

# Clackamas County Certification Guide

This Certification Guide supports the Applications for Certification. It is separated into the areas of the triple bottom line (environment, economy, community) and provides you with a bit more detail for those actions that might be new to you.

Certification is just one part of our technical assistance program. Our primary goal is to support you in implementing sustainability practices. If you are still in the beginning or intermediate states of this work, or have specific questions about sustainability practices at your business, get in touch with us so that one of our advisors can assist you.

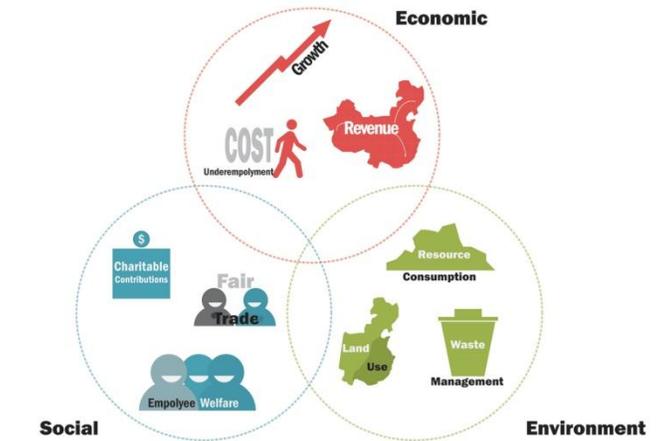
## A Primer to Sustainability

To become sustainable, our communities and the global economy must use, develop and protect natural, social and economic resources in a manner that provides for future generations and meets today's needs. Sustainability requires addressing environmental, social, and economic needs and constraints together as a system, with a focus on the long term. It is about creating the world we want for ourselves, our neighbors, and future generations.

## Triple Bottom Line

The triple bottom line is an accounting framework that has been adopted by businesses to evaluate their performance in a broader context around sustainability. The concept of the triple bottom line means that business success is no longer defined only by monetary gain but also by the impact an organization's activities have on society as a whole. A business can work with one of our Sustainability Advisors to help evaluate business practices that affect this framework.

As our communities move towards sustainability, it is vital that our Clackamas businesses embrace the triple bottom line and help lead the way. Corporations from all over the world are building their sustainable future and being a positive example on how to support their bottom line. We want to share and celebrate Clackamas businesses that are taking actions within this guide and recognize them as a Leader in Sustainability.



## Questions?

Contact a Sustainability Advisor

[Clackamas.us/recycling/lis](https://clackamas.us/recycling/lis) | 503-742-4458 | [smartin@clackamas.us](mailto:smartin@clackamas.us)

# Policy, Training & Leadership

## **A green team or individual has management support to implement sustainability efforts.**

Just one sustainability champion can make all the difference, but the larger your organization, the more important it is to consider establishing a sustainability group that includes representatives across your org chart. This can spread out the work and decision-making. The City of Portland's [Green Team Guide](#) is a great guide to learn how to start or reenergize a team.

Train your green champions – Consider sending champions to attend a [Master Recycler](#) course or enroll in [Recycling 101](#) and provide key members of staff with the skills to improve the resource efficiency of your organization. Your business can also join the [Association of Oregon Recyclers](#), a trade organization advancing recycling and waste prevention in Oregon since 1977.

## **New employees are trained on current recycling program during orientation.**

Educating employees on the value of recycling and how to manage materials is a great way to let staff know the importance of the program. A Sustainability Advisor can provide you [resources](#) to help educate staff. Here is an example of one of those resources: an [e-training tool](#) you can send out to staff or ask new employees to take. Don't forget to provide details and direction for new hires about recycling, alternative commuting options, best practices for efficient printing, computer use, etc. Taking them on a short tour acquainting them with where certain things are collected for recycling, bike storage and locker rooms. If you have a written orientation packet, include information there. If you don't have enough employees to justify orientation materials, consider creating a one-pager with a list of FAQs and best sustainability practices.

## **An employee at the management level owns overall responsibility for sustainability issues.**

Management plays a vital role in overall companywide sustainability. Having management support makes implementing sustainability plans much easier. If getting upper management buy-in is a challenge we have tools that may help show the business case for sustainability.

## **Employees are educated annually on current sustainability practices.**

All of us benefit from a refresher now and then. Make it a practice to review sustainability best practices at least annually. Consider a sustainability or recycling 101 training at a staff meeting. Create a space in the break room, or use employee intranet pages or a newsletter to post articles and information about sustainability facts or events. Contact our staff if you would like a presentation.

The Natural Step has developed a [primer](#) to provide an overview of a strategic approach to sustainability planning and decision making. They have assembled an online list of additional links, [toolkits](#), [case studies](#) and other resources for deepening your understanding and taking action to make sustainability a reality.



## **A written sustainability plan or policy guides decision making.**

A written plan guides actions that promote long-term sustainability. Your plan can be as simple as an Excel sheet of actions, assignments, and dates, or it can be as complex as a multi-page document that describes your sustainability mission, goals, measurements, and next steps.

**Sustainability 101: [A Toolkit for Your Business.](#)**  
**Green Plus – [Sustainability Plans](#)**

## **There are policies in place for sustainable procurement (e.g. through a procurement policy and/or inclusion in bids for procurement).**

Policies make expected behaviors explicit and promote a set of values related to sustainability. Research has demonstrated that sustainable procurement could yield positive economical benefits for private companies in terms of "Risk Management", "Cost Reduction" and "Revenue Growth". While there is no strict definition on how organizations implement sustainable procurement, there are two approaches commonly used: Product-based or supplier-based.

A sustainable purchasing policy outlines an organization's environmentally and social-conscious purchasing practices. It shows the organization's commitment to and support of green, responsible, and local businesses. The benefits of green and sustainable purchasing policies can reach beyond your organization and local community as well. Green purchasing policies have the power to make large-scale environmental changes.

### Getting Started

Get buy in from management. Make sure to get commitment from upper level managers before starting. Try speaking from their bottom line concerns if needed. Point out that environmentally friendly products often cost the same as standard products or could be offset by other resource savings.

Make purchasing a team effort to help get buy in which will help overcome any resistance to the changes.

Start with a broad policy if you need to start with something simple. For help drafting your policy, contact a Sustainability Advisor for templates or visit the [EPA's purchasing guidance](#) or see [sample procurement policies](#).

### Information and accomplishments are communicated externally.



Don't forget to share your accomplishments with staff, clients, and customers. Our recognition program is one way to do this, but also take advantage of opportunities your own organization has available: employee and industry newsletters, social media, advertising, and marketing. It's a way to acknowledge staff effort and achievement, it will help keep the momentum going, and it may encourage other organizations to make their own changes. If your business has an intranet, consider providing information there to allow staff access to documents, policies and other sustainability tracking your business has accomplished.

Communicating success stories can further integrate sustainability within an organization. The stories can be appealing to management and other employees for a variety of business reasons, both strategic and tactical. They can make the sustainability projects meaningful to others. Here are some steps to assist in the effort:

- Start Small – Use illustrative examples or pilot projects, especially if just starting to talk about sustainability initiatives.
- Be direct and – Simplify the message. Highlight financial benefits. Consider providing background information on the business context, especially when the audience may be less familiar.
- Talk the business talk – Convey the benefits of savings derived in units that are relevant to the business such as number of products, shipments, tons, or gallons.
- Give credit where it is due – Identify people who have worked on the sustainability efforts so they receive recognition and others may easily contact them.
- Tailor the content and tone to fit the audience – The format and strategy with senior management will be different from what you tell new hires.
- Be humble – Sustainability is about seeking improvement, in economic, environmental and societal realms, so acknowledge tradeoffs. Small successes make great stepping stones.

