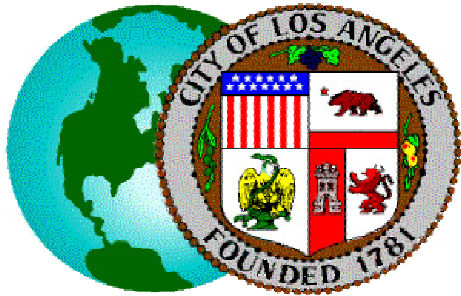


# City of Los Angeles



## Proposed Certified Green Business Program

### Resource Conservation & Pollution Prevention Checklist for Vehicle Repair

Business \_\_\_\_\_  
Contact \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email \_\_\_\_\_  
Fax \_\_\_\_\_  
Web \_\_\_\_\_

#### Common Questions

##### Why should my business get certified as a Green Business?

- ◆ Saving energy, water and raw materials saves you money. Sending less trash to the landfill saves you money, too.
- ◆ Developing a positive, proactive relationship with local compliance inspectors can help you avoid liability, fines and other sanctions.
- ◆ The Program promotes Green Businesses to the public and other businesses (again, for free)!
- ◆ Your company's community image is enhanced through Green Business certification.
- ◆ Your employees will enjoy a safer workplace and will have one more reason to take pride in working for you.
- ◆ The Green Business Program offers you free, convenient, time-saving assistance.

##### Do I get credit for the good things I'm already doing?

Yes! In fact, your company may already qualify. These Standards are designed to fit most businesses, **but** if certain measures are not applicable or feasible for your facility and operations, you may request an exemption or demonstrate alternative measures.

##### Do I have to do everything on the checklist to become a Green Business?

No, there are many ways to qualify. You must meet the minimum standards in each category. Beyond that, you may use the checklist to identify "next steps" to becoming even greener.

##### What if I haven't had an energy, water or solid waste audit already?

The Green Business Program can arrange an audit for you as part of your certification.

##### How do I get started?

Read the checklist and check all boxes that apply. Call xxxxxxxxxxxxxxxxxxxxxx, Green Business Coordinator, at xxxxxxxxxxxxxx with any questions.

##### Is there a fee to be certified as a Green Business?

No, Green Business certification is free!

##### **GREEN NOTE:**

**Going Green Counters Climate Change**  
*Climate Change results from increases in greenhouse gases, like carbon dioxide and methane, trapping heat that would otherwise escape the atmosphere. You can reduce this build-up (and your carbon footprint) by being green! Our checklist has many climate-friendly measures, such as:*

- ◆ **Conserve energy** with fluorescent lights and Energy Star equipment.
- ◆ **Reduce waste** at the landfill (and methane gas emissions)—recycle, compost and buy products with recycled content.
- ◆ **Conserve water** (and the energy to deliver it) with low-flow toilets and drought tolerant plants.
- ◆ **Invest in renewable energy** with renewable energy credits and solar panels.
- ◆ **Conserve fuel** by taking public transit, your bike or a high MPG vehicle.

# General Standards for All Businesses

## Certification

To be certified a Green Business you must:

1. Comply with all environmental regulations applicable to your business. Please ask staff about this.
2. Implement a variety of measures to save energy, water and other materials, and reduce waste. **This checklist walks you through this step!**
3. Allow site visits to verify that your business meets the above two steps.
4. Pledge to continue these terrific efforts to prevent pollution and conserve resources (including environmental compliance).

**Green Businesses** practicing resource efficiency are assuming stewardship for the Earth and its resources, with the goals of achieving a successful business operation, a healthy bottom line, and sustenance of the environment and its inhabitants. A Green Business not only conserves resources but educates employees and customers about resource conservation.

**Re-certification:** Certification as a Green Business is good for **three years**. We strongly encourage continuous improvement. When it's time to recertify, we will ask you to show us additional measure(s) you have implemented.

