

## **Green Business Certification Program** Dayton Regional Green 3



GBC Home Page

This link only allows you to view and print the application form. When you are ready to apply, use the "Start a New Application" link to complete the process on line.

A.	* Business Name: Building Certified: * Business Address: *City: * Email Address: * Contact:			* Zip: 「 * Phone: 「	
В.	Is this a LEED Certified I	Building:	Yes No	0	ccupant: OWNER
	Is Energy Audit done by	DRG3:	Yes No		
	Is Energy Audit subsidize	ed by DP&L:	Yes No		
	Drofossion	nal Enginaan as	nd /or Certified Energy M	Janagan Infan	matian
	1 Tolession	nai Engineer ai	iu/of Certified Effergy W	Tanager Inioi	mation
C.	Company:			Contact:	
	Street Address:		Î		
	City:			Zip:	
	Email Address:			Phone:	
	Registration Number:				
		(5% of	all applications will be audi	ted)	
	Certification Tabula	ation	Min Points Req'd for GBC	Actual Points Achieved	Min Points Req'd for BBC
1. G	eneral Standards for All Bus	sinesses	8		8
2. Sc	olid Waste Reduction		12		12
3. Eı	nvironmentally Preferable P	urchasing	7		7
4. Eı	nergy Conservation		14		14
5. W	ater Conservation (Without	Landscaping)	9		12
W	ater Conservation (With La	ndscaping)	10 or 18		13 or 23
6. Po	ollution Prevention		16		25
	Total Without Lands	caping:	66		78
	Total With Landsca	aping:	67 or 75		79 or 89
For (	Official User Only	-	-		

Green Business Certification Issue Date: Certification Number:

Save

1 General Standards for All Businesses		SCORE	.8
A. COMPLIANCE CHECKS (Mandatory )	REQUIREMENT	YES	NO
1A1. Business is in compliance with Public Health Services with no health violations	Mandatory	0	0
1A2. Business is in compliance with storm water related requirements	Mandatory		
1A3. Business is in compliance with wastewater related requirements	Mandatory		
1A4. Business is in compliance with air quality regulations	Mandatory	$\bigcirc$	
1A5. Business is in compliance with all applicable Fire Dept. regulations	Mandatory		
B. GREEN BUSINESS AWARENESS	REQUIREMENT	YES	NO
1B1. Provide 3 ongoing incentives or training to encourage employee participation	Mandatory	0	0
1B2. Inform customers about your DRG3 Green Business Certification efforts	Mandatory		
1B3. Assist at least 1 other business to learn about the DRG3 Certification Program	Mandatory		
	TOTAL (8)		
NOTES:			

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2 Solid Waste Reduction & Recycling		SCORE	12
A. GENERAL WASTE	EQUIREMENT	YES	NO
2A1. Write and Implement a Solid Waste Management Policy.  Solid Waste Recycling Policy.docx [Download]	landatory	0	0
B. HAZARDOUS WASTE	EQUIREMENT	YES	NO
2B1. Dispose of hazardous wastes at a Hazardous Waste Facility  M.	andatory	$\bigcirc$	
C. PAPER WASTE REDUCTION (Choose at least 5 of 12 from 2C 1 thru 2C 12)	EQUIREMENT	YES	NO
2C1. Reuse paper for printing drafts and memos		$\bigcirc$	
2C2. Enforce double- sided printing		0	0
2C3. Set document defaults to smaller fonts and margins		0	0
2C4. Use computer fax modems that allow direct faxing or email documents		0	0
2C5. Request removal from bulk mail and write "refused"on first class mail.		0	0
2C6. Set up bulletin board to minimize employees receiving copies.		0	0
2C7. Replace memos with email messages and discourage printing of emails.		0	0
2C8. Design marketing materials that require no envelopes-simply fold & mail.		0	0
2C9. Print marketing materials on recycled paper with soy or low VOC inks		0	0
2C10. Use electronic billing		0	0
2C11. Have a solid waste assessment done for your facility		0	0
2C12. Other-Please Specify in Notes section:			
D. OTHER WASTE REDUCTION (Choose at least 5 of 18)	EQUIREMENT	YES	NO
2D1. Eliminate polystyrene containers			
2D2. Provide recycling and/or composting containers		0	0
2D3. Encourage reuse of disposable bags		0	0
2D4. Encourage purchase of reusable bags		0	0
2D5. Use laundry service that uses re-usable bags for dirty and clean linen		0	0
2D6. Leave grass clippings on mowed turf		0	
2D7. Compost food scraps		0	0
2D8. Compost or recycle landscape debris and trimmings		0	
2D9. Use wadded paper for shipping		0	0
2D10. Reuse other packaging materials		0	0
2D11. Recycle used printer cartridges or use refillable cartridges		0	0
2D12. Recycle CDs and DVDs		0	

