

Humboldt Green Business Certification Program

Checklist for Hotels and Lodging

Date _____

Business Name _____

Name of person completing checklist _____

Please use pencil.

You may circle item numbers that you would like to revisit, have questions on, or plan to implement.

Please use the space at the bottom of each page to make notes, add additional information, or ask questions.

PLEASE DO NOT COMPLETE THIS SECTION. FOR PROGRAM USE ONLY.

In order to be a certified Green Business, you must:

- Comply with all environmental regulations applicable to your business;
- Implement a variety of measures to save energy, water and other materials and reduce waste. This checklist walks you through this step!
- Allow site visits to verify that your business meets the above two steps;
- Pledge to continue these efforts to prevent pollution and conserve resources.

VERIFIED BY HGBCP:

Yes No

CHECKLIST REVIEWED BY:

CHECKLIST SUBMISSION DATE:

This checklist serves as a guide for businesses enrolled in the Humboldt Green Business Certification Program (HGBCP) for the process of Green Business Certification. Please complete at least the minimum measures in each section. The HGBCP reserves the right to require a business to complete more measures if deemed necessary. The final decision is at the discretion of the HGBCP.



NOTES:

Use the space below to include supporting information about measures check marked above, or to include additional measures not listed on the checklist.

Recycling & Waste Reduction

Have an assessment done of your solid wastes (regular, non-hazardous garbage and recyclables), or use the following guidelines:

- Identify what materials/wastes are currently generated; approximately how much; and how they are being managed (i.e. garbage, recycle, etc.).
- Look for opportunities to reduce, reuse and recycle. Use this checklist as a guide.
- Review the assessment (and this checklist) annually to identify new ways to reduce waste.
- To get credit for any of the measures in this section, both the hotel and any service providers must be implementing the measures. For example if you check A11 and you use a janitorial service, that service provider must reduce the number of can liners used.

A. Waste Reduction: Complete the required measures and at least 5 of the optional measures:	N/A	YES
A1. Make two sided printing and copying standard practice in your business (set copier default to duplex printing or manually feed to duplex). If your facility still has an old printer without duplex capability, use only for single page documents and ensure multi-page documents are printed on duplex printer.	<input type="checkbox"/>	<input type="checkbox"/>
A2. Keep a stack of previously used paper near printers. Use it for drafts, scratch paper or internal memos or designate a draft tray on printers with multiple trays.	<input type="checkbox"/>	<input type="checkbox"/>
A3. Reduce unwanted mail by the following: <ul style="list-style-type: none"> • 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. • Visit http://www.stopjunkmail.org for on-line guidance. • Purge your own mailing lists to avoid duplication. 	<input type="checkbox"/>	<input type="checkbox"/>
A4. Use electronic files rather than paper ones. Draft documents can be reviewed, edited, and shared on screen.	<input type="checkbox"/>	<input type="checkbox"/>
A5. Practice efficient copying by using the size reduction feature (e.g., print two pages of a book on one page).	<input type="checkbox"/>	<input type="checkbox"/>
A6. Minimize misprints by posting a diagram on how to load special paper like letterhead so it will be properly loaded.	<input type="checkbox"/>	<input type="checkbox"/>
A7. Design marketing materials that require no envelope – simply fold and mail.	<input type="checkbox"/>	<input type="checkbox"/>
A8. Lease, rather than purchase, computers and printers.	<input type="checkbox"/>	<input type="checkbox"/>
A9. Select products shipped with less packaging and/or easily recyclable packaging.	<input type="checkbox"/>	<input type="checkbox"/>
A10. Choose vendors who take back products after their shelf life is over (e.g., fluorescent light bulbs) OR Work with vendors to minimize product packaging. Ask vendors to take back packaging and used or damaged products for reuse and recycling. Specify deliveries in reusable or returnable containers.	<input type="checkbox"/>	<input type="checkbox"/>
A11. Replace several similar products with one or two that do the same job.	<input type="checkbox"/>	<input type="checkbox"/>
A12. Other (e.g., use optical scanners for precise ordering; track material usage and use of time-sensitive materials).	<input type="checkbox"/>	<input type="checkbox"/>

B. Waste Diversion: Recycle/Reuse	N/A	YES
Implement a recovery and recycling program. Make it easy for employees and customers to recycle by placing clearly marked collection bins in convenient locations. Each material category listed below is considered one measure. Complete the required measures and a minimum of 3 of the following recycle and reuse measures:		

