



Application and checklist

To use the checklist, first check off the standards that your business already has in place. Then identify the measures that will
(1) provide the greatest environmental benefit
(2) be most practical for your business to implement
(3) help you achieve the required standards to become certified.

Once you have implemented enough standards to achieve certification, contact Sarasota County's Green Business Partnership Coordinator to schedule your on-site assessment.

Not all of these standards will apply to your business. In the event that you feel not enough of the standards apply for you to achieve certification, please contact the Coordinator.

Submit the completed Application and Checklist and Waste Assessment Form to:
Sarasota County Environmental Services
Solid Waste, Green Business Partnership Program
4000 Knight's Trail Road
Nokomis FL 34275

Business information

Company name: _____

Local address: _____

Contact person: _____ Phone: _____

E-mail: _____

Fax: _____ Number of employees: _____

Facility size (e.g., sq. feet, number of floors/depts.): _____

Type of business (e.g., retail, office, hotel, restaurant): _____

Occupational license number (required): _____

Is the building in which you are located: owned ___ leased ___

Is your business facility:

Free-standing ___ business mall ___ office complex ___

home-based ___ other: _____

Is your business currently certified through any other environmental certification program, such as Florida Green Lodging, Florida Water CHAMPS, Florida Yards and Neighborhoods, Florida Clean Marina or EPA Waste Wise?

If yes, please list the program(s): _____

Please attach a brief narrative or company literature that describes what products or services your company provides.



General environmental standards

To become certified, a business must meet all of the following:

- 1. Designate an individual or group of individuals responsible for planning and monitoring your environmental programs.
- 2. Communicate your environmental commitment to your employees and encourage their participation. Possible activities include (check all that apply):
 - Discuss the Green Business Partnership at staff meetings.
 - Include environmental practices in performance appraisals, job descriptions, training programs and/or employee orientations.
 - Develop and post a company policy statement that emphasizes conservation of resources.
 - Post a bulletin board with environmental conservation tips and reminders.
 - Print reminders about ways to reduce waste and conserve resources in newsletters.
 - Encourage employees to suggest new conservation ideas.
 - Other: _____
- 3. Once your business is certified, post your Green Business Pledge in a visible location and prominently display your Green Business decal.
- 4. If you lease or rent your business office, discuss implementing the solid waste management and water and energy conservation practices that you cannot control with the property owner and other tenants.

Solid waste standards

To become certified, your business must implement all solid wastes standards that apply to it. If any standard does not apply to your business, mark "NA" and move on to the next one.

- 1. Complete an assessment of the waste your business generates. A waste assessment form is provided in the information packet to assist you. Please attach a copy of your assessment.
- 2. Had a county Hazardous Waste inspection conducted at your facility within the last year (call 861-5000 and ask for the Hazardous Waste Program to schedule your inspection if necessary).
- 3. Recycle the following materials. Check all that apply:

<input type="checkbox"/> Cardboard	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Aluminum cans	<input type="checkbox"/> #1 plastic bottles
<input type="checkbox"/> Mixed paper	<input type="checkbox"/> Magazines	<input type="checkbox"/> Steel/tin cans	<input type="checkbox"/> #2 plastic bottles
<input type="checkbox"/> Telephone books	<input type="checkbox"/> Brown paper bags	<input type="checkbox"/> Glass bottles	<input type="checkbox"/> Polycoated cartons
- 4. Set up a recycling or composting program to recover at least one other material not listed above that your business generates in sufficient quantities to warrant recovery. Examples include laser toner/printer cartridges, scrap metals, pallets, yard waste, used oil, paint, etc. Material: _____
- 5. Evaluate the feasibility of reducing, reusing or recycling at least one material currently being discarded as trash. Research options for diverting this material from the landfill through discussion with the Green Business Partnership Coordinator. Examples include compact discs, VHS tapes, construction and demolition debris, plastic film, PVC, etc.
- 6. Design your recycling program to encourage participation. Ensure that you have enough containers placed in the right areas, appropriate signage and clear instructions so that recycling is easy and convenient.
- 7. Implement at least **7 measures to reduce paper waste**.
 - Make two-sided printing and copying a standard practice, and ensure you have printers and copiers capable of duplexing.
 - Use the backs of printed sheets to be discarded for printing drafts or for notepads.
 - Replace memos with e-mail messages.
 - Route reports, periodicals, memos, newsletters and other materials to interested employees instead of making multiple copies.
 - Create a central filing system instead of multiple personal files.
 - Use continuous-circulation envelopes for routing within your business.
 - Request that your business be removed from unwanted mailing lists, and eliminate duplicate mailings.
 - Update your business' mailing lists regularly.

