



## City of Batavia Environmental Commission Green Business Certification Program



Business Name	
Contact	
Phone Number	

### Green Business Minimum Measures Checklist

A green business is a smart business, and smart businesses run successful operations while protecting the environment which sustains our economy. By assuming both a leadership and stewardship role, green businesses can:

- Reduce solid waste disposal and promote recycling;
- Become more energy and water efficient;
- Purchase products that are less harmful to human health and the Environment;
- Minimize pollution contributions to the Fox Valley Watershed;
- Help improve indoor air quality and reduce outdoor smog formation; and
- Educate their customers, employees and other businesses about green business practices.

In an effort to recognize green businesses in our community and promote their services, the City of Batavia Environmental Commission (BEC) has created the Green Business Certification Program.

There are four levels of the Green Business Certification Program:

#### **Bronze Certification**

Requirements

- Complete three measures from any category
- Complete the Solid Waste Assessment Form
- Provide documentation showing how you met the Bronze Requirements

#### **Silver Certification**

Requirements

- Complete three additional of the optional measures over the Bronze Certification from any category
- Complete one of the REQUIRED measures
- Submit updated Solid Waste Assessment Form
- Provide documentation showing how you met the Silver Requirements

### **Gold Certification**

#### Requirements

- Complete three additional of the optional measures over the Silver Certification from any category
- Complete one additional REQUIRED measure
- Submit updated Solid Waste Assessment Form (see last page)
- Provide documentation showing how you met the Gold Requirements

### **Platinum Certification**

#### Requirements

- Complete remaining optional and REQUIRED measures.
- Submit updated Solid Waste Assessment Form
- Provide documentation showing how your met the Platinum Requirements

Once your application has been approved for the level you are applying for, you will receive a window decal for display at your business indicating your level of completion, along with a certificate for your office wall.

NOTE: Each certification level requires a self assessment of your waste using the Waste Assessment Form (attached) to identify the types and percentages of waste currently being generated and recycled. Use the assessment information and checklist to create or improve on-site reuse and recycling programs

Jim Kirkhoff – Chairman  
Batavia Environmental Commission

**This is a Self Certification Program**  
**Return completed forms and Supporting Documentation to:**

City of Batavia - Environmental Commission  
100 North Island Avenue, Batavia, IL 60510  
Call 630-454-2323 with questions

## **Green Business Measures Checklist**

### **REQUIRED measures:**

- Discontinue use of Styrofoam cups – Company / employees should utilize washable Re-usable beverage containers
  - Discontinue the use of single serve bottled water – company / employees should utilize a washable reusable water bottle
  - Join the Cities Peak Energy Reduction Program
- 

### **Optional measure section:**

#### **Choose 4 New or Existing Measures:**

- Designate time at staff meetings or other employee gatherings to cover existing and new company environmental efforts
- Track utility bills – encourage employee participation to reduce energy / water usage
- Provide three ongoing incentives or training opportunities to encourage management and employee participation in the Green Business Certification (GBC) Program. For example:
  1. Performance appraisals, training program, job descriptions, new employee orientations
  2. Staff meeting discussion or presentations
  3. Company newsletters or bulletins
- Inform your customers or other company facilities regarding your businesses environmental efforts and what you are doing to meet GBC standards in Batavia. For example:
  1. Post examples of steps you have taken to become certified as a green business
  2. Offer tours that highlight your green business successes
  3. Post your GBC efforts and or certification on your website
  4. Upon completion hang the GBC decal in a highly visible location
- Encourage other businesses to participate in the program and provide their contact information to the Environmental Commission.

Name of Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Join Clean Air Counts or Encourage your building landlord to Join Clean Air Counts <http://www.cleanaircounts.org/>

## **Recycled Content Products**

**Choose 5 new or existing recycled content products regularly stocked in your business:**

- Office Paper – minimum 30% post-consumer recycled content
- Letterhead and business cards
- Envelopes
- Post-it notes
- Paper towels
- Toilet paper
- Remanufactured toner cartridges
- Carpet, carpet under cushion, rugs or floor mats
- Construction material when building or remodeling; paint, insulation(s), concrete, lumber/wood, flooring, tile, etc.
- Boxes and bags for shipping or retail use
- Other: \_\_\_\_\_

