

GreenBiz Tracker

TIER 1



CORE MEASURES

YES NO N/A

1. Complete regularly scheduled maintenance on your HVAC (heating, ventilation, and air conditioning) at least twice a year. This includes: cleaning or replacing filters, inspecting damaged suction lines, addressing leaks, checking condenser and evaporator coils for proper airflow, and maintaining the proper function of economizers (found in AC/package units).

HELP

2. Complete regularly scheduled maintenance on air compressors. Check for and repair air line leaks.

HELP

3. Minimize and reduce avoidable heat loss in your boiler.

HELP

4. Set computer and laptop monitor settings to turn off after 10 minutes of inactivity and go into a sleep mode after 15 minutes of inactivity.

HELP

- > How many desktop CPUs have power management software enabled?
- > How many external monitors have power management software enabled?
- > How many laptops have power management software enabled?

5. Insulate all exposed hot water pipes and refrigeration system cold suction lines in unconditioned spaced only i.e., in a garage or outdoors. This measure is required for pipes carrying hot water out of the water heaters and for pipes coming in and out of AC units.

HELP

- > How many linear feet of insulated pipe <1" in diameter do you have?
- > How many linear feet of insulated pipe >1" in diameter do you have?

6. Obtain a quote for the future replacement of your fossil-fuel based heating system (natural gas, propane or oil) with an efficient electric heat pump (air source or ground source/geothermal) or wood pellet system.



HELP

7. Obtain a quote for future replacement of a water heater with an electric heat pump water heater and provide it to your coordinator for verification.



HELP

8. Get a lighting audit - Audit must account for 100% of lighting in the space.



HELP

9. Automate building temperature control using a building automation system, a programmable thermostat, or a smart thermostat to control heating and air conditioning systems. Implement setbacks to reduce heating and cooling needs during unoccupied hours.



HELP

10. Sign up for the Solarize Ulster Program.



HELP

ELECTIVE MEASURES

Please complete 8

YES NO N/A

11. Sign up for the Better Buildings Challenge -
<https://betterbuildingssolutioncenter.energy.gov/challenge>



HELP

12. Recover condensate. Return produced steam to the boiler.



HELP

13. Recover waste heat from your boiler.



HELP

14. Enroll and enter at least a year of data in the EnergyStar Portfolio Manager (free) software to benchmark the energy use of your buildings. More information is available at:
<https://www.energystar.gov/buildings/benchmark>.



HELP

15. Brown bag - home energy efficiency



HELP

16. Brown bag - office energy efficiency



HELP

17. Improve the energy efficiency of your walk-in fridges and freezers by installing strip curtains and/or automatic door closers.



HELP

18. Complete at least one energy audit or assessment to prioritize energy conservation measures and estimate costs for implementation; OR complete a comprehensive energy study.



HELP

19. Replace your water heater with an electric heat pump water heater.



HELP

20. Evaluate the chiller model used for cooling your building or industrial process and ensure that it is the correct size for the load.



HELP

21. Convert chilled storage/cellar evaporator fans to electrically commutated motors.



HELP

22. Retrofit at least 100% of lighting to energy efficient LEDs or as recommended in lighting audit.



HELP

23. Use a solar water heater or preheater.



HELP

24. New equipment purchases are made for optimal performance and results by including adjustable speed drives and right sized pumps.



HELP

25. Use an outside air intake for air compressors if local climate makes sense (cool air takes less energy to compress).



HELP

26. Replace your fossil-fuel based heating system (natural gas, propane or oil) with an efficient electric heat pump (air source or ground source/geothermal) or wood pellet



system.

HELP 

27. Retrofit at least 50% of lighting to energy efficient LEDs or as recommended in lighting audit.



HELP 

28. Use an Energy Star dishwashing machine.



HELP 

29. Purchase ENERGY STAR equipment and food service appliances.



HELP 

30. Install solar panels on site.



HELP 

> What is your monthly kWh generation?

31. Use lighting controls, such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.



HELP 

> How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?

> How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?

> How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?

> How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?

32. Use ENERGY STAR qualified refrigerators (those over 20 years old should be replaced). Check all refrigerator and freezer seals and gaskets. If they are cracked or not sealing properly, replace them.



HELP 

> How many ENERGY STAR rated refrigerators does your business use?

> How many ENERGY STAR rated mini-refrigerators does your business use?

33. Have (or commit to purchase) Energy Star office equipment, refrigerators and dishwashers, and EPEAT SILVER or GOLD printers (<https://epeat.net/imaging-equipment-search-result/page-1/size-25?>)



HELP 

countryId=112&epeatRatingId=3&productTypeId=185450&productTypeId=185451),
computers and laptops (<https://epeat.net/computers-and-displays-search-result/page-1/size-25?>

countryId=112&epeatRatingId=2&epeatRatingId=3&productStatusId=1&productTypeld=185433&productTypeld=185441&productTypeld=185434&productTypeld=185445&productTypeld=185439&productTypeld=185448&productTypeld=185437), monitors (<https://epeat.net/computers-and-displays-search-result/page-1/size-25?>

countryId=112&epeatRatingId=2&epeatRatingId=3&productStatusId=1&productTypeid=185435), and mobile phones (<https://epeat.net/mobile-phones-search-result/page-1/size-25?countryId=112&epeatRatingId=2&epeatRatingId=3>). Add these guidelines to your Environmental Policy under "Environmentally Preferable Purchasing."

- > How many ENERGY STAR /EPEAT rated LCD monitors does your business use?
 - > How many ENERGY STAR rated printers/copiers does your business use?

34. Obtain three quotes to install solar panels.



HELP

Pollution Prevention

CORE MEASURES

YES NO N/A

1. Use Integrated Pest Management. If contracting with a pest control operator, specify in contracts the use of IPM at your facility. Check with your pest control operator to see if they offer IPM services or look for a provider at EcoWiseCertified.com (<http://EcoWiseCertified.com>), GreenShieldCertified.org (<http://GreenShieldCertified.org>), or WhatIsGreenPro.org (<http://WhatIsGreenPro.org>).



HELP

2. Limit the use of disinfectants to only surfaces in restrooms or on door handles. When necessary, use a hydrogen peroxide based disinfecting product with an automatic dilution system.



HELP

3. Use certified non-toxic laundry, cleaning and building maintenance products in non-aerosol containers such as Green Seal certified (<http://greenseal.org>), Environmental Working Group (<http://ewg.org/guides/cleaners>) with an 'A' or 'B' rating, US EPA Safer Choice (<http://epa.gov/saferchoice>), or UL EcoLogo (<http://tinyurl.com/ULEco>).



HELP

- > What is the area (square footage) of your facility where these cleaning products are used?

4. Properly store and dispose of hazardous and "universal waste" as required by law. Label a storage area and notify employees. These types of waste include: fluorescent bulbs/tubes, aerosol cans, paint, electronic equipment (e-waste), and batteries. Ensure ink/laser toner cartridges are recycled. Visit search.earth911.com (<http://search.earth911.com>) or ask your coordinator about recycling and drop-off locations near you.



ELECTIVE MEASURES

Please complete 2

YES NO N/A

5. Only apply pesticides or herbicides during dry weather and never before it rains.



HELP

6. Purchase 80% certified organic ingredients.



HELP

7. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.



