

SAN FRANCISCO GREEN BUSINESS

A Waste Reduction

B Energy Conservation

C Water Conservation

D Pollution Prevention

E General/Staff Education

REQUIRED ITEM

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

Email
sfgreenbiz@sfgov.org

Website
sfgreenbiz.org

Waste Reduction Tip

For information on setting up waste diversion programs and to learn about the cost savings achieved through waste diversion, visit sfgarbage.org. You can also call SF Environment's Zero Waste program at 415.355.3745 for free technical assistance in starting a recycling or composting program.

San Francisco Green Business Program Standards **GARMENT CLEANING-DRAFT**

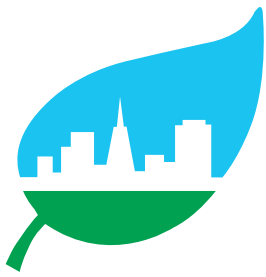
Waste Reduction

Complete the required measures below and a minimum of two additional WASTE DIVERSION measures:

- A-01** **Recycle or reuse paper including cardboard (corrugated cardboard boxes), mixed paper (junk mail, scrap and colored paper), newspaper, office paper (white ledger, color paper, computer, large format and copier paper).**
- A-02** **Recycle all glass, plastic, and aluminum.**
- A-03** **Compost all organics including food and yard discards, soiled paper products, and compostable food containers.**
- A-04** **Use durable, reusable garment bags**
- A-05** Set up a program for recycling plastic film
- A-06** Create a customer drop off program for plastic bags
- A-07** Create a customer drop off program for wire hangers
- A-08** Conduct on going education about recycling, composting, waste reduction, and other environmental topics. Document dates and methods (emails, meetings, lunch presentations, etc.).
- A-09** Designate a recycling coordinator (or coordinators) to take responsibility for monitoring and maintaining recycling and composting programs.
- A-10** 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.

Complete the required measures below and a minimum of eight additional SOURCE REDUCTION measures:

- A-11** **In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.**
- A-12** **Retailers- Eliminate the use of plastic bags (paper bags, preferably made with minimum 40% post consumer waste, or BPI certified compostable bags are acceptable).**
- A-13** **Make two sided printing and copying standard practice in your business (set all computers to print double-sided default). Make single-sided the exception instead of the rule.**
- A-14** **Use reusable or paper hangers.**
- A-15** Offer an incentive to customers to help them remember to return the reusable garment bags and hangers.
- A-16** Use a paperless, web based receipt and pick-up notification system.
- A-17** Use green caterers, that use only reusable and/or compostable dishes, compost and recycle, and/or purchase produce from local, organic vendors.
- A-18** Practice efficient copying by using the size reduction feature (e.g. print two pages of a document on one page, set word processing defaults for smaller fonts and margins). Minimize misprints by posting a diagram showing how to load paper, like letterhead or envelopes.
- A-19** 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-20** Reduce unwanted mail by the following:
 - Write to or call senders requesting removal from mailing list.
 - Return labels from duplicate mailings & subscriptions requesting all but one be removed.
 - Write "refused" on first class mail and return to sender.
 - Use an on-line service to help reduce junk mail (ex. 41 lbs., Green Dimes, Catalog Choice)
 - Purge your own mailing lists to eliminate duplication. Document the process.
- A-21** Eliminate paper documents by having electronic forms and contracts.
- A-22** Send and receive faxes directly from computers without printing.
- A-23** Centralize employee schedules, meeting announcements and journals in a single location (bulletin board, white board, email, etc.) to reduce printed copies



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Waste Reduction Tip

Use the Ecofinder: www.ecofinder.org to find out how to dispose of items that do not belong in the garbage or recycle bins (such as paint, appliances, furniture, electronics).

- A-24** Design marketing materials that require no envelope – postcards or fold and mail.
- A-25** Eliminate individual bottles of water for employees and guests. Install a water filtration system or use bulk bottled water instead.
- A-26** Reduce number of garbage bin liners by reusing bags, having unlined bins, or reducing the amount of garbage bins (please note that recycling bins should not have liner bags. If using bags for composting bins, they must be BPI certified).
- A-27** Purchase used or refurbished equipment and/or furniture.
- A-28** Lease, rather than purchase computers and printers or Upgrade desktop computers instead of purchasing new ones.
- A-29** Replace several similar products with one or two that do the same job. Give two examples. If using a multi function printer/ scanner/fax eliminate auxiliary printers.
- A-30** Choose vendors that take back products after their shelf life is over (Batteries, fluorescent light bulbs, and toner must be recycled. Please use other examples.) OR work with vendors to minimize product packaging: Request that they use recyclable packaging materials (no Styrofoam, bubble wrap, etc) or ask them to take back packaging materials.
- A-31** 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.

