



# GREEN BUSINESS LEADERS



## Green Business Certification

### Office and Retail Sector Application

Includes: Manufacturing, hospitality, healthcare facilities and schools that do not have onsite foodservice.

Washington County's Green Business certification recognizes an organization's efforts in sustainable materials management, toxics reduction and supporting actions like conserving water and energy.

To apply, save this form to your computer and open with the most recent version of [Adobe Reader](#). Then complete and email your application to: [recycle@co.washington.or.us](mailto:recycle@co.washington.or.us). A Washington County Green Business Advisor will contact you to arrange a site visit and review your application.

#### To receive the Green Business Certification, a business must:

1. Meet all eligibility requirements listed on page 1.
2. Complete *at least* one practice in each category, listed on pages 2-5.
3. Complete enough total practices to reach one of the two certified levels:



30 practices



40+ practices

### Business Information

Business name:			
Date:		Number of employees at site:	
Address:			
Contact person:		Role:	
Phone number:		Email:	

### Eligibility Requirements

Your workplace is located in Washington County, excluding the City of Beaverton.	
Your organization recycles paper, metal, plastic and glass.	
Your organization complies with applicable environmental ordinances and regulations, including proper storage and disposal of electronics, fluorescent tubes and bulbs, paints, solvents, cleaners and other hazardous waste.	
Your organization complies with all other applicable city, county and state ordinances and regulations.	
Your organization commits to meet with a Green Business Advisor at least once a year.	
Your organization subscribes to the Green Business Leaders <a href="#">quarterly e-newsletter</a> .	

## Reduce, Reuse, Recycle Practices

1. Recycling receptacles are clearly labeled, regularly monitored, and employee education is provided when needed.	
2. Paperless alternatives are used whenever possible (paystubs, invoicing, employee orientation materials, etc.).	
3. Centralized printers are used. (No more than one per 10 employees.)	
4. Computers, copiers and printers are set to print double-sided by default.	
5. Copier/printer paper contains at least 30% post-consumer recycled content.	
6. At least one additional material (batteries, plastic bags, Styrofoam, etc.) is recycled beyond basic recycling.	
7. Internal office supplies and packaging materials are reused, and employees are encouraged to seek out used products before purchasing new ones.	
8. <i>Only</i> reusable dishware is available for day-to-day office use.	
9. Food scraps are commercially composted or used as animal feed.	
10. Caterers follow sustainable practices (reusable dishware, buffet style serving, minimal packaging, etc.).	
11. Rechargeable batteries are used in most devices that require batteries.	
12. Surplus items, such as furniture, electronics and supplies are donated to charitable organizations for reuse.	
13. High-efficiency electric hand dryers are used in restrooms <i>rather than</i> paper towels.	
14. Art made with reclaimed or reused materials is displayed in public areas.	

## Toxics Reduction & Hazardous Waste Practices

15. Third-party certified green cleaning products are used by employees in bathrooms, kitchen and other common areas.	
16. Third-party certified green cleaning products are used by janitorial staff.	
17. Recycled-content or Green Seal-certified paint, such as <a href="#">MetroPaint</a> , is used.	
18. An <a href="#">EcoBiz</a> -certified landscaping company (or certified internal program) provides landscaping services.	
19. An <a href="#">EcoBiz</a> -certified auto maintenance company (or certified internal program) provides auto maintenance services.	
20. Employees are made aware of the dangers associated with the hazardous products and/or wastes. Describe how: (fill in blank)	
21. A chemical assessment has been conducted within the past 2 years to identify and eliminate hazardous or toxic materials on-site and/or in the supply chain.	

## Water Practices

22. Only tap water or a plumbed bottle-refill station is provided at our workplace; no water delivery service or single-serve plastic bottles are provided onsite.	
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23. Kitchen faucet aerator has a flow rate of 1.5 gallons per minute or less.	
24. Restroom faucet aerator has a flow rate of 0.5 gallons per minute.	
25. Toilets are WaterSense-approved or use 1.28 gallons per flush or less.	
26. Urinals are WaterSense-approved or use 0.5 gallons per flush or less.	
27. Landscaping includes at least four different plants, shrubs or trees are northwest native and drought tolerant.	
28. A water conservation audit was performed by a third-party water conservation program in the last three years.	

**Energy Practices**

29. Computers, computer monitors, printers, and copiers are set to sleep after 15 minutes of inactivity.	
30. "Smart" power strips are used at workstations that have three or more peripherals (monitor, speakers, etc.) or power strips are placed in easy-to-reach locations (such as the desktop) and switched off at night.	
31. Programmable thermostats automatically reduce heating and air conditioning during closed hours.	
32. Blinds are closed at night to maintain building temperature.	
33. Maintenance checks are regularly conducted on HVAC and other energy-intensive equipment.	
34. Water heaters are set to 120 degrees.	
35. Windows are double-pane or better.	
36. Doors are weather-sealed.	
37. Occupancy sensors or timers are used for lighting in common rooms, like storage rooms and restrooms.	
38. Lighting is dimmed or turned off when adequate sunlight is available.	
39. Linear lighting uses LED bulbs.	
40. Track and spot lighting use LEDs.	
41. Emergency EXIT lights use LED bulbs or no-energy glow-in-the-dark signs.	
42. Garage or parking lot lighting is energy efficient.	
43. Janitorial services are scheduled during business hours.	
44. An energy audit has been conducted in our workplace within the past five years.	
45. Renewable energy is purchased for a portion of your electric use.	