\*source – GEMI Quick Guide: Cultivating Sustainability Within an Organization – [www.gemi.org](http://www.gemi.org)

### Maintains a centralized location for employees to find information on sustainability-related resources.

Create a space in the break room, or use employee intranet pages or a newsletter to post articles and information about sustainability facts or events. You can also download [fact sheets](#) to rotate every month or quarter. This would also be a great place to post alternative transportation information to get the extra checkmark on the application!

### New construction and remodels meet LEED, Earth Advantage or another high performance building standard.

Green building certifications offer compelling proof that you are successfully reaching your environmental goals, and that your building is performing at its best. Beyond having a green building, having certification has economic, social, and environmental benefits. Green building certifications are based on scoring methods that rate how "green" buildings are. These certifications incentivize the development of high performance, efficient buildings at any stage, from renovation to construction. Certification is based on standards and voluntary guidelines that each specific certification defines and requires. Most certifications offer different design categories. Although there are many different certification opportunities, LEED and Energy Star certifications are the two most well-know in the United States. [Source](#).

# Benefit Evaluation

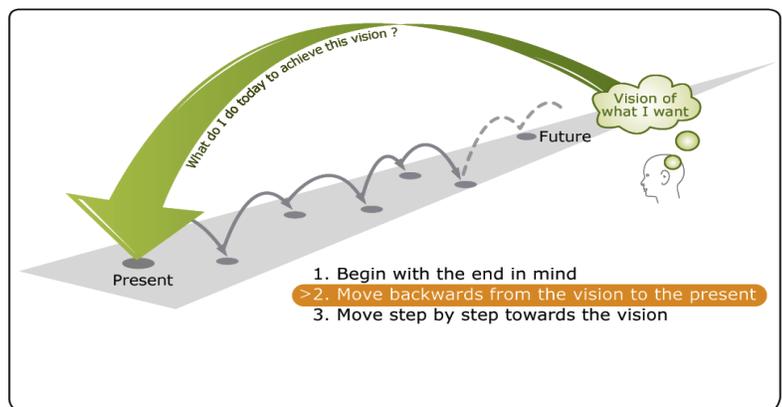
## Assessed priorities and actions that support our triple bottom line or track financial impacts of sustainability activities.

An important tool to build employee awareness about sustainability is to understand the level of impact that issues can have on the company and stakeholders. Everything cannot get done at once so projects get prioritized. So, too, a sustainability program often starts with issues or projects that are of greatest importance to the business and its stakeholders.

Elements of the triple bottom line do not have a common unit of measure. Profits are measured in dollars. What is social capital measured in? Your organization may have certain priorities that fulfill your mission of social capital so priorities may focus on people before tackling an action that reduces waste. Calling out priorities that meet your triple bottom line goals can help your green team support actions that need immediate attention.

### Backcasting

Backcasting refers to the process of deciding on something we want in the future and then figuring out what we have to do today to get there. Backcasting is particularly useful when current trends are part of the problem that you're trying to address. In the case of planning for sustainability, backcasting is a useful methodology because of the complexity of the sustainability challenge and the need to develop new ways of doing things to address the challenge. Backcasting also helps ensure that we move toward our desired goal as efficiently as possible.



## Annually produce and review a sustainability report reflecting our goals and progress.

A sustainability report is a periodic report which discloses a business's approach and performance in relation to relevant sustainability issues. A focus on sustainability helps organizations manage their social and environmental impacts, improve operating efficiency and natural resource stewardship, and remains a vital component of employee, shareholder and stakeholder relations.

Sustainability reporting requires organizations to gather information about processes and impacts that they may not have measured before. A sustainability report quantifies, measures, and tracks environmental and social performance in the same form it tracks financial performance: with metrics analyzed over time. This new data, in addition to creating greater transparency about an organizations performance, can provide them with knowledge necessary to reduce their use of natural resources, increase efficiency and improve their operational performance.

Competitive advantage- Companies seen as leaders and innovators can be in a stronger bargaining position when it comes to attracting investment, initiating new activities, entering new markets, and negotiating contracts.

## Recognized by other organizations in the past 12 months for our sustainability initiatives/practices.

Many other trade groups recognize green business leaders. Here are a few examples:

[ISO 9001](#) or [14001](#)

[Green Business Bureau](#)

[B Corp](#)

[Business Oregon Sustainability Awards](#)

## Our products and services offered help promote sustainability.

Does your mission fit your end product? Let us know how your product supports sustainability when meeting with a Sustainability Advisor. We can also make sure to tell your story in the Business Directory once certified.

# Materials & Waste

## **Our organization recycles paper, metal, plastic bottles/tubs and glass bottles/jars.**

All businesses in Clackamas are required to recycle these materials at their workplace. Your garbage and recycling company provides you or your property owner with containers for garbage, glass and other recyclables that they collect from a central point in the building. Make sure that you also have collection containers available in your office for desk and indoor common areas.

[Recycle at Work](#) can supply you with boxes at no charge.

## **30% or higher post-consumer recycled content copy paper is the primary paper used.**

Help close the recycling loop. Think about the paper that you use the most (printer/copier paper, plotter paper) and ask your vendor for products that contain at least 30% post-consumer waste. See our [paper purchasing guide](#) for more information on different types of paper.

**NOTE:** Paper can have other certifications, FSC for example, but do not include post-consumer fiber that supports the recycling industry. Purchasing paper made with recycle content uses less energy, chemicals and water to produce given the fiber has already been extracted from trees. See Office Depot's [Buying Green Guide](#) for an explanation of the difference between recycled content paper and FSC-certified products.

## **Recycle bins are in every location where recyclables are generated and located next to waste containers.**

To make recycling easier for staff, place recycling containers next to each waste container. Recycle at Work can provide free desk side and central collection containers for desks, break rooms, print copy rooms or where recycling is generated.

## **A Paper Assessment using the Paper Toolkit has been completed.**

Reducing the use of paper in the office is easy and can help you cut costs. The [Paper Assessment](#) is designed to serve as a starting point so your business can begin saving money and conserving by cutting paper use. [The Paper Toolkit](#) connects you with next steps and easy-to-use tracking and implementation tools. You can also have access to a cost paper calculator and paper reduction policy at [www.recycleatwork.com/papertools](http://www.recycleatwork.com/papertools).

*It is often difficult to grasp the nature, scale and impact of the waste your organization produces. One technique for helping you clearly understand current performance is to undertake a site walk-through assessment with a Sustainability Advisor. This involves carry out a visual inspection around your site and noting the types of material used and where the waste occurs, why the waste occurs and volume of material wasted.*

## **Paper is used on both sides (printers set to default duplex printing).**

First, make sure that your printers, copiers, and/or individual computers are set with a default of double-sided printing. If your equipment doesn't allow for this, then set up a collection area near your printers and copiers for single-sided print jobs. Use the blank side for printing draft copies of documents or to create notepads in-house or through your printing service.

Here is an [example](#) of how you can show staff how to set your PC or Mac defaults with screen shots.

## **Paperless alternatives are used whenever possible.**

Here are some ideas: use available tools (the Track Changes feature in *Word*, Google Docs, and others) to share documents for review rather than printing multiple versions; set up a laptop and projector in meetings to review agendas and reports rather than printing copies for everyone; limit or eliminate mailed printed reports and publications in favor of emailing electronic versions; and convert to electronic payroll and invoicing.

Printers and copiers are among the most energy-intensive fixtures in the office workplace. Printing fewer pages means using less energy and expensive toner which helps the environment and your bottom line.

### **Centralized printers are used.**

If you have 20 or more employees, minimize or eliminate as many personal printers as you can and use a centralized multi-function machine (printer/copier) instead. Using centralized printers has a number of benefits from saving on toner costs, automatic duplex printing, to pin printing.

If you have centralized printer/copiers, make sure employees know about and use features such as PIN or mailbox printing. These features require employees to confirm their print job at the machine before printing will begin, which reduces abandoned or forgotten print jobs. Using these features has the added advantage of protecting confidential information since the originator is standing at the machine as the document is printing

### **Two additional products purchased have recycled content.**

Help close the recycling loop. Think about the office products that you use the most (printer toner, pens, paper towels, envelopes, etc) and ask your vendor for products that contain at least 30% post-consumer waste.

### **There are guidelines or an institutional approach to purchase third party certified green cleaners.**

A Green cleaning policy shows management supports the health of employees and cares about aquatic and air quality impacts. A policy helps ensure that a practice endures over time regardless of employee turnover. Green cleaning can allow the use of less toxic products without compromising effectiveness or increasing costs. Ask your Sustainability Advisor for template green cleaning policies your business can use.

#### **Getting Started**

- Get management's support.
- Engage the relevant players. Depending on your cleaning arrangements, this group may include the purchaser, cleaning staff, contractor, facilities' manager and/or green team.
- Inventory your current cleaning products.
- Prioritize the most hazardous products you're using or the products you use most frequently.
- Identify green replacements.
- Make sure cleaning staff are comfortable with the new products and know how to use and store them safely.
- Formalize your commitment to green cleaning with a policy.
- Measure your success. The Office of the Federal Environmental Officer's [Green Cleaning Pollution Prevention Calculator](#) measures your impact from switching to greener cleaners.
- Identify long-term strategies to eliminate the need for hazardous cleaning products. For example, consider replacing carpet with concrete or linoleum flooring to reduce your need to shampoo. Hotels could switch to colorful sheets to eliminate the need to use bleach.



The ingredients found in one out of three commercial cleaning products are potentially harmful to human health and the environment. The highest risk cleaning products are associated with cancer, reproductive disorders, poisonous ingredients, skin and eye irritation or respiratory ailments. Products with reduced health, safety and environmental impacts are readily available. Choose products that are third-party certified such as [Green Seal](#), [Design for the Environment](#) or [EcoLogo](#). And why stop there? There is more to green cleaning than just switching products. Training custodial staff and modifying cleaning protocols can make a big difference in the effectiveness of a green cleaning program.

For those of you that use a janitorial service, ask about the products they use or supply your own and ask your service to use them.

If your business leases space and does not have control of the janitorial contract, consider talking to your building property manager about making the change. Your Sustainability Advisor can supply you a [letter template](#) you can use to request green cleaners in your leased space. We can help by talking to your property manager about the need for this action to support your certification.

### **Durable food service ware is used.**

Eliminate paper plates, cups, and plastic utensils from your break room or kitchen. Provide washable, reusable service ware instead.

Reusable dishware is the best environmental option and they often cheaper in the long run, since they reduce the cost of purchasing and disposing of throw-away items. Don't have a budget to buy dishes? Ask staff to bring in dishes they are not using and start stocking the employee break room.



### **Meetings and Events**

If your business has conference rooms or hosts a lot of meetings, use durable dishes instead of disposable. At your office keep a set of dishes for meetings in an easily accessible spot.

If your business is interested in comparing the most sustainable option for disposable products, the City of Portland offers some [guidance](#) to purchasing decisions.

### **One additional material is recycled beyond the basic recycling list.**

Some materials not allowed in your mixed recycling bins can be dropped off at locations across the city. Consider setting up a collection for rechargeable batteries, plastic film or other commonly used items that are being thrown away, but could be recycled. Check [Metro's Find a Recycler](#) page for drop-off locations or ask your Sustainability Advisor market options for specific material.

### **A designated equipment reuse areas is in place (e.g. office supplies, furniture, electronics).**

Office equipment can find a new use and reduce purchasing costs. If your business has a designated space to hold surplus office equipment, others have the opportunity to look for a reuse option before purchasing a new product. If you have a large amount of surplus there may be donation options or you can post the material on the [Materials Exchange](#) website.

### **Leftover food is donated to local food banks, community centers, churches, etc.**

Don't forget to Donate the Best and Compost the Rest! If your high-quality leftover food can be donated to hungry people we can connect you with a local food pantry. Visit [www.forkitover.org](http://www.forkitover.org) for a complete list of food pantries. Donations are protected from liability under Oregon and Federal Good Samaritan laws. Food rescue agencies follow the same safe food handling guidelines as your staff.



### **Food scraps are composted.**

Food is rich material for compost. By collecting food scraps at your business, you are keeping waste out of the landfill while creating nutrient-rich material highly valued by home gardeners, farms, vineyards, nurseries and other businesses contributing to the vitality of the Clackamas County community. Your Sustainability Advisor can help you set up a collection program if service is available in your area. Visit our [We Compost](#) program for more information.

### **Packaging is fully recyclable or reusable. –or- packaging waste is minimized by product design.**

Designing products to accommodate full recyclability is one way to support the recycling industry and allow products to be made into a new product after it's life. The Association of Postconsumer Plastic Recyclers (APR) is the national trade association representing companies who acquire, reprocess and sell the byproduct of more than 90% of the postconsumer plastic processing capacity in the U.S, Canada and Mexico. APR advocate the recycling of all postconsumer plastic and increase the amount of plastic material that is recycled in North America. You can become a member to help support product design in the market.

Another way to reduce waste is to design your products packaging with less or none at all if possible. Eliminating packaging can be FREE. Not only will this support your bottom line, it helps your customers make purchasing decisions on buying products that do not generate additional waste.

Do you use "compostable" packaging? Compostable packaging is not allowed in commercial or residential compost systems. These products have no specific data to show they compost in a landfill either. Consider using packaging that can be recycled curbside or at a private recycler.

### **An annual waste audit is conducted and we act on the results.**

A waste audit helps an organization understand its waste. During a waste audit, your Sustainability Advisor can help examine the sources, composition, weight, and volume of material being thrown away. The audit's results can help staff or your green team take action to educate employees and look at opportunities to change how materials are managed.

Keep an eye on what items make up the bulk of your garbage or recycling and set goals to reduce those. Finding a lot of coffee cups? Encouraging staff to use durable coffee mugs could reduce this substantially. Is a lot of paper going to waste? Setting up double-sided printed could reduce the amount of paper piling up in your recycling bins.

