



CUPERTINO

CITY OF CUPERTINO CLIMATE ACTION PLAN

APPENDIX G – green@school Certification





School Program Standards

This document serves to provide business owners with a hard copy of the check and balances required in order to become a certified green business in the City of Cupertino. This checklist is for review purposes only. Please contact erinc@cupertino.org when you are ready to apply.

Required Actions

Additional Measures



General/Staff
Education



Solid
Waste



Energy
Conservation



Water
Conservation



Pollution
Prevention



Wastewater



Health &
Wellness

Working Partners:



General/Staff Education

General Standards for All Businesses

Required

- Inform your customers about your business environmental efforts and what you are doing to meet the green business standards. For example: Post the Green Business logo, certification and pledge in a visible location; Post reminders listing steps you are taking to be a Green Business; Offer tours that highlight your Green Business successes; Offer customers green service or amenities options; Highlight your Green Business efforts and/or certification on your website, and link it to the GBP home page.
- Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into performance appraisals, job descriptions, training programs, employee orientations, staff meeting discussions, employee reference material, company newsletter or bulletins and company suggestion and reward programs.
- Assist at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program and provide their contact information to your GBP coordinator.
- Adopt a written environmentally preferable (or green) purchasing policy. Ask your Green Business Coordinator for templates.
- Establish a 'green team' that can help guide efforts to green your business.

Solid Waste

Purchase with Recycled Content

Required

- Paper towels with 35% post-consumer waste
- Purchase copier/printer paper with at least 30% post consumer waste

Purchase with Recycled Content

Complete at least 2

- Purchase office/copier paper with 100% post consumer waste
- Purchase or obtain previously used furniture, supplies or materials.
- Purchase letterhead with the highest recycled content available
- Purchase envelopes with the highest recycled content available.
- Purchase toilet seat covers and toilet paper with recycled content.
- Remodel/build with materials containing recycled content
- Purchase tissues with the highest recycled content available
- Purchase garbage bags with the highest recycled content available

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Working Partners:



- Purchase folders or other paper products with the highest recycled content available.
- Purchase business cards with recycled content.
- Purchase carpet, carpet undercushion, or flooring. with recycled content.
- Use refilled or remanufactured laser and copier toner cartridges.
- Purchase storage bins and recycling containers with recycled content.

Recycle Materials

Required

- Recycle all paper, glass, metal, cardboard and plastics accepted in your area.
- Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.)

Recycle Materials

Complete at least 1

- Recycle CDs/DVDs.
- Compost food waste.
- Recycle or reuse carpeting.
- Recycle scrap metal.
- Recycle wood including pallets.
- Compost landscape trimmings (green waste) and debris.

Reduce Waste

Required

- Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.

Reduce Waste

Complete at least 6

- Buy products in returnable or reusable containers
- Practice efficient copying by using the size reduction feature (print two pages of a document on one page, set word processing defaults for smaller fonts and narrow margins).
- Subscribe to journals, trade magazines, etc. online rather than receiving hard copies.
- Reduce printing of emails, attachments and documents
- Work with vendors to: Minimize and take back packaging (including empty containers), eliminate polystyrene (Styrofoam, bubble wrap, etc.; or take back used/damaged product for reuse or recycling; to minimize packaging.
- Use electronic billing methods to invoice customers and receive payment.
- Eliminate paper documents by using electronic forms and contracts.
- Send and receive faxes directly from computers without printing
- Centralize meeting announcements and journals in a single location (bulletin board, white board, email, etc.) to reduce printed copies
- Lease, rather than purchase computers and printers or upgrade desktop computers instead of purchasing new ones.
- Leave mowed grass on lawn (grasscycling)

Reuse Materials

Complete at least 3

- Reuse garbage bag liners.
- Reuse paper or plastic packaging materials in your own shipments.
- Reuse envelopes.
- Have your toner cartridges refilled for reuse.
- Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.
- Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.

