
Recycling

1. Introduction

- Mark the activities you are already doing at your company.
(You will be required to choose recycling recommendations worth 4 points from the following list.)
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2. Practices

- 2 pts Provide on-site recycling of cardboard, paper, bottles, cans, and rigid plastic containers.
1 pt Provide collection of recycling in at least one location in each work area.
1 pt Clearly label recycling bins.
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3. Commodities

- 1 pt Recycle other metals.
1 pt Recycle plastic film / shrink wrap.
1 pt Recycle rigid plastic.
1 pt Recycle polystyrene foam.
1 pt Recycle window and other glass.
1 pt Recycle electronics (computers, monitors, printers, cell phones).
1 pt Recycle printer cartridges (toner & inkjet).
1 pt Recycle fluorescent lamps.
1 pt Recycle batteries.
1 pt Recycle scrap metal.
1 pt Recycle aerosol cans.
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4. Composting

- 1 pt Recycle yard debris.
1 pt Recycle food scraps / coffee grounds.
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5. Vehicles

- 1 pt Recycle tires.
1 pt Recycle motor oil.
1 pt Recycle oil filters.
1 pt Recycle antifreeze.

6. Construction

- I pt Recycle building materials & salvage.
 - I pt Recycle wood waste.
 - I pt Recycle paint.
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7. Miscellaneous

- I pt Recycle other materials that we haven't talked about.

Waste Prevention

I. Introduction

- Mark the activities you are already doing at your company.
(You will be required to choose waste prevention recommendations worth 4 points from the following list.)
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I. Paper (Internal)

- 1 pt Use electronic communication instead of paper documents whenever possible.
 - 1 pt Set double-sided printing as the default method of printing on your computers.
 - 1 pt Set double-sided copying as the default method of copying on your copiers.
 - 1 pt Collect and reuse paper with blank sides to use for draft and less important documents.
 - 1 pt Require a log sheet for high-volume copiers & printers.
 - 1 pt Design forms so that they fit on the least number of pages possible.
 - 1 pt Email outgoing documents instead of faxing them and route incoming faxes to email instead of printing them.
 - 1 pt Use short-page fax cover sheets & turn off your fax machine's automatic transmission report.
 - 1 pt Reduce the number of periodical subscriptions and share them among employees.
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2. Paper (External)

- 1 pt Regularly opt out of incoming mailing lists to reduce junk mail.
 - 1 pt Regularly update your outgoing mailing lists to reduce junk mail.
 - 1 pt Eliminate print overruns of customer mailings.
 - 2 pts Consider switching paper communication (brochures, newsletters, etc.) to electronic form.
 - 2 pts Consider switching paper ordering, invoicing, and reservations systems to electronic form.
 - 1 pt Consider adding an email prompt to outgoing emails to reduce printing of messages.
 - 1 pt Consider printing all promotional materials double-sided.
 - 1 pt Consider printing promotional materials on smaller paper sizes (postcards, 1/2 or 1/3 pg brochures).
 - 2 pts Consider clustering mailings together (e.g. newsletters and bills combined).
 - 2 pts Consider adjusting invoicing intervals (both to clients and from suppliers) to reduce mailings.
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3. Packaging

- 1 pt Reuse durable shipping containers (plastic crates, pallets, totes).
- 1 pt Reuse disposable shipping containers (boxes, tyvek envelopes, bags, etc.).
- 1 pt Eliminate unnecessary packaging of products (boxes within boxes).
- 1 pt Reuse packing materials (packing peanuts, plastic air bubbles, etc.).
- 1 pt Return packaging & packing materials to distributors & suppliers.

4. Supplies

- 1 pt Reuse office supplies & have a supply swap area.
 - 1 pt Reuse promotional items and discourage unnecessary ones.
 - 1 pt Use remanufactured or refilled printer and copier cartridges.
 - 1 pt Use rechargeable batteries in all devices that accept them and recharge them regularly.
 - 1 pt Provide durable towels in restrooms.
 - 1 pt Reuse plastic liners in garbage cans & recycling bins.
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5. Equipment

- 1 pt Repair office equipment rather than replace it.
 - 1 pt List reusable items and search for reused items on materials exchanges or online classifieds.
 - 1 pt Donate surplus computers, furniture, and other equipment.
 - 2 pts Use exchangeable carpet tiles.
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6. Food

