



School Name	
Contact	
Phone Number	

**MONTEREY BAY AREA GREEN BUSINESS PROGRAM**

**Supplemental Checklist: Schools**

The following measures are intended to supplement those in the Minimum Measures and Office/Retail checklist. In addition to completing the Minimum Measures and Office/Retail checklist, this checklist must also be completed prior to certification.

Remember, the program offers free, non-enforcement, technical assistance to help meet the criteria. We will send out professional technical staff to assist you in meeting the energy, water, resource conservation, and pollution prevention requirements.

- On line applications are now being accepted for businesses located in Santa Cruz and Monterey Counties. Please visit: <http://www.montereybaygreenbusiness.org/HowToBecomeGr.html> to fill out an application.
- For businesses located in Santa Cruz County, Scotts Valley, and Capitola, or Watsonville call (831) 477-3976 or email: [greenbusiness@co.santa-cruz.ca.us](mailto:greenbusiness@co.santa-cruz.ca.us)
- For businesses located in Monterey County, call Monterey County Environmental Health at (831) 755-4579 or email: [NapalanJA@co.monterey.ca.us](mailto:NapalanJA@co.monterey.ca.us)
- For businesses located in the City of Santa Cruz, call (831) 420-5160 or email: [shealy@ci.santa-cruz.ca.us](mailto:shealy@ci.santa-cruz.ca.us)

**Green Schools Checklist**

Schools must meet compliance with regulatory requirements as well as all of the criteria outlined below to obtain Green Business Certification. If a school is within the unincorporated area of the County of Santa Cruz, the school must join the Green Schools Program (GSP) to participate. For more information, contact Ana Maria Rebelo at (831) 454-2636 or e-mail: [dpw124@co.santa-cruz.ca.us](mailto:dpw124@co.santa-cruz.ca.us).

If a measure does not apply mark it with N/A for Not Applicable. For instance, if there are no company owned vehicles mark N/A.

**A. Pollution Prevention**

**A. Exterior Storage and Spill Prevention Response**

(Before GB program)(After GB program)

1.  Reduce the amount of materials stored on site at any one time.
2.  Use secondary containment measures for liquids stored outside, inside or near a drain. Store containers so that if a leak or spill occurs, materials cannot enter the storm drain.
3.  If rain is captured in secondary containment, dispose of the rainwater properly. For example, by watering plants if appropriate:  
  
If there is a possibility that the rainwater is contaminated, the rainwater cannot be discharged to the storm drain or landscaping. *(Contact your local storm water representative for more information and guidance on disposal alternatives specific to your site.)*
4.  To prevent rain water intrusion, store dry materials on a mounded area, on a pallet, or berm.
5.  Regularly inspect liquid containers for cracks, corrosion, or leaky seams. It's a good idea to keep a log of inspections. For example, write the name of the person who conducted the inspection, date, time, and all observations in a recordable format (log book, electronic database, etc.)
6.  Organize and arrange containers so that they are accessible for inspection and/or cleanup.
7.  Clean up spills as soon as possible, preferably using dry cleaning techniques (such as sweeping, absorbent socks, wet/dry vacuum).
8.  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.
9.  Clean up leaks, drips and other spills immediately so that they do not contaminate soil or groundwater or leave residue on paved surfaces.
10.  Clean up all spills and leaks using "dry" methods (with absorbent materials and/or rags), and/or dig up and remove contaminated soil. Contaminated absorbent, rags, and soil may be hazardous waste. If so, manage appropriately. (Contact your local Household Hazardous Waste program coordinator for more information)
11.  Develop and post a spill response plan for employees to use in case of emergency.

**B. Janitorial Chemicals**

(Before GB program)(After GB program)

1.  Replace traditional janitorial chemicals, including those used in restrooms and staff break rooms or kitchens and cafeterias, with more environmentally friendly chemicals (i.e. replace Comet with Bonami). Use one or a few multipurpose cleaners, rather than many special-purpose cleaners. If a product is Green Seal Certified, it is typically safer and works well.