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Working Partners:



Reduce (City Measure)

Recommended

- Eliminate individual bottles of water for employees and guests.
- Default settings: If copiers and printers have duplex printing capability, duplex printing must be enabled. New machines must have duplex printing capability
- Reduce all unwanted mailings:
 - Eliminate duplicates by returning labels & requesting all but one be removed.
 - Reduce junk mail. Guidance and a PDF kit are at <http://stopjunkmail.org> Reduce catalogs at www.catalogchoice.org
 - Eliminate duplicates in your own mailing lists
- Design marketing materials that require no envelope – simply fold and mail.
- Opt-out of unnecessary publications including Yellow Pages, etc. yellowpagesoptout.com/
- Serve dishes at office or community events in reusable serving dishes
- Conduct routine (informal) waste audits. Look in your garbage dumpster annually to see if there are items that could instead be reused by someone else or recycled

Energy Conservation

Reduce Your Energy Bill

Required

- Replace incandescent bulbs with efficient compact fluorescents
- Assign staff to track energy bills over time, looking for sudden rises in use
- Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting

Equipment & Facilities

Complete at Least 4

- Replace single or package A/C unit with one that exceeds Title 24 building standards
- If purchasing new computers, buy EPEAT certified (www.EPEAT.net). If purchasing monitors, consider flat-screen LED monitors which consume approximately 1/3 less energy than larger ray tube monitors.
- Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced)
- Use task lighting instead of lighting the entire area.
- If you are a large business or have a complex network, use power management software programs to automatically activate power management settings in computers and printers.
- Use ENERGY STAR® office equipment and enable energy saving features
- Set thermostat to 76F for cooling, 68F for heating; use timing devices to turn system down after hours.
- Use energy-efficient double paned windows on at least 90% of windows.
- Apply window film to reduce heat.
- Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to do the same.
- Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.
- Use a 365 day programmable thermostat to control heating and air conditioning.
- Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible.

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Working Partners:



- Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- Reduce number of fixtures or lamps per fixture
- Shade HVAC condensers, especially roof-top units.
- Use occupancy sensors to control air conditioning and heat.
- Use and maintain economizers on A/C to increase air circulation.
- Use a solar water heater or preheater.
- Use instantaneous hot water heaters (or on demand systems) at point of use.
- Use weather stripping to seal air gaps around doors and windows.

Water Conservation

Reduce Your Water Bill

Required

- Install toilets with 1.6 gpf (gallon per flush) or less.
- Check for and repair all leaks, including in toilets.
- Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur
- Test irrigation sprinklers quarterly to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.
- Post signs in restrooms and kitchen to encourage water conservation and to report leaks.
- Use only dry methods to clean outdoor hard surfaces and post instructions for staff.
- Save water by programming the irrigation system to use shorter, repeated cycles of watering (3 start times of 3 minutes each instead of one start time of 10 minutes).
- Adjust the irrigation schedule monthly during irrigation season, or as needed.
- Adjust sprinklers for proper coverage, optimized spacing, and eliminated runoff.
- Water during early morning, pre-dawn hours.

Reduce Your Water Bill

Complete at least 5

- Schedule your water company to make a presentation to staff to encourage water conservation at home.
- Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- Change window cleaning schedule from periodic to as required.
- Provide additional urinals in men's restroom and reduce number of toilets
- Install low-flow aerators and showerheads (your water company may offer these for free); As low as 0.5 gpm and no greater than 2.5 gpm for lavatory sinks; 2.0 gpm or less for kitchen sinks; 2.0 gpm or less for showerheads
- Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures specifications.
- Replace water-cooled equipment, such as air conditioning units, with air-cooled.
- Work with your water company to develop a site-specific water budget. Track your water use to ensure efficient watering.

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Working Partners:



- Group plants with similar water requirements together (hydrozone) on the same irrigation line
- Plant drought tolerant plants that will not need pruning at maturity
- Use reclaimed water, graywater or rainwater for irrigation
- Install a self-adjusting, weather-based irrigation controller that tailors watering schedules to local weather, plant types, etc.
- Install rain shut-off devices or moisture sensors that turn off the irrigation during rain
- Use drip irrigation
- Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil.
- Replace water intensive turf with woodchips, plant based mulch, loose stones or permeable pavers.
- Reduce indoor water pressure to no higher than 50 psi by installing pressure reducing valves.

Pollution Prevention

Recycle/Reuse Potential Pollutants

Required

- Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes & bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries

Recycle/Reuse Potential Pollutants

Complete at least 2

- Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).
- Recycle used copier toner cartridges.
- Recycle used ink jet cartridges.
- When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling.
- Recycle car fluids from company vehicles.

