

The Greater Philadelphia Green Business Commitment Checklist

Actions Implemented



Leadership + Education

Objective: Raise awareness of sustainability efforts and environmental issues within the company and business community at large.

- 1) Designate a green advocate or working committee.
- 2) Assess and track your firm's/facility's (ies') Philadelphia region estimated baseline carbon footprint. (Use of the calculator provided by Pennsylvania Environmental Council is strongly encouraged; however, a member may assess its carbon footprint using the protocols identified below).
- 3) Promote sustainability initiative and forthcoming changes, strategies, and objectives within company on a regular basis to raise consciousness and add transparency of the initiative.
- 4) Appoint management level sustainability officer.
- 5) Host regular green awareness events within the company.
- 6) Prepare an internal annual report of progress and distribute to employees/shareholders.
- 7) Be in a LEED-certified building and/or certify your space as a LEED Commercial Interior.
- 8) Post and maintain your current Greater Philadelphia Green Business Commitment Self-Certification Report (this checklist) on your external website.

Energy

Objective: Reduce energy use at facility.

- 1) Conduct an informal internal energy audit of your facilities (assess and implement simple measures to reduce energy consumption).
 - 2) Maintain (and adhere to) a written policy that ensures blinds and curtains are closed during peak summer period (white reflects) to reduce A/C load.
 - 3) Institute and/or maintain a written maintenance program: Inspect permanent filters every three months and clean permanent filters with mild detergents when necessary (change replaceable filters every three months); check the entire system for coolant and air leaks, clogs, and obstructions of air intake and vents; keep the condenser coils free of dust and lint; keep the evaporator coils free of excessive frost.
 - 4) Implement weatherizing policy and measures (i.e. weather stripping, caulking, sealing unused space, not heating/cooling unused space).
 - 5) If appropriate, apply window film to reduce solar heat gain.
 - 6) Maintain (and adhere to) a written policy to turn off office lights when leaving for more than 15 minutes and post reminders.
 - 7) Replace incandescent bulbs with compact fluorescent or LED lights. Use halogen lamps only for low wattage task and spot lighting.
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- 8) Arrange your workspaces to take advantage of areas with natural sunlight, and design for increased natural lighting when remodeling (workspace within 30' of natural light).
- 9) Use "task" lighting with energy efficient bulbs where extra light is needed, rather than over-lighting an entire area with ambient light.
- 10) Replace standard fluorescent lights with low- or no-mercury fluorescent lights that are higher efficiency.
- 11) Disconnect unused ballasts in de-lamped fixtures and replace burned out lamps to avoid ballast damage.
- 12) Clean lighting fixtures, diffusers and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- 13) Replace magnetic ballasts with electronic ballasts and install T-8 or T-5 lamps.
- 14) Increase natural lighting through installing sidelights or lowering cubicle and non-structural walls that block lighting to interior workstations.
- 15) Set all office equipment to go to standby mode when not in use (e.g. energy saver buttons on copiers). Turn off equipment when not in use for long periods of time (end of workday).
- 16) Establish purchasing program to buy only EPEAT certified computers and LED monitors that consume approximately 1/3 less energy than larger CRT monitors.
- 17) Establish purchasing policy to only purchase Energy Star or energy efficient equipment and appliances.
- 18) Set refrigerator temperature between 38°F and 41°F and freezer between 10°F and 20°F.
- 19) Install "instant-on" hot water.

Operations + Procurement

Objective: Engage in purchasing practices that minimize environmental impacts within business and throughout the supply chain.

- 1) Buy toilet paper, tissues and paper towels that have 35%-100% post-consumer recycled content.
 - 2) Implement a "just-in-time" purchasing policy (inventory reduction purchasing) and a "first-in/first-out" chemical usage policy (using older chemicals first) to use old material first.
 - 3) Replace aerosols with non-aerosol alternatives (such as pump sprays for fresheners and cleaners).
 - 4) Buy low or no VOC paints, coatings, adhesives, and sealants for renovation projects.
 - 5) When replacing furniture, phase in low-VOC furniture.
 - 6) Use green cleaning techniques and products, including low-toxic, biodegradable cleaners, and properly dispose of expired materials.
 - 7) When renovating, use eco-friendly flooring, such as CRI Green Label Plus carpeting, CRI Green Label carpet pads, and Floorscore certified flooring (bamboo, natural linoleum, cork, etc.).
 - 8) Institute a written policy regarding the rental of office equipment where appropriate. Businesses that lease equipment tend to use more durable items, salvage reusable parts, refurbish, recycle, or donate used equipment that can no longer be leased.
 - 9) Purchase copy, computer or fax paper, letterhead, envelopes and business cards with at least 35% post consumer recycled content.
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- 10) Purchase boxes and bags for retail use or shipping made from recycled paper or plastic (or reuse old boxes and bags).
- 11) Where possible, use non-toxic water-based markers rather than toxic permanent ink markers/pens.
- 12) For shipping items, use shredded paper or corn starch pellets for packaging needs instead of purchasing styrofoam pellets, bubble wrap or other packaging materials; also reuse, in your own packaging, packaging materials received.
- 13) When purchasing new printers, buy ones with duplex capability.
- 14) Maintain (and adhere to) a sustainable purchasing policy (Energy Star equipment and appliances; recycled content, biodegradable paper products; energy efficient, low-mercury lamps; plastic products; food products; building/renovation materials). Consider and favor products that are recyclable at the end of their useful life.
- 15) Choose vendors who can articulate sustainable practices.
- 16) Use local businesses for products and services whenever possible.
- 17) When purchasing garbage pails or garbage bags, find ones that use recycled plastic (e.g. recycled HDPE trash liner bags instead of LDPE or LLDPE).
- 18) When possible, arrange to order environmentally friendly items from vendors who make deliveries for several items.
- 19) In order to improve indoor air quality, ban smoking from interior spaces and designate exterior smoking areas at least 25 feet from building entries, outdoor air intakes and operable windows, with cigarette butt disposal units.
- 20) Serve locally-grown and/or organic food at workplace events when possible.

Transportation

Objective: Reduce carbon footprint of employee travel by encouraging alternative commuting and fuel economy.

- 1) Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps, transit schedules, commuter ride sign-ups, etc. in a visible area for employees).
- 2) Offer secure areas for bicycle storage for both employees and customers.
- 3) Offer lockers and showers for employees who walk, jog or bicycle to work. Provide your own, or subsidize the cost, of locker rentals and shower passes at a nearby health club.
- 4) Institute flextime and work-at-home days for employees who commute by car.
- 5) Provide commuter van or offer a shuttle service to and from bus, train, and/or light rail stops; or be located within walking distance of transit stop.
- 6) Have written policy to use hybrid cars during business travel when it is necessary to rent a car.
- 7) Use teleconferencing to cut down on the amount of business travel.
- 8) Carefully plan delivery routes and errands to eliminate unnecessary trips.

Waste Reduction + Recycling

Objective: Reduce volume of waste generated by business, recycle as much as possible.

- 1) Recycle food and beverage containers (all glass, #1 & #2 plastic and aluminum containers).
 - 2) Supply water through a fountain, cooler or tap; eliminate bottled water.
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- 3) In the lunch/break room, eliminate disposables (plastic utensils, coffee stirrers, paper towels) by using permanent ware (mugs, dishes, utensils, towels/rags, coffee filters, etc.).
- 4) Recycle (or reuse) all paper products that your recycling vendor will accept.
- 5) Maintain (and adhere to) a written policy of "green printing practices," including duplex printing, draft printing, and utilization of scrap paper.
- 6) If your facility still has an old printer without duplex capability, use only for single page documents and ensure multi-page documents are printed on duplex printer.
- 7) Encourage employees to read, highlight and comment on documents on the computer screen whenever possible.
- 8) Keep a stack of previously used paper near printers. Use it for drafts, scratch paper or internal memos or designate a draft tray on printers with multiple trays.
- 9) Recycle Tyvek envelopes.
- 10) Write to or call senders requesting removal from mailing list to reduce junk mail.
- 11) Return labels from duplicate mailings and subscriptions requesting all but one be removed.
- 12) Write "refused" on unwanted first class mail and return to sender.
- 13) Purge your own mailing lists to eliminate duplication.
- 14) Institute a policy that switches to electronic forms, eliminate excess forms and make paper forms more efficient.
- 15) Where possible, reuse envelopes as both send and return envelopes: cover up old addresses and postage, affix new and/or use two way or 'send and return' envelopes.
- 16) Eliminate fax cover sheets by using "sticky" fax directory notes or use software that allows you to send and receive faxes directly from your computer without printing.
- 17) Institute written policy encouraging the use of the size reduction feature in photocopying (e.g. print two pages of book on one page).
- 18) Minimize misprints by posting a diagram showing how to load special paper, such as letterhead.
- 19) Recycle toner cartridges, cell phones and dry cell batteries.
- 20) Make it easy for employees to recycle by placing clearly marked collection bins in convenient locations. Post signs and/or train employees regarding recycling policies and procedures in the office.
- 21) Donate or exchange unwanted but usable items (furniture, supplies, electronics, scrap materials, computer disks, etc.) to schools, churches, hospitals, libraries, non-profit organizations, museums, teacher resource organizations, etc.; or enroll in a waste exchange program.

Water Management

Objective: Reduce business's aggregate water use and discharge of pollutants into storm water runoff.

- 1) If you need to use water to clean concrete or asphalt surfaces, use "dry sweeping," water efficient "spray brooms," or low flow (<3 gpm) spray nozzles with automatic shut-off rather than a garden hose.
 - 2) Post signs in restrooms and kitchen areas encouraging water conservation.
 - 3) Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets. Train your staff to monitor and respond immediately to leaking equipment.
 - 4) Understand your water bill and review it monthly for indications of leaks, spikes or other problems.
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