

Humboldt Green Business Certification Program Checklist for RESTAURANTS

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

A. Waste Reduction: Complete the required measures AND choose 7 additional waste reduction measures. **N/A** **YES**

- | | | |
|--|--------------------------|--------------------------|
| A1. REQUIRED: Eliminate single-use plastic water bottles for employees and guests. Install a water filtration system, bulk bottled water, or tap water instead. | <input type="checkbox"/> | <input type="checkbox"/> |
| A2. REQUIRED: In the lunch/break room, replace disposables with permanent items (e.g., mugs, dishes, utensils, towels/rags, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets. | <input type="checkbox"/> | <input type="checkbox"/> |
| A3. REQUIRED: Eliminate individually wrapped items. Use bulk straws, to-go cutlery, salt, pepper, sugar, etc. Replace individual condiment packets with approved, refillable containers. Refill from bulk. | <input type="checkbox"/> | <input type="checkbox"/> |
| A4. Throughout the restaurant replace disposable flatware, tableware and placemats and with reusable items. | <input type="checkbox"/> | <input type="checkbox"/> |
| A5. Install air hand dryers or cloth roller towels instead of paper towels in restrooms. | <input type="checkbox"/> | <input type="checkbox"/> |
| A6. Centralize employee schedules and meeting announcements in a single location (bulletin board, white board, email, etc.) to reduce printed copies. | <input type="checkbox"/> | <input type="checkbox"/> |
| A7. Use only compostable to-go food service ware. | <input type="checkbox"/> | <input type="checkbox"/> |
| A8. Offer incentives to customers who bring their own coffee mugs, to-go containers, and/or bags. | <input type="checkbox"/> | <input type="checkbox"/> |
| A9. Use cloth instead of paper napkins and tablecloths. | <input type="checkbox"/> | <input type="checkbox"/> |
| A10. Work with vendors to minimize product packaging. When packaging is necessary use reusable or returnable containers whenever possible or choose products shipped with easily recyclable packaging. | <input type="checkbox"/> | <input type="checkbox"/> |
| A11. Eliminate the use of plastic bags (Paper bags, preferably made with minimum 40% post consumer waste, or BPI certified compostable bags are acceptable). | <input type="checkbox"/> | <input type="checkbox"/> |
| A12. Make two sided printing and copying standard practice in your business. Set copier default to duplex printing. | <input type="checkbox"/> | <input type="checkbox"/> |
| A13. 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"/> |
| A14. 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| A15. Design marketing materials that require no envelope – simply fold and mail. | <input type="checkbox"/> | <input type="checkbox"/> |

B. Waste Diversion: Recycle/Reuse **N/A** **YES**
 Complete the required measures AND 1 of the following recycle/reuse measures:

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

- B1.** REQUIRED: Divert all food waste from the landfill. This includes food discards, and food soiled paper. Food discards include all meat, dairy, food preparation scraps, food soiled paper, and uneaten food from customer's plates. Food discards can be handled in the following ways:
 - Donate excess food that is fit for human consumption to food banks (e.g. Food for People www.foodforpeople.org (707)445-3166, the Rescue Mission (707) 445-3787, or St Vincent De Paul (707)445-9588.
 - Participate in the Humboldt Waste Management Authority's Food Waste to Watts program by signing up for food waste collection service (www.hwma.net/food-waste)
 - Allow employees to take food home for consumption or composting
 - Donate food waste for the purpose of animal feed in accordance with the California Department of Food and Agricultural regulations.
- B2.** REQUIRED: Conduct ongoing training for in-house recycling, food waste diversion, and waste reduction programs.
- B3.** REQUIRED: Designate a waste diversion coordinator (or coordinators) to take responsibility for monitoring and maintaining composting and waste diversion programs.
- B4.** REQUIRED: Implement a recycling program. Make it easy for employees and customers to recycle by placing clearly marked collection bins in convenient locations both in front of the house and back of the house.
- B5.** 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).
- B6.** REQUIRED: Recycle all glass (bottles and jars), plastic (beverage bottles, condiment containers, packaging materials and non-deposit containers), and aluminum (cans, containers and foil) that will be accepted by your local recycler.
- B7.** REQUIRED: Designate a recycling coordinator (or coordinators) to take responsibility for monitoring and maintaining recycling programs.
- B8.** REQUIRED: Collect items that are prohibited from the garbage (batteries, CFL's, cell phones and other electronics, etc.) and institute a program for their safe disposal at a hazardous waste facility. Call Humboldt Waste Management Authority at (707) 441-2005 for more information.
- B9.** Recycle Green Waste: compost and recycle landscape waste. Make composting part of the contract with your landscape service or utilize the Humboldt Waste Management Authority biomass diversion program. Call Humboldt Waste Management Authority for more details (707) 441-2005.
- B10.** Require chemical suppliers take back empty pails and drums. Contact Humboldt Waste Management Authority for more details (707) 441-2005.
- B11.** Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, uniforms, office supplies, scrap metal, etc.). Document donations and sales of materials.

C. Recycled Materials: Purchasing products made from recycled materials conserves resources and is essential to support the recycling market. Complete the required measures AND a minimum of 5 of the following recycled content measures below: **N/A** **YES**

- C1.** Required: Copy/computer paper (33% post consumer waste).
- C2.** Required: Letterhead, envelopes, business cards, folders or other paper products (35% post consumer waste).
- C3.** Required: Toilet paper, tissues and paper towels (35% post consumer waste).

NOTES:

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HUMBOLDT GREEN BUSINESS CERTIFICATION PROGRAM

C4. Napkins	<input type="checkbox"/>	<input type="checkbox"/>
C5. Menus	<input type="checkbox"/>	<input type="checkbox"/>
C6. Guest checks	<input type="checkbox"/>	<input type="checkbox"/>
C7. Paper table covers	<input type="checkbox"/>	<input type="checkbox"/>
C8. Placemats	<input type="checkbox"/>	<input type="checkbox"/>
C9. Take-out containers – paperboard and plastic (#1 and #2, not #6 and #7)	<input type="checkbox"/>	<input type="checkbox"/>
C10. Bags for carry-out items (bags made from recycled paper, recycled plastic soda bottles).	<input type="checkbox"/>	<input type="checkbox"/>
C11. Garbage pails or garbage bags (recycled HDPE trash liner bags instead of LDPE or LLDPE).	<input type="checkbox"/>	<input type="checkbox"/>
C12. Remodeling/construction materials: cabinets, fixtures, ceramic and ceiling tiles, drywall, insulation, interior paneling, composite lumber/wood, roofing, concrete, etc.	<input type="checkbox"/>	<input type="checkbox"/>
C13. Marketing materials with a minimum 50% post consumer waste content. Documentation will be required.	<input type="checkbox"/>	<input type="checkbox"/>
C14. Have a written policy guiding purchases that emphasizes buying recycled-content and low-toxicity products	<input type="checkbox"/>	<input type="checkbox"/>
C15. Eliminate paper coasters or switch to reusable ones.	<input type="checkbox"/>	<input type="checkbox"/>
C16. Eliminate the use of non-recyclables.	<input type="checkbox"/>	<input type="checkbox"/>

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. Complete all required measures.	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).	<input type="checkbox"/>	<input type="checkbox"/>
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 (once a year).	<input type="checkbox"/>	<input type="checkbox"/>
D3. Required: Institute and/or maintain written maintenance program that keeps the condenser coils free of dust and lint.	<input type="checkbox"/>	<input type="checkbox"/>
D4. Required: Institute and/or maintain written maintenance program that keeps the evaporator coils free of excessive frost and debris.	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT/FACILITY CHANGES:

E. EQUIPMENT/FACILITY CHANGES: Making equipment and facility changes can lower your operating costs by improving energy efficiency. Complete the required measures AND a minimum of 12 of the following equipment and facility changes, with at least 7 selected from the “General” measures category.	N/A	YES
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General:

NOTES:

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HUMBOLDT GREEN BUSINESS CERTIFICATION PROGRAM

- E1. 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.
- E2. Use electrical equipment with energy saving features (e.g., Energy Star®) and ensure that Energy Star® settings are enabled (manual set up often required).
- E3. 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.
- E4. Use sensors on vending and ice machines and place machines in shaded areas. If you haven't already done so, contact the Redwood Coast Energy Authority to get a Vending Miser installed (707) 269-1700.
- E5. Insulate all hot water pipes, hot water heaters and storage tanks. Call the Redwood Coast Energy Authority for free pipe insulation (707) 269-1700.
- E6. Use a solar water heater or pre-heater.
- E7. 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.
- 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 140-150 degrees.
- E11. 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.
- E12. Maintain a written policy that checks pilot lights for proper adjustment (e.g., gas kitchen, hot water).
- E13. Install timers on hood fans (or VSD), exhaust systems and hood-lights.
- E14. Use or invest in renewable energy for at least 50% of your energy needs.

Lighting

- E15. 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. Contact the Redwood Coast Energy Authority for a free lighting assessment and free replacement bulbs. (707) 269-1700.**
- E16. Required: Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts. Contact the Redwood Coast Energy Authority for a free lighting assessment (707) 269-1700.**
- E17. Required: Improve Open sign energy efficiency. Use LED or LEC signs. Contact the Redwood Coast Energy Authority for FREE sign replacement at (707) 269-1700.**
- E18. Improve exit sign efficiency.
- E19. Disconnect unused ballasts in de-lamped fixtures AND replace burned out lamps quickly to avoid ballast damage.
- E20. Install optical reflectors or diffusers to increase lighting efficiency.
- E21. Reduce number of fixtures or lamps per fixture where appropriate.

NOTES:

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HUMBOLDT GREEN BUSINESS CERTIFICATION PROGRAM

- E22.** 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.
- Contact the Redwood Coast Energy Authority for a free lighting assessment (707) 269-1700.

- E23.** Install dimmable ballasts to dim lights to take advantage of daylight. Use daylight dimmers that turn off automatically when there is sufficient light. Contact the Redwood Coast Energy Authority for more information (707) 269-1700.

- E24.** Replace inefficient or broken windows with double pane energy-efficient windows. 90% of windows in facility must be double pane.

HVAC

- E25.** Use ceiling fans to promote air circulation and reduce the amount of air conditioning or heating required.

- E26.** Use variable frequency drives (VFDs) on fan and pump motors where appropriate.

- 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.** Use a programmable thermostat to control heating and air conditioning.

- 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 Redwood Coast Energy Authority to get rebate information (707) 269-1700)

- E31.** Install plastic strip curtains and auto door 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 on walk-in refrigerators/freezers.

- E33.** 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.

- E34.** Maintain proper refrigerant level, refrigerant charge and ensure refrigerant is not leaking.

Dishwashing and Laundry

- E35.** Required: Use a low-flow pre-rinse nozzle (<1.6gpm) for dish scraping/pre-cleaning. This saves both heating and water costs.

- E36.** 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 are available.

EMPLOYEE PRACTICES

F. EMPLOYEE PRACTICES: Complete at least 10 of the following employee practice measures related to energy conservation. **N/A** **YES**

HVAC

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

- 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. Seal off unused areas from air conditioning and/or heating. Block and insulate unneeded windows and other openings.

Lighting

- F5. 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 when not in use.
- F6. Maintain a written policy to clean lighting fixtures, diffusers and lamps at least twice a year so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- F7. Use task lighting with energy efficient bulbs instead of lighting the entire area.
- F8. Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- F9. 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.

Refrigeration

- F10. Ensure that freezer defrost time clock is set properly to avoid peak energy use periods (2PM to 6PM).
- F11. Set refrigerator temperature between 38°F and 41°F and freezer temperature between 10°F and 20°F.

Industrial and Office Equipment

- F12. Plug equipment into a time switch to turn off after working hours. Call the Redwood Coast Energy Authority for free occupancy sensor plug strip (707) 269-1700.
- F13. Institute a formal policy that all electronic devices and lighting be turned off when not in use.
- F14. Turn off exhaust hoods and hood lights when appliances below are off (these must be on when appliances are on.)

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 11 of the water conservation measures listed.

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

NOTES:

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

G4. Required: Document any changes and repairs made to plumbing fixtures and devices. Keep maintenance logs on file.

General

G5. Required: Install low flow aerators with flow rates not to exceed 1.0gpm for hand washing sinks and no greater than 2.0gpm for kitchen sinks. Call Redwood Coast Energy Authority to get these installed for free (707) 269-1700.