- 1 pt Provide durable dishware in kitchen/break room (instead of disposable cups/plates).
 - 1 pt Provide durable linens in kitchen/break room.
 - 1 pt Serve foods & beverages in bulk.
 - 1 pt Provide durable dishware and mugs at meetings & special events.
 - 1 pt Reduce the use of individually boxed lunches that contain disposable items.
 - 1 pt Monitor left-over food after events to prevent over-ordering.
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7. Landscaping

- 1 pt Leave grass clippings on lawns that you mow (grasscycling).
 - 2 pts Compost landscaping waste and leftover food scraps.
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8. Construction

- 1 pt Reduce construction and demolition waste by donating or swapping reusable building materials.
- 2 pts Use recycled content building materials in construction/renovation projects.

Operations

1. Introduction

- Mark the activities you are already doing at your company.
(You will be required to choose operations recommendations worth 4 points from the following list.)

2. Monitoring

- 1 pt Track waste disposal costs and monitor disposal history.
- 1 pt Track energy costs and monitor consumption history.
- 1 pt Track water use and monitor consumption history.
- 1 pt Continually evaluate your company's business practices in light of Waste Prevention & Efficiency.

3. Management

- 2 pts Establish a Waste Prevention & Efficiency Team.
- 1 pt Seek employee input on conservation & money-saving ideas.
- 1 pt Give employees specific roles & responsibilities to prevent waste and encourage efficiency.
- 1 pt Develop Waste Prevention procedures & resource recovery goals.
- 1 pt Develop Energy Conservation procedures & energy efficiency goals.
- 1 pt Develop Water Conservation procedures & water efficiency goals.
- 1 pt Develop Stormwater & Wastewater protection procedures.
- 1 pt Develop Transportation efficiency procedures.
- 1 pt Develop Preferred Purchasing procedures.
- 1 pt Require contracts with suppliers and contractors to address Waste Prevention & Efficiency.

4. Purchasing

- 1 pt Purchase printer & copier paper with recycled content that are process-chlorine free.
- 1 pt Purchase other office paper (envelopes, business cards, file folders, etc.) with recycled content that are process-chlorine free.
- 1 pt Purchase other paper supplies (toilet paper, paper towels, etc.) with recycled content that are process-chlorine free.
- 1 pt Purchase packaging (cardboard boxes, plastic bags) and packing materials with recycled content.
- 1 pt Purchase Energy Star appliances & office equipment.
- 1 pt Purchase remanufactured printer or toner cartridges.
- 1 pt Purchase cleaning products in bulk or concentrated form.
- 1 pt Purchase least toxic cleaning products.
- 1 pt Purchase foods & beverages in bulk form, rather than in single-serving containers.
- 1 pt Purchase remanufactured products for vehicles (motor oil, antifreeze, tires, batteries).

6. Education (Staff)

- 2 pts Provide Waste Prevention & Efficiency training to new employees.
 - 1 pt Discuss waste prevention opportunities with your staff.
 - 1 pt Discuss energy conservation opportunities with your staff.
 - 1 pt Discuss water conservation opportunities with your staff.
 - 1 pt Discuss recycling opportunities with your staff.
 - 1 pt Discuss transportation issues with your staff.
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7. Education (Customers)

- 1 pt Promote your company's conservation and efficiency efforts.
 - 1 pt Encourage customer conservation & efficiency.
 - 1 pt Share conservation strategies with the public.
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8. Education (Suppliers)

- 1 pt Encourage supplier conservation & efficiency.
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9. Transportation

- 1 pt Plan efficient routes for company vehicles.
- 1 pt Reduce the work miles traveled per employee.
- 2 pts Provide employee incentives to carpool.
- 2 pts Provide employee incentives to bike or walk.
- 2 pts Provide employee incentives to take public transportation.
- 2 pts Promote telecommuting, especially for meetings.
- 2 pts Provide bike parking and showers.
- 2 pts Use hybrid or electric company vehicles.
- 2 pts Use alternative fuel company vehicles.
- 1 pt Reduce use of airplane travel for conferences, meetings, etc..
- 1 pt Participate in carbon offset programs for travel (car, airplane,etc.).

