



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, conserve 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-eight (28) measures with landscaping and twenty-three (23) measures without landscaping in order to be recognized as a “Lafayette Green” business. Please digitally check off the items you have implemented, sign and email to Jay Lifson at jay@lafayettechamber.org. For questions, contact the Lafayette Chamber of Commerce at (925) 284-7404.

General

Two (2) or more general practices required.

- Inform your customers about what you’re doing to be green (examples: post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website, and offer tours that highlight your green-ness).
- Establish a ‘green team’ that can help guide efforts to green your business.
- Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business program.
- Assist at least one other business in learning about becoming a Green Business.
- Attend an online or in-person training class or seminar on how to green your business.
- Participate in Chamber Green Committee meetings.
- Submit an environmental “success story” to be published at www.sustainablelafayette.org.

Solid Waste Reduction, Recycling, & Composting

Mandatory waste reduction practices.

- Buy materials with recycled content:
 - Centralize purchasing to eliminate unnecessary purchases and ensure all waste reduction purchasing policies are followed.
 - Buy a minimum of 3 materials with recycled content (minimum 30% post-consumer waste):
 - Paper towels, printer / copier paper, letterhead, envelopes, business cards, toilet paper and toilet seat covers (resource / link to Office Depot and Staples green catalogs).
- Recycle materials:
 - Recycle all paper, glass, metal, cardboard and plastics (complete list of [acceptable items here](#)).
 - Compost organic materials – break room food scraps and food-soiled paper (paper towels, paper plates, etc.), and landscape waste.
 - Properly collect and recycle special waste: electronics, batteries, CFLs, paint and other universal or hazardous waste (www.centrsan.org/hhw) (<http://recyclelafayette.org/residents/lamorinda-recycling-guide/>)
 - Contact Republic Services recycling coordinator to set up recycling and food recycling and/or composting services at no additional cost, or for training assistance: (925) 671-5851.
- Reduce waste:
 - Reduce junk mail. See www.StopJunkMail.org for tips.
 - Abide by Lafayette’s [single-use plastic bag ordinance](#) – do not provide single-use plastic bags for customers to carry away goods from point of sale. Only recycled paper carryout bags or reusable bags (select businesses must charge for these bags) can be provided.
 - Reduce printing of emails, attachments and documents.
 - Eliminate use of polystyrene, such as Styrofoam.

- 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.
 - Eliminate individual plastic bottles of water for employees and guests. Option – provide a pitcher and cups instead.
- Reuse materials:
- Use reusable dishware.
 - Reuse garbage bag liners unless dirty. Reuse or eliminate recycling can liners – recycling is usually clean enough at work stations to not need any liners.
 - Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper, or keep it stacked next to the printer for hand loading.

Green Purchasing

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

- Buy products in bulk.
- Choose products using reduced packaging or recycled/recyclable packaging.
- Use certified green cleaning products or alternative natural non-toxic products.
- Purchase recycleable, compostable, paper, or edible plates, cups, and utensils. Please note that compostable plastics are not recycled or composted.
- Use services or products offered by other local Lafayette businesses, particularly recognized green businesses! Please identify: _____

Energy Efficiency & Conservation

1. Be more efficient with energy in at least three (3) ways.

ENERGY EFFICIENT EQUIPMENT & FACILITY FEATURES:

General

- Use electrical equipment with energy saving features (e.g. Energy Star[®]) and ensure Energy Star settings are enabled.
- 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.
- Complete regularly scheduled maintenance on HVAC (heating, ventilation and air conditioning) and Refrigeration systems.
- Share equipment and appliances.
- Install solar panels.

Lighting

- Replace incandescent and fluorescent bulbs with more efficient fixtures, such as CFLs or preferably LEDs.
- Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
- Install light tubes or larger windows to rely on natural light.

Heating, Ventilation & Cooling

- Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery.
- Use ceiling fans, rather than an AC unit (can use up to 98% less energy than central AC units).
- Install and use programmable thermostats for HVAC.
- Shade AC condensers.