1.  Use Green Seal, EcoChoice, or EPA Design for the Environment Certified janitorial products (Visitto [www.greenseal.org](http://www.greenseal.org) to find a product list.)
2.  Use non-chlorinated abrasive powders (i.e. Bon Ami)
3.  Use a non-chlorine bleach alternative for whitening such as hydrogen peroxide or enzymes.
4.  Use an abrasive sponge or pumice stone in place of strong chemicals to remove grime or deposits.
5.  Use a vinegar/water mixture for window cleaning instead of alcohol or ammonia-based cleaner.
6.  Use mild detergents or soaps in place of cleaners with alcohol, ammonia, or caustic ingredients.
7.  Screen all products for hazard/toxicity prior to using. Obtain Material Safety Data Sheets (MSDS) for all products used.
8.  Use the lowest concentration of cleaners that will do the job.
9.  Use only zinc-free and butyl-free floor cleaners and strippers.

### C. Cleaning Materials

(Before GB program)(After GB program)

1.  Buy cleaning equipment such as vacuum cleaners, mop buckets, micro-fiber cloths and mop heads, that are more durable and energy efficient in order to extend life expectancy and reduce waste.
2.  Use biodegradable products, like trash bags, when not cost prohibitive.
3.  Use reusable spray bottles for dusters, glass cleaners, etc, instead of disposable aerosols.

### D. Dumpster Area Cleaning and Litter Control

#### **Dumpster should NEVER be hosed out**

(Before GB program)(After GB program)

1.  Use dry cleaning methods whenever possible to clean the dumpster area, e.g. use rags, absorbents and sweeping.
2.  If using water or soap, do not let the wash water flow to the street or storm drain. You may be able to vacuum or pump wash water to the sanitary sewer, but first contact your local waste water treatment agency for discharge approval.
3.  Inspect dumpsters periodically for leaks or stains (at least once/month) and sweep area regularly.
4.  Cover dumpster/waste containers to prevent storm water from entering the storm drain.
5.  Eliminate or minimize the amount of liquid placed in dumpsters or compactors.
6.  Apply absorbent over fluids that spill in dumpster, sweep and properly dispose of material.
7.  Contact your garbage service to replace dumpsters which have defective lids or are leaking.
8.  Make sure there are an adequate number of trash and recycling receptacles that are easily accessible to maintenance staff and faculty.
9.  Pick litter and other wastes regularly from outside areas including storm drain inlet grates.
10.  Pick animal wastes and dispose of in garbage can or toilets.
11.  Clean storm drain inlets at least annually by October 15<sup>th</sup> (before the rainy season starts).

**Complete all below to be certified. Also, please use this section as a reference whenever you remodel. Make sure contractors follow all the BMPs and consider contracting only with certified contractors.**

**E. Building, Maintenance and Remodeling (Applies also for Concrete, Paving and Road Work Activities)**

(Before GB program)(After GB program)

1.  No wastewater may enter a storm drain. "Only rain down the storm drain." Pipes connecting wash areas, dumpsters and other contaminated areas to an inlet, pipe or other part of the storm drain system are illegal. Nothing can enter the storm drain, except rain.
2.  Identify all storm drains, drainage swales, and creeks located near your school. (Contact your Green Business coordinator for a map) and make sure all of your janitors, contractors and subcontractors are aware of the locations of their locations so they may prevent pollutants from entering them.
3.  Store leftover dry concrete mix in a sealed waterproof container.
4.  Clean up leaks, spills, litter, and other wastes daily. Clean litter around storm drain inlet grates.
5.  Avoid performing messy work outdoors, particularly during wet and windy weather.
6.  When performing maintenance and remodeling work, protect all storm drains inlets using filter fabric cloth or other Best Management Practices (BMPs) to prevent sediments from entering storm drains.
7.  Recycle leftover materials whenever possible. Concrete, asphalt, wood, changed fixtures, building material, scrap metal, cleared vegetation, and rock are all recyclable.
8.  Use a form of Low Impact Design (LID) such as a swale or percolation pond to naturally treat water through the ground before it reaches a waterway such as a creek, gulch, river, or the ocean to protect our rivers and ocean from sedimentation.