Energy

1. Introduction

- Mark the activities you are already doing at your company.
(You will be required to choose energy conservation recommendations worth 4 points from the following list.)
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2. Lighting (Interior)

- 1 pt Use day-lighting wherever appropriate.
 - 1 pt Reduce light levels in interior areas which are over lit.
 - 2 pts Install lighting controls (sensors, timers, photocells) in areas which are often unused (restrooms, conference rooms etc.).
 - 1 pt Turn off lights when leaving rooms & at the end of the day.
 - 1 pt Post signs to alert people to turn off lights.
 - 1 pt Clean light fixtures & surfaces regularly.
 - 1 pt Paint or decorate with light colors.
 - 1 pt Install compact fluorescent bulbs in deskside lamps, recessed lighting, etc.
 - 2 pts Replace fluorescent tubes with the most efficient kind in overhead fixtures (older T12 with T8/T5).
 - 2 pts Replace older magnetic ballasts with efficient electronic ones in fluorescent tube fixtures.
 - 1 pt Use task lighting instead of ambient lighting where appropriate.
 - 1 pt Replace older incandescent exit signs with efficient LED models.
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3. Lighting (Exterior)

- 1 pt Turn off exterior lights during daylight hours.
 - 1 pt Adjust your lighting schedule to changing light conditions & needs (seasons, holidays, and weekends).
 - 2 pts Use efficient security lighting (photocells, motion sensors).
 - 1 pt Limit the use of excessive and ornamental lights.
 - 1 pt Reduce light levels in exterior areas which are over lit.
 - 2 pts Install high-efficiency lighting for large areas (warehouses, parking lots).
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4. Equipment

- 1 pt Reduce the energy use of office equipment that is not being used.
- 1 pt Check for vampire appliances that draw power when not in use.
- 2 pts Use fewer centralized printers instead of many individual ones.
- 2 pts Replace older CRT monitors, high-volume printers, & copiers with energy-efficient models.
- 1 pt Set temperatures of refrigerators (38-42°F) & freezers (0-5°F) to appropriate levels.
- 1 pt Check refrigerator & freezer door gaskets for tight seals.

- 1 pt Install vending misers or delamp vending machines.
 - 1 pt Install plastic strip curtains in front of walk-in coolers.
 - 2 pts Install overnight covers on glass cooler doors.
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5. Hot Water

- 1 pt Set your water heater temperature between 120-130°F.
 - 2 pts Install a high efficiency hot water heater.
 - 1 pt Install extra insulation around older hot water tanks & pipes.
 - 1 pt Check for leaks in your hot water distribution system.
 - 1 pt Consider installing a timer to eliminate hot water heating on holidays & weekends.
 - 1 pt Maintain your hot water heater annually.
 - 1 pt Wash with the cold water cycle in washing machines.
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6. HVAC

- 1 pt Set thermostats to heat at 65-68 F & to cool at 76-78 F.
 - 1 pt Insure that unoccupied rooms aren't heated or cooled.
 - 1 pt Clean and/or replace air filters regularly.
 - 1 pt Perform regular maintenance on all heating & cooling equipment.
 - 1 pt Keep doors and windows closed to prevent unnecessary heat loss or gain.
 - 1 pt Post signs to alert people to keep doors and windows closed.
 - 1 pt Use outside air to cool & ventilate when appropriate.
 - 2 pts Install programmable thermostats and adjust them to only heat & cool during workdays.
 - 2 pts Install window awnings, shades, blinds or film to prevent heat gain or loss.
 - 1 pt Install weather stripping or caulking on all leaky doors and windows.
 - 1 pt Seal all penetrations where air can leak into or out of your building.
 - 2 pts Install energy-efficient windows.
 - 2 pts Install insulation in attics, basements & crawlspaces.
 - 1 pt Install automatic fan controls for individual rooms.
 - 2 pts Install adjustable speed drives on fan motors.
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7. General

- 1 pt Consider conducting an energy audit with your local utilities.
- 1 pt Consider utility incentives for installing energy-efficient equipment.
- 2 pts Consider purchasing renewable power.
- 2 pts Consider generating renewable energy onsite.

