



GREEN BUSINESS LEADERS



Green Business Certification

Additional Practices

A list of best practices to consider using for the “Additional Practices” section of your Green Business Certification application.

There are many actions that can contribute to a sustainable workplace. Since we can't list them all on our certification application, there's space near the end of the application for you to write in your own.

If you're looking for reminders of actions you are already doing and could include, this list may help. However, this list is **not** intended to represent the only actions that will count towards your certification. We always like to see your own unique actions listed on your application.

Are you already certified as a Green Business Leader? Maybe this list will spark some new ideas for you. We always welcome new ideas too! Please email suggestions for new practices to: recycle@co.washington.or.us.

Reduce, Reuse, Recycle Practices

- Promotional materials such as business cards or brochures are printed on recycled-content paper and the percentage of recycled content is included on the document.
- Two additional products purchased have recycled content.
(Specify: _____)
- Recycling containers are located next to every garbage can.
- Garbage cans have been removed from individual workspaces and are located only in central locations.
- Annual waste audits are conducted.
- Copier PIN or mailbox features are used to minimize unclaimed print jobs.
- Second-hand or repurposed office furniture, equipment, or supplies are purchased and used whenever possible.
- Refillable white board markers are used.
- Reusable (dry erase) table tents/name cards are used for meetings and events.
- Cloth napkins and towels are used instead of paper products in the kitchen.
- Cloth towels are used instead of paper towels in restrooms.
- Food scraps are composted onsite and the product is used in a vegetable or flower garden.

Toxics Reduction & Hazardous Waste Practices

- Green cleaning products are [made using household ingredients](#) (vinegar, baking soda, etc.).
- Only low-VOC (volatile organic compound) paints are used.

- Fleet is enrolled in [EPA's SmartWay](#) program.
- An Integrated Pest Management Plan is followed to minimize chemical use for pests and landscapes.
- One or more toxic materials have been replaced with a non-toxic or less-toxic alternative. Does not apply to cleaning or paint products.

Employee Engagement and Equity Practices

- One or more employees have received [Master Recycler](#) training.
- Sustainability or green team roles and responsibilities are included in job descriptions.
- Sustainability or green team roles and responsibilities are included as part of annual employee reviews.
- Employees organize and participate in a contest, campaign or activity that promotes thoughtful consumption, waste prevention or reuse of materials, at least every year.
- Employees are allocated a certain amount of funding for attending trainings or conferences related to sustainability.
- Our business has received a [JUST label](#).
- An employee at the management level owns overall responsibility for equity, diversity and inclusion (EDI) efforts within the organization. Name, position, and email:

- Job openings are shared with professional trade groups that support the advancement of historically excluded populations and communities.
- The organization has a formalized policy to recruit, hire, and provide professional development opportunities to persons from historically excluded populations and communities.
- Hiring committees are diverse and include representative(s) from outside the organization.
- Annual reports or reviews – whether about the organization, departments, or employees – include EDI considerations, e.g., demographic metrics of community groups served, new hires, education and trainings completed, development of accessible and inclusive resources, etc.
- The organization or business is locally owned and operated by persons from historically excluded populations and communities.
- Appropriately designed all-user restrooms (ADA and gender-inclusive) are available to staff and customers.

Transportation Practices

- Employees have access to a shared company vehicle, car sharing membership, bike share program, and/or free transit ticket for work-related trips during the day.
- Subsidized parking has been eliminated (100%) to discourage auto commutes.
- Teleconferences and videoconferences are encouraged to reduce business travel.
- Showers and lockers are provided for bike and walk commuters.
- Business has received [Bike Friendly Business](#) certification.
- Catered lunches or events arrive by bicycle courier.
- Drivers and vehicle operators are trained on driving practices that minimize fuel consumption.
- Business offers daily parking rates instead of monthly or annual rates, so employees don't feel committed to driving because they already paid for a spot.
- Business offers employee a payout for not using parking and using public transit, walking, biking and/or carpooling instead.
- Business participates in carpool matching program.

Energy Practices

- Business purchases only [EPEAT-certified](#) equipment.
- Solar panels or wind turbines are installed on building(s).
- Carbon offsets are purchased for energy-related activities, especially travel.
- Ceiling fans are set to rotate clockwise in winter (heating months) and counter-clockwise in summer.
- Laptops, notebooks, and other portable devices are used rather than desktop computers.
- Canopies are installed to minimize building's cooling needs.
- Rooftop economizers are used for building cooling.
- Business tracks and monitors energy use/data through software or other means.
- Business has participated in or currently enrolled in an energy management program through a third-party energy firm.

Water Practices

- Faucets have automatic shut-off sensors.
- Efficient irrigation controls are used. (WaterSense-labeled irrigation controls, efficient spray heads, etc.)
- [Water Restoration Certificates](#) are purchased to offset business' water footprint.
- An area on the property has been [depaved](#) in the last five years.
- Water use is monitored and evaluated annually for conservation opportunities.
- Storm drains are permanently marked to provide pollution prevention education.
- Parking areas and loading docks are kept free of litter and oil drips and containers or signage discourage littering.
- Stormwater management facilities, such as bioswales and eco-roofs, are in place and maintained to regulatory standards.
- Storm catch basins are cleaned annually.

Food Practices

- Bulk/reusable containers are used for condiments, sugar, creamers, etc.
- Business participates in CSA (community supported agriculture) and/or is a designated drop-off site..
- Organic ingredients are used.
- Regional/local ingredients are sourced and used when possible.
- Vending machines offer at least 50% healthy options. (See pages 19-20 of the American Heart Association's [Healthy Workplace Food and Beverage Toolkit](#).)

Foodservice Sector Practices

- Food is thawed in refrigerator, not under running water.
- Water is served to customers only at their request.
- Reusable bottles are provided to staff for tap water (to avoid bottled water delivery).
- Heated dipper wells are used rather than constant-flow water wells.
- Door closers and strip curtains are installed on walk-in cooler doors.
- Magnetic door gaskets are used to maintain the seal on refrigeration units.
- Variable-speed hood fans are installed to adjust fan speed according to demand.
- Heat recovery ventilation is used on hood exhaust vents to capture and reuse heat on incoming air or water.

Retail Sector Practices

- Customers who bring back containers and bags for reuse or refill are rewarded.
- Customers who bike, walk or use public transportation to visit our location are rewarded.
- Receipts are printed and check out bags are provided by customer request only.
- Merchandise that is unsold but still usable is donated, discounted, or exchanged.
- Suppliers take back pallets or other packaging for reuse or recycling.
- Company has a repair and/or recycle program for customers to fix broken merchandise or recycle items that cannot be repaired.

Hospitality & Large Institution Practices

- Meetings and event spaces offer recycling, composting and/or reusable serviceware (plates, cups, bowls, utensils, etc.)
- Recycling containers are in guests' rooms, or janitorial staff separates recycling and guests are informed that separation is done
- Bulk-dispensed shampoo and other amenities are provided in guests' rooms.
- Chemical and aerosolized fresheners are not used
- Shower heads meet WaterSense criteria of 2.0 gpm or less.
- An optional towel and linen reuse policy is offered to guests along with information on the impacts of reuse.
- Pool and/or hot tub heaters are ENERGY STAR®-certified or solar thermal technology is used.
- Guest thermostats are set to cool no lower than 71 degrees.
- Guest TVs and refrigerators are ENERGY STAR®-certified.
- At least half of all menu items include ingredients that are organic and/or produced within 250 miles.
- Durable food serviceware (plates, bowls, cups, utensils, etc.) is used for catering and room service.
- Rinse water from equipment that is cleaned outside flows into the sanitary sewer, not a storm drain.

Manufacturing Practices

- Lean manufacturing processes are used to eliminate waste.
- Equipment such as exhaust fan systems and air compressors are shut off when not in use.
- Rinse water from equipment that is cleaned outside flows into the sanitary sewer, not a storm drain.
- Design durable products that are repairable and/or reusable.

Other Practices

- Business is employee-owned.
- Donate a percentage of day's sales to local nonprofits, schools, or other causes at least annually.
- Campus or other open space is certified as [urban wildlife habitat](#).
- One or more employees has participated in a [Northwest Earth Institute Course](#) within the past 3 years.
- Building, or office space, has received [LEED certification](#).
- Building has been certified through the [International Well Building Institute](#).
- Business is a [Benefit Corporation](#) or has become [B Corp certified](#).
- Business is an Oregon Food Bank partner (Food bank pantry or Harvest Share location).
- Business is a member of the Association of Oregon Recyclers
- Business or product has received another third-part sustainability certification. (Specify:
_____)