

WASTE REDUCTION AND RECYCLING Help Sheet

(Some steps may require a written company procedure, please include the written procedure or memo to employees when certifying)

Required: Green Business Members in the area of Waste Reduction/Recycling must submit an end of year recycling survey to the County or to DHEC.

Bronze Level

2 point each

- Keep a stack of used paper near printers to use for drafts or internal memos
- Avoid using cover sheets to send fax transmittals
- Use smaller fonts and margins to minimize paper use without sacrificing legibility
- Reuse garbage bag liners for dry waste
- Send back mailing labels for unwanted or duplicated mailings and magazines
- Update your own mailing lists to eliminate outdated addresses and duplications
- Use email, disks, bulletin board postings, or routing lists to minimize paper usage
- Remove your name from junk mail lists; write “refused” on unwanted first class mail
- Update your own mailing list annually to avoid duplicate mailing or outdated information being sent to your customers
- Encourage servers to use scrap office paper for taking orders
- Wash and reuse coffee cups and eating utensils
- Buy recycled paper for copies, computers, brochures, file folders, business cards
- Buy recycled cardboard shipping boxes and packing material
- Buy recycled trash bag liners made from recycled HDPE instead of LDPE or LLDPE
- Distribute Recycling Matters! newsletter to employees via email or print one copy and place in a prominent area

Silver Level

4 points each

- Buy in bulk and select products shipped with less packaging
- Reduce or eliminate phone books at every workstation
- Institute an “Only Upon Request” policy for to-go orders in restaurants (napkins, bags, condiments, utensils, etc.)
- Pack items in shredded paper instead of purchasing Styrofoam pellets or bubble wrap
- Use rechargeable batteries and refillable computer cartridges
- Require vendors to take back pallets, buckets and drums for reuse
- Donate unwanted equipment, books, furniture, uniforms to community organizations
- Collect and segregate as appropriate for nonhazardous waste
- Recycle other large items such as, scrap metal, foam padding, pallets, etc.
- Recycle paper, aluminum cans, glass, cardboard, plastic, newspapers, magazines, ink cartridges or batteries
- Install air hand dryers in public washrooms

- Utilize indoor or outdoor compost bins for appropriate organic waste
- Conduct or request a waste assessment/audit, and set a goal to reduce waste by 30%
- Buy landscape materials such as mulch, pavers, and outdoor benches, made from recycled materials
- Buy recycled construction and decorating materials when building/remodeling such as, concrete, recycled plastic lumber, recycled glass tiles, carpet, furniture, etc.

Gold Level

6 points each

- Purchase a fax machine that uses plain recycled/recyclable paper
- Use computer fax modems that fax directly from computers without printing
- Purchase/lease copiers and printers with double sided capacity
- Install filtered water tap at your sink for drinking water and do not purchase or sell bottled water
- Contract recycling vendors for hazardous waste: e-waste, fluorescent bulbs, motor oil, chemicals
- Purchase or lease appropriate recycling equipment
- Provide recycling/waste reduction services to residents and/or other businesses (list service)
- Host a one-day recycling event for employees (i.e. scrap metal, electronics, etc.)

AIR QUALITY Help Sheet

(Some steps may require a written company procedure, please include the written procedure or memo to employees when certifying)

Bronze Level

2 point each

- Plan routes for company business and errands to minimize driving miles
- Keep vehicles in good repair and tires properly inflated
- Establish a plan for oil or chemical spill cleanup
- Monitor trends in health complaints noting times and locations of complaints
- Use large recessed “grates” or “walk off” mats to minimize dirt entering the building
- Avoid tracking pollutants into work areas and seal work areas from office spaces
- Clean up dust from both daily activity and construction activity
- Utilize indoor plants to help clean the air
- Switch from aerosol air fresheners to potpourri or vinegar and lemon juice
- Change conditions that attract and harbor pests: food, garbage storage, or landscaping

Silver Level

4 points each

- Encourage/assist/reward employees who ride mass transit/carpool/bike/walk to work
- \$ Provide secure bicycle storage for employees and customers
- Establish a no idling policy for employee and company vehicles
- Inspect and replace air filters on ventilations systems regularly
- Ensure ventilation system is clean and adequately supplying outdoor air
- Use paint removal methods that minimize dust and debris and avoid chemical stripping
- Monitor frequently for signs of pests, identify and record populations of pest species
- Reduce or eliminate the use of chemical pesticides through integrated pest management
- Use biological controls or traps for pest management, such as baits and barriers and caulk and seal cracks
- Use pest resistant plants in landscaping
- Buy minimal amounts of pesticides; don't over apply; store safely
- During ozone season, email ozone forecast to employees or place forecast in a prominent area

Gold Level

6 points each

- Purchase or convert company vehicles utilizing clean technology

- Make sure the air intakes are away from pollution sources: emission stacks, idling vehicles, animal nests and droppings
- Request supplies that emit low levels of air polluting contaminants: paint/ finishes/ cleaners/ caulks/ sealants/ carpet adhesives/ dishwashing detergent
- Avoid wood products/furnishings made with formaldehyde bonding agents
- Use high efficiency paint spray application equipment
- Provide a service that assists residents and/or businesses with enhancing air quality (list service)
- Encourage employees to eat in on ozone action days by providing lunch activities, incentives, and rewards
- Sponsor a car care event for employees
- Participate in Take A Break from the Exhaust through SCDHEC to monitor air pollution reduction activities of employees

ENERGY CONSERVATION Help Sheet

(Some steps may require a written company procedure, please include the written procedure or memo to employees when certifying)

Conduct or request an energy audit and set a goal to reduce energy use by 25%.