Reduce Chemical Use

Required

- Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program
- Replace all aerosols with pump dispensers.
- Use low toxic cleaning products such as those that are SF Approved (www.sfapproved.org), Green Seal certified (www.greenseal.org), or receive at least an 8.1 rating on the GoodGuide (www.goodguide.com), in non-aerosol containers
- Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning

Reduce Chemical Use

Complete at least 4

- Use electric (not gas) powered tools.
- If spraying, use high-efficiency paint spray equipment with high solids paint.
- Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.
- Offer certified organic, fair trade, sustainably harvested and/or locally grown products.

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Working Partners:



- Use recycled oil for vehicles/equipment.
- Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.
- Use route optimization software or have documented delivery plans.
- Store any potentially hazardous materials securely, control access and rotate stock to use oldest product first .
- Print promotional materials with vegetable or other low-VOC inks
- Replace toxic permanent ink markers/pens with water-based ones.
- Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc).
- Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.
- Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at www.sfapproved.org.
- Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.
- Do business with other green vendors or services, such as recognized Bay Area Green Businesses (listings at www.greenbiz.ca.gov).

Reduce Vehicle Emissions

Complete at least 3

- Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).
- Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.
- Offer lockers and showers for staff who walk, jog or bicycled to work.
- Encourage employees and customers to bike and use public transit by posting bicycle ride maps and transit schedules/maps.
- Buy renewable energy credits or green tags to offset the CO2 emissions from your offices use of electricity and natural gas (see www.green-e.org).
- Larger Employers: Offer electric vehicle recharge ports for visitors and employees electric vehicles.
- Install renewable energy sources, such as solar panels or wind generators. Specify system size.
- Offer a shuttle service to and from bus, train and/or light rail stops
- Larger Employers: Set aside car/vanpool/rideshare car parking spaces.
- Larger Employers: Provide commuter van
- Provide secure bicycle storage for staff and customers
- Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes
- Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, guaranteed ride home in emergency situations, etc.) available at www.Rideshare.511.org
- Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- When possible, arrange for a single vendor who makes deliveries for several items.
- Hire locally.

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Wastewater

Storm Water Pollution Prevention

Required

- Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean
- Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.
- Ensure that no wastewater enters a storm drain.
- Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.
- If using water to clean parking or other outdoor areas, hire a BASMAA-certified mobile cleaner. Contractor must use equipment that collects wash water and disposes to sanitary sewer.

Storm Water Pollution Prevention

Complete at least 2

- Provide containment for large amounts of liquid supplies such as cleaners and paints.
- Store any potentially hazardous materials securely, control access and rotate stock to use oldest material first.
- Store deliveries and supplies under a roof.
- Do not apply pesticides or fertilizers before it rains (pollutants may be washed into the storm drain).
- Maintain green waste or food compost area to prevent leaks or spills to storm drain.
- Label all storm drains with No dumping, Drains to Bay message.
- Clean outdoor surfaces by dry sweeping.
- Routinely check for and address leaks, spills, and emissions of chemicals, paints, and cleaners. Repair any deficiencies.
- Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.
- Use dry cleanup methods as a norm, and sweep prior to mopping floors. If necessary, use spot mopping only.
- Post signs at targeted trouble spots (e.g., loading docks, dumpster areas, outside hoses) to explain proper practices to prevent pollutants from reaching storm drains.
- Use pipes or hoses for transferring cleaners or other chemicals to prevent spills and splashes.
- Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.
- Keep a spill kit handy to catch/collect spills from hazardous materials, grease, or leaking company, employee, or guest vehicles. Make sure there is adequate absorbent material to contain the largest possible spill
- Locate all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains.

Health & Wellness

Benefits

Recommended

- Offer employee health& wellness benefits and programs such as: health screenings and clinics, nutrition and weight loss services, flexible spending accounts, fitness facilities and discounts, group exercise opportunities, preventative health workshops, flex-time for exercise, informal sports leagues, and more

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- Create bike buddy/bike ambassador program
- Offer bicycle safety and/or maintenance trainings
- Introduce bike fleet and/or bike share program
- Increase bike rack and/or storage capacity
- Offer employee incentives for alternative commuting (i.e. parking cash-out, subsidized transit passes, tax-free commuter benefits, guaranteed ride home, etc.).
- Establish a CSA program for employees and/or offer community CSA pick-up location at your business
- Encourage employees to participate in local CSA program and/or purchase produce at farmers markets
- Provide healthy vending options (fruit juice, milk, soy alternatives to sugar sweetened beverages and alternatives to candy bars and potato chips)

Working Partners:

