

SAN FRANCISCO GREEN BUSINESS

Click on links for helpful tips.

A [Solid Waste](#)

B [Energy Conservation](#)

C [Water Conservation](#)

D [Pollution Prevention](#)

F [General/Staff Education](#)

REQUIRED ITEM

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

Website
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 www.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.

San Francisco Green Business Program Standards

GARMENT CLEANING

- 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 submit the enrollment form and checklist at www.greenbusinessca.org and remember to save your work regularly.
 - 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)

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Solid Waste

Waste Diversion

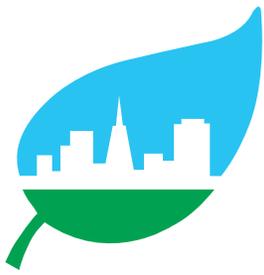
total measures needed: 4

- A-01** **Divert all compostable and recyclable materials from landfill to demonstrate compliance with San Francisco's Mandatory Composting and Recycling Ordinance (www.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.)
- A-02** Designate a recycling coordinator(s) to take responsibility for monitoring/maintaining proper waste diversion and conducting ongoing education.
- A-03** Set up a program to collect and recycle plastic film/bags from customers.
- A-04** Create a customer drop off program for hangers. Reuse returned hangers when possible and recycle any hangers that cannot be reused.

Source Reduction

total measures needed: 9

- A-05** Keep a stack of previously used paper near printers. Use it for scratch paper or internal memos, make it into notepads, or designate a bypass tray on printer for printing draft single-sided documents.
- A-06** 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.
- A-07** In the employee cafeteria, kitchen or break room, replace disposables with permanent dishware and use bulk items (snacks, condiments, salt/pepper, etc.).
- A-08** Eliminate individual bottles of water for employees and guests.
- A-09** Limit the use of wire hangers by replacing them with reusable or paper hangers, when feasible.
- A-10** Offer durable, reusable garment bags for sale.
- A-11** Offer an incentive to customers to help them remember to bring their reusable garment bags and return hangers.
- a-12** Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, office supplies, etc.). Document donations and sales of materials. Use the Ecofinder at sfenvironment.org for help.
- a-13** Send and receive faxes directly from computers without printing.
- a-14** Reuse paper or plastic packaging materials in your own shipments.
- a-15** Centralize employee schedules, meeting announcements and journals in a single location (bulletin board, whiteboard, email, etc.) to reduce printed copies.
- a-16** 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.



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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:
www.sfenergywatch.org

- a-17** Reduce number of trash/compost/recycle bin liners by reusing bags or having unlined bins. If lining compost bins, use BPI certified bags.
- a-18** Reduce junk mail. See www.StopJunkMail.org for tips.
- a-19** Use a paperless, web-based receipt and pick-up notification system.

Environmentally Preferable Purchasing

total measures needed: 7

- A-20** Purchase copy, computer and fax paper with minimum 50% post consumer waste (PCW) (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)?
- A-21** Use letterhead, envelopes and business cards containing a minimum of 50% PCW recycled content, recommended 100%.
- A-22** Print marketing materials on paper containing a minimum of 50% PCW recycled content, recommended 100%. Use a corrugated or recyclable board in place of foam core boards.
- A-23** Purchase janitorial paper products with the highest 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.
- A-24** Purchase paper bags with minimum 40% PCW content.
- a-25** For folded shirts and wash-and-fold garments, use paper wrapping with recycled content in place of plastic packaging.
- a-26** Ask your vendor to supply garment tags with PCW content.
- a-27** Ask your vendor to supply reusable garment bags with post-consumer waste/recycled content.
- a-28** Purchase plastic film with as much PCW content as available from your supplier.
- a-29** Purchase paper hangers with minimum 50% PCW content.
- a-30** If using paper receipts, purchase receipt paper/cash register tape with minimum 30% PCW content.

Energy Conservation

Energy Conservation

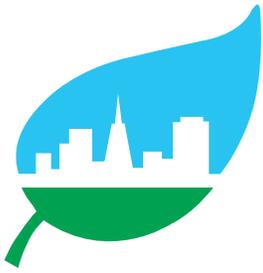
total measures needed: 4

- B-01** Use small fans OR space heaters during off hours instead of conditioning entire office.
- B-02** 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?
- B-03** 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.
- B-04** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.

Lighting

total measures needed: 4

- B-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)?
- B-06** Improve exit sign efficiency to less than 5 watts per sign by using LED, electroluminescent or photoluminescent signs.
 - ☛ How many LED exit signs does your business use?
- B-07** Replace non-dimming incandescent bulbs with compact fluorescents. Replace low wattage dimming and non-dimming incandescent bulbs with cold cathodes. Use halogen lamps only for low wattage spotlighting in retail environments.
 - ☛ How many incandescent lamps have you replaced with CFLs?
- B-08** Replace high wattage MR-16 halogen lamps with low wattage (37W or less) infrared (IR) MR-16 lamps.