### Getting Started

Contact your Sustainability Advisor to coordinate a waste audit. We can help you work out the logistics with your garbage hauler, provide the bins, scale and worksheets needed to conduct the audit. All you need are a few motivated employees ready to dig in! Once the waste is documented, you can discuss where you can reduce waste and consider a waste reduction policy. This can be informal, just make sure employees know what to do.

Assessing your progress and monitoring cost savings is a great next step for your green team.

## Hazardous Material Management

### Procedures are in place to dispose of hazardous waste properly.

Metro Recycling Information staff can provide referrals to recycling and disposal options and answer many other questions about hazardous wastes. Call them at 503-234-3000 or visit [Metro Find A Recycler](#). Oregon's Dept. of Environmental Quality (DEQ) provides assistance in determining what is and what is not regulated as hazardous waste in Oregon, as well as whether businesses qualify as Conditionally Exempt Generators (CEGs). Here's DEQ's [FACTSHEET](#).



### Electronic devices are donated or recycled.

Don't throw away broken or outdated electronics! Oregon has a free, easy and environmentally responsible recycling program for computers, monitors, TVs, printers, keyboards and mice. This Oregon E-Cycles program is financed by electronics manufacturers and jointly implemented by the DEQ. Other electronics are recyclable as well so we encourage you to set up a collection area at your business and then check [Metro's Find A Recycler webpage](#) for drop-off locations. (At Metro's "Choose from list" line, select both "electronics" and "Oregon E-cycles" to see a detailed list of items.)

### 3<sup>rd</sup> party-certified green cleaners are used or specified in janitorial contract.

See guidelines to purchase green cleaners above. If you or your property manager contract with a cleaning service, ask to see the chemicals they use or request 3<sup>rd</sup> party-certified cleaners be used. If you need a template letter to send to your building manager, your Sustainability Advisor can supply you with one.



### Fluorescent light bulbs are properly recycled.

Fluorescent light bulbs (including tube style and CFLs) have mercury in them, so it's important to dispose of them safely. They should not go into your mixed recycling or garbage. If your facilities manager or lighting contractor doesn't handle your burned-out bulbs, check [Metro's Find A Recycler website](#) for locations where you can drop them off or identify companies that can pick them up.

Mercury is a heavy metal that harms the brain, liver and kidneys and can cause developmental disorders in children. Sending burned-out fluorescent bulbs to the landfill instead of a hazardous waste facility can lead to contaminated air, water and soil, and accumulate in the food web. Careless cleanup of a mercury spill can also put you at risk. Learn how to [safely handle mercury](#).

### Procedures are in place to determine if our business generates hazardous waste.

The Department of Environmental Quality has a [fact sheet](#) to help guide your business if you generate hazardous waste. Your Sustainability Advisor can also assist you in this process and provide a template to inventory your waste.

### A chemical assessment has been conducted to eliminate "high concern" chemicals.

Evaluating the products used and finding less toxic solutions can benefit your business in a number of ways. Using chemicals that support Green Chemistry can help you stay in environmental compliance, reduce risk of pollution, worker exposure, transportation regulations, increased disposal costs and engineering controls.

When there are chemicals used in your operations that may result in harm to human and/or environmental health, consider striving to eliminate the chemical and replace it with a quality, affordable, safer and more sustainable alternative. If you do not have a well-established list of chemicals of high concern, your purchasing policy could specify that the following chemicals be avoided in products purchased:

- Persistent, bioaccumulative and toxic chemicals (PBTs)
- Carcinogens and reproductive toxicants listed by the State of California
- Halogenated flame retardants; and
- Phthalates, polyvinyl chloride (PVC), bisphenol-A, latex and mercury

Many chemical supply companies offer free technical assistance in phasing out chemicals of concern and provide alternatives for your cleaning needs.

The Washington Department of Ecology offer many tools that can offer much more detailed information on chemical hazards and assessment of alternatives. These tools include [Green Screen](#) developed by Clean Production Action, as a very comprehensive chemical hazard assessment method and [Quick Chemical Assessment Tool](#), which is a simpler alternative for smaller businesses to conduct hazard assessments of products and chemicals.

The DEQ has a [Toxics Focus List](#) which is a list of chemicals of concern to guide your decision process.

**An [Integrated Pest Management Plan](#) is used to evaluate best management practices before chemical use.**

IPM plans standardize how pesticides are managed, tracked and reported to minimize the use of toxic products on properties. It creates standards for product procurement, handling and usage and establishes a framework for providing integrated pest management training and education by equipping staff with best management practices.

Integrated pest management is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard to people, property and the environment. Visit the Oregon State University's [website](#) to learn more.

## Water

### INDOOR

#### **Kitchen faucets have 1.5 gallons per minute aerators or less.**

Find the gallons per minute (gpm) number stamped into the outer edge of the aerator that you have in place now. If it's 2.0 gpm or greater, we can provide you with free low-flow aerators that fit most break room and kitchen faucets.

#### **Restroom faucets have 1.0 gallons per minute aerators or less.**

Find the gallons per minute (gpm) number stamped into the outer edge of the aerator that you have in place now. If it's 1.0 gpm or greater, we can provide you with free low-flow aerators that fit common restroom faucets.

Installing low-flow aerators to the faucet heads in bathrooms and kitchens decreases water use without replacing any faucets or fixtures. Inexpensive faucet aerators can be found for most faucet sized. In fact, if the faucets at your business are standard rather than custom fixtures, we can give you aerators for free. This simple measure can limit the flow rate on bathroom and kitchen faucets to 1.5 gallons per minute – about half of what standard faucets use.

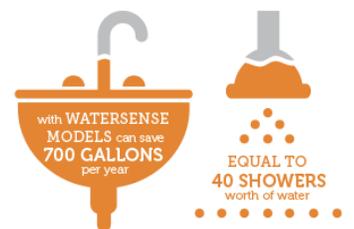
#### **Urinals are WaterSense approved or 1.0 gallons per flush or less.**

According to the [WaterSense](#) website, replacing just one older, inefficient urinal that uses 1.5 gpf with a WaterSense labeled model could save a facility more than 4,600 gallons of water per year. You can search [here](#) for WaterSense products online.

#### **Toilets are WaterSense-approved or are 1.6 gallons per flush or less.**

A [WaterSense](#) label is used on toilets that are independently certified to meet criteria for both performance and efficiency. Replacing an old, inefficient toilet can reduce the water used by 20 to 60 percent. You can search [here](#) for qualified products.

#### REPLACING FAUCETS AND AERATORS



### **Tap water, rather than bottled water is consumed at our workplace.**

You're already paying for high-quality water each month to come through your taps. Are you paying for bottled water on top of that – having it trucked in or offering it in single-serve bottles? If so, rethink your approach. Encourage everyone to use refillable bottles at the sink, and if there's any concern about water quality (due to aging pipes, for instance), don't make assumptions. Instead, call your water provider and request a water testing kit. Their kit will test for lead, copper and iron.

If you decide water straight out of your tap isn't for you, there are a number of local companies that can provide directly plumbed, filtered water dispensers which let you eliminate bottle transportation and waste. Let us know if you would like more information about this.