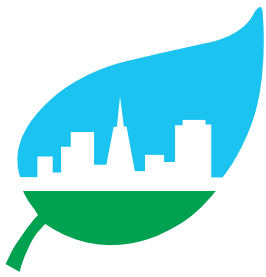
Complete the required measures below and any additional ENVIRONMENTALLY PREFERABLE PURCHASING measures

- A-32** Purchase copy, computer and fax paper with a minimum 50% post consumer waste content (recommended 100%).
- A-33** Purchase letterhead, envelopes and business cards with minimum 50% post consumer waste. Documentation from your printing vendor will be required.
- A-34** Purchase marketing materials with a minimum 50% post consumer waste content. Documentation from your printing vendor will be required.
- A-35** Purchase janitorial paper (toilet paper, tissues, and paper towels) with minimum 35% post consumer waste content.
- A-36** Purchase reusable garment bags with post-consumer waste/recycled content.
- A-37** Implement procurement guidelines for purchase of recycled content products.
- A-38** Purchase folders or other paper products with recycled content.
- A-39** Retailers – stock/sell products made with recycled content.
- A-40** When Conducting Remodels: Use recycled content, refurbished, or salvaged materials such as building fixtures, ceramic tiles, drywall, insulation, concrete, composite lumber/wood, roofing, flooring, cabinets, ceiling tile, interior paneling, etc.)

Energy Conservation

Complete all of the following required HVAC (heating, ventilation and air conditioning and refrigeration) measures:

- B-01** Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration system at least twice a year.
- B-02** Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
- B-03** Check entire system each year for coolant and air leaks, duct sealing, clogs, and obstructions of air intake and vents.
- B-04** Clean condenser coils of dust & lint.
- B-05** Clean evaporator coils of excessive frost.
- B-06** Inspect and repair economizers on AC systems
- B-07** Assign a person to monitor each energy bill for sudden rises in energy use



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Energy Conservation Tip

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.

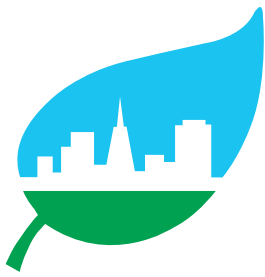
Equipment/Facility Changes

Complete the required measures below and at least four additional EQUIPMENT/FACILITY CHANGES measures:

- B-08** Use office equipment with energy saving features (e.g. ENERGY STAR®) and ensure ENERGY STAR® settings are enabled.
- B-09** Use power management software programs that save energy by automatically turning off idle monitors and printers (must be purchased separate from computer).
- B-10** Use sensors on vending machines and place machines in shaded areas.
- B-11** Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows and keep a maintenance log for the same.
- B-12** Insulate all hot water pipes and cold suction lines.
- B-13** Use a solar water heater or preheater.
- B-14** Purchase ENERGY STAR qualified refrigerators.
- B-15** Install plastic strip curtains on walk-in refrigerator/freezer doors.
- B-16** If purchasing new computers, buy EPEAT certified (www.EPEAT.net). If purchasing monitors, consider flat-screen LED monitors which consume approximately 1/3 less energy than larger ray tube monitors.
- B-17** Use or invest in renewable energy for at least 50% of your energy needs (ask your local utility of the Center for Resource Solutions at 415-561-2100 or <http://www.resource-solutions.org>).
- B-18** Institute a written policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.
- B-19** Use the standby mode on equipment (e.g., energy saver buttons on copiers).
- B-20** Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- B-21** Set hot water heaters to standard 125-130° F.
- B-22** Institute a written policy that ensures blinds and curtains are closed during peak summer period (white reflects) or use ceiling fans to reduce A/C load.
- B-23** Install or use plug load controllers for office equipment that switches equipment off after working hours.

