# California Green Business Program

## General Winery

Application #9665

### Business

General Winery
625 Burnell Street
Napa , CA 94558
Napa - Winery

### Contact

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## General

**GENERAL Certification Measures (2 measures required)**

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Adopt a written environmentally preferable (or green) purchasing policy. Ask your Green Business Coordinator for templates. | ☐ | ☒ | ☐ | ☐ |
| 2. Establish a 'green team' that can help guide efforts to green your business. | ☐ | ☒ | ☐ | ☐ |
| Optional Measures | | | | |
| 1. Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into performance appraisals, job descriptions, training programs, employee orientations, staff meeting discussions, employee reference material, company newsletter or bulletins and company suggestion and reward programs. | ☐ | ☒ | ☐ | ☐ |
| 2. 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. | ☐ | ☒ | ☐ | ☐ |

# Waste

## BUY materials with recycled content. (4 measures required)

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Purchase paper towels with 35% post-consumer waste. | ☐ | ☒ | ☐ | ☐ |
| 2. Purchase copier/printer paper with at least 30% post consumer waste. | ☐ | ☒ | ☐ | ☐ |
| What is the recycled content of the paper (OPTIONS - 30%, 100% and 50 %, enter two digits)? | | | | |
| How many reams of paper do you buy annually? | | | | |
| Optional Measures | | | | |
| 1. Purchase folders or other paper products with the highest recycled content available. | ☐ | ☒ | ☐ | ☐ |
| 2. Remodel/build with materials containing recycled content. | ☐ | ☒ | ☐ | ☐ |
| 3. Purchase envelopes with the highest recycled content available. | ☐ | ☒ | ☐ | ☐ |
| 4. Purchase letterhead with the highest recycled content available. | ☐ | ☒ | ☐ | ☐ |
| 5. Purchase or obtain previously used furniture, supplies or materials (freecycle.org, Craigs List). | ☐ | ☒ | ☐ | ☐ |
| 6. Purchase office/copier paper with 100% post consumer waste. | ☐ | ☒ | ☐ | ☐ |
| 7. Sell products in the tasting room made with recycled content. | ☐ | ☒ | ☐ | ☐ |
| 8. Purchase business cards with recycled content. | ☐ | ☒ | ☐ | ☐ |

## RECYCLE materials. (5 measures required)

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.). | ☐ | ☒ | ☐ | ☐ |
| 2. Recycle all paper, glass, metal, cardboard and plastics accepted in your area. | ☐ | ☒ | ☐ | ☐ |
| How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.) | | | | |
| Do you pay your own garbage bill (yes or no)? No | | | | |
| Optional Measures | | | | |
| 1. Recycle fiber barrels. | ☐ | ☒ | ☐ | ☐ |
| 2. Recycle diatomaceous earth. | ☐ | ☒ | ☐ | ☐ |
| 3. Compost landscape trimmings (green waste) and debris. | ☐ | ☒ | ☐ | ☐ |
| How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.) | | | | |
| Do you pay your own garbage bill (yes or no)? No | | | | |
| 4. Compost food waste. | ☐ | ☒ | ☐ | ☐ |
| How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.) | | | | |
| Do you pay your own garbage bill (yes or no)? No | | | | |
| 5. Incorporate pomace and lees into vineyard solids, use as compost or have a compost company pick up. | ☐ | ☒ | ☐ | ☐ |
| 6. Recycle natural cork. | ☐ | ☒ | ☐ | ☐ |
| 7. Recycle wood, including pallets. | ☐ | ☒ | ☐ | ☐ |

## REDUCE waste. (7 measures required)

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware. | ☐ | ☒ | ☐ | ☐ |
| 2. Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary. | ☐ | ☒ | ☐ | ☐ |
| 3. Eliminate individual bottles of water for employees and guests. | ☐ | ☒ | ☐ | ☐ |
| Optional Measures | | | | |
| 1. Use electronic billing methods to invoice customers and receive payment. | ☐ | ☒ | ☐ | ☐ |
| 2. Eliminate paper documents by using electronic forms and contracts. | ☐ | ☒ | ☐ | ☐ |
| 3. Send and receive faxes directly from computers without printing. | ☐ | ☒ | ☐ | ☐ |
| 4. Retailers - Use optical scanners, which give more details about inventory, for more precise ordering. | ☐ | ☒ | ☐ | ☐ |
| 5. Buy products in returnable or reusable containers. | ☐ | ☒ | ☐ | ☐ |
| 6. Work with vendors to: Minimize and take back packaging (including empty containers), Eliminate polystyrene (Styrofoam, bubble wrap, etc.; or Take back used/damaged product for reuse or recycling; to minimize packaging. | ☐ | ☒ | ☐ | ☐ |
| 7. Post bilingual signs near dumpsters on what materials can and cannot be disposed. | ☐ | ☒ | ☐ | ☐ |
| 8. Maintain proper storage conditions (e.g. temperature, humidity, etc.) to reduce material degradation. | ☐ | ☒ | ☐ | ☐ |
| 9. Evaluate bottling operations for opportunities to reduce bottle waste. | ☐ | ☒ | ☐ | ☐ |
| 10. Subscribe to journals, trade magazines, etc. online rather than receiving hard copies. | ☐ | ☒ | ☐ | ☐ |
| 11. Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed. | ☐ | ☒ | ☐ | ☐ |
| 12. 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. | ☐ | ☒ | ☐ | ☐ |