### **Water use is measured and monitored.**

Tracking water use gives your organization the ability to raise staff awareness about the financial and environmental impact of your actions and building fixtures. Collect this information to set a baseline and track progress toward goals. If your business is billed directly by the Water Utility, use the details provided on your bill to monitor your use. If you share a water meter or billing with others, or it's bundled in with your lease payment, tracking water is still possible but requires several estimations.

### **Inventory annual water use and identify wasteful uses.**

Tracking your water use gives your organization the ability to raise awareness about the financial and environmental impact of your actions and equipment. Collect this information to set a baseline and track progress toward goals. If your business is billed directly by utilities, use the details from your water bills to maintain a spreadsheet.

## **OUTDOOR**

### **Storm drains are permanently marked to provide pollution prevention education.**

Some cities will provide you with the storm drain marker or even install them. Your Sustainability Advisor can connect you to the right contact or install them for you if our partners prefer. Storm drain markers will be provided at no cost.



### **An Eco-Biz Certified landscape company is used or landscaper trained by Oregon Tilth Land Care Program.**

To find an [Eco-Biz Certified](#) landscaping company you can visit their website for more information. These companies have been third party certified and have gone through the application process to ensure they are following the best Integrated Pest Management and landscaping practices. These companies can also help with a good landscape design with native plants to reduce water use and costs.

The Organic Land Care Program provided educational resources, on site and accreditation training, workshops, technical visits and networking opportunities to professional interested in practicing organic land care techniques. Visit [organic@tilth.org](mailto:organic@tilth.org)

### **Water run-off from washing stations and waste containers flows into the sanitary sewer.**

To avoid potential contaminants and spills entering waterways, waste water from cleaning operations should be managed properly. If your garbage enclosure has a storm drain check to see if it is connected to the sewer system. The free storm drain markers can help educate staff and the public that drains lead straight to a stream.

### **Tree canopy adjacent to paved areas and/or adjacent to the street supports stormwater management.**

Mature street trees help absorb stormwater and carbon dioxide, keep parking lots 1-3 degrees cooler, and [entice shoppers to visit commercial districts](#). If you need assistance choosing the proper street trees ask your Sustainability Advisor for a list of recommended species of trees.

### **Landscaping is designed to use water efficiently.**

Make sure your plantings are drought tolerant and hardy in urban environments. If you have an automatic watering system, check it annually for leaks and efficient operation. Don't be "that" business – the one with sprinklers operating in January or watering the sidewalk. You can also install rain sensors for your sprinkler heads at a low cost.

## **On-site stormwater management facilities (ecorooft/bioswale) are in place and maintained to regulatory standards.**

An [ecorooft](#) decreases storm water runoff, reduces erosion, absorbs carbon dioxide, cools urban heat islands, and filters air pollutants. Bioswales -- or detention facilities -- are small or large rain gardens that collect stormwater runoff from streets. They are also called "[Green Streets](#)" when they are located in the public right-of-way . Swales keep stormwater out of the sewer system and local streams, increase urban green space, improve air quality, and replenish groundwater.

## **Landscaping, trees and/or previous pavement are used to replace paved surfaces.**

Consider converting part of your surface parking lot to natural areas. Create tree and planting islands or strips; think about on-site swales and rain gardens. If you need to replace or upgrade your paved surfaces, consider *pervious pavement* – pavement made of either pervious asphalt or pervious concrete. Both materials resemble conventional pavement but have more air space to allow water to pass through. The water seeps into a reservoir base of crushed aggregate and then infiltrates into the ground.

## **Storm catch basin(s) are cleaned annually.**



By trapping sediment, the catch basin prevents solids from clogging the storm system and being washed into receiving waters.

Catch basins must be cleaned periodically to maintain their ability to trap sediment, and consequently their ability to prevent flooding. The removal of sediment, decaying debris, and highly polluted water from catch basins has aesthetic and water quality benefits, including reducing foul odors, reducing suspended solids, and reducing the load of oxygen-demanding substances that reach receiving waters.

Ask your Sustainability Advisor if there are special rates offered in your water district.

## **Wastewater is treated and discharged in accordance with local requirements.**

If you have a NPDES or MS4 Permit, this action item can be confirmed by showing compliance with your permit. The National Pretreatment Program is a cooperative effort of federal, state, and local regulatory environmental agencies established to protect water quality. The program is designed to reduce the level of potentially toxic pollutants discharged by industry and other non-domestic wastewater sources into municipal sewer systems, and thereby, reduce the amount of pollutants released into the environment from these sources. For more information visit the [Oregon Department of Environmental Quality](#) website.

## **Rainwater is harvested, reducing the overall water consumption.**

Large scale rainwater collection systems provide great economic and environmental benefits because of their overall size and the ability to mitigate both stormwater runoff and municipal water usage. But they also demand greater attention to hydrology concepts, system design, competent installation and properly designed system components. Checking with local codes will need to be the first step in the process to understand what your commercial building can be permitted to do.

# Energy

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## **Programmable thermostats are used and set back when space is typically unoccupied.**

Unless you have a facilities person overseeing your thermostats, make sure more than a few staff know how to use them, and check the settings occasionally to make sure they are still what they should be. Try to limit the number of people who can alter the settings.



If you have a few office rebels overriding the settings on a regular basis, minimize this behavior by setting the timer so that heat/air comes on 30 minutes or more before the first employee arrives. That way it will be at a good temperature at the start of the day. Then program the thermostat to revert to your off-peak temperature 30 minutes or more before the last person leaves. Most workplaces will stay perfectly comfortable for that half hour, and you will offset the earlier start time.

### **Computers/ monitors are set to sleep during business hours and turned off at night.**

Use [sleep and/or hibernate commands](#) on your equipment to make this a standard practice. If initiating for the first time, see if your IT staff or one or two employees can go around and set this up for everyone at the same time.

It's okay, of course, not to put this in place for specific workstations that accounting, IT, or other staff need to access after hours. If company-wide software upgrades are made after hours on a regular basis, establish certain days each month that these happen. That way computers can be left on when necessary but turned off most evenings.

### **Appliances are ENERGY STAR® qualified or equivalent.**

Kitchen, break room, laundry, and other appliances are [Energy Star qualified](#) or better.

### **Non-emergency indoor lights are turned off each night.**

For all lights not used for security or display, have a system in place to turn them off at the end of the workday. Don't forget to check with overnight janitorial staff to make sure they're also turning lights off when they leave.

### **A baseline energy audit is completed to assess efficiency upgrade opportunity (within last 5 years).**

Want to save energy? Not sure where to start? Let PGE help. Their Energy Experts offer free, no-obligation energy-efficiency consultations to help you start saving energy.

#### **Efficiency consultations: What to expect**

PGE will contact you by phone, and in some cases will come to your site. They will review your systems and give you strategies to save energy and better manage energy costs. Suggestions usually range from quick tips that help you trim energy use right away to smart investments that qualify for Energy Trust of Oregon cash-back incentives and cut energy month after month. Your Sustainability Advisor can connect you or you can [Sign up](#) and learn how to save.

Want to do your own self-guided walkthrough? Download the Energy Trust's [energy audit](#) to document information about your building and how you use energy.

### **Light/occupancy sensors are installed.**

Occupancy sensors are both inexpensive and effective, especially in storage rooms, small offices and workrooms, and restrooms. Savings vary depending on area size, type of lighting, and the use of the space, but estimates range from 35-75%. Energy Trust offers [incentives](#) for several makes and models.

### **Energy-efficient lighting is used (T8/T5 lamps with electronic ballasts or LED).**

The latest generation of T8 lamps and fixtures can reduce lighting costs by as much as 30 percent over first-generation T8s, which have been around since the 1980s. Newer T8s also have higher light output and improved color rendering. If you're upgrading, replace any older magnetic ballasts with electronic ones to save energy, reduce flickering, and depending on your fixtures and number of bulbs, possibly lower operating costs.

The "T8" and "T5" designations indicate what size linear bulb you have. Look at a current or spent bulb for the letter "T" followed by a number. There are three sizes of linear fluorescent bulbs: discontinued **T12s** (1-1/2" diameter), **T8s** (1" diameter), and **T5s** (5/8" diameter). The smaller the number, the more efficient the bulb. See [Guide to new, energy-efficient lighting technologies for our business](#).

### **Renewable energy is purchased.**

Renewable electric power can be purchased through both Portland General Electric's [Green Power Program](#) and [Pacific Power's Blue Sky](#) program. Northwest Natural Gas has an offset program called [Smart Energy](#). If your utilities are included in your lease payment, encourage your property manager to look into purchasing renewable power.

### **Investments have been made in renewable energy infrastructure (e.g. solar or wind).**

More and more commercial buildings are looking at alternative energy. Solar is increasingly common, and wind energy can sometimes be an option. Here are two helpful websites to learn more about [Solar for your Business](#) or [Wind Energy](#).

### **Equipment is regularly tuned and maintained (HVAC, coolers/freezers, pumps).**

This is an obvious one but is often overlooked. Find out if someone is scheduled to check your heating and cooling equipment each season. Filters should be set on a change out schedule to allow proper airflow and reduce work on the motor pulling in air to be filtered. Don't forget to dust off coils and other intake locations for equipment.

## Energy use is measured and monitored.

Tracking your energy use gives your organization the ability to raise awareness about the financial and environmental impact of your actions and equipment. Collect this information to set a baseline and track progress toward your goals. Graphing is a useful technique to allow you to visualize your data and identify any trends, abnormal consumption and opportunities for improvement.

If your business is billed directly by utilities, use the details from your electric and gas bills to maintain a spreadsheet. You can access past account data at each utility's website. For larger organizations that occupy whole buildings or most of a building, use the [Energy Star Portfolio Manager tool](#). If you share a utility meter or bill with others, or it's bundled in with your lease payment, tracking energy is still possible but requires several estimations. Contact [Recycle at Work](#) for a [calculating tool](#) that can guide you through the various steps.

## PGE: Energy Tracker for small businesses.

There free online tool, energy alerts and other services help you monitor and control energy use. Want to control your business' energy bills and find ways to save? First you need to understand how and when you're using energy.

Their free online tool makes it easy to monitor and manage your energy use. You can even get alerts to prevent energy surprises. If you have a small business on basic service (schedule 32), Energy Tracker already exists on your Portland General.com account. Just [register or sign in](#) to get started.

## Tons of information at your fingertips.

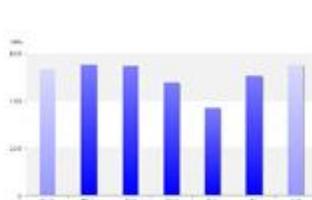
Simple to understand charts make it easy to spot opportunities to save:

- See how much electricity you've used so far this month.
- Examine energy useage by the day, hour or even 15 minute intervals to spot when you're using the most energy. Is it when you first turn on equipment? By identifying triggers that drive up your bill, you can straegize on how to save.
- Compare your energy usage to the average dail temperature.
- Compare your bill to last month or last year to see if your energy use is up or down.

## Get energy usage alerts

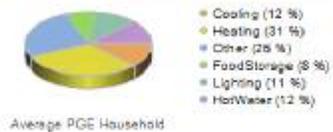
To stay on top of your electric bill, you can sign up for email or text alerts to see how much electricity you use each week.

[Learn more about Energy Tracker](#)



Compare your usage

## Energy Tracker: Your Electricity Use



Analyze your bill



Find ways to save

## What if you have larger need?

If you have a larger or industrial business, multiple facilities, or want more detailed energy management tools, PGE offers [Energy Expert](#), a powerful, all-in-one energy monitoring service.

## Free Consultations

PGE also offers free energy-efficiency consultations to answer you energy questions and help you develop a customized saving plan.

# Transportation

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## **Resources or incentives are provided for employees to use transit or alternative transportation.**

Look at your website "contact" page and see if you can help visitors by identifying bus lines, MAX stops, or bikeways near your workplace:

Riding the bus: [Trimet Trip Planner](#)

[SMART \(South Metro Area Regional Transit\)](#)

Bike to work:

[Metro Area Bike Maps](#)

[Wilsonville Bike and Walk Map](#)

[Bike and Walk Maps](#)

Ride Share: [Vancouver to the Mall 205 - Portland area](#) – C-Tran

[Enterprise Rideshare](#) – start your own vanpool

[Ride share online](#) – connects drivers and carpoolers

General alternative transportation:

[Getting around Lake Oswego](#) – safe routes map coming soon (planning meeting 08/15/15)

Post information on employee bulletin boards to encourage alternative transportation. Where alternative transportation is not readily available, consider facilitating ways for employees to connect with others that live in similar neighborhoods or transportation routes to carpool.

The Pedestrian and Bicycle Information Center has an online newsletter with several stories about innovative biking and walking initiatives around the county. You can view their newsletters here: <http://www.pedbikeinfo.org/newsletter/>

## **Alternative fuels (e.g. biodiesel or natural gas) are used in fleet vehicles.**

There are many potential funding opportunities available to fleet managers, developers, and the public to aid in the transition to alternative fuel vehicles and infrastructure. An updated list of current financial opportunities is available on the [Clean Cities](#) page.

Another valuable resource is the [Federal Grants Homepage](#), which is the central resource to locate and apply for Federal grants. The Grants page is updated regularly so check often! For information on State and Federal incentives programs, [click here](#).

Business owners and others may be eligible for a tax credit of 35% of eligible costs for the incremental cost or conversion cost of two or more alternative fuel vehicles beginning January 1, 2015. Qualified alternative fuels include electricity, natural gas, gasoline blended with at least 85% ethanol (E85), propane, and other fuels that the Oregon Department of Energy approves. Unused credits can be carried forward up to five years. Non-profit organizations and public entities that do not have an Oregon tax liability may receive the credit for an eligible project but must "pass-through" or transfer their project eligibility to a pass-through partner in exchange for a lump-sum cash payment. The Oregon Department of Energy determines the rate that is used to calculate the cash payment. The pass-through option is also available to a project owner with an Oregon tax liability who chooses to transfer their tax credit. The credit is available through December 31, 2018. (Reference [Oregon Revised Statutes](#) 315.366, 469B.320, and 469B.323)

## **Teleconference and videoconference technologies are used.**

Use GoToMeeting, Skype, or similar programs at individual desks, and/or equip conference rooms with necessary equipment like a large screen, a projector and/or a conference call phone.

## **Bike parking or lockers are available.**

Does your business have space to install a bike rack or lockers for employees or customers? If you are looking for a bicycle rack manufacturer/distributor, City of Portland has a [list of businesses](#).