**Choose 5 new or existing measures:**

- Inform supplier's sale representatives that your company prefers to use eco-friendly products. Request that they start carrying these products if they do not currently do so or switch to a supplier that does
- Replace white napkins and paper towels with one of the following alternatives:
  1. Recycled content, unbleached paper towels
  2. Reusable cloth towels & dispenser suitable for washrooms
  3. Energy efficient air dryers
- Purchase reusable rather than disposable office items, such as refillable ink cartridges, pens, erasable white boards and wall calendars.
- Request that deliveries come in returnable or reusable containers.
- Purchase condiments (milk, sugar, cream, etc.) in bulk
- Purchase supplies (toilet paper, hand soap, etc.) in bulk
- Retailers: sell products made with recycled content and/or organic materials
- Promote use or sale of reusable bags
- Other: \_\_\_\_\_

**Reduce: Choose 6 new or existing measures**

- Design marketing materials that require no envelope
- Reduce junk mail by removing your business' name from the national databases at: [www.stopjunkmail.org](http://www.stopjunkmail.org)
- Eliminate duplicate mailings of subscriptions by contacting the subscriptions department to request that all but one be removed
- Update your own mailing list annually to avoid duplicate mailing or outdated information being sent to your customers
- When faxing, use fax label on first page instead of full-page cover letter
- Reduce junk faxes by contacting number listed on bottom of fax and requesting permanent deletion of your number
- Install E-Fax programs on computers
- Purchase or lease copiers and printers that have duplexing function or retrofit existing printers with a duplexer where applicable
- Make two-sided printing and copying standard practice in your business. Set printer(s) to default to duplex mode
- Retailers: offer an incentive to customers who bring their own shopping bag, coffee mugs, etc.
- Replace disposable utensils and tableware with reusable alternatives
- Other: \_\_\_\_\_

**Reuse: Choose 4 new or existing measures**

- Donate or exchange unwanted furniture, supplies, electronics, scrap materials, linens, etc. to schools, churches, hospitals, libraries, non-profit organizations, or local resale shops
- Purchase reusable kitchenware (silverware, mugs, plates, etc.) for staff use
- Reuse envelopes and file folders
- Train/ inform housekeeping staff to reuse clean trash liners
- Keep a stack of previously used paper for fax machines and/or printers. Use the backsides for notes, drafts, internal memos, etc.
- Reuse packaging (bubble wrap, cardboard boxes, and polystyrene peanuts) or donate to a local shipping company.
- Other: \_\_\_\_\_

## Recycle: Choose 3 new or existing measures

Implement office-wide recycling programs for:

- Office paper-mixed: copy, letterhead, color, glossy, newspaper, junk mail, telephone directories, paper board, magazines, cardboard
- Cans, plastic, and glass
- Green waste: use green waste bin or make composting part of the contract with your landscape service
- Food waste: collect and compost your office food waste
- Recycle / refill toner and inkjet cartridges
- Carpet – many of the leading carpet manufacturers will recycle your old carpet.
- Other: \_\_\_\_\_

## Water Efficiency & Urban Runoff: Complete 6 of the following measures:

- Review water usage annually to identify opportunities to improve water savings
- Understand your water bill and review it for indications of leaks or other problems
- Replace pre-1992 toilets which use 3 or more gallons per flush (gpf) with more efficient alternatives that use 1.6 gpf or less
- Replace pre-1992 urinals with more efficient alternative such as 1.0 gpf or water free urinals
- Clean all outdoor areas with a broom instead of a hose. This includes parking lots, sidewalks, and alleys or patios. Minimize hosing off outdoor hard-scapes or use soap outside
- Do not hose off or wash cars, equipment, floor mats or other items where runoff water flows into the storm drain; if possible direct water to landscaped areas
- Keep receiving areas and dumpsters clear of litter. Ensure tight fitting lids on all waste containers
- Install a rain detector to landscape sprinkler systems
- Install low-flow faucet aerators or flow restrictors facility-wide
- Educate your staff to use water wisely and the need for water efficiency
- Regularly clean litter and debris in front of your business. Attempt to reduce the amount of litter entering the storm drain
- Other: \_\_\_\_\_

## **Energy Efficiency**

### **Complete the following measures**

- Perform regular maintenance on your Heating Ventilation Air Conditioner system. If leasing your facility, ask the building owner or property manager to do the following:
  1. Clean or change filters every 2-4 months
  2. Check entire system for coolant and air leaks, clogs and obstructions of air intake and returns