B1. REQUIRED: Recycle or reuse all of the following fibers: cardboard (corrugated cardboard boxes); mixed paper (junk mail, scrap and colored paper); newspapers; office paper (white ledger, computer and copier paper).	<input type="checkbox"/>	<input type="checkbox"/>
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NOTES:

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| B2. REQUIRED: Recycle food and beverage containers (all glass, plastic and aluminum containers). | <input type="checkbox"/> | <input type="checkbox"/> |
| B3. REQUIRED: Recycle Green Waste: compost and recycle landscape waste. Set up appropriate green waste and composting service with your garbage company. Make composting part of the contract with your landscape service. | <input type="checkbox"/> | <input type="checkbox"/> |
| B4. Offer optional linen programs that allow guests to opt not to have their linens and towels changed daily. Train and supervise employees to ensure compliance with the program on a continuing basis. | <input type="checkbox"/> | <input type="checkbox"/> |
| B5. Switch to bulk-dispensed shampoo and other guest room amenities, such as body wash and/or lotion. | <input type="checkbox"/> | <input type="checkbox"/> |
| B6. Change amenity programs so that rarely used items are supplied only upon request. | <input type="checkbox"/> | <input type="checkbox"/> |
| B7. Donate half-used amenity bottles to local nursing homes, halfway houses, and shelters (e.g., Eureka Rescue Mission at http://www.eurekarescuemission.org/donate). | <input type="checkbox"/> | <input type="checkbox"/> |
| B8. Install air hand dryers in staff washrooms or cloth roller towels instead of paper towels. | <input type="checkbox"/> | <input type="checkbox"/> |
| B9. Replace in-room plastic cups with glass; replace cocktail napkins with reusable coasters, and replace Styrofoam cups for coffee service (in-room and common areas) with reusable cups. | <input type="checkbox"/> | <input type="checkbox"/> |
| B10. Replace disposable flatware and tableware with reusable items. | <input type="checkbox"/> | <input type="checkbox"/> |
| B11. Require chemical suppliers take back empty pails and drums. | <input type="checkbox"/> | <input type="checkbox"/> |
| B12. Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them. | <input type="checkbox"/> | <input type="checkbox"/> |
| B13. Eliminate inner-pack dividers in shipping containers for miscellaneous supplies. | <input type="checkbox"/> | <input type="checkbox"/> |
| B14. Replace wire/plastic hangers with permanent hangers.
(This measure will lower theft, reduce costs for replacement and reduce waste!) | <input type="checkbox"/> | <input type="checkbox"/> |
| B15. Reduce number of garbage can liners used. | <input type="checkbox"/> | <input type="checkbox"/> |
| B16. Donate unwanted but usable items (furniture, supplies, electronics, scrap materials, computer disks, etc.) to schools, churches, hospitals, libraries, museums, teacher resource organizations, and nonprofit organizations. Enroll in a waste exchange program where your unwanted items can become another company's resource. See the Humboldt branch of the California Waste Exchange Program at http://www.ciwmb.ca.gov/CalMAX . To recycle these items, visit the County Recycling Guide at www.humboldtrecycling.org for specifics. | <input type="checkbox"/> | <input type="checkbox"/> |
| B17. Donate excess food:
Non-perishable foods (bread and produce) to shelters or food banks (e.g., Food for People, Inc. at www.foodforpeople.org).
Perishable foods (meat and cooked food) to Food for People, Inc. (call 707-445-3166 to arrange). | <input type="checkbox"/> | <input type="checkbox"/> |
| B18. Use stained or old guest towels and washcloths as cleaning rags. | <input type="checkbox"/> | <input type="checkbox"/> |
| B19. Use a laundry service that provides reusable bags for dirty and clean linen. | <input type="checkbox"/> | <input type="checkbox"/> |
| B20. Other (e.g. reuse wood-pallets or reuse materials from remodeling, such as carpeting). | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Recycled Materials: Purchasing products made from recycled materials conserves resources and is essential to support the recycling market. Buy a minimum of 3 of the following recycled content measures below: | N/A | YES |
| C1. Copy, computer or fax paper (50-100% post consumer waste). | <input type="checkbox"/> | <input type="checkbox"/> |
| C2. Letterhead, envelopes and/or business cards (50-100% post consumer waste). | <input type="checkbox"/> | <input type="checkbox"/> |

