

# THE GREATER PHILADELPHIA GREEN BUSINESS COMMITMENT

## TENANT CHECKLIST

# I. LEADERSHIP AND EDUCATION

OBJECTIVE: RAISE AWARENESS OF SUSTAINABILITY EFFORTS AND ENVIRONMENTAL ISSUES WITHIN COMPANY AND BUSINESS COMMUNITY AT LARGE.

- |                                                                                                                                                                                                                                                                                                               | Y                                   | N                        | N/A                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| (1) Designate a green office advocate or working committee.                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Assess and track your firm's/facility's (ies') Philadelphia region estimated baseline carbon footprint. (Use of the calculator provided by Pennsylvania Environmental Council is strongly encouraged; however, a member may assess its carbon footprint using the protocols identified below (see NOTE).) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) Promote sustainability initiative and forthcoming changes, strategies, and objectives within company on a regular basis to raise consciousness and add transparency of the initiative.                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (4) Develop and implement a written plan to reduce carbon footprint.                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) Appoint management level sustainability officer.                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) Establish and promote individual green pledge for employees.                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (7) Actively encourage employees to adopt sustainable practices outside of work, and provide resources for doing so (such as discounted compact fluorescent (CF) light bulbs).                                                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (8) Host regular green awareness events within the company.                                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (9) Prepare an internal annual report of progress and distribute to employees/shareholders.                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (10) Distribute an external green e-newsletter on at least a quarterly basis.                                                                                                                                                                                                                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (11) Prepare an external annual report on progress to be distributed publicly.                                                                                                                                                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (12) Be in a LEED-certified building and/or certify your space as a LEED Commercial Interior.                                                                                                                                                                                                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (13) Post and maintain your current Greater Philadelphia Green Business Commitment Self-Certification Report (this checklist) on your external website.                                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (14) Post and maintain your current carbon footprint (summary data) on your external website.                                                                                                                                                                                                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: Acceptable protocols are those developed by the World Resources Institute & World Business Council for Sustainable Development available at [www.ghgprotocol.org](http://www.ghgprotocol.org), The Climate Registry at [www.theclimateregistry.org/resources/protocols](http://www.theclimateregistry.org/resources/protocols), or the California Climate Action Registry at [www.climateregistry.org/tools/protocols/generalreporting](http://www.climateregistry.org/tools/protocols/generalreporting)

Red items indicate mandatory minimum requirements.

# II. ENERGY

## OBJECTIVE: REDUCE ENERGY USE AT FACILITY.

### A. General

(1) Conduct an informal internal energy audit of your facility (ies) (assess and implement simple measures to reduce energy consumption). Y N N/A

(2) Purchase 10% of electricity demand as renewable energy credits (green power) from your utility.

(3) Purchase an additional 10% of electricity demand as renewable energy credits (green power) from your utility (20% total).

(4) Purchase an additional 10% of electricity demand as renewable energy credits (green power) from your utility (30% total).

(5) Have an outside firm conduct a formal energy audit of your facilities.

### B. HVAC

(1) Maintain (and adhere to) a written policy that ensures blinds and curtains are closed during peak summer period (white reflects) to reduce A/C load. Y

(2) Institute and/or maintain a written maintenance program: Inspect permanent filters every 3 months and clean permanent filters with mild detergents when necessary (change replaceable filters every three months); check the entire system for coolant and air leaks, clogs, and obstructions of air intake and vents; keep the condenser coils free of dust and lint; keeps the evaporator coils free of excessive frost. Y

(3) Implement weatherizing policy and measures (I.e. weather stripping, caulking, sealing unused space, not heating/cooling unused space). Y N N/A

(4) If appropriate, apply window film to reduce solar heat gain. Y

(5) Install ceiling fans to promote air circulation and reduce the need for air conditioning or use fan-only mode on A/C.

### C. Lighting

(1) Maintain (and adhere to) a written policy to turn off office lights when leaving for more than 15 minutes and post reminders.

(2) Replace incandescent bulbs with compact fluorescents or LED lights. Use halogen lamps only for low wattage task and spot lighting. Y

(3) Arrange your workspaces to take advantage of areas with natural sunlight, and design for increased natural lighting when remodeling (workspace within 30' of natural light).

(4) Use "task" lighting with energy efficient bulbs where extra light is needed, rather than over-lighting an entire area with ambient light.

(5) Replace standard fluorescent lights with low- or no-mercury fluorescent lights that are higher efficiency.

