



Leaders in Sustainability

HOTEL/RETIREMENT APPLICATION FOR CERTIFICATION

The Leaders in Sustainability certification supports businesses seeking to adopt and strengthen sustainable best practices, enhance their triple bottom line and celebrate success. Showcase your workplace and be recognized for your company's achievements towards eliminating waste, conserving resources, promoting a healthy workplace environment and community engagement. Join those who are building a vibrant and vital business community and a thriving Clackamas County.

Submit a completed application to:

Email: lis@clackamas.us Fax: 503-742-4453 Questions: 503-742-4458

We will review your application and schedule an on-site verification visit. Please be prepared to show documentation for practices selected.

Business / Organization _____ Date of application _____

Street address _____

City _____ State _____ Zip _____

Contact person _____ Title _____

Phone number _____ Email _____

_____ # of employees Our business owns our workspace leases our workspace

located in Clackamas County has two or more employees is not a home-based business

Getting Assistance Through the Process

- The **Certification Guide** can help answer any questions and provide additional resources or detail on practices that are new to you.
- Our Sustainability Advisors and partners can assist you with any part of the process. An on-site consultation can help identify opportunities and effectively plan your next steps.
- We can partner you with a mentor who has gone through the process.

CERTIFICATION LEVELS



- 14 bolded actions
- 1 new goal
- 1 community action
- 4 restaurant actions (if on site)



Certified + 20 additional actions



Certified + 40 additional actions

CLACKAMAS COUNTY'S SUSTAINABILITY ADVISORS CAN HELP YOUR BUSINESS ACCOMPLISH ITS SUSTAINABILITY GOALS, FIND AVAILABLE RESOURCES AND LINK YOU TO OUR PARTNERS FOR FURTHER ASSISTANCE

COLLABORATIVE LEARNING



NETWORKING & PEER SUPPORT



SUPPORTING ACTION THROUGH MEASUREMENT



CREDIBLE PUBLIC RECOGNITION

ECONOMIC

POLICY, TRAINING & LEADERSHIP

B1	A green team or individual has management support to implement sustainability efforts.	<input type="checkbox"/>
B2	New employees are trained on current recycling program during orientation.	<input type="checkbox"/>
B3	An employee at the management level owns overall responsibility for sustainability issues. Name _____, Position _____, Email _____	<input type="checkbox"/>
4.	Employees are educated annually on current sustainability practices.	<input type="checkbox"/>
5.	A written sustainability plan or policy guides decision making.	<input type="checkbox"/>
6.	There are policies in place for sustainable procurement (e.g. through a procurement policy and/or inclusion in bids for procurement).	<input type="checkbox"/>
7.	Information on your business's environmental efforts is communicated to guests/residents.	<input type="checkbox"/>
8.	Maintain a centralized location for employees to find information on sustainability-related resources.	<input type="checkbox"/>
9.	New construction and remodels meet LEED, Earth Advantage or another high performance building standard.	<input type="checkbox"/>
10.	Assess priorities and actions that support the triple bottom line or track financial impacts of sustainability activities.	<input type="checkbox"/>
11.	Annually produce and review a sustainability report reflecting goals and progress.	<input type="checkbox"/>
12.	Recognized by other organizations in the last 12 months for sustainability initiatives / practices? Ex: Green Seal Recognitions received _____	<input type="checkbox"/>
13.	Products and services help promote sustainability.	<input type="checkbox"/>

ENVIRONMENTAL

MATERIALS & WASTE

B14	Our organization recycles paper, metal, plastic bottles/tubs and glass bottles/jars.	<input type="checkbox"/>
B15	30% or higher recycled content copy paper is the primary paper used.	<input type="checkbox"/>
B16	Offer recycling containers in rooms and/or janitorial staff separate recycling and information is provided to guest/ residents that separation is done.	<input type="checkbox"/>
B17.	Paper is used on both sides (printers set to default duplex printing).	<input type="checkbox"/>
18.	Paperless invoicing, billing and payroll is used to reduce paper use. Ex: Offer to email guest check out receipts.	<input type="checkbox"/>
19.	Recycling bins are in every location where recyclables are generated and located next to waste containers.	<input type="checkbox"/>
20.	Two additional products purchased have recycled content. Specify _____	<input type="checkbox"/>
21.	One additional material is recycled beyond the basic recycling list. Specify _____	<input type="checkbox"/>
22.	Rechargeable batteries are used instead of single use batteries.	<input type="checkbox"/>
23.	Meetings and event spaces offer recycling and compost or other sustainable practices.	<input type="checkbox"/>
24.	Durable food service ware is used in breakfast area, event spaces and break rooms.	<input type="checkbox"/>
25.	Donate leftover materials such as toiletries, furniture or electronics to charitable organizations.	<input type="checkbox"/>
26.	Use bulk dispensed shampoo and other amenities in guest/resident rooms.	<input type="checkbox"/>
27.	There is an area for reuse of office equipment and supplies.	<input type="checkbox"/>
28.	Use flooring carpet tiles so damaged areas can be replaced when needed.	<input type="checkbox"/>
29.	Use products that are Formaldehyde-free.	<input type="checkbox"/>
30.	An annual waste audit is conducted and we act on the results.	<input type="checkbox"/>

HAZARDOUS MATERIAL MANAGEMENT

B31	Procedures are in place to dispose of hazardous waste properly.	<input type="checkbox"/>
B32	Electronics are donated or recycled.	<input type="checkbox"/>
B33	Third party-certified green cleaners are used.	<input type="checkbox"/>
B34	Fluorescent lamps are recycled.	<input type="checkbox"/>
35.	Have a fragrance or chemical free facility by eliminating chemical and aerosolized fresheners.	<input type="checkbox"/>
36.	An Integrated Pest Management Plan is used by landscaper to minimize chemical use for landscapes and pests.	<input type="checkbox"/>

ENVIRONMENTAL (CONTINUED)

WATER

INDOOR

B37	Kitchen faucets have aerators - 1.5 gallons per minute or less (aerators provided at no cost).	<input type="checkbox"/>
B38	Restroom faucets have aerators - 1.0 gallons per minute or less (aerators provided at no cost).	<input type="checkbox"/>
39.	Urinals and toilets are WaterSense-approved (use 1.6 gallons per flush or less).	<input type="checkbox"/>
40.	Shower heads meet WaterSense criteria of 2.0 gpm or less.	<input type="checkbox"/>
41.	Tap water, rather than bottled water is consumed.	<input type="checkbox"/>
42.	Institute an optional towel and linen reuse policy for guests. Provide information in guest rooms about the option.	<input type="checkbox"/>
43.	Purchase new cloths washers that are energy and water efficient.	<input type="checkbox"/>
44.	Water use is measured and monitored.	<input type="checkbox"/>

OUTDOOR

B45.	Storm drains are permanently marked to provide pollution prevention education (markers provided at no cost).	<input type="checkbox"/>
46.	An Eco-Biz Certified landscape company is used or a landscaper trained by Oregon Tilth.	<input type="checkbox"/>
47.	Receiving, loading areas, garbage enclosures and parking areas are free of oil and litter.	<input type="checkbox"/>
48.	Tree canopy adjacent to paved areas and/or adjacent to the street supports stormwater management.	<input type="checkbox"/>
49.	Landscaping is designed to use water efficiently.	<input type="checkbox"/>
50.	On-site stormwater management facilities (ecorooft/bioswale) are in place and maintained to regulatory standards.	<input type="checkbox"/>
51.	Pool/hot tub heaters are Energy Star or solar thermal is used.	<input type="checkbox"/>
52.	Storm catch basin(s) are cleaned annually.	<input type="checkbox"/>
53.	Receiving, loading docks and parking areas are free of litter and oil drips.	<input type="checkbox"/>
54.	Littering of cigarette butts is discouraged with containers or signs.	<input type="checkbox"/>

ENERGY

B55	Programmable thermostats are used and set back when space is unoccupied.	<input type="checkbox"/>
B56.	Windows, doors are weather-sealed and gaskets on coolers/freezers are in good working order.	<input type="checkbox"/>
57.	A baseline energy audit is complete to assess efficiency upgrade opportunity (within last 5 years).	<input type="checkbox"/>
58.	Cooking, refrigeration, boiler, furnace equipment are ENERGY STAR-qualified or equivalent.	<input type="checkbox"/>
59.	Equipment is regularly maintained at least quarterly (HVAC, coolers/freezers, pumps).	<input type="checkbox"/>
60.	Vending machines are Energy Star qualified.	<input type="checkbox"/>
61.	Guest/Resident thermostats are set for a minimum cooling temperature of 71 degrees.	<input type="checkbox"/>
62.	Guest/Resident TVs and refrigerators are ENERGY STAR qualified or equivalent.	<input type="checkbox"/>
63.	Occupancy sensors are used in bathrooms, conference rooms and other applicable spaces.	<input type="checkbox"/>
64.	Computers are set to sleep mode during business hours and turned off at night.	<input type="checkbox"/>
65.	Non-emergency lights are off each night.	<input type="checkbox"/>
66.	Energy efficient exit signes are used, such as LEDs.	<input type="checkbox"/>
67.	Energy-efficient lighting is used (T8 or T5 / LED).	<input type="checkbox"/>
68.	Energy use is measured and monitored or use energy management system.	<input type="checkbox"/>

TRANSPORTATION

B69.	Resources or incentives are provided for employees and customers to use transit or alternative transportation.	<input type="checkbox"/>
70.	Teleconference and videoconference technologies are used.	<input type="checkbox"/>
71.	Bike parking or lockers are available for guests/residents and employees.	<input type="checkbox"/>
72.	Electric vehicle charging is available to guests/residents and employees.	<input type="checkbox"/>
73.	Alternative transportation or fuel is used for shuttle delivery (bikes, electric fleet, hybrids).	<input type="checkbox"/>
74.	Provide an emergency ride home program for employees that use alternative transportation.	<input type="checkbox"/>
75.	Drivers and vehicle operators are trained on good driving habits/behaviors to minimize fuel consumption.	<input type="checkbox"/>
76.	Comply with a "no idling" policy for motor fleet and vendors who deliver goods and services.	<input type="checkbox"/>

EMPLOYEE & COMMUNITY ENGAGEMENT

77. Provide a living wage to all employees.	<input type="checkbox"/>
78. Employees are allowed paid volunteer time in the community.	<input type="checkbox"/>
79. Willing to be a mentor for sustainable practices to other businesses.	<input type="checkbox"/>
80. Where possible recruit and/or hire people from disadvantaged populations (e.g. people with disabilities).	<input type="checkbox"/>
81. Sponsor/host a community event or partner with our community in specific programs.	<input type="checkbox"/>
82. Donate in-kind services or products (left over soaps/shampoos) to community organizations.	<input type="checkbox"/>
83. Promote buy/purchase local _____.	<input type="checkbox"/>
84. Established a corporate social responsibility mission statement.	<input type="checkbox"/>
85. Work with an organization to find volunteer opportunities or serve in a civic leadership role.	<input type="checkbox"/>
86. Other _____.	<input type="checkbox"/>

RESTAURANT/KITCHEN SECTION

B87. Food scraps are composted.	<input type="checkbox"/>
88. Fats, oil or grease management devices are installed and maintained.	<input type="checkbox"/>
89. Organic ingredients are used in at least 50% of menu items.	<input type="checkbox"/>
90. Durable food service ware is used.	<input type="checkbox"/>
91. Sustainable catering and room service practices are used.	<input type="checkbox"/>
92. Over prepped food is used to create new menu dishes.	<input type="checkbox"/>
93. Left over food is donated to local food banks, community centers, churches etc.	<input type="checkbox"/>
94. Customers are asked if to-go service ware or receipts are needed.	<input type="checkbox"/>
95. Over prepped food is tracked to assess food prep pars.	<input type="checkbox"/>
96. Other _____.	<input type="checkbox"/>

**IF YOU HAVE A RESTAURANT:
AT LEAST 4 ADDITIONAL ACTIONS WILL BE NEEDED IN THIS SECTION**

GOAL SETTING

Set a goal in AT LEAST one of the assessment areas to work on during the year after certification and agree to meet with a Sustainability Advisor to track success (Policy, Training & Leadership, Materials & Waste, Hazardous Materials Management, Energy, Transportation, Water, Community). Include a goal, intermediate steps, and a target date below.

Our workplace has completed enough actions to achieve:

CERTIFIED

- 15 bolded actions
- 1 new goal
- 1 Community Engagement and 4 Restaurant actions

SILVER CERTIFIED

- 15 bolded actions
- 20 additional actions
- 1 new goal
- 1 Community Engagement and 4 Restaurant actions

GOLD CERTIFIED

- 15 bolded actions
- 40 additional actions
- 1 new goal
- 1 Community Engagement and 4 Restaurant actions

This section to be completed by a Clackamas County certifier.

_____ has completed _____ level of certification. Date: _____

Certified by: _____



Renewal Date: ____/____/____