green Business successes; Offer customers green service or amenities options; Highlight your Green Business efforts and/or certification on your website, and link it to the Green Business Program home page.
- 1-03** Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into performance appraisals, job descriptions, training programs, employee orientations, staff meeting discussions, employee reference material, company newsletter or bulletins and company suggestion and reward programs.
- 1-04** Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)
- 1-05** Train new employees on green business procedures and practices implemented by your business through your company's employee handbook.

Waste

Environmentally Preferable Purchasing total measures needed: 4

- 1-01** Purchase janitorial paper products with the highest post consumer waste (PCW) recycled content. Toilet paper and tissues must contain a minimum of 20% PCW recycled content and paper towels must contain a minimum of 40% PCW recycled content.
- 1-02** Use letterhead, envelopes and business cards containing a minimum of 50% post consumer waste recycled content, recommended 100%.



SAN FRANCISCO GREEN BUSINESS

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Web site
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Green Notes

For information on setting up successful waste diversion programs and to learn about the cost savings achieved through waste diversion, visit recologysf.com. You can also call SF Environment's Zero Waste program at (415) 355-3745 for free technical assistance perfecting your recycling or composting program..

Waste, continued

Environmentally Preferable Purchasing, continued

total measures needed: 4

- 1-03 **Purchase copy, computer and fax paper with minimum 50% post consumer waste (recommended 100%).**
 -  How many reams of paper do you buy annually?
 -  What is the recycled content of the paper? (Options: 30%, 100% and 50%, enter two digits)
- 1-04 **Print marketing materials on paper containing a minimum of 50% post consumer waste recycled content, recommended 100%.**

Source Reduction

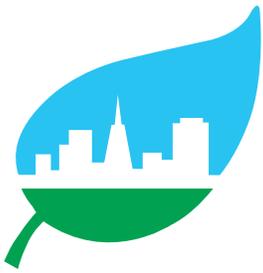
total measures needed: 9

- 2-01 **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.**
- 2-02 **Eliminate individual bottles of water for employees and guests.**
- 2-03 **Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.**
- 2-04 **In the employee cafeteria, kitchen or break room, replace disposables with permanent dishware and use bulk items (snacks, condiments, salt/pepper, etc.).**
- 3-01 Use reusable or recyclable impression trays.
- 3-02 Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, office supplies, etc.). Document donations and sales of materials. Use the RecycleWhere tool at SFEnvironment.org for help.
- 3-03 Use reusable stainless steel or compostable saliva ejector / aspirator tips.
- 3-04 Reduce junk mail. See StopJunkMail.org for tips.
- 3-05 Reduce number of trash/compost/recycle bin liners by reusing bags or having unlined bins. If lining compost bins, use BPI certified bags.
- 3-06 For catered events (lunches, meetings, etc.) institute a zero waste policy. If disposable dish ware is necessary use recyclable/compostable options and have composting/recycling collection easily accessible.
- 3-07 Reuse paper or plastic packaging materials in your own shipments.
- 3-08 Sterilize instruments in cloth wraps instead of disposable wraps.
- 3-09 Replace disposable patient bibs, headrest covers, and tray covers with cloth versions.
- 3-10 To minimize waste, offer pre-packaged products (such as toothbrushes, floss) to patients only upon request.
- 3-11 Become a paperless office by using digital patient charts, forms, billing, and appointment reminders.

Waste Diversion

total measures needed: 2

- 4-01 **Divert all compostable and recyclable materials from landfill to demonstrate compliance with San Francisco's Mandatory Composting and Recycling Ordinance (SFEnvironment.org/mandatory).**
 -  How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)
 -  Do you pay your own garbage bill (yes or no)?
If yes, please provide the level of service you receive (number of bins, capacity, pickup frequency).
- 4-02 **Designate a recycling coordinator(s) to take responsibility for monitoring/maintaining proper waste diversion and conducting ongoing education.**



SAN FRANCISCO GREEN BUSINESS

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Web site
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SFEnergyWatch.org

Energy

Energy Conservation

total measures needed: 6

- 1-01** Install programmable thermostat(s) and properly set cooling to 74°F and heating to 68°F. Program the thermostats for unoccupied hours when the facility is closed with cooling set at 90°F and heating at 55°F.
- 1-02** Use small fans OR space heater during off hours instead of conditioning entire office.
- 1-03** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.
- 1-04** Use ENERGY STAR® office equipment and enable energy saving features.
 - ☛ How many ENERGY STAR rated LCD monitors does your business use?
 - ☛ How many ENERGY STAR rated copier/printer units does your business use?
- 1-05** If you are a large business or have a complex network, use power management software programs to automatically activate power management settings in computers and printers (see- http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_enterprises).
 - ☛ How many monitors have power management software installed to automatically turn off units when idle?
- 1-06** Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).
 - ☛ How many energy efficient minibars do you have?
 - ☛ How many ENERGY STAR rated refrigerators does your business use?

Energy Management

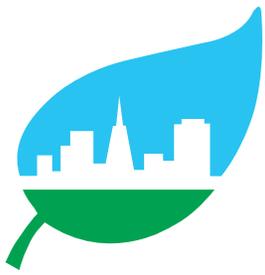
total measures needed: 1

- 2-01** If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with your utility provider or try Energy Star's Portfolio Manager).