## **Electric vehicle charging station is available to customers and employees.**

Is there an EV station within one block of your workplace? If it's on-site, do you make it available to the public when it's not being used by an employee? Learn more about EVs at [DriveOregon's](#) website.

## Alternative transportation is used at our workplace or in service delivery (bikes, electric fleet, hybrids).

Organizations should consider whether work-related trips are as sustainable as possible. Make it a policy to take advantage of MAX or other public transit, the company bike, electric cars, and carpools. Here are some resources that can help:

[Trimet Trip Planner](#)

[ZipCar](#) (car rental for round trips; hybrids widely available) [Car2Go](#) (Smart Cars for point-to-point trips)



## An Eco-Biz Certified auto repair shop is used or our fleet is Eco-Biz certified.

[EcoBiz](#) is an environmental certification program recognizing Oregon businesses and agencies who work hard to protect the environment. EcoBiz encourages practices which prevent pollution and save resources. To find businesses, see the map on their website. If you are a fleet shop or maintain your own vehicles, you can download the EcoBiz application or request a free on-site technical assistance meeting.

## Motor fleet is used to full capacity to reduce transportation-related emissions.

Use your fleet with fuel efficient vehicles. Personal vehicle mileage reimbursement can get spendy plus your employees may not be driving a very fuel efficient vehicle.

## Transportation routes are optimized to ensure GHG emissions are minimized.

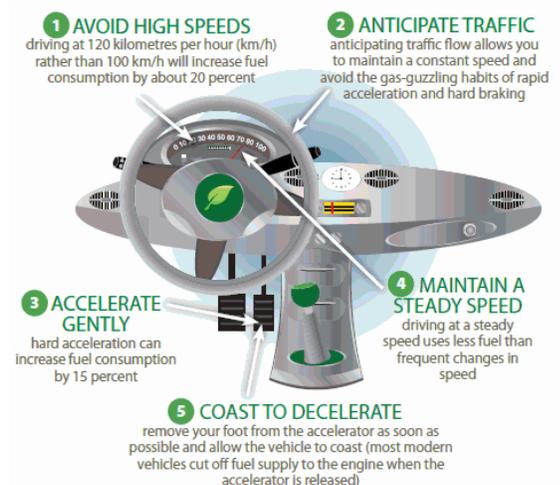
Plan your day or meetings around where you need to drive to reduce the number of vehicle miles traveled. If you deliver materials, consider using software to support solutions that cut transportation costs, improve efficiency and raise customer service levels.

## Driver and vehicle operators are trained on good driving habits/behaviors to minimize fuel consumption.

Good driving directly impacts costs and emissions. By changing driving habits to improve smooth driving performance, lower speeds and reduce unnecessary idling, fleets committed to eco-driving can:

- Realize significant improvement in fuel mileage and reduce operating expenses
- Reduce hydrocarbon, carbon monoxide, carbon dioxide and nitrogen oxide emissions

For more information, [Smartdrive](#) conducted a Fuel Efficiency Study.



## We have a “no idling” policy for our fleet and vendors who deliver goods and services to our workplace.

If you have a loading dock or an area where trucks park to make deliveries, post a “NO IDLING” sign asking your vendors to shut their vehicles reducing the amount of diesel particulate and CO2 emissions. Idle reduction equipment can power and cool the cab while the truck is not in motion, allowing the engine to be shut off is available.

Avoiding idling time has a multitude of benefits including: saving in fuel and maintenance costs, extending vehicle life, and reducing damaging emissions. An idling engine consumes only enough power to keep itself and its accessories running, therefore, producing no usable power to the drive train. Each year, long-duration idling of truck and locomotive engines emits 11 million tons of carbon dioxide, 200,000 tons of oxides of nitrogen, and 5,000 tons of particulate into the air (Smart Way – EPA Transportation and Air Quality)

A vehicle equipped with a fully functional idle reduction system designed to reduce fuel use and emissions from engine idling may exceed the maximum weight limitations by up to 400 pounds to accommodate the added weight of the idle reduction technology. (Reference [Oregon Revised Statutes](#) 818.030)

# Employee & Community Engagement

## **Provide a living wage to all employees.**

Providing at least the minimum wage to workers ensures that he or she will be able to provide for him or herself, and in many cases, his or her family. The federal minimum wage is not tied to inflation or adjusted by region, and consequently, many adults earning minimum wage still fall below the federal poverty level. In real terms, the minimum wage has dropped over the decades. As a result, employers are starting to pay a “living wage”, not only to attract and retain talent but also to help their workers climb out of poverty.

Luckily, there are tools online that can help. The two most commonly used and reputable tools are the Economic Policy Institute (EPI) [Family Budget Calculator](#) and the Massachusetts Institute of Technology (MIT) [Living Wage Calculator](#). These allow you to specify the county or urban area in which your business is located.

The Living Wage Calculator was developed to estimate the cost of living in your community or region. The calculator lists typical expenses, the living wage and typical wages for the selected location. Many working adults must seek public assistance and /or hold multiple jobs in order to afford to feed, cloth, house, and provide medical care for themselves and their families. Visit the Living Wage Calculator site, select Oregon/Clackamas County for hourly wages and typical expenses.

<http://livingwage.mit.edu/>

## **Employees are allowed paid volunteer time in the community.**

Experts and employees are seeing it becoming increasingly common for workplaces to offer paid time off to do volunteer work as part of an effort to boost engagement and retention among employees. Many employers find that nurturing volunteerism in their organizations leads to improved corporate environments, as well as increased employee satisfaction.

Employee volunteerism can also help your organization

- Create opportunities for team building
- Strengthen loyalty to the organization
- Improve company bottom line. This is achieved through higher retention rates seen among employees who volunteer.
- Advertise and strengthen relationship within the community
- Become more involved in overcoming social problems.

## **Getting Started**

First, identify what obstacles could be in the way to starting an employee volunteer program. Lack of resources has been cited by 46% of companies surveyed as the primary obstacle to corporate citizenship.



Consider offering release time or flex time to your employees, so they can volunteer with organizations in need. Release time provides employees paid time off to volunteer. These policies vary from company to company, ranging from 10 paid hours each month to one paid day per year. For more information on release time policies see this sample: [Volunteer Time Off Policy](#). Flex time allows employees to adjust their schedules to accommodate volunteering. However, unlike release time, it does not financially cover employees’ volunteer time. An additional option is to provide a company-wide volunteer day, which can provide team building and employee interaction. Volunteer days are also a great opportunity for improving public image.

Make sure to recognize employees who volunteer so that they stay motivated and excited to continue to volunteer. This is an aspect of employee volunteers programs that is often forgotten. For ideas on how to recognize volunteers see: [Volunteer Recognition](#).

## **Our business is willing to be a mentor to other businesses.**

In our business focus group, we heard businesses would be interested in being a mentor to other businesses to encourage businesses learning from each other. If you are interested in being connected with another business mentor or being one, contact your Sustainability Advisor.

### **Where possible we recruit and/or hire people from disadvantaged populations (e.g. people with disabilities).**

There are business partnerships that support people with disabilities to contribute to society through meaningful employment and increased independence, self-confidence, and dignity. [Exceed](#) is one example of a Clackamas non-profit organization that excels in providing vocational and personal development service for people with disabilities. There are a number of businesses that hire Exceed to do assembly and packing jobs.

