

# Lafayette Chamber of Commerce

## “Lafayette Green” Business Recognition Program

### Instructions:

To be recognized as a Lafayette Green Business you must implement a variety of measures to save energy, water, reduce waste, etc. There are six general areas listed below. You will need to adopt the minimum number of specified measures from each area for a minimum of twenty-seven (27) measures in order to be recognized as a “Lafayette Green” business. Please print this form, check off the items you have implemented, sign and return to the chamber for review. For questions, contact the Lafayette Chamber of Commerce at 284-7404.

### General

Two (2) or more general practices required.

- 1. Track water and energy usage and solid and hazardous waste generation.
- 2. Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business program.
- 3. Assist at least one other business in learning about becoming a Green Business.
- 4. Complete a carbon calculator for your business.
- 5. Attend a training class or seminar on how to green your business.
- 6. Submit an environmental “success story” at [www.sustainablelafayette.net](http://www.sustainablelafayette.net)

### Solid Waste Reduction & Recycling

Three (3) or more waste reduction practices required.

- 1. Discourage the printing of emails.
- 2. Set copier/printer defaults to double-sided.
- 3. Use computer fax modems (Efax) that allow faxing directly from computers without printing.
- 4. Use a bulletin board or routing lists for memos and journals to reduce printed copies.
- 5. Reduce all unwanted mailings:
  - Eliminate duplicates by returning labels requesting all but one be removed.
  - Reduce junk mail. Guidance and a PDF kit are at <http://stopjunkmail.org> Reduce catalogs at [www.catalogchoice.org](http://www.catalogchoice.org)
  - Eliminate duplicates in your own mailing lists.
- 6. Work with vendors to minimize packaging.
- 7. Eliminate the use of non-recyclable packaging, such as Styrofoam.
- 8. In the lunch/break room, replace disposables with permanent items (e.g., mugs, dishes, utensils, towels/rags, coffee filters, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.
- 9. Reduce single-use plastic water bottles.

Two (2) or more of the following reuse practices required.

- 1. Print on previously printed-paper, or designate a tray on printers as a “draft” tray.
- 2. Reuse office paper as scratch paper.
- 3. Reuse envelopes by covering old addresses and postage, and affixing new.
- 4. Offer a small incentive to customers bringing their own shopping bags, coffee mugs, etc.
- 5. Have your customers return packaging to you for reuse.
- 6. Reuse paper or plastic packaging materials.
- 7. Reuse garbage bag liners.

- 8. Have your toner cartridges refilled for reuse.
- 9. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items ([www.ciwmb.ca.gov/CalMAX](http://www.ciwmb.ca.gov/CalMAX)).

**Recycle four (4) or more of the following recyclables.**

- 1. Cardboard
- 2. Newspapers, office/mixed paper, junk mail
- 3. Glass bottles and jars
- 4. Metal cans, containers, and aluminum foil
- 5. Plastic bottles and containers
- 6. Ewaste: batteries, CLFs and old Fluorescence tubes.
- 7. Other: \_\_\_\_\_

**Buy/sell three (3) or more items with recycled content.**

- 1. Copier/printer paper with at least 30% post-consumer waste.
- 2. Copier/printer paper with 100% post-consumer waste.
- 3. Folders or other paper products.
- 4. Envelops.
- 5. Letterhead.
- 6. Business cards.
- 7. Garbage bags.
- 8. Recycled or remanufactured laser and copier toner cartridges.
- 9. Sell products made with recycled content.

## Energy Conservation

Save energy in at least three (3) ways.

**ENERGY EFFICIENT EQUIPMENT & FACILITY FEATURES:**

General

- 1. Use electrical equipment with energy saving features (e.g. Energy Star<sup>®</sup>) and ensure Energy Star settings are enabled.
- 2. Use computer and printer hardware and software programs that save energy by automatically going into energy savings mode after a short period of non-use.
- 3. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and Refrigeration systems.

Lighting

- 1. Replace incandescent bulbs with more efficient compact fluorescents.
- 2. Replace older T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts.
- 3. Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.

Heating, Ventilation & Cooling

- 1. Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery, ceiling fans (use 98% less energy than central AC units), programmable thermostats for HVAC, and shade for AC condensers.

