CERTIFIED

Leaders in Sustainability

OFFICE APPLICATION FOR CERTIFICATION

CLACKAMAS COUNTY

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

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 Oregon_____ 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

LEADERS IN SUSTAINABILITY CERTIFIED

15 bolded actions
1 new goal
1 community action

LEADERS IN SUSTAINABILITY SILVER

Certified + 20 additional actions

LEADERS IN SUSTAINABILITY GOLD

Certified + 40 additional actions

ECONOMIC

POLICY, TRAINING & LEADERSHIP

B1	**A green team or individual has management support to implement sustainability efforts.**	☐
B2	**New employees are trained on current recycling program during orientation.**	☐
B3	**An employee at the management level owns overall responsibility for sustainability issues.** **Name_____, Position_____, Email_____**	☐
4.	Employees are educated annually on current sustainability practices.	☐
5.	A written sustainability plan or policy guides decision making.	☐
6.	There are policies in place for sustainable procurement (e.g. through a procurement policy and/or inclusion in bids for procurement).	☐
7.	Information and accomplishments are communicated externally.	☐
8.	Maintains a centralized location for employees to find information on sustainability-related resources.	☐
9.	New construction and remodels meet LEED, Earth Advantage or another high performance building standard.	☐

EVALUATION OF BENEFITS

10.	Assessed priorities and actions that support the triple bottom line or track financial impacts of sustainability activities.	☐
11.	Annually produce and review a sustainability report reflecting goals and progress.	☐
12.	Recognized by other organizations in the last 12 months for sustainability initiatives / practices? Recognitions received_____	☐
13.	Our products and services help promote sustainability.	☐

ENVIRONMENTAL

MATERIALS & WASTE

B14	**Our organization recycles paper, metal, plastic bottles/tubs and glass bottles/jars.**	☐
B15	**30% or higher recycled-content copy paper is the primary paper used.**	☐
B16	**Recycling bins are in every location where recyclables are generated and located next to waste containers.**	☐
17.	A Paper Assessment using the **Paper Toolkit** has been completed.	☐
18.	Product packaging and shipping materials are reused.	☐
19.	Paperless invoicing, billing and payroll is used to reduce paper use.	☐
20.	Centralized printers are used and duplexing is a standard practice.	☐
21.	Two additional products purchased have recycled content. Specify_____.	☐
22.	There are guidelines or an institutional approach to purchase green cleaners.	☐
23.	Durable food service ware is used.	☐
24.	One additional material is recycled beyond the basic recycling list.	☐
25.	A designated equipment reuse area is in place (e.g. office supplies, furniture, electronics).	☐
26.	Leftover food is donated to local food banks, community centers, churches,etc.	☐
27.	Food scraps are composted.	☐
28.	Rechargable batteries are used for radios, cameras and other electronic equipement.	☐
29.	An annual waste audit is conducted and we act on the results.	☐

HAZARDOUS MATERIAL MANAGEMENT

B30	**Procedures are in place to dispose of hazardous waste properly.**	☐
B31	**Electronics are donated or recycled.**	☐
B32	**Third party-certified green cleaners are used or specified in janitorial contracts.**	☐
33.	Fluorescent lamps are recycled.	☐
34.	Procedures are in place to determine if business generates hazardous waste.	☐
35.	A chemical assessment has been conducted to eliminate "high concern" chemicals.	☐
36.	An Integrated Pest Management Plan is used by landscaper to minimize chemical use for landscapes and pests.	☐

ENVIRONMENTAL (CONTINUED)

WATER

	INDOOR	
B37	**Kitchen / breakroom faucets have aerators - 1.5 gallons per minute or less (aerators provided at no cost).**	☐
B38	**Restroom faucets have aerators - 1.0 gallons per minute or less (aerators provided at no cost).**	☐
39.	Urinals are WaterSense-approved (use 1.0 gallons per flush or less).	☐
40.	Toilets are WaterSense-approved (use 1.6 gallons per flush or less).	☐
41.	Tap water, rather than bottled water is consumed at our workplace.	☐
42.	Water use is measured and monitored.	☐
43.	Inventory annual water use and identify wasteful uses.	☐
	OUTDOOR	
B44	**Storm drains are permanently marked to provide pollution prevention education (markers provided at no cost).**	☐
45.	An Eco-Biz Certified landscape company is used or a landscaper trained by Oregon Tilth.	☐
46.	Garbage containers are in good condition with lids and enclosure is free of litter.	☐
47.	Tree canopy adjacent to paved areas and/or adjacent to the street supports stormwater management.	☐
48.	Landscaping is designed to use water efficiently.	☐
49.	On-site stormwater management facilities (ecoroof/bioswale) are in place and maintained to regulatory standards.	☐
50.	Landscaping, trees and/or pervious pavement is used to replace paved surfaces.	☐
51.	Storm catch basin(s) are cleaned annually.	☐
52.	Receiving, loading docks and parking areas are free of litter and oil drips.	☐
53.	Littering of cigarette butts is discouraged with containers or signs.	☐

ENERGY

B54	**Programmable thermostats are used and set back when space is unoccupied.**	☐
B55	**Computers are set to use sleep mode during business hours and turned off at night.**	☐
56.	Appliances are ENERGY STAR-qualified or equivalent**.**	☐
57.	Non-emergency lights are off each night.	☐
58.	A baseline energy audit is complete to assess efficiency upgrade opportunity (within last 5 years).	☐
59.	Light / occupancy sensors are installed.	☐
60.	Energy-efficient lighting is used (T8 or T5 / LED).	☐
61.	Renewable energy is purchased.	☐
62.	Investments have been made in renewable energy infrastructure (e.g. solar panels).	☐
63.	Equipment is regularly maintained (HVAC, coolers/freezers, pumps).	☐
64.	Energy use is measured and monitored.	☐

TRANSPORTATION

B65	**Resources or incentives are provided for employees to use transit or alternative transportation.**	☐
66.	Alternative fuels (e.g. biodiesel or natural gas) are used in fleet vehicles.	☐
67.	Teleconference and videoconference technologies are used.	☐
68.	Bike parking or lockers are available.	☐
69.	Electric vehicle charging is available to customers and employees.	☐
70.	Alternative transportation is used at our workplace or in service delivery (bikes, electric fleet, hybrids).	☐
71.	An Eco-Biz Certified auto repair shop is used or our fleet is Eco-Biz certified.	☐
72.	Motor fleet is used to full capacity to reduce transportation-related emissions.	☐
73.	Transportion routes are optimized to ensure GHG emissions are minimized.	☐
74.	Drivers and vehicle operators are trained on good driving habits/behaviors to minimize fuel consumption.	☐
75.	Comply with a "no idling" policy for motor fleet and vendors who deliver goods and services.	☐
76.	Other_____.	☐

EMPLOYEE & COMMUNITY ENGAGEMENT

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

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: _____/_____/_____

CLACKAMAS COUNTY

Recycle at Work *from Metro and Clackamas County*