## Transportation Practices

46. Twenty percent or more of our employees walk, bike, carpool, or take transit as their primary commute method.	
47. An annual commute survey is conducted as part of promoting low-carbon commuting.	
48. Reimbursement, raffles, or other incentives are offered to employees that bike, walk, or carpool to work.	
49. A transit pass program is offered to all employees.	
50. Employees participate in a commuter challenge every year ( <a href="#">Bike More Challenge</a> , <a href="#">Oregon Get There Challenge</a> , etc.).	
51. Alternative travel options (TriMet Trip Planner, bike parking, EV charging station, etc.) are displayed on our website for visitors.	
52. Alternative transportation is prioritized for work-related trips.(walk, bike, transit, car share, carpool, or electric vehicle).	
53. Sheltered <i>and</i> secure bike parking is available for <i>employees</i> .	
54. Emergency ride vouchers or taxi reimbursements are available to employees who commute by foot, bike, transit, or carpool.	
55. An <a href="#">electric vehicle charging station</a> , for employee and/or customer use, is located onsite or within one city block.	
56. Bicycle tire repair kit, air pump and a spare lock are available for employees and visitors.	
57. “No idling” signs are posted wherever trucks or cars tend to stop for long periods (at loading docks, school pickup lanes, etc.).	
58. Flex time and/or telecommuting are an option for most employees.	

## Employee Engagement and Equity Practices

59. A written sustainability plan and/or purchasing policy guides decision-making and prioritizes actions that support the triple bottom line.	
60. An employee or green team is supported by management in implementing sustainability efforts.	
61. Employees are educated at least once a year about sustainability best practices.	
62. New employees are educated during onboarding about sustainability best practices, including waste reduction, recycling and commuting options.	
63. A system is in place to gather employee feedback and suggestions to improve sustainable business practices and operations.	
64. There is a stated policy, goal or commitment with concrete actions to advance diversity, equity and inclusion (DEI) in the organization.	
65. DEI training is offered to leadership, management and employees on paid work time annually.	
66. A living wage, health insurance, childcare assistance, flexible scheduling and/or other benefits are offered.	
67. A formal policy promotes contracting with businesses that are Black, Indigenous, and People of Color (BIPOC) owned, women-owned, or service-disabled veteran-owned.	

68. An accessibility checklist or policy is used in the planning and implementation of all meetings and/or events.	
69. A gender neutral, ADA compliant private space other than a restroom is available for all staff (breastfeeding/lactating, personal phone calls, changing area, etc).	
70. Posted signs and messages encourage employees to take the stairs if they are able, instead of elevators.	
71. A healthy meeting policy encourages fresh healthy food options, smaller portion sizes, walking meetings, etc. for company meetings.	

## Community Engagement Practices

72. Sponsorship, in-kind services or products are donated to community organizations.	
73. One or more employees are supported by management while pursuing or serving in a community leadership role (business association, government advisory committee, etc.).	
74. Employees can volunteer in the community on paid work time.	
75. A charitable giving campaign, matching funds or similar program is in place to support charitable donations by employees.	
76. Sustainability-related events are scheduled or hosted for employees or the public.	
77. Organization would like to be a mentor to other organizations working towards the Green Business Leaders certification.	
78. Sustainability accomplishments are communicated to employees and customers.	
79. Your mission statement addresses sustainability. It guides the work and is shared with the public.	
80. All public facing materials are translated into at least one language in addition to English.	

## Additional Practices

We understand every business is different and that there may be unique actions already being taken that are not listed in this guide. You are welcome to describe up to five additional sustainability actions that your business has taken. Your Green Business Advisor will review these actions for additional credit towards certification. Make sure to check out the Green Business Leaders [Additional Practices application](#) to see if there are others your business is already doing or for ideas to pursue.

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## Goal Setting

Set a sustainability goal to work on during the coming year, including intermediate steps and a target date.

Goal:	
Intermediate steps:	
Staff/participants:	
Target completion date:	

Total Practices: \_\_\_\_\_

Your workplace has completed enough actions to achieve:

\_\_\_\_\_ Silver (30-39 total practices) \_\_\_\_\_ Gold (40+ practices)

By providing your signature below, you attest that the information provided in this application is accurate and truthful to the best of your knowledge.

Signature:	Name:
Role:	Date:



**WASHINGTON COUNTY**  
**OREGON**  
Solid Waste & Recycling

WashingtonCountyRecycles.com/GreenBusiness  
503-846-3605  
recycle@co.washington.or.us