



SACRAMENTO AREA SUSTAINABLE BUSINESS

Sacramento Area Sustainable Business Program Application Packet

SPONSORED BY:





Welcome

Thank you for taking the time to participate in the Sacramento Area Sustainable Business Program. This program is an important step in the development of a sustainable business community in the Capital Metro region of Sacramento, Placer, El Dorado, Yolo, Sutter, & Yuba counties.

Additionally, you will find that many of the facility and practice changes are at no or low cost and can actually save your company money by reducing your utility bills, reduce materials costs and provide for a happier and healthier workforce which boosts productivity.

Take Advantage of No-Cost Services and Rebates

Before you undertake facility and practice changes, contact your local utilities to determine what no-cost programs and rebates are available. In many cases, there are generous rebates available and many utilities require that you contact them first prior to making facility changes. Making facility changes before applying for a rebate will often make your business ineligible for rebates.

Call the Business Environmental Resource Center at (916) 874-2100 and they can provide the contacts for your local utility provider.

Ready to Start?

As part of this booklet you will find the application and the checklist that needs to be completed with your submittal. As you begin to go through the checklist, don't hesitate to contact the Business Environmental Resource Center at (916) 874-2100. if you have any questions. We are here to help you.

Thank You for Being a Leader

By participating in the Sacramento Area Sustainable Business Program, you are demonstrating that sustainability is important in our region and the making simple changes to your business facility and practice makes good business sense. Thank you for participating, we look forward to working with you.

Acronyms:

EER - Energy Efficiency Rating
gpm - gallons per minute
HVAC - Heating Ventilation Air Conditioning
PG&E—Pacific Gas & Electric
psi - Pounds per square inch
SMUD - Sacramento Municipal Utility District
TDS - Total Dissolved Solids
VOC - Volatile Organic Compound

The Sacramento Area Sustainable Business Program is administered by:

BUSINESS ENVIRONMENTAL RESOURCE CENTER (BERC)
3200 FREEDOM PARK DRIVE, SUITE 100, MCCLELLAN, CA 95652
FAX: (916) 874-1003 * PHONE: (916) 874-2100 * EMAIL: SSB@sacberc.org



**Application Checklist
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

DATE: _____

**FACILITY or
COMPANY NAME:** _____

TYPE OF BUSINESS: _____

OF EMPLOYEES: _____

ADDRESS: _____

CITY, ZIP CODE _____

CONTACT PERSON: _____

PHONE/FAX: _____

EMAIL: _____

WEBSITE _____

- If there are things you are doing at your place of business that you believe to be sustainable business practices, but the measures are not found on our checklists, please utilize the "other" box below each section of every category. We encourage businesses to include anything relevant to sustainability. You may include attached pages as well if needed.
- You can find other *suggested measures* at www.SacramentoAreaSustainableBusiness.org which will assist you in considering other measures that will help you through the certification process.
- **IMPORTANT:** Before you undertake facility and practice changes, contact your local utilities to determine what no-cost programs and rebates are available. In many cases there are generous rebates available and many utilities require that you contact them first prior to making facility changes. Making facility changes before applying for a rebate will often make your business ineligible for rebates.

NOTE: Any measures already taken by your business can be counted and should be checked off on these lists. If you are unable to find appropriate measures for your business on these checklists, you may propose alternative measures or request exemption from certain requirements.

Call the Business Environmental Resource Center at (916) 874-2100 to find contacts for your local utility provider.

STATEMENT OF CERTIFICATION

I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system to assure that qualified personnel properly gather and evaluate the information submitted, and that the statements and information in the document are true, accurate, and complete.

I affirm that this facility has implemented the Sustainable Business practices and measures as indicated. These measures are to be maintained for a 3-year period from certification. If any of these measures are discontinued I will contact the Sustainable Business Program for assistance in selecting alternative measures.

I further certify that to the best of my knowledge, the facility is in compliance with all applicable environmental regulations as set forth by Federal, State, and local agencies, and understand that any non-compliance may result in the revocation of the Sacramento Area Sustainable Business certification.

COMPLETED CHECKLISTS MUST BE SUBMITTED BEFORE SITE VISIT FOR VERIFICATION.