2D13. Recycle or reuse carpeting	
2D14. Recycle pallets in business recycling dumpsters or arrange for collection	0 0
2D15. Reuse or donate used furniture	00
2D16. Reuse, donate or recycle electronics	00
2D17. Recycle batteries or use rechargeable batteries	
2D18. Other: Please Specify in Notes section:	
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MININ	IUM (12)
NOTES:	IUM (12)
	IUM (12)

3 Environmentally Preferable Purchasing		SCOR	E7
A. GENERAL PURCHASING (Choose at least 3 of 14)	REQUIREMENT	YES	NO
3A1. Write and implement a Green Purchasing Policy Green Purchasing Policy.docx [Download]			
3A2. Select products shipped with less or reusable packaging		0	
3A3. Work with vendors to minimize or take back packaging materials			
3A4. Arrange for cooperative purchasing: associations or co-located business groups		0	
3A5. Purchase reusable office items (pens, erase boards, etc)		0	0
3A6. Have all employees use reusable beverage containers and dish ware		0	0
3A7. Donate or recycle old uniforms and linens		0	
3A8. Purchase in bulk		0	
3A9. Purchase unbleached paper products for kitchen and restrooms		0	0
3A10. Do business with other green vendors		0	
3A11. Retail - stock less toxic/polluting items than conventional		0	
3A12. Retail - offer incentives for reusing bags, mugs			
3A13. Arrange for single vendor with several deliveries at once		0	
3A14. Purchase local products			
B. RECYCLED CONTENT PURCHASING (Purchase at least 3 of 15 listed products -items 3B3 thru 3B17- with post consumer recycled content and/or "green label")	REQUIREMENT	YES	NO
3B1. Purchase 100% recycled content office paper with 30% pcw	1 of 3B1 or 3B2 Required		
3B2. 50% or more of total office copy paper purchases to be SFI certified- (OR)- 30% or more	<u> </u>	_	
to be FSC certified	1 of 3B1 or 3B2 Required	$\bigcirc$	
3B3. Paper towels			
3B4. Toilet paper			
3B5. Disposable drink and food items (e.g. paper plates, napkins etc.)		$\bigcirc$	
3B6. Storage bins and containers for recyclables		0	0
3B7. Trash containers		0	
3B8. Floor mats			
3B9. Toilet seat covers			0
3B10. Construction materials		0	
3B11. Paint		0	0
3B12. Landscaping/gardening supplies			
3B13. Restaurant products		0	

3B14. Toner cartridges	0 0
3B15. Non-toxic, organic janitorial/maintenance supplies	0 0
3B16. Office Supplies: business cards, folders, notepaper, pens etc.	0 0
3B17. Other: Please specify in Notes section:	0 0
MINI	MUM (7)
NOTES:	
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4 Energy Conservation		SCORE	14
A. ENERGY MANAGEMENT	REQUIREMENT	YES	NO
4A1. Conduct (or have a contract in place for) an ASHRAE Level 1 energy audit. Audit must be performed by a Registerd Professional Engineer (PE) or a Certified Energy Manager (CEM). Not required for LEED or Energy Star buildings.	Mandatory	0	0
4A2. Contact your energy provider and obtain gas/electricity consumption for 2 years	Mandatory		0
4A3. Complete regularly scheduled maintenance on HVAC system	Mandatory	0	
4A4. Track and post monthly utility consumption (if >5 employees)	Mandatory		
B. ENERGY CONSERVATION (Choose at least 10 of 38 from items 4B1 thru 4B38)	REQUIREMENT	YES	NO
4B1. Use energy management system to control large mechanical loads		0	0
4B2. Use lighting controls such as motion sensors and/or photo cells		0	0
4B3. Upgrade indoor and/or outdoor lighting to LED's			
4B4. Implement temperature setbacks for when building is unoccupied		0	0
4B5. Upgrade to T8 (or T5) fluorescent tubes with electronic ballasts		0	
4B6. Install programmable thermostats		0	
4B7. Set hot water heater between 120-140F			0
4B8. Insulate major hot water pipes			
4B9. Use weather stripping to seal air gaps around windows and doors			
4B10. Use CFLs or LEDs in exit signs			0
4B11. Use Energy Star for 50% of electrical equipment/appliances			
4B12. Use automatic power-down computer programs		0	
4B13. Convert hot water heaters to on-demand systems			0
4B14. Use solar water heater or pre-heater		0	0
4B15. Reduce number of lamps, install optical reflectors/diffusers		$\bigcirc$	0
4B16. Install ceiling fans for circulation			
4B17. Install timer to turn off office equipment after hours		0	$\circ$
4B18. Install controls on vending and ice machines			
4B19. Use booster heater for hot water			0
4B20. Replace refrigerators >10 years old with Energy Star model			
4B21. Use economizers on AC system			
4B22. Replace multiple AC units with a single >13 SEER unit			0
4B23. Use occupancy sensors for AC/heat			0