G6. Required: Install signs in restrooms and kitchen encouraging water conservation, without compromising proper hand washing procedures for food handlers and employees.

G7. Implement a water conservation policy for food servers. Serve water in bars and restaurants only upon request. Provide information at each table regarding the reasons for such measures.

G8. Replace all pre-1992 tank style toilets (> 3.5gpf) with toilets that are 1.6gpf (gallons per flush) or less. If possible, replace some of the toilets in men's restrooms with urinals.

G9. Replace all urinals with models that flush at no more than 1.0gpf. Replace non-efficient urinals with new ultra low-flow (<0.5gpm) or install waterless urinals.

G10. Install low flow, self-closing faucets, either infrared or spring-loaded (.5gpm and .25 gallons/cycle).

G11. Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.

G12. Replace existing spray valves with efficient, high-velocity models.

G13. Reduce water pressure to no higher than 70psi by installing pressure-reducing valves with pressure gauges.

Kitchen

G14. Required: Turn off the continuous flow used to wash the drain trays of the coffee/milk/soda beverage island. Clean thoroughly as needed.

G15. 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. Thaw frozen food in the refrigerator rather than under running water.
• Turn off food preparation faucets not in use.
• Educate staff about the benefits of efficient water use.

G16. Operate dishwashers only when fully loaded.

G17. 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.

G18. Minimize or eliminate use of garbage disposal by using a strainer or trap device to collect food waste.

G19. Install foot triggers on any faucet.

G20. Use a pre-rinse spray valves to rinse dishes that is <1.6gpm.

Landscape

NOTES:

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

G21. Required: Make sure sprinklers are directing water to landscaped areas and not parking lots, sidewalks or other paved areas. Repair all broken or defective sprinkler heads/nozzles, lines and valves	<input type="checkbox"/>	<input type="checkbox"/>
G22. 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).	<input type="checkbox"/>	<input type="checkbox"/>
G23. Mulch all non-turf landscaping areas for efficient water retention, preferably with recycled wood chips	<input type="checkbox"/>	<input type="checkbox"/>
G24. Use low volume irrigation such as a drip system or soaker tubes.	<input type="checkbox"/>	<input type="checkbox"/>
G25. 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	<input type="checkbox"/>	<input type="checkbox"/>
G26. 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.)	<input type="checkbox"/>	<input type="checkbox"/>

Pollution Prevention

H. Hazardous materials management practices. Complete all REQUIRED measures:	N/A	YES
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H1. Required: Evaluate each area of your facility to develop an inventory of all hazardous materials. Identify ways to reduce their use through safe alternatives. Consider products like cleaning products, pesticides, fertilizers, building materials, 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).	<input type="checkbox"/>	<input type="checkbox"/>
H2. Required: Restrict the use of any harmful products by purchasing them in small quantities and limiting access to authorized personnel.	<input type="checkbox"/>	<input type="checkbox"/>
H3. 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.	<input type="checkbox"/>	<input type="checkbox"/>

I. Chemical use: Complete all required measures AND a minimum of 7 additional measures.	N/A	YES
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I1. Required: Use low-toxic janitorial cleaning products such as window, toilet bowl, and carpet cleaners.	<input type="checkbox"/>	<input type="checkbox"/>
I2. Replace all aerosols with pump dispensers and mist spray bottles, when available.	<input type="checkbox"/>	<input type="checkbox"/>
I3. Use natural or low emissions building materials, carpets or furniture.	<input type="checkbox"/>	<input type="checkbox"/>
I4. Replace standard fluorescent lights with low or no mercury fluorescent lights. Provide make and model.	<input type="checkbox"/>	<input type="checkbox"/>
I5. Use rechargeable batteries and appliances when possible.	<input type="checkbox"/>	<input type="checkbox"/>
I6. List specials on chalkboard or use less toxic, water-based white board markers instead of permanent ink markers/pens.	<input type="checkbox"/>	<input type="checkbox"/>
I7. Use unbleached and/or chlorine-free paper products (copy paper, promotional paper, paper towels, coffee filters, etc.).	<input type="checkbox"/>	<input type="checkbox"/>

NOTES:

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HUMBOLDT GREEN BUSINESS CERTIFICATION PROGRAM

18. Purchase dishwashing detergents with reduced volatile organic compounds (VOCs, which are a source of air pollution).

General:

19. Do business with other “Green” vendors or service providers using environmentally preferable practices.

110. Replace Styrofoam with paper containers for take-out orders.

111. Use certified organic, fair trade, sustainably harvested and/or locally grown food products and beverages and communicate to customers which products are sustainable.