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- C3. Marketing materials (50-100% post consumer waste).
- C4. Toilet paper, tissues and paper towels (50%-100% post consumer waste).
- C5. Folders or other paper products.
- C6. Pencils, pens, rulers and other desk accessories.
- C7. Garbage pails or garbage bags (recycled HDPE trash liner bags instead of LDPE or LLDPE).
- C8. Other (e.g. mulch, soil amendments, dumpster lids, utility bins, benches, playground equipment, recycled content paint, re-tread tires for vehicles):
- C9. Implement procurement guidelines for purchase of recycled content purchases.
- C10. 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

Arrange for the Redwood Coast Energy Authority ((707) 269-1700 or www.redwoodenergy.org) to conduct a free audit of your facility's energy use to provide you with specific suggestions to conserve energy. Review it annually to identify additional opportunities to improve energy savings.

D. HVAC Maintenance: Perform regular maintenance on your HVAC (heating, ventilation, and air conditioning) and refrigeration system. Keep a log of all maintenance activities. All of the following are **required** if applicable. N/A YES

- D1. **REQUIRED: Institute and/or maintain a written policy that inspects permanent filters every 3 months and clean permanent filters with mild detergents when necessary (change replaceable filters every three months).**
- D2. **REQUIRED: Institute and/or maintain written maintenance program that checks the entire system for coolant and air leaks, clogs and obstructions of air intake and vents.**
- D3. **REQUIRED: Institute and/or maintain written maintenance program that keeps the condenser coils free of dust & lint.**
- D4. **REQUIRED: Institute and/or maintain written maintenance program that keeps the evaporator coils free of excessive frost and debris.**

EQUIPMENT/FACILITY CHANGES:

E. EQUIPMENT/FACILITY CHANGES: Making equipment and facility changes can lower your operating costs by improving energy efficiency. Complete the required energy measures AND at least 7 of the following equipment and facility changes, with at least 3 selected from the "General" measures category. N/A YES

General:

- E1. Use electrical equipment with energy saving features (e.g., Energy Star®) and ensure that Energy Star® settings are enabled (manual set up often required).
- E2. Use hardware programs that save energy by automatically turning off idle monitors (after 15 minutes), computers (30 minutes) and printers (10 minutes). See www.energystar.gov/powermanagement for information and software options.
- E3. 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.

NOTES:

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- E4. Use and maintain a written maintenance program for weather stripping (weatherizing and caulking) to seal windows and doors to close air gaps around doors and windows.
- E5. Insulate all hot water pipes, hot water heaters and storage tanks. Call the Redwood Coast Energy Authority for free hot water pipe insulation (707) 269-1700.
- E6. Convert electric hot water heaters to natural gas, unless building has on-site renewable electricity production. Conversion must have taken place in the last two years.
- E7. Use a solar water heater or pre-heater.
- E8. Install a gas booster heater for hot water use (e.g., laundry, dishwasher etc.).
- E9. Maintain a written policy that drains and flushes hot water tanks to the sanitary sewer every six months to prevent scale build-up and deposits (This can reduce heating efficiency).
- E10. Maintain a written policy that sets hot water heaters to standard 125-130° F.
- E11. Maintain a written policy that checks pilot lights for proper adjustment (e.g., gas kitchen, hot water).
- E12. Install timers on hood fans (or VSD), exhaust systems and hood-lights.
- E13. Use or invest in renewable energy for at least 50% of your energy needs (contact the Redwood Coast Energy Authority for more information at 800-931-7232 or www.redwoodenergy.org).

Lighting

- E14. REQUIRED: Replace non-dimming incandescent bulbs with compact fluorescents. Replace low wattage dimming or non-dimming incandescent bulbs with cold cathodes. Use halogen lamps only for low wattage spotlighting in retail environments. Call the Redwood Coast Energy Authority for a free lighting assessment and free replacement bulbs (707) 269-1700.**
- E15. Improve Open and Exit sign energy efficiency. Use LED or LEC signs.
- E16. Replace magnetic ballasts with electronic ballasts. Install T-8 or T-5 lamps. Call the Redwood Coast Energy Authority for a free lighting assessment (707) 269-1700.
- E19. Disconnect unused ballasts in de-lamped fixtures. Replace burned out lamps to avoid ballast damage.
- E17. Install optical reflectors or diffusers to increase lighting efficiency and then reduce the number of fixtures and lamps.
- E18. Install lighting controls, such as:
 - Occupancy sensors in spaces of variable occupancy, such as common area restrooms, private offices, linen closets, etc.
 - Bypass/delay timers.
 - Photocells for exterior lighting and/or areas with significant natural daylight.
 - Time clocks for large banks of lights on circuit breaker that generally operate during off hours.
- E19. Install dimmable ballasts to dim lights to take advantage of daylight. Use daylight dimmers that turn off automatically when there is sufficient light. Call the Redwood Coast Energy Authority for more information (707) 269-1700.

