



GREEN BUSINESS LEADERS



Green Business Award

Additional Practices

A list of best practices to consider using for the “Additional Practices” section of your Green Business Award application.

There are many actions that can contribute to a sustainable workplace. Since we can't list them all on our certification application, there's space near the end of the application for you to write in your own.

If you're looking for reminders of actions you are already doing and could include, this list may help. However, this list is **not** intended to represent the only actions that will count towards your certification. We always like to see your own unique actions listed on your application.

Are you already certified as a Green Business Leader? Maybe this list will spark some new ideas for you.

Reduce, Reuse, Recycle Practices

- Promotional materials such as business cards or brochures are printed on recycled-content paper and the percentage of recycled content is printed on the document somewhere.
- Recycling containers are located next to every trash can.
- Garbage cans have been removed from individual work spaces and are located only in central locations.
- Annual waste audits are conducted.
- Copier PIN or mailbox features are used to minimize unclaimed print jobs.
- Second-hand or repurposed office furniture, equipment, or supplies are purchased and used whenever possible.
- Office furniture and office supplies are donated for reuse when no longer needed.
- Refillable white board markers are used.
- Reusable (dry erase) table tents/name cards are used for meetings and events.
- Cloth napkins and towels are used instead of paper products in the kitchen.
- Cloth towels are used instead of paper towels in restrooms.
- Food scraps are composted onsite and the product is used in a vegetable or flower garden.

Toxics Reduction Practices

- Green cleaning products are [made using household ingredients](#) (vinegar, baking soda, etc.).
- Only low-VOC (volatile organic compound) paints are used.
- “No idling” signs are posted wherever trucks or cars tend to stop for long periods (at loading docks, school pickup lanes, etc.).
- Fleet is enrolled in [EPA's SmartWay](#) program.

Employee Engagement and Social Responsibility Practices

- One or more employees have received [Master Recycler](#) training.
- Sustainability is included as part of job descriptions/applications.
- Sustainability is included as part of annual employee reviews.
- Employees organize and participate in a contest or activity that promotes thoughtful consumption, waste prevention or reuse of materials, at least every year.
- Employees are allocated a certain amount of funding for attending trainings or conferences related to sustainability.

Transportation Practices

- Flex time and/or telecommuting are an option for most employees.
- Employees have access to a shared company vehicle, car sharing membership, and/or free transit ticket for work-related trips during the day.
- Subsidized parking has been eliminated (100%) to discourage auto commutes.
- Teleconferences and videoconferences are encouraged to reduce business travel.
- Showers and lockers are provided for bike and walk commuters.
- Business has received [Bike Friendly Business](#) certification.
- Catered lunches or events arrive by bicycle courier.

Energy Practices

- Business purchases only [EPEAT-certified](#) equipment.
- Solar panels or wind turbines are in use on our building.
- Carbon offsets are purchased for energy-related activities, especially travel.
- Ceiling fans are set to rotate clockwise in winter (heating months) and counter-clockwise in summer.
- Laptops, notebooks, and other portable devices are used rather than desktop computers.
- Canopies are installed to minimize building's cooling needs.
- Rooftop economizers are used for building cooling.
- Business tracks and monitors energy use/data through software or other means.
- Business has participated in or currently enrolled in an energy management program through a third party energy firm.

Water Practices

- Building has an ecoroof.
- Faucets have automatic shut-off sensors.
- Efficient irrigation controls are used. (WaterSense-labeled irrigation controls, efficient spray heads, etc.)
- Stormwater is managed on site through cistern, rain barrels, bioswales, pervious pavers, etc.
- [Water Restoration Certificates](#) are purchased to offset our business' water footprint.
- An area on our property has been [depaved](#) in the last five years.

Food Practices

- Bulk/reusable containers are used for condiments, sugar, creamers, etc.
- Participate in CSA (community supported agriculture); scheduled drop off site at workplace.
- Organic ingredients are used.
- Regional/local ingredients are sourced and used when possible.
- Vending machines offer at least 50% healthy options. (See pages 19-20 of the American Heart Association's [Healthy Workplace Food and Beverage Toolkit](#).)

Foodservice Sector Practices

- Food is thawed in refrigerator, not under running water.
- Water is served to customers only at their request.
- Reusable bottles are provided to staff for tap water (to avoid bottled water delivery).
- Heated dipper wells are used rather than constant-flow water wells.
- Door closers and strip curtains are installed on walk-in cooler doors.
- Magnetic door gaskets are used to maintain the seal on refrigeration units.
- Variable-speed hood fans are installed to adjust fan speed according to demand.
- Heat recovery ventilation is used on hood exhaust vents to capture and reuse heat on incoming air or water.

Retail Sector Practices

- Customers who bring back containers and bags for reuse or refill are rewarded.
- Customers who bike, walk or use public transportation to visit our location are rewarded.

Other Practices

- Business is employee-owned.
- Donate a percentage of day's sales to local nonprofits, schools, or other causes at least annually.
- Campus or other open space is certified as [urban wildlife habitat](#).
- One or more employees has participated in a [Northwest Earth Institute Course](#) within the past 3 years.
- Building, or office space, has received [LEED certification](#).
- Building has been certified through the [International Well Building Institute](#).
- Our business has received a [JUST label](#).
- Business is a [Benefit Corporation](#) or has become [B Corp certified](#).
- Business is an Oregon Food Bank partner (Food bank pantry or Harvest Share location).

We welcome new ideas! Please email suggestions for new practices to recycle@co.washington.or.us.