4B24. Shade sun-exposed windows and walls	$\circ$
4B25. Apply window glazing to reduce solar heat gain	0 0
4B26. Use double glazing for 90% of windows	00
4B27. Create a plan to hold bi-annual training for staff on energy conservation	00
4B28. Clean light fixtures and lamps on a regular basis	00
4B29. Eliminate or reduce use of small space heaters	0 0
4B30. Institute a written policy that all electronics be turned off when not in use	00
4B31. Maintain fridge coils free of frost and dust	00
4B32. Rearrange workspace to take advantage of natural sunlight	00
4B33. Encourage employees to wear weather appropriate clothing to work	00
4B34. Use light switch reminders	00
4B35. Disconnect unused ballasts in delamped fixtures AND replace burned out lamps	00
4B36. Institute a policy for repainting building exterior with highly reflective colors	00
4B37. Use desk/task lighting to reduce need for overhead lights	0 0
4B38. Other: Please Specify in Notes section:	00
MINIMUM	(14)
NOTES:	
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5 Water Conservation	SCORE		
A. WATER MANAGEMENT	REQUIREMENT	YES	NO
5A1. Gather your water utility bills for the past 2 years: Analyze usage patterns	Mandatory	$\bigcirc$	$\bigcirc$
5A2. Understand your water bill and review it monthly for leak/spike indications.	Mandatory		0
5A3. Learn how to read your water meter. Use meter to check for leaks	Mandatory		0
5A4. Regularly check for and repair leaks in your facility	Mandatory		
5A5. Use dry sweeping & high pressure/low water methods when possible.	Mandatory		
B. WATER CONSERVATION (Choose at least 3 of 10 from items 5B2 thru 5B11) For Blue Certification: Choose a minimum 6 of 10 from items 5B2 thru 5B11)	REQUIREMENT	YES	NO
5B1. Install low-flow aerators or flow control valves on all "non-critical use" lavatory faucets	Mandatory	0	0
5B2. Use high efficiency toilets flushing at 1.6 gallons or lower.			0
5B3. Use high efficiency urinals flushing at 1.0 gallon or lower.		0	0
5B4. Maintain water pressure between 60-80 PSI to optimize performance			
5B5. Do not use a water softener.			
5B6. If using evaporative AC, ensure maximum water use at 5 gallons per ton-hour			0
5B7. Change window cleaning to "as required"			
5B8. Use dry floor cleaning methods indoors or use a water efficient waterbroom.			0
5B9. Send vehicles to water recycling carwash			
5B10. Use dry sweeping outdoors or use a water efficient waterbroom.			
5B11. Other: Please Specify on Checklist			
C. LANDSCAPING and IRRIGATION - SITES WITH OUTDOOR LANDSCAPING (Comply with 5C1 or: Perform 5C2 thru 5C4 if you have a sprinkler system, AND:	REQUIREMENT	YES	NO
Choose 3 from 5C5 thru 5C15 for Green Certification, 5 from 5C5 thru 5C15 for Blue Certification)			
5C1. Eliminate irrigation by planting native and drought resistant vegetation only*		0	
5C2. Manually test irrigation system monthly to check for leaks			
5C3. Repair all broken sprinkler heads/equipment			$\bigcirc$
5C4. Adjust sprinklers for proper coverage and avoid runoff		0	
5C5. Adjust watering to non-daylight hours (early morning or dusk to avoid evaporation)			
5C6. Regularly check and properly remove debris and soil from storm drain			
5C7. Apply 2-3 inches of mulch in non-turf planting areas			
5C8. Assure proper hydro-zoning of irrigated areas; plant groupings & turf zones; etc.			0
5C9. Install rotating nozzles on all sprinkler heads			

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5C10. Install non-spray or drip irrigation in tree and shrub beds		$\supset$
5C11. Do not water turf grass.	0 0	)
5C12. Use captured rainwater or recycled waste water for irrigation.	0 0	)
5C13. Plant / maintain trees to help reduce amount of water runoff		)
5C14. Provide irrigation efficiency training for landscape staff		)
5C15. Demonstrate/describe your own water conservation technique		$\bigcirc$
I	MINIMUM 40 (OD	
1 1 1	MINIMUM 10 (OR 18)	
NOTES:	•	

6	Pollution Prevention		SCORE	16
A. For	GENERAL POLLUTION (Choose at least 5 from 6A4 thru 6A23 Blue Certification: Choose a min. of 14 items from 6A4 thru 6A23)	REQUIREMENT	YES	NO
	1. Locate potential pollutants (if any) away from food, service, storage, storm drain areas	Mandatory	0	0
6A2	2. Check MSDS and labels; identify and use safer alternatives	Mandatory	$\bigcirc$	0
6A3	3. Dispose of hazardous substances not in use at an approved recycling facility	Mandatory	$\bigcirc$	0
6A4	Write and implement a Green Cleaning Policy     Green Cleaning Policy.docx [Download]			0
6A5	5. Implement "just in time" purchasing policy and "first in, first out" for chemicals			0
6A6	6. Routinely check storage areas and equipment for leaks or spills; repair if needed		$\bigcirc$	
6A7	7. Use enclosed delivery systems for transporting chemicals			0
6A8	3. Limit access to hazardous material storage and rotate to use oldest first		$\bigcirc$	0
6A9	9. Store deliveries and supplies under a roof			$\odot$
6A1	10. Keep receiving/loading docks free of debris and spills			
6A1	11. Keep dumpsters covered when not in use		0	0
6A1	12. Ensure carwash water drains into sewer; not storm drain			
6A1	13. Prevent erosion during landscaping and construction activities			0
6A1	14. Post signs at trouble spots describing proper pollution prevention			
6A1	15. Label storm drains with "No Dumping, Drains to (appropriate body of water)"			0
6A1	16. Regularly check and clean storm drain openings			
6A1	17. Clean private catch basins annually		0	
6A1	18. Use shut-off valves at storm drains or keep covered for spill-response			
6A1	19. Use secondary containment or berms in liquid storage areas			0
6A2	20. Keep a spill kit handy to collect spills or leaks from company vehicles			
6A2	21. Mulch, use ground cover or a barrier to prevent soil run off into storm drain			0
6A2	22. Use outdoor ashtray or "butt" can for smokers		0	0
6A2	23. Other: Please Specify in Notes section:		$\bigcirc$	0
	CHEMICAL POLLUTION (Choose at least 3 of 16 Blue Certification: You MUST choose items 6B1, 6B2 & 6B3)	REQUIREMENT	YES	NO
	Buy hazardous materials in small quantities		0	0
6B2	2. Use one or a few multi-purpose cleaners		$\bigcirc$	0
6B3	3. Replace harmful products with safer alternatives			0
6B4	Replace aerosols with pump dispensers			

6B5. Use solvents and paints with lower emissions than current standards		
6B6. Buy cleaners; etc. in optimally sized containers to avoid packaging and expiration		
6B7. Replace standard fluorescents with low mercury fluorescents	0	
6B8. Use recycled oil for vehicles/equipment		$\bigcirc$
6B9. Use unbleached and/or chlorine free paper products	0	
6B10. Replace toxic permanent ink markers with water-based	0	0
6B11. Use natural or low emission building materials, carpets, furniture	0	
6B12. Use electric (not gas) powered tools	0	
6B13. Use wet-scraping, tent or HEPA-vac when removing paint (no chemical strip)	0	
6B14. Use high-efficiency paint spray equipment	0	
6B15. Implement an Integrated Waste Management (IMP) program	0	
6B16. Other: Please Specify in Notes section:	0	$\circ$
C. AIR EMMISSION REDUCTIONS (Choose at least 4 of 6C2 thru 6C20)	YES	NO
6C1. Develop a Transportation Demand Management program for employees [View Sample] Mandatory		
6C2. Provide info to customers about alternative transportation options to get there		
6C3. Offer telecommuting opportunities or flexible schedules		
6C4. Participate in Miami Valley Regional Planning Commissions Rideshare Program		$\bigcirc$
6C5. Patronize services close by that can be reached by bus, bike, walking		$\bigcirc$
6C6. Provide bikes for employee errands	0	$\bigcirc$
6C7. Reduce air miles traveled via tele- or video-conferencing		$\bigcirc$
6C8. Plan deliveries to eliminate trips		$\bigcirc$
6C9. Only purchase Low Emitting Fuel Efficient (LEFE) vehicles		
6C10. Maintain vehicles per manufacturer specs and track maintenance		$\bigcirc$
6C11. Provide car/van pool parking		$\bigcirc$
6C12. Provide commuter van	0	
6C13. Sell bus passes on-site or at a discount to employees		
6C14. Offer shuttle service to and from bus or train stops	0	$\odot$
6C15. Provide shower facilities to encourage walking/biking/jogging to work		$\bigcirc$
6C16. Offer rebates on bikes bought for commuting		
6C17. Provide secure and enclosed bike parking	0	
6C18. Provide incentives for employees who use sustainable transportation	0	

6C19. Provide incentives or vacation to employees who use alternative transportat	tion
6C20. Other: Please Specify in Notes section:( e.g. No-Idling Policy; Don't Top off	Gas Tank Policy)
	MINIMUM (16)
NOTES:	
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