HVAC

- E20. Use ceiling fans to promote air circulation and reduce the need for air conditioning.
- E21. Apply window film to reduce solar heat gain. Shade sun-exposed areas to mitigate the effect of direct sunlight during the summer—use awnings, shade trees, or shrubbery (Only applicable for air-conditioned buildings).
- E22. Use all variable frequency drives (VFDs) on fan and pump motors.

NOTES:

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- E23. Use Variable Air Volume (VAV) systems for central air conditioning.
- E24. Install an Energy Management System (EMS) for central air conditioning systems.
- E25. Use economizers on A/C to reduce the operation of the compressor, and ensure that the system is operational.
- E26. Replace single or package A/C unit with one meeting the Energy Star requirement. Seasonal Energy Efficient Rating (SEER) >13 for most common size of equipment.
- E27. Convert electric heating system to a natural gas system, unless building has on-site renewable electricity production. Conversion must have taken place in the last two years.
- E28. Replace inefficient or broken windows with double pane energy-efficient windows. 90% of windows in facility must be double pane.
- E29. Install bypass timers and/or time clocks.

Refrigeration

- E30. Replace inefficient refrigerators (usually older than ten years) with a new efficient model, such as one labeled Energy Star®. Call the Redwood Coast Energy Authority for a free refrigeration audit. (707) 269-1700
- E31. Install plastic strip curtains and auto closers on walk-in refrigerator/freezer doors. Call the Redwood Coast Energy Authority for a free refrigeration audit. (707) 269-1700
- E32. Install open-door buzzers or door closers on walk-in refrigerators. Call the Redwood Coast Energy Authority for a free refrigeration audit. (707) 269-1700

Dishwashing and Laundry

- E33. [R] Use a low-flow pre-rinse nozzle for dish scraping/pre-cleaning (Saves both heating and water costs).
- E34. Use a water-conserving dishwasher to save both heating and water costs (A door-type dishwasher should use 1.2 gallons/rack or less). Reduce dishwasher temperature to the lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using. Call the Dept. of Health & Human Services at 866-597-1574 for information. Low temperature machines requiring chemical sanitizers are available.
- E35. Use CEE listed energy saving clothes washers. See www.cee1.org/com/cwsh/cwshspec.pdf for qualifying equipment.

EMPLOYEE PRACTICES

F. EMPLOYEE PRACTICES: Complete at least 5 of the following employee practice measures related to energy conservation. Implement all practices applicable to your business. **N/A** **YES**

HVAC

- F1. Set thermostat to 78° F or higher for cooling, 68° F or lower for heating, and use the thermostat's night setback.
- F2. Institute a written policy that ensures room-cooling units are turned off or the thermostat is adjusted when the weather allows and/or the room is unoccupied.
- F3. During off hours, use a small fan or space heater to modify temperatures for the areas in use (office, kitchen, etc.) instead of heating or cooling the entire facility.
- F4. Institute a written policy that ensures blinds and curtains are closed during the peak summer period (only applicable for air-conditioned buildings).
- F5. Provide shade for HVAC condenser, especially for roof-top units exposed directly to the sun.
- F6. Seal off unused areas from air conditioning and/or heating. Block and insulate unneeded windows and other openings.

NOTES:

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F7. When repainting building exterior and replacing roofs, choose light colors to reflect more sunlight. Painting should have been performed within the last year (Only applicable for air-conditioned buildings).

Lighting

F8. Institute a written policy that all lighting is turned off in non-occupied rooms. Use light switch reminders to remind customers and staff to turn off lights.

F9. Disconnect unused ballasts in de-lamped fixtures. Replace burned out lamps quickly to avoid ballast damage.

