

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

## DENTAL PRACTICES

- 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](http://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

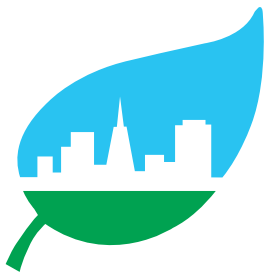
total measures needed: 18

- A-01** Designate a recycling coordinator(s) to take responsibility for monitoring/maintaining proper waste diversion and conducting ongoing education.
- A-02** Divert all compostable and recyclable materials from landfill to demonstrate compliance with San Francisco's Mandatory Composting and Recycling Ordinance ([www.sfenvironment.org/mandatory](http://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.)

### Source Reduction

total measures needed: 9

- A-03** Eliminate individual bottles of water for employees and guests.
- A-04** In the employee cafeteria, kitchen or break room, replace disposables with permanent dishware and use bulk items (snacks, condiments, salt/pepper, etc.).
- A-05** 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-06** 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-07** Use cloth lab coats in place of paper lab coats.
- a-08** Reduce junk mail. See [www.StopJunkMail.org](http://www.StopJunkMail.org) for tips.
- a-09** Reduce number of trash/compost/recycle bin liners by reusing bags or having unlined bins. If lining compost bins, use BPI certified bags.
- a-10** 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.
- a-11** Centralize employee schedules, meeting announcements and journals in a single location (bulletin board, whiteboard, email, etc.) to reduce printed copies.
- a-12** Reuse paper or plastic packaging materials in your own shipments.
- a-13** Send and receive faxes directly from computers without printing.
- a-14** 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](http://sfenvironment.org) for help.
- a-15** Replace disposable rinse/ mouthwash cups with reusable cups.
- a-16** Sterilize instruments in cloth wraps instead of disposable wraps.
- a-17** Replace disposable patient bibs, headrest covers, and tray covers with cloth versions.



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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](http://www.sfenergywatch.org)

- a-18** Use reusable stainless steel or compostable saliva ejector / aspirator tips.
- a-19** Use reusable or recyclable impression trays.
- a-20** To minimize waste, offer pre-packaged products (such as toothbrushes, floss) to patients only upon request.
- a-21** Become a paperless office by using digital patient charts, forms, billing, and appointment reminders.

### Environmentally Preferable Purchasing

total measures needed: 4

- A-22** 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.
- A-23** Use letterhead, envelopes and business cards containing a minimum of 50% PCW recycled content, recommended 100%.
- A-24** Purchase copy, computer and fax paper with minimum 50% 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-25** Print marketing materials on paper containing a minimum of 50% PCW recycled content, recommended 100%.
- a-26** Choose tooth brushes with recycled content for use in office and for distribution upon request.

## Energy Conservation

### Energy Conservation

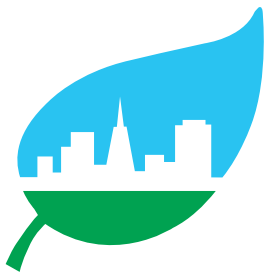
total measures needed: 7

- B-01** Use small fans OR space heaters during off hours instead of conditioning entire office.
- B-02** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.
- 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** Use office equipment with energy saving features (e.g. ENERGY STAR) and ensure that ENERGY STAR settings are enabled.
  - ☛ How many ENERGY STAR rated copier/printer units does your business use?
  - ☛ How many ENERGY STAR rated LCD monitors does your business use?
- B-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 (for examples 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?
- B-06** Use sensors on vending machines and place machines in shaded areas.
- B-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?

### Lighting

total measures needed: 5

- B-08** Replace high wattage MR-16 halogen lamps with low wattage (37W or less) infrared (IR) MR-16 lamps.
- B-09** 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-10** Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
  - ☛ 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?



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### Website

[sfgreenbusiness.org/toolkit](http://sfgreenbusiness.org/toolkit)

### 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](http://www.sfwater.org)

**B-11** 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-12** 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-13** Replace halogen operatory light with LED lighting.

### Energy Management

total measures needed: 1

**B-14** 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: 3

**C-01** Ensure that all modifications made to fixtures between routine plumbing-related inspections will be corrected to meet required maximum flow rates (e.g. replace missing aerators, adjust toilet flush volumes, etc.).

**C-02** Regularly check for and repair all leaks. Document leak inspections and plumbing related repairs.

**C-03** Track monthly water use and monitor bills for leaks.

### Landscaping

total measures needed: 1

**C-04** Implement all practices listed on the Bay Friendly Landscape checklist. See - <http://www.stopwaste.org/docs/bay-friendly-landscape-guidelines-chapter-2.pdf>. Consider hiring a Bay Friendly Landscape Qualified professional.

### Water Conservation

total measures needed: 4

**C-05** Install urinals with 1.0 gpf (gallon per flush) or less.

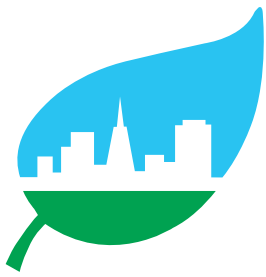
**C-06** Install toilets with 1.6 gpf (gallon per flush) or less.

- ☛ 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-07** 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-08** 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 EcoFindeRRR at <http://www.sfenvironment.org/ecofinder/index.php>

Ensure your dental office is implementing the 11 mandatory amalgam best management practices outlined at: <http://www.sfenvironment.org/downloads/library/pdf1a.pdf>

## Pollution Prevention

### Clean Air

total measures needed: 4

- D-01** Sign up for Emergency Ride Home ([www.sferh.org](http://www.sferh.org)) that provides a free or low-cost ride home in cases of emergencies for employees who use alternative transportation.
- D-02** Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days.
- D-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 ([www.commuterbenefits.org](http://www.commuterbenefits.org)).  
☛ What is the approximate total distance (in miles) that all your employees commute per day?
- d-04** Offset your company's CO2 emissions through purchase of renewable energy credits ([www.joinclimatesmart.com](http://www.joinclimatesmart.com) or [www.green-e.org](http://www.green-e.org) for a list of certified offset providers) or installation of renewable energy sources.
- d-05** Reduce fuel usage through promotion of transit (post maps), biking (provide bike parking and maintenance stipends), and rideshare (use [511.org](http://511.org)).

### Janitorial Cleaning

total measures needed: 3

- D-06** Safely dispose of unwanted or old chemicals (using the City's VSQG program or find a service through [sfenvironment.org](http://sfenvironment.org)'s EcoFindeRRR).
- D-07** Use low toxic cleaning products such as those that are SF Approved ([www.sfapproved.org](http://www.sfapproved.org)), Green Seal certified ([www.greenseal.org](http://www.greenseal.org)), or receive at least an 8.1 rating on the GoodGuide ([www.goodguide.com](http://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** 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.

### Chemical Reduction In Dental Practices

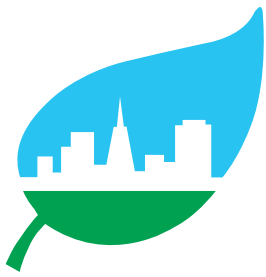
total measures needed: 8

- D-09** Evaluate the use of a work surface disinfectant containing less-hazardous active ingredients that are not subject to hazardous waste disposal regulations, such as quaternary ammonium compounds.
- D-10** Switch to an enzyme or detergent type cleaner for your ultrasonic instrument cleaning bath.
- D-11** Reduce or completely stop placing amalgam fillings. When judged to be medically appropriate, use mercury-free alternatives to amalgam.
- D-12** Store, handle, and triturate amalgam away from sinks so that the chance of an accidental spill reaching the sewer is minimized.
- D-13** 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.
- D-14** Use digital X-ray equipment.
- D-15** Use a steam autoclave or dry heat oven for instrument sterilization.
- D-16** Switch your cold sterilant from a solution containing glutaraldehyde to something less toxic, such as one with hydrogen peroxide.

### Pest Management

total measures needed: 1

- D-17** 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](http://www.sfenvironment.org/sfapproved)) pesticides only



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### 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.

## Environmentally Preferable Purchasing

total measures needed: 7

- D-18** Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at [www.sfapproved.org](http://www.sfapproved.org).  
☛ How many low mercury T8 lamps do you use in your facility?
- D-19** When sourcing with a commercial printer, request vegetable or other low-VOC inks.
- D-20** 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?
- D-21** Use refilled or remanufactured laser and copier toner cartridges.  
☛ How many remanufactured toner cartridges do you purchase for use every year?
- D-22** 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-23** 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.
- d-24** Use organic cotton gauze.
- d-25** Purchase organically or locally grown foods and beverages for the office kitchen.
- d-26** If providing cell phones for employees, choose phones that have a low SAR value and provide a headset. See <http://www.ewg.org/cellphone-radiation> for details.
- d-27** When remodeling, use natural or low emissions building materials, carpets, or furniture.
- d-28** Do business with other green businesses ([www.greenbusinessca.org](http://www.greenbusinessca.org)).

## General/Staff Education

### General

total measures needed: 5

- F-01** 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-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 SF Green Business home page, [www.sfgreenbusiness.org](http://www.sfgreenbusiness.org).
- F-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.
- F-04** Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)
- F-05** Train new employees on green business procedures and practices implemented by your business through your company's employee handbook.