Bronze Level

2 point each

- Clean light fixtures and lamps to maximize output
- Use light switch signs to remind staff to turn off lights
- Turn off lights in vending machines
- Set thermostat to 76 degrees to cool and 68 degrees to heat
- Use your thermostat's night setback feature
- Create a work order system to report problems that may require service
- Turn off room cooling units when the weather is cooler
- Use weather stripping to close gaps around windows and doors
- Establish a routine cleaning and maintenance schedule for all equipment
- Set hot water heaters to 140/150 degrees

Silver Level

4 points each

- Replace facility lighting fixtures as recommended by the energy audit
- Convert all standard bulbs to high efficiency (t8) fluorescent lamps and ballasts
- Replace all incandescent bulbs with compact fluorescent bulbs
- Install dimmable ballasts to dim lights during daylight hours
- Disconnect unused ballasts in fluorescent fixtures not currently in use
- Retrofit exit signs with led's or fluorescent bulbs
- Plant native shrubs or trees near window for shade
- Install a programmable thermostat to control heating and air conditioning
- Insulate hot water system and pipes
- Use high intensity discharge lights instead of standard fluorescent lights for outdoor areas
- Insulate all indoor and outdoor heating and cooling pipes and ducts
- Use window film or shades to reduce solar heat gain during hot months
- Control compressor system to ensure operation only during working hours
- Plug equipment into time switches for automatic switch off times
- Drain and flush tank every 6 months to prevent scale build up and deposits

Gold Level

6 points each

- Install occupancy sensors for lighting in low occupancy areas
- Use natural gas system instead of an electric system
- Install time switches on radiant space heaters
- Replace or supplement an a/c system with an evaporative cooler
- Install double pane windows or windows with a low emission coating
- Purchase equipment with energy saving features (energy star rating of 65 or higher)
- Research and purchase more energy efficient water heating systems
- Provide a service or product that assists residents and/or other businesses with becoming energy efficient (list service)

WATER Efficiency/Urban Runoff Help Sheet

(Some steps may require a written company procedure, please include the written procedure or memo to employees when certifying)

Conduct or request an indoor/outdoor water assessment.
Set a goal to reduce water usage by 15%.

Bronze Level

2 point each

- Use dry surface cleaning methods followed by damp wiping or mopping
- Leave grass clipping on mowed turf rather than disposing
- Landscape with native and drought resistant plants
- Use ground cover or mulch around plants to prevent evaporation
- Collect rainwater for watering
- Adjust sprinklers for even coverage of grass, not pavement
- Repair defective lines and sprinkler heads
- Provide an outdoor receptacle for cigarette butt disposal
- Don't mix chemicals with regular trash, pour down drains or dump on ground
- Stencil all storm drains with a "no dumping" message
- Store all chemical products in their original containers or properly labeled secondary containers with tight fitting lids. Chemical products should be stored in secure, controlled areas, away from storm water runoff
- Keep dumpsters, docks and storage areas clean, dry and leak proof
- Pickup pet waste
- Minimize use of herbicides and fertilizers

Silver Level

4 points each

- Assign one green team member to monitor water use by (must do all 8)
 - Learning how to read the water meter
 - Understanding the water bill and monitoring it monthly to detect problems
 - Placing signs reminding employees to conserve water and report leaks
 - Documenting water saving strategies for cleaning
 - Regularly checking water system and toilet tank for leaks
 - Promptly repairing leaks in toilets, faucets and pipes
 - Adjusting water level in toilet tank to one inch below the overflow tube
 - Adjusting urinals to 1.0 gallons per flush
- Install quick closing toilet flappers
- Install plastic toilet dams, or plastic bags to reduce water use in non-ultra flow toilets
- Use high pressure, low volume cleaning equipment such as an electric cleaning machine
- Use drip devices in lieu of sprinklers

- Water in early mornings to minimize evaporation
- Alter time and duration of irrigation with the weather
- Regularly clean litter and debris in front of your business. Attempt to minimize the amount of litter entering the storm drain
- Educate staff regarding the hazards caused by urban run-off and how to prevent them
- Place “use water wisely” stickers near faucets. Educate staff on the need for water efficiency
- Keep receiving areas and dumpsters clear of litter. Ensure tight fitting lids
- Do not hose off or wash cars, equipment, floor mats or other items where runoff water flows into the storm drain; if possible direct water to landscaped areas
- Clean all outdoor areas, with a broom and damp mop instead of a hose. This includes parking lots sidewalks, alleys or patios. NEVER hose off outdoor hardscapes or use soap outside
- Route dirty cleaning water to sanitary sewers, not storm drains/gutters/streets

Gold Level

6 points each

- Install low flow lavatory faucet aerators (1.5 gpm or less)
- Install ultra low flush toilets 91.6 gallons per flush max)
- Install additional urinals in men’s restrooms to reduce the number of toilets
- Utilize landscaping to minimize bare soil eroding into storm drains
- Frequently clean private catch basins to prevent clogging
- Provide a service or product that assists residents and/or other businesses with water quality (list service)