F10. Maintain a written policy to clean lighting fixtures, diffusers and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%) and replace aging fluorescent tubes.

F11. Maintain a written policy to check and adjust lighting control devices such as time clocks and photocells.

F12. Use task lighting with energy efficient bulbs instead of lighting the entire area.

F13. During slower periods, group customers so that lights and heating/cooling can be turned off in unoccupied areas. Facility must have central heating and cooling and the ability to isolate sections of the building. Contact the Redwood Coast Energy Authority for more information (707) 269-1700.

Refrigeration

F14. Ensure that freezer defrost time clock is set properly to avoid peak energy use periods (2PM to 6PM).

F15. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains. Call the Redwood Coast Energy Authority for a free refrigeration audit. (707) 269-1700

F16. Set refrigerator temperature between 38°F and 41°F and freezer temperature between 10°F and 20°F.

F17. Maintain proper refrigerant level, refrigerant charge and ensure refrigerant is not leaking.

Industrial and Office Equipment

F18. Plug equipment into a time switch to turn off after working hours.

F19. Institute a formal policy to turn off equipment when possible.

Dishwashing and Laundry

F20. Install dryer dampness sensors.

F21. Institute and maintain a written policy that ensures the lint filters are cleaned after every drying load.

F22. Other:

Water Conservation

Review your water usage and conservation policies annually to identify additional ways to reduce your water use. Complete all required measures AND at least 4 of the water conservation measures listed.

G. Complete the following facility-wide measures. **N/A** **YES**

G1. REQUIRED: Understand your water bill and review it monthly for indications of leaks, spikes or other problems.

NOTES:

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| G2. REQUIRED: Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting test tablets). Train your staff to monitor and respond immediately to leaking equipment. Keep maintenance logs. | <input type="checkbox"/> | <input type="checkbox"/> |
| G3. REQUIRED: Use “dry sweeping,” water efficient “spray brooms,” or low flow (<3 gpm) spray nozzles with automatic shut-off rather than a garden hose to wash down concrete or asphalt surfaces. | <input type="checkbox"/> | <input type="checkbox"/> |
| G4. 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). Log monthly. | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Consider areas of greatest water use (facility or landscaping) in choosing new measures. | N/A | YES |

EQUIPMENT/FACILITY CHANGES:

General

- | | | |
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| H1. REQUIRED: Install low flow aerators with flow rates not to exceed 1.5 gpm for kitchen sink faucets and lavatory sinks .5 gpm for hand-washing sinks, and 1.5 gpm (or lower) low flow showerheads. | <input type="checkbox"/> | <input type="checkbox"/> |
| H2. REQUIRED: Install signs in restrooms and kitchens encouraging water conservation, without compromising proper hand washing procedures for food handlers and employees. | <input type="checkbox"/> | <input type="checkbox"/> |
| H3. REQUIRED: Institute an optional towel and linen reuse policy for guests. Provide guests with information in the room about this option. | <input type="checkbox"/> | <input type="checkbox"/> |
| H4. Replace all pre-1992 toilets with 1.6 gpf toilets. Replace any non-efficient toilets (>3.5 gpf) with ultra high efficiency toilets (< 1.2 gpf). If possible, replace some of the toilets in men’s restrooms with urinals. | <input type="checkbox"/> | <input type="checkbox"/> |
| H5. Replace all urinals with models that flush at no more than 1.0 gpf. Replace non-efficient urinals with new ultra low-flow (<0.5 gpm) or install waterless urinals. | <input type="checkbox"/> | <input type="checkbox"/> |
| H6. Install low flow, self-closing faucets, either infrared or spring-loaded. | <input type="checkbox"/> | <input type="checkbox"/> |
| H7. Install water efficient clothes washers. | <input type="checkbox"/> | <input type="checkbox"/> |
| H8. Replace existing spray valves with efficient, high-velocity models. | <input type="checkbox"/> | <input type="checkbox"/> |
| H9. Retrofit once-through water cooled refrigeration units, air conditioners, and ice-machines by using temperature controls and a re-circulating chilled water loop system | <input type="checkbox"/> | <input type="checkbox"/> |
| H10. Adopt dry-mopping methods (followed by damp mopping) for inside floors. | <input type="checkbox"/> | <input type="checkbox"/> |
| H11. Replace water-cooled air conditioning units with air-cooled models. | <input type="checkbox"/> | <input type="checkbox"/> |
| H12. Reduce water pressure to no higher than 70psi by installing pressure-reducing valves with pressure gauges. | <input type="checkbox"/> | <input type="checkbox"/> |
| H13. Install conductivity controller on cooling tower, if it does not exist. | <input type="checkbox"/> | <input type="checkbox"/> |
| H14. Adjust boiler and cooling tower blow-down rate to maintain TDS (total dissolved solids) at levels recommended by manufacturer’s specifications. | <input type="checkbox"/> | <input type="checkbox"/> |
| H15. Other: | <input type="checkbox"/> | <input type="checkbox"/> |