**GREEN NOTES - Green Building**

When remodeling your business review the following materials prior to construction:

- City of Santa Cruz Green Building Policy: <http://www.ci.santa-cruz.ca.us/pl/gbwg/gbwg.html>
- Build-it Green: <http://www.builditgreen.org>
- US Green Building Council: <http://www.usgbc.org/>

**F. Painting/Removing Paint/Cleaning/Disposing of Paint**

(Before GB program)(After GB program)

1.  Use low to no-VOC paint
2.  Buy only the amount of paint needed for the job. If you have excess paint, bring it to your nearest hazardous materials facility for recycling.
3.  If mixing paint outside, use secondary containment to catch any accidental drips or spills.
4.  For water based paint (latex) paints:
  - First paint out brushes as much as possible, then rinse in a sink that drains to the sewer.
  - Dispose of empty dry cans, rags, and waste brushes in the trash. Reuse as much as possible.
5.  For oil based paints:
  - Manage and dispose of excess liquids and residue as hazardous waste.
  - Hazardous materials must comply with hazardous materials storage and disposal requirements.
  - If possible, filter and reuse thinners and solvents, and dispose of as hazardous waste when completely spent.

1.  Place empty and dry paint cans, dry rags, spent brushes, and drop clothes in the garbage. Recycle left over paint.
2.  Dispose of unusable paints and thinners at hazardous waste collection sites/event.
3.  Chemical paint stripping residue is a hazardous waste! Collect and dispose of residue appropriately.
4.  If hiring painters, make sure they follow all of the above Best Management Practices (BMPs).
5.  When possible, enclose paint operation with scaffolding close to the job. Use drop cloths draped over scaffolding to reduce area of paint spray.
6.  Minimize over spray.
7.  When necessary, delay spraying so as to avoid windy conditions.
8.  When stripping or cleaning building exteriors with high-pressure water, prevent discharge to the sidewalk, street, or storm drains. Block all storm drains with sandbags, absorbent socks and mats.
9.  Use reusable cloth sheeting or drop cloths to collect chips and dust from non-hazardous dry stripping and sand blasting. Sweep and dispose of it in the garbage.
10.  If removing paint containing lead or tributyl tin, do not use a dry cleaning method unless a HEPA vacuum is attached to the tool being used. If HEPA tools are not available, lightly mist the area with a spray bottle and then sand or scrape with tarps down to collect chips. Sprayed water should be at a very low volume so as to not create runoff. Store and dispose of chips as a hazardous waste.
11.  When cleaning rain gutters, use a sock or geotextile fabric at downspouts to filter out chips and particles.
12.  Quickly clean up any sealing spills by removing excess liquid with absorbents or rags, and dispose of properly.

#### G. Floor Cleaning

(Before GB program)(After GB program)

1.  Dispose of any non-hazardous mop water, or stripping or re-waxing operations wash water to a mop sink, toilet or other sanitary sewer connection.
2.  Never discharge or dump cleaning wash water outside or to a storm drain inlet.

#### H. Carpet Cleaning

(Before GB program)(After GB program)

1.  Verify with your contractor or custodian that the spent carpet cleaning fluid tank is discharged on-site to the sanitary sewer via either a utility sink or another indoor sewer connection. Otherwise, the fluid must be hauled off site and properly disposed of.
2.  Never discharge cleaning wastewater outside or to a storm drain inlet.

I. Materials and Waste Handling

(Before GB program)(After GB program)

1.  Order and mix only the amount of concrete, mortar, or plaster that you will need for that day.
2.  When concrete is used, construct a bermed area for disposal of surplus concrete, let harden up and dispose of as solid waste.
3.  Use recyclable materials, and recycle whenever possible.
4.  Dispose of liquid residues from oil-based paints, thinners, solvents, glues, lubricants, old fuels, and cleaning fluids as hazardous wastes (See your local Household Hazardous Waste program). Never throw liquid wastes into trash or leave outside.

J. Landscape and Grounds Maintenance: Perform at least two of the five measures below.

(Before GB program)(After GB program)

1.  Schedule excavation and grading projects for dry weather periods (between April 15<sup>th</sup> and October 15<sup>th</sup>).
2.  Use the least hazardous product for each job.
3.  Divert rainspout runoff from pavement onto grass or landscaped areas.
4.  Recycle leftover materials whenever possible. Do not dispose of any plant material in a creek or drainage facility or leave it in a roadway where it can clog storm drains.
5.  Sweep up any leaves and litter in the gutters, and on the sidewalk or street. Contain leaves for pickup (as green waste) and dispose of debris in the garbage.
6.  Make sure your landscaper protects stockpiles and materials from wind and rain. For example, materials can be stored inside a building, under a roof, or covered with a secured tarp or sheeting to prevent contact with wind and rain.