## Measures

The following general measures are required for all businesses:

- Track water and energy usage and solid and hazardous waste generation.
- 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
  - Your employee reference materials
  - Your company newsletter or bulletins
  - Your company suggestion and reward programs
  - Other: \_\_\_\_\_

- 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.
  - Other: \_\_\_\_\_
- 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.

# Solid Waste Reduction & Recycling

## Measures

1. **Look in your garbage dumpster annually to see if there are items that could instead be reused by someone else or recycled.**

2. **REDUCE waste in 5 ways:**

- Replace single use paper car seat/floor cover protectors with reusable cloth covers from a laundry service or reusable plastic covers.
- Use refillable and pressurized spray cans (e.g., brake cleaners, lubricants, engine degreasers).
- Buy products in bulk (oil or antifreeze) or that are concentrated, durable, repairable, and/or recyclable, making sure that you need all you are ordering.
- Discourage the printing of emails.
- Set copier/printer defaults to double-sided.
- Practice efficient printing and copying by using the size reduction feature—print two pages of a document or book onto one page.
- Use computer fax modems that allow faxing directly from computers without printing.
- Eliminate fax cover sheets by using "sticky" fax directory notes.
- Eliminate unnecessary forms, redesign forms to use less paper, or switch to electronic forms.
- Use a bulletin board or routing lists for memos and journals to reduce printed copies.
- 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](http://www.catalogchoice.org)
  - Eliminate duplicates in your own mailing lists.
- For new software, order only the number of manuals needed. Do the same with phone books. Encourage employees to share.
- Design marketing materials that require no envelope – simply fold and mail.
- Buy products in returnable or reusable containers.
- Work with vendors to minimize packaging.
- Eliminate the use of non-recyclable packaging, such as Styrafoam.

- In the lunch/break room, replace disposables with permanent items (e.g., mugs, dishes, utensils, towels/rags, coffee filters, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.
- Serve dishes at office events in reusable serving dishes.
- Eliminate single-use plastic water bottles.
- Centralize purchasing to eliminate unnecessary purchases and ensure all waste reduction purchasing policies are followed.
- Use optical scanners, which give more details about inventory, for more precise ordering.
- Lease, rather than purchase, computers and printers.
- Leave mowed grass on lawn ("grasscycling").
- Other: \_\_\_\_\_

3. **REUSE materials in 3 ways.**

- Reconditioned parts and components.
- Print on previously printed paper, or designate a tray on printers as a "draft" tray.
- Reuse office paper as scratch paper.
- Reuse envelopes by covering old addresses and postage, and affixing new.
- Give or sell reusable cloth bags (this is required for stores over 10,000 sq.ft).
- Offer a small incentive to customers bringing their own shopping bags, coffee mugs, etc.
- Have your customers return packaging to you for reuse.
- Reuse paper or plastic packaging materials.
- Designate a reuse area for office supplies such as binders, folders and staplers.
- Reuse garbage bag liners.
- Have your toner cartridges refilled for use.
- Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items ([www.ciwmb.ca.gov/CalMAX](http://www.ciwmb.ca.gov/CalMAX)).
- Other: \_\_\_\_\_

**4. RECYCLE all of the required materials and at least one additional material.**

- REQUIRED:** Cardboard
- REQUIRED:** Newspapers, office/mixed paper, junk mail
- REQUIRED:** Glass bottles and jars
- REQUIRED:** Metal cans, containers, aluminum foil
- REQUIRED:** Plastic bottles and containers
- Car seat cover and floor mats
- Empty aerosol cans
- Tires
- Metal drums
- Plastics
- Scrap metal
- Landscape trimmings (green waste)
- Pallets
- Other: \_\_\_\_\_

**4. Buy the first required item and at least 3 more items with recycled content.**

Purchasing products made from recycled materials conserves resources and is essential to support the recycling market.

