



## Office/Retail Program Standards

This document serves to provide business owners with a hard copy of the check and balances required in order to become a certified green business in the City of Cupertino. This checklist is for review purposes only. Please contact erinc@cupertino.org when you are ready to apply.

Required Actions

Additional Measures



General/Staff Education



Solid Waste



Energy Conservation



Water Conservation



Pollution Prevention



Wastewater



Health & Wellness

Working Partners:



This program is funded by California utility customers and administered by PG&E under the auspices of the California Public Utilities Commission.

### General/Staff Education

#### General Standards for All Businesses

Required

- Inform your customers about your business environmental efforts and what you are doing to meet the green business standards. For example: Post the Green 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 certification on your website, and link it to the GBP home page.
- Adopt a written environmentally preferable (or green) purchasing policy. Ask your Green Business Coordinator for templates.
- Establish a 'green team' that can help guide efforts to green your business.

### Solid Waste

#### Purchase with Recycled Content

Required

- Paper towels with 35% post-consumer waste
- Purchase copier/printer paper with at least 30% post consumer waste

#### Purchase with Recycled Content

Complete at least 3

- Purchase office/copier paper with 100% post consumer waste
- Purchase copy, computer and fax paper with minimum 50% post consumer waste
- Purchase letterhead with the highest recycled content available
- Purchase envelopes with the highest recycled content available.
- Purchase toilet seat covers and toilet paper with recycled content.
- Remodel/build with materials containing recycled content
- Purchase tissues with the highest recycled content available
- Purchase business cards with recycled content
- Purchase carpet, carpet undercushion, or flooring with recycled content.
- Purchase folders or other paper products with the highest recycled content available.
- Purchase garbage bags with the highest recycled content available.
- For retail use or shipping, purchase boxes or bags with recycled content.

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- Use refilled or remanufactured laser and copier toner cartridges.
- Retailers stock/sell products made with recycled content.

**Recycle Materials**

**Required**

- Recycle all paper, glass, metal, cardboard and plastics accepted in your area.
- Where applicable, provide recycling and composting container(s) at convenient and appropriate locations such as staff lunch or break rooms and near vending machines.

**Recycle Materials**

**Complete at least 1**

- Recycle CDs/DVDs
- Compost food scraps
- Compost landscape trimmings (green waste) and debris

**Reduce Waste**

**Required**

- If you provide disposable bags to your customers for items purchased, encourage the reuse of paper or plastic bags by offering discounts on future purchases. Plastic bags should only be provided when absolutely necessary.
- Eliminate individual bottles of water for employees and guests.
- Eliminate the use of polystyrene containers. Utilize one of the following options (in order of preference): paper, paperboard, compostable containers (starch-based sugarcane, rice hulls, and/or corn), or recyclable plastic.
- Purchase/lease all new copiers and printers with double sided copying capability or ensure that employees are printing on both sides of the page manually (print odd pages, return to printer, then print even pages).
- 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

**Reduce Waste**

**Complete at least 3**

- Set document defaults to smaller fonts and margins.
- Send and receive faxes directly from computers without printing
- Keep a stack of previously used paper near printers to use for drafts or internal memos, or designate a draft tray on printers with multiple trays.
- Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed
- Eliminate paper documents by using electronic forms and contracts.
- Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.
- Select products shipped with less packaging.
- Retailers: Use optical scanners, which give more details about inventory, for more precise ordering.
- Request that marketing materials be printed on recycled content paper.
- Subscribe to journals, trade magazines, etc. online rather than receiving hard copies.

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## Reuse Materials

**Complete at least 3**

- Request that marketing materials be printed on recycled content paper.
- Purchase used or refurbished equipment and/or furniture.
- Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.
- Recycle or reuse plastic wrap/bags
- Reuse paper or plastic packaging materials in your own shipments.
- Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags)
- In the lunch/break room, replace disposables with permanent water (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.
- Lease, rather than purchase computers and printers or upgrade desktop computers instead of purchasing new ones.
- Recycle wood, including pallets
- Designate a reuse area for office supplies such as binders, folders and staplers.
- Have your toner cartridges refilled for reuse.

## Energy Conservation

### Reduce Your Energy Bill

**Required**

- Replace incandescent bulbs with efficient compact fluorescents
- Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting
- Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration system at least twice a year.
- Use energy efficient exit signs, such as LEDs

### Equipment & Facilities

**Complete at Least 5**

- Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to do the same
- Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced)
- Use occupancy sensors to control air conditioning and heat.
- Properly set and maintain lighting control devices (current time and on/off schedule) such as time clocks, photocells and sensors and adjust for season.
- Use ENERGY STAR® office equipment and enable energy saving features
- Set refrigerator temperature to meet minimum health requirements (typically between 38F and 41F for refrigerators and between 10F and 20F for freezers)
- Apply window film to reduce heat
- Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery

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- Incandescent bulbs that are not replaced with compact fluorescents are replaced with LEDs.
- Use a 365 day programmable thermostat to control heating and air conditioning
- Use task lighting instead of lighting the entire area
- Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks
- Reduce number of fixtures or lamps per fixture

**Water Conservation**

**Reduce Your Water Bill**

**Required**

- Install toilets with 1.6 gpf (gallon per flush) or less
- Check for and repair all leaks, including in toilets
- Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur
- Install low-flow aerators in faucets and showerheads according to water district specifications.
- Post signs in restrooms and kitchen to encourage water conservation and to report leaks
- Use only dry methods to clean outdoor hard surfaces and post instructions for staff.