Solid waste standards, continued

- Design mailings that do not require an envelope (fold and mail).
- Fax directly from computer to recipient without printing and/or eliminate fax cover sheets by using stick-on fax directory notes.
- Order supplies by e-mail or telephone.
- Request only the number of telephone directories or manuals needed, and encourage employees to share.
- Other: _____

8. Implement at least 4 measures to reduce other waste your business generates. When choosing which measures to implement, consider those that have the greatest opportunity to reduce waste in your business.

- Select products with the least amount of packaging and/or that have recyclable packaging.
- Purchase products in bulk or refillable containers to reduce packaging waste.
- Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.
- Practice "Just in Time" buying (buying inventory just as you are about to run out), and track material usage to optimize ordering.
- Replace several similar products with one or two that can do the same job.
- Use a "first-in, first-out" policy for time-sensitive materials.
- Purchase products with longer shelf lives or useful lives.
- Maintain proper storage conditions to reduce material degradation.
- Manage storage areas and control access to reduce the potential for damaging stock.
- Replace, where feasible, paints, solvents, cleaners, glues, and other hazardous material containing products with less hazardous or non-hazardous products.
- Initiate a process change that either reduces the quantity of hazardous or toxic materials used in the process and/or decreases or eliminates the amount of solid or hazardous wastes generated by the process. Please describe the process change.

- For hotels and motels, use bulk-dispensed shampoo and other amenities.
- For restaurants, use refillable condiment bottles instead of individual packets, and refill them from bulk.
- Other: _____

9. Implement at least 2 measures to reuse items rather than discard them. When choosing which measures to implement, consider which would help your business reuse the greatest amount of material.

- Set up an internal program to reuse office supplies, cardboard boxes, packaging or other reusable items.
- Donate unwanted items that are still good to a local charity or other organization for reuse, such as office furniture, equipment, office supplies, food, etc.
- Participate in a waste exchange with another business able to use your discarded materials.
- Purchase reusable products rather than disposables, such as reusable mugs or glasses, rechargeable batteries, refillable pens, etc.
- Choose vendors that will take back packaging, containers, and/or pallets.
- Offer incentives to customers that bring their own reusable bags or boxes.
- Set up a system for your customers to return packaging for reuse.
- If you are a manufacturer, design products with recycled-content or reusable/recyclable components.
- For hotels and motels, donate partially used amenity bottles to local shelters, nursing homes or halfway houses.
- Other: _____

Add pages as needed.

Solid waste standards, continued

- _10. Purchase at least **3 products with recycled content, that have been reconditioned or reused, or that are low-toxic alternatives.** Examples include letterhead, envelopes, copy paper, folders, toilet paper, paper towels, toner/printer cartridges, recycling/trash bins, desk accessories, benches, picnic tables, playground equipment, parking bumpers/car stops, retread tires, re-refined oil, carpet, construction materials, cleaning products, etc.
 Product: _____
 Product: _____
 Product: _____
- _11. If you contract for waste collection service, monitor the volume of waste in your outdoor trash container(s), prior to scheduled pickups, to determine if you can decrease the frequency of service or container size – which will **save you money!**

Water standards

To become certified, your business must implement all water standards that apply to it. If any standard does not apply to your business, mark “NA” and move on to the next one.