112. Ensure that at least 50% of seafood offered is sustainable and communicate to customers which fish are sustainable (either with the Seafood Watch Card or by indicating sustainable seafood on the menu).

J. Recycle/reuse the following wastes. For online disposal guides, see <http://www.hwma.net>. Complete the following required measures. **N/A** **YES**

J1. Required: Excess paint (keep only what’s needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).

J2. Required: Properly recycle spent fluorescent tubes, electronic equipment (such as computers, cell phones, and pagers), and batteries.

J3. Used cooking oil can be donated to Eureka Recycling Center to be made into biodiesel ((707)445-4321).

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

K. Stormwater: Prevent pollution of stormwater runoff and wastewater entering the sewer system by implementing all of the required measures AND a minimum of 5 additional measures. **N/A** **YES**

Kitchen

K1. 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.

K2. Do not use biological or chemical additives for your grease trap or interceptor. This passes grease from the trap to the sewer.

K3. Place baskets in sink drains to catch solids that can be composted and/or materials that should go in the trash.

K4. Use drain screens in all floor drains and sink drains.

General

K5. Required: Locate all hazardous materials and waste storage away from drains

K6. Required: Regularly check and maintain storm drain openings and basins that are located on your property. Keep litter, debris and soil away from storm drains. If you have debris catch basins, clean them annually before the first rain and as needed afterward.

K7. Required: Keep any outside garbage, recycling or compost containers covered and away from storm drains.

K8. Required: Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints and cleaners. Repair any deficient items found.

K9. Required: Keep receiving, loading docks, dumpster and parking areas free of litter, oil drips and debris.

NOTES:

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HUMBOLDT GREEN BUSINESS CERTIFICATION PROGRAM

K10. 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 sewer rather than storm drains.	<input type="checkbox"/>	<input type="checkbox"/>
K11. Do not wash cars, equipment, floor mats or other items outside where run-off water flows straight to the storm drain; this wash water should be directed to a sewer drain.	<input type="checkbox"/>	<input type="checkbox"/>
K12. Label all storm drains “Protect our Bay and Ocean – No Dumping”.	<input type="checkbox"/>	<input type="checkbox"/>
K13. Have an outdoor ashtray or cigarette “butt” can if there is regular smoking by employees, customers, or visitors.	<input type="checkbox"/>	<input type="checkbox"/>
L. Air Pollution: Complete at least 6 of the following measures to help reduce air emissions.	N/A	YES
L1. Install renewable energy sources, such as solar panels or wind generators. Specify system size.	<input type="checkbox"/>	<input type="checkbox"/>
L2. Buy renewable energy credits or green tags to offset the CO2 emissions from your restaurant’s use of electricity and natural gas (see www.green-e.org).	<input type="checkbox"/>	<input type="checkbox"/>
L3. Sign up for Commuter Benefits, which provides savings for commuting employees who use transit. See http://www.hta.org/commuter_benefits.html	<input type="checkbox"/>	<input type="checkbox"/>
L4. 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/	<input type="checkbox"/>	<input type="checkbox"/>
L5. Offer lockers and/or 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.	<input type="checkbox"/>	<input type="checkbox"/>
L6. Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.	<input type="checkbox"/>	<input type="checkbox"/>
L7. Have a bike kit for employees who may have bicycle emergencies or problems.	<input type="checkbox"/>	<input type="checkbox"/>
L8. Provide secure areas for bicycle storage for employees.	<input type="checkbox"/>	<input type="checkbox"/>
L9. Offer electric vehicle recharge ports for visitors and employees using electric vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
L10. When possible, arrange for a single vendor who makes deliveries for several items.	<input type="checkbox"/>	<input type="checkbox"/>
L11. Cut shipping, packaging and transportation wastes by buying supplies from local vendors. Give examples of three.	<input type="checkbox"/>	<input type="checkbox"/>

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:

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

- 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:

**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.