K. Pesticides and Fertilizers

(Before GB program)(After GB program)

1.  Integrated Pest Management - Use (or specify in contracts with landscapers or) least toxic pest control methods and products to reduce or eliminate the use of chemical pesticides.
  - Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.
  - Use traps, baits and barriers.
  - Use biological controls.
  - Use pest resistant plants.
  - Use less toxic pesticides such as soaps, oils, and microbials and apply on an "as needed" vs. on a set schedule.
  - When chemical pesticides are necessary, use those labeled "caution" rather than "warning" or "danger"

Visit [www.ourwaterourworld.org](http://www.ourwaterourworld.org) for more information.

2.  Choose disease-resistant, drought tolerant, native plants that do well in your local area.
3.  Encourage beneficial insects with a variety of flowering plants.
4.  Remove the following conditions to prevent bug infestations:
  - Ivy, standing water, and woodpiles.
  - Animal waste, rotting fruit, and debris.
5.  If you must use lawn and garden chemicals:
  - Use them both sparingly and as directed.
  - Limit their use to major problem areas.

- Read and follow pesticide and fertilizer labels carefully.
  - Avoid applying them before rainstorms because they may be washed into the storm drain.
  - Do not over water during and after application.
6.  Limit fertilizer applications to twice a year (fall and spring).
7.  Minimize irrigation runoff to the storm drain system as it may contain chemicals from tap water, pesticides, or fertilizers that can harm wildlife

L. Equipment/Vehicle Maintenance

(Before GB program)(After GB program)

1.  Regularly maintain equipment and vehicles used for landscaping and grounds maintenance. For example, check for and fix leaks.
2.  Perform maintenance in covered, impervious areas.
3.  Use drip pans to collect leaks or spills in long-term parking or storage areas and during maintenance activities. Dispose of collected liquids properly.
4.  Cars should be taken to a commercial car wash for washing, or washed on-site in a regulatory compliant wash pad that drains to the proper treatment unit prior to being discharged to the sanitary sewer.
6.  Train and remind students on where vehicle fluids and wastes should be disposed (such as posting signs).
7.  Recycle leftover materials such as used oil, oil filters, antifreeze, lubricants, solvents, paints, batteries, tires, scrap metal, and degreasers where appropriate.

M. Building Exterior Cleaning

(Before GB program)(After GB program)

1.  For glass and steel buildings or painted building known to be lead free:
- Direct wash water runoff to dirt/landscaped areas if sufficient space is available to absorb all the water. Seal storm drains to ensure no wash water reaches a water body.
2.  For painted buildings with lead:
- Seal storm drains and vacuum or pump wash water to a tank. Water and sludge may need to be disposed of as hazardous waste. Consult your waste water treatment agency and local hazardous waste regulators.

N. Graffiti Removal

(Before GB program)(After GB program)

1.  If using sand blasting to remove graffiti:
- Minimize the quantity of water used.
  - Direct runoff to dirt/landscaped areas.
  - Sweep debris and sand and dispose of as waste to avoid future runoff contamination.
2.  Use high pressure washers with water only and no cleaning compounds:
- Direct runoff to dirt/landscaped areas if sufficient space is available to absorb the runoff. If no landscaping is present, remove solids with a filter before directing runoff to sewer. When pressure washing, protect nearby storm drains by constructing a berm or applying heavy rubber mat over each storm drain.
3.  Paint over graffiti, taking care to not overspray, drip or spill paint.

Note: Chemical hand wipes are another relatively clean alternative for removing graffiti. In addition, check with your household hazardous facilities for free paint.

O. Driveways, Parking Lots with Oil Deposits

(Before GB program)(After GB program)

1.   Sweep, collect, and dispose of debris. Sweep parking lot weekly.
2.   Where light oil is present:
  - Clean oil spots with absorbent and manage appropriately. Contact your local hazardous waste regulator for disposal information.
  - Use shop towels.
3.   If cleaning with detergent: Use a self-contained mobile washing unit that captures wash water for disposal to the sanitary sewer. Contact your local waste water treatment agency before discharging to the sanitary sewer.
4.   Dispose of wash water to the sanitary sewer, after calling local wastewater treatment agency.
5.   Post signs to control litter.