- _1. Regularly check for and repair all leaks in your facility. (Understanding and monitoring your monthly water bill can provide an early indication of trouble. In addition, staff can be asked to report any signs of leaks.)
- _2. Implement at least **4 facility water conservation or protection measures.** When choosing which measures to implement, consider those with the greatest impact at your business.
 - ___ Use low-flow toilets (1.6 gallons/flush or less).
 - ___ Use low-flow water urinals or water-free (chemical) urinals.
 - ___ Use low-flow faucet aerators (1.5 gallons/minute on lavatory sinks and 2.2 gallons/minute or less on kitchen sinks).
 - ___ Use low-flow showerheads (2.5 gallons/minute or less).
 - ___ Install automatic turn-off faucets (infrared, spring-loaded, etc.).
 - ___ Institute a window cleaning schedule of “as needed” instead of “periodic.”
 - ___ Eliminate single pass or “once through” cooling in equipment, such as refrigeration units, air conditioners, ice machines, x-ray machines, vacuum pumps, dry cleaning machines or cooling towers.
 - ___ Use a broom, water broom or low-volume pressure washer, rather than a hose, to clean sidewalks, driveways, etc.
 - ___ Use an alternative to water for cleaning up oil and other spills or leaks.
 - ___ Use an oil-water separator to prevent discharges of oils and sludge into the sanitary sewer.
 - ___ Connect all outside sinks and wash pads to the sanitary sewer.
 - ___ Use positive shut-off nozzles on all hoses.
 - ___ Mark storm drains to avoid dumping of wastes into them (call 861-5000 and ask for the county Storm Water Program to obtain storm drain placards).
 - ___ Maintain storm drain openings by keeping litter, debris and soil away from drainage areas.
 - ___ Other: _____
- _3. **If your business is a hotel, motel or restaurant,** implement at least **2 additional water conservation measures** specific to your type of business.
 - ___ Initiate an optional “Linen Reuse Program” for guests.
 - ___ Use water-efficient clothes washers or dishwashers.
 - ___ Wash only full loads of laundry or dishes.
 - ___ In conveyor-type dishwashers, ensure water flow stops when there are no dishes in the washer through the use of a sensing arm or ware gate.
 - ___ Soak dirty pots and pans rather than cleaning them with running water.
 - ___ Eliminate the need to defrost food with running water by planning ahead, i.e., defrosting food in the refrigerator.
 - ___ Other: _____

Water standards, continued

- 4. If your business is responsible for lawn maintenance and landscaping,** comply with your local watering restrictions. List the days, time and duration of your local watering schedule.
Day(s) _____ Time of Day _____ Duration _____
- 5. Implement at least 8 landscaping measures.**
 - Use Florida native or low-maintenance, drought-resistant plants/trees.
 - Remove all invasive exotic plants, including melaleuca, Brazilian pepper, Australian pine, beach naupaka, carrotwood and Chinese tallow.
 - Design and maintain a landscape that exists predominantly on rainfall once plants are established.
 - Group plants with similar water needs together to facilitate irrigation.
 - Collect rainwater in a closed rain barrel or permitted cistern to use for irrigation, or use reclaimed water.
 - If you have an irrigation system, calibrate it to apply ½ to ¾ inches of water and adjust it for proper coverage.
 - If you have an in-ground irrigation system, install a rain shut-off device or a soil moisture override program to prevent unnecessary watering.
 - Use a drip or micro-spray irrigation system in plant and flower beds.
 - Mow your lawn high to encourage a deeper, more drought- and pest-tolerant root system.
 - Use a “mulching mower” to leave grass clippings on lawn instead of bagging and throwing them in the garbage.
 - Maintain a 2-3 inch layer of mulch over tree roots, shrubs and plant beds, using by-product or recycled mulches, such as pine needles or fallen leaves, instead of cypress mulch.
 - To reduce erosion, plant groundcovers or use mulch on thinly vegetated areas.
 - To allow rainwater infiltration, use mulch, bricks, flagstones, gravel or other porous surfaces on walkways, patios, parking lots and driveways.
 - Fertilize only as needed to maintain the health of lawns and plants, using natural organic or other slow-release fertilizers (30% or more of the nitrogen should be in slow release form).
 - Establish a 10-30 foot “no fertilizer, no pesticide” zone along all shorelines, waterways or retention ponds.
 - Use environmentally friendly pesticides such as horticultural oils and insecticidal soaps, and treat only affected plants or lawn areas.
 - Other: _____



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Energy conservation standards

To become certified, your business must implement all energy conservation standards below.