## REUSE materials. (2 measures required)

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| Optional Measures | | | | |
| 1. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items. | ☐ | ☒ | ☐ | ☐ |
| 2. Give away or sell reusable bags (this is required for stores over 10,000 sq.ft). | ☐ | ☒ | ☐ | ☐ |
| 3. Reuse garbage bag liners. | ☐ | ☒ | ☐ | ☐ |

# Energy

## MAINTAIN your HVAC & refrigeration equipment. (2 measures required)

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Assign staff to track energy bills over time, looking for sudden rises in use. | ☐ | ☒ | ☐ | ☐ |
| 2. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration system at least twice a year. | ☐ | ☒ | ☐ | ☐ |

**REDUCE your energy (10 measures required)**

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting. | ☐ | ☒ | ☐ | ☐ |
| How many T-12 lamps have you replaced with T-8s (in electronic ballasts)? | | | | |
| 2. Replace incandescent bulbs with efficient compact fluorescents. | ☐ | ☒ | ☐ | ☐ |
| How many incandescent lamps have you replaced with CFLs? | | | | |
| 3. Use energy efficient exit signs, such as LEDs. | ☐ | ☒ | ☐ | ☐ |
| How many LED exit signs does your business use? | | | | |
| Optional Measures | | | | |
| 1. Routinely check the glycol temperature setting manually and ensure that it has automatic reset controls. | ☐ | ☒ | ☐ | ☐ |
| 2. Use Insulation jackets on at least 50% of the tanks. | ☐ | ☒ | ☐ | ☐ |
| 3. Equip tanks with reset controls. | ☐ | ☒ | ☐ | ☐ |
| 4. Evaluate the chiller model and ensure that it is the correct size for the load | ☐ | ☒ | ☐ | ☐ |
| 5. Evaluate evaporator and condenser and ensure that they are the right size for the load. | ☐ | ☒ | ☐ | ☐ |
| 6. Obtain LEED Certification. | ☐ | ☒ | ☐ | ☐ |
| 7. If you are a large business or have a complex network, use power management software programs to automatically activate power management settings in computers and printers (see- http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_enterprises). | ☐ | ☒ | ☐ | ☐ |
| How many monitors have power management software installed to automatically turn off units when idle? | | | | |
| 8. Use weather stripping to seal air gaps around doors and windows. | ☐ | ☒ | ☐ | ☐ |
| 9. Security guards are trained to turn off lights during their rounds. | ☐ | ☒ | ☐ | ☐ |
| 10. New equipment purchases are made for optimal performance and results by including adjustable speed drivers, multi-speed motors, and right sized pumps. | ☐ | ☒ | ☐ | ☐ |
| 11. Energy efficient technologies and designs are used throughout including sloping floors, stacking tanks, solar aerators, smaller diameter pipes, and software for monitoring equipment performance. | ☐ | ☒ | ☐ | ☐ |
| 12. Use a solar water heater or preheater. | ☐ | ☒ | ☐ | ☐ |
| 13. Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced). | ☐ | ☒ | ☐ | ☐ |
| How many energy efficient minibars do you have? | | | | |
| How many ENERGY STAR rated refrigerators does your business use? | | | | |