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Green Notes

SF 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: www.sfwater.org.

Energy Management

total measures needed: 1

- B-09** 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).

Water Conservation

Water Management

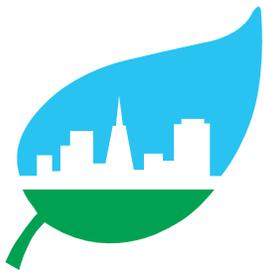
total measures needed: 2

- C-01** Track monthly water use and monitor bills for leaks.
- C-02** Regularly check for and repair all leaks. Document leak inspections and plumbing related repairs.

Water Conservation

total measures needed: 4

- C-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.)
 - ☛ 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)?
- C-04** Install toilets with 1.6 gpf (gallon per flush) or less.
- ☛ How many male employees does your business employ (use averages per year)?
 - ☛ How many female employees does your business employ (use averages per year)?
 - ☛ 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 toilet?
- C-05** Install urinals with 1.0 gpf (gallon per flush) or less.
- C-06** Install aerators on kitchen sinks (except fill sinks) and showerheads that do not exceed flow rates of 1.5 gpm.



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Green Notes

Safely dispose of all unwanted chemical products by using the City's VSQG program (contact 330.1425) or find a recycling/disposal facility by using EcoFINDERRRR at <http://www.sfenvironment.org/ecofinder/index.php>

Pollution Prevention

Clean Air

total measures needed: 3

- D-01** Complete and submit the Fuel Tracker and Carbon Calculator for your commercial fleet (www.commuterbenefits.org).
- D-02** 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.
- D-03** Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days.
- d-04** During your 3-year recognition period, reduce your transportation GHG emissions by 5%. For ways to reduce fuel use and purchase alternative fuel vehicles, visit the Clean Fleets toolkit at http://www.sfenvironment.org/downloads/library/clean_fleets_toolkit_greening_commercial_fleet.pdf
- d-05** Reduce fuel usage through promotion of transit (post maps), biking (provide bike parking and maintenance stipends), and rideshare (use 511.org).
- d-06** Offset your company's CO2 emissions through purchase of renewable energy credits (www.joinclimatesmart.com or www.green-e.org for a list of certified offset providers) or installation of renewable energy sources.

Janitorial Cleaning

total measures needed: 2

- D-07** Use low toxic cleaning products such as those that are SF Approved (www.sfapproved.org), Green Seal certified (www.greenseal.org), or receive at least an 8.1 rating on the GoodGuide (www.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.
- D-08** Safely dispose of unwanted or old chemicals (using the City's VSQG program or find a service through sfenvironment.org's EcoFINDERRRR).

Chemical Reduction In Garment Cleaning Facilities

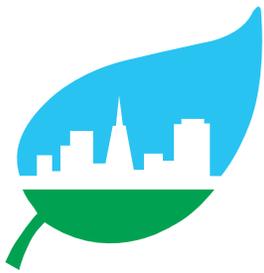
total measures needed: 6

- D-09** Implement Green Business practices in all locations, including agencies or drop off sites.
- D-10** Properly dispose of all unused/prohibited spotters, detergents and other chemical products. Call the City's VSQG program at 415-330-1425 to schedule a drop off or use the EcoFINDERRRR at sfenvironment.org to find additional disposal options.
- D-11** Maintain a folder of product MSDS (Material Safety Data Sheets) on site and provide an inventory to the Green Business Program staff.
- D-12** Display educational materials that state which technology you use and that describe the environmental and health benefits of wet or CO2 cleaning. For more information, visit the SF Environment garment cleaning site: www.sfenvironment.org/garmentcleaning
- D-13** Ask your vendor to provide low-toxic detergents and spotting solutions. Use San Francisco's list of preferable spotting chemicals as a reference.
- D-14** Use gloves and eye protection when using spotting chemicals.

Pest Management

total measures needed: 1

- D-15** Contract with a PCO certified to practice Integrated Pest Management or request your PCO to implement an IPM Program. Use SF Approved (www.sfenvironment.org/sfapproved) pesticides only



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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.

Environmentally Preferable Purchasing

total measures needed: 5

- D-16** Replace all aerosols with pump dispensers.
- D-17** 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.
- D-18** Use chlorine-free bleach in laundry.
- d-19** Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at www.sfapproved.org
 - ☛ How many low mercury T8 lamps do you use in your facility?
- d-20** When sourcing with a commercial printer, request vegetable or other low-VOC inks.
- d-21** 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?
- d-22** 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?
- d-23** When remodeling, use natural or low emissions building materials, carpets, or furniture.

General/Staff Education

General

total measures needed: 3

- F-01** 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 SF Green Business home page, www.sfgreenbusiness.org.
- F-02** Adopt a written environmental policy statement stating your businesses commitment to operate as a green business, which must include a detailed green purchasing policy.
- F-03** Train new employees on green business procedures and practices implemented by your business through your company's employee handbook.