(6) Install optical reflectors or diffusers to increase lighting efficiency and reduce the number of fixtures, lamps.

(7) Disconnect unused ballasts in de-lamped fixtures and replace burned out lamps to avoid ballast damage.

Red items indicate mandatory minimum requirements.

# II. ENERGY

## OBJECTIVE: REDUCE ENERGY USE AT FACILITY.

### C. Lighting

- |                                                                                                                                                           | Y                                   | N                        | N/A                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| (8) Reduce ambient lighting to 1W/sf and 35 FC (except in specialty work areas).                                                                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| (9) Clean lighting fixtures, diffusers and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%). | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| (10) Use daylight sensors in lighting systems.                                                                                                            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (11) Replace magnetic ballasts with electronic ballasts and install T-8 or T-5 lamps.                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| (12) Install bypass/delay timers for off-hour lighting.                                                                                                   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (13) Install occupancy sensors on lights in places of variable occupancy, such as restrooms, private offices, storage, etc.                               | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| (14) Increase natural lighting through installing sidelights or lowering cubicle and non-structural walls that block lighting to interior workstations.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

### D. Office Equipment

- |                                                                                                                                                                                          | Y                                   | N                        | N/A                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| (1) Set all office equipment to go to standby mode when not in use (e.g. energy saver buttons on copiers). Turn off equipment when not in use for long periods of time (end of workday). | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Establish purchasing program to buy only EPEAT certified computers and LED monitors that consume approximately 1/3 less energy than larger CRT monitors.                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) Establish purchasing policy to only purchase Energy Star or energy efficient equipment and appliances.                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (4) Install or use plug load controllers for office equipment that switches equipment off after working hours.                                                                           | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) Set refrigerator temperature between 38°F and 41°F and freezer between 10°F and 20°F.                                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) Install "instant-on" hot water.                                                                                                                                                      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

# III. OPERATIONS & PROCUREMENT

OBJECTIVE: ENGAGE IN PURCHASING PRACTICES THAT MINIMIZE ENVIRONMENTAL IMPACTS WITHIN BUSINESS AND THROUGHOUT THE SUPPLY CHAIN.

## A. Facilities / Janitorial

- |                                                                                                                                                                                                | Y                                   | N                        | N/A                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| (1) Buy toilet paper, tissues and paper towels that have 35%-100% post-consumer recycled content.                                                                                              | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Implement a "just in time" purchasing policy (inventory reduction purchasing) and a "first-in/first-out" chemical usage policy (using older chemicals first) to use old material first.    | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) Replace aerosols with non-aerosol alternatives (such as pump sprays for fresheners and cleaners).                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (4) Buy low or no VOC paints, coatings, adhesives, and sealants for renovation projects.                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) When replacing furniture, phase in low-VOC furniture.                                                                                                                                      | <input checked="" type="checkbox"/> |                          |                          |
| (6) Use green cleaning techniques and products, including low-toxic, biodegradable cleaners, and properly dispose of expired materials.                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (7) When renovating, use eco-friendly flooring, such as CRI green label plus carpeting, CRI green label carpet pads, and floorscore certified flooring (bamboo, natural linoleum, cork, etc.). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## B. Office

- |                                                                                                                                                                                                                                                               | Y                                   | N                        | N/A                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| (1) Institute a written policy regarding the rental of office equipment where appropriate. Businesses that lease equipment tend to use more durable items, salvage reusable parts, refurbish, recycle, or donate used equipment that can no longer be leased. | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Purchase copy, computer or fax paper, letterhead, envelopes and business cards with at least 35% post consumer recycled content.                                                                                                                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) Purchase boxes and bags for retail use or shipping made from recycled paper or plastic (or reuse old boxes and bags).                                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (4) Where possible, use non-toxic water-based markers rather than toxic permanent ink markers/pens.                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) Use recycled or remanufactured laser and copier toner cartridges.                                                                                                                                                                                         | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) For shipping items, use shredded paper or corn starch pellets for packaging needs instead of purchasing styrofoam pellets, bubble wrap or other packaging materials; also, reuse, in your own packaging, packaging materials received.                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (7) When purchasing new printers, buy ones with duplex capability.                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (8) Print promotional materials with soy or other low-VOC inks.                                                                                                                                                                                               | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

# III. OPERATIONS & PROCUREMENT

OBJECTIVE: ENGAGE IN PURCHASING PRACTICES THAT MINIMIZE ENVIRONMENTAL IMPACTS WITHIN BUSINESS AND THROUGHOUT THE SUPPLY CHAIN.