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| 14. Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks. | ☐ | ☒ | ☐ | ☐ |
| How many ice, vending, and snack machines have motion sensors and are placed in shaded areas? | | | | |
| How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)? | | | | |
| How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)? | | | | |
| How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)? | | | | |
| 15. Use a 365 day programmable thermostat to control heating and air conditioning. | ☐ | ☒ | ☐ | ☐ |
| 16. Use occupancy sensors to control air conditioning and heat. | ☐ | ☒ | ☐ | ☐ |
| 17. Shade HVAC condensers, especially roof-top units. | ☐ | ☒ | ☐ | ☐ |
| 18. Apply window film to reduce heat. | ☐ | ☒ | ☐ | ☐ |
| 19. Use energy-efficient double paned windows on at least 90% of windows. | ☐ | ☒ | ☐ | ☐ |
| 20. Control compressor system to ensure operation only during working hours. | ☐ | ☒ | ☐ | ☐ |
| 21. Use task lighting instead of lighting the entire area. | ☐ | ☒ | ☐ | ☐ |
| 22. Complete an Energy Star Portfolio Manager rating on your building. Please list your rating as of the date of this application. http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager | ☐ | ☒ | ☐ | ☐ |
| 23. Set hot water heaters to meet minimum sanitation requirements (typically 125-130 F). | ☐ | ☒ | ☐ | ☐ |
| 24. Evaluate glycol lines and ensure that they are insulated and the correct length and size. | ☐ | ☒ | ☐ | ☐ |
| 25. Use an outside air intake (cool air takes less energy to compress). | ☐ | ☒ | ☐ | ☐ |
| 26. Downsize oversized motors or replace a large motor with several small motors that can be run individually to meet smaller tasks (about 30% of motors operate at less than 50% of full load) | ☐ | ☒ | ☐ | ☐ |
| 27. Use instantaneous hot water heaters (or on demand systems) at point of use | ☐ | ☒ | ☐ | ☐ |
| 28. Energy conservation and efficiency information is available in Spanish. | ☐ | ☒ | ☐ | ☐ |
| 29. If purchasing new computers, buy EPEAT certified (www.EPEAT.net). If purchasing monitors, consider flat-screen LED monitors which consume approximately 1/3 less energy than larger ray tube monitors. | ☐ | ☒ | ☐ | ☐ |
| 30. Use ENERGY STAR® office equipment and enable energy saving features. | ☐ | ☒ | ☐ | ☐ |
| How many ENERGY STAR rated LCD monitors does your business use? | | | | |
| How many ENERGY STAR rated copier/printer units does your business use? | | | | |

# Water

**CONSERVE your industrial or process water (if applicable to your business. (2 measures required)**

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| Optional Measures | | | | |
| 1. Sumps, interceptors, or traps are inspected quarterly and cleaned annually. | ☐ | ☒ | ☐ | ☐ |
| 2. Pre-cleaning of equipment surfaces is done with appropriate tools (e.g., a stiff brush) to loosen and remove large material before wash-down. | ☐ | ☒ | ☐ | ☐ |
| 3. Lab sinks and rinse tanks are fitted with water-saving devices (such as flow restrictors). | ☐ | ☒ | ☐ | ☐ |
| 4. Final rinse of tanks is saved for reuse and recycling; and recycled water is used for first rinse of tank. | ☐ | ☒ | ☐ | ☐ |
| 5. Clean floors with high-pressure, low volume cleaning equipment with shut off nozzles. | ☐ | ☒ | ☐ | ☐ |
| 6. Use ozone cleaning equipment to clean floors. | ☐ | ☒ | ☐ | ☐ |
| 7. Document floor clean-up policies, including water saving plans. | ☐ | ☒ | ☐ | ☐ |
| 8. Develop and implement a comprehensive water conservation program. | ☐ | ☒ | ☐ | ☐ |
| 9. Provide water conservation information in English and Spanish. | ☐ | ☒ | ☐ | ☐ |

## CONSERVE your water. (7 measures required)

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Post signs in restrooms and kitchen to encourage water conservation and to report leaks. | ☐ | ☒ | ☐ | ☐ |
| 2. 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. | ☐ | ☒ | ☐ | ☐ |
| 3. Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company). | ☐ | ☒ | ☐ | ☐ |
| 4. Install toilets with 1.6 gpf (gallon per flush) or less. | ☐ | ☒ | ☐ | ☐ |
| What is the flush volume of your toilet? | | | | |
| How many customers utilize your facility per day (use averages)? | | | | |
| How many visitors utilize your facility per day (use averages)? | | | | |
| How many female employees does your business employ (use averages per year)? | | | | |
| How many male employees does your business employ (use averages per year)? | | | | |
| 5. Install low-flow aerators and showerheads (your water company may offer these for free):; As low as 0.5 gpm and no greater than 2.5 gpm for lavatory sinks; 2.0 gpm or less for kitchen sinks; 2.0 gpm or less for showerheads | ☐ | ☒ | ☐ | ☐ |
| How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.) | | | | |
| What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)? | | | | |
| How many faucets do you have with low flow aerators installed? | | | | |
| 6. Install water flow meters on all large irrigation systems. | ☐ | ☒ | ☐ | ☐ |
| Optional Measures | | | | |
| 1. Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water. | ☐ | ☒ | ☐ | ☐ |
| 2. Change window cleaning schedule from periodic to as required. | ☐ | ☒ | ☐ | ☐ |
| 3. 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.) | ☐ | ☒ | ☐ | ☐ |
| 4. Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets). | ☐ | ☒ | ☐ | ☐ |
| 5. Reduce indoor water pressure to no higher than 50 psi by installing pressure reducing valves. | ☐ | ☒ | ☐ | ☐ |
| 6. Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures specifications. | ☐ | ☒ | ☐ | ☐ |
| 7. Replace water-cooled equipment, such as air conditioning units, with air-cooled. | ☐ | ☒ | ☐ | ☐ |