- REQUIRED:** Copier/printer paper with at least 30% post-consumer waste
- Copier/printer paper with 100% post-consumer waste
- Written policy guiding purchase that emphasizes buying recycled-content and low-toxicity products
- Folders or other paper products
- Envelopes
- Letterhead
- Business cards
- Paper towels
- Tissues
- Toilet paper
- Toilet seat covers
- Garbage bags
- Boxes or bags for retail use or shipping
- Retreaded tires
- Tire flaps
- Recycled or remanufactured laser and copier toner cartridges
- Carpet, carpet undercushion or floor mats
- Remodeling/construction materials: cabinets, fixtures, ceramic and ceiling tiles, drywall, insulation, interior paneling, composite lumber/wood, roofing, concrete, etc.

- Sell products made with recycled content.
- Purchase or obtain previously used furniture, supplies or materials ([ciwmb.ca.gov/CalMAX](http://ciwmb.ca.gov/CalMAX), [freecycle.org](http://freecycle.org), Craig's List). List examples:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Other: \_\_\_\_\_

**GREEN NOTE:**

*In the manufacture of "recycled" paper, 64% less energy and 58% less water is required, and 74% less air pollution is generated.*

*Look for recycled paper with a high post-consumer content (previously used - not manufacturing scraps). Copy paper with 30% post-consumer content is readily available and proven effective.*

# Energy Conservation

## Measures

### 1. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems.

- ◆ Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
- ◆ Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.
- ◆ Keep condenser coils free of dust and lint.
- ◆ Keep evaporator coils free of excessive frost.

### 2. Save energy in 7 ways. At least 3 must come from "Equipment & Facility", and must include the two required lighting measures.

#### **EQUIPMENT & FACILITY:**

##### General

- Use weather stripping and caulking to seal windows and doors.
- Replace inefficient refrigerators (older than 10 yrs) with new Energy Star<sup>®</sup> ones.
- Use Energy Star<sup>®</sup> electronic equipment, ensuring that Energy Star settings are enabled (manual set-up often required).
- Use power management software programs that save energy by automatically turning off idle monitors and printers (must be purchased separate from computer).

##### Lighting

- REQUIRED:** Replace any older T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts.
- REQUIRED:** Replace any incandescent bulbs with efficient compact fluorescents.
- Reduce number of fixtures.
- Increase lighting efficiency of lamps, by installing optical reflectors or diffusers.
- Improve exit sign efficiency by using LED exit signs, compact fluorescents in exit signs or electroluminescent exit signs.

- Install lighting controls like occupancy sensors; or bypass/delay timers, photocells or time clocks (often used in security systems).

##### Heating and Cooling

- Apply window film to reduce solar heat gain
- Shade sun-exposed windows and walls with awnings, sunscreens, shade trees or shrubbery.
- Use ceiling fan for air circulation.
- Convert electric heating system to a natural gas system.
- Replace inefficient or broken windows with double pane energy-efficient windows.
- Replace or supplement an A/C system with an evaporative cooler.
- Install economizers on A/C to increase air circulation.
- Replace single or package A/C unit with one with a greater Energy Efficient Rating (EER)
- Install bypass timers and/or time clocks.
- Provide shade for HVAC condenser, especially roof-top fixtures

##### Industrial Equipment

- Control compressor system to ensure operation only during working hours
- Install engineered nozzles and fittings to reduce "waste" compressed air.
- Choose a 220-volt electric motor over a 110-volt motor (more powerful and efficient).
- Install an outside air intake (cool air takes less energy to compress).

##### Hot Water Use

- Insulate all pipes & hot water heaters.
- Install a booster heater for hot water use.
- Use a solar water heater or pre-heater.
- Convert electric hot water heaters to natural gas.
- Other: \_\_\_\_\_

**STAFF PRACTICES:**

General

- Institute a formal policy to turn off equipment when possible (e.g., in unoccupied areas)
- Plug equipment into a time switch to turn off after working hours.
- If available, use the standby mode on equipment (e.g., energy saver buttons on copiers).
- Seal off (lock doors of) unused areas.
- When repainting building exterior and roofs, choose light colors to reflect more sunlight.