BUSINESS REPRESENTATIVE:

SIGNATURE: _____ DATE: _____

SUSTAINABLE BUSINESS PROGRAM COORDINATOR:

SIGNATURE: _____ DATE VERIFIED: _____

Send completed checklist to: BUSINESS ENVIRONMENTAL RESOURCE CENTER (BERC)
3200 FREEDOM PARK DRIVE, SUITE 100, MCCLELLAN, CA 95652
FAX: (916) 874-1003 * PHONE: (916) 874-2100 * EMAIL: SSB@sacberc.org

**Application Checklist
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

WATER CONSERVATION

**Equipment/Facility Changes*
Required minimum of the selected measures -- 5**

	Indoor Equipment/Facility Changes	Date Verified
<input type="checkbox"/>	Complete a water use assessment of your facility.* Contact your local water provider to schedule this free service. (note: required for Silver level certification)	
<input type="checkbox"/>	Install water efficient non-flushing or 0.5 gallons per flush (gpf) urinals.	
<input type="checkbox"/>	Install water efficient aerators: 1.5 gpm for sink faucets & lavatory sinks; 2.2 gpm for kitchen sinks.	
<input type="checkbox"/>	Install high efficiency toilets (HET) – 1.3 gallons per flush or less (rebates may be available from some water utilities).*	
<input type="checkbox"/>	Install water efficient toilets – 1.6 gallons per flush or less (rebates may be available from some water utilities).*	
<input type="checkbox"/>	Install pre-rinse valves (rated at 1.6 gallons per minute or less at 80 psi).* (rebates or free valves may be available from your water utility).	
<input type="checkbox"/>	Install quick-closing toilet flappers.	
<input type="checkbox"/>	Install self-closing faucets in restrooms.	
	Install toilet retrofit kits. *	
<input type="checkbox"/>	<i>Placer County:</i> Sign up or participate in the Placer County Water Agency (PCWA) or City of Roseville Water Efficiency Programs.	
<input type="checkbox"/>	Install a water efficient irrigation system, using a low volume drip system that applies water to soil / plant roots, matched precipitation rate heads for turf areas, and weather based irrigation controllers.	
<input type="checkbox"/>	Reduce the use of turf grass to only what is necessary and avoid turf on slopes. Use drought resistant native and Mediterranean plant species.	
<input type="checkbox"/>	Reduce water pressure to no higher than 70 psi by installing pressure-reducing valves.	
<input type="checkbox"/>	Use positive shut off nozzles on all hoses.	
<input type="checkbox"/>	Group plants with similar water requirements together on the same irrigation line, and separate plants with different water requirements on separate irrigation lines.	
<input type="checkbox"/>	Other:	

* Contact your local water utility for more information on rebates for replacement of pre-rinse spray valves, toilets and urinals. Information on water efficient product ratings and information is available from the California Urban Water Conservation Council under "Product News": http://www.cuwcc.org/products_tech.lasso

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SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

