

This checklist is provided as a tool to assist businesses to assess their practices and conserve resources.

What is a Green Business?	Why Be Green?
<p>A Green Business is in compliance with environmental regulations and takes voluntary steps beyond compliance in the areas of:</p> <ul style="list-style-type: none"> • Pollution Prevention • Energy Conservation • Water Conservation • Solid Waste Reduction 	<ul style="list-style-type: none"> • Reduces waste and utility costs • Improves systems and equipment performance • Attracts environmentally conscious customers • Provides a safer working environment

GENERAL MEASURES

Track Resources / Utilities Usage:

- ✓ Use your last electricity, gas, water and trash bills to track your conservation efforts.
 1. Electricity and Gas Use (on bill):
 - Month: _____ kwh/day: _____ therms/day: _____
 - Same month last year: kwh/day: _____ therms/day: _____
 2. Water:
 - Month: _____ HCF: _____
 - Same month last year: HCF: _____
 3. Solid Waste (trash):
 - Month: _____ cubic yards/week: _____
 - Same month last year: cubic yards/week: _____

- ✓ Provide on-going incentives, awareness or training for employees using the Green Business Checklist to encourage their support and participation.
 - Staff meeting discussions
 - Employee reference materials
 - Company newsletter or bulletins
 - Performance appraisals
 - Job descriptions
 - Employee training
 - Employee orientations

- ✓ Inform your customers about the environmental actions you are taking.

Share with your customers the steps you are taking to be a Green Business (either verbally or by posting information).

POLLUTION PREVENTION (P2) Reducing Waste & Using Safer Alternatives



#	Reduce the use of hazardous materials	✓	#	Reduce hazardous waste and recycle	✓
1	Assess your business for ways to reduce hazardous waste and use less toxic alternatives.		28	Eliminate use of powdered or granular absorbent for routine cleanup.	
2	Eliminate all use of chlorinated products.		29	Pre-clean parts with a wire brush or shop towel.	
3	Use refillable reusable spray cans available for water-based products.		30	Segregate hazardous waste to maximize recycling (antifreeze, used oil, cleaners).	
4	Eliminate all use of aerosol and solvent brake cleaning; using aqueous cleaning instead.		31	Send shop towels to an approved industrial laundry.	
5	Use exclusively aqueous based parts cleaning; no solvent parts washers.		32	Use onsite aqueous recovery, distillation or evaporation.	
6	Use at least one aqueous based spray cabinet or ultrasonic system.		33	Use a solvent recycling machine.	
7	Use at least one aqueous parts washer.		34	Own and self-monitor aqueous cleaning units.	
8	If use of solvent is unavoidable, use only a non-chlorinated, low toxicity, low flammability, and low VOC product (<25g/l).		35	Use approved crusher & crush used oil filters.	
9	Provide pollution prevention training for employees.		36	Recycle used lead acid batteries.	
10	Radiator repair - Use only zinc-free flux and lead-free solder.		37	"First in First Out" policy of stock rotation to avoid expired products.	
11	Offer / use less toxic propylene glycol in place of ethylene glycol.		38	Install and/or regularly maintain oil / water / separator.	
12	Auto body – Use waterborne primer/paints.		39	Offer for sale Re-refined oil.	
13	Auto body – Use low VOC paints/coatings.		40	Offer for sale recycled-reconstituted batteries.	
Best Management Practices (BMP's)			41	Achieve zero discharge - no discharge of any process wastewater (e.g. mop water; parts or steam cleaning; car washing) to the sewer or storm drain.	
14	Use 4-step floor cleanup method for spills; using a hydrophobic mop for oil spills.		42	Radiator repair- When removing solids, reuse the liquid, & reconstitute the solution for process tanks.	
15	Locate hazardous material storage away from storm & sanitary sewer drains.		43	Recycle radiator flush / Use closed-loop, recirculating flush system.	
16	Post a sign (at least 8½" x 5½") above shop sink area notifying employees: "Pre-clean with rag - No Hazardous Waste in sink".		44	Radiator repair - Solder over a drip pan (not test tank) & recycle drips.	
17	Use a pump & spigot on new bulk product to control spills.		45	Auto body – Use high solids paints.	
18	Store all batteries in covered area with secondary containment.		46	Remove mercury switches from vehicles and recycle (universal waste).	
19	Use oil caddies for collection and transport of used oil.		47	Demonstrate your own alternative pollution prevention technique or additional recycling effort.	
20	Use a spout & funnel on waste drums to control spills.		Helpful websites include:		
21	Use drip pans indoors to control fluid leakage.		County of San Diego, DEH, HMD: www.sdcdeh.org/deh/hmd		
22	Have extra drain mats or plugs to use in case of spills.		Western Regional P2 Network: www.wrppn.org/hub		
23	Remove or seal floor drains in work areas.				
24	Seal shop floor with an impermeable coating.				
25	Use drip pans in outside areas to control fluid leakage.				
26	Stencil storm drains on your property "No Dumping".				
27	Routinely (yearly) clean shop area, including floors.				