Kitchen

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| H16. REQUIRED: Turn off the continuous flow used to wash the drain trays of the coffee/milk/soda beverage island. Clean thoroughly as needed. | <input type="checkbox"/> | <input type="checkbox"/> |
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- H17. Monitor continuous flow fixtures:
 - Soak dirty pots and pans versus cleaning with running water. • Hand scrape dishes before loading into dishwasher.
 - Do not use constantly running water to melt ice in bar sink strainers or to thaw food.
 - Turn off food preparation faucets not in use. • Educate staff about the benefits of efficient water use.
- H18. Operate dishwashers only when fully loaded.

Check with the manufacturer to see if dishwasher spray heads can be replaced with more efficient heads, or if flow regulators can be installed. In conveyor type washer, ensure that water flow stops when there are no dishes in the washer. Install a sensing arm, or ware gate that will detect the presence of dishes.
- H19. Install foot triggers on any faucet.
- H20. Evaluate wash formula and machine cycles for efficiency. It may be appropriate to reprogram machines to eliminate a cycle.
- H21. Other:

Landscape

- H22. REQUIRED: Repair all broken or defective sprinkler heads/nozzles, lines & valves.**
- H23. REQUIRED: Adjust sprinklers for proper coverage. Optimize spacing and avoid runoff by making sure sprinklers are directing water to landscaped areas and not to parking lots, sidewalks or other paved areas.**
- H24. REQUIRED: Adjust sprinkler times and/or durations according to seasons, water during non-daylight hours to limit evaporation (generally before 7 am or after 9 pm).**
- H25. Mulch all non-turf landscaping areas for efficient water retention, preferably with recycled wood chips
- H26. Use reclaimed water for irrigation and other approved uses.
- H27. Replace water-intensive turf with woodchips, plant based mulch, loose stones or permeable pavers. (Not brick or cobblestone, which are typically installed with concrete and block water from penetrating the ground)
- H28. Hydrozone: Group plants with similar water requirements together on the same irrigation line, and separate plants with different water requirements on separate irrigation lines.
- H29. Replace water-intensive turf with water-efficient ground cover or shrubs. For landscaping suggestions, contact the North Coast chapter of the California Native Plant Society at <http://northcoastcnps.org>.
- H30. Renovate existing landscape to include locally native and water-efficient plants. For FREE native plant consultations and advice, contact the California Native Plant Society at <http://northcoastcnps.org>
- H31. Modify your existing irrigation system to include drip irrigation (or soaker hoses where feasible) to deliver water directly to plant roots.
- H32. Other:

Pollution Prevention

Assess your facility to identify all hazardous materials at the worksite and determine if those items get used regularly. Consider products like cleaning products, building materials, pesticides, fertilizers, toners, backup generators, etc. If you contract out for some of these services, your service provider needs to provide you with an inventory of the items to be included in your list. If the items are not being used and need to be collected, contact the Humboldt Hazardous Waste Facility for information (Call 707-441-2005).

I. **Hazardous materials** Complete all of the following hazardous materials management practices: N/A YES

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- I1. **REQUIRED: Restrict the use of any harmful products by purchasing them in small quantities and limiting access to authorized personnel.**
- I2. **REQUIRED: Reduce or eliminate the use of chemical pesticides by implementing an Integrated Pest Management (IPM) program. Use biological controls, traps and barriers, and less toxic pesticides such as soaps, oils and microbials. Change plantings (incorporate pest resistant plants into landscape), irrigation, cultivation and storage procedures to minimize pest attractants and harborage.**
- I3. **REQUIRED: Use enclosed delivery systems for transferring cleaners and/or other chemicals to prevent spills.**