HELP

8. Use some certified organic ingredients in your food or beverage production or preparation. Detail your organic ingredients or offerings in the notes.



HELP

9. Use a carbon dioxide (CO2) recovery system.



HELP

10. When using a commercial printer, ensure vegetable-based inks.



HELP

11. Use unbleached and/or processed chlorine-free (PCF) paper products (copy paper, paper towels, napkins, coffee filters, etc.).



HELP

12. Use remanufactured copier toner cartridges.



HELP

- > How many remanufactured toner cartridges do you purchase for use every year?

Solid Waste

CORE MEASURES

YES **NO** **N/A**

1. Train staff and custodians/janitorial staff annually on proper sorting for recycling and composting (information in English, Spanish, and other languages as appropriate).

 HELP

2. Set up easily accessible waste stations with landfill, compost, and recycle bins co-located. Add clearly marked educational signage. Check with your coordinator or waste hauler for free signage and/or stickers.

 HELP

3. Donate, compost or otherwise divert spent grains, hops, and yeast.

 HELP

4. Use reusable dishware in break room.

 HELP

5. Eliminate the use of plastic straws. If straws are necessary, use fiber-based or compostable ones and provide upon request.

 HELP

6. Replace disposable cups and cutlery with durable items for in-room, reception, breakfast and room services.

 HELP

7. For internal and external company events, use only reusable dishware.

 HELP

8. Eliminate individual, single-use bottles of water for employees and guests. Switch to alternatives such as using tap water, buying water filters, providing water coolers, or installing water fill stations.

HELP

9. Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.

HELP

10. Eliminate the use of polystyrene, such as Styrofoam in breakrooms, food/beverage to-go ware, packaging materials, and during any company events.

HELP

ELECTIVE MEASURES

Please complete 6

YES **NO** **N/A**

11. Donate excess food to shelters, food banks, or organizations that accept food scraps for animals.

 HELP

12. Designate a recycling coordinator to take responsibility for monitoring disposal and maintaining recycling and composting programs.

 HELP

13. Leave mowed grass on lawn (grasscycling).

 HELP

14. Work with your coordinator, waste hauler, or building manager to perform a waste audit to maximize recycling and composting (if applicable). Refer to Green Tip on right for details or check with your local Program Director if you have any questions.

 HELP

15. Recycle or reuse plastic wrap, bags, pallet wrap, etc.

 HELP

16. Use reusable and refillable kegs for distribution to restaurant and bars. No "one-time use" kegs.

 HELP

17. Purchase or obtain previously used furniture, supplies, or materials. Check out sites such as freecycle.org or craigslist.org.

 HELP

18. Purchase bathroom and kitchen papers with a minimum of 30% post-consumer waste recycled content (e.g., toilet paper, paper towels, tissues, toilet seat covers, napkins).

HELP

19. Request that 3+ vendors/suppliers/online retailers provide their shipments in non-plastic packaging.

 HELP

20. When making outside food purchases (catering, meetings, lunches, events, etc.), purchase from a recognized Green Business or businesses participating in Zero Foodprint.

 HELP

21. Purchase office/copy paper that is either: 100% recycled *or* FSC Certified with at least 30% post-consumer waste recycled content.

 HELP

> How many reams of office paper do you purchase annually?

 NA

22. Make a request to at least one of your suppliers to reduce waste by replacing non-recyclable content packaging with reusable/recyclable options.

 HELP

23. If you provide disposable bags, offer paper bags made from 100% post-consumer waste recycled content rather than plastic bags.

 HELP

24. Offer plant-based/vegan options for meetings and company events.

 HELP

25. Order/print marketing materials and business cards on paper that is either: 100% recycled *or* FSC Certified with at least 30% post-consumer waste recycled content.

 HELP

26. Obtain or donate previously used furniture, supplies or materials.

 HELP

27. Reuse paper or plastic packaging materials in your own shipments.

 HELP

28. Purchase at least three Certified Organic food items from the following list:

**HELP**

- > Eggs
- > Cheese
- > Flour
- > Rice
- > Fruit (apples, berries, stone fruit)
- > Bell peppers
- > Tomatoes
- > Potatoes
- > Leafy Greens (e.g., spinach, lettuce, kale, etc.)

29. Install a pneumatic press system that can increase mash efficiency to 93-98%.

**HELP**

30. Offer incentives for customers who bring their own reusable bags, coffee mugs, containers, etc.

**HELP**

31. Use a coffee machine that doesn't require single-use pods made from aluminum or plastic.

**HELP**

32. Reduce paper use in your office by doing at least three of the following:

**HELP**

- > Eliminate unsolicited mail from your mailbox. Register at www.DirectMail.com/mail_preference and www.CatalogChoice.org to reduce junk mail. Opt out of unwanted phone books by registering at www.YellowPagesOptOut.com
- > Offer receipts by text or email

> Send electronic invoices

> Sign-up for online statements from banks, credit cards, etc.

> Keep digital records instead of paper files

> Send electronic contracts

> Provide digital reports

Transportation

CORE MEASURES

YES NO N/A

1. Think creatively and implement ways to encourage and increase the use of alternative transportation among your patrons/audience members.

HELP

2. Promote and participate in the National Bike to Work Day.

HELP

3. Adopt an anti-idling vehicle policy for employees, customers, and vendors.

HELP

4. Research the feasibility, incentives, and subsidized costs for installing an electric vehicle charger at your business. If you lease your space, please share your findings with the property owner/manager. If not feasible, find the nearest charging stations and communicate them to your customers/employees.

HELP

ELECTIVE MEASURES

Please complete 1

YES NO N/A

5. Institute a "smart driving" education program for business services. Institute practices such as reducing excess weight in vehicles, driving the speed limit and at steady speeds, accelerating and decelerating slowly and steadily, and turning off the engine when stopped for more than two minutes. Distribute guide to employees and copy your coordinator.

HELP

6. Host at least one publicly accessible networked electric vehicle charging station; post clear signage; publicize availability and ensure that station is included on EV charging network maps and apps.

HELP

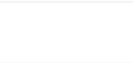
7. Install a bike rack at the building. Bonus if its locally made in Ulster County.

HELP

8. Offer employee commuting options.

HELP

> Offer a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs.



> Have employees or the employer sign up for a guaranteed ride home program which provides a free or low-cost ride home in cases of emergency for employees who use alternative transportation to driving alone.



> Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.



> Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.



> Provide secure bicycle storage for staff and customers.



> Set aside carpool/vanpool/rideshare parking spaces.



> Offer a shuttle service to and from bus, train, and/or light rail stops and/or offer to pick up and drop off employees to and from the closest station.



> Have a bike kit for employees who may have bicycle emergencies or problems.



> Offer electric vehicle recharge ports for visitors and employees.



> Offer lockers and showers for staff who walk, jog or bike to work.



> Provide one or more company bicycles for employee use.



> Ensure that at least 20% of staff walk, bike, or carpool to get to work.



> Subsidize a shared bike membership for your employees. Check local bikeshare programs for any partnership opportunities or bike to work programs.

CORE MEASURES

1. Keep dumpsters and any other potential pollutants, such as paint cans, other chemicals drums, etc., covered and impermeable to rainwater. If no covers are available, provide overhead storage. Keep outdoor areas clean and report leaking dumpsters to your waste hauler.

