

California Green Business Program

test-office

Application #10799

Business

test-office
141 Stony Circle
Santa Rosa, CA 95401
Sonoma - Office/Retail

Contact

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General

General (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Encourage employee participation in greening your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and by having incentive or reward programs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Environmental Policy must be adopted on business letterhead, signed by an owner or executive. The policy must address at least the following sections: Recycling, Toxics Reduction, Environmentally Preferable Purchasing, Resource Conservation, Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inform your customers about your business environmental efforts and what you are doing to meet the green business standards. For example: Post the Green Business logo, certification and pledge in a visible location; Post reminders listing 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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Establish a 'green team' that can help guide efforts to green your business.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Waste

BUY materials with recycled content. (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Purchase copier/printer paper with at least 30% post consumer waste. What is the recycled content of the paper (OPTIONS - 30%, 100% and 50 %, enter two digits)? <input type="text"/> How many reams of paper do you buy annually? <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Purchase paper towels with 35% post-consumer waste.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description	Yes	No	N/A	Post
Optional Measures				
1. Purchase office/copier paper with 100% post consumer waste.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the recycled content of the paper (OPTIONS - 30%, 100% and 50 %, enter two digits)?	<input type="text"/>			
How many reams of paper do you buy annually?	<input type="text"/>			
2. Request that marketing materials be printed on recycled content paper.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Retailers stock/sell products made with recycled content.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. When building or remodeling: use recycled content, refurbished, or salvaged materials such as building fixtures, ceramic tiles, drywall, insulation, concrete, composite lumber/wood, roofing, flooring, cabinets, ceiling tile, interior paneling, etc.).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Purchase business cards with recycled content.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Purchase toilet seat covers and toilet paper with recycled content.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Purchase tissues with the highest recycled content available.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECYCLE materials. (4 measures required)				
Description	Yes	No	N/A	Post
Required Measures				
1. Utilize clearly labeled recycle bins (and compost bins where approp) co-located next to all trash receptacles in all areas that generate waste and recycling: break rooms, bathrooms, offices, meeting rooms, copy rooms, lobby areas, and cubicles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)	<input type="text"/>			
Do you pay your own garbage bill (yes or no)?	<input type="text" value="No"/>			
3. Compost landscape trimmings (green waste) and debris.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)	<input type="text"/>			
Do you pay your own garbage bill (yes or no)?	<input type="text" value="No"/>			
4. Recycle or reuse plastic wrap/bags.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Measures				
1. Compost food scraps.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)	<input type="text"/>			
Do you pay your own garbage bill (yes or no)?	<input type="text" value="No"/>			
REDUCE waste. (7 measures required)				

Description	Yes	No	N/A	Post
Required Measures				
1. Eliminate individual bottles of water for employees and guests.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Designate a recycling coordinator to take responsibility for monitoring disposal and maintaining recycling and composting programs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Eliminate the use of polystyrene containers. Utilize one of the following options (in order of preference): paper, paperboard, compostable containers (starch-based sugarcane, rice hulls, and/or corn), or recyclable plastic.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If you provide disposable bags to your customers for items purchased, encourage the reuse of paper or plastic bags by offering discounts on future purchases. Plastic bags should only be provided when absolutely necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Measures				
1. Have a solid waste assessment done for your facility to help identify waste reduction, reuse and recycling practices that would best work for your business. Your Green Business Coordinator can organize this for you.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Train custodial staff to reuse clean trash liners.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Eliminate paper documents by using electronic forms and contracts.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REUSE materials. (4 measures required)				
Description	Yes	No	N/A	Post
Required Measures				
1. Reuse or donate used furniture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Keep a stack of previously used paper near printers to use for drafts or internal memos, or designate a draft tray on printers with multiple trays.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Designate a reuse area for office supplies such as binders, folders and staplers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Measures				
1. Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Retailers- offer durable, reusable bags at checkout.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description	Yes	No	N/A	Post
4. Reuse paper or plastic packaging materials in your own shipments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Energy

Equipment and Facility Changes (10 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Replace high wattage MR-16 halogen lamps with low wattage (37W or less) infrared (IR) MR-16 lamps.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with your utility provider or try Energy Star's Portfolio Manager).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration system at least twice a year.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many T-12 lamps have you replaced with T-8s (in electronic ballasts)? <input type="text"/>				
6. Replace incandescent bulbs with efficient compact fluorescents.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many incandescent lamps have you replaced with CFLs? <input type="text"/>				
7. Use energy efficient exit signs, such as LEDs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many LED exit signs does your business use? <input type="text"/>				
Optional Measures				
1. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use ENERGY STAR® office equipment and enable energy saving features.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many ENERGY STAR rated LCD monitors does your business use? <input type="text"/>				
How many ENERGY STAR rated copier/printer units does your business use? <input type="text"/>				
3. Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many energy efficient minibars do you have? <input type="text"/>				
How many ENERGY STAR rated refrigerators does your business use? <input type="text"/>				
4. Set refrigerator temperature to meet minimum health requirements (typically between 38F and 41F for refrigerators and between 10 F and 20F for freezers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description	Yes	No	N/A	Post
6. Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?				<input type="text"/>
How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?				<input type="text"/>
How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?				<input type="text"/>
How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?				<input type="text"/>
7. Use task lighting instead of lighting the entire area.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Set thermostat to 76F for cooling, 68F for heating; use timing devices to turn system down after hours.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Apply window film to reduce solar heat.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Water

Complete if you have landscaping. (9 measures required)