WATER CONSERVATION		
Practice Changes Required minimum of the selected measures -- 5		
	Indoor Practice Changes	Date Verified
<input type="checkbox"/>	Adjust boiler and cooling tower blow down rate to maintain TDS (total dissolved solids) at levels recommended by manufacturers' specifications.	
<input type="checkbox"/>	Regularly check for and repair plumbing leaks in your kitchen and restrooms.	
<input type="checkbox"/>	Shut off water-cooled air conditioning units when not needed.	
<input type="checkbox"/>	Install signs in restrooms encouraging water conservation (stickers or other signage may be available from your water utility).*	
<input type="checkbox"/>	Learn how to read your water meter and/or bill as a way to detect leaks and problems.	
<input type="checkbox"/>	Use dry surface cleaning methods, followed by damp mopping or wiping instead of hosing down indoor floors.	
<input type="checkbox"/>	Post sign to remind employees to turn off food preparation sink faucets while not in use, or install foot triggers on sink faucets.	
<input type="checkbox"/>	Other:	
	Outdoor Practice Changes	Date Verified
<input type="checkbox"/>	Irrigate during early morning hours (midnight–5 a.m.) to decrease water loss from evaporation and wind drift.	
<input type="checkbox"/>	Change window cleaning schedule from “periodic” to “as needed”.	
<input type="checkbox"/>	Use a smart irrigation controller that uses weather-based info to automatically adjust watering according to current weather conditions.	
<input type="checkbox"/>	If an outdoor irrigation system exists: 1) Adjust sprinkler heads for proper coverage. Check heads monthly during the irrigation season to be sure the lawn is being watered and not the sidewalk or parking spaces. 2) Repair all defective lines and sprinkler heads. 3) Adjust irrigation times and durations with the seasons, at least monthly during the irrigation season (typically March-November) and shut off system during winter months.	
<input type="checkbox"/>	Use dry surface cleaning methods, followed by damp mopping or wiping instead of hosing down outdoor areas, or implement a pressurized water broom.	
<input type="checkbox"/>	Apply organic fertilizer to your landscape only when needed, rather than on an automatic schedule. Do not over-fertilize or use high nitrogen fertilizers. Ensure that your landscaper follows this practice.	
<input type="checkbox"/>	Use ground cover or minimum of 2 inch depth mulch around landscape plants to prevent water evaporation.	
<input type="checkbox"/>	Implement the irrigation schedule provided by your water utility during the water use assessment. Limit the number of days landscaping is irrigated to a maximum of 3 days per week during the summer, 2 days in the spring and fall, and none in the winter. Prevent runoff by scheduling multiple short run times with at least an hour between water applications by spray systems. Use repeat cycles for irrigation (e.g. instead of watering for eight minutes, use 2 cycles of 4 minutes each instead).	
<input type="checkbox"/>	Send company vehicles to a washing service that uses a “zero discharge” car wash system or an automated car wash system that recycles and reuses the wash or rinse water.	
<input type="checkbox"/>	Install a rain harvesting system to supplement the irrigation system.	
<input type="checkbox"/>	Disconnect downspouts and route to landscaping area or rain garden.	
<input type="checkbox"/>	Other:	

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POLLUTION PREVENTION	
Equipment/Facility Changes Required minimum of the selected measures -- 5	
	Date Verified
Stormwater Management	
<input type="checkbox"/>	Install secondary containment or berm around outdoor liquid storage and transfer areas to capture spills or leaks.
<input type="checkbox"/>	Keep storm drain protection devices on hand for quick spill response.
<input type="checkbox"/>	Post signs at dumpster to remind employees to keep lids closed.
<input type="checkbox"/>	Post signs at all trash cans and dumpsters discouraging the disposal of liquids.
<input type="checkbox"/>	Other:
Wastewater Discharge Management	
<input type="checkbox"/>	Post a sign above sink area to for employees: "Do not Dump Hazardous Chemicals Down Sink or Sewer" and educate employees on proper disposal methods.
<input type="checkbox"/>	Post a sign at sinks "Do not dump Fats, Oils, or Grease down the sink".
<input type="checkbox"/>	Install a grease trap or interceptor at your facility.
Waste Management	
<input type="checkbox"/>	Use a chalkboard or white board with VOC free water based markers to list specials.
<input type="checkbox"/>	Replace equipment containing mercury with non-mercury alternative such as thermometers, thermostats, and gauges. Dispose of mercury-containing equipment as hazardous waste.
<input type="checkbox"/>	Replace standard florescent lights with low or mercury free fluorescent lights
<input type="checkbox"/>	Other:
Practice Changes Required minimum of the selected measures -- 5	
Stormwater Management	
<input type="checkbox"/>	Inspect and clean private storm drains annually before the first rain and as needed thereafter.
<input type="checkbox"/>	Limit access to hazardous products to authorized personnel.
<input type="checkbox"/>	Label on-site storm drains with "No dumping..." message.
<input type="checkbox"/>	Participate in a local "Adopt-a-Storm Drain" program.
<input type="checkbox"/>	Store deliveries, supplies and equipment kept outdoors under a roof or cover.

