



GREEN BUSINESS LEADERS



Green Business Award

Office and Retail Sector Application

Includes: Manufacturing, hospitality, healthcare facilities and schools that do not have onsite foodservice.

Washington County's Green Business Award recognizes an organization's efforts in sustainable materials management, toxics reduction and supporting actions like conserving water and energy.

To apply, save this form to your computer and open with the most recent version of [Adobe Reader](#). Then complete and email your application to: recycle@co.washington.or.us. A Washington County Green Business Advisor will contact you to arrange a site visit and review your application.

To receive the Green Business Award, a business must:

1. Meet all eligibility requirements listed on page 1.
2. Complete *at least* one practice in each category, listed on pages 2-5.
3. Complete enough total practices to reach one of the two certified levels:



30 practices



40+ practices

Business Information

Business name:

Date:

Number of employees at site:

Address:

Contact person:

Title:

Phone number:

Email:

Eligibility Requirements

Our workplace is located in Washington County, excluding the City of Beaverton.

Our organization recycles paper, metal, plastic and glass.

Our organization complies with applicable environmental ordinances and regulations, including proper disposal of electronics, paint, rechargeable batteries and mercury lighting.

Our organization complies with all other applicable city, county and state ordinances and regulations.

Our organization commits to meet with a Green Business Advisor at least once a year.

Our organization subscribes to the Green Business Leaders [quarterly e-newsletter](#).

Reduce, Reuse, Recycle Practices

1. Paperless alternatives are used whenever possible (paystubs, invoicing, orientation materials, etc.).	
2. Centralized printers are used. (No more than one per 10 employees.)	
3. Computers, copiers and printers are set to print double-sided by default.	
4. At least one additional material (batteries, plastic bags, etc.) is recycled beyond basic mixed recycling.	
5. Unused/outdated electronic devices are donated for reuse.	
6. Recycling receptacles are clearly labeled, regularly monitored, and employee education is provided when needed.	
7. Copier/printer paper contains at least 30% recycled content.	
8. Food scraps are composted.	
9. <i>Only</i> reusable dishware is available for day-to-day office use.	
10. Caterers follow sustainable practices (reusable dishware, buffet style serving, minimal packaging, etc.)	
11. Fluorescent light tubes and compact fluorescent lightbulbs (CFLs) are safely stored and properly recycled.	
12. Potentially hazardous products like paints, solvents, and cleaners are stored safely and recycled properly.	
13. High-efficiency electric hand dryers are used in restrooms <i>rather than</i> paper towels.	
14. Rechargeable batteries are used in most devices that require batteries.	
15. Incoming packaging materials are reused for outgoing shipments.	
16. Internal office supplies and packaging are reused, and employees are encouraged to seek out used products before purchasing new ones.	
17. Art made with reclaimed or reused materials is displayed in public areas.	

Toxics Reduction Practices

18. Third-party certified green cleaning products are used by employees.	
19. Third-party certified green cleaning products are used by janitorial staff.	
20. Recycled-content or Green Seal-certified paint, such as MetroPaint , is used.	
21. An EcoBiz -certified landscaping company (or certified internal program) provides landscaping services.	
22. An EcoBiz -certified auto maintenance company (or certified internal program) provides auto maintenance services.	

Water Practices

23. Only tap water is provided at our workplace; no water delivery service or single-serve plastic bottles.	
24. Kitchen faucet aerator has a flow rate of 1.5 gallons per minute or less.	
25. Restroom faucet aerator has a flow rate of 0.5 gallons per minute.	
26. A majority of our landscaping is native and drought tolerant.	
27. Toilets are WaterSense-approved or use 1.28 gallons per flush or less.	
28. Urinals are WaterSense-approved or use 0.5 gallons per flush or less.	
29. A water conservation audit was performed by a third-party water conservation program in the last three years.	

Energy Practices

30. Computers, computer monitors, printers, and copiers are set to sleep after 15 minutes of inactivity.	
31. Lighting is dimmed or turned off when adequate sunlight is available.	
32. Maintenance checks are regularly conducted on HVAC and other energy-intensive equipment.	
33. Windows are double-pane or better.	
34. Blinds are closed at night to maintain building temperature.	
35. Doors are weather-sealed.	
36. Programmable thermostats automatically reduce heating and air conditioning during closed hours.	
37. Occupancy sensors or timers are used for lighting in common rooms, like storage rooms and restrooms.	
38. Linear lighting uses either LED bulbs, T8 or T5 fluorescents with electronic ballasts.	
39. Track and spot lighting use LEDs or CFLs (compact fluorescent lightbulbs).	
40. Emergency EXIT lights use LED bulbs or no-energy glow-in-the-dark signs.	
41. "Smart" power strips are used at workstations that have three or more peripherals (monitor, speakers, etc.) or power strips are placed in easy-to-reach locations (such as the desktop) and switched off at night.	
42. Janitorial services are scheduled during business hours.	
43. Water heaters are set to 120 degrees.	
44. An energy audit has been conducted in our workplace within the past five years through either Energy Trust of Oregon or a third-party energy firm.	
45. Renewable energy is purchased for a portion of our electric use.	
46. Garage or parking lot lighting is energy efficient.	

Transportation Practices

47. Twenty percent or more of our employees walk, bike, carpool, or take transit as their primary commute method.	
48. Employees participate in a commuter challenge every year (Bike More Challenge , Drive Less Commute Challenge , etc.).	
49. Alternative travel options (TriMet Trip Planner, bike parking, EV charging station, etc.) are displayed on our website for visitors.	
50. Sheltered, secure bike parking is available for <i>employees</i> .	
51. Reimbursement, raffles, or other incentives are offered to employees that bike, walk, or carpool to work.	
52. Emergency ride vouchers or taxi reimbursements are available to employees who commute by foot, bike, transit, or carpool.	
53. An electric vehicle charging station , for employee and/or customer use, is located onsite or within one city block.	
54. An annual commute survey is conducted as part of promoting low-carbon commuting.	
55. Alternative transportation is used for work-related trips whenever possible (walk, bike, transit, car share, carpool, or electric vehicle).	
56. Bicycle tire repair kit, air pump and a spare lock are available for employees and visitors.	
57. A transit pass program is offered to all employees.	

Employee Engagement and Social Responsibility Practices

58. An employee or green team is supported by management in implementing sustainability efforts.	
59. Employees are educated at least once a year about sustainability best practices.	
60. Sustainability accomplishments are communicated to employees and customers.	
61. New employees are informed about sustainability best practices, including waste reduction, recycling and commuting options.	
62. A written sustainability plan and/or purchasing policy guides decision-making.	
63. A healthy meeting policy encourages fresh healthy food options, smaller portion sizes, walking meetings, etc. for company meetings.	
64. A system is in place to gather employee feedback suggestions related to sustainability actions at work.	
65. A lactation space is available for breastfeeding employees.	
66. Posted signs and messages encourage employees to take the stairs if they are able, instead of elevators.	

Community Engagement Practices

67. Sponsorship, in-kind services or products are donated to community organizations.	
68. One or more employees serve a community leadership role (business association, government advisory committee, etc.).	
69. A formal policy promotes contracting with women- and minority-owned businesses.	
70. A social responsibility mission statement guides our work and is shared with the public.	
71. Employees are allowed to volunteer in the community on paid work time.	
72. A charitable giving campaign, matching funds or similar program is in place to support charitable donations by employees.	
73. Sustainability-related events are scheduled or hosted for employees or the public.	

Additional Practices

We understand every business is different. You are welcome to describe up to five additional sustainability actions that your business has taken. Your Green Business Advisor will review these actions for additional credit towards certification.

74.	
75.	
76.	
77.	
78.	

Goal Setting

Set a sustainability goal to work on during the coming year, including intermediate steps and a target date.

Goal:	
Intermediate steps:	
Owner(s):	
Target completion date:	

Total Practices: _____

Our workplace has completed enough actions to achieve:

_____ Silver (30-39 total practices) _____ Gold (40+ practices)

By providing my signature below, I attest that the information provided in this application is accurate and truthful to the best of my knowledge.

Signature:	Name:
Title:	Date:



WASHINGTON COUNTY
OREGON
Solid Waste & Recycling

WashingtonCountyRecycles.com/GreenBusiness
503-846-3605
recycle@co.washington.or.us