Description	Yes	No	N/A	Post
Required Measures				
1. Repair all broken or defective sprinkler heads/nozzles, drip meters, water pipe, lines and valves.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Water during early morning, pre-dawn hours.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Test irrigation system to ensure proper operation and watering schedule. Ensure all spray heads are functioning and not over spraying onto hardscape. (If your building's landscaping is overseen by a landlord see green note.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Match sprinklers with same precipitation rates.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Adjust sprinklers for proper coverage - optimizing spacing and avoiding runoff onto paved surfaces. Adjust sprinklers to achieve even water distribution and to eliminate all runoff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Save water by programming the irrigation system to use shorter, repeated cycles of watering (3 start times of 3 minutes each instead of one start time of 10 minutes).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Adjust the irrigation schedule monthly during irrigation season, or as needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Measures				
1. Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Install rain shut-off devices or moisture sensors that turn off the irrigation during rain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description	Yes	No	N/A	Post
3. Work with your water company to develop a site-specific water budget. Track your water use to ensure efficient watering.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Use drip irrigation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plant drought tolerant plants that will not need pruning at maturity.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Install a self-adjusting, weather-based irrigation controller that tailors watering schedules to local weather, plant types, etc. Qualifying controllers are listed at irrigation.org/SWAT/swat.aspx?id=298 .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Make necessary changes to assure proper hydro-zoning (grouping of plants with similar water needs and sprinkler types) of irrigated areas, for example, separate bed and turf zones.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Use reclaimed water, graywater or rainwater for irrigation .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conserve water. (8 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks. How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.) <input type="text"/> What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)? <input type="text"/> How many faucets do you have with low flow aerators installed? <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Install toilets with 1.6 gpf (gallon per flush) or less. What is the flush volume of your toilet? <input type="text"/> How many customers utilize your facility per day (use averages)? <input type="text"/> How many visitors utilize your facility per day (use averages)? <input type="text"/> How many female employees does your business employ (use averages per year)? <input type="text"/> How many male employees does your business employ (use averages per year)? <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Install low-flow aerators in faucets and showerheads according to water district specifications. Your water district will check your aerators in the audit, and often provides them for free. What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)? <input type="text"/> How many faucets do you have with low flow aerators installed? <input type="text"/> How many employees do you have? <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Post signs in restrooms and kitchen to encourage water conservation and to report leaks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description	Yes	No	N/A	Post
7. Use only dry methods to clean outdoor hard surfaces and post instructions for staff. Call your water company for any exceptions to this rule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Measures				
1. Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Go beyond the above 1.6 gpf toilets to 1.28 gpf HETs (high efficiency toilets). (Check both this measure and the one above.) Ask your water district about rebates for replacing older toilets >3.5 gpf.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Reduce indoor water pressure to no higher than 50 psi by installing pressure reducing valves.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Schedule your water company to make a presentation to staff to encourage water conservation at home. (Some water companies offer training and take home conservation kits.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Pollution				
Clean air (5 measures required)				
Description	Yes	No	N/A	Post
Required Measures				
1. Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days. Http://www.employerssparetheair.org	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Register for a phone consultation with 511.org about clean commute options for your employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (see website in Help Button). What is the total distance (in miles) that all your employees commute per day? <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Measures				
1. Provide secure bicycle storage for staff and customers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Install renewable energy sources, such as solar panels or wind generators. Specify system size.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Buy renewable energy credits or green tags to offset the CO2 emissions from your offices use of electricity and natural gas (see www.green-e.org).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hire locally.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmentally preferable purchasing (7 measures required)				
Description	Yes	No	N/A	Post
Required Measures				
1. Eliminate or reduce pesticides by using good sanitation (keeping kitchen, desks and waste storage areas clean) and making physical changes to keep out pests (by caulking/sealing holes or using traps).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at www.EcoWiseCertified.com .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Replace all aerosols with pump dispensers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Use low toxic cleaning products such as those that are SF Approved (www.sfapproved.org), Green Seal certified (www.greenseal.org), or receive at least an 8.1 rating on the GoodGuide (www.goodguide.com), in non-aerosol containers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.				<input type="text"/>
5. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many EPEAT LCDs does your business use?				<input type="text"/>
How many EPEAT CRTs does your business use?				<input type="text"/>
How many EPEAT CPUs does your business use?				<input type="text"/>
6. Assess chemicals used in your business by reviewing Material Safety Data Sheets (MSDS) and Prop.65 warnings on labels. Substitute with less toxic alternatives if available. Track the amounts of hazardous waste generated, and dispose of at local hazardous waste programs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Measures				
1. When sourcing with a commercial printer, request vegetable or other low-VOC inks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Replace standard fluorescent lights with low or no mercury fluorescent lights. Provide make and model	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do business with other green vendors or services, such as recognized Bay Area Green Businesses (listings at www.greenbiz.ca.gov).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECYCLE/REUSE potential pollutants. (3 measures required)				
Description	Yes	No	N/A	Post
Required Measures				
1. Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes & bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries (RBRC recycles rechargeables for free! www.call2recycle.org).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description	Yes	No	N/A	Post
2. Recycle used ink jet cartridges.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling (www.e-stewards.org).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Wastewater

Storm Water pollution prevention (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Keep dumpsters covered and impermeable to rainwater. If there are no covers on the dumpster, provide overhead coverage. Keep them from overflowing and keep dumpster/parking areas clean.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensure that no wastewater enters a storm drain. Only rain down the storm drain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If using water to clean parking or other outdoor areas, hire a BASMAA-certified mobile cleaner. Contractor must use equipment that collects wash water and disposes to sanitary sewer.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other