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POLLUTION PREVENTION		
Practice Changes Required minimum of the selected measures -- 5		
	Stormwater Management (continued)	Date Verified
<input type="checkbox"/>	Regularly clean litter including cigarette butts from areas surrounding facility and dispose of properly. Provide adequate ash trays to prevent cigarette litter.	
<input type="checkbox"/>	Routinely check company vehicles for oil leaks and staining on pavement and repair identified vehicles.	
<input type="checkbox"/>	Use a Clean Water Business Partner carpet cleaner, landscaper or mobile power washer. (Sacramento County only)	
<input type="checkbox"/>	Hire a certified Sacramento Area Sustainable Business for your business operations.	
<input type="checkbox"/>	Use a certified Green Gardener for landscaping maintenance or installation at your business.	
<input type="checkbox"/>	Use a certified Ecowise structural pesticide applicator at your business.	
<input type="checkbox"/>	Participate in a local "Adopt-A-Waterway" or "Adopt-A-Open Space" program.	
<input type="checkbox"/>	Distribute educational materials on stormwater pollution prevention to employees & customers.	
<input type="checkbox"/>	Routinely clean dumpster area. Dispose of spent wash water appropriately.	
<input type="checkbox"/>	Participate in a local storm drain marking program.	
<input type="checkbox"/>	Eliminate the use of chemical pesticides by correcting by eliminating attractants or harborage for pests.	
<input type="checkbox"/>	Other:	
	Water Pollution Prevention	
<input type="checkbox"/>	Buy paper products (towels, napkins, & copy paper) that are unbleached (no chlorine).	
<input type="checkbox"/>	Other:	
	Waste Management	
<input type="checkbox"/>	Purchase necessary hazardous products such as cleaners in the smallest quantities possible.	
<input type="checkbox"/>	Replace standard fluorescent lights with low- or non-mercury fluorescent lights.	
<input type="checkbox"/>	Require in janitorial contracts that safer, less toxic janitorial products are used to clean your facility.	
<input type="checkbox"/>	Use one or a few multipurpose cleaners, rather than many special purpose cleaners.	
<input type="checkbox"/>	Use rechargeable/recyclable batteries in appliances, such as small vacuums or flashlights, instead of using disposable batteries.	
<input type="checkbox"/>	Reuse left-over paint.	
<input type="checkbox"/>	Other:	

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ENERGY CONSERVATION	
Equipment/Facility Changes Required minimum of the selected measures -- 5	
Many of these actions qualify for incentives and rebates from your utility company. You are encouraged to contact your local electric and gas provider and request an energy audit to identify energy saving opportunities and associated rebates.	Date Verified
<input type="checkbox"/> Adjust equipment controls to an operating temperature, speed, or other settings that use less energy. Post signs at equipment stating the reason for the setting.	
<input type="checkbox"/> Have an energy use assessment conducted of your facility. (note: required for Silver level certification)	
<input type="checkbox"/> Install a programmable thermostat to control heating and air conditioning.	
<input type="checkbox"/> Install and use computer programs that save energy by automatically turning off idle computer monitors and printers.	
<input type="checkbox"/> Install dimmable ballasts to dim lights when daylight is available.	
<input type="checkbox"/> Install economizers on an existing AC system to increase air flow.	
<input type="checkbox"/> Install occupancy sensors for lighting in low occupancy areas, including walk-in refrigerator/freezers.	
<input type="checkbox"/> Insulate hot water heaters and hot water pipes (for electric water heaters only) .	
<input type="checkbox"/> Plant a shade tree near the building to minimize sun exposure. Trees are available from SMUD and the Sacramento Tree Foundation.	
<input type="checkbox"/> Provide shading for outdoor HVAC condenser(s).	
<input type="checkbox"/> Rearrange workspace to take advantage of natural sunlight.	
<input type="checkbox"/> Replace all incandescent bulbs with compact fluorescent lamps.	
<input type="checkbox"/> Replace an older refrigerator or other appliance with a new efficient model (such as an Energy Star qualified type).	
<input type="checkbox"/> Replace or supplement an existing AC system with an evaporative cooler, or a unit with a greater EER rating.	
<input type="checkbox"/> Retrofit exit signs with LEDs or fluorescent bulbs.	
<input type="checkbox"/> Shut-off water-cooled air conditioning units when not needed.	
<input type="checkbox"/> Upgrade existing fluorescent lighting with more energy efficient (t-5 or t-8) fluorescent lamps with electronic ballasts.	
<input type="checkbox"/> Use an energy management software system to control lighting and HVAC systems.	
<input type="checkbox"/> Use an ink jet printer instead of a laser printer - they use 90% less energy.	
<input type="checkbox"/> Use electronic equipment with energy saving features (e.g. Energy Star models).	
<input type="checkbox"/> Use weather stripping to close air gaps around doors and windows.	