P. Cafeteria and Cafeteria Area

(Before GB program)(After GB program)

Cleaning Floor Mats

1.   Clean floors mats inside. Floor mat cleaning water must be discharged to the sanitary sewer. If mats cannot be washed inside please hire a service to change and clean floor mats.
2.   Direct wash water to an indoor mop or utility sink, a three-basin sink, or floor drain.

Q. Kitchen and Eating Area

(Before GB program)(After GB program)

1.   Provide an adequate number of labeled trash, recycling, and composting receptacles for your students and faculty in the cafeteria, break rooms and eating areas.

R. Cafeteria and Food Service: Fats, Oil and Grease

(Before GB program)(After GB program)

1.   Wipe or scrape oil and grease from cookware, utensils, serving ware, trays, grills, and pans into appropriate containers to minimize kitchen grease going down the sewer. Dispose of oil, grease, and animal fats using a method below to ensure that this waste is not disposed in the sanitary sewer:
  - **Santa Cruz County** (Inc- and Uninc-): Place grease scrapings into a sealed waste grease bin provided to you by your tallow collection company.
  - **Monterey County** (Inc- and Uninc-): Place grease scrapings into a covered, water-tight garbage bin/dumpster.
2.   Post “No Grease” signs above sinks in the kitchen and on the front of dishwashers.
3.   Food waste is either composted offsite (where available) or disposed of as regular waste in a landfill.
4.   Utilize filtering drain plugs/screens that allow for drainage of water but not solids.
5.   Routinely clean kitchen exhaust system filters in a sink that drains to the grease trap or interceptor (If grease and oil escape through the kitchen exhaust system, it can accumulate on the roof of the establishment and eventually enter the storm drain system when it rains).

6.  Waste oil and grease from fryers and other grease generating operations are picked up by a tallow company or pumping service for recycling. Invoices and manifests are kept on site. Tallow containers must be stored and transferred in watertight covered containers, and labeled “tallow only.” Tallow containers must be placed or stored away from floor drains and storm drains unless secured and stored within secondary containment.
7.  If available, and if your kitchen produces more than 55 gallons of waste fryer oil per week, enroll in the Fryer to Fuel dedicated collection route. Ask your Environmental Compliance inspector for details.

S. Cafeteria and Food Service: Produce, Fish, and Other Goods Selection

(Before GB program)(After GB program)

1.  Promote the use of local and organic produce where feasible.
2.  Consult with the Monterey Bay Aquarium’s Seafood Watch advisory material to make sure that seafood is purchased from sustainable sources: <http://www.mbayaq.org/cr/seafoodwatch.asp>
3.  Seafood offered must be at least 50% sustainable. Communicate to staff and students which fish are sustainable (either with the Seafood Watch Card or by indicating sustainable seafood on the menu).

**Compliance Notes**

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- o Any facility generating grease is required to have an approved interceptor or grease trap to prevent grease from entering sewer pipes. Your facility currently has a grease trap/interceptor that is pumped out regularly or in accordance with local regulations. A cleaning log is maintained for interior traps and/or receipts or manifests are kept as proof of pumping for exterior interceptors. If self-cleaning, contact the pretreatment inspector for proper cleaning and disposal methods.
- o No unapproved emulsifiers or additives are used in your grease trap or interceptor. Contact the local Pretreatment Program Coordinator to determine if an emulsifier or additive is approved.
- o A food grinder or sink garbage disposal units is not in use.

T. Fund Raising Car Wash Events

(Before GB program)(After GB program)

1.  If your school (including classes, school clubs, sports teams, and the Parent Club) holds fund raising car wash events on-site or at another location, ensure that during these events that the wastewater does not drain to the street or storm drain, nor should it be left on the pavement to evaporate (since the pollutants will be washed into the storm drain with the next rain). Wastewater from fund raising car washes must be either directed to the sanitary sewer or to on-site landscaping, if sufficient space is available to absorb ALL the runoff.
2.  Ensure that all applicable classes, school clubs, sports teams, and Parent Club organizers are knowledgeable of the above limitations prior to conducting a car wash fundraiser. Please advise them to contact your local Wastewater Treatment or Environmental Compliance staff for further information prior to holding a car wash fund raising event.