2. Conserve energy in at least two (2) ways.

ENERGY CONSERVING PRACTICES:

General

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

- Utilize online tools, such as Ohmconnect.com or MeterHero.com, to monitor and reduce electricity or gas usage.
- Enroll in MCE Clean Energy's 'Deep Green' program that utilizes 100% renewable energy (Available Fall 2016)

Heating, Ventilation & Cooling

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

Water Conservation

1. Facility: Save water in at least four (4) ways.

- Become a certified EBMUD [WaterSmart Business](#).
- Assign a person to monitor each water bill for sudden rises in water use. Call EBMUD should this happen. You can also ask for ways to save water.
- Regularly check for and repair all leaks in your facility. Use signs in restrooms to encourage water conservation and to report leaks.
- Install low-flow aerators and showerheads (your water company may offer these for free):
 - As low as 0.5 gpm and no greater than 1.0 gpm for lavatory sinks
 - 1.5 gpm or less for kitchen sinks
 - 1.28 gpm or less for toilets
 - 2.0 gpm or less for showerheads
- Use only dry methods to clean outdoor hard surfaces.
- Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- Change window-cleaning schedule from "periodic" to "as required."
- Set up an annual program with EBMUD to educate staff about the benefits of efficient water use.

2. Landscaping: Save water in at least five (5) ways.

- Not Applicable. This business does not possess or directly manage landscaping.**
- Mulch all non-turf areas.
- Modify your existing irrigation system to include drip irrigation.
- Install rain shut-off devices that turn off the irrigation system during rain.
- Plant drought tolerant plants (rebates may be available from EBMUD).
- Hydrozone: Group plants with similar water requirements together on the same irrigation line, separating plants with different water requirements on separate irrigation lines.
- 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.
- Reduce irrigation system water pressure to no higher than 50 psi (pressure-reducing valves must be installed to do this).
- Use grey water or reclaimed water for irrigation and other approved uses.
- 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.
- Work with your water company to develop a site-specific "water budget". Track your water use to ensure efficient watering.
- Adjust sprinklers for proper coverage, optimize spacing and avoid runoff onto paved surfaces.

Vehicle Trip Reduction & Pollution Prevention

Reduce vehicle emissions in five (5) or more ways:

- Join the Air District's "Spare the Air" program and notify staff of "Spare the Air" days. (see <http://baaqmdsparetheair.enviroflash.info/signup.cfm>)
- Link trips to run all errands in one outing and implement a park-one philosophy.
- Install electric vehicle charging station(s).
- Pledge to be Idle Free at <http://www.sustainablecoco.org/beidlefree>.

Commute Alternatives

- Register for phone consultation with 511 Contra Costa about rideshare options for your employees at www.511contracosta.org/employer-services.
- 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 (see www.511.org).
- Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g. rideshare incentive programs, guaranteed ride home in emergency situations, etc.) available at www.511contracosta.org.
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- Hire locally.
- Offer secure bicycle storage for staff and customers.
- Encourage employees and customers to bike and use public transit by posting bicycle ride maps and transit schedules/maps.

Greenhouse Gas Emissions

- Identify actual and potential sources of pollution, and ways to prevent it in each area of your business.
- Use formaldehyde-free paint and finishes.

Resources

Following are some helpful organizations to contact to assist with "greening" your business:

Business	Phone	Website
Bay Area Green Business	(925) 284-7404	www.greenbiz.com
Contra Costa 511	(925) 969-0841 x204	www.rideshare511.org
EBMUD	(866) 403-2683	www.ebmud.com
Food Service Technology Center	(800) 398-3782	www.fishnick.com
MCE Clean Energy	(888) 632-3674	www.mcecleanenergy.org
PG&E	(800) 468-4743	www.fypower.org
Recycle Smart	(925) 906-1801 x104	www.recyclesmart.org
Republic Services	(925) 685-4711	www.republicservices.com

*** Contact manufacturer for questions or issues with hardware.**

I certify that _____ has satisfied the required number
(Business Name)
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: _____

Printed Name & Position: _____

Phone No.: _____ Email: _____

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