



Upper Township Business / Institutional Green Business Assessment

IT'S EASY BEING GREEN !

Your business may already be greener than you think. Going through this checklist will enable you to find out where you stand in your quest to become a sustainable business. Recycling, waste reduction, energy conservation, water conservation, purchasing local and purchasing recycled are all elements that lead to a sustainable organization. Follow these guidelines and you can earn recognition as an Upper Twp. Green Business.

1.) General

- Train employees from day one to follow environmental practices
- Provide employees with written materials (via email - save paper!)
- Advertise accomplishments through press releases
- Track and post utility bills
- Encourage other area business to GO GREEN
- Participate in local green events; i.e. tree plantings, cleanups, etc.

2.) Waste Prevention

- Do regular waste audits to find problems
- Reduce copying through use of electronic communication
- Have your printers default to 2 sided copying
- Use marketing materials that require no envelope
- Collect email addresses as an alternative to "snail mail"
- Recycle food waste either by composting, pig farmers or special collection
- Use reusable plates & flatware rather than disposables
- Use concentrated cleaning products
- Use reusable towels, napkins, table cloths
- Use large soap dispensers instead of individual ones
- Use bulk condiments instead of individual (sugar packets, creamers, etc.)
- Collect ink jet cartridges and cell phones for recycling
- Repurpose office furniture & supplies
- Donate unneeded, good usable items to non-profit organizations

3.) Purchasing

- Purchase paper that is at least 30% post consumer
- Use 100% recycled paper whenever possible
- Buy in bulk whenever possible
- Purchase locally whenever possible
- Purchase Fair Trade materials whenever possible
- Purchase green, safe cleaning supplies
- Purchase toilet tissue and paper towels made from 100% recycled paper
- Purchase reusable rather than disposable products

4.) Energy Conservation

- Have an ENERGY AUDIT of your buildings
- Turn off lights and electronic equipment when not in use
- Install motion sensors & lighting controls
- Install programmable thermostats to control heating & cooling
- Insulate hot water heaters and water pipes
- Purchase Energy Star equipment & appliances
- Unplug chargers when not in use
- Check & repair leaks around windows and doors
- Replace fluorescent tubes with energy efficient fixtures
- Replace incandescent bulbs with CFLs or, better yet, LEDs

5.) Water Conservation

- Check water bill for indications of leaks
- Check for plumbing leaks and repair immediately
- Clean outdoor areas with a broom, not water to avoid runoff
- Do not allow litter to accumulate
- Install water efficient toilets (WaterSense Products > <http://www.epa.gov/watersense>)
- Install waterless urinals
- Install high efficiency faucet aerators
- Install reminder signs in restrooms to conserve water
- Change window cleaning schedule to "as needed"

6.) Storm Water Management

- Check company vehicles for oil leaks
 - Distribute educational materials on stormwater pollution prevention to employees
 - Keep dumpster area clean
 - If there is an outdoor smoking area, provide butt containers
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7.) Landscaping *(Exempt if you do not have or do not manage landscaping)*

- Test irrigation system regularly to ensure proper coverage
- Follow guidelines for local area to conserve water
- Install a Smart Metering system
- Replace grass areas with water-efficient 'NATIVE' shrubs
- Use natural mulches to increase water retention and prevent erosion
- Remove weeds by hand ... do not use herbicides
- Use permeable paving
- Install a rain barrel or cistern to collect water for supplemental irrigation
- Install a rain garden in an area where runoff occurs
- Do not use chemical fertilizers
- Install a rain garden in an area where runoff occurs

8.) Transportation / Air Quality

- Encourage employees to ride bikes and provide secure storage for the bikes
- Encourage and/or provide incentives for employees to car pool
- Encourage employees to use mass-transit options & provide up-to-date schedules
- Replace company vehicles with energy efficient vehicles
- Provide preferred parking for alternative fuel and carpool vehicles
- Maintain fleet efficiency through regular maintenance schedules
- Institute a no idling policy on your business property
- Utilize email, teleconferencing and videoconferencing to avoid unnecessary travel

Sources

Galloway Twp., NJ www.gtnj.org/SG/index.html
Sustainable Jersey www.sustainablejersey.com/
Sacramento Area Sustainable Business <http://sacberc.org>
City of Long Beach, CA www.longbeach.gov
Bay Area Green Business Program www.gleenbiz.ca.gov
San Diego Area Green Business Program www.sdgreenbiz.org
Monterey Bay Area Green Business Program www.montereybaygreenbusiness.org
Waco Green Business Network www.wacochamber.com

Green Business Assessment - Upper Township

NAME OF ESTABLISHMENT _____

CONTACT INFORMATION _____

PHONE _____ FAX _____ EMAIL _____

ADDRESS _____

TYPE OF ESTABLISHMENT: Office _____ Medical Office _____ Bank _____ Hotel/Motel _____

Wholesale Store _____ Grocery/Convenience Store _____ Retail Store _____ Restaurant _____

Educational Facility _____ Other _____

Categories	Potential Ct.	Your Ct.	Comments
1.) General	6		
2.) Waste Prevention	14		
3.) Purchasing	8		
4.) Energy Conservation	10		
5.) Water Conservation	9		
6.) Storm Water Management	4		
7.) Landscaping	11		
8.) Transportation / Air Quality	8		
Totals:	70		

How Did You Do?

THERE ARE 70 ITEMS ON THIS ASSESSMENT. If you checked off at least 35, you may be eligible for basic *Green Business Recognition*.

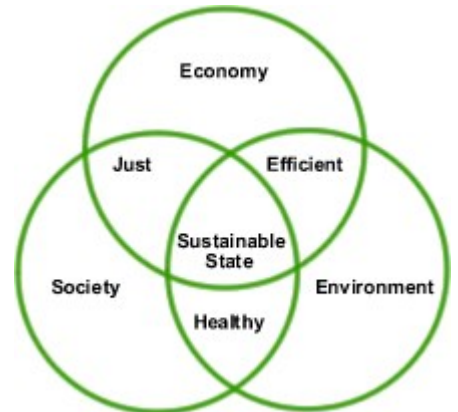


For further information, contact:

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Upper Township Green Team

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Graphic Source: NJ-DEP



Upper Township Green Team

Working toward
 a more sustainable
 Upper Township



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