YES NO N/A

HELP

2. Only rain down the storm drain. Ensure that no wastewater, debris or litter enters storm drains near your business. Never hose down or wash floor mats, bar service spill mats, equipment, or vehicles in an area where the wastewater may flow to a storm drain. If you have debris catch basins, clean them annually before the first rain and as needed afterward.

HELP

Water

CORE MEASURES

1. Serve guests drinking water by request only.

YES NO N/A

HELP

2. Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water utility).

HELP

ELECTIVE MEASURES

Please complete 1

3. Replace all urinals flushing at greater than 1.0 gallon with high-efficiency urinals, flushing at less than or equal to 0.125 gallons, or waterless urinals (if appropriate, check with your local building department for applicable permits). Your water utility may have a rebate program for high-efficiency urinals.

YES NO N/A

HELP

> How many urinals flushing at less than 1.0 gallons does your facility have?

> How many waterless urinals does your facility have?

> Please estimate how many male employees and visitors are at your business on an average day?

4. Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency

toilets.

HELP

- > How many visitors and customers use your facility on an average day?
- > How many employees use your facility on an average day?
- > Is the flush volume of the new toilet(s): 1.6, 1.28, 1.0, or 0.8?

5. Replace all existing faucet aerators and showerheads with low flow fixtures. Bathroom aerators should not exceed 0.5 GPM; kitchen sinks should not exceed 1.5 GPM; showerheads with flow rates higher than 1.8 GPM should be replaced with high-efficiency showerheads with rates of 1.5 GPM or less.

**HELP**

- > How many 1.5 GPM showerheads have you installed?
- > How many 0.5 GPM lavatory sink aerators have you installed?
- > How many 1.5 GPM kitchen sink aerators have you installed?

6. Use a low-flow pre-rinse nozzle for dish scraping/pre-cleaning (saves both heating and water costs). 1.28 GPM max.

**HELP**

7. Reduce areas of turf (grass). Water utilities may offer a rebate for turf removal.

**HELP**

Community

CORE MEASURES

YES NO N/A

1. Contact the Ulster County Green Business Champions Program Administrator or Program Coordinator. See Green Tip to the right for contact information.

**HELP**

2. Invite at least one other business to become a Green Business. Encourage them to enroll in the Green Business Program. Please introduce this business by copying your coordinator on an introduction email.

**HELP**

3. Do business with another Certified Green Business. Find them using the directory at <https://search.greenbiztracker.org/> (<https://search.greenbiztracker.org/>)



HELP 

ELECTIVE MEASURES

Please complete 3

YES **NO** **N/A**

4. Publish your success to a social media or other social publication.

 HELP 

5. Enter your brewery's baseline metrics.

 HELP 

> Electricity usage (kWh per BBL)

NA
NA

> Gas usage (Therms per BBL)

NA

6. Publish a wall of fame for green actors in your office.

 HELP 

7. Mentor a peer company to complete 5 or more activities and complete their profile.

 HELP 

8. Challenge a peer company to complete an activity.

 HELP 

9. Create a green team and host a quarterly meeting.

 HELP 

10. Attend a community event hosted by a local advocacy organization.

 HELP 

11. Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website.



HELP

12. Complete a carbon footprint calculator to determine your company's greenhouse gas emissions.



HELP

13. Sign-up for your Utility's Online Tools or review monthly bills to track water and energy usage over time, looking for sudden rises in use.



HELP

14. Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)



HELP

15. Encourage employee participation in sustainability efforts by adopting at least 2 of the following practices



HELP

> Reward sustainability champions with financial and/or non-monetary incentives (e.g., public recognition, bonuses, gifts, days off, etc.)



> Measure and communicate progress on sustainability initiatives to keep visibility high and reinforce the idea that achievements in sustainability are meaningful for the company



> Establish a "Green Team" that meets regularly to co-create and integrate sustainability practices across the organization.



> Incorporate sustainability best practices into employee on-boarding processes, documents, training and development.



Other Green Things Your Business is Doing

GreenBiz Tracker

TIER 2



CORE MEASURES

YES NO N/A

1. Complete regularly scheduled maintenance on your HVAC (heating, ventilation, and air conditioning) at least twice a year. This includes: cleaning or replacing filters, inspecting damaged suction lines, addressing leaks, checking condenser and evaporator coils for proper airflow, and maintaining the proper function of economizers (found in AC/package units).

HELP

2. Complete regularly scheduled maintenance on air compressors. Check for and repair air line leaks.

HELP

3. Minimize and reduce avoidable heat loss in your boiler.

HELP

4. Enroll and enter at least a year of data in the EnergyStar Portfolio Manager (free) software to benchmark the energy use of your buildings. More information is available at: <https://www.energystar.gov/buildings/benchmark>.

HELP

5. Sign up for the Better Buildings Challenge - <https://betterbuildingssolutioncenter.energy.gov/challenge>

HELP

6. Set computer and laptop monitor settings to turn off after 10 minutes of inactivity and go into a sleep mode after 15 minutes of inactivity.

HELP

- > How many desktop CPUs have power management software enabled?
- > How many external monitors have power management software enabled?
- > How many laptops have power management software enabled?

7. Improve the energy efficiency of your walk-in fridges and freezers by installing strip curtains and/or automatic door closers.

**HELP**

8. Insulate all exposed hot water pipes and refrigeration system cold suction lines in unconditioned spaced only i.e., in a garage or outdoors. This measure is required for pipes carrying hot water out of the water heaters and for pipes coming in and out of AC units.

**HELP**

- > How many linear feet of insulated pipe <1" in diameter do you have?
- > How many linear feet of insulated pipe >1" in diameter do you have?

9. Incorporate in your Environmental Policy Statement, a commitment to adopt climate-friendly refrigerant management practices including: working with vendors to ensure all refrigerants are recovered and or either reclaimed or destroyed at the end of their life, utilize climate-friendly refrigerants in any newly purchased cooling systems, and consider replacing existing refrigerants with climate-friendly refrigerants. Switching to climate-friendlier refrigerant products (refrigerators, air conditioners, heat pump water heaters, icemakers, vending machines, water coolers, etc.) are in the updated top 10 list of climate solutions by Project Drawdown (<https://drawdown.org/>)

**HELP**

10. New equipment purchases are made for optimal performance and results by including adjustable speed drives and right sized pumps.

**HELP**

11. Sign up for the Solarize Ulster Program.

**HELP**

12. Retrofit at least 50% of lighting to energy efficient LEDs or as recommended in lighting audit.

**HELP**

13. Get a lighting audit - Audit must account for 100% of lighting in the space.

**HELP**

14. Have (or commit to purchase) Energy Star office equipment, refrigerators and dishwashers, and EPEAT SILVER or GOLD printers (<https://epeat.net/imaging-equipment-search-result/page-1/size-25?countryId=112&epeatRatingId=3&productTypId=185450&productTypId=185451>), computers and laptops (<https://epeat.net/computers-and-displays-search-result/page->

**HELP**

1/size-25?

countryId=112&epeatRatingId=2&epeatRatingId=3&productStatusId=1&productTypeId=185433&productTypeId=185441&productTypeId=185434&productTypeId=185445&productTypeId=185439&productTypeId=185448&productTypeId=185437), monitors (<https://epeat.net/computers-and-displays-search-result/page-1/size-25?countryId=112&epeatRatingId=2&epeatRatingId=3&productStatusId=1&productTypeId=185435>), and mobile phones (<https://epeat.net/mobile-phones-search-result/page-1/size-25?countryId=112&epeatRatingId=2&epeatRatingId=3>). Add these guidelines to your Environmental Policy under "Environmentally Preferable Purchasing."