Lighting

- Always turn off lights when leaving.
- Use light switch reminders to remind customers and staff to turn off lights.
- Institute a policy that all lighting be turned off in unoccupied rooms.
- Clean lighting fixtures, diffusers and lamps; and replace aging fluorescent tubes.
- Use task lighting instead of lighting the entire area.
- Rearrange workspace to take advantage of areas with natural lighting
- Check and adjust lighting control devices (e.g., time clocks and photocells).
- Disconnect unused ballasts in delamped fixtures **AND** replace burned out lamps quickly to avoid ballast damage.

Heating and Cooling

- Close blinds and curtains to keep room cooler.
- Set thermostat to 78° for cooling, 68° for heating in unoccupied rooms and use the thermostat's night setback.
- Turn room-cooling units off when the weather is cooler.

Industrial Equipment

- Institute a compressed air maintenance program that includes inspecting and evaluating system components

Hot Water Use

- Drain and flush hot water tanks to the sanitary sewer every six months to prevent scale build-up and deposits (which can reduce heating efficiency).
- Set hot water heaters to standard 125-130° F.
- Check pilot lights for proper adjustment. (gas kitchen/hot water)
- Other: \_\_\_\_\_

**GREEN NOTE:**

*Because outdoor lighting often remains on for long hours, it's a great place to conserve energy. By using efficient lights (e.g. compact fluorescents) and timer controls or photo sensors your energy use may be reduced by 15%.*

*Energy Star® monitors have features to conserve energy, consuming up to 90% less energy. Screen savers don't save energy!*

*Energy Star® copiers and fax machines can reduce electricity costs by about 60% and 50% respectively.*

# Water Conservation

## Measures

### 1. Save water in these REQUIRED ways.

- Assign a person to monitor each water bill for early indicators of problems. Call your local water company if you notice unusual increases in use or for suggestions on how to use water more efficiently.
- Regularly check for and repair all leaks in your facility. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your local water company.
- Install low-flow aerators and showerheads (your water provider may offer these free of charge):
  - 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
- Use signs in restrooms to encourage water conservation and to report leaks.
- Use only dry methods to clean sidewalks, driveways, walkways or parking lots. Consult with local water agency to learn when and how water may be used to clean outdoor surfaces, and post instructions for maintenance staff.

If you have landscaping/irrigation:

- Install matched precipitation rate sprinkler heads in turf areas.
- Test irrigation sprinklers 4 times per year to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.
- Adjust sprinklers for proper coverage—optimize spacing, avoid runoff onto paved surfaces.
- Water during early morning, pre-dawn hours to reduce water loss from evaporation.
- Use repeat cycles when watering turf or shrubs to encourage percolation and deep root growth.
- Adjust the irrigation schedule monthly during irrigation season, or as needed.

### 2. Save water in 3 other ways, including the first required way.

Consider areas of greatest water use (facility or landscaping) in choosing new measures. Be sure to ask your water company about rebates.

#### Facility:

- REQUIRED:** Install toilets using 1.6 gpf (gallon per flush) or less.
- Go beyond the above 1.6 gpf toilets to 1.3 gpf HETs (High Efficiency Toilets)! Check both this measure *and* the above one. Ask your water district for rebates when replacing 3.5 gpf or higher toilets with the HETs.
- Provide additional urinals in men's restroom and reduce number of toilets (urinals use less water than toilets).
- Replace flush mechanism in urinals with ones that flush at 1.0 gallon or less (as low as 0.125 gallon per flush) or install new waterless varieties.
- Install self-closing faucets (0.5 gpm and 0.25 gallon/cycle).
- Set up an annual program to educate staff about the benefits of efficient water use.
- Schedule your water company to make a presentation to staff to encourage water conservation at home. (Some water companies offer training and "take home" conservation kits.)
- 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."
- Reduce water pressure to no higher than 50 psi by installing pressure reducing valves.
- 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.
- Other: \_\_\_\_\_

#### Landscaping:

- Mulch all non-turf areas.
- Plant drought tolerant plants (assistance is available from your water company).
- Hydrozone: Group plants with similar water requirements together on the same irrigation line, separating plants with different water requirements on separate irrigation lines.

- Reduce area of turf.
- If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads.
- Modify your existing irrigation system to include drip irrigation.
- Install rain shut-off devices that turn off the irrigation system during rain.
- Install irrigation controllers that have at a minimum the following features: precise 1-minute runtime capability; a minimum of 3 separate programs; and 3 cycle start time features.
- Reduce irrigation system water pressure to no higher than 50 psi ( pressure-reducing valves must be installed to do this).
- Use reclaimed water for irrigation and other approved uses.
- Install a self-adjusting weather-based irrigation controller that automatically tailors watering schedules to match local weather, plant types, and other site-specific conditions. Controller must be certified under the Irrigation Association's SWAT protocol.
- Work with your water company to develop a site-specific "water budget". Track your water use to ensure efficient watering.
- Other: \_\_\_\_\_

- Blow residual caustic solution back into hot tank using compressed air.
- Install hang bars over tank.
- For hand wash and detailing services, use high-pressure vehicle washing equipment.
- Use closed-loop water recycling (recirculating) systems for radiator flushing, car washing, steam cleaning, and/or parts washing (or send cars to a facility that does).
- Other: \_\_\_\_\_

**GREEN NOTE:**

*A faucet with a slow leak can waste as much as ten gallons of water a day, or more!*

*A single leaky toilet can waste as much as 1,000 gallons of water per day.*

Radiator Repair Measures:

- Increase pressure and decrease water flow in (non-recirculating) flush systems.
- Add fresh water only to the test tank—as the test tank becomes unusable, transfer it to the recirculating flush system, then to the hot tank/ultrasonic cleaner for use in radiator pre-cleaning.
- Settle solids from test tank water when cloudy and reuse water.
- Recover test tank water, recirculated flush system water, and spilled water with chemically-assisted filtration rather than adding to hot tank.
- Capture water spills with a wet/dry vacuum and transfer to the hot tank.
- Use hot tank only when necessary—use smaller tanks with ultrasonic cleaning for light jobs.
- Minimize dragout from hot tank to extend the life of water used in recirculating flush system.
- Pre-rinse radiator over hot tank using pressurized spray.

# Pollution Prevention

## Measures

1. **Assess your office to identify ways to prevent pollution. Review the plan annually for new measures to implement.**
  - ◆ Check Material Safety Data Sheets (MSDS) and labels for all cleaning products, building maintenance materials, pesticides, and fertilizers you use. Identify safer alternatives.
  - ◆ Evaluate each area of your business to identify actual and potential sources of pollution, and ways to prevent it.
  - ◆ Call your local Household Hazardous Waste Program for disposal of hazardous substances not in use.

### ***Easing the Pain of Change...***

Be sure to discuss any planned measures that involve chemical, equipment, or process changes with your local regulators (wastewater districts, hazardous materials, fire, or wastewater or air districts). They may have regulations or concerns that need to be addressed. Involving them from the start as part of your project "team" can save you time and money by eliminating the need for "changes" at a later date—and they may have ideas on how to avoid the need for permits/conditions altogether.

## 2. Prevent pollution in 10 ways.

### General

- Establish a system for keeping the entire facility clean and orderly.
- Routinely inspect and address all potential sources of leaks, spills, and emissions (material/waste storage areas, pipes, valves and hoses; process equipment, etc.).
- Have no open floor drains in the shop floor. (A requirement in many areas.)
- Seal shop floor with an impermeable coating such as epoxy.
- Regularly inspect and clean out separators (at least every six months).
- Clean private catch basins once a year, before the first rain.
- Design berms or grading to prevent run-off or rain water from flowing across industrial areas where it could be contaminated.

- Regularly check and clear storm drain openings and basins of litter, debris and soil.
- Stencil all storm water drains with "No dumping, Flows to Bay." Stencils are often available from your city.

### **DRY CLEAN-UP METHODS**

#### ***Small Spills***

*Use shop towels, sending to an industrial laundry service with rags or squeegees.*

#### ***Medium and Large Spills***

- ◆ *Clean larger oil spills with a hydrophobic mop, Pig, pad or squeegee/dust pan for spills containing oil. Wring out into a dedicated mop bucket labeled as "Waste Oil." Hydrophobic mops will not pick up antifreeze*
- ◆ *Use a regular mop for spills containing antifreeze. Wring out into a dedicated mop bucket labeled as "Waste Antifreeze."*
- ◆ *Do not reuse regular mop water over and over (use once).*
- ◆ *Use a shop towel to clean up any residuals on the floor*
- ◆ *Floors may be wet mopped only after using the above methods. Dispose of mop water to the sanitary sewer as long as it meets local discharge limits (pH is not too high).*

### Prevent and Control Spills

- Use "dry" cleanup methods inside the shop and at fuel-dispensing islands.
- Place clean-up supplies (absorbent pads, mops, buckets, etc.) in convenient areas.
- Use drip pans, indoors and outdoors, to control fluid leakage.
- Store parts washers near work areas to avoid spills.
- No water from cleaning floors, parts or cars is discharged to the sanitary sewer or storm drain systems. Either:
  - Do not wet mop the floors, or
  - Put mop water in a drum for hauling by a licensed waste hauler.

- Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer).
- To prevent spills around drums & tanks, use:
  - Spout and funnel when adding fluids to waste drums, and
  - Pump and spigot when dispensing new product. Drain residual from pump back into original container.
- Use fully enclosed waste transfer system for waste liquids.
- Post a sign (at least 8½" x 5½") above a shop sink area notifying employees: "Do Not Discharge Hazardous Wastes or Chemicals Down Drains or Outside Storm Drains"
- Install your own closed loop vehicle washing system.

**GREEN NOTE:**

*One pint of oil can produce a toxic slick on surface waters approximately one acre in size. One gallon of used oil can pollute one million gallons of drinking water.*

Inventory

- Require vendors to take back unused samples or off-spec materials.
- Work with vendors to return excess or expired stock
- Minimize the inventory of fluids and chemicals—stock only what you need and order materials on a "just-in-time" basis. In general, keep no more than a 3 month supply of hazardous materials on stock.
- Store hazardous materials securely, controlling access to stock, and rotating so as to use oldest material first.
- Locate the storage of all hazardous materials and waste away from storm & sanitary sewer drains.
- Store deliveries and supplies under a roof.
- Inspect inventory, storage and/or shipping areas for potential accidents.

Employees

- Train your employees on ways to prevent pollution (using this checklist!).
- Use at least one employee incentive to reduce spills and sloppy work areas:
  - Bonuses/prizes for safety-violation free months

- Posting photographs of poor/good employee work areas
- Using employee spill accident record as criteria in determining pay increases.

Radiator-specific Practices

- When removing hot tank solids, reuse the liquid and reconstitute the solution for process tanks.
- Solder over a drip pan (not test tank) and recycle drips.
- Use only zinc-free flux and lead-free solder.
- Other: \_\_\_\_\_

**3. Reduce chemical use in 3 ways.**

- Eliminate the use of powdered or granular absorbent for routine cleanup.
- Eliminate the use of cleaners and lubricants containing n-hexane (e.g. aerosol brake cleaners and degreasers).
- Use a water-based brake washing method.
- Do not contaminate cleaning solution by washing parts sprayed with chlorinated cleaners or petroleum distillates.
- Use no- or low-copper brake pads whenever possible.
- Use longer-lasting synthetic oils.
- Purchase re-refined oil and antifreeze for use in your shop.
- Use a detergent-based rather than caustic-based solution in a hot tank.
- Buy low-VOC or recycled paint and other products.
- Other: \_\_\_\_\_

**4. REUSE or RECYCLE 3 hazardous substances.**

- Use an industrial laundry service for shop rags and uniforms (Keep rags in a covered container and do not saturate).
- Use a rag/uniform service that recycles its wastewater.
- Recycle empty hazardous materials containers (including drums). Either:
  - Return to supplier for refill.
  - Recondition onsite (permit requirements may apply) or contract with drum reconditioner.
  - Reclaim scrap value onsite or contract with scrap dealer.
- Recycle spent toner and ink-jet cartridges.

- Recycle and reuse antifreeze onsite if you have/use large volumes.
- Crush used oil filters to recover as much oil as possible for recycling.
- Filter and reuse parts cleaning liquid onsite.
- Recycle and reuse all properly recovered refrigerant from air conditioning systems.
- Become a State Certified Used Oil Collection Facility. (State reimburses 16 cents/gallon if you become certified and collect used oil from the public.)
- Other: \_\_\_\_\_

**GREEN NOTE:**  
*The following are considered to be hazardous universal wastes, and must be recycled:*

- ◆ Spent fluorescent light tubes.
- ◆ Electronic equipment (computers, cell phones, pagers, etc.).
- ◆ Batteries (to household hazardous waste or a battery recycling program such as Rechargeable Battery Recycling Corp: [www.rbrc.org](http://www.rbrc.org))

*For more information, contact your county's household hazardous waste program.*

**5. Reduce vehicle emissions in 3 ways:**

- When possible, arrange for a single vendor who makes deliveries for several items.
- Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- Carefully plan delivery routes to eliminate unnecessary trips.
- Join the Air District's "Spare the Air" program and notify staff of "Spare the Air" days.

**SPARE THE AIR PROGRAM**  
*Spare the Air Days are called in summer when conditions indicate that we may exceed state and federal air quality standards for healthy air. Participating businesses receive Spare the Air Day alerts and free information on ways to improve air quality. Join by visiting the Bay Area Air Quality Mgmt. District's website at [www.SparetheAir.org](http://www.SparetheAir.org).*

- Keep company vehicles well maintained to prevent leaks and minimize emissions; encourage customers to do the same.
- Other: \_\_\_\_\_

Commute Alternatives

- Make transit schedules, commuter ride sign-ups, etc. available to staff. Get help from [www.511.org](http://www.511.org) using their "Ridematch Tool".
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- Hire locally.
- Other: \_\_\_\_\_

Commute Alternatives for Larger Employers

- Offer lockers and showers for staff who walk, jog or bicycled to work.
- Offer secure bicycle storage for staff and customers.
- Offer employee incentives for carpooling or using mass transit (e.g. guaranteed ride home or subsidized transit passes).
- Set aside car/van pool parking spaces.
- Provide commuter van.
- Encourage bicycling to work by offering rebates on bicycles bought for commuting.
- Offer a shuttle service to and from bus, train and/or light rail stops.
- Other: \_\_\_\_\_

Other Greenhouse Gas Emissions

- Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.
- Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).
- Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
- Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.
- Install renewable energy sources, such as solar panels or wind generators.  
System Size: \_\_\_\_\_
- Buy renewable energy credits or green tags to offset the CO2 emissions from your office's use of electricity and natural gas (see [www.green-e.org](http://www.green-e.org)).
- Offset company's vehicle CO2 emissions. See [www.driveneutral.org](http://www.driveneutral.org), [www.carneutral.org](http://www.carneutral.org), or [www.terrapass.org](http://www.terrapass.org).
- Other: \_\_\_\_\_