## C. General Practices

	Y	N	N/A		Y	N	N/A
(1) Maintain (and adhere to) a sustainable purchasing policy (Energy Star equipment and appliances; recycled content, biodegradable paper products; energy-efficient, low-mercury lamps; plastic products; food products; building/renovation materials). Consider and favor products that are recyclable at the end of their useful life.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Specify deliveries in reusable or returnable containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Choose vendors who can articulate sustainable practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) When purchasing garbage pails or garbage bags, find ones that use recycled plastic (e.g. recycled HDPE trash liner bags instead of LDPE or LLDPE).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Use unbleached and/or chlorine-free paper products (copy paper, promotional paper, paper towels, coffee filters, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) When possible, arrange to order environmentally friendly items from vendors who make deliveries for several items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Use local businesses for products and services whenever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) Ask vendors to take back packaging and used or damaged products for reuse and recycling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Choose vendors who take back products after their shelf life is over (e.g. fluorescent light bulbs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11) In order to improve indoor air quality, ban smoking from interior spaces and designate exterior smoking areas at least 25 feet from building entries, outdoor air intakes and operable windows, with cigarette butt disposal units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Purchase items with the least packaging and work with vendors to minimize product packaging. Minimize packaging in your own products and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(12) Serve locally-grown and/or organic food at corporate events when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# IV. TRANSPORTATION

OBJECTIVE: REDUCE CARBON FOOTPRINT OF EMPLOYEE TRAVEL BY ENCOURAGING ALTERNATIVE COMMUTING AND FUEL ECONOMY.

## A. Commuter

- |                                                                                                                                                                                                                                                         | Y                                   | N                        | N/A                                 |                                                                                                                                                                                     | Y                                   | N                        | N/A                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| (1) Have a bike kit for employees who may have bicycle emergencies or problems.                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | (8) Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.                            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Reserve with signage car/van pool and low-emissions/fuel efficient vehicle parking spaces.                                                                                                                                                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | (9) Offer secure areas for bicycle storage for both employees and customers.                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps, transit schedules, commuter ride sign-ups, etc. in a visible area for employees). | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | (10) Offer lockers and showers for employees who walk, jog or bicycle to work. Provide your own, or subsidize the cost of locker rentals and shower passes at a nearby health club. | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (4) If space locations are convenient, enroll your company in a car-sharing program.                                                                                                                                                                    | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (11) Offer electronic vehicle recharge ports for visitors and employees' electric vehicles.                                                                                         | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) Operate a car pooling message board for employees who drive.                                                                                                                                                                                        | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (12) Institute flextime and work-at-home days for employees who commute by car.                                                                                                     | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) Sign up for commuter benefits such as TransitChek for employees.                                                                                                                                                                                    | <input checked="" type="checkbox"/> |                          |                                     | (13) Subsidize or otherwise incentivize employee purchase of hybrid vehicles.                                                                                                       | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (7) Distribute free or discounted public transportation passes (beyond discount offered by TransitChek), or offer other incentives (such as additional vacation days) for using public transit.                                                         | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | (14) Provide a commuter van or offer a shuttle service to and from bus, train and/or light rail stops; or be located within walking distance of transit stop.                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# IV. TRANSPORTATION

OBJECTIVE: REDUCE CARBON FOOTPRINT OF EMPLOYEE TRAVEL BY ENCOURAGING ALTERNATIVE COMMUTING AND FUEL ECONOMY.

## B. Business Travel

Y N N/A

(1) Have written policy to use hybrid cars during business travel when it is necessary to rent a car.

(2) Have written policy to use public transit or car share if possible when traveling from office in metro area.

(3) Use teleconferencing to cut down on amount of business travel.

(4) Buy carbon offsets for all business travel.

## C. Fleet

Y N N/A

(1) Carefully plan delivery routes and errands to eliminate unnecessary trips.

(2) Purchase carbon dioxide offsets for company vehicles.

(3) Convert company vehicles to low-emission/fuel efficient vehicles (hybrid and/or using natural gas, electricity or alternative fuels).

(4) Make 50% of company fleet zero emissions vehicles (ZEV) or ACEEE 40 or less rated.

# V. WASTE REDUCTION & RECYCLING

OBJECTIVE: REDUCE VOLUME OF WASTE GENERATED BY BUSINESS, RECYCLE AS MUCH WASTE AS POSSIBLE.