## B. Energy Conservation

### A. Equipment and Facility Changes

(Before GB program)(After GB program)

1.  Install variable speed (demand) ventilation systems for kitchen exhausts.
2.  Use a water-conserving dishwasher to save both heating and water costs. (A door-type dishwasher should use 1.2 gallons/rack or less.) Low temperature machines (requiring chemical sanitizers) are available.
3.  Use a low-flow pre-rinse nozzle for dish scraping/pre-cleaning (saves both heating and water costs).
4.  Select electrical equipment and kitchen appliances with energy saving features (e.g. Energy Star). Refer to [www.fishnick.com](http://www.fishnick.com) for energy star appliances and rebate programs.

### B. Hot Water Use

(Before GB program)(After GB program)

1.  Insulate hot water heaters.
2.  Use a solar water heater or pre-heater.
3.  Convert electric hot water heaters to natural gas.
4.  Set hot water heaters to standard 140-150o F.
5.  Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using (high heat or chemical/heat).

### C. Employee Practices

(Before GB program)(After GB program)

1.  During the summer, group staff so that lights and heating/cooling can be turned off in unoccupied areas.
2.  Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
3.  Ensure that freezer defrost time clock is set properly to avoid peak energy use periods (noon to 6 p.m.).

**I. Waste Management****Please complete the mandatory waste reduction measure listed below:**

(Before GB program)(After GB program)

1.  Provide a recycling container in each class room for recyclables. Equip the custodians with service cleaning carts with a recycling can.
2.  Provide either worm compost in each classroom or participate in county wide curbside compost program.
3.  Promote and incentivize waste-free lunches to students and faculty. An idea is to have rewards for students with the least amount of waste in their lunch box.
4.  Provide a recycling container next to each garbage can at any outside eating areas.

**II. Waste Reduction Measures and Practices****Use the items below and measures found in the Other Waste Reduction section in the Minimum Measures and Office Retail checklist to complete at least *five* measures.**

(Before GB program)(After GB program)

1.  Wood, including pallets & wood from remodeling activities
2.  Donate excess non-perishable food (bread/produce OK; not meat or cooked food) to food banks or shelters (covered under Good Samaritan law).
3.  Use old tablecloths, cloth napkins and washcloths (properly sanitized) as rags.

**III. Environmentally Preferable Purchasing****A. Purchasing Activities****Use the items below and measures found in the Purchasing Activities section in the Minimum Measures and Office Retail checklist to complete at least *five* measures.**

(Before GB program)(After GB program)

1.  When remodeling or “touching up” the school, purchase low VOC paint and/or eco-friendly carpeting whenever possible
2.  For cafeteria, buy ingredients (e.g., flour, sugar and salt) in bulk (when sales volume and storage space allow).
3.  Check food deliveries for spoiled or damaged product before accepting shipments.
4.  Store and rotate supplies to minimize loss through spoilage and damage.
5.  Buy products in returnable, reusable or recyclable containers. These must be approved for commercial use in food establishments. Ask your supplier to ship with less, recycled or reusable packaging.
6.  Replace disposable beverage, flatware, and tableware containers with washable, reusable ones (Contact Environmental Health to ensure proper sanitizing).
7.  Require cleaning/sanitizing product suppliers to take back empty buckets or drums.
8.  Switch from individual condiment packets (e.g., salt, pepper & sugar) to approved, refillable containers.
9.  Buy pickles, mayonnaise, salad dressings, etc. in containers other than non-recyclable hard plastic pails or buckets. Try them in plastic-lined cardboard, cry-o-vac, or foil pouches.
10.  Use cloth instead of paper napkins and table cloths (Contact Environmental Health to ensure proper sanitizing).