## Complete if you have landscaping. (6 measures required)

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Match sprinklers with same precipitation rates. | ☐ | ☒ | ☐ | ☐ |
| 2. Test irrigation sprinklers quarterly to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves. | ☐ | ☒ | ☐ | ☐ |
| 3. Water during early morning, pre-dawn hours. | ☐ | ☒ | ☐ | ☐ |
| 4. 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). | ☐ | ☒ | ☐ | ☐ |
| 5. Adjust the irrigation schedule monthly during irrigation season, or as needed. | ☐ | ☒ | ☐ | ☐ |
| Optional Measures | | | | |
| 1. Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil. | ☐ | ☒ | ☐ | ☐ |
| 2. Install rain shut-off devices or moisture sensors that turn off the irrigation during rain. | ☐ | ☒ | ☐ | ☐ |
| 3. Install a self-adjusting, weather-based irrigation controller that tailors watering schedules to local weather, plant types, etc. Qualifying controllers are listed at irrigation.org/SWAT/swat.aspx?id=298. | ☐ | ☒ | ☐ | ☐ |
| 4. Use reclaimed water, graywater or rainwater for irrigation . | ☐ | ☒ | ☐ | ☐ |
| 5. Group plants with similar water requirements together (hydrozone) on the same irrigation line. | ☐ | ☒ | ☐ | ☐ |
| 6. Reduce area of turf. | ☐ | ☒ | ☐ | ☐ |
| 7. Work with your water company to develop a site-specific water budget. Track your water use to ensure efficient watering. | ☐ | ☒ | ☐ | ☐ |
| 8. Use drip irrigation. | ☐ | ☒ | ☐ | ☐ |

# Pollution

## RECYCLE/REUSE potential pollutants. (3 measures required)

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. 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 (RBRC recycles rechargeables for free! www.call2recycle.org). | ☐ | ☒ | ☐ | ☐ |
| Optional Measures | | | | |
| 1. When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling (www.e-stewards.org). | ☐ | ☒ | ☐ | ☐ |
| 2. Recycle car fluids from company vehicles. | ☐ | ☒ | ☐ | ☐ |
| 3. Recycle used ink jet cartridges. | ☐ | ☒ | ☐ | ☐ |
| 4. Recycle used copier toner cartridges. | ☐ | ☒ | ☐ | ☐ |
| 5. Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer). | ☐ | ☒ | ☐ | ☐ |

## REDUCE chemical use. (8 measures required)

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning. | ☐ | ☒ | ☐ | ☐ |
| 2. Use low toxic cleaning products such as those that are SF Approved (www.sfapproved.org), Green Seal certified (www.greenseal.org), or receive at least an 8.1 rating on the GoodGuide (www.goodguide.com), in non-aerosol containers. | ☐ | ☒ | ☐ | ☐ |
| What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only. | | | | |
| 3. Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program. | ☐ | ☒ | ☐ | ☐ |
| 4. 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. | ☐ | ☒ | ☐ | ☐ |
| Optional Measures | | | | |
| 1. Use recycled oil for vehicles/equipment. | ☐ | ☒ | ☐ | ☐ |
| 2. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health. | ☐ | ☒ | ☐ | ☐ |
| 3. Replace all aerosols with pump dispensers. | ☐ | ☒ | ☐ | ☐ |
| 4. Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners. | ☐ | ☒ | ☐ | ☐ |
| 5. Become a fragrance free or chemical free facility by eliminating chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens. | ☐ | ☒ | ☐ | ☐ |
| 6. Print promotional materials with vegetable or other low-VOC inks. | ☐ | ☒ | ☐ | ☐ |
| 7. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.). | ☐ | ☒ | ☐ | ☐ |
| How many reams of PCF paper do you buy annually? | | | | |
| 8. Do business with other green vendors or services, such as recognized Bay Area Green Businesses (listings at www.greenbiz.ca.gov). | ☐ | ☒ | ☐ | ☐ |
| 9. Possess an Organic Certification from California Certified Organic Farmers (CCOF) or Central Coast Vineyard Team (CCVT) for any grapes grown onsite. All grapes grown onsite must be 100% certified organic. If procuring grapes from various vineyards, at least 20% by must be certified organic or sustainable by CCOF or CCVT. | ☐ | ☒ | ☐ | ☐ |
| 10. Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at www.sfapproved.org. | ☐ | ☒ | ☐ | ☐ |
| How many low mercury T8 lamps do you use in your facility? | | | | |
| 11. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc. | ☐ | ☒ | ☐ | ☐ |