Water

1. Introduction

- Mark the activities you are already doing at your company.
(You will be required to choose water conservation recommendations worth 4 points from the following list.)
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2. Indoor

- 1 pt Install aerators (2.2 gpm or lower, 0.5 recommended for public bathrooms) or other flow reducers in faucets.
 - 2 pts Install low flow toilets (1.6 gpf or lower).
 - 2 pts Install low flow urinals (1.0 gpf or waterless).
 - 1 pt Install low flow shower heads (2.2 gpm or lower).
 - 2 pts Install water-efficient dishwashers.
 - 1 pt Wash only full loads in dishwashers.
 - 2 pts Install front loading washing machines.
 - 1 pt Wash only full loads in washing machines.
 - 1 pt Eliminate unnecessary wash cycles.
 - 1 pt Fix all noticeably leaky faucets & toilets.
 - 1 pt Test for hidden leaks.
 - 1 pt Reuse wash water.
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3. Landscaping

- 2 pts Plant native or water-wise species in your landscape.
- 2 pts Minimize turf.
- 1 pt Use a mulching lawnmower.
- 1 pt Mulch & aerate your soils to hold moisture.
- 1 pt Avoid watering impervious surfaces (sidewalks, driveways).
- 1 pt Use timers on all irrigation systems to avoid overwatering.
- 1 pt Inspect your irrigation system, clean and adjust it, and fix any leaks.
- 1 pt Use drip irrigation and/or soaker hoses for watering.
- 1 pt Set the run time on your irrigation to the minimum necessary.
- 2 pts Install a moisture controller (soil moisture, rain sensor, or ET) for your irrigation system.
- 1 pt Avoid watering during the rainy season and when it rains during the dry season.
- 1 pt Avoid watering during the hottest time of the day and on windy days.
- 1 pt Install auto-shutoff and low flow hose nozzles.
- 2 pts Install a separate water meter for landscaping.

4. Vehicles

- 1 pt Minimize vehicle washing.
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5. Industrial

- 1 pt Minimize shop floor washing.
1 pt Test for pipe leaks.
1 pt Reuse cooling water.
1 pt Monitor large water consumption areas.
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6. Food

- 1 pt Wash dishes in a dishwasher or dishpan rather than in a sink.
1 pt Use water efficiently in food prep, thawing and clean-up.

Water Quality

1. Introduction

- Mark the activities you are already doing at your company.
(You will be required to choose water quality recommendations worth 4 points from the following list.)
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2. Wastewater

- 1 pt Dispose of wastewater down indoor sinks instead of storm drains.
 - 1 pt Place screens in sink drains to trap solid waste.
 - 1 pt Place grease in the garbage instead of down drains.
 - 1 pt Post "No grease down sink" signs.
 - 1 pt Plug floor drains that are not required.
 - 1 pt Minimize indoor spills.
 - 1 pt Reduce mop water usage.
 - 1 pt Use biodegradable cleaning products.
 - 1 pt Avoid using degreaser.
 - 1 pt Collect used solvents for recycling and reuse
 - 1 pt Put containment around bulk liquids.
 - 1 pt Post spill response procedures.
 - 1 pt Conduct training on spill procedures.
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3. Wastewater (Vehicles)

- 1 pt Collect used motor oil for recycling and reuse.
 - 1 pt Collect used antifreeze for recycling and reuse
 - 1 pt Develop a plan & schedule for cleaning your oil/water separator.
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4. Wastewater (Food)

- 1 pt Install grease traps or interceptors on food sinks.
 - 1 pt Develop a plan & schedule for cleaning your grease traps or interceptors.
 - 1 pt Dry wipe cooking pans.
 - 1 pt Use smaller rinsing areas.
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5. Wastewater (Medical)

- 2 pts Consider transitioning from film-based to electronic x-rays.

6. Stormwater

- 2 pts Install a water quality treatment facility (pond, swale, filter, vault, oil/water separator).
 - 1 pt Keep inspection records & maintenance agreements on your water treatment facility.
 - 1 pt Stencil or mark storm drains with a "Dump no waste" message.
 - 1 pt Regularly sweep sidewalks and parking lots.
 - 1 pt Reduce pollutants to storm drains.
 - 1 pt Locate dumpsters away from storm drains.
 - 1 pt Keep your dumpster lids closed and garbage area clean.
 - 1 pt Install containment for material storage.
 - 1 pt Train employees in spill response.
 - 1 pt Place filters on storm drains.
 - 1 pt Develop a plan & schedule for maintaining your storm drains.
 - 2 pts Install and maintain a catchbasin.
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7. Stormwater (Food)

- 1 pt Wash cooking racks and kitchen mats indoors.
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8. Stormwater (Landscaping)

- 1 pt Reduce use of fertilizers.
 - 1 pt Reduce use of pesticides.
 - 2 pts Install pervious hardscape (sidewalks, driveways).
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9. Stormwater (Vehicles)

- 1 pt Wash vehicles on grass or at a carwash.