J. Chemical use Reduce chemical use in 5 ways. Review the products you use and replace harmful products with safer alternatives. Establish a list of acceptable products. List specific product replacements below where indicated: **N/A** **YES**

- J1. **REQUIRED: Use low-toxic janitorial cleaning products such as window, toilet bowl, and carpet cleaners, etc.**
- J2. Use low-toxic paints and building maintenance chemicals.
- J3. Eliminate aerosol packaging and use mist spray bottles when necessary..
- J4. Use natural or low emissions building materials, carpets or furniture.
- J5. Use electric power tools rather than gas powered tools.
- J6. Use paint removal methods that minimize uncontrolled dust, vapors, fumes and debris such as wet scraping, tenting or HEPA-vacuums and avoid chemical or heat paint stripping.
- J7. Use high-efficiency paint spray application equipment.
- J8. Apply water, fertilizer to your landscape only when needed rather than on an automatic schedule. Look for signs of wilt before watering established plants. Ensure that your landscaper implements this practice.
- J9. Do business with other "Green" vendors or service providers using environmentally preferable practices. Certified Green Businesses (printers, landscapers, etc.) are listed at <http://www.greenbiz.abag.ca.gov>.
- J10. Use or invest in renewable energy (contact the Redwood Coast Energy Authority for more information at 800-931-7232 or <http://www.redwoodenergy.org>).
- J11. Replace standard fluorescent lights with low or no mercury fluorescent lights
- J12. Buy recycled oil for your vehicles and equipment.
- J13. Buy rechargeable batteries for TV remotes, pagers, cell phones, etc..
- J14. Switch from commercial air fresheners to potpourri or vinegar and lemon juice (room ionizers).
- J15. Switch from toxic permanent ink markers/pens to water-based markers.
- J16. Purchase laundry detergents with little or no-phosphates.
- J17. Purchase dishwashing detergents with reduced volatile organic compounds (VOCs, which are a source of air pollution).
- J18. Print promotional materials with soy or other low-VOC inks.
- J19. Use unbleached and/or chlorine-free paper products (copy paper, promotional paper, paper towels, coffee filters, etc.).
- J20. Use recycled or remanufactured laser and copier toner cartridges.

NOTES:

Use the space below to include supporting information about measures check marked above, or to include additional measures not listed on the checklist.

HUMBOLDT GREEN BUSINESS CERTIFICATION PROGRAM

J21. Provide certified organic, fair trade certified beverages to guests.

J22. Other:

K. Recycle/reuse all of the following wastes. For online disposal guides, see <http://www.hwma.net>. **N/A** **YES**

K1. REQUIRED: Grease, oil and solvents.

K2. REQUIRED: Excess paint (give to hazardous waste collection program, donate to anti-graffiti program, or return to manufacturer).

K3. REQUIRED: Properly recycle spent fluorescent tubes, electronic equipment (such as computers, cell phones, and pagers), and batteries.

K4. REQUIRED: Send used toner cartridges back to the manufacturer for recycling or refilling.

K5. Other:

Note: Universal Waste Law requires all businesses to recycle spent fluorescent tubes, electronic equipment, batteries, aerosol cans and others (unless safely disposing them as hazardous waste). For a complete listing of Universal Wastes and recyclers, call the Humboldt Waste Management Authority at 707-268-8680

L. Prevent pollution of stormwater runoff and wastewater entering the sewer system by implementing all of the required measures indicated below AND 2 additional measures: **N/A** **YES**

General:

L1. REQUIRED: Locate all hazardous materials and waste storage away from drains. Install secondary containment or berms around liquid storage and transfer areas to capture spills.

L2. REQUIRED: Keep a spill kit handy to catch/collect spills from hazardous materials, grease, or leaking company or employee vehicles.

L3. REQUIRED: Keep garbage or recycling/compost containers covered when not in use.

L4. REQUIRED: Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints and cleaners. Repair any deficient items found.

L5. REQUIRED: Keep receiving, loading docks, dumpster and parking areas free of litter, oil drips and debris.

L6. REQUIRED: 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.

L7. Post signs at trouble spots (e.g. loading docks, dumpster areas, outside hoses) describing proper storage, spill clean-up and maintenance practices.

L8. Label all storm drains "Protect our Bay and Ocean – No Dumping".

L9. Use landscaping to minimize erosion problems, especially during construction or remodeling.