> How many ENERGY STAR /EPEAT rated LCD monitors does your business use?

> How many ENERGY STAR rated printers/copiers does your business use?

15. Automate building temperature control using a building automation system, a programmable thermostat, or a smart thermostat to control heating and air conditioning systems. Implement setbacks to reduce heating and cooling needs during unoccupied hours.

HELP

16. Complete regularly scheduled maintenance on your refrigeration systems at least quarterly. This includes keeping condenser coils free of dust and lint, replacing worn gaskets, and making sure doors are aligned. For walk-in fridges, maintain evaporator coils by keeping them free of excessive frost.

HELP

17. Recover condensate. Return produced steam to the boiler.

HELP

ELECTIVE MEASURES

Please complete 10

YES **NO** **N/A**

18. Recover waste heat from your boiler.

HELP

19. Install solar panels on site.

HELP

> What is your monthly kWh generation?

20. Use lighting controls, such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.

HELP

> How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?

> How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?

> How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?

> How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?

21. Use ENERGY STAR qualified refrigerators (those over 20 years old should be replaced).

Check all refrigerator and freezer seals and gaskets. If they are cracked or not sealing properly, replace them.

**HELP**

> How many ENERGY STAR rated refrigerators does your business use?



> How many ENERGY STAR rated mini-refrigerators does your business use?



22. Obtain three quotes to install solar panels.

**HELP**

23. Use a solar water heater or preheater.

**HELP**

24. Set refrigerator temperature to meet minimum health requirements (typically between 38F and 41F for refrigerators and between 10 F and 20F for freezers).

**HELP**

25. Brown bag - office energy efficiency

**HELP**

26. Brown bag - home energy efficiency

**HELP**

27. Install and use blow dryers instead of paper towels.

**HELP**

28. Replace your water heater with an electric heat pump water heater.



HELP

29. Replace your fossil-fuel based heating system (natural gas, propane or oil) with an efficient electric heat pump (air source or ground source/geothermal) or wood pellet system.



HELP

Pollution Prevention

CORE MEASURES

YES **NO** **N/A**

1. Use Integrated Pest Management. If contracting with a pest control operator, specify in contracts the use of IPM at your facility. Check with your pest control operator to see if they offer IPM services or look for a provider at EcoWiseCertified.com (<http://EcoWiseCertified.com>), GreenShieldCertified.org (<http://GreenShieldCertified.org>), or WhatIsGreenPro.org (<http://WhatIsGreenPro.org>).



HELP

2. Limit the use of disinfectants to only surfaces in restrooms or on door handles. When necessary, use a hydrogen peroxide based disinfecting product with an automatic dilution system.



HELP

3. Use certified non-toxic laundry, cleaning and building maintenance products in non-aerosol containers such as Green Seal certified (<http://greenseal.org>), Environmental Working Group (<http://ewg.org/guides/cleaners>) with an 'A' or 'B' rating, US EPA Safer Choice (<http://epa.gov/saferchoice>), or UL EcoLogo (<http://tinyurl.com/ULEco>).



HELP

- > What is the area (square footage) of your facility where these cleaning products are used?

4. Use some certified organic ingredients in your food or beverage production or preparation. Detail your organic ingredients or offerings in the notes.



HELP

5. Properly store and dispose of hazardous and "universal waste" as required by law. Label a storage area and notify employees. These types of waste include: fluorescent bulbs/tubes, aerosol cans, paint, electronic equipment (e-waste), and batteries. Ensure ink/laser toner cartridges are recycled. Visit search.earth911.com (<http://search.earth911.com>) or ask your coordinator about recycling and drop-off locations near you.



HELP

6. When using a commercial printer, ensure vegetable-based inks.

HELP

7. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.

HELP

ELECTIVE MEASURES

Please complete 0

YES **NO** **N/A**

8. Use remanufactured copier toner cartridges.

HELP

> How many remanufactured toner cartridges do you purchase for use every year?

9. Use unbleached and/or processed chlorine-free (PCF) paper products (copy paper, paper towels, napkins, coffee filters, etc.).

HELP

10. Use a carbon dioxide (CO₂) recovery system.

HELP

11. Purchase 80% certified organic ingredients.

HELP

Solid Waste

CORE MEASURES

YES **NO** **N/A**

1. Train staff and custodians/janitorial staff annually on proper sorting for recycling and composting (information in English, Spanish, and other languages as appropriate).

HELP

HELP

13. Reduce paper use in your office by doing at least three of the following:

**HELP**

- > Provide digital reports
- > Send electronic contracts
- > Keep digital records instead of paper files
- > Sign-up for online statements from banks, credit cards, etc.
- > Send electronic invoices
- > Offer receipts by text or email
- > Eliminate unsolicited mail from your mailbox. Register at www.DirectMail.com/mail_preference and www.CatalogChoice.org to reduce junk mail. Opt out of unwanted phone books by registering at www.YellowPagesOptOut.com

14. Work with your coordinator, waste hauler, or building manager to perform a waste audit to maximize recycling and composting (if applicable). Refer to Green Tip on right for details or check with your local Program Director if you have any questions.

**HELP**

15. Recycle or reuse plastic wrap, bags, pallet wrap, etc.

**HELP**

16. For retail use or shipping, purchase boxes or bags with recycled content. Minimum 30% post-consumer recycled content (unless a higher percentage is specified by your coordinator).

**HELP**

17. Use reusable and refillable kegs for distribution to restaurant and bars. No "one-time use" kegs.

**HELP**

18. Eliminate the use of plastic straws. If straws are necessary, use fiber-based or compostable ones and provide upon request.

**HELP**

ELECTIVE MEASURES

Please complete 0

YES NO N/A

19. Designate a recycling coordinator to take responsibility for monitoring disposal and maintaining recycling and composting programs.

HELP

20. Request that 3+ vendors/suppliers/online retailers provide their shipments in non-plastic packaging.

HELP

21. When making outside food purchases (catering, meetings, lunches, events, etc.), purchase from a recognized Green Business or businesses participating in Zero Foodprint.

HELP

22. Purchase office/copy paper that is either: 100% recycled *or* FSC Certified with at least 30% post-consumer waste recycled content.

HELP

> How many reams of office paper do you purchase annually?

 NA

23. Make a request to at least one of your suppliers to reduce waste by replacing non-recyclable content packaging with reusable/recyclable options.

HELP

24. Offer plant-based/vegan options for meetings and company events.

HELP

25. Order/print marketing materials and business cards on paper that is either: 100% recycled *or* FSC Certified with at least 30% post-consumer waste recycled content.

HELP

26. Obtain or donate previously used furniture, supplies or materials.

HELP

27. For internal and external company events, use only reusable dishware.

HELP

28. Reuse paper or plastic packaging materials in your own shipments.



HELP

29. Use a coffee machine that doesn't require single-use pods made from aluminum or plastic.



HELP

30. Install a pneumatic press system that can increase mash efficiency to 93-98%.



HELP

31. Purchase or obtain previously used furniture, supplies, or materials. Check out sites such as freecycle.org or craigslist.org.



HELP

Transportation

CORE MEASURES

YES NO N/A

1. Offer employee commuting options.



HELP

2. Promote and participate in the National Bike to Work Day.



HELP

3. Offer employee commuting options.



HELP

> Offer a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs.



> Have employees or the employer sign up for a guaranteed ride home program which provides a free or low-cost ride home in cases of emergency for employees who use alternative transportation to driving alone.



> Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.



> Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.



- > Provide secure bicycle storage for staff and customers.
- > Set aside carpool/vanpool/rideshare parking spaces.
- > Offer a shuttle service to and from bus, train, and/or light rail stops and/or offer to pick up and drop off employees to and from the closest station.
- > Have a bike kit for employees who may have bicycle emergencies or problems.
- > Offer electric vehicle recharge ports for visitors and employees.
- > Offer lockers and showers for staff who walk, jog or bike to work.
- > Provide one or more company bicycles for employee use.
- > Ensure that at least 20% of staff walk, bike, or carpool to get to work.
- > Subsidize a shared bike membership for your employees. Check local bikeshare programs for any partnership opportunities or bike to work programs.

ELECTIVE MEASURES

Please complete 0

YES **NO** **N/A**

4. Institute a "smart driving" education program for business services. Institute practices such as reducing excess weight in vehicles, driving the speed limit and at steady speeds, accelerating and decelerating slowly and steadily, and turning off the engine when stopped for more than two minutes. Distribute guide to employees and copy your coordinator.



HELP

5. Host at least one publicly accessible networked electric vehicle charging station; post clear signage; publicize availability and ensure that station is included on EV charging network maps and apps.



HELP

6. Purchase or lease at least one plug-in hybrid (PHEV) or battery electric vehicle (EV) for your business operations.



HELP

7. Install a bike rack at the building. Bonus if its locally made in Ulster County.



HELP

8. Promote ride sharing in your office.



HELP

9. Offer a Ulster County Public Transport benefit perk program.



HELP

Wastewater

CORE MEASURES

YES **NO** **N/A**

1. Keep dumpsters and any other potential pollutants, such as paint cans, other chemicals drums, etc., covered and impermeable to rainwater. If no covers are available, provide overhead storage. Keep outdoor areas clean and report leaking dumpsters to your waste hauler.



HELP

2. Only rain down the storm drain. Ensure that no wastewater, debris or litter enters storm drains near your business. Never hose down or wash floor mats, bar service spill mats, equipment, or vehicles in an area where the wastewater may flow to a storm drain. If you have debris catch basins, clean them annually before the first rain and as needed afterward.



HELP

Water

CORE MEASURES

YES **NO** **N/A**

1. Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water utility).



HELP

2. Replace all urinals flushing at greater than 1.0 gallon with high-efficiency urinals, flushing at less than or equal to 0.125 gallons, or waterless urinals (if appropriate, check with your local building department for applicable permits). Your water utility may have a rebate program for high-efficiency urinals.



HELP

> How many urinals flushing at less than 1.0 gallons does your facility have?

> How many waterless urinals does your facility have?

> Please estimate how many male employees and visitors are at your business on an average day?

Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.



HELP

- > How many visitors and customers use your facility on an average day?
- > How many employees use your facility on an average day?
- > Is the flush volume of the new toilet(s): 1.6, 1.28, 1.0, or 0.8?

4. Replace all existing faucet aerators and showerheads with low flow fixtures. Bathroom aerators should not exceed 0.5 GPM; kitchen sinks should not exceed 1.5 GPM; showerheads with flow rates higher than 1.8 GPM should be replaced with high-efficiency showerheads with rates of 1.5 GPM or less.



HELP

- > How many 1.5 GPM showerheads have you installed?
- > How many 0.5 GPM lavatory sink aerators have you installed?
- > How many 1.5 GPM kitchen sink aerators have you installed?

5. Clean floors and other surfaces using dry sweeping methods. If cleaning floors with water, use dry cleaning methods first followed by damp mopping, high-pressure low-volume cleaning equipment, or equipment that recycles and filters the water.



HELP

6. Use a low-flow pre-rinse nozzle for dish scraping/pre-cleaning (saves both heating and water costs). 1.28 GPM max.



HELP

7. Regularly inspect and repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves. Verify heads/nozzles are the proper rating/type for that application and positioned to prevent hardscape areas from being sprayed.



HELP

ELECTIVE MEASURES

Please complete 0

YES **NO** **N/A**

8. Reduce areas of turf (grass). Water utilities may offer a rebate for turf removal.



HELP

9. Adjust the schedule and duration of your irrigation system according to seasons. Water during non-daylight hours (before 7 am or after 9 pm).



HELP

10. Use drip irrigation.



HELP

Community

CORE MEASURES

YES **NO** **N/A**

1. Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website.



HELP

2. Publish your success to a social media or other social publication.



HELP

3. Challenge a peer company to complete an activity.



HELP

4. Attend a community event hosted by a local advocacy organization.



HELP

5. Encourage employee participation in sustainability efforts by adopting at least 2 of the following practices



HELP

- > Incorporate sustainability best practices into employee on-boarding processes, documents, training and development.
- > Establish a "Green Team" that meets regularly to co-create and integrate sustainability practices across the organization.
- > Measure and communicate progress on sustainability initiatives to keep visibility high and reinforce the idea that achievements in sustainability are meaningful for the company
- > Reward sustainability champions with financial and/or non-monetary incentives (e.g., public recognition, bonuses, gifts, days off, etc.)



6. Invite at least one other business to become a Green Business. Encourage them to enroll in the Green Business Program. Please introduce this business by copying your coordinator



on an introduction email.

HELP



HELP

7. Commit to a 20%+ reduction of your company's annual greenhouse gas emissions over your certification cycle. Specify to your coordinator how your company plans to meet the 20% reduction target:

- 1) Who will be the primary person responsible?
 - 2) When will the emission reductions happen?
 - 3) Which areas will the emission reductions be coming from (purchasing, transportation, etc.)?



HELP

8. Educate all employees and encourage them to purchase the renewable energy option from your community choice energy provider or utility. If financially feasible, provide employees with a \$3.00/month stipend or other incentives for employees that provide documentation for signing up for the renewable energy option.



HELP

9. Research upgrading the 100% renewable energy option from your community choice aggregation (CCA) provider or utility. To find your local community choice energy provider, type "CCA (your local city/town/or county)", or check with your local utility. Share your finding of the additional cost (and if available, the estimated environmental savings) with your Green Business Program Director and determine if upgrading is feasible for your business.



HELP

10. Do business with another Certified Green Business. Find them using the directory at <https://search.greenbiztracker.org/> (<https://search.greenbiztracker.org/>)



HELP

11. Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)



HELP

12. Enter your brewery's baseline metrics.

NA

Page 1

- ### > Electricity usage (kWh per BBL)

NA

- ## > Gas usage (Therms per BBL)

NA

- > Water consumption (Gallons of water per BBL)

 NA

ELECTIVE MEASURES

Please complete 0

YES NO N/A

13. Publish a wall of fame for green actors in your office.

 HELP

14. Mentor a peer company to complete 5 or more activities and complete their profile.

 HELP

15. Create a green team and host a quarterly meeting.

 HELP

Other Green Things Your Business is Doing

GreenBiz Tracker

TIER 3



CORE MEASURES

YES **NO** **N/A**

1. Complete at least one energy audit or assessment to prioritize energy conservation measures and estimate costs for implementation; OR complete a comprehensive energy study.



2. Sign up for community solar via the Solarize Ulster Program at <https://gnd.ulstercountyny.gov/solarize-ulster/> (subscribers receive about 10% off their monthly bill and a \$100 gift card per electricity account enrolled).



3. Community Choice Aggregation (CCA): Purchase 100% renewable electricity via enrolling your electricity accounts in a local CCA, if available in your community.

OR

Green Power Purchase: Purchase 100% renewable electricity via an energy supply company (ESCO). More information is available at the NYS Power to Choose website: <https://documents.dps.ny.gov/PTC/zipcode/12603>.



4. Retrofit at least 100% of lighting to energy efficient LEDs or as recommended in lighting audit.



5. Get a lighting audit - Audit must account for 100% of lighting in the space.



6. Automate building temperature control using a building automation system, a programmable thermostat, or a smart thermostat to control heating and air conditioning systems. Implement setbacks to reduce heating and cooling needs during unoccupied hours.



7. Complete regularly scheduled maintenance on your HVAC (heating, ventilation, and air conditioning) at least twice a year. This includes: cleaning or replacing filters, inspecting damaged suction lines, addressing leaks, checking condenser and evaporator coils for proper airflow, and maintaining the proper function of economizers (found in AC/package units).



8. Insulate all exposed hot water pipes and refrigeration system cold suction lines in unconditioned spaced only i.e., in a garage or outdoors. This measure is required for pipes carrying hot water out of the water heaters and for pipes coming in and out of AC units.



> How many linear feet of insulated pipe <1" in diameter do you have?

> How many linear feet of insulated pipe >1" in diameter do you have?

9. Sign up for the Better Buildings Challenge -
[https://betterbuildingsolutioncenter.energy.gov/challenge](https://betterbuildingssolutioncenter.energy.gov/challenge)

**HELP**

10. Enroll and enter at least a year of data in the EnergyStar Portfolio Manager (free) software to benchmark the energy use of your buildings. More information is available at: <https://www.energystar.gov/buildings/benchmark>.

**HELP**

11. Incorporate in your Environmental Policy Statement, a commitment to adopt climate-friendly refrigerant management practices including: working with vendors to ensure all refrigerants are recovered and or either reclaimed or destroyed at the end of their life, utilize climate-friendly refrigerants in any newly purchased cooling systems, and consider replacing existing refrigerants with climate-friendly refrigerants. Switching to climate-friendlier refrigerant products (refrigerators, air conditioners, heat pump water heaters, icemakers, vending machines, water coolers, etc.) are in the updated top 10 list of climatesolutions by Project Drawdown (<https://drawdown.org/>)

**HELP**

12. Replace your water heater with an electric heat pump water heater.

**HELP**

13. Replace your fossil-fuel based heating system (natural gas, propane or oil) with an efficient electric heat pump (air source or ground source/geothermal) or wood pellet system.

**HELP**

14. Improve the energy efficiency of your walk-in fridges and freezers by installing strip curtains and/or automatic door closers.

**HELP**

15. Set refrigerator temperature to meet minimum health requirements (typically between 38F and 41F for refrigerators and between 10 F and 20F for freezers).

**HELP**

16. Install and use blow dryers instead of paper towels.

**HELP**

17. Recover waste heat from your boiler.

**HELP**

18. Minimize and reduce avoidable heat loss in your boiler.



HELP

19. Recover condensate. Return produced steam to the boiler.



HELP

20. Sign up for the Solarize Ulster Program.



HELP

ELECTIVE MEASURES

Please complete 2

YES NO N/A

21. Obtain a quote for future replacement of a water heater with an electric heat pump water heater and provide it to your coordinator for verification.



HELP

22. Obtain a quote for the future replacement of your fossil-fuel based heating system (natural gas, propane or oil) with an efficient electric heat pump (air source or ground source/geothermal) or wood pellet system.



HELP

23. Set computer and laptop monitor settings to turn off after 10 minutes of inactivity and go into a sleep mode after 15 minutes of inactivity.



HELP

- › How many desktop CPUs have power management software enabled?
 - › How many external monitors have power management software enabled?
 - › How many laptops have power management software enabled?

24. Brown bag - office energy efficiency



HELP

25. Brown bag - home energy efficiency



HELP

26. Have (or commit to purchase) Energy Star office equipment, refrigerators and dishwashers, and EPEAT SILVER or GOLD printers (<https://epeat.net/imaging-equipment-search-result/page-1/size-25?countryId=112&epeatRatingId=3&productTypeId=185450&productTypeId=185451>).



HELP

computers and laptops (<https://epeat.net/computers-and-displays-search-result/page-1/size-25?countryId=112&epeatRatingId=2&epeatRatingId=3&productStatusId=1&productTypeId=185433&productTypeId=185441&productTypeId=185434&productTypeId=185445&productTypeId=185439&productTypeId=185448&productTypeId=185437>), monitors (<https://epeat.net/computers-and-displays-search-result/page-1/size-25?countryId=112&epeatRatingId=2&epeatRatingId=3&productStatusId=1&productTypeId=185435>), and mobile phones (<https://epeat.net/mobile-phones-search-result/page-1/size-25?countryId=112&epeatRatingId=2&epeatRatingId=3>). Add these guidelines to your Environmental Policy under "Environmentally Preferable Purchasing."

- > How many ENERGY STAR /EPEAT rated LCD monitors does your business use?
- > How many ENERGY STAR rated printers/copiers does your business use?

27. Complete regularly scheduled maintenance on your refrigeration systems at least quarterly. This includes keeping condenser coils free of dust and lint, replacing worn gaskets, and making sure doors are aligned. For walk-in fridges, maintain evaporator coils by keeping them free of excessive frost.

**HELP**

28. Complete regularly scheduled maintenance on air compressors. Check for and repair air line leaks.

**HELP**

29. Obtain three quotes to install solar panels.

**HELP**

30. New equipment purchases are made for optimal performance and results by including adjustable speed drives and right sized pumps.

**HELP**

31. Convert chilled storage/cellar evaporator fans to electrically commutated motors.

**HELP**

32. Install strip curtains, air curtains or doors between work areas that require different room temperatures.

**HELP**

33. Use a solar water heater or preheater.

**HELP**

34. Evaluate the chiller model used for cooling your building or industrial process and ensure that it is the correct size for the load.

HELP

35. Use ENERGY STAR qualified refrigerators (those over 20 years old should be replaced). Check all refrigerator and freezer seals and gaskets. If they are cracked or not sealing properly, replace them.

HELP

- > How many ENERGY STAR rated refrigerators does your business use?
- > How many ENERGY STAR rated mini-refrigerators does your business use?

36. Use an outside air intake for air compressors if local climate makes sense (cool air takes less energy to compress).

HELP

37. Retrofit at least 50% of lighting to energy efficient LEDs or as recommended in lighting audit.

HELP

38. Install solar panels on site.

HELP

- > What is your monthly kWh generation?

Pollution Prevention

CORE MEASURES

YES **NO** **N/A**

1. Properly store and dispose of hazardous and "universal waste" as required by law. Label a storage area and notify employees. These types of waste include: fluorescent bulbs/tubes, aerosol cans, paint, electronic equipment (e-waste), and batteries. Ensure ink/laser toner cartridges are recycled. Visit search.earth911.com (<http://search.earth911.com>) or ask your coordinator about recycling and drop-off locations near you.

HELP

ELECTIVE MEASURES

Please complete 1

YES **NO** **N/A**

2. Limit the use of disinfectants to only surfaces in restrooms or on door handles. When necessary, use a hydrogen peroxide based disinfecting product with an automatic dilution system.



HELP

3. Use remanufactured copier toner cartridges.



HELP

- > How many remanufactured toner cartridges do you purchase for use every year?

4. Use unbleached and/or processed chlorine-free (PCF) paper products (copy paper, paper towels, napkins, coffee filters, etc.).



HELP

5. Use Integrated Pest Management. If contracting with a pest control operator, specify in contracts the use of IPM at your facility. Check with your pest control operator to see if they offer IPM services or look for a provider at EcoWiseCertified.com (<http://EcoWiseCertified.com>), GreenShieldCertified.org (<http://GreenShieldCertified.org>), or WhatIsGreenPro.org (<http://WhatIsGreenPro.org>).



HELP

6. Only apply pesticides or herbicides during dry weather and never before it rains.



HELP

7. Use some certified organic ingredients in your food or beverage production or preparation. Detail your organic ingredients or offerings in the notes.



HELP

8. Purchase sustainable options for at least one food or beverage item.



HELP

- > Certified Fair Trade (e.g. Coffee, Tea, Sugar, etc.)



- > Locally Grown or locally-sourced produce or meat (within 100 miles)



- > Certified Humane® Farm Animal Products



- > Offer non-dairy product options to cow milk, cheese, butter, etc.



HELP

7. Use reusable and refillable kegs for distribution to restaurant and bars. No "one-time use" kegs.

HELP

8. Replace disposable cups and cutlery with durable items for in-room, reception, breakfast and room services.

HELP

9. Eliminate the use of plastic straws. If straws are necessary, use fiber-based or compostable ones and provide upon request.

HELP

10. Install a pneumatic press system that can increase mash efficiency to 93-98%.

HELP

ELECTIVE MEASURES

Please complete 5

YES **NO** **N/A**

11. Work with your coordinator, waste hauler, or building manager to perform a waste audit to maximize recycling and composting (if applicable). Refer to Green Tip on right for details or check with your local Program Director if you have any questions.

 HELP

12. Review the GreenSeal, Environmental Choice, FSC, EPA, Green Label, or other purchasing standards.

 HELP

13. Obtain or donate previously used furniture, supplies or materials.

 HELP

14. For internal and external company events, use only reusable dishware.

 HELP

15. Provide recycling bins next to trash bins in guest rooms and other appropriate locations (i.e., lobbies, vending machines, kitchens, desks, etc.). If feasible, include compost bins with BPI lined compostable bags for guests.

 HELP

16. Leave mowed grass on lawn (grasscycling).

HELP

17. Use reusable dishware in break room.

**HELP**

18. Purchase or obtain previously used furniture, supplies, or materials. Check out sites such as freecycle.org or craigslist.org.

**HELP**

19. Purchase bathroom and kitchen papers with a minimum of 30% post-consumer waste recycled content (e.g., toilet paper, paper towels, tissues, toilet seat covers, napkins).

**HELP**

20. Take a purchasing survey in the office to determine the products purchased and their environmental attributes over a 3 month period.

**HELP**

21. Purchase office/copy paper that is either: 100% recycled *or* FSC Certified with at least 30% post-consumer waste recycled content.

**HELP**

> How many reams of office paper do you purchase annually?

NA

22. Purchase bathroom and kitchen papers with a minimum of 30% post-consumer waste recycled content (e.g., toilet paper, paper towels, tissues, toilet seat covers, napkins).

**HELP**

> Kitchen paper towels



> Bathroom paper towels



> Napkins



> Toilet seat covers



> Toilet paper



> Facial tissue



> Reusable cloth towels or rags



> Replace disposable cleaning wipes



23. Eliminate individual, single-use bottles of water for employees and guests. Switch to alternatives such as using tap water, buying water filters, providing water coolers, or installing water fill stations.

**HELP**

24. Use a coffee machine that doesn't require single-use pods made from aluminum or plastic.

**HELP**

25. Use only reusable, BPI certified compostable, or recyclable to-go food service ware. Verify with your Green Business Program Coordinator what materials are accepted locally.

**HELP**

26. Designate a recycling coordinator to take responsibility for monitoring disposal and maintaining recycling and composting programs.

**HELP**

27. Recycle or reuse plastic wrap, bags, pallet wrap, etc.

**HELP**

28. When making outside food purchases (catering, meetings, lunches, events, etc.), purchase from a recognized Green Business or businesses participating in Zero Foodprint.

**HELP**

29. Request that 3+ vendors/suppliers/online retailers provide their shipments in non-plastic packaging.

**HELP**

30. If you grow multiple products, use sustainable produce packaging on at least one of the product items that will prevent single-use plastic pollution. Packages of saleable finger food: Have at least one product (strawberries, tomatoes, peas, and others) in cardboard rather than clamshell or plastic basket containers.

**HELP**

31. Reuse materials such as paper, plastic packaging or scrap materials in school art projects

**HELP**

32. Reuse paper or plastic packaging materials in your own shipments.



HELP

33. Participate in and/or set up a deposit-based reusable exchange program to replace single-use food and beverage containers.

**HELP**

34. Make a request to at least one of your suppliers to reduce waste by replacing non-recyclable content packaging with reusable/recyclable options.

**HELP**

35. Purchase at least three Certified Organic food items from the following list:

**HELP**

- > Eggs
- > Cheese
- > Flour
- > Rice
- > Fruit (apples, berries, stone fruit)
- > Bell peppers
- > Tomatoes
- > Potatoes
- > Leafy Greens (e.g., spinach, lettuce, kale, etc.)

36. Offer incentives for customers who bring their own reusable bags, coffee mugs, containers, etc.

**HELP**

37. Reduce paper use in your office by doing at least three of the following:

**HELP**

- > Eliminate unsolicited mail from your mailbox. Register at www.DirectMail.com/mail_preference and www.CatalogChoice.org to reduce junk mail. Opt out of unwanted phone books by registering at www.YellowPagesOptOut.com

- > Offer receipts by text or email
- > Send electronic invoices
- > Sign-up for online statements from banks, credit cards, etc.
- > Keep digital records instead of paper files
- > Send electronic contracts
- > Provide digital reports

Transportation

CORE MEASURES

YES NO N/A

1. Think creatively and implement ways to encourage and increase the use of alternative transportation among your patrons/audience members.

HELP

2. Promote and participate in the National Bike to Work Day.

HELP

3. Promote ride sharing in your office.

HELP

4. Adopt an anti-idling vehicle policy for employees, customers, and vendors.

HELP

5. Research the feasibility, incentives, and subsidized costs for installing an electric vehicle charger at your business. If you lease your space, please share your findings with the property owner/manager. If not feasible, find the nearest charging stations and communicate them to your customers/employees.

HELP

ELECTIVE MEASURES

Please complete 2

YES NO N/A

6. Purchase or lease at least one plug-in hybrid (PHEV) or battery electric vehicle (EV) for your business operations.

HELP

7. Conduct a commuter survey to determine the percentage of environmentally friendly transportation (non-single occupancy vehicle travel) over a 1 week period

HELP

8. Install a bike rack at the building. Bonus if its locally made in Ulster County.

HELP

9. Offer a Ulster County Public Transport benefit perk program.

HELP

10. Host at least one publicly accessible networked electric vehicle charging station; post clear signage; publicize availability and ensure that station is included on EV charging network maps and apps.

HELP

11. Replace at least one fossil fuel-powered forklift, heavy-duty trucks, refrigerated semi, UTV, or tractor with an electric one.

HELP

12. Ensure tractors and farm equipment are properly maintained, fuel and air filters replaced, radial tires properly inflated, etc.

HELP

Wastewater

CORE MEASURES

YES **NO** **N/A**

1. Keep dumpsters and any other potential pollutants, such as paint cans, other chemicals drums, etc., covered and impermeable to rainwater. If no covers are available, provide overhead storage. Keep outdoor areas clean and report leaking dumpsters to your waste hauler.

HELP

2. Only rain down the storm drain. Ensure that no wastewater, debris or litter enters storm drains near your business. Never hose down or wash floor mats, bar service spill mats, equipment, or vehicles in an area where the wastewater may flow to a storm drain. If you

HELP

have debris catch basins, clean them annually before the first rain and as needed afterward.



CORE MEASURES

YES NO N/A

1. Replace all urinals flushing at greater than 1.0 gallon with high-efficiency urinals, flushing at less than or equal to 0.125 gallons, or waterless urinals (if appropriate, check with your local building department for applicable permits). Your water utility may have a rebate program for high-efficiency urinals.



HELP

- › How many urinals flushing at less than 1.0 gallons does your facility have?
 - › How many waterless urinals does your facility have?
 - › Please estimate how many male employees and visitors are at your business on an average day?



2. Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.



HELP

- › How many visitors and customers use your facility on an average day?
 - › How many employees use your facility on an average day?
 - › Is the flush volume of the new toilet(s): 1.6, 1.28, 1.0, or 0.8?



3. Replace all existing faucet aerators and showerheads with low flow fixtures. Bathroom aerators should not exceed 0.5 GPM; kitchen sinks should not exceed 1.5 GPM; showerheads with flow rates higher than 1.8 GPM should be replaced with high-efficiency showerheads with rates of 1.5 GPM or less.



HELP

- › How many 1.5 GPM showerheads have you installed?
 - › How many 0.5 GPM lavatory sink aerators have you installed?
 - › How many 1.5 GPM kitchen sink aerators have you installed?



4. Use a low-flow pre-rinse nozzle for dish scraping/pre-cleaning (saves both heating and water costs). 1.28 GPM max.



HELP

5. Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water utility).



HELP

ELECTIVE MEASURES

Please complete 1

YES **NO** **N/A**

6. Use rain gardens, permeable pavement, and other landscape features or practices to increase rainwater capture and create opportunities for infiltration.



HELP

7. Apply a minimum of 3" of mulch to all exposed soil surfaces.



HELP

8. Replace traditional water-intensive dipper wells with water efficient models.



HELP

9. Calculate reverse osmosis (R/O) recovery rate.



HELP

10. Use recycled water for cooling towers.



HELP

11. Reduce areas of turf (grass). Water utilities may offer a rebate for turf removal.



HELP

Community

CORE MEASURES

YES **NO** **N/A**

1. Attend a community event hosted by a local advocacy organization.



HELP

2. Demonstrate significant energy, greenhouse gas emissions, or solid waste diversion via the implementation of an initiative or project related to your business operations.



HELP

3. Publish your success to a social media or other social publication.

**HELP**

4. Invite at least one other business to become a Green Business. Encourage them to enroll in the Green Business Program. Please introduce this business by copying your coordinator on an introduction email.

**HELP**

5. Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website.

**HELP**

6. Encourage employee participation in sustainability efforts by adopting at least 2 of the following practices

**HELP**

- > Incorporate sustainability best practices into employee on-boarding processes, documents, training and developmet.
- > Establish a "Green Team" that meets regularly to co-create and integrate sustainability practices across the organization.
- > Measure and communicate progress on sustainability initiatives to keep visibility high and reinforce the idea that achievements in sustainability are meaningful for the company
- > Reward sustainability champions with financial and/or non-monetary incentives (e.g., public recognition, bonuses, gifts, days off, etc.)

7. Do business with another Certified Green Business. Find them using the directory at <https://search.greenbiztracker.org/> (<https://search.greenbiztracker.org/>)

**HELP**

8. Contact the Ulster County Green Business Champions Program Administrator or Program Coordinator. See Green Tip to the right for contact information.

**HELP**

9. Enter your brewery's baseline metrics.

**HELP**

- > Electricity usage (kWh per BBL)

NA

- > Gas usage (Therms per BBL)

 NA

- > Water consumption (Gallons of water per BBL)

 NA

10. Encourage employee participation in sustainability efforts by adopting at least 2 of the following practices

HELP

- > Reward sustainability champions with financial and/or non-monetary incentives (e.g., public recognition, bonuses, gifts, days off, etc.)
- > Measure and communicate progress on sustainability initiatives to keep visibility high and reinforce the idea that achievements in sustainability are meaningful for the company
- > Establish a "Green Team" that meets regularly to co-create and integrate sustainability practices across the organization.
- > Incorporate sustainability best practices into employee on-boarding processes, documents, training and developmet.

ELECTIVE MEASURES

Please complete 3

YES NO N/A

11. Publish a wall of fame for green actors in your office.

HELP

12. Mentor a peer company to complete 5 or more activities and complete their profile.

HELP

13. Challenge a peer company to complete an activity.

HELP

14. Create a green team and host a quarterly meeting.

HELP

15. Educate all employees and encourage them to purchase the renewable energy option from your community choice energy provider or utility. If financially feasible, provide employees with a \$3.00/month stipend or other incentives for employees that provide documentation for signing up for the renewable energy option.



HELP

16. Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)



HELP

17. Have an environmental policy statement that outlines the organization's commitment to sustainability. Have the owner(s) or management sign and distribute the environmental policy to all employees. Your Coordinator may be able to provide sample language. The policy must address the following sections: waste reduction, toxins elimination, environmentally preferable purchasing, water/energy conservation, and education of employees.



HELP

18. Use your results from the carbon calculator to offset carbon emissions from one category of your business' source emissions including transportation, facilities (at minimum your energy usage), or procurement. Purchase carbon offsets that have been vetted by one or more of the following organizations: Gold Standard, Climate Action Reserve, The American Carbon Registry, Verra's Verified Carbon Standard. Offsets should be purchased every year during your business's recognition period and only be considered after your company has made concerted efforts to reduce on-site greenhouse gas emissions.



HELP

19. Sign-up for your Utility's Online Tools or review monthly bills to track water and energy usage over time, looking for sudden rises in use.



HELP

Other Green Things Your Business is Doing