

# SAN FRANCISCO GREEN BUSINESS

Click on links for helpful tips.

**A** General

**B** Waste

**C** Energy

**D** Water

**E** Pollution

**REQUIRED ITEMS**

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

Web site [sfgreenbusiness.org/toolkit](http://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

## OFFICE/RETAIL

- 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 [greenbusinesssca.org](http://greenbusinesssca.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: 5

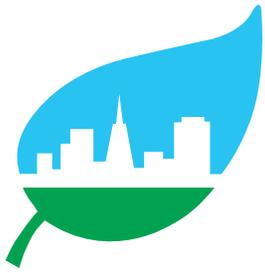
- 1-01** Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)
- 1-02** Train new employees on green business procedures and practices implemented by your business through your company's employee handbook.
- 1-03** Adopt a written environmental policy statement stating your business's commitment to operate as a green business, which must include a detailed green purchasing policy.
- 1-04** 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.
- 1-05** 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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### 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](http://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: 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

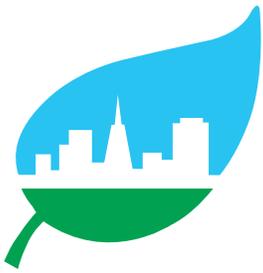
total measures needed: 9

- 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](http://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](http://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](http://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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#### 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](http://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](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

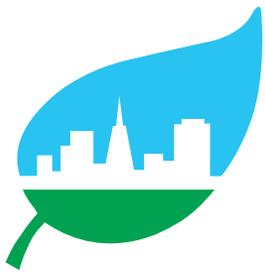
total measures needed: 1

- 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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## 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](http://SFWater.org). To schedule a free water wise evaluation, contact SFPUC Water Conservation section at (415) 551-4730 or email [waterconservation@sfpuc.org](mailto: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

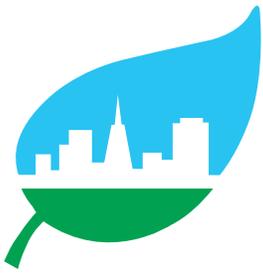
- 3-01 Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water provider, or use food coloring).
- 3-02 Track monthly water use and monitor bills for leaks.

## Pollution

### Clean Air

total measures needed: 4

- 1-01 Sign up for Emergency Ride Home ([SFERH.org](http://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](http://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](http://CommuterBenefits.org)).
  - ☛ What is the total distance (in miles) that all your employees commute per day?



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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](http://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](http://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](http://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](http://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](http://SFEnvironment.org/recyclewhere))**
- 6-02 **Use low toxic cleaning products such as those that are SF Approved ([SFApproved.org](http://SFApproved.org)), Green Seal certified ([greenseal.org](http://greenseal.org)), or receive at least an 8.1 rating on the GoodGuide ([goodguide.com](http://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](http://SFEnvironment.org/toxics-health/safer-practices/pest-management)) pesticides only.**