

Go Green NRV Business Program Checklist - Operations



Today's Date: _____ Phone: _____

Name of Business: _____

Address: _____

Town: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Contact E-mail: _____

info@gogreennr.com

www.gogreennr.com

I hereby certify that, to the best of my knowledge, our business is in compliance with all applicable Federal, State, and local laws, permits, and regulations relevant to this recognition. I further certify that all measures checked on our checklist are being practiced or implemented by our business. I hereby grant permission for an appointed representative of Go Green NRV to conduct an on-site visit of this business while this business holds the status of Recognition as a New River Valley Go Green Business.

* Signature of Managing Principal is required.

Signature _____ *Signature _____
 Go Green Contact: _____ Managing Principal: _____

Printed Name: _____ Printed Name: _____

Title: _____ Title: _____

The following checklist is designed to help all businesses as they evaluate ways to begin to go "go green" and in the process "save green". Whether you own your building or lease space, whether you have 1,000 employees or 1, these items can help you!

Future developments to this program will focus on exterior changes such as landscaping and other property needs, as well as facility changes and renovations. Go Green NRV wants to begin where all of us can play a part, and we invite your participation and comments.

Items A-1 and A-2 (yellow highlighted) are required to either be current practices or implemented in your first year as a New River Valley Go Green Business.

Commitments		Current Practices	Implement this Year	Long Term Goals
We will utilize our influence to support the principles of good environmental practices by setting an example and encouraging our employees, customers, and vendors to follow our lead.				
A1	Adopt a written environmental policy statement stating your businesses' commitment to operate as a green business. PLEASE ATTACH A COPY OF THE POLICY STATEMENT WITH YOUR CHECKLIST.	<input type="checkbox"/>	<input type="checkbox"/>	
A2	Designate a Go Green NRV coordinator (or coordinators) to take responsibility for monitoring and maintaining our company programs.	<input type="checkbox"/>	<input type="checkbox"/>	
A3	Provide on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into: <ul style="list-style-type: none"> • Performance appraisals, job descriptions, training programs, employee orientations • Staff meeting discussions - document dates and methods used (email, teleconference) • Your employee reference materials • Your company newsletter or bulletins • Your company suggestion and reward programs 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4	Inform your customers about your business' environmental efforts and what you are doing to meet the green business standards. For example: <ul style="list-style-type: none"> • Post the Go Green NRV 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 recognition on your website, and link it to the GoGreenNRV.com home page. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5	Attend annual Go Green NRV workshop, update checklist and review with Go Green NRV.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A6	Calculate carbon foot print. (see www.gogreennr.com for link)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A7	UPDATE OF CHECKLIST IS REQUIRED EVERY 12-MONTH PERIOD BEFORE RENEWAL OF RECOGNITION STATUS IS GRANTED. Renewal of recognition status is based on progress in sustainable measures implemented.			
A8	Please indicate if you are interested in more information on how your company can assist the Go Green NRV initiative.	<input type="checkbox"/>		

NOTES: Use the space below to include supporting information about measures check marked above, or to include additional measures not listed on the checklist.

GO GREEN NRV - GREEN BUSINESS OPERATIONS 2009

Source Reduction & Recycling				
Source Reduction: Reduce waste at the source by consuming or buying less products. Reuse instead of buying new. Recycling and Composting Programs: Set up an ongoing system to recycle and compost. Make it easy for employees to recycle by placing clearly marked collection bins (and signs) in convenient locations.		Current Practices	Implement this Year	Long Term Goals
B1	Recycle or reuse the following fibers: cardboard (corrugated cardboard boxes); mixed paper (junk mail, scrap and colored paper); newspaper; office paper (white ledger, color paper, computer, and copier paper).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2	Recycle all glass, plastic, and aluminum in accordance with local area recycling program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3	Collect items that are recommended for recycling (batteries, CFL's, cell phones and other electronics, etc.) and institute a program for their safe disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4	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 type="checkbox"/>	<input type="checkbox"/>
B5	Practice efficient copying by using the size reduction feature (e.g. print two pages of a document on one page, set word processing defaults for smaller fonts and margins). Minimize misprints by posting a diagram showing how to load paper, like letterhead or envelopes. 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 type="checkbox"/>	<input type="checkbox"/>
B6	Keep a stack of previously used paper near printers. Use it for scratch paper or internal memos, make it into notepads, or designate a bypass tray on printer for printing draft single-sided documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B7	Reduce unwanted mail by the following: <ul style="list-style-type: none"> • E-mail or call senders requesting removal from mailing list. • Return labels from duplicate mailings & subscriptions requesting all but one be removed or e-mail the duplication information to the originator. • Write "refused" on first class mail and return to sender. • Use an on-line service to help reduce junk mail (ex. 41 lbs.org, TonicMailStopper.com, CatalogChoice.org) • Purge your own mailing lists to eliminate duplication. Document the process. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B8	Send and receive faxes directly from computers without printing. Eliminate paper documents by having electronic forms and contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B9	Eliminate individual bottles of water for employees and guests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B10	Print promotional materials with vegetable or other low-VOC inks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B11	Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, office supplies, etc.). Document donations and sales of materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B12	Centralize employee schedules, meeting announcements and journals in a single location (bulletin board, white board, email, software programs, etc.) to reduce printed copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B13	Design marketing materials that require no envelope – postcards or fold and mail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affiliations				
	List sustainable organizations that your business is affiliated with. (ie USGBC, Energy Star, Sustainable Blacksburg, etc.) (for informational use only)			
C1				
C2				
C3				
C4				
C5				