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ENERGY CONSERVATION		
Equipment/Facility Changes (continued) Required minimum of the selected measures -- 5		
	Many of these actions qualify for incentives and rebates from your utility company. You are encouraged to contact your local electric and gas provider and request an energy audit to identify energy saving opportunities and associated rebates.	Date Verified
<input type="checkbox"/>	Use "task lighting" to directly illuminate a work area and where extra lighting is needed rather than light an entire area.	
<input type="checkbox"/>	Utilize solar energy sources / equipment such as solar water heater or preheater. SMUD, Roseville Electric or PG&E may provide incentives for solar energy equipment.	
<input type="checkbox"/>	Install solar carports to generate power and shade cars.	
<input type="checkbox"/>	Install tankless, on-demand hot water heater(s).	
<input type="checkbox"/>	Install "cool roof" roof coating.	
<input type="checkbox"/>	Other:	
Practice Changes Required minimum of the selected measures -- 5		
		Date Verified
<input type="checkbox"/>	Clean lighting fixtures and lamps monthly so that they are lighting as effectively as possible.	
<input type="checkbox"/>	Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale buildup and deposits (electric water heaters only).	
<input type="checkbox"/>	<i>Sacramento County Locations:</i> In lieu of choosing 10 Energy Conservation measures, you may satisfy the requirements of this section through participation in the Sacramento Municipal Utility District (SMUD) Greenergy program at the 50% level plus any 5 measures from this section. A SMUD energy assessment is required.	
<input type="checkbox"/>	Perform regularly scheduled maintenance on your HVAC system – Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents annually.	
<input type="checkbox"/>	Perform regularly scheduled maintenance on your HVAC system - Clean permanent filters with mild detergents every three months and keep condenser coils free of dust and lint.	
<input type="checkbox"/>	Plug all office equipment into a timer switch to turn off after working hours.	
<input type="checkbox"/>	Routinely close blinds and curtains to reduce heat gain.	
<input type="checkbox"/>	Schedule routine janitorial services during the day instead of at night to save lighting energy.	
<input type="checkbox"/>	Seal off unused areas and insulate unneeded windows.	
<input type="checkbox"/>	Set refrigerator temperature between 38 and 42 degrees F, freezer between 0 and 5 degrees F.	

ENERGY CONSERVATION		
Practice Changes (continued) Required minimum of the selected measures -- 5		
		Date Verified
<input type="checkbox"/>	Set thermostat to 78 degrees F max. for cooling, 68 degrees F max. for heating, and use the thermostat's night setback. Lock thermostat.	
<input type="checkbox"/>	Turn off lights and remove extra lamps where possible.	
<input type="checkbox"/>	Use laptop computers instead of desktop computers - they consume 90% less energy.	
<input type="checkbox"/>	Use light switch reminders to remind guests and staff to turn off lights.	
<input type="checkbox"/>	Use lighting control devices such as time clocks or photocells.	
<input type="checkbox"/>	Use small fans and heaters during off hours instead of heating or cooling the entire space.	
<input type="checkbox"/>	Make use of available utility provided "On-Line" customer use data to encourage energy conservation and load shifting.	
<input type="checkbox"/>	Other:	

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SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

SOLID WASTE REDUCTION	
Equipment/Facility Changes Required minimum of the selected measures -- 5	
	Date Verified
<input type="checkbox"/> Buy products in returnable, reusable or recyclable containers.	
<input type="checkbox"/> Centralize purchasing within your company to eliminate unnecessary purchases and control what is being bought.	
<input type="checkbox"/> Conduct a solid waste assessment to identify ways to reduce waste, increase recycling, and increase use of recycled-content products.	
<input type="checkbox"/> Develop routing lists for bulletins, memos, and trade journals to minimize the number of employees receiving individual copies.	
<input type="checkbox"/> Eliminate fax cover sheets by using stick-on fax labels.	
<input type="checkbox"/> Eliminate purchase of disposable items such as pens, calendars, etc. Purchase reusable items instead.	
<input type="checkbox"/> Eliminate unnecessary forms, and/or redesign forms to use less paper, or maintain forms in electronic format only.	
<input type="checkbox"/> Encourage employees to share phone books, repair manuals, etc. instead of ordering books for each employee.	
<input type="checkbox"/> Freecycle - dispose of unwanted items through websites such as freecycle.com; freecycle.org; or craigslist.com.	
<input type="checkbox"/> Install air hand dryers in restrooms and eliminate paper towels for hand washing.	
<input type="checkbox"/> Order supplies using e-mail or voice mail instead of forms.	
<input type="checkbox"/> Participate in a cooperative buying program.	
<input type="checkbox"/> Participate in the local Recycle Market Development Zone; receive assistance in finding a market for recycling a waste your company produces.	
<input type="checkbox"/> Provide incentives for customers to return bags and boxes.	
<input type="checkbox"/> Purchase cleaning supplies in concentrated formulas and portion into labeled, reusable dispensing bottles.	
<input type="checkbox"/> Purchase paper products certified by the Forest Stewardship Council.	
<input type="checkbox"/> Replace disposable beverage cups, plates, and utensils with washable, reusable items. Encourage employees to bring food from home in reusable containers and/or bring their own washable plates/utensils to work.	
<input type="checkbox"/> Replace several similar products with one or two that can do the same job.	
<input type="checkbox"/> Require vendors to deliver supplies in returnable containers.	

