



Green Business Recognition Program Application Form

General Information:

Business Name: _____
Contact Person: _____
Phone: _____
Email: _____
Mailing Address: _____
Number of Employees: _____ **Total Score:** _____ **Application Date:** _____

Requirements:

Check each box where you have met the listed requirement. To earn recognition, you must meet **at least one requirement in each category**, and at **least 20 total points**.

Category I - Solid Waste Prevention – Maximum Points = 14 Business Score: _____


- Reduce copying: use electronic distribution to avoid unnecessary document printing, and set copier and printer defaults to two-sided 1 point
- Regularly update/purge your mailing list 1 point
- Contact catalogue senders and others to reduce the amount of bulk mail and duplicate mailings you receive 1 point
- Use marketing materials that require no envelope 1 point
- Reuse packaging and shipping materials 1 point
- Offer reusable shopping bags and/or discounts for those who use them 2 points
- Replace individual containers with larger, refillable dispensers 1 point
- Use reusable instead of disposable products: coffee cups, dishes, silverware, towels, boxes, bags, containers 1 point
- Install motion towel dispensers or air dryers near all sinks 2 points
- Install motion activated soap dispensers 2 points
- Prohibit littering at the workplace or while on duty, including the improper disposal of cigarette butts 1 point
- Other (describe): _____

- Category II – Recycling – Maximum Points = 15** **Business Score:** _____
- Recycle paper 1 point
 - Recycle glass 1 point
 - Recycle aluminum and other materials 1 point
 - Recycle plastic bottles, utensils, wrappers and other materials 1 point
 - Recycle boxes and other cardboard materials 1 point
 - Recycle pallets, pallet wrap, and any other wood debris 1 point
 - Recycle toner and inkjet cartridges 2 points
 - Recycle or properly dispose of all used batteries 2 points
 - Recycle used cooking oil 2 points
 - Install signs and distribute instructions on recycling to staff 1 point
 - Compost food and landscape waste 2 points
 - Other (describe): _____

- Category III - Purchasing – Maximum Points = 17** **Business Score:** _____
- Buy office copy paper with at least 30% recycled content 1 point
 - Print letterhead and business cards on 100% recycled stock 2 points
 - Purchase and use safer, more eco-friendly alternative(s) to previously used products for janitorial, pest control, and/or facility maintenance (for example, Green Seal products) 2 points
 - Purchase recycled/re-manufactured toner cartridges 2 points
 - Purchase biodegradable or compostable “to go” food containers 2 points
 - Purchase more materials in bulk 1 point
 - Use low-emission building materials when remodeling 2 points
 - Purchase used furniture, equipment, or materials 2 points
 - Exchange or donate unwanted furniture, equipment, scrap materials, etc. 1 point
 - Purchase from other “green” vendors or service providers 1 point
 - Purchase more materials and supplies locally to reduce transportation emissions 1 point
 - Other (describe): _____

- Category IV – Energy & Water Conservation – Maximum Points = 36** **Business Score:** _____
- Perform the online energy profile provided by PPL 1 point
 - Have a professional perform an on-site audit of your energy use 2 points
 - Track energy usage and share data with employees 1 point
 - Replace incandescent bulbs with compact fluorescents 2 points
 - Replace old T12 fluorescents with energy efficient lighting 2 points
 - Use motion sensors, timers, or other lighting controls in appropriate rooms 2 points
 - Unplug chargers when not in use 1 point
 - Use “Energy Star” equipment 1 point
 - Update insulation or windows (includes tinting) 1 point

- Use programmable thermostat 1 point
- Get an HVAC tune-up or refrigeration tune-up 2 points
- Set all computer monitors to turn off after 10 minutes of inactivity 1 point
- Turn all computers off at the end of each business day 1 point
- Use renewable energy (e.g. solar, wind or biodiesel/biomass) or purchase "Green Power" from local utility 3 points
- Use aerators and/or auto shut-off on faucets 1 point
- Install commercial ultra low-flow toilets 2 points
- Install waterless urinals 3 points
- Install pre-rinse spray nozzle in kitchen 2 points
- Regularly check for and repair leaks in restroom 1 point
- Install low-water or no-water landscaping 2 points
- Clean outdoor areas with a broom instead of a hose 1 point
- Use recovered wastewater and/or rainwater 3 points
- Other (describe): _____

 **Category V – Involving employees, customers, and/or suppliers in greening your business. – Maximum Points = 11 Business Score: _____**

- Involve employees in developing your green business plan; get their input 1 point
- Establish a "green committee" of employees to make the green business plan and to regularly identify new strategies 2 points
- Provide training for employees on implementing green business practices 1 point
- Institute a green business policy in the employee handbook, making participation in the practices a condition of employment 3 points
- Inform suppliers and/or customers about your green business interests and efforts; solicit their suggestions 1 point
- Encourage "green" practices by your customers 1 point
- Participate in local clean-up event (Great American Cleanup, Adopt-A-Road, etc) 2 points
- Other (describe): _____

 **Category VI -- Transportation – Maximum Points = 14 Business Score: _____**
(This category is optional for recognition, but will be considered in your point total)

- Implement policies/practices to encourage employee walking, biking, carpooling, transit, and/or telecommuting 1 point
- Provide an incentive or reimburse employee travel on public transportation 3 points
- Provide an incentive to employees that use alternative transportation 3 points
- Use tele or web conferences instead of traveling for face-to-face meetings 1 point
- Schedule regular tune-ups for business vehicles; check tire pressure regularly; check for "ground staining" regularly 1 point
- Recycle all vehicle fluids, oils, etc. 2 points
- Use hybrid or alternative fuel vehicle(s) 3 points
- Other (describe): _____