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Sustainable Purchasing		Current Practices	Implement this Year	Long Term Goals
D1	Assess your office to develop an inventory of hazardous materials (cleaning products, building maintenance, pesticides, fertilizers) in use regularly and identify ways to reduce their use. Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners. Replace all aerosols with pump dispensers, if available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2	Work with your janitorial service, building maintenance staff, or other service providers to use safer alternatives to potentially harmful products. Require your janitorial service company to use only low toxic cleaning products. Use Green Seal certification standards (www.greenseal.org) in your facility. Provide an inventory (that includes manufacturer name, product name and application, ingredients) of all products purchased and used in the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4	Purchase products with low VOCs, low or no formaldehyde, and the highest recycled content in non-aerosol packaging, when painting or polishing any office space. Products can include paint, paint removal products, furniture and casework. See www.builditgreen.org .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D5	Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D6	Buy unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D7	Replace toxic permanent ink markers/pens with water-based ones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D8	Purchase Electronic Product Environmental Assessment Tool (EPEAT) registered computers equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D9	When possible, arrange for a single vendor who makes deliveries for several items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D10	Purchase used or refurbished equipment and/or furniture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D11	Lease, rather than purchase, computers and printers or Upgrade desktop computers instead of purchasing new ones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D12	Replace several similar products with one or two that do the same job. If using a multi function printer/scanner/fax eliminate auxiliary printers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D13	Choose vendors that take back products after their shelf life is over (batteries, fluorescent light bulbs, and toner must be recycled). OR, work with vendors to minimize product packaging: Request that they use recyclable packaging materials (no Styrofoam, bubble wrap, etc) or ask them to take back packaging materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D14	Copy, computer and fax paper (suggested minimum 30% post consumer waste) Letterhead, envelopes and business cards (suggested minimum 30% post consumer waste) Marketing materials (suggested minimum 30% post consumer waste) Design marketing materials that require no envelope – postcards or fold and mail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D15	Actively seek and request 100% pcw recycled, chlorine free paper.			
D16	Purchase toilet paper, tissues, paper towels, folders or other paper products with recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D17	Use recycled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D18	Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Energy & Water Conservation		Current Practices	Implement this Year	Long Term Goals
E1	CFL bulbs are installed in all standard sockets that are not on dimmable circuits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2	Tube fluorescent lighting fixtures have modern electronic ballast and T5 or T8 tubes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3	Offer telecommuting opportunities and/or flexible schedules so workers can avoid traffic commutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4	Offset company's transportation CO2 emissions. See www.terrapass.org .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5	Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance. Provide secure bicycle storage for staff and customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E6	Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps, and transit schedules before driving directions). Enroll in a car share program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E7	Offer electric vehicle recharge ports for visitors and employees' electric vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E8	Properly set and maintain lighting control devices (current time and on/off schedule) such as time clocks, photocells and sensors and adjust for season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E9	Use task lighting instead of lighting the entire area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E10	Use light switch reminders to remind staff to turn off lights when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E11	Encourage use of day lighting where appropriate and natural ventilation when feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E12	Use small fans or low wattage space heaters for supplemental heat. Use ceiling fans to promote air circulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E13	Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E14	Check the property for leaks every 6 months. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your water company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E15	Understand your water bill and review it on a regular basis for indications of leaks, spikes or other problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E16	Keep dumpsters covered and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E17	Keep company vehicles well maintained to prevent leaks and minimize emissions; encourage employees to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E18	Develop a plan that outlines strategies to reduce vehicle miles traveled (VMT) and provide a copy. If you do not have a plan, provide a description of how you will incorporate VMT reduction plans into your policies in the future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E19	Carefully plan delivery or travel routes to eliminate unnecessary trips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E20	Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E21	Provide car/van pool parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E22	Encourage employees to bring lunch and/or walk/bike/carpool to eatery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E23	Offer a shuttle service to and from bus, train and/or light rail stops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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