**Application Checklist
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

SOLID WASTE REDUCTION		
Equipment/Facility Changes Required minimum of the selected measures -- 5		
		Date Verified
<input type="checkbox"/>	Reuse packaging materials or find someone who can.	
<input type="checkbox"/>	Set computer / printer defaults to print double-sided. Require double-sided printing for all multi-page documents.	
<input type="checkbox"/>	Set up a bulletin board and use e-mail for important employee memos.	
<input type="checkbox"/>	Select products shipped with less packaging.	
<input type="checkbox"/>	Store and rotate supplies to minimize loss through spoilage and damage.	
<input type="checkbox"/>	Update and correct company mailing lists used to send information to customers to avoid creating undeliverable mail.	
<input type="checkbox"/>	Use computer software that allows faxing directly from computers without printing.	
<input type="checkbox"/>	Use continuous circulation envelopes within your business to route information to employees.	
<input type="checkbox"/>	Use optical scanners for tracking inventory to allow for more precise ordering and less waste.	
<input type="checkbox"/>	Use reusable metal / nylon coffee filters instead of paper filters. Buy sugar and creamer in bulk instead of packets.	
<input type="checkbox"/>	Vermicompost in the employee break room	
<input type="checkbox"/>	Adopt a "Zero Waste" policy	
<input type="checkbox"/>	Other:	
Practice Changes Required minimum of the selected measures -- 5		
		Date Verified
<input type="checkbox"/>	Buy mulch, soil amendments and compost made of plant trimmings or green waste for landscaping.	
<input type="checkbox"/>	Buy office paper, envelopes, and business cards, napkins, estimate and invoice forms, toilet seat covers, toilet paper, paper towels, etc. with recycled content (minimum 30% post-consumer content).	
<input type="checkbox"/>	Buy products in bulk when possible, using concentrated products when appropriate.	
<input type="checkbox"/>	Buy paint made from recycled paints.	
<input type="checkbox"/>	Use direct mail marketing materials that require no envelope – simply fold and mail.	
<input type="checkbox"/>	Make scrap paper available for customers for use as scratch paper or donate scrap paper.	

**Application Checklist
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

SOLID WASTE REDUCTION		
	Practice Changes (cont)	Date Verified
<input type="checkbox"/>	Buy recycled construction materials when building/remodeling (e.g. insulation made from recycled paper & cotton, plastic lumber for decking, & benches, carpeting)	
<input type="checkbox"/>	Buy recycled or remanufactured printer and copier toner cartridges.	
<input type="checkbox"/>	Buy storage bins & containers for recyclables and provide special area for recycling.	
<input type="checkbox"/>	Collect landscape trimmings for composting if services are available.	
<input type="checkbox"/>	Donate unwanted items such as furniture, supplies, computers, etc. to non-profit organizations (e.g. ReCreate, RAFT, STAR, RUEC) or schools.	
<input type="checkbox"/>	Enroll in the California Waste Exchange program.	
<input type="checkbox"/>	For shipping, use shredded paper made on-site from waste paper for packaging needs instead of using Styrofoam pellets, bubble wrap, or other packing materials.	
<input type="checkbox"/>	Grasscycle by cutting landscaped turf when grass is still short and leave the short cuttings on the lawn to decompose.	
<input type="checkbox"/>	Recycle used motor oil, solvent and/or grease.	
<input type="checkbox"/>	Recycle glass, plastic and aluminum containers with deposit value.	
<input type="checkbox"/>	Recycle metal, including scrap from remodeling activities & equipment replacement.	
<input type="checkbox"/>	Recycle office paper, cardboard and mixed paper, including junk mail, phone books, newspapers and magazines.	
<input type="checkbox"/>	Recycle wood, including pallets & wood from remodeling activities.	
<input type="checkbox"/>	Send used printer / copier toner cartridges back to the manufacturer or local service for recycling or refilling.	
<input type="checkbox"/>	Stock and/or sell products with recycled content (such as bags, boxes or shelf products).	
<input type="checkbox"/>	Recycle non-food container Styrofoam (EPS).	
<input type="checkbox"/>	Recycle batteries through a household hazardous waste facility or a battery recycling program such as Rechargeable Battery Recycling at www.rbrc.org .	
<input type="checkbox"/>	Recycle electronic equipment (e.g. computers, monitors, printers, microwave ovens).	
<input type="checkbox"/>	Recycle paint (use as a primer, give to a hazardous waste collection program, or donate to a community organization).	
<input type="checkbox"/>	Other:	