**Reduce Your Water Bill**

**Complete at least 2**

- Provide additional urinals in men's restroom and reduce number of toilets
- Replace water-cooled equipment, such as air condition units, with air-cooled.
- Reduce indoor water pressure to no higher than 50 psi by installing pressure reducing valves.
- Conduct annual training to educate staff about the benefits of efficient water use at the workplace.
- Schedule your water company to make a presentation to staff to encourage water conservation at home. (Some water companies offer training and take home conservation kits).
- Adjust sprinklers for proper coverage—optimizing spacing and avoiding runoff onto paved surfaces. Adjust sprinklers to achieve even water distribution and to eliminate all runoff.
- Go beyond the 1.9 gpf toilets to 1.28 gpf HETs (high efficiency toilets). Ask your water district about rebates for replacing older toilets >3.5 gpf.

**Complete if You Have Landscaping**

**Required**

- Adjust the irrigation schedule monthly during irrigation season, or as needed
- Save water by programming the irrigation system to use shorter, repeated cycles of watering (3 start times of 3 minutes each instead of one start time of 10 minutes)
- Water during early morning, pre-dawn hours

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**Complete if You Have Landscaping**

**Complete at least 2**

- Plant drought tolerant plants that will not need pruning at maturity
- Use reclaimed water, graywater or rainwater for irrigation
- Install a self-adjusting, weather-based irrigation controller that tailors watering schedules to local weather, plant types, etc.
- Install rain shut-off devices or moisture sensors that turn off the irrigation during rain
- Make necessary changes to assure proper hydro-zoning (grouping of plants with similar water needs and sprinkler types) of irrigated areas, for example, separate bed and turf zones.
- Use drip irrigation
- Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil

**Pollution Prevention**

**Climate Change Mitigation**

**Complete at Least 1**

- Complete a CO<sub>2</sub> or eco-footprint calculator to determine your own greenhouse gas emissions
- Install renewable energy sources, such as solar panels or wind generators. Specify system size
- Buy renewable energy credits or green tags to offset the CO<sub>2</sub> emissions from your offices use of electricity and natural gas

**Recycle/Reuse Potential Pollutants**

**Required**

- Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes & bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries

**Recycle/Reuse Potential Pollutants**

**Complete at least 1**

- Recycle used ink jet cartridges
- When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling

**Reduce Air Emissions**

**Required**

- Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days.
- 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).

**Reduce Air Emissions**

**Complete at least 1**

- Hire locally.
- Offer a shuttle service to and from bus, train and/or light rail stops.
- Enroll in a car share program
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes
- Provide secure bicycle storage for staff and customers

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**Reduce Chemical Use**

**Required**

- Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program
- Eliminate or reduce pesticides by using good sanitation (keeping kitchen, desks and waste storage areas clean) and making physical changes to keep out pests
- If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at [www.EcoWiseCertified.com](http://www.EcoWiseCertified.com)
- Use low toxic cleaning products such as those that are SF Approved ([www.sfapproved.org](http://www.sfapproved.org)), Green Seal certified ([www.greenseal.org](http://www.greenseal.org)), or receive at least an 8.1 rating on the GoodGuide ([www.goodguide.com](http://www.goodguide.com)), in non-aerosol containers
- Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning
- Replace all aerosols with pump dispensers.
- Assess chemicals used in your business by reviewing Material Safety Data Sheets (MSDS) and Prop.65 warnings on labels. Substitute with less toxic alternatives if available. Track the amounts of hazardous waste generated, and dispose of at local hazardous waste programs.

**Reduce Chemical Use**

**Complete at least 2**

- Replace standard fluorescent lights with low or no mercury fluorescent lights. Provide make and model
- Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.
- Purchase organically or locally grown foods and beverages for the office kitchen.
- Do business with other green vendors or services, such as recognized Bay Area Green Businesses
- Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.
- Purchase EPEAT certified ([www.EPEAT.net](http://www.EPEAT.net)) computers, laptops and monitors.
- Store any potentially hazardous materials securely, control access and rotate stock to use oldest products first.

**Reduce Vehicle Emissions**

**Complete at least 1**

- Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels)
- Larger employers: Offer electric vehicle recharge ports for visitors and employees electric vehicles.

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## Wastewater

### Storm Water Pollution Prevention

Required

- Label all storm water drains with No dumping, Drains to Bay message
- Ensure that no wastewater enters a storm drain.
- Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain
- Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean
- Keep receiving, loading docks, dumpster, landscape, storage and parking areas free of litter, oil drips and debris.
- Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.
- If using water to clean parking or other outdoor areas, hire a BASMAA-certified mobile cleaner. Contractor must use equipment that collects wash water and disposes to sanitary sewer

### Storm Water Pollution Prevention

Complete at least 2

- Store deliveries and supplies under a roof
- Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain
- Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains
- Clean outdoor surfaces by dry sweeping

## Health & Wellness

### Benefits

Recommended

- Offer employee health& wellness benefits and programs such as: health screenings and clinics, nutrition and weight loss services, flexible spending accounts, fitness facilities and discounts, group exercise opportunities, preventative health workshops, flex-time for exercise, informal sports leagues, and more
- Create bike buddy/bike ambassador program
- Offer bicycle safety and/or maintenance trainings
- Introduce bike fleet and/or bike share program
- Increase bike rack and/or storage capacity
- Offer employee incentives for alternative commuting (i.e. parking cash-out, subsidized transit passes, tax-free commuter benefits, guaranteed ride home, etc.).
- Establish a CSA program for employees and/or offer community CSA pick-up location at your business
- Encourage employees to participate in local CSA program and/or purchase produce at farmers markets
- Provide healthy vending options (fruit juice, milk, soy alternatives to sugar sweetened beverages and alternatives to candy bars and potato chips)