## A. Food & Beverage

- |                                                                                                                                                                                          | Y                                   | N                        | N/A                      |                                                                                                                                                                        | Y                                   | N                        | N/A                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| (1) <b>Recycle food and beverage containers (all glass, #1 &amp; #2 plastic and aluminum containers).</b>                                                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (5) Keep a stack of previously used paper near printers. Use it for drafts, scratch paper or internal memos or designate a draft tray on printers with multiple trays. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Supply water through a fountain, cooler or tap; eliminate bottled water.                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (6) Recycle tyvek envelopes.                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) Use refillable containers of sugar, salt & pepper, half & half, etc. to avoid individual condiment packets.                                                                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | (7) Write to or call senders requesting removal from mailing list to reduce junk mail.                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (4) For catering and takeout, either use your own reusable dishes or encourage caterers to serve "family-style" in reusable serving dishes.                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (8) Return labels from duplicate mailings and subscriptions requesting all but one be removed.                                                                         | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) In the lunch/break room, eliminate disposables (plastic utensils, coffee stirrers, paper towels) by using permanent ware (mugs, dishes, utensils, towels/rags, coffee filters, etc.) | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | (9) Write "refused" on unwanted first class mail and return to sender.                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) Have on-site composting of organic waste or arrange for outside vendor to pick it up for composting.                                                                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | (10) Purge your own mailing lists to eliminate duplication.                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## B. Paper

- |                                                                                                                                                                            |                                     |                          |                          |                                                                                                                                                                               |                                     |                          |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| (1) <b>Recycle (or reuse) all paper products that your recycling vendor will accept.</b>                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (13) Eliminate fax cover sheets by using "sticky" fax directory notes or use software that allows you to send and receive faxes directly from your computer without printing. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) Maintain (and adhere to) a written policy of "green printing practices," including duplex printing, draft printing, and utilization of scrap paper.                    | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | (14) Institute written policy encouraging the use of the size reduction feature in photocopying (e.g. print two pages of book on one page).                                   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) If your facility still has an old printer without duplex capability, use only for single page documents and ensure multi-page documents are printed on duplex printer. | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | (15) Minimize misprints by posting a diagram showing how to load special paper, such as letterhead.                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (4) Encourage employees to read, highlight and comment on documents on the computer screen whenever possible.                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (16) Recycle toner cartridges, cell phones and dry cell batteries.                                                                                                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Red items indicate mandatory minimum requirements.

# V. WASTE REDUCTION & RECYCLING

OBJECTIVE: REDUCE VOLUME OF WASTE GENERATED BY BUSINESS, RECYCLE AS MUCH WASTE AS POSSIBLE.

## C. Policies

Y N N/A

(1) Make it easy for employees to recycle by placing clearly marked collection bins in convenient locations. Post signs and/or train employees regarding recycling policies and procedures in the office.

(2) Donate or exchange unwanted but usable items (furniture, supplies, electronics, scrap materials, computer disks, etc.) to schools, churches, hospitals, libraries, non-profit organizations, museums, teacher resource organizations, etc.; or enroll in a waste exchange program.

(3) Conduct a waste audit of your facilities.

## VI. WATER MANAGEMENT

OBJECTIVE: REDUCE BUSINESS'S AGGREGATE WATER USE AND DISCHARGE OF POLLUTANTS INTO STORMWATER RUNOFF.

### A. Exterior

Y N N/A

(1) If you need to use water to clean concrete or asphalt surfaces, use "dry sweeping," water efficient "spray brooms," or low flow (<3 gpm) spray nozzles with automatic shut-off rather than a garden hose.

(2) If company owns any vehicles, routinely check for leaks and keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.

### B. Interior

Y N N/A

(1) Post signs in restrooms and kitchen areas encouraging water conservation.

(2) Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets. Train your staff to monitor and respond immediately to leaking equipment.

(3) Understand your water bill and review it monthly for indications of leaks, spikes or other problems.

## VII. INNOVATION

BUSINESSES MAY ATTAIN UP TO TWO EXTRA "INNOVATION" CREDITS FOR EACH CATEGORY IF THEY HAVE INSTITUTED PRACTICES WHICH ARE NOT ON THE CHECKLIST BUT WHICH FURTHER THE OBJECTIVE OF THE CATEGORY.

1. Proposed: Call or email the senders of junk faxes to be removed to reduce/eliminate the number of unnecessary faxes.

APPROVED by Patrick Starr of the Pennsylvania Environmental Council on 11/13/09.