## REDUCE vehicle emissions. (3 measures required)

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days. Http://www.employerssparetheair.org | ☐ | ☒ | ☐ | ☐ |
| Optional Measures | | | | |
| 1. Offer lockers and showers for staff who walk, jog or bicycled to work. | ☐ | ☒ | ☐ | ☐ |
| 2. Larger Employers: Provide commuter van. | ☐ | ☒ | ☐ | ☐ |
| 3. Buy renewable energy credits or green tags to offset the CO2 emissions from your offices use of electricity and natural gas (see www.green-e.org). | ☐ | ☒ | ☐ | ☐ |
| 4. Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles. | ☐ | ☒ | ☐ | ☐ |
| 5. Larger Employers: Offer electric vehicle recharge ports for visitors and employees electric vehicles. | ☐ | ☒ | ☐ | ☐ |
| 6. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels). | ☐ | ☒ | ☐ | ☐ |
| 7. Larger Employers: Set aside car/vanpool/rideshare car parking spaces. | ☐ | ☒ | ☐ | ☐ |
| 8. Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance. | ☐ | ☒ | ☐ | ☐ |
| 9. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes. | ☐ | ☒ | ☐ | ☐ |
| 10. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same. | ☐ | ☒ | ☐ | ☐ |
| 11. When possible, arrange for a single vendor who makes deliveries for several items. | ☐ | ☒ | ☐ | ☐ |
| 12. Hire locally. | ☐ | ☒ | ☐ | ☐ |
| 13. Install renewable energy sources, such as solar panels or wind generators. Specify system size. | ☐ | ☒ | ☐ | ☐ |
| 14. Install renewable energy sources, such as solar panels or wind generators. Specify system size. | ☐ | ☒ | ☐ | ☐ |

# Wastewater

**PREVENT pollution. (6 measures required)**

| Description | Yes | No | N/A | Post |
|---|---|---|---|---|
| **Required Measures** | | | | |
| 1. Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean. | ☐ | ☒ | ☐ | ☐ |
| 2. Ensure that no wastewater enters a storm drain. Only rain down the storm drain. | ☐ | ☒ | ☐ | ☐ |
| 3. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain. | ☐ | ☒ | ☐ | ☐ |
| Optional Measures | | | | |
| 1. Locate all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains. | ☐ | ☒ | ☐ | ☐ |
| 2. Store any potentially hazardous materials securely, control access and rotate stock to use oldest material first. | ☐ | ☒ | ☐ | ☐ |
| 3. Store deliveries and supplies under a roof. | ☐ | ☒ | ☐ | ☐ |
| 4. Routinely check for and address leaks, spills, and emissions of chemicals, paints, and cleaners. Repair any deficiencies. | ☐ | ☒ | ☐ | ☐ |
| 5. Clean outdoor surfaces by dry sweeping. | ☐ | ☒ | ☐ | ☐ |
| 6. Label all storm drains with No dumping, Drains to Bay message. | ☐ | ☒ | ☐ | ☐ |
| 7. Use pipes or hoses for transferring cleaners or other chemicals to prevent spills and splashes. | ☐ | ☒ | ☐ | ☐ |
| 8. Post signs at targeted trouble spots (e.g., loading docks, dumpster areas, outside hoses) to explain proper practices to prevent pollutants from reaching storm drains. | ☐ | ☒ | ☐ | ☐ |
| 9. Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains. | ☐ | ☒ | ☐ | ☐ |
| 10. Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain. | ☐ | ☒ | ☐ | ☐ |
| 11. Use shut-off valves at storm drains or keep temporary storm drain plugs at loading docks or outdoor areas for quick spill response. | ☐ | ☒ | ☐ | ☐ |