Lighting

total measures needed: 5

- 3-01** Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.
 - ☛ How many T-12 lamps have you replaced with T-8s (in electronic ballasts)?
- 3-02** Use energy efficient exit signs, such as LEDs.
 - ☛ How many LED exit signs does your business use?
- 3-03** Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.
 - ☛ How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?
 - ☛ How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?
 - ☛ How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?
 - ☛ How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?
- 3-04** Replace high wattage MR-16 halogen lamps with LEDs.
- 3-05** Replace non-dimming incandescent bulbs with LEDs.
- 4-01 Replace halogen operatory light with LED lighting.



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REQUIRED ITEMS

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Web site
sfgreenbusiness.org/toolkit

Green Notes

San Francisco Public Utilities Commission offers rebates for high efficiency toilets and urinals. For information on where you can buy efficient fixtures and current rebates, contact the SFPUC: SFWater.org. To schedule a free water wise evaluation, contact SFPUC Water Conservation section at (415) 551-4730 or email waterconservation@sfgwater.org to make an appointment. Specify you are currently enrolled in the Green Business Program.

Water

Water Conservation

total measures needed: 5

- 1-01** Replace all urinals flushing at greater than 1.0 gallons with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.
- 1-02** Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks..
 - ☛ How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)
 - ☛ What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)?
 - ☛ How many faucets do you have with low flow aerators installed)?
- 1-03** Install aerators on kitchen sinks (except fill sinks) and shower heads that do not exceed flow rates of 1.5 gpm.
- 1-04** 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.
 - ☛ How many employees does your business employ?
 - ☛ How many visitors utilize your facility per day (use averages)?
 - ☛ How many customers utilize your facility per day (use averages)?
 - ☛ What is the flush volume of your OLD toilet?
 - ☛ What is the flush volume of your NEW toilet?
- 1-05** Select new autoclaves with water recirculation and automatic shutoff devices.
- 2-01 Install a dry vacuum pump.

Water Management

total measures needed: 2

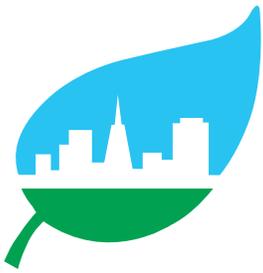
- 3-01** Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water provider, or use food coloring).
- 3-02** Track monthly water use and monitor bills for leaks.

Pollution

Chemical Reduction in Dental Practices

total measures needed: 9

- 1-01** Reduce or completely stop placing amalgam fillings. When judged to be medically appropriate, use mercury-free alternatives to amalgam.
- 1-02** Store, handle, and triturate amalgam away from sinks so that the chance of an accidental spill reaching the sewer is minimized.
- 1-03** Use digital X-ray equipment.
- 1-04** Use a steam autoclave or dry heat oven for instrument sterilization.
- 1-05** Switch your cold sterilant from a solution containing glutaraldehyde to something less toxic, such as one with hydrogen peroxide.
- 1-06** Switch to an enzyme or detergent type cleaner for your ultrasonic instrument cleaning bath.
- 1-07** During amalgam restoration removal procedures, remove wet cuspidors from service and rely solely upon the high-speed suction (vacuum) system to remove debris and saliva.
- 1-08** Evaluate the use of a work surface disinfectant containing less-hazardous active ingredients that are not subject to hazardous waste disposal regulations; avoid using disinfectants such as quaternary ammonium compounds.
- 1-09** Purchase pharmaceuticals and dental materials in appropriate quantities to avoid waste.
- 2-01 If using composite resins, use ones without BPA.



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REQUIRED ITEMS

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Web site
sfgreenbusiness.org/toolkit

Green Notes

Ensure your dental office is implementing the mandatory amalgam best management practices outlined at: SFEnvironment.org.

- 2-02 Use an oil-free air compressor.
- 2-03 Use a dental CAD/CAM system.
- 2-04 Refrain from using sodium hypochlorite (bleach) to disinfect vacuum lines to avoid speeding the release of mercury from amalgam.

Clean Air

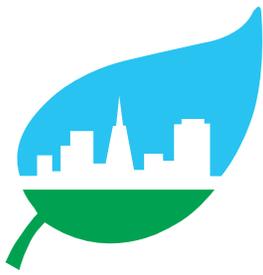
total measures needed: 4

- 3-01** Sign up for Emergency Ride Home (SFERH.org) that provides a free or low-cost ride home in cases of emergencies for employees who use alternative transportation.
- 3-02** Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days. (EmployersSpareTheAir.org)
- 3-03** Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (CommuterBenefits.org).
 -  What is the total distance (in miles) that all your employees commute per day?
- 4-01 Offset your company's CO₂ emissions through purchase of renewable energy credits or installation of renewable energy sources.
- 4-02 Reduce fuel usage through promotion of transit (post maps), biking (provide bike parking and maintenance stipends), and rideshare (use 511.org).