### **Equipment and facilities – choose 5 new or existing measures**

- Install occupancy (motion) sensors or timers in low traffic areas such as storage, bathrooms and offices
- Convert at least 50% of all light fixtures to energy efficient alternatives, such as compact fluorescent lights (CFL's), low voltage track light, halogen or high intensity discharge lighting
- Upgrade existing fluorescent tube lighting with T-8 or T-5 lamps with electronic ballasts
- Reduce the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers in fluorescent fixtures
- Replace all exit signs with LED or high-efficiency alternatives
- Program computer monitors to sleep mode after 15 minutes of no use
- Set the energy saver feature on photocopier to default
- When replacing equipment and appliances ensure that they are Energy Star Rated ([www.energystar.gov](http://www.energystar.gov)) and/or equipped with energy saving features.
- Insulate water heaters, storage tanks and hot water pipes
- Use a thermos or pump pot instead of electric burners to maintain hot liquids (coffee and/or tea)
- Other: \_\_\_\_\_

### **Choose 2 new or existing measures**

- Use natural ventilation instead of mechanical air conditioning. Open windows at opposite ends of room to facilitate cross breezes
- Install ceiling fans and solar AHR fans as appropriate
- Install programmable thermostat and set to 68 degrees in winter and 78 degrees in summer with a uninhabited set back of 55 degrees
- Replace leaky inefficient or broken windows with double pane, low-E energy-efficient windows
- Apply window film to reduce solar heat gain
- Shade sun-exposed windows and walls during the warm season, use awnings, sunscreens, shade trees or shrubbery
- Use caulk or weather stripping around windows and doors
- Use reflective when re-roofing building(s)
- Other: \_\_\_\_\_

## Employee practices – choose 3 new or existing measures

- Implement an office wide policy that encourages staff members to turn off equipment and lights when not in use
- Place “turn off light” labels on appropriate switches facility wide
- Clean light fixtures and diffusers regularly for optimal light output
- Clean skylights annually in late spring to maximize incoming light
- Rearrange workspaces to take advantage of areas with natural sunlight,
- Use “task” lighting where extra light is needed, rather than lighting an entire area
- Other: \_\_\_\_\_

## Chemical use and pollution prevention

### Complete 5 of the following measures

- Store all chemical products in their original containers or properly labeled secondary containers with tight fitting lids. Chemical products should be stored in secure, controlled areas, away from ignition sources and food storage areas
- The following items should be recycled
  1. Batteries – rechargeable and alkaline
  2. Paint (dried it can be land filled)
  3. Used toner and ink-jet cartridges
  4. Cleaning and maintenance chemicals
  5. Compact fluorescent lamps and fluorescent tubes
  6. Electronics
  7. Aerosol cans that are not completely empty of contents
- Use low Volatile Organic Compound (VOC) paints products available from local paint suppliers
- Use non-toxic, low VOC offices supplies such as white out, white board pens, etc.
- When remodeling use low emitting, low polluting building materials, carpets, furniture and other materials to improve indoor air quality
- Educate and inform cleaning staff of your eco friendly preferences
- Use less toxic cleaning products that are safer for staff and the environment
- Have materials printed using soy or vegetable based ink
- Request pest control company or property manager to apply pesticides on an “as-needed” basis instead of on a set schedule
- When chemical pesticides are necessary, use those labeled “caution” rather than “warning or danger”
- Other: \_\_\_\_\_

**Batavia Environmental Commission  
Green Business Certification  
Solid Waste Assessment Form**

<b>Bin Size:</b>	<b>Assessment Day #1</b>	<b>Assessment Day #2</b>	<b>Assessment Day #3</b>	<b>Assessment Day #4</b>	<b>Assessment Day #5</b>	<b>Recycling Program Available</b>
<b>List % of the following items found in trash</b>	<b>Date:</b>  How Full is trash bin _____%	<b>Date:</b>  How Full is trash bin _____%	<b>Date:</b>  How Full is trash bin _____%	<b>Date:</b>  How Full is trash bin _____%	<b>Date:</b>  How Full is trash bin _____%	If you have more than 25% of any item below ask your Waste Hauler if recycling programs are available.
<b>Mixed Paper</b>						
<b>Cardboard</b>						
<b>Cans</b>						
<b>Plastic</b>						
<b>Glass</b>						
<b>Compost Vegetable/fruit</b>						
<b>Other:</b>						