

Application Checklist
Recycling Energy Air Conservation (REACON)

GREEN SUSTAINABLE BUSINESS PROGRAM

Date: _____

Business Name: _____

Facility Name: _____

Type of Business: _____

Address: _____

City, Zip Code: _____

Contact Person: _____

Phone and Fax: _____

Email and Website: _____

Businesses may include other measures that would testify to sustainability. Attach additional pages, if needed. These items will be reviewed for acceptability.

Find *suggested measures* and further assistance at GreenTeamSanJoaquin.com

The REACON Green Sustainable Business Program is sponsored by these organizations:



Company Policies & Practices

Mandatory Measures for Participation in Program

	Applicant has written environmental stewardship policies for water conservation and quality, pollution prevention, energy conservation, solid waste reduction and recycling, and green building. (Copy provided.)
	Applicant has established an environmental stewardship committee with a designated chair and representation from all aspects of organization. (List of members provided.)
	Applicant has written and follows an Environmentally Preferable Purchasing Policy. (Copy attached.)
	Applicant has implemented an educational element, including staff meetings and signage, so that employees know and follow the company's environmental stewardship policies.
	Applicant is currently in compliance with all applicable regulations and has successfully corrected any prior violations.
	Applicant is a member of the Green Team San Joaquin.

Verified on:

Visited on:

Water Conservation

Mandatory Measures

		Complete a water use assessment of your facility. For verification purposes, please provide the name of the facility water supplier conducting your assessment:
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Elective Measures

Facility and Policy

Required minimum of the selected measures -- 8

	Faucets:	Install self-closing faucets of .25 gallons per cycle (gpc) in restrooms.
		Install water efficient aerators: 1.5 gpm for lavatory sinks and 2.2 gpm for kitchen sinks.
		Install pre-rinse valves (rated at 1.6 gallons per minute or less at 80psi).
	Toilets:	Install high efficiency toilets (HET) – 1.28 gallons per flush or less.
		Install water efficient toilets – 1.6 gallons per flush or less.
		Install quick-closing toilet flappers.
		Install toilet retrofit kits.
		Install water efficient non-flushing or 0.5 gallons per flush (gpf) urinals.
	Irrigation:	Use positive shut off nozzles on all hoses.
		Reduce the use of turf grass to only what is necessary. Use drought resistant native plant species or create rock gardens.
		Group plants with similar water requirements together on the same irrigation line, and separate plants with different water requirements on separate irrigation lines.
		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.
		Reduce water pressure to no higher than 70 psi by installing pressure-reducing valves.
	Other:	

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

Water Conservation

Elective Measures

Practices

Required minimum of the selected measures -- 8

Environment:	Shut off water-cooled air conditioning units when not needed.
	Adjust boiler and cooling tower blow down rate to maintain TDS (total dissolved solids) at levels recommended by manufacturers' specifications.
Maintenance:	Regularly check for and repair plumbing leaks in your kitchen and restrooms.
	Change window cleaning schedule from "periodic" to "as needed".
	Use dry surface cleaning methods, followed by damp mopping or wiping instead of hosing down indoor floors.
	Use dry surface cleaning methods, followed by damp mopping or wiping instead of hosing down outdoor areas, or implement a pressurized water broom.
	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.
Education:	Install signs in restrooms encouraging water conservation (stickers or other signage may be available from your water utility).*
	Post sign to remind employees to turn off food preparation sink faucets while not in use. Or install foot triggers on sink faucets.
	Learn how to read your water meter and/or bill as a way to detect leaks and problems.
Irrigation:	Irrigate during early morning hours (midnight–5 a.m.) to decrease water loss from evaporation and wind drift.
	Use a smart irrigation controller to automatically adjust watering according to current weather conditions.
	Adjust and maintain sprinkler heads for proper coverage.
	Repair all defective lines and sprinkler heads.
	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.
	Use ground cover or minimum of 2 inch depth mulch around landscape plants to prevent water evaporation.
	Implement the irrigation schedule provided by your water utility. Limit the number of days landscaping is irrigated to a maximum of 3 days per week during the summer, 2 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).
Other:	

Verified on:	Visited on:

POLLUTION PREVENTION

Mandatory Measures

		Complete a Hazardous Materials Management Plan or business policy that describes procedures to ensure hazardous materials will be handled, stored and disposed in a safe, healthy, and environmentally sound manner, if applicable.
		Inspect and clean private storm drains annually before the first rain, and as needed thereafter.
		Install containment or berms around outdoor liquid storage and transfer areas to capture spills.
		Keep storm drain protection devices on hand for quick spill response.
		Recycle used electronics and other universal waste through certified, responsible recycler. Complete the supplemental worksheet for e-waste.
		Recycle paint through the County's CESQG Program or donate it to a community organization, if applicable.
		Recycle used fluorescent tubes through the County's CESQG Program or another fluorescent tube recycling program.
		Recycle used motor oil, solvents, and/or grease, if applicable.
		Recycle batteries through the County's CESQG program or another battery recycling program, such as Rechargeable Battery Recycling Coalition www.rbrcc.org).