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GREEN BUILDING		
Equipment/Facility Changes Required minimum of the selected measures -- 5		
		Date Verified
<input type="checkbox"/>	Building is certified by a professional organization such as LEED®	
<input type="checkbox"/>	Buy recycled construction materials when building/remodeling (such as insulation made from recycled paper and cotton, plastic lumber for decking, benches, and railing, carpeting etc.)	
<input type="checkbox"/>	Formaldehyde free building products.	
<input type="checkbox"/>	High recycled content for interior finishes and furnishings.	
<input type="checkbox"/>	Install a high efficiency HVAC system.	
<input type="checkbox"/>	Install and use ceiling fans instead of air conditioning.	
<input type="checkbox"/>	Install awnings on sun-exposed windows.	
<input type="checkbox"/>	Install skylights or solar tubes.	
<input type="checkbox"/>	Paint exterior walls and roof white to reflect heat.	
<input type="checkbox"/>	Recycle or divert demolition materials and/or construction waste.	
<input type="checkbox"/>	Use landscaping or barriers to prevent soil erosion especially during construction or remodeling activities.	
<input type="checkbox"/>	Use low emissions building materials.	
<input type="checkbox"/>	Use window tint to off-set heat gain.	
<input type="checkbox"/>	Waterless urinals.	
<input type="checkbox"/>	Other:	

**Application Checklist
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TRANSPORTATION / AIR QUALITY

**Equipment/Facility Changes
Required minimum of the selected measures -- 10**

		Date Verified
<input type="checkbox"/>	Provide carpool spaces for use by employees and customers.	
<input type="checkbox"/>	Encourage employee bicycle commuting—offer secure areas for bicycle storage.	
<input type="checkbox"/>	Provide customer bicycle racks.	
<input type="checkbox"/>	Offer on-site lockers and showers, or make arrangements for the use of nearby facilities, to encourage employees walking, jogging, or bicycling to work.	
<input type="checkbox"/>	Business building is located within half a mile of light rail or one-quarter mile of bus route and employees are provided route maps and general information.	
<input type="checkbox"/>	Provide Park and Ride parking spaces.	
<input type="checkbox"/>	Provide electric vehicle charging stations.	
<input type="checkbox"/>	Provide on-site amenities for employees (e.g. dry cleaning, ATM, cafeteria) so that they don't have to drive offsite during lunch breaks.	
<input type="checkbox"/>	Convert or replace company vehicles with low-emission models (electric, hybrid, natural gas, alternative fuels).	
<input type="checkbox"/>	Provide fleet of bicycles for employees to use.	
<input type="checkbox"/>	Provide fleet of electric vehicles for employees to use.	
<input type="checkbox"/>	Plant shade trees in parking lots to reduce heat island effects	
<input type="checkbox"/>	Install a xeroscape or low maintenance landscape to minimize the use of water and landscaping equipment.	
<input type="checkbox"/>	Install light colored pavement and roofing materials to minimize the Urban Heat Island Effect	
<input type="checkbox"/>	Replace controlled intersections/stop signs with traffic circles.	
<input type="checkbox"/>	Provide a shuttle to the nearest transit hub (If the business is not located near transit).	
<input type="checkbox"/>	Calculate your baseline "Carbon Footprint" online at http://www.coolcalifornia.org/calculator and establish a goal for specific reductions in future years.	
<input type="checkbox"/>	Provide access to a tire pressure gauge and air compressor on the premises for company and employee vehicles (properly inflated tires increase fuel mileage).	
<input type="checkbox"/>	Upgrade or replace your natural gas boiler or heater with an Ultra Low-NOx Burner	
<input type="checkbox"/>	Power your business with green energy produced by naturally occurring renewable resources like the wind and sun. (Contact PG&E, SMUD, or Roseville Electric for information)	
<input type="checkbox"/>	Replace company fleet vehicles with a car sharing membership program. http://www.ZipCar.com	
<input type="checkbox"/>	Offset company's vehicle travel CO2 emissions through certified/verified carbon offsets	
<input type="checkbox"/>	Provide an employer owned van for employee vanpooling to reduce commuting miles.	
<input type="checkbox"/>	Replace or augment your gas or electric water heater with a solar water heater	