L10. Install shut-off valves at storm drains on property or keep temporary storm drain plugs available at loading docks or outdoor process areas for quick spill response.

L11. During construction, confine, contain and properly dispose of construction and demolition debris to protect storm drains.

L12. Have an outdoor ashtray or cigarette "butt" can if there is regular smoking by employees, customers, or visitors.

L13. Other:

NOTES:

Use the space below to include supporting information about measures check marked above, or to include additional measures not listed on the checklist.

Kitchen

- L14. **REQUIRED: Install a catch basin filter in your parking lot storm drains AND clean private catch basins once a year before each rain.**
- L15. **REQUIRED: Minimize kitchen grease from washing down sewer drains by scraping grease from trays, grills and pans into waste grease can. Consider installing a grease trap if applicable – maintain trap & a maintenance log.**
- L16. Do not use biological or chemical additives for your grease trap or interceptor. This passes grease from the trap to the sewer.
- L17. Disconnect all garbage disposals.
- L18. Place baskets in sink drains to catch solids that can be composted and/or materials that should go in the trash.
- L19. Use drain screens in all floor drains and sink drains.

M. Air Pollution: Complete at least 3 of the following measures to help reduce air emissions: **N/A** **YES**

- M1. **REQUIRED: Keep company vehicles well maintained to prevent leaks and minimize emissions and encourage employees to do the same.**
- M2. **REQUIRED: Sign up for Commuter Benefits, which provides savings for commuting employees who use transit. See http://www.hta.org/commuter_benefits.html.**
- M3. Help Encourage commuter alternatives by informing employees and guest about various transportation options (post bicycle route maps, and transit schedules/routes before driving directions). See <http://www.hta.org/> and <http://www.humbike.org/>.
- M4. Provide your guests information on van pool or mass transit services to and from the airport and other transportation centers (post this information before driving directions).
- M5. Post bicycle route maps, transit schedules, commuter ride sign-ups, etc. available to in a visible area for employees. See <http://www.hta.org/> and <http://www.humbike.org/>
- M6. Offer secure areas for bicycle storage for employees.
- M7. 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.
- M8. Designate car pool/van pool parking spaces.
- M9. Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.
- M10. Offer electric vehicle recharge ports for visitors and employees using electric vehicles.
- M11. Convert company vehicles to low-emission cars, using natural gas, electricity or alternative fuels
- M12. Link trips to accomplish all errands for your business in one outing.
- M13. Purchase carbon dioxide offsets for your company vehicle(s).
- M14. Arrange for van transportation between your facility and remote events.
- M15. Offer telecommuting opportunities and/or flexible schedules so workers can maximize transportation efficiency.
- M16. Other:

NOTES:

Use the space below to include supporting information about measures check marked above, or to include additional measures not listed on the checklist.

Education

The following general measures are required for all businesses:

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.
- Employee reference material.
- Company newsletter or bulletins.
- Company suggestion and reward programs.

Inform your customers about your business' environmental efforts and what you are doing to meet the program green business standards. For example:

- Post the Green Business logo, certification and pledge in a visible location.
- Post 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.

Introduce another business (in any business sector) to the Green Business Program, encourage them to participate, and provide their contact information to the HGBP staff.

Humboldt Green Business Certification recognition is valid for three years. A Green Business must submit verification of continuing "green" practices for the consecutive 2nd and 3rd years. After 3 years, the business must be re-recognized by HGBCP.

I hereby acknowledge that

1. Our Business Is In Compliance With All Federal, State And City Permits And Laws.
2. All The Measures Check Marked On This Checklist Are Already Being Implemented By Our Business.
3. All The Information Contained Herein And Information Attached To This Application Is True And Correct.

Sign:

Date:

NOTES:

Use the space below to include supporting information about measures check marked above, or to include additional measures not listed on the checklist.

Being Green Rewards...
Thank you for being “green” and protecting our environment!

Your business is only eligible to be recognized as a Humboldt Green Business if you are enrolled in the Humboldt Green Business Certification Program (HGBCP) administered through the North Coast Small Business Development Center. Please be aware if you are receiving this checklist from a source other than HGBCP and you would like to be recognized by the program, your business must enroll directly.

The HGBCP logo may only be used by recognized businesses.

NOTES:

Use the space below to include supporting information about measures check marked above, or to include additional measures not listed on the checklist.