Lighting

- B-24** Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.
- B-25** 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.
- B-26** Improve exit sign efficiency to less than 5 watts per sign by using LED signs, electroluminescent, photoluminescent or other applicable signs.
- B-27** Reduce number of fixtures or lamps per fixture where appropriate.
- B-28** Increase lighting efficiency by installing optical reflectors and/or diffusers.
- B-29** 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.
- B-30** Use daylight dimmers that turn off automatically when light is sufficient.
- B-31** Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%) and maintain a written policy to do the same.
- B-32** Properly set and maintain lighting control devices (current time and on/off schedule) such as time clocks, photocells and sensors and adjust for season.
- B-33** Use task lighting instead of lighting the entire area.
- B-34** Use light switch reminders to remind staff to turn off lights when not in use.



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Energy Conservation Tip

When buying new appliances or refrigerators, look for the Energy Star (R) label. Rebate requirements for energy efficient appliances are set by the Consortium for Energy Efficiency. Check here <http://www.cee1.org> to find a qualifying model, and contact SF Energy Watch to inquire about rebate levels and advice on selection.

Implement all applicable EMPLOYEE PRACTICES:

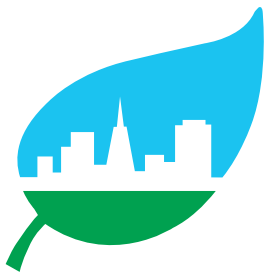
General Facility and HVAC

- B-35** Set thermostat to 76° F for cooling, 68° F for heating; use timing devices to turn system down after hours.
- B-36** Seal off unused areas. Block and insulate unneeded windows and other openings.
- B-37** Use small fans OR space heater during off hours instead of conditioning entire office.
- B-38** Use ceiling fans to promote air circulation.
- B-39** Use economizers on A/C to increase air circulation.
- B-40** Replace single or package A/C unit with one that exceeds Title 24 building standards.
- B-41** Provide shade for HVAC condenser, especially roof-top units.
- B-42** Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery. Only applicable for air conditioned spaces.
- B-43** Apply window film to reduce solar heat gain on clear, single-pane non-Northern facing windows. Only applicable for air conditioned spaces.
- B-44** Use energy-efficient double paned windows on at least 90% of windows.
- B-45** Replace an electric heating system with a natural gas system, unless building has onsite renewable electricity production. Conversion must have taken place in last 2 years.
- B-46** Install variable frequency drives (VFDs) on pumps and motors
- B-47** Use Variable Air Volume (VAV) systems for central air conditioning
- B-48** Use occupancy sensors to adjust set points for the air conditioning, and heating equipment and to control other electrical devices and appliances.
- B-49** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.
- B-50** Additional measures for building owners or large tenants
- B-51** Plant native shrubs or trees near windows for shade. Building must have mechanical cooling.
- B-52** Replace or supplement an A/C system with an evaporative cooler.
- B-53** When repainting building exterior and roofs, choose light colors to reflect more sunlight. Painting should have been performed within the last year.
- B-54** Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.
- B-55** Use variable speed drives on motors where appropriate

Water Conservation

Complete all of the following WATER CONSERVATION MAINTENANCE measures applicable to your business:

- C-01** **Understand your water bill and review it monthly for indications of leaks, spikes or other problems. Call your water department for a free water walk-through if you notice any unusual increases in use or if you need suggestions on how to improve the efficiency of your water use.**
- C-02** **Check the property for leaks every 6 months. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your water company.**
- C-03** **Learn how to read your water meter. (It is recommended that the meter is read twice a day for early detection of water consumption spikes that may indicate leaks or other high use problems)**
- C-04** **Take weekly meter reads and log into a spreadsheet to be submitted on a monthly basis.**
- C-05** **Document any changes and repairs made to plumbing fixtures and devices. Keep maintenance logs on file. (You are required to submit these documents upon recertification).**



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Water Conservation Tip

SFPUC offers rebates for high efficiency toilets and urinals. For information on where you can buy efficient fixtures and current rebates, contact the SFPUC Water Conservation Section: www.sfwater.org.

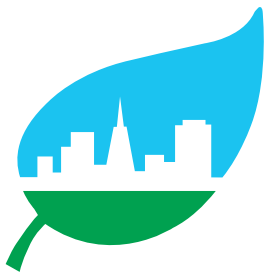
Facility Changes/Equipment

Complete the required measures below and at least two additional WATER CONSERVATION measures:

- C-06** Replace pre-1994 tank style toilets (>3.5 gpf) with high efficiency toilets (average flush volume 1.28 gpf). Your water department may have a rebate program for this.
- C-07** Install toilets with maximum flush volume of 1.6 gpf (gallon per flush) or less. Your water department may have a rebate program for this.
- C-08** Replace all pre-1992 urinals that flush more than 1.0 gpf with high-efficiency models that flush .5 gallons or less.
- C-09** Install low flow aerators or flow reducing valves with flow rates not to exceed .5 gpm for hand-washing sinks, 1.5 gpm for kitchen and lavatory sink faucets, and 1.5 gpm high-efficiency showerheads. All infrared faucets must be fitted with aerators not to exceed 0.5 gpm.
- C-10** Post signs in restrooms and kitchen to encourage water conservation and to report leaks.
- C-11** Ask customers if a longer turnaround time is acceptable to increase likelihood of having full loads when washing.
- C-12** Install self-closing faucets (0.5 gpm and 0.25 gallon/cycle).
- C-13** Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures' specifications.
- C-14** Replace water-cooled equipment, such as air conditioning units, with air-cooled.
- C-15** Install and monitor conductivity controller on cooling tower, if it does not exist.
- C-16** Reduce water pressure to no higher than 50 psi by installing pressure reducing valves.
- C-17** Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- C-18** Change window cleaning schedule from "periodic" to "as required."
- C-19** Clean surfaces using dry sweeping methods and pressure wash surfaces with a 1.6 gpm or less high velocity spray nozzle. Use of a hose to spray down surfaces is prohibited.

Landscaping

- C-20** Adjust sprinklers for proper coverage—optimize spacing, avoid runoff onto paved surfaces.
- C-21** Modify your existing irrigation system to include drip irrigation (or soaker hoses where feasible).
- C-22** Test irrigation sprinklers monthly to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.
- C-23** Clock irrigation usage on the water meter to monitor and prevent excessive use.
- C-24** Adjust sprinkler times and/or duration according to seasons, water during non-daylight hours (generally before 7 am or after 9 pm).
- C-25** Apply at least 2 inches of mulch in non-turf areas, preferably with recycled wood chips.
- C-26** Replace water intensive turf with woodchips, plant based mulch, loose stones or permeable pavers. [Brick and cobblestones will block water from penetrating the ground since they are typically installed with concrete].
- C-27** If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads.
- C-28** Install rain shut-off devices or moisture sensors that turn off (or override) the irrigation system during rain.
- C-29** Plant (or renovate using) drought tolerant plants and ground cover, preferably native species. Assistance may be available from your water department.
- C-30** Group plants with similar water requirements together (hydrozone) on the same irrigation line, separating plants with different water requirements on separate irrigation lines.
- C-31** Plant and maintain a street tree next to your business. If there is no space for a tree, install a sidewalk garden with drought tolerate plants (guidelines and permits are available from www.sfwater.org and www.plantsf.org).
- C-32** Use repeat cycles when watering turf or shrubs to encourage percolation and deep root growth.



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Pollution Prevention Tip

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 EcoFinder: www.ecofinder.org.

Pollution Prevention

Complete all of the following **GARMENT CLEANING** measures:

Garment Cleaning

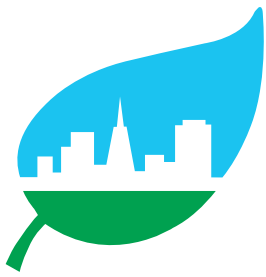
- D-01** Display educational materials that state which technology you use and that describe the environmental and health benefits of wet or CO2 cleaning. For more information visit the SF Environment garment cleaning site: http://www.sfenvironment.org/our_programs/interests.html?ssi=2&ti=3&ii=27
- D-02** Stop use and properly dispose of all water and stain repellents that contain methylene chloride and/or perchloroethylene (PCE). Call the city's VSQG program (355-3700) to schedule a drop-off and always handle products with HF with extreme care and proper protection
- D-03** Stop use and properly dispose of all antistatic agents that contain methylene chloride. Call the city's VSQG program to schedule a drop-off and always handle products with HF with extreme care and proper protection.
- D-04** The spotting area must have clear safety signage in English, Spanish, Chinese and/or other pertinent languages.
- D-05** Have signage in spotting area that clearly instructs what spotters are used for which stains. Ask your manufacturer if they can provide a chart that clearly displays this information.
- D-06** Gloves and eye protection must always be available in the spotting area.
- D-07** Conduct periodic safety refreshers with employees that highlight proper handling of bulk chemicals, emergency and spill procedures.
- D-08** Keep and maintain a binder of product MSDS (Material Safety Data Sheets) readily available for your employees.
- D-09** Properly dispose of all unused spotters, detergents and other chemical products.
- D-10** Properly label spotting bottles and clearly separate dry-side (POG) spotters from wet-side spotters. Always keep the spotting area and spotter bottles and caps clean.

