

GreenBiz Tracker

TIER 1

Energy

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.

HELP

2. Use duct mastic on all duct joints

HELP

3. Avoid reuse of inefficient fixtures, components, and appliances.

HELP

4. 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).

HELP

5. Obtain a quote for the future replacment 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

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

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

ELECTIVE MEASURES

Please complete 3

YES NO N/A

8. Replace split or package A/C unit with one that exceeds Title 24 building standards.

HELP

9. Install skylights, solar tubes and clerestory windows

HELP

10. Increase fixture lighting efficiency by installing optical reflectors and/or diffusers.

HELP

11. Install gas forced air furnaces or heat pumps with 90% or great efficiency

HELP

12. Install zoned, hydronic, radiant heating

HELP

13. Implement heat recovery systems: air-to air and/or waste water heat exchangers

HELP

14. Use energy-efficient double paned windows on at least 90% of windows.

HELP

15. 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>.

HELP

16. Improve the building envelope by adding insulation, sealing windows and doors, and other envelope improvements to reduce air infiltration and heat transfer (i.e. heat loss in the winter and heat gain in the summer.)

HELP

17. Install reflective film on west windows

Pollution Prevention

CORE MEASURES

YES NO N/A

1. Eliminate the use of disposable batteries. If batteries are necessary, use rechargeable batteries.

HELP

2. Cover all HVAC vents to confine dust and debris. Clean all ducts prior to occupancy.

HELP

3. Products containing hazardous materials such as asbestos, lead or arsenic must either be disposed of properly or remediated prior to reuse.

HELP

ELECTIVE MEASURES

Please complete 3

YES NO N/A

4. 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

5. Use OSB (Oriented Strand Board) as an alternative to plywood for subfloor and sheathing.

HELP

6. Use at least two alternative building/maintenance materials or supplies.

HELP

7. Buy products with low or no VOCs and with no formaldehyde when available (i.e., caulks, mastic, paints and wood finished, paint removal products, etc.)

HELP

8. Do not use PVC in projects unless the client insists on it (fiber windows are an alternative to vinyl windows).

HELP

9. Use exterior grade plywood for interior use to reduce formaldehyde exposure.

HELP

10. Use low-VOC, water based sealants and solvent-free adhesives when installing flooring.

 HELP

11. Use composite decking (composite decking requires no surface finish that can be toxic.)

 HELP

12. Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).

 HELP

13. Substitute standard particleboard with formaldehyde-free alternative materials for panels, millwork and cabinetry.

 HELP

14. Use environmentally preferable alternatives to vinyl flooring such as cork, bamboo, natural linoleum and exposed concrete.

 HELP

15. Use durable fiber-cement siding in place of conventional wood, stucco or vinyl.

 HELP

16. Use treated wood without chromium, arsenic and pentachlorophenol for applications specifying treated wood.

 HELP

17. Install recycled-content, formaldehyde free fiberglass, cotton or cellulous insulation.

 HELP

18. 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. Recycle form boards.

HELP

7. Recycle finished wood.

HELP

8. Recycle fixtures, such as sinks, tubs, light fixtures, cabinets and door hardware.

HELP

9. Compost or recycle landscape debris (e.g. - plant material and unpainted/untreated wood).

HELP

10. Recycle salvaged clean wood scraps.

HELP

11. Recycle windows.

HELP

12. Recycle cardboard.

HELP

13. Recycle interior finished such as flooring, doors, cabinets and windows.

HELP

14. Recycle concrete.

HELP

15. 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

16. Recycle drywall.

HELP

17. When remodeling or constructing new facilities, all materials must be taken to the Construction and Demolition recycling lines at the local landfill.

HELP

18. Recycle appliances.

HELP

19. Recycle lumber.

HELP

20. Recycle metal drums.

HELP

21. Recycle dirt.

HELP

22. Leave mowed grass on lawn (grasscycling).

HELP

23. Store and use for other jobs surplus materials, such as clean wood scraps.

HELP

24. Use building materials composed of one substance (e.g. steel, concrete, wood, etc.) or that are readily disassembled for easy reuse or recycling. Minimize use of materials composed of many ingredients, such as vinyl siding, OSB, or particle board, because they are typically not recycling or biodegradable.

HELP

25. Reuse existing building materials when appropriate. Allow time in the construction schedule for deconstruction and recycling.

HELP

26. Use fly ash in concrete (with engineers approval).

HELP

27. Consider deconstruction and salvaging existing materials.

in your company newsletter, highlight your efforts on your website and link to the Green Business website.

HELP

11. 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.)

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

HELP

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

HELP

Other Green Things Your Business is Doing

GreenBiz Tracker

TIER 2

hauler for free signage and/or stickers.

15. Recycle lumber.

HELP

16. Recycle metal drums.

HELP

17. Leave mowed grass on lawn (grasscycling).

HELP

18. Recycle form boards.

HELP

19. Use reusable dishware in break room.

HELP

20. Consider deconstruction and salvaging existing materials.

HELP

21. 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

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?

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

- > 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.

<input type="radio"/>	<input type="radio"/>

ELECTIVE MEASURES

Please complete 0

YES NO N/A

3. 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.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		HELP <input type="radio"/>

4. 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.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		HELP <input type="radio"/>

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

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		HELP <input type="radio"/>



> How many 1.5 GPM kitchen sink aerators have you installed?

4. Ensure that all modifications made to fixtures between routine plumbing-related inspections will be corrected to meet required maximum flow rates (e.g. replace missing aerators, adjust toilet flush volumes, etc.).

HELP

5. 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

6. Adjust cooling tower/evaporative condenser recirculated water blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures specifications. Excessive TDS can cause scaling of condenser tubes that adversely affect energy efficiency, and too low of TDS can result in excessive blowdown and makeup water usage.

HELP

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

HELP

8. 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 3

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

9. Use recycled water for cooling towers.

HELP

10. Install self-closing faucets (0.5 gpm and 0.25 gallon/cycle).

HELP

11. Install on-demand hot water circulation pump.

HELP

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

HELP

HELP

ELECTIVE MEASURES

Please complete 1

YES NO N/A

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

HELP

14. 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

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. Purchase the renewable option from your community choice energy (sometimes known as a CCA) provider or utility (specifics found under Green Tips to the right).

HELP

Other Green Things Your Business is Doing

GreenBiz Tracker

TIER 3



CORE MEASURES

YES NO N/A

1. Insulate all exposed hot water pipes and refrigeration system cold suction lines in unconditioned spaces 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?

2. Increase fixture lighting efficiency by installing optical reflectors and/or diffusers.

HELP

3. Use duct mastic on all duct joints

HELP

4. Avoid reuse of inefficient fixtures, components, and appliances.

HELP

5. Implement heat recovery systems: air-to-air and/or waste water heat exchangers

HELP

6. Use different design approaches for lighting systems (e.g., not all light emitters at the ceiling level).

HELP

7. 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

8. Use SIP's (Structural Insulated Panels) for exterior walls and roof.

HELP

9. Use weather stripping to seal air gaps around doors and windows.

HELP

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

HELP

ELECTIVE MEASURES

Please complete 4

YES NO N/A

11. 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?

12. 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

13. 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

14. Install thermostat controlled attic fans

HELP

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

HELP

16. Replace split or package A/C unit with one that exceeds Title 24 building standards.

HELP

17. Install skylights, solar tubes and clerestory windows

HELP

18. Install zoned, hydronic, radiant heating

HELP

19. Use sensors on vending machines and place machines in shaded areas.

HELP

20. Obtain a quote for the future replacment 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

21. Install reflective film on west windows

HELP

22. 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

23. Obtain three quotes to install solar panels.

HELP

24. 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>),

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."

HELP

- > 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

2. 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

3. 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

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

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. Use commercial wash facilities to clean vehicle and equipment (with the exception of equipment used for concrete. masonry purpose). Do not wash construction vehicles or other equipment on site.

HELP