**ENERGY CONSERVING PRACTICES:**General

- 1. Institute a formal policy that all electronic devices and lighting be turned off when not in use.
- 2. Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- 3. Timer switches to automatically turn off equipment when not in use.

Heating, Ventilation & Cooling

- 1. Set thermostat to 78° F for cooling, 68° F for heating and use the thermostat's night setback.

## Water Conservation

**Facility: Save water in at least two (2) ways.**

- 1. Assign a person to monitor each water bill for sudden rises in water use. Call your water company should this happen. You can also ask for ways to save water.
- 2. Regularly check for and repair all leaks in your facility. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your local water provider.
- 3. Install low-flow aerators and showerheads (your water company may offer these for free):
  - As low as 0.5 gpm and no greater than 2.5 gpm for lavatory sinks
  - 2.0 gpm or less for kitchen sinks
  - 2.0 gpm or less for showerheads
- 4. Use signs in restrooms to encourage water conservation and to report leaks.
- 5. Use only dry methods to clean outdoor hard surfaces.
- 6. Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- 7. Change window-cleaning schedule from "periodic" to "as required."
- 8. Set up an annual program with water supplier to educate staff about the benefits of efficient water use.

**Landscaping: Save water in at least three (3) ways.\***

- 1. Mulch all non-turf areas.
- 2. Modify your existing irrigation system to include drip irrigation.
- 3. Install water efficient shrubs, ground cover, cobblestones, brick, or mulch in place of turf.
- 4. 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.
- 5. Install rain shut-off devices that turn off the irrigation system during rain.
- 6. Plant drought tolerant plants (assistance is available from your water company).
- 7. Hydrozone: Group plants with similar water requirements together on the same irrigation line, separating plants with different water requirements on separate irrigation lines.
- 8. Install irrigation controllers that have at a minimum the following features: precise 1-minute runtime capability; a minimum of 3 separate programs; and 3 cycle start time features.
- 9. Reduce irrigation system water pressure to no higher than 50 psi (pressure-reducing valves must be installed to do this).
- 10. Use reclaimed water for irrigation and other approved uses.
- 11. Install a self-adjusting weather-based irrigation controller that automatically tailors watering schedules to match local weather, plant types, and other site-specific conditions. Controller must be certified under the Irrigation Association's SWAT protocol.
- 12. Work with your water company to develop a site-specific "water budget". Track your water use to ensure efficient watering.
- 13. Adjust sprinklers for proper coverage, optimize spacing and avoid runoff onto paved surfaces.
  - \* Not Applicable. This business does not possess or directly manage landscaping

# Vehicle Trip Reduction & Pollution Prevention

Reduce vehicle emissions in two (2) or more ways:

- 1. **Join the Air District’s “Spare the Air” program (see box below) and notify staff of “Spare the Air” days.**
- 2. **When possible, arrange for a single vendor who makes deliveries for several items.**
- 3. **Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.**
- 4. Link trips to run all errands in one outing.

### Commute Alternatives

- 5. **Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.**
- 6. **Hire locally.**
- 7. **Offer secure bicycle storage for staff and customers.**

### Greenhouse Gas Emissions

- 1. **Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.**
- 2. Dispose of hazardous waste properly.
- 3. Identify actual and potential sources of pollution, and ways to prevent it in each area of your business.
- 4. Use formaldehyde-free paint and finishes.

# Green Purchasing

Make green purchases for your business in three (3) or more ways:

- 1. Buy products in bulk.
- 2. Choose products using reduced packaging or recycled/recyclable packaging.
- 3. Purchase products with post-consumer content.
- 4. Purchase “green” merchandise for business marketing (e.g., paper, pencils, etc.)
- 5. Use one or few multipurpose cleaners rather than many special-purpose cleaners.
- 6. Purchase biodegradable tableware
- 7. Use services or products offered by other Contra Costa Green Businesses! Please identify:

\_\_\_\_\_

**Note: The measures above that appear in bold print also appear on several of the Bay Area Green Business Program checklists.**

I certify that \_\_\_\_\_ (Business Name)

**has satisfied the required number of measures specified on the “Lafayette Green” Business Recognition Program self-certification form and submit this form for review by Lafayette Chamber of Commerce staff.**

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name & Position: \_\_\_\_\_

Tell #: \_\_\_\_\_ Email: \_\_\_\_\_