<input type="checkbox"/>	Other:	
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**Application Checklist
SACRAMENTO AREA SUSTAINABLE BUSINESS PROGRAM**

TRANSPORTATION / AIR QUALITY

**Practice Changes (continued)
Required minimum of the selected measures -- 10**

	Date Verified
<input type="checkbox"/> Subscribe to "Spare the Air" email service and promote the program to employees.	
<input type="checkbox"/> Be an active participant with a government outreach partner / Transportation Management Organization (TMO) that promotes alternative modes of transportation.	
<input type="checkbox"/> Actively promote bike programs to employees (e.g. Smart Cycling Clinics, May is Bike Month, Bucks for Bikes).	
<input type="checkbox"/> Use local air district incentives and grant programs for gas lawnmower replacement, wood burning stove replacement, and other business related incentives.	
<input type="checkbox"/> Join the USEPA Smartway SM Transport Partnership. Info at http://www.epa.gov/smartway/ or call (734) 214-4767	
<input type="checkbox"/> Link trips for routine errands into a single outing. Patronize businesses close to your facility when possible	
<input type="checkbox"/> Use no or low VOC cleaning and maintenance products (i.e. paints, solvents, strippers).	
<input type="checkbox"/> Have promotional materials made from recycled material or printed with soy-based inks or other low/ no VOC inks.	
<input type="checkbox"/> Replace aerosol products with non-aerosol alternatives.	
<input type="checkbox"/> Use nontoxic, low or no-VOC office supplies and/or paints.	
<input type="checkbox"/> Provide qualified Transportation Fringe Benefit Program for transit riders, bicyclists and vanpool riders.	
<input type="checkbox"/> Enact a policy to use electric landscaping equipment.	
<input type="checkbox"/> Enact a policy to minimize motor vehicle use on Spare the Air Days.	
<input type="checkbox"/> Enact a policy to minimize the use of equipment with gas or diesel engines on Spare the Air Days.	
<input type="checkbox"/> Enact a policy to minimize electricity use on Spare the Air Days.	
<input type="checkbox"/> Enact a policy to minimize vehicle idling.	
<input type="checkbox"/> If you provide free parking to employees, provide a parking cash-out subsidy to employees that don't drive in.	
<input type="checkbox"/> Enact a policy to utilize locally produced agricultural products whenever feasible.	
<input type="checkbox"/> Designate an Employee Transportation Coordinator (ETC) to manage alternative commute programs and work with individual employees on commute options.	
<input type="checkbox"/> Offer telecommuting opportunities and/or flexible work schedule, and/or compressed work week to employees to reduce commuting.	
<input type="checkbox"/> Join a Local Transportation Management Association (TMA). TMA's are non-profit membership associations representing employers and helping commuters find alternatives to commuting alone to work.	
<input type="checkbox"/> Utilize videoconferencing and other technological solutions that reduce employee travel.	
<input type="checkbox"/> Make commuter ride sharing info available to employees (e.g. Sac Region Commuter Clubs, 511).	
<input type="checkbox"/> Offer employee incentives for carpooling, vanpooling, or using mass transit (e.g. preferred parking, transit subsidy passes, and emergency ride home program).	
<input type="checkbox"/> Patronize hotels that are certified by an environmentally preferable hotel program.	
<input type="checkbox"/> Other:	16