Environmentally Preferable Purchasing

total measures needed: 7

- 5-01** Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at sfapproved.org.
 -  How many low mercury T8 lamps do you use in your facility?
- 5-02** When sourcing with a commercial printer, request vegetable or other low-VOC inks.
- 5-03** Use refilled or remanufactured laser and copier toner cartridges.
 -  How many remanufactured toner cartridges do you purchase for use every year?
- 5-04** Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
 -  How many reams of PCF paper do you buy annually?
- 5-05** Collect items that are prohibited from the garbage (batteries, CFLs, cell phones and other electronics, etc.) and institute a program for their safe disposal. OR Educate employees about disposal options for prohibited items.
- 5-06** Purchase EPEAT certified (EPEAT.net) computers, laptops and monitors.
 -  How many EPEAT CPUs does your business use?
 -  How many EPEAT CRTs does your business use?
 -  How many EPEAT LCDs does your business use?
- 6-01 Use organic cotton gauze.
- 6-02 Purchase organically or locally grown foods and beverages for the office kitchen.
- 6-03 Do business with other green businesses (greenbusinessca.org).



SAN FRANCISCO GREEN BUSINESS

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REQUIRED ITEMS

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Web site
sfgreenbusiness.org/toolkit



Safely dispose of all unwanted chemical products by using the City's VSQG program (contact 415-330-1425) or find a recycling/disposal facility by using RecycleWhere at:
SFEnvironment.org/recyclewhere

Janitorial Cleaning

total measures needed: 3

- 7-01 Use low toxic cleaning products such as those that are SF Approved (SFApproved.org), Green Seal certified (greenseal.org), or receive at least an 8.1 rating on the GoodGuide (goodguide.com), in non-aerosol containers.
What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.
- 7-02 Become a fragrance free or chemical free facility by eliminating chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.
- 7-03 Safely dispose of unwanted or old chemicals (using the City's VSQG program or find a service through SFEnvironment.org's RecycleWhere SFEnvironment.org/recyclewhere)

Pest Management

total measures needed: 1

- 8-01 Contract with a PCO certified to practice Integrated Pest Management or request your PCO to implement an IPM Program. Use SF Approved (SFEnvironment.org/toxics-health/safer-practices/pest-management) pesticides only.

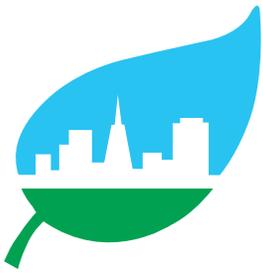
Wastewater

Pollution Prevention in Dental Practices

total measures needed: 3

- 1-01 Install plastic disposable chairside amalgam traps in both the vacuum system and the cuspidor of each operator where restoration work is done. Change these Chairside traps frequently. Never rinse these traps in the sink.
- 1-02 Have a licensed recycling contractor, mail-in service, or hazardous waste hauler recycle your amalgam wastes. You may also transport small quantities yourself to your local CESQG program facility. Amalgam waste includes: a. Non-contact amalgam (scrap); b. Contact amalgam (e.g., extracted teeth containing amalgam); c. Amalgam or amalgam sludge captured by chair-side traps, vacuum pump filters, screens, and other devices, including the traps filters and screens themselves; d. Used amalgam capsules, and; e. Leaking or unusable amalgam capsules.
- 1-03 Install clear plastic, easily removable under-sink bottle-traps, and have the contents recycled or disposed of as hazardous waste if they contain inadvertently spilled mercury containing material.

**Regulation adopting Green Business Checklist
for Janitorial Cleaning
(San Francisco Environment Code, Chapter 15)
Regulation #SFE-11-03-GB Janitorial Cleaning**



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Web site sfgreenbusiness.org/toolkit

Green Notes

Offer individual employee awards such as "green cleaning hero of the month." Reward the winners with prizes such as gift certificates to local green businesses.

SAN FRANCISCO GREEN BUSINESS PROGRAM STANDARDS

JANITORIAL SERVICES

- Instructions**
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General

General

total measures needed: 5

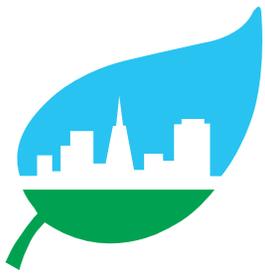
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Waste

Environmentally Preferable Purchasing

total measures needed: 4

- 1-01** Use letterhead, envelopes and business cards containing a minimum of 50% post consumer waste recycled content, recommended 100%.
- 1-02** Purchase copy, computer and fax paper with minimum 50% post consumer waste (recommended 100%).
 -  How many reams of paper do you buy annually?
 -  What is the recycled content of the paper? (Options: 30%, 100% and 50%, enter two digits)



SAN FRANCISCO GREEN BUSINESS

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Waste, continued

Environmentally Preferable Purchasing, continued

total measures needed: 4

- 1-03 **Print marketing materials on paper containing a minimum of 50% post consumer waste recycled content, recommended 100%.**
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Source Reduction

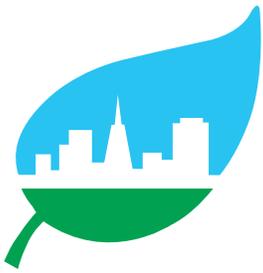
total measures needed: 9

- 2-01 **Use reusable spray bottles for dusters, glass cleaners, etc., instead of disposable containers.**
- 2-02 **Use microfiber or other washable cloths and dusters instead of paper towels.**
- 2-03 **Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.**
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- 3-03 For catered events (lunches, meetings, etc.) institute a zero waste policy. If disposable dishware is necessary use recyclable/compostable options and have composting/recycling collection easily accessible.
- 3-04 Reduce number of trash/compost/recycle bin liners by reusing bags or having unlined bins. If lining compost bins, use BPI certified bags.
- 3-05 Reducejunk mail. See StopJunkMail.org for tips.

Waste Diversion

total measures needed: 3

- 4-01 **Offer recycling and composting collection services for customers that do not currently recycle.**
- 4-02 **Divert all compostable and recyclable materials from landfill to demonstrate compliance with San Francisco's Mandatory Composting and Recycling Ordinance (SFEnvironment.org/mandatory).**
 -  How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)
 -  Do you pay your own garbage bill (yes or no)?
If yes, please provide the level of service you receive (number of bins, capacity, pickup frequency).
- 4-03 **Designate a recycling coordinator(s) to take responsibility for monitoring/maintaining proper waste diversion and conducting ongoing education.**
- 5-01 Recycle film plastics. (plastic wrap, bags etc)



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Energy Conservation

total measures needed: 6

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Energy Management

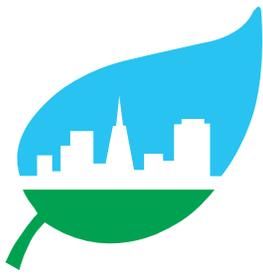
total measures needed: 1

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Lighting

total measures needed: 5

- 3-01** Replace non-dimming incandescent bulbs with LEDs.
- 3-02** Replace high wattage MR-16 halogen lamps with LEDs.
- 3-03** Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.
 - ☛ How many T-12 lamps have you replaced with T-8s (in electronic ballasts)?
- 3-04** Use energy efficient exit signs, such as LEDs.
 - ☛ How many LED exit signs does your business use?
- 3-05** Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.
 - ☛ How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?
 - ☛ How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?
 - ☛ How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?
 - ☛ How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?



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REQUIRED ITEMS

Bold items indicate a required measure in San Francisco and must be completed, if applicable.

Web site
sfgreenbusiness.org/toolkit

Green Notes

San Francisco Public Utilities Commission offers rebates for high efficiency toilets and urinals. For information on where you can buy efficient fixtures and current rebates, contact the SFPUC:

SFWater.org. To schedule a free water wise evaluation, contact SFPUC Water Conservation section at (415) 551-4730 or email waterconservation@sfpuc.org to make an appointment. Specify you are currently enrolled in the Green Business Program.

Water

Janitorial Practices

total measures needed: 1

- 1-01** Institute and maintain a “No Running Water” policy. Train staff to never leave water running while cleaning.

Water Conservation

total measures needed: 4

- 2-01** Replace all urinals flushing at greater than 1.0 gallons with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.
- 2-02** 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.
- How many employees does your business employ?
 - How many visitors utilize your facility per day (use averages)?
 - How many customers utilize your facility per day (use averages)?
 - What is the flush volume of your OLD toilet?
 - What is the flush volume of your NEW toilet?
- 2-03** Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks..
- How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)
 - What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)?
 - How many faucets do you have with low flow aerators installed?
- 2-04** Install aerators on kitchen sinks (except fill sinks) and shower heads that do not exceed flow rates of 1.5 gpm.

Water Management

total measures needed: 2

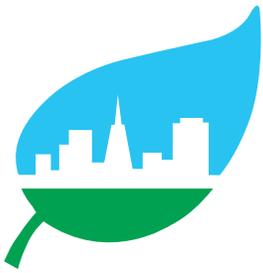
- 3-01** Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water provider, or use food coloring).
- 3-02** Track monthly water use and monitor bills for leaks.

Pollution

Clean Air

total measures needed: 4

- 1-01** Sign up for Emergency Ride Home (SFERH.org) that provides a free or low-cost ride home in cases of emergencies for employees who use alternative transportation.
- 1-02** Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days. (EmployersSpareTheAir.org)
- 1-03** Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (CommuterBenefits.org).
- What is the total distance (in miles) that all your employees commute per day?
- 2-01** Offset your company’s CO2 emissions through purchase of renewable energy credits or installation of renewable energy sources.
- 2-02** Reduce fuel usage through promotion of transit (post maps), biking (provide bike parking and maintenance stipends), and rideshare (use 511.org).



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REQUIRED ITEMS

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Web site
sfgreenbusiness.org/toolkit

Green Notes

SF Environment has multilingual training resources to help janitorial services train staff on the use of green cleaning products and methods. For more information about training, contact SF Environment's Toxics Reduction program at (415) 355-3766.

Company Owned Vehicles

total measures needed: 3

- 3-01 **Develop and maintain (through the term of GB recognition) an inventory of your fleet that includes make, model, model year, fuel type, annual vehicle miles traveled (VMT) and gallons of fuel used per year.**
- 3-02 **Complete and submit the Fuel Tracker and Carbon Calculator for your commercial fleet.**
- 3-03 **During your 3-year recognition period, reduce your transportation GHG emissions by 5%.**

Employee Education

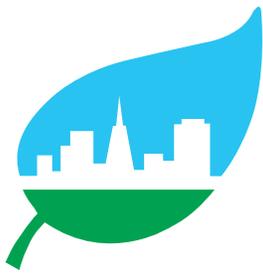
total measures needed: 10

- 4-01 **Provide gloves and safety goggles for cleaning staff. Educate staff of their importance and train them to use them even when using "mild" products.**
- 4-02 **Identify high-risk products (ex. acid bowl cleaners, disinfectants, floor strippers) and train cleaning staff to use them with extra care and protection.**
- 4-03 **Keep and maintain a binder of product MSDSs (Material Safety Data Sheets) readily available for your employees.**
- 4-04 **Schedule regular safety training refreshers with cleaning staff. Provide safety training material in English, Spanish, and Chinese.**
- 4-05 **Train cleaning staff to read the MSDS before using new products.**
- 4-06 **Train cleaning staff to use products as directed by vendor and to be aware that stronger mixtures are not necessarily better.**
- 4-07 **Develop and maintain a set of written standard operating procedures to be available to all cleaning personnel and clients in English, Spanish and Chinese.**
- 4-08 **Train cleaning staff using SF Environment's green cleaning videos and curriculum which can be found at SFEnvironment.org/greencleaning.**
- 5-01 **When introducing new products, train staff to expect a performance adjustment period. It takes about a week for the residue of the previous product to stop interfering with the new products performance.**
- 5-02 **Train cleaning staff to use auto-dilution systems and make it a policy to use them whenever they are available.**
- 5-03 **Train employees to spray cleaner directly onto the cleaning cloth, unless product directions indicate to sit on surface.**

Environmentally Preferable Purchasing

total measures needed: 7

- 6-01 **Collect items that are prohibited from the garbage (batteries, CFLs, cell phones and other electronics, etc.) and institute a program for their safe disposal. OR Educate employees about disposal options for prohibited items.**
- 6-02 **When sourcing with a commercial printer, request vegetable or other low-VOC inks.**
- 6-03 **Purchase only processed chlorine free (PCF) janitorial paper for customers.**
- 6-04 **Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).**
 -  **How many reams of PCF paper do you buy annually?**
- 6-05 **Use refilled or remanufactured laser and copier toner cartridges.**
 -  **How many remanufactured toner cartridges do you purchase for use every year?**
- 6-06 **Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.**
 -  **How many EPEAT CPUs does your business use?**
 -  **How many EPEAT CRTs does your business use?**
 -  **How many EPEAT LCDs does your business use?**
- 7-01 **Do business with other green businesses (greenbusinessca.org).**
- 7-02 **Purchase organically or locally grown foods and beverages for the office kitchen.**



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Web site
sfgreenbusiness.org/toolkit



Safely dispose of all unwanted chemical products by using the City's VSQG program (contact 415-330-1425) or find a recycling/disposal facility by using RecycleWhere at:
SFEnvironment.org/recyclewhere

Janitorial Cleaning

total measures needed: 9

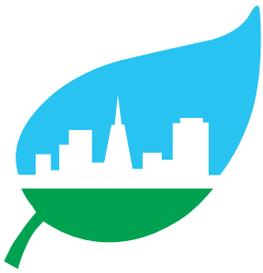
- 8-01 **Use microfiber cloths, mops, and dusters to minimize the need for chemical cleaners. Wash them separately from other fabrics to increase their useful life.**
- 8-02 **Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.**
- 8-03 **Safely dispose of unwanted or old chemicals (using the City's VSQG program or find a service through SFEnvironment.org's RecycleWhere SFEnvironment.org/recyclewhere)**
- 8-04 **Use low toxic cleaning products such as those that are SF Approved (SFApproved.org), Green Seal certified (greenseal.org), or receive at least an 8.1 rating on the GoodGuide (goodguide.com), in non-aerosol containers.**
What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.
- 8-05 **Stop use and dispose of all stainless steel cleaners & polishes that contain Trichloroethylene (TCE) and Perchloroethylene (PCE).**
- 8-06 **Minimize the use of disinfectants to only surfaces in restrooms or on door handles. When necessary, use a hydrogen peroxide based disinfecting product with an automatic dilution system.**
- 9-01 Clean drains frequently with hot water and steam to stop flies from breeding.
- 9-02 Strip floors only when the finish is worn- no more than twice a year per job site. Floor strippers are more hazardous than most products.
- 9-03 Adopt practices that reduce or eliminate the need to use floor strippers, such as buffing stone floors, top coat buffing approaches, or installing flooring materials that do not require finishes.
- 9-04 Use carpet extraction equipment that meets at a minimum the Carpet and Rug Institute Bronze Seal of Approval (carpet-rug.org).
- 9-05 Ensure proper ventilation in all places where chemicals are used and stored.
- 9-06 Use vacuum cleaners meeting the Carpet and Rug Institute "Green Label" Testing Program Vacuum Cleaner Criteria for improved indoor air quality (carpet-rug.org).

Pest Management

total measures needed: 1

- 10-01 **Contract with a PCO certified to practice Integrated Pest Management or request your PCO to implement an IPM Program. Use SF Approved (SFEnvironment.org/toxics-health/safer-practices/pest-management) pesticides only.**

**Regulation adopting Green Business Checklist
for Catering
(San Francisco Environment Code, Chapter 15)
Regulation #SFE-11-04-GB Catering**



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Web site sfgreenbusiness.org/toolkit

Green Notes

Offer individual employee awards such as "zero waste hero of the month." Reward the winners with prizes such as gift certificates to local green businesses.

SAN FRANCISCO GREEN BUSINESS PROGRAM STANDARDS

CATERING

- Instructions**
- 1 In order to qualify as a San Francisco Green Business, you must be in compliance with environmental regulations and implement the minimum requirements of this checklist.
 - 2 This checklist is for your review only. When you are ready to apply, please register at greenbusinessca.org. Fill out the checklist as best you can and then email or phone your San Francisco coordinator directly.
 - 3 In cases where the measures on this checklist are not entirely applicable, we may ask your business to implement additional practices customized for your business.
 - 4 This hand icon indicates that you will need to provide additional information so we can compute the environmental savings of your business (GHG reduced, gallons of water saved, kWh saved, etc.) **Items appear in green.**

REQUIRED ITEMS Bold items indicate a required measure in SF and must be completed, if applicable.

General

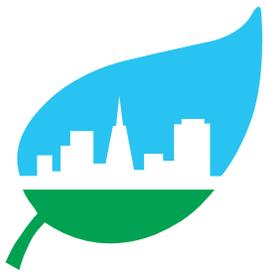
General total measures needed: 5

- 1-01** Train new employees on green business procedures and practices implemented by your business through your company's employee handbook.
- 1-02** Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into performance appraisals, job descriptions, training programs, employee orientations, staff meeting discussions, employee reference material, company newsletter or bulletins and company suggestion and reward programs.
- 1-03** Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)
- 1-04** Adopt a written environmental policy statement stating your business's commitment to operate as a green business, which must include a detailed green purchasing policy.
- 1-05** Inform your customers about your business environmental efforts and what you are doing to meet the green business standards. For example: Post the Green Business logo, certification and pledge in a visible location; Post reminders listing steps you are taking to be a Green Business; Offer tours that highlight your Green Business successes; Offer customers green service or amenities options; Highlight your Green Business efforts and/or certification on your website, and link it to the GBP home page.

Waste

Environmentally Preferable Purchasing total measures needed: 8

- 1-01** Purchase janitorial paper products with the highest post consumer waste (PCW) recycled content. Toilet paper and tissues must contain a minimum of 20% PCW recycled content and paper towels must contain a minimum of 40% PCW recycled content.
- 1-02** Use a corrugated or recyclable board in place of foam core boards.
- 1-03** Purchase color copy paper with a minimum of 30% post consumer waste recycled content.
- 1-04** Print marketing materials on paper containing a minimum of 50% post consumer waste recycled content, recommended 100%.



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Web site
sfgreenbusiness.org/toolkit

Green Notes

For information on setting up successful waste diversion programs and to learn about the cost savings achieved through waste diversion, visit recologyssf.com. You can also call SF Environment's Zero Waste program at: (415) 355-3745 for free technical assistance perfecting your recycling or composting program.

Waste

Environmentally Preferable Purchasing

total measures needed: 8

- 1-05 Use letterhead, envelopes and business cards containing a minimum of 50% post consumer waste recycled content, recommended 100%.
- 1-06 Purchase napkins containing a minimum of 50% post consumer waste recycled content.
- 1-07 Purchase menu paper containing a minimum 50% post consumer waste recycled content. If using color or specialty papers, purchase a minimum of 30% post consumer waste recycled content.
- 1-08 Purchase copy, computer and fax paper with minimum 50% post consumer waste (recommended 100%).
 - ☛ What is the recycled content of the paper? (Options: 30%, 100% and 50%, enter two digits)?
 - ☛ How many reams of paper do you buy annually?

Source Reduction

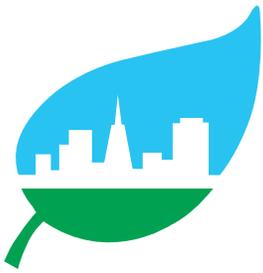
total measures needed: 10

- 2-01 Eliminate the use of plastic bags. Use paper bags containing a minimum of 40% post consumer waste recycled content or BPI certified compostable bags.
- 2-02 Use only compostable or recyclable take out food service ware and ensure compliance with the City's Food Service Waste Reduction ordinance http://sfenvironment.org/sites/default/files/fliers/files/sfe_zw_vendors_bags_fsw_0.pdf.
- 2-03 For catered events (lunches, meetings, etc.) institute a zero waste policy. If disposable dishware is necessary use recyclable/compostable options and have composting/recycling collection easily accessible.
- 2-04 Donate excess edible food (ex. SF Food Bank or www.foodrunners.org).
- 2-05 Eliminate individual bottles of water for employees and guests.
- 2-06 In the employee cafeteria, kitchen or break room, replace disposables with permanent dishware and use bulk items (snacks, condiments, salt/pepper, etc.).
- 2-07 Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.
- 2-08 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.
- 2-09 For full service operations, use cloth instead of paper where possible (e.g. napkins, placemats, liners, etc.).
- 2-10 Eliminate individually wrapped items. Use bulk straws, condiments, to-go cutlery, salt, pepper, sugar, etc.
- 3-01 Reduce junk mail. See www.StopJunkMail.org for tips.
- 3-02 Reduce number of trash/compost/recycle bin liners by reusing bags or having unlined bags. If lining compost bins, use BPI certified bags.
- 3-03 Reuse paper or plastic packaging materials in your own shipments.

Waste Diversion

total measures needed: 2

- 4-01 Designate a recycling coordinator(s) to take responsibility for monitoring/maintaining proper waste diversion and conducting ongoing education.
- 4-02 Divert all compostable and recyclable materials from landfill and demonstrate a diversion rate of at least 75%.
 - ☛ Do you pay your own garbage bill (yes or no)?
If yes, please provide the level of service you receive (number of bins, capacity, pickup frequency).
 - ☛ How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)



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Web site
sfgreenbusiness.org/toolkit

Green Notes

SF Environment in a partnership with PG&E, provides free energy audits, reports, technical assistance, and rebates, for all commercial and multifamily customers in San Francisco. Contact SF Environment's SF Energy Watch program and we will refer you to PG&E's Express Efficiency program for efficiency rebates not covered in our programs. SF Energy Watch:
SFEnergyWatch.org

Energy

Energy Conservation

total measures needed: 4

- 1-01** Use small fans OR space heater during off hours instead of conditioning entire office.
- 1-02** Use ENERGY STAR office equipment and enable energy saving features.
 - ☛ How many ENERGY STAR rated copier/printer units does your business use?
 - ☛ How many ENERGY STAR rated LCD monitors does your business use?
- 1-03** Use energy efficient cooking equipment.
 - ☛ How many Energy Star electric steam cookers do you use?
 - ☛ How many high efficiency electric combination ovens do you use?
 - ☛ How many Energy Star electric fryers do you use?
 - ☛ How many insulated hot food holding cabinets do you employ?
- 1-04** Use a 1.6 gpm (gallons per minute) or lower pre-rinse nozzle for dish scraping and pre-cleaning. (Saves both heating and water costs).
 - ☛ How many low-flow pre-rinse nozzles with electric water heating for dish-scraping does your kitchen use?

Energy Management

total measures needed: 1

- 2-01** If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with your utility provider or try Energy Star's Portfolio Manager).

HVAC (Heating, Ventilation And Air Conditioning)

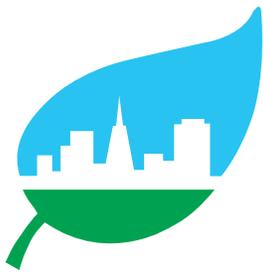
total measures needed: 4

- 3-01** Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on Air-Conditioning units.
- 3-02** Push appliances back against the wall under the ventilation hood.
- 3-03** Add side panels to your ventilation hood.
- 3-04** Install programmable thermostat(s) and properly set cooling to 74°F and heating to 68°F. Program the thermostats for unoccupied hours when the facility is closed with cooling set at 90°F and heating at 55°F.

Lighting

total measures needed: 5

- 4-01** Replace non-dimming incandescent bulbs with LEDs.
- 4-02** Replace high wattage MR-16 halogen lamps with LEDs.
- 4-03** Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.
 - ☛ How many T-12 lamps have you replaced with T-8s (in electronic ballasts)?
- 4-04** Use energy efficient exit signs, such as LEDs.
 - ☛ How many LED exit signs does your business use?
- 4-05** Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.
 - ☛ How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?
 - ☛ How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?



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Web site
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Green Notes

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Lighting, continued

total measures needed: 5

- ☛ How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?
- ☛ How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?

Refrigeration

total measures needed: 7

- 5-01** Install plastic strip curtains on walk-in refrigerator/freezer doors.
- 5-02** Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- 5-03** Use automatic door closers or open door buzzers on walk-in refrigerator/freezer doors.
- 5-04** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.
- 5-05** Insulate all refrigeration cold suction lines.
- 5-06** Ensure refrigeration defrost time clocks are set properly including: length of defrost cycle (no more than 15 minutes), frequency (no more than four times daily), and time (no defrost during peak energy hours - noon to 6 pm.)
- 5-07** Clean evaporator and condenser coils and ensure proper air-flow. Straighten damaged fins and remove objects that block air to the coils. Perform and document coil maintenance at least four times a year.

Water Heating

total measures needed: 2

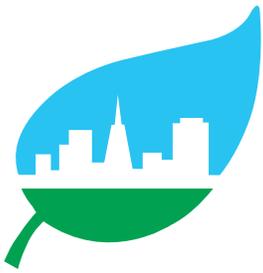
- 6-01** Set the thermostat to deliver the minimum hot water temperature required by the health codes. Typically 140°F.
- 6-02** Insulate all accessible hot water pipes leading to and from the water heater.

Water

Water Conservation

total measures needed: 6

- 1-01** Replace all urinals flushing at 1.0 gallons or greater with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.
- 1-02** 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.
 - ☛ How many employees does your business employ?
 - ☛ How many visitors utilize your facility per day (use averages)?
 - ☛ How many customers utilize your facility per day (use averages)?
 - ☛ What is the flush volume of your OLD toilet?
 - ☛ What is the flush volume of your NEW toilet?
- 1-03** Install aerators on kitchen sinks (except fill sinks) and showerheads that do not exceed flow rates of 1.5 gpm.
- 1-04** Clean surfaces using dry sweeping methods and/or pressure wash surfaces with a ≤ 1.6 gpm high velocity spray nozzle. Use of a hose to spray down surfaces is prohibited.
- 1-05** Use 1.6 gpm or less pre-rinse spray valves to rinse dishes.
- 1-06** Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.
 - ☛ How many faucets do you have with low flow aerators installed?
 - ☛ What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)?
 - ☛ How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)



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Web site
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Green Notes

Safely dispose of all unwanted chemical products by using the City's VSQG program (contact 415-330-1425) or find a recycling/disposal facility by using RecycleWhere at: SFEnvironment.org/recyclewhere

Water Management

total measures needed: 2

- 2-01 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).
- 2-02 Track monthly water use and monitor bills for leaks.

