



# Green Business Assessment



## ***IT'S EASY BEING GREEN !***

Your Upper Twp. 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.

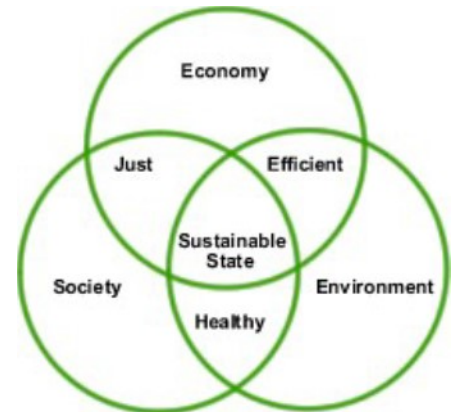
***Follow these guidelines and you can earn recognition as an Upper Twp. Green Business.***

### **1.) General**

- Train employees from day one to follow environmental practices
- Provide employees with written materials (via email - save paper!)
- Advertise green 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





# Green Business Assessment - Upper Township



## 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



## Green Business Assessment - Upper Township



### 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](http://www.gtnj.org/SG/index.html)

Ewing Twp. Green Team > <https://ewinggreenteam.org/greenbusiness>

Sustainable Jersey > [www.sustainablejersey.com](http://www.sustainablejersey.com)

# Green Business Assessment - Upper Township

NAME OF ESTABLISHMENT \_\_\_\_\_

CONTACT INFORMATION \_\_\_\_\_

PHONE \_\_\_\_\_ (Cell) \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ESTABLISHMENT: Office \_\_\_\_\_ Professional / Medical Office \_\_\_\_\_ Bank \_\_\_\_\_ Motel \_\_\_\_\_  
 Retail Store \_\_\_\_\_ Restaurant \_\_\_\_\_ Service \_\_\_\_\_ Food/Convenience Store \_\_\_\_\_  
 Educational Facility \_\_\_\_\_ Gov \_\_\_\_\_ Other \_\_\_\_\_

*Sustainability Assessment Dash Board*

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		
<b>Totals:</b>	<b>70</b>		

**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*



**UPPERTOWNSHIP**  
**Business Association**  
 Neighbors Helping Neighbors

*For further information, contact:*

**Upper Township Business Association**

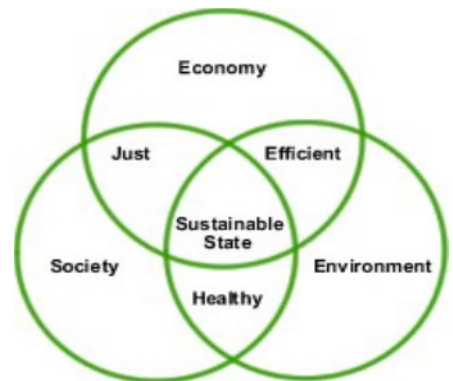
upperbiz25@gmail.com | [www.UpperBiz.com](http://www.UpperBiz.com)

**Upper Township Green Team**

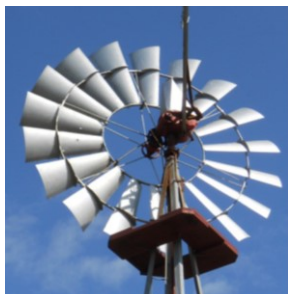
UpperTwpGreenTeam@yahoo.com | [www.UpperTwpGreenTeam.wordpress.com](http://www.UpperTwpGreenTeam.wordpress.com)

**Township of Upper - Advisory Green Team Page**

<https://uppertownship.com/boards/green-team/>



Graphic Source: NJ-DEP



## Upper Township Green Team

Working toward  
 a more sustainable  
 Upper Township



QR for > [Facebook.com/UpperTwpGreenTeam](https://www.facebook.com/UpperTwpGreenTeam)