11.  Substitute biodegradable cups and plates in place of Styrofoam or paper (vendor: Simply Biodegradable, [www.simplybiodegradable.com](http://www.simplybiodegradable.com))
12.  Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
13.  Eliminate inner-pack dividers in shipping containers for miscellaneous supplies.
14.  Buy eggs shelled in bulk (refrigerate as required) if using three or more cases per week.
15.  Serve straws from Environmental Health-approved dispensers rather than offering pre-wrapped (for self-service areas only).
16.  Offer discounts or incentives to students and staff to use refillable mugs, cups, or to-go containers.
17.  Replace plastic cups with biodegradable ones.
18.  Designate space to make recycling easier. This space can be used to store all recyclables.
19.  Donate old furniture or equipment to institutions or charity.
20.  Other \_\_\_\_\_

B. Purchases

**Use the items below and measures found in the Purchases section in the Minimum Measures and Office Retail checklist to complete at least *three* measures.**

1.  Paper table covers
2.  Placemats
3.  Napkins
4.  Menus
5.  Guest checks
6.  Office paper
7.  Oil for vehicles/equipment.
8.  Re-treaded tires for your fleet vehicles.

**D. Water Conservation**

**Please complete all of the following items listed below**

**A. General Water Conservation Measures**

(Before GB program)(After GB program)

- 1.  Assign a staff member or the landscaper to learn how to read the water meter. Read the meter weekly to monitor water consumption and the success of water reduction efforts.
- 2.  Have the accounting office forward the water bills to the school. Assign a staff member or the landscape crew to review each bill for indications of leaks, spikes, and water consumption.
- 3.  Consider installing a separate irrigation meter to track landscape water use.

**B. Fixtures and Equipment**

(Before GB program)(After GB program)

Please complete at least two of the measures listed below:

- 1.  Use pool cover to reduce evaporation and heat loss when the pool is not being used.
- 2.  Lower pool level to avoid splash-out.
- 3.  Reduce the water used to back-flush pool filters, remaining on site to watch the back-flush process.

**C. Irrigation**

(Before GB program)(After GB program)

- 1.  Use water efficiently. (Ask you Green Business program coordinator to provide you with assistance).

**C. Indoor Water Management Practices**

(Before GB program)(After GB program)

**Please complete at least two of the measures listed below:**

- 1.  Serve water in cafeteria only upon request.
- 2.  Adjust boiler and cooling tower blow down rate to maintain TDS (total dissolved solids) at levels recommended by manufacturers' specifications.
- 3.  In the school kitchen, replace existing pre-rinse nozzles with high-efficiency nozzles to clean the dishes.

**Please complete the following items in the landscaping section.**

**E. Landscaping**

- 1.  Obtain or develop an irrigation map for the property. Map and label the location of each irrigation zone and the timer.
- 2.  Post a current irrigation schedule at each controller.
- 3.  Manually turn on the irrigation during daylight hours once a month to check and repair leaks, sprinkler head misalignment, broken pipes, areas of runoff and other system problems.
- 4.  Place mulch in planting beds to reduce evaporation and discourage weeds.

5.  Avoid runoff. Adjust sprinklers to cover only the landscape area, not sidewalks driveways or gutters. Irrigate for shorter time periods using multiple starts if needed.
6.  When the power goes out, irrigation controllers can reset to a daily default schedule. Check and reset your timer after a power outage. Replace the backup battery every year.

**E. Employee Awareness**

1.   New and current employees are trained to follow the Green Business practices.
2.   All employees are trained on proper cleaning and janitorial procedures, including grease and solids management.
3.   An employee will be asked if they know what Green Business and/or Best Environmental Practices are and they will be asked to give an example.
4.   Provide incentives to employees who take ownership of Best Environmental Practices such as "Employee of the Month."
5.   Ensure that any custodial services or other contractors that you hire follow Best Environmental Practices when working at your business.
6.   Assign responsibility to specific employees for implementing BMPs and good housekeeping practices and for responding to spills, such as maintenance and custodial supervisors.
7.   Conduct annual training on BMPs, good housekeeping practices and what to do in the event of a spill.
8.   Inform your students of the proper methods for disposing and/or recycling of fluids and wastes at your school. Implement leadership roles in this area for older students to assist younger ones.
9.   Label storm drain inlets so that students, teachers, and employees properly dispose of waste. Students storm drain/labeling stenciling is a requirement to participate in the Green Schools Program.

All criteria have been met as of the following date: \_\_\_\_\_

Signature of authorized Green Business Program Coordinator:

\_\_\_\_\_

Printed Name: