



Leaders in Sustainability

MANUFACTURING/WAREHOUSE 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 evaluation 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



- 15 bolded actions
- 1 new goal
- 1 community action



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 and accomplishments are communicated externally.	<input type="checkbox"/>
8.	Maintains 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"/>

BENEFIT EVALUATION

10.	Assessed 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? Recognitions received _____	<input type="checkbox"/>
13.	Our 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	Recycling bins are in every location where recyclables are generated and located next to waste containers.	<input type="checkbox"/>
17.	A Paper Assessment using the Paper Toolkit has been completed.	<input type="checkbox"/>
18.	Product packaging and shipping materials are reused.	<input type="checkbox"/>
19.	Paperless invoicing, billing and payroll is used to reduce paper use.	<input type="checkbox"/>
20.	Centralized printers are used and duplexing is a standard practice.	<input type="checkbox"/>
21.	Two additional products purchased have recycled content. Specify _____.	<input type="checkbox"/>
22.	There are guidelines or an institutional approach to purchase green cleaners.	<input type="checkbox"/>
23.	Durable food service ware is used.	<input type="checkbox"/>
24.	One additional material is recycled beyond the basic recycling list.	<input type="checkbox"/>
25.	A designated equipment reuse area is in place (e.g. office supplies, furniture, electronics).	<input type="checkbox"/>
26.	Design durable products that are used to eliminate waste.	<input type="checkbox"/>
27.	Lean manufacturing processes are used to eliminate waste.	<input type="checkbox"/>
28.	Rechargeable batteries are used for radios, cameras and other electronic equipment.	<input type="checkbox"/>
29.	An annual waste audit is conducted and we act on the results.	<input type="checkbox"/>

HAZARDOUS MATERIAL MANAGEMENT

B30	Procedures are in place to dispose of hazardous waste properly.	<input type="checkbox"/>
B31	Electronics are donated or recycled.	<input type="checkbox"/>
B32	Third party-certified green cleaners are used or specified in janitorial contracts.	<input type="checkbox"/>
33.	Fluorescent lamps are recycled.	<input type="checkbox"/>
34.	Procedures are in place to determine if business generates hazardous waste.	<input type="checkbox"/>
35.	A chemical assessment has been conducted to eliminate "high concern" chemicals.	<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 / breakroom 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 are WaterSense-approved (use 1.0 gallons per flush or less).	<input type="checkbox"/>
40.	Toilets are WaterSense-approved (use 1.6 gallons per flush or less).	<input type="checkbox"/>
41.	Tap water, rather than bottled water is consumed at our workplace.	<input type="checkbox"/>
42.	Water use is measured and monitored.	<input type="checkbox"/>
43.	Inventory annual water use and identify wasteful uses.	<input type="checkbox"/>

OUTDOOR

B44	Storm drains are permanently marked to provide pollution prevention education (markers provided at no cost).	<input type="checkbox"/>
45.	An Eco-Biz Certified landscape company is used or a landscaper trained by Oregon Tilth.	<input type="checkbox"/>
46.	Garbage containers are in good condition with lids and enclosure is free of litter.	<input type="checkbox"/>
47.	Tree canopy adjacent to paved areas and/or adjacent to the street supports stormwater management.	<input type="checkbox"/>
48.	Landscaping is designed to use water efficiently.	<input type="checkbox"/>
49.	On-site stormwater management facilities (ecorooft/bioswale) are in place and maintained to regulatory standards.	<input type="checkbox"/>
50.	Landscaping, trees and/or pervious pavement is used to replace paved surfaces.	<input type="checkbox"/>
51.	Storm catch basin(s) are cleaned annually.	<input type="checkbox"/>
52.	Receiving, loading docks and parking areas are free of litter and oil drips.	<input type="checkbox"/>
53.	Littering of cigarette butts is discouraged with containers or signs.	<input type="checkbox"/>

ENERGY

B54	Programmable thermostats are used and set back when space is unoccupied.	<input type="checkbox"/>
B55	Computers are set to use sleep mode during business hours and turned off at night.	<input type="checkbox"/>
56.	Appliances are ENERGY STAR-qualified or equivalent.	<input type="checkbox"/>
57.	Non-emergency lights are off each night.	<input type="checkbox"/>
58.	A baseline energy audit is complete to assess efficiency upgrade opportunity (within last 5 years).	<input type="checkbox"/>
59.	Light / occupancy sensors are installed.	<input type="checkbox"/>
60.	Energy-efficient lighting is used (T8 or T5 / LED).	<input type="checkbox"/>
61.	Renewable energy is purchased.	<input type="checkbox"/>
62.	Investments have been made in renewable energy infrastructure (e.g. solar panels).	<input type="checkbox"/>
63.	Equipment is regularly maintained (HVAC, coolers/freezers, pumps).	<input type="checkbox"/>
64.	Energy use is measured and monitored.	<input type="checkbox"/>
65.	Shut off equipment when not in use, such as exhaust fan systems and air compressors.	<input type="checkbox"/>
66.	HVAC condensers and roof top units are shaded or screened from direct sunlight.	<input type="checkbox"/>

TRANSPORTATION

B67.	Resources or incentives are provided for employees to use transit or alternative transportation.	<input type="checkbox"/>
68.	Alternative fuels (e.g. biodiesel or natural gas) are used in fleet vehicles.	<input type="checkbox"/>
69.	Teleconference and videoconference technologies are used.	<input type="checkbox"/>
70.	Bike parking or lockers are available.	<input type="checkbox"/>
71.	Electric vehicle charging is available to customers and employees.	<input type="checkbox"/>
72.	An Eco-Biz Certified auto repair shop is used or our fleet is Eco-Biz certified.	<input type="checkbox"/>
73.	Motor fleet is used to full capacity to reduce transportation-related emissions.	<input type="checkbox"/>
74.	Transportation routes are optimized to ensure GHG emissions are minimized.	<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 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"/>

IN WHAT OTHER WAYS IS YOUR ORGANIZATION A LEADER?

We understand every business and every workplace is different. You are welcome to describe other actions that have been implemented to create environmental, community or workplace benefits and get credit for these actions. Your Sustainability Advisor will review these actions and award credit for the actions.

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 action

SILVER CERTIFIED

- 15 bolded actions
- 20 additional actions
- 1 new goal
- 1 Community Engagement action

GOLD CERTIFIED

- 15 bolded actions
- 40 additional actions
- 1 new goal
- 1 Community Engagement action

This section to be completed by a Clackamas County certifier.

_____ has completed _____ level of certification. Date: _____

Certified by: _____



Renewal Date: ____/____/____