- 1. Have a professional energy assessment of your facility conducted.
FPL will provide an energy assessment at no cost. Call 1-800-375-5566.
Assessor's Name: _____ Date of Assessment: _____
- 2. Perform regular maintenance on your heating, ventilation and air conditioning (HVAC) system. Your HVAC system should be regularly cleaned; checked for leaks, proper pilot lighting and other problems; and dirty air filters cleaned or replaced. If leasing your facility, ask the building owner/manager to do this.
- 3. Implement at least 6 measures that make your equipment or facility more energy-efficient. When choosing which measures to implement, consider those that have the greatest opportunity to reduce energy use at your business.

General Facility

- Use or replace old equipment with energy-saving features such as ENERGY STAR® products.
- Install and use programs, such as Energy Management Systems (EMS), that automatically turn off idle equipment.
- Implement a policy that requires company vehicles will be replaced with fuel efficient and/or renewable fuel-capable vehicles such those meeting the EPA SmartWay® designation (www.epa.gov/greenvehicles).
- Utilize alternative energy sources for any of your business needs. For example, supplement electricity needs with solar or wind energy, utilize fuel cells for emergency energy supply instead of fuel powered generators, etc.
- Other: _____

Lighting

- Use halogen par lamps, compact fluorescents or low-voltage track lighting instead of incandescent bulbs.
- Use fluorescent lighting with T-8 or T-8 lamps with electronic ballasts (T-8 systems consume up to 40% less energy than conventional T-12 systems).
- Use LED, compact fluorescents or electroluminescent exit signs or replace them with ENERGY STAR® rated exit signs.
- Use lighting controls such as occupancy sensors, photocells or time clocks.
- Design for increased natural lighting when remodeling.
- Other: _____

Heating and cooling

- Use an automatically controlled thermostat for your HVAC system.
- Use high-efficiency filters in your HVAC system.
- Replace inefficient or broken windows with double pane energy-efficient windows.
- Apply window film to sun-exposed windows, or shade them with awnings, sunscreens, shade trees or shrubbery.
- Use weather stripping and caulking to close air gaps around doors and windows.
- Provide shade for your HVAC condenser.
- Use ceiling fans for air circulation.
- Other: _____

Energy conservation standards, continued

Water heaters, dryers, dishwashers and refrigerators

- Install timers on water heaters.
- Insulate all major hot water pipes and storage tanks.
- Install a booster heater for hot water use.
- Install dryer dampness sensors in clothes dryers.
- Install open-door buzzers on walk-in refrigerators.
- Install plastic air curtains and air blowers over walk-in refrigerator doors.
- Other: _____

4. Implement at least 6 measures involving practices that conserve energy. When choosing which measures to implement, consider those that have the greatest opportunity to reduce energy use at your business.

- Prepare and implement a preventive maintenance plan for all major appliances.
- Promote carpooling, vanpooling and public transit use.
- Institute a policy that all electronic devices and lighting be turned off in unoccupied rooms/offices.
- Set energy-saving, stand-by settings on monitors and printers to the minimum time interval.
- Participate in FPL's "Business On Call Program," which allows them to cycle off your A/C unit for brief periods of time when absolutely necessary – in return you receive a credit on your monthly bill even if they never cycle off your A/C equipment.
- Set the thermostat to 78° F for cooling and 68° F for heating.
- Drain and flush hot water tanks every six months to prevent scale build-up and deposits, which can reduce heating efficiency.
- Set hot water heaters to standard 125-130° F.
- If you have a dishwasher, set dishwasher hot water temperature to 180° F or the lowest allowable temperature depending on the use of sanitizing solutions.
- If you have clothes dryers, clean the lint filter in dryers after each drying load.
- In you have refrigeration units, set refrigerator temperature between 38° F and 41° F and freezer temperature no lower than 0° F.
- For hotels and motels, during low occupancy periods, group guests in relation to mechanical and electrical systems to save energy in unused areas.
- For hotels and motels, close guest room blinds and curtains in summer to block sunlight and keep guest rooms cooler.
- Other: _____

Declaration

To the best of my knowledge, the information provided in this application is accurate and we are conducting our business in a manner that conserves resources and protects the environment. _____ has taken measures
(Company Name)
to ensure we are aware of and comply with applicable environmental regulations.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Application and checklist

For additional information or assistance:
Call 941-861-5000 and ask for the
Green Business Partnership Coordinator or
e-mail us at greenbusiness@scgov.net