Elective Measures

Facility and Policy

Required minimum of the selected measures -- 10

	Transportation:	Make commuter ride sharing info available to employees.
		Business building is located within half a mile of mass transportation and staff is provided route maps and general information.
		Offer employee incentives for car pooling or using mass transit (e.g. preferred parking or a guaranteed ride home, if needed).
		Provide secure areas for employee bicycle storage.
		Offer lockers and showers for employees who walk or bicycle to work.
		Offer telecommuting opportunities and/or flexible schedules to employees to reduce commuting.
		Provide customer bicycle racks.
	Environment:	Conduct a hazardous waste assessment to determine what waste can be eliminated at the source, and which items can be switched to less- or non-toxic.
		Designate a proper area for "hazardous waste" and/or "universal waste" storage/accumulation, as applicable, and inform employees of proper storage and disposal.
		Limit access to hazardous products to authorized personnel.
		Require safer, less toxic cleaning products and practices in janitorial contracts.
		Replace equipment containing mercury with non-mercury alternative such as thermometers, thermostats, gauges, etc. Dispose of mercury-containing equipment properly as hazardous waste.
		Submit a Healthy Air Living Pledge.
		Use rechargeable appliances, such as flashlights, instead of using disposable batteries.
		Store deliveries, supplies, and equipment kept outdoors under a roof or cover.
		Replace standard fluorescent lights with low- or non-mercury fluorescent lights.
		Use landscaping or barriers to prevent soil erosion especially during construction or remodeling activities.
		Use formaldehyde free building products.
	Education:	Distribute educational material to employees and customers on stormwater protection.
		Post signs above sink area: "Do not Dump Hazardous Chemicals Down Sink or Sewer."
		Post signs at dumpster reminding employees to keep it closed.
		Post signs at all trash cans reminding employees to avoid placing liquids in trash and the dumpster.
		Label storm water drains with "No dumping..." message.
	Other:	

POLLUTION PREVENTION

Elective Measures

Practices

Required minimum of the selected measures -- 8

	Transportation:	Implement no idle policy - 30 seconds for passenger vehicles, 5 minutes for heavy equipment.
		Link trips to accomplish routine errands for your facility in a single outing.
		Routinely check company vehicles for leaks and staining on pavement.
		Patronize businesses / services close to your business whenever possible.
	Environment:	Use Green Cleaning Products and Processes or outside service which complies with GS42.
		Buy paper products (towels, napkins & copy paper) that are unbleached (no chlorine, or "PFC").
		Eliminate the use of chemical pesticides by correcting situations that attract or harbor pests.
		Use no or low VOC cleaning and maintenance products, i.e. paints, solvents, strippers.
		Replace aerosol products with non-aerosol alternatives.
		Purchase necessary hazardous products, such as cleaners, in the smallest quantities possible.
		Use non-toxic, low or no VOC office supplies.
		Use a chalkboard for listing specials or switch to less toxic, water-based white board markers.
		Recycle used toner and ink cartridges.
		Use rechargeable batteries where appropriate (not in emergency equipment, etc.).
		Regularly clean litter, including cigarette butts, from areas surrounding facility and dispose of properly. Provide adequate ash trays to prevent cigarette litter, if necessary.
		Routinely clean dumpster area.
		Apply organic fertilizer only as needed, rather than on an automatic schedule. Do not over-fertilize or use high nitrogen fertilizers.
	Education:	Have promotional materials made from recycled material or printed with soy-based inks or other low or no VOC inks.
		Participate in the "Adopt-a-Storm Drain" program.
		Start a "Paint-A-Drain Campaign" for your neighborhood.
		Participate in the "Adopt-A-Waterway" program.
	Other:	

Verified on:	Visited on:

ENERGY CONSERVATION

Mandatory Measures

		Have an energy use assessment conducted of your facility. For verification purposes, please provide the name of the energy supplier conducting your assessment:
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Elective Measures

Facility and Policy

Required minimum of the selected measures -- 10

	Lighting:	Rearrange workspace to take advantage of natural sunlight.
		Install skylights or solar tubes.
		Replace all incandescent bulbs with compact fluorescent lamps.
		Upgrade existing fluorescent lighting with more energy efficient (t-5 or t-8) fluorescent lamps with electronic ballasts.
		Install dimmable ballasts to dim lights when daylight is available.
		Install occupancy sensors for lighting in low occupancy areas, including walk-in refrigerator/freezers.
		Use lighting control devices such as time clocks or photocells.
		Retrofit exit signs with LEDs or fluorescent bulbs.
	Heating & Air:	Install a programmable thermostat to control heating and air conditioning.
		Install a high efficiency HVAC system.
		Install economizers on an existing AC system to increase air flow.
		Provide shading for outdoor HVAC condenser(s).
		Shut-off water-cooled air conditioning units when not needed.
		Plant a shade tree near the building.
		Install awnings on sun-exposed windows.
		Install and use ceiling fans instead of air conditioning.
		Use weather stripping to close air gaps around doors and windows.
		Seal off unused areas and insulate unneeded windows.
		Replace or supplement an existing AC system with an evaporative cooler, or a unit with a greater EER rating.
		Paint exterior walls and roof white to reflect heat.
	Water:	Insulate hot water heaters and hot water pipes (for electric water heaters only)
		Utilize solar energy sources / equipment such as solar water heater or preheater. PG&E may provide incentives for solar energy equipment.
	Technology:	Install and use computer programs that save energy by automatically turning off idle computer monitors and printers.
		Install Ecostrips for computers and peripherals.
		Use electronic equipment with energy saving features (such as Energy Star qualified models).
		Use laptop computers instead of desktop computers - they consume 90% less energy.
		Use an energy management software system to control lighting and HVAC systems.
		Use an ink jet printer instead of a laser printer - they use 90% less energy.
		Replace an older refrigerator or other appliance with a new efficient model (such as an Energy Star qualified type).
	Other:	

ENERGY CONSERVATION

Elective Measures

Required minimum of the selected measures -- 8

	Lighting:	Use "task lighting" to directly illuminate a work area and where extra lighting is needed rather than light an entire area.
		Clean lighting fixtures and lamps monthly so that they are lighting as effectively as possible.
		Turn off lights and remove extra lamps where possible.
		Use light switch reminders to remind guests and staff to turn off lights.
		Schedule routine janitorial services during the day instead of at night to save lighting energy.
	Heating & Air:	Set thermostat to 78 degrees F max. for cooling, 68 degrees F max. for heating, and use the thermostat's night setback. Lock thermostat.
		Use small fans and heaters during off hours instead of heating or cooling the entire space.
		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.
		Clean permanent filters with mild detergents every three months and keep condenser coils free of dust and lint.
		Routinely close blinds and curtains to reduce heat gain.
	Water:	Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale buildup and deposits (electric water heaters only).
	Technology:	Adjust equipment controls to an operating temperature, speed, or other settings that use less energy. Post sign at equipment stating the reason for the setting.
		Plug all office equipment into a timer switch to turn off after working hours.
		Set refrigerator temperature between 38 and 42 degrees F, freezer between 0 and 5 degrees F.
	Other:	

Verified on:	Visited on:

SOLID WASTE REDUCTION & RECYCLING

Mandatory Measures

		Conduct a solid waste assessment to identify ways to reduce waste, increase recycling, and increase use of recycled-content products.
		Recycle used electronics and other universal waste through certified, responsible recycler. Complete the supplemental worksheet for e-waste.

Elective Measures

Facility and Policies

Required minimum of the selected measures -- 10

		Centralize purchasing within your company to eliminate unnecessary purchases and ensure compliance with company's Environmentally Preferred Purchasing Plan.
		Participate in a cooperative buying program.
		Order supplies using e-mail or voice mail instead of forms.
		Purchase paper products certified by the Forest Stewardship Council.
		Buy customer boxes and bags with recycled content.
		Buy office paper, envelopes, and business cards with recycled content (minimum 30% post-consumer content).
		Buy paper products such as napkins, estimate and invoice forms, toilet seat covers, toilet paper, paper towels, etc. with recycled paper content.
		Buy paint made from recycled paints.
		Use optical scanners for tracking inventory to allow for more precise ordering and less waste.
		Buy mulch, soil amendments and compost made of plant trimmings or green waste, or make your own.
		Stock and/or sell products with recycled content.
		Buy products in returnable, reusable or recyclable containers.
		Eliminate purchase of disposable items such as pens, calendars, etc. Purchase reusable items instead.
		Store and rotate supplies to minimize loss through spoilage and damage.
		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.).
		Buy recycled or remanufactured printer and copier toner cartridges.
		Enroll in the California Waste Exchange program.

Practices

Required minimum of the selected measures -- 12 (minimum 4 from each area)

	Reduce:	Set computer / printer defaults to print double-sided. Require double-sided printing for all multi-page documents.
		Set up a bulletin board and use e-mail for important employee memos.
		Use computer software programs that allow faxing directly from computers without printing.
		Eliminate fax cover sheets by using stick-on fax labels.
		Scan documents instead of copying for distribution or retention.
		Develop routing lists for bulletins, memos, and trade journals to minimize the number of employees receiving individual copies.
		Eliminate unnecessary forms, and/or redesign forms to use less paper, or maintain forms in electronic format only.
		Use continuous circulation envelopes within your business to route information to employees.
		Email phone messages instead of using paper notices.
		Use direct mail marketing materials that require no envelope – simply fold and mail.
		Request removal from mailing lists for catalogs and junk mail.
		Encourage employees to share phone books, repair manuals, etc. instead of ordering books for each employee.
		Update and correct company mailing lists used to send information to avoid creating undeliverable mail.
		Use email and websites for marketing.
		Purchase cleaning supplies in concentrated formulas and portion into labeled, reusable dispensing bottles.
		Select products shipped with less packaging.
		Use reusable metal / nylon coffee filters instead of paper filters. Buy sugar and creamer in bulk instead of packets.
		Install air hand dryers in restrooms and eliminate paper towels for hand washing.

SOLID WASTE REDUCTION & RECYCLING

Elective Measures

Practices (continued)

Required minimum of the selected measures -- 12 (minimum 4 from each area)

	Reuse:	Require vendors to deliver supplies in returnable containers.
		Reuse packaging materials or find someone who can.
		Dispose of unwanted yet usable items through websites.
		Donate unwanted items such as furniture, supplies, computers, etc. to non-profit organizations or schools.
		Provide incentives for customers to return/reuse bags and boxes.
		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.
		Keep a stack of used paper near printers and fax machines; reuse it for fax cover sheets, scratch paper, drafts or internal memos.
		Donate reusable scrap paper to churches, schools etc.
		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.
	Recycle:	Arrange for mixed recycling with your waste hauler, including office paper and lunch room materials.
		Buy containers and provide convenient areas for recycling.
		Use recycled content in manufacturing.
		Recycle wood, including pallets & wood from remodeling activities.
		Recycle cardboard.
		Recycle glass, plastic and aluminum containers with deposit value (CRV).
		Recycle metal, including scrap from remodeling activities & equipment replacement.
		Send used printer / copier toner cartridges back to the manufacturer or use local service for recycling or refilling.
		Collect landscape trimmings for composting, if services are available.
		Leave grass clipping on mowed turf ("grass-cycling") rather than disposing.
	Other:	

Verified on:

Visited on:

E-Waste Supplemental Worksheet

Verification of Responsible Recycling

Name and Address of E-Waste Recycler:

BAN Certified? If listed on BAN's E-Stewards website, no further information is required.

Yes

No

Complete the following only if recycler is not listed on BAN's E-Stewards website:

Is the company a recycler or an intermediary? If not a recycler, where do they send ALL electronics collected? Can they provide proof?

By product type (CRT containing, LCD screen, Plasma screen, CPU's and other electronics) what is the recycling process, from the point it enters the door of the recycler to the point it leaves - what does it leave as (whole product, components)?

Provide a detailed list of where all toxic products from the recycling process are sent, down to the final destination (circuit boards, CRT glass, Batteries, fluorescent lamps).

Are any whole units sold for reuse (including cell phones)? Who are these sold to? Where do they go? Does the company test them prior to selling them?

Do any whole units leave California? If so, where do they go? To whom, and for recycling or reuse?

What permits/licenses do they have that are required? If they tell you they are permitted or licensed by CalRecycle, they are *stretching* the truth. They are merely approved in a payment system.

If they are a recycler or a collector that has ever been audited by DTSC (or other regulatory agency), what is their compliance record? Have they received any violations? Provide a copy of all inspection reports.

What handling & shipping procedures do they have in place?

How do they control and destroy hard drive memory, a basic safety precaution?

Why does this matter? For a better understanding of the e-waste crisis, check out:

The Basal Action Network (BAN) e-Stewards at www.e-Stewards.org

Verified on:

Visited on:

Application Checklist
Recycling Energy Air Conservation (REACON)

GREEN SUSTAINABLE BUSINESS PROGRAM

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 sufficient measures on these checklists due to the nature of your business, you may propose alternative measures.

Acronyms:

- EER Energy Efficiency Rating
- gpm gallons per minute
- HVAC Heating Ventilation Air Conditioning
- psi pounds per square inch
- PG&E Pacific Gas & Electric Company
- TDS total dissolved solids
- VOC volatile organic compound
- WC water conservation
- EC energy conservation
- SW solid waste
- P2 Pollution Prevention

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 1-year period of 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 for by Federal, State, and local agencies, and understand that any non-compliance without satisfactory remediation will result in the revocation of the REACON Green Sustainable Business certification.

BUSINESS REPRESENTATIVE:

SIGNATURE: _____ DATE: _____

SUSTAINABLE BUSINESS PROGRAM COORDINATOR:

SIGNATURE: _____ DATE VERIFIED: _____

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