



Green Business Practices

Waste Reduction – Practices that Reduce Waste or Divert Waste from Landfills

Reduce Waste

- Reduce copying: use electronic distribution to avoid unnecessary document printing, and set copier and printer defaults to two-sided
- Regularly update/purge your mailing list to avoid duplication or used marketing materials that require no envelope
- Use electronic billing methods to invoice customers and receive payment
- Encourage employees (posted signs or memos) to use reusable lunch bags, food containers, beverage containers, coffee mugs, and shopping bags
- Encourage use of reusable containers or recyclable cups
- Offer products with packaging that can be recycled or reused, and reduced amount of products made with excess packaging materials
- Eliminate the use of polystyrene (Styrofoam) cups and takeout containers in favor of a more biodegradable or recyclable option
- Reuse packaging and shipping materials such as boxes, envelopes, and packing materials
- Use reusable rather than disposable products- dishes, towels, boxes, bags, or containers
- Prohibit littering at the workplace, including the improper disposal of cigarette butts
- Store and label all hazardous materials covered, contained, and out of the elements, as well as ensure that these items are turned over for proper recycling, and are not disposed of in the trash

Recycling

- Recycle your #1 waste product (paper, glass bottles, cardboard boxes, pallets, pallet wrap)
- Offer plastic bag recycling for your customers
- Recycle electronic waste

- Recycle used cooking oil
- Recycle building materials during renovation or construction of the buildings
- Install signs and give instructions on recycling to staff
- Provide recycling containers for your employees, in food areas, and for customers/clients
- Compost food and/or landscape waste

Water Conservation – Practices that Reduce the Water Used in Your Business

- Install permeable pavement in your parking lot to reduce stormwater runoff
- Install a rain garden to capture stormwater
- Install a timer and moisture sensor on your irrigation system
- Install qualifying EPA Water Sense appliances
- Eliminate the use of chemical fertilizers
- Use timers on outdoor sprinklers
- Use auto shut-off on faucets
- Install commercial ultra low-flow toilets and urinals
- Perform regular check-up for and repair any leaks in watered areas
- Install native low-water or no-water landscaping
- Plant landscaping near parking areas to reduce stormwater runoff
- Clean outdoor areas with a broom instead of a hose to avoid water waste
- Use recovered wastewater and/or rainwater in a rain barrel or rain garden
- Learn how to read your water meter and develop a method for tracking usage month-to-month
- Require the building's cleaning service to use measured concentrated cleaning supplies to cut down on an overuse of chemicals and reduce waste
- Require the building's cleaning service to use environmentally-sound cleaning products

Energy Conservation – Practices that Reduce the Electricity and Natural Gas Used in Your Business

- Use renewable energy (e.g. solar)
- Purchase “Green Power” Renewable Energy Certificates or Carbon offsets from utility
- Use an energy management system to control lighting, refrigeration, HVAC, and kitchen exhaust
- Utilize the FREE online energy profile provided by Energy Star Portfolio Manager to record and track all gas and electricity usage? (Visit www.energystar.gov)
- Use a programmable thermostat to reduce energy use when workspace is empty
- Have a professional perform an on-site audit of your energy use
- Track energy usage and shared data with employees to encourage a team effort in conservation of resources
- Develop a written plan for meeting energy goals
- Perform a building commissioning, to return the building operation systems to running as efficiently as possible
- Insulate all major hot water pipes or fixtures and/or insulated refrigeration lines
- Replace incandescent bulbs with compact fluorescents (CFLs) and/ or replace old T12 fluorescents with energy efficient lighting
- Replace building exit signs with light-emitting diode (LED) fixtures
- Use motion sensors, timers, or other lighting controls in appropriate rooms
- Used “Energy Star” equipment
- Update insulation or windows
- Use weather stripping or caulking around windows and doors
- Have the HVAC tuned-up or refrigeration tuned-up or replaced with more energy efficient models
- Set all computer monitors to turn off or sleep after 10 minutes of inactivity
- Turn all computers and lighting off in non-occupied rooms at the end of each business day
- Use natural lighting to reduce energy usage

Transportation – Practices that Reduce the Fossil Fuels Used by Your Business

- Purchase materials and supplies locally to reduce transportation emissions
- Implement policies/practices to encourage employee walking, biking, carpooling, transit, and/or telecommuting
- Install bicycle parking for employees and customers
- Provide an incentive or reimburse employee travel on public transportation or use alternative transportation
- Use teleconferences or web conferences rather than traveling for face-to-face meetings
- Recycle all vehicle fluids
- Establish an anti-idling policy at facility and during deliveries
- Use hybrid or alternative fuel vehicles
- Provide preferred parking for employees who carpool
- Provide bicycle parking at your facility for guests or employees
- Provide indoor accommodations for employees who bicycle to work to change and/or shower

Public Awareness/Education - Practices that Promote Sustainability to Your Customers and Employees

- Involve employees in developing your green business plan and include their input
- Establish a “green committee” of employees to make the green business plan and to regularly identify new strategies
- Require custodial services to follow environmental best practices while in your facility
- Attend training/information sessions on green practices
- Encourage "green" practices by your customers/clients