Complete all of the following **TOXICS REDUCTION** measures:

- D-11** *Evaluate each area of your business to identify actual and potential sources of pollution, and ways to prevent it. *Assess your office to develop an inventory of hazardous materials (cleaning products, building maintenance, pesticides, fertilizers) in use regularly and identify ways to reduce their use * Check Material Safety Data Sheets (MSDS) and labels for each product in use and identify safer alternatives * Call your local Household Hazardous Waste Program for disposal of hazardous substances not in use.
- D-12** Reduce or eliminate the use of chemical pesticides by implementing an Integrated Pest Management (IPM) program which utilizes good housekeeping, pest monitoring and exclusion as well as less toxic pesticides and/or non-chemical pest control.
- D-13** Contract with a PCO certified by EcoWise certification (<http://www.ecowisecertified.com/index.html>). Please provide the name of your PCO and a contract that states that they provide services to your facility.
- D-14** Require your PCO to only use SF Approved pesticides (www.sfenvironment.org/sfapproved) when it is necessary to apply them. Please provide a letter from your PCO confirming that only SF Approved products will be used in the facility.

Complete the required measures below and at least four additional **ENVIRONMENTALLY PREFERABLE PURCHASING** measures:

- D-15** Work with your janitorial service, building maintenance staff, or other service providers to use safer alternatives to potentially harmful products. Require your janitorial service company to use only low toxic cleaning products such as those that are SF Approved (www.sfenvironment.org/sfapproved) or that meet Green Seal certification standards (www.greenseal.org) in your facility. Provide an inventory (that includes manufacturer name, product name and application, ingredients) of all products purchased and used in the facility.
- D-16** Use oxygen-based bleach instead of chlorine bleach in laundry.



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Pollution Prevention Tip

To find green products (paper, lamps, cleaning products, pesticides) for your business, visit www.sfenvironment.org/sfapproved or visit the resources section of the website.

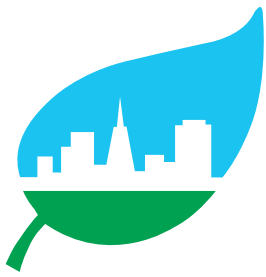
- D-17** Use POG spotting agents that **DO NOT** contain perchloroethylene (PCE) or trichloroethylene (TCE) or methylene chloride.
- D-18** Replace all aerosols with pump dispensers, if available.
- D-19** Use low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.
- D-20** Replace standard fluorescent lights with low or no mercury fluorescent lights. Provide make and model.
- D-21** Use products with low VOCs, low or no formaldehyde, and the highest recycled content in non-aerosol packaging, when painting or polishing any office space. Products can include paint, paint removal products, furniture and casework. See www.builditgreen.org.
- D-22** Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls etc.
- D-23** Use recycled oil for vehicles/equipment.
- D-24** Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- D-25** Replace toxic permanent ink markers/pens with water-based ones.
- D-26** Print promotional materials with vegetable or other low-VOC inks.
- D-27** Use low- or no-VOC paint products.
- D-28** Use recycled or remanufactured laser and copier toner cartridges.
- D-29** Use natural or low emissions building materials, carpets, or furniture.
- D-30** Purchase Electronic Product Environmental Assessment Tool (EPEAT) registered desktop computers, notebooks & monitors. EPEAT certified products are energy efficient and use lower quantities of hazardous constituents.
- D-31** Do business with other “green” vendors or services, such as certified Bay Area Green Businesses (see full listings at www.greenbiz.ca.gov). Provide examples.
- D-32** Retailers – stock/sell products, which are less toxic or less polluting than conventional products.

Complete the required measures below and at least two additional WASTEWATER measures:

- D-33** Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.
- D-34** Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains. If you have debris catch basins, clean them annually before the first rain and as needed afterward.
- D-35** 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.
- D-36** Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.
- D-37** Keep dumpsters covered and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.
- D-38** 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.
- D-39** Post signs at targeted trouble spots to explain proper practices to prevent pollutants from reaching storm drains.
- D-40** Have an outdoor ashtray or cigarette “butt” can for smokers.
- D-41** Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer).
- D-42** Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.
- D-43** Clean spills in a way that minimizes water use (sweeping, damp mopping, hydrophobic spill clean up methods rather than hosing) and routes water to sanitary rather than storm drains.

Complete the required measures below and at least three additional CLEAN AIR measures:

- D-44** Join the Air District’s “Spare the Air” program and notify employees and customers of “Spare the Air” days.
- D-45** Sign up for Commuter Benefits (www.commuterbenefits.org), which provides savings, and benefits for commuting employees who use bicycles, transit or vanpools.



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Pollution Prevention Tip

The Bay Area offers many ways to get around without a car and all green business applicants are required to provide incentives for commuters using transit. For more information, visit <http://www.commuterbenefits.org>.

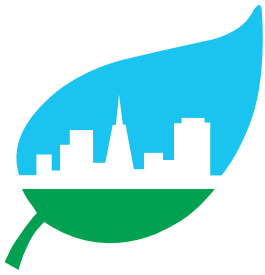
- D-46** Sign up for **Emergency Ride Home (www.sferh.org)**, which provides a free or low-cost ride home in cases of emergency for employees who use alternative transportation, such as carpooling, vanpooling, public transit, bicycling
- D-47** Use electric (not gas) powered tools.
- D-48** When possible, arrange for a single vendor who makes deliveries for several items.
- D-49** Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- D-50** Cut shipping, packaging and transportation wastes by buying supplies from local vendors. List at least 2 local vendors.
- D-51** Offset company's transportation CO2 emissions. See www.liveneutral.org, www.carneutral.org, or www.terrapass.org.
- D-52** Install renewable energy sources, such as solar panels or wind generators. Specify system size
- D-53** Buy renewable energy credits or green tags to offset the CO2 emissions from your office's use of electricity and natural gas (see www.green-e.org).
- D-54** Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- D-55** Offer lockers and showers for employees who walk, jog or bicycle to work. Provide your own, or subsidize the cost of locker rentals and shower passes at a nearby health club.
- D-56** Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance
- D-57** Provide secure bicycle storage for staff and customers.
- D-58** Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps, and transit schedules before driving directions).
- D-59** Enroll in a car share program

Additional Measures for Company-Owned Vehicles

- D-60** Keep company vehicles well maintained to prevent leaks and minimize emissions; encourage employees to do the same.
- D-61** Maintain an inventory of the company fleet. The inventory must include make, model, model year, fuel type, annual vehicle miles traveled and gallons of fuel type for one year (I.e. 50,000 gallons of gasoline etc.)
- D-62** Develop a fleet greening plan. Provide a copy of your plan
- D-63** Provide the criteria used for buying new vehicles.
- D-64** Provide your vehicle's retirement policy
- D-65** Develop a plan that outlines strategies to reduce vehicle miles traveled (VMT) and provide a copy. If you do not have a plan, provide a description of how you will incorporate VMT reduction plans into your policies in the future.

Additional Measures for Larger Employers

- D-66** Carefully plan delivery routes to eliminate unnecessary trips.
- D-67** Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).
- D-68** Provide car/van pool parking spaces.
- D-69** Provide commuter van.
- D-70** Offer a shuttle service to and from bus, train and/or light rail stops.
- D-71** Have a bike kit for employees who may have bicycle emergencies or problems.
- D-72** Offer electric vehicle recharge ports for visitors and employees' electric vehicles.
- D-73** Provide commuter van.
- D-74** Offer a shuttle service to and from bus, train and/or light rail stops.
- D-75** Have a bike kit for employees who may have bicycle emergencies or problems.
- D-76** Offer electric vehicle recharge ports for visitors and employees' electric vehicles.



SAN FRANCISCO GREEN BUSINESS

A Waste Reduction

B Energy Conservation

C Water Conservation

D Pollution Prevention

E General/Staff Education

REQUIRED ITEM

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

Email

sfgreenbiz@sfgov.org

Website

sfgreenbiz.org

General/Staff Education Tip

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.

General/Staff Education

Complete all of the following GENERAL measures:

E-01 Track water and energy usage and solid and hazardous waste generation.

E-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
- Your employee reference materials
- Your company newsletter or bulletins
- Your company suggestion and reward programs

E-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.

E-04 Adopt a written environmental policy statement stating your businesses' commitment to operate as a green business and some practices that your business is implementing as a green business.

E-05 Train new employees on green business procedures and practices implemented by your business through your company's employee handbook.

E-06 Conduct all staff presentations periodically on your businesses environmental policy and ways in which employees can implement green business practices.