Pollution

Clean Air

total measures needed: 3

- 1-01 Sign up for Emergency Ride Home (SFERH.org) that provides a free or low-cost ride home in cases of emergencies for employees who use alternative transportation.
- 1-02 Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days. www.employerssparetheair.org.
- 1-03 Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs. (CommuterBenefits.org)
 - ☛ What is the total distance (in miles) that all your employees commute per day?
- 2-01 Offset your company's CO₂ emissions through purchase of renewable energy credits or installation of renewable energy sources.
- 2-02 Reduce fuel usage through promotion of transit (post maps), biking (provide bike parking and maintenance stipends), and rideshare (use 511.org).

Company Owned Vehicles

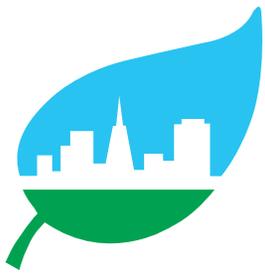
total measures needed: 3

- 3-01 During your 3-year recognition period, reduce your transportation GHG emissions by 5%.
- 3-02 Complete and submit the Fuel Tracker and Carbon Calculator for your commercial fleet.
- 3-03 Develop and maintain (through the term of GB recognition) an inventory of your fleet that includes make, model, model year, fuel type, annual vehicle miles traveled (VMT) and gallons of fuel used per year.

Environmentally Preferable Purchasing

total measures needed: 7

- 4-01 Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.
 - ☛ How many EPEAT LCDs does your business use?
 - ☛ How many EPEAT CRTs does your business use?
 - ☛ How many EPEAT CPUs does your business use?
- 4-02 When sourcing with a commercial printer, request vegetable or other low-VOC inks.
- 4-03 Use refilled or remanufactured laser and copier toner cartridges.
 - ☛ How many remanufactured toner cartridges do you purchase for use every year?
- 4-04 Collect items that are prohibited from the garbage (batteries, CFLs, cell phones and other electronics, etc.) and institute a program for their safe disposal. OR Educate employees about disposal options for prohibited items.
- 4-05 Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
 - ☛ How many reams of PCF paper do you buy annually?
- 4-06 Offer sustainable options for at least 50% of all seafood and communicate to customers which fish are sustainable. Use Monterey Bay Aquarium's Seafood Watch Program as a guide (www.montereybayaquarium.org/cr/seafoodwatch.aspx).
- 4-07 For at least 25% of your food and beverages, use certified organic, fair trade, sustainably harvested and/or locally grown food products and beverages.



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REQUIRED ITEMS

Bold items indicate a required measure in San Francisco and must be completed, if applicable.

Web site
sfgreenbusiness.org/toolkit

Green Notes

Please visit the website of the Wastewater Enterprise at sfwater.org to learn more about the City's Fats, Oils and Grease (FOG) Program.

Janitorial Cleaning

total measures needed: 3

- 5-01 Safely dispose of unwanted or old chemicals (using the City's VSQG program or find a service through SFEnvironment.org's RecycleWhere SFEnvironment.org/recyclewhere).
- 5-02 Become a fragrance free or chemical free facility by eliminating chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.
- 5-03 Use low toxic cleaning products such as those that are SF Approved (SFApproved.org), Green Seal certified (GreenSeal.org), or receive at least an 8.1 rating on the GoodGuide (GoodGuide.com), in non-aerosol containers.
 - ☛ What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.

Kitchen

total measures needed: 1

- 6-01 Give or sell restaurant's used cooking oil for use as alternative fuel, such as biodiesel.
 - ☛ How many gallons of oil do you recycle for production of biodiesel each month?

Pest Management

total measures needed: 1

- 7-01 Contract with a PCO certified to practice Integrated Pest Management or request your PCO to implement an IPM Program. Use SF Approved (SFEnvironment.org/toxics-health/safer-practices/pest-management) pesticides only.

Wastewater

Kitchen

total measures needed: 1

- 1-01 Ensure employees practice BMPs for management of FOGs (e.g. no pouring of grease down the drain, etc.). For BMPs see <http://www.sfwater.org/index.aspx?page=480>.

Storm Water Pollution Prevention

total measures needed: 6

- 2-01 Label all storm water drains with No dumping, Drains to Bay message. You may choose to have a volunteer organization label storm drains on your behalf.
- 2-02 Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.
- 2-03 Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.
- 2-04 Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.
- 2-05 Have an outdoor ashtray or cigarette butt can for smokers.
- 2-06 Keep a spill kit handy to catch/collect spills from hazardous materials, grease, or leaking company, employee, or guest vehicles. Make sure there is adequate absorbent material to contain the largest possible spill.