SOLID WASTE REDUCTION

Reduce, Reuse, Recycle, Buy Recycled



#	Solid waste source reduction measures	✓	#	Segregate for reuse or recycling	✓
1	Assess your business for ways to reduce solid waste (trash), increase recycled-content product purchases and promote more recycling at your business.		18	Cardboard (boxes, padding)	
2	Remove company from junk mail lists.		19	Tires	
3	Use recycled content paper for fax machine.		20	Scrap metal (parts)	
4	Provide adequate trash, recycling and cigarette butt containers to prevent litter.		21	White office paper	
5	Reuse packaging for parts returns.		22	Mixed paper (junk mail, magazines)	
6	Purchase products with "post-consumer recycled content" as follows: Office paper; printer & fax paper		23	Newspaper	
7	Paper products; towels, toilet paper.		24	Wood (pallets, spools)	
8	Cardboard or paperboard boxes, bags.		25	Green waste (landscape clippings)	
9	Plastic (pails, bags)		26	Packaging (pads, bubble wrap)	
10	Purchase products in returnable containers, boxes, or pallets.		27	Plastic (bottles, motor oil quart containers)	
11	Purchase motor oil in bulk containers (drums).		28	Aluminum (cans, foil)	
12	Purchase antifreeze/coolant in bulk containers.		29	Glass (bottles, windshields)	
13	Purchase other items in bulk containers (transmission oil, gear oil, cleaners).		30	Other (fabric, leather, toner cartridges)	
14	Purchase and offer for sale approved retreaded tires.			Reduce office paper waste	
15	Offer for sale mud flaps made from recycled rubber/plastic.		31	Double-sided printing and copying.	
16	Accept used oil from the public as a Certified Used Oil Collection Center. (Worth 2 measures) Contact the State program for information and to sign up: www.ciwmb.ca.gov/UsedOil/CertCenters		32	Set up a bulletin board or develop routing lists for bulletins, memos and trade journals to minimize individual copies.	
			33	Make scratch pads from used paper.	
17	Demonstrate your own way to reduce solid waste: • _____		34	Redesign forms to fit on half-page.	
			35	Reuse mail envelopes; employee routing envelopes.	
			36	Reduce printing by use of on-line fax and email.	
			37	Eliminate unnecessary forms.	



ENERGY CONSERVATION

Be an Energy Star!



#	Improve energy efficiency of equipment	✓	#	Energy saving practices	✓
1	Have your energy company or an energy service conduct an energy audit of your shop. For free audit services visit: www.sdenergy.org Programs, Technical Assistance		18	Perform regular compressor maintenance and repair leaks (compressor seals, lubrication, cooling, compressor motor, filters, air lines, reservoir tank).	
2	Use fixtures that were recommended by the local energy company/service in their energy audit (outside solar lighting, etc.)		19	Install a “kill switch” and auto shut off on air compressor.	
3	Convert standard fluorescent lamps (T12) and ballasts to higher efficient (T8 or T4) lamps and ballasts.		20	Insulate all indoor and outdoor heating, and cooling pipes/ducts.	
4	Convert outside lighting system to solar.		21	Use ceiling fans.	
5	Use at least one lighting output controls: <ul style="list-style-type: none"> ▪ Occupancy sensors ▪ Bypass/Delay timers ▪ 2 circuit switches ▪ Photocell/Time Clock 		22	Use HVAC (Heating, Ventilation, Air-Conditioning) output controls: <ul style="list-style-type: none"> ▪ Bypass timers and/or ▪ Time clocks For other energy saving tips go on-line to: www.sdge.com/business	
6	Disconnect unused ballasts in fluorescent fixtures.		23	Set thermostats at or below 68 degrees for heating and at or above 78 degrees for cooling	
7	Replace or supplement an A/C system with an evaporative cooler.		24	Use time switches on equipment and use “stand by mode” during business hours.	
8	Use economizers on A/C to increase air circulation.		25	Make a shop policy to turn off lights and machinery when not in use.	
9	Install timer switches on radiant space heaters.		26	Clean lighting fixtures (reflectors and lenses) once a year.	
10	Use a natural gas HVAC system.		27	Drain and flush water to reduce solids and increase efficiency of heat transfers.	
11	Use window film to reduce solar heat gain.		28	<u>Hot Water System:</u> Insulate hot water heater and pipes.	
12	Use energy efficient equipment: Energy star/saving computer.		29	Other energy conservation effort: <ul style="list-style-type: none"> ▪ _____ 	
13	Energy star/saving copy machine.				
14	Energy star/saving fax machine.				
15	Energy star/saving refrigerator.				
16	Other energy star office equipment or appliances: <ul style="list-style-type: none"> ▪ _____ 				
17	Use an energy efficient air compressor that shuts off when charged.				



WATER CONSERVATION

Be Water Wise! 



#	Water conservation measures	✓	#	Water conserving practices	✓
1	Have your local water utility or a water conservation service conduct a water audit of your shop.		17	Regularly review all consumption information provided on water bill as a way to detect leaks and problems.	
2	Replace restroom free flowing faucets with automatic shut off type.		18	Regularly check for and repair all water leaks.	
3	Use low-flow lavatory faucet aerators (1.5 gallons per minute or less).		19	Stop all vehicle wet washing on the premises.	
4	Replace existing toilets with water conserving 1.6-gallon flush model or a dual flush toilet.		20	Send all vehicles for washing to an approved commercial car wash that uses a closed-loop water recycling system.	
5	Adjust water level in toilet tank to one inch below the overflow tube.		21	Use an on-site approved car wash system that recycles and reuses the wash or rinse water.	
6	Retrofit existing pre-1980 (5 gallon flush) toilets with the quick-closing flappers to lower flush to 3.5 gallons per flush.		22	Use positive shut-off nozzles on all hoses.	
7	Adjust urinals to 1.0-gallon flush.		23	Use plants that are drought tolerant (water conserving).	
8	Replace water-using urinals with water free or waterless urinals.		24	Check and adjust sprinklers for matched precipitation (spray) rates and even wetting.	
9	Use only dry cleanup methods (sweeping) for outside areas.		25	Apply at least two inches of mulch in all non-turf planting areas.	
10	Use a mop and bucket for cleaning rather than hosing down.		26	Use the Landscape Calculator to set irrigation system. Available on-line at: www.sdcwa.org	
11	If cleaning with water outside is unavoidable: Use high-pressure, low-volume cleaning equipment and contain runoff, or		27	On slopes or in narrow planting strips, prevent runoff by scheduling multiple run times for short periods (3-5 minutes), at least an hour between water applications.	
12	Use a recycling filtered system such as an electronic powered cleaning machine.		28	Other water conservation efforts: ▪ _____	
13	Use electric or rechargeable vacuum for outside cleaning of debris.				
14	Upgrade irrigation system to new high-efficiency equipment.				
15	Installed an automatic irrigation controller with: <ul style="list-style-type: none"> ▪ Dual programming capability program A and B ▪ Automatic rain shut-off and soil moisture sensor override 				
16	Installed rain shut-off devices or moisture sensors.				



Repair Leaks-Every Drop Counts!