Individuals with a history of incarceration, homelessness, or drug use face many barriers to employment, which may include insufficient job skills, a lack of access to transportation, or disabling health conditions. Many veterans and people with disabilities face similar barriers.

### **Sponsor/host a community event or partner with our community in specific programs.**

Involvement in community organization demonstrates your concern for the community where your business is located and shows that your business supports certain community-related issues. This can significantly improve your organization's public image, as well as help build goodwill in your community.

#### **Getting Started**

- Give money to a community event or organization. You can often deduct contributions like these on your taxes.
- Volunteer your facilities to organizations
- Host an event for a community organization. Providing recurring support for an organization can help stability and establish an identity for your business.

### **Donate in-kind services or products to community organizations.**

Offering professional services or products that may go unused or thrown away is a great way to support your local community. If you have a specific produce or material that you would like to donate or find a new use for contact your Sustainability Advisor for assistance connecting with organizations in Clackamas County that can use your support.

### **Promote buy/purchase local.**

When businesses support local businesses through buying locally, you support the economic vitality and quality of life in Clackamas. Dollars spent locally are reinvested into our community in the form of local jobs, income tax dollars, and property tax dollars.



### **Establish a corporate social responsibility mission statement.**

To publicize your commitment to social sustainability, revise your mission, vision or value statements to include principles of sustainability, to write a separate statement.

#### **Getting Started**

- Encourage participation and input from all employees. A shared vision helps each employee understand how he/she individually contributes to the company's success, as well as how everyone contributes collectively. To increase stakeholder engagement, gather a team that represents different levels and departments in your organization, which will help you create a message that resonates.
- Determine what social sustainability means to your organization. Sustainability is a value-based term. Drill down to the core meaning of sustainability. You can use the beginning of this guide as a resource.
- Write the statement. After all employees have had a chance to discuss, use this information to create your organization's mission statement.

## **Work with an organization to find volunteer opportunities or serve in a civic leadership role.**

Developing relationships with organizations that support the community is a great way to find volunteer opportunities for your staff. [Volunteer Connection](#) is one resource you can use to connect staff with opportunities to serve throughout Clackamas County.

### **Getting Started**

- Offer incentive for employees to organize service days and/or volunteer activities.
- Have a formal partnership to support a local charity.

## **In what other ways is your organization a leader?**

**Take this opportunity to share what other activities your business is taking to be a Leader in Sustainability.**

## **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.**

Is there something on the application that interests you? To continue your journey towards sustainability, choose an item on the checklist to work on either with your green team, Sustainability Advisor or community. Don't forget to celebrate your success and certification achievement!

This guide was **last updated on 9/3/15**. Please email suggestions for improvements, edits, or corrections to: [lis@clackamas.us](mailto:lis@clackamas.us)

## Has your business completed other sustainability actions that are not on the application? Here are some examples:

### **Roof is a certified Cool Roof.**

A [cool roof](#) reflects and emits the sun's heat back to the sky instead of transferring it to the building below. It can reduce the need for air conditioning and lower the heat island effect. The Cool Roofing Rating Council (CRRC) has a rating program *through which roofing product manufacturers can label their products with solar reflectance and thermal emittance values, as measured by CRRC Accredited Independent Testing Laboratories (AITL)*. Both properties are measured from 0 to 1 and the higher the value, the "cooler" the roof. Check with your building owner or maintenance staff.

### **Rooftop economizers are used for cooling.**

[Economizers](#) use outdoor air for cooling when air and humidity are below a certain temperature and percentage. They cool buildings while saving the energy that would normally be used to run the air conditioning.

### **Windows and doors are weather-sealed.**

Weather-stripping, caulking, and door seals/sweeps can help when replacement isn't an option.

### **Windows are double-pane or better.**

What can we say? Two panes are better than one.

### **Laptops are used at workstations rather than desktop computers.**

Laptops typically use less energy than desktop computers. They also allow for telecommuting, flexible schedules, and fieldwork rather than requiring multiple types of equipment to work in the office and offsite.

### **Office equipment is ENERGY STAR® qualified.**

Look for the [Energy Star label](#) on copiers, printers, etc.

### **Water heaters are set no higher than 120 degrees.**

If your water heater is set higher than 120 degrees, turn it down. You'll save energy two ways: by reduced energy consumption and "standby loss," which occurs when heat is lost from the tank into the surrounding room.

### **Emergency EXIT signs use LED (light-emitting diode) bulbs.**

Lighted EXIT signs that use LED bulbs will greatly reduce energy use and maintenance costs over signs that use incandescent or even CFL bulbs. Here's a tech sheet on the bulbs: [EnergyStar tech sheet](#). Here's detail from the Energy Trust of Oregon on their LED incentives: [Incentives for Energy Efficient Lighting](#).

### **Janitorial services are scheduled during business hours.**

If your cleaning service works after hours, see if they can switch to office hours. Your lights and HVAC won't need to be turned off after hours, employees will be more aware of the impact of their recycling habits, you will see whether green cleaning products are being used, and it gives staff an opportunity to get to know the people providing this service and vice-versa.

### **Lighting is dimmed or turned off when adequate sunlight is available.**

If you can't install automatic or manual dimmers, try to establish workplace habits for turning off lights when they aren't needed. Most of us are staring at lighted computer screens all day, which means daylight is sometimes the only light needed at some desks.

### **Parking lot lighting is energy efficient.**

If you've had the same lighting in your parking lot for 10 years or more, it's time to check into more efficient lighting. LEDs are now available for parking light applications and, yep, [Energy Trust offers incentives](#) for these, too!

### **Track lighting and spot lighting use energy efficient light bulbs.**

Lighting improvements are happening at a rapid clip. If you haven't checked size/shape options and color spectrums of high-efficient lighting in the last six months or so, it's time to check again. LEDs in particular are improving very quickly in both quality and variety, even as the price per bulb continues to decline. As with all lighting projects, check [Energy Trusts incentives](#) to bring your costs down even further.

### **Entry and participation in a commuter competition.**

Not every change is full of fun and adventure, but this one often is! Sign up as an individual or, better yet, as an organization to participate in local commute events. It's a great way to reenergize and recognize employees that often get to work by means other than a solo trip in their car. Competitions can also be very effective in enticing fence sitters to try alternative commute methods.

The Bicycle Transportation Alliance's (BTA) [Bike Commute Challenge](#) occurs in September of every year. In 2013, almost 2000 organizations participated. [DriveLessConnect](#)'s challenge is open to commuters that carpool/vanpool, take the bus or train, walk, bike, skate, or even telecommute. So join up. But don't even think about challenging our office...

### **Emergency rides home are available to all employees.**

Sometimes employees are reluctant to take alternative transportation to work because they fear that, if they had to, they wouldn't be able to suddenly leave work for unexpected personal needs. Knowing their workplace has an emergency ride program in place helps to alleviate those concerns. Solutions include offering cab reimbursement, bus tickets, or rides by coworkers. If your organization participates in one of Trimet's employee pass programs or subsidizes at least \$10/month per employee for alternative transportation, [Trimet will supply your organization with cab vouchers](#). Here's an example of [how an emergency ride can be used](#).

### **At least 3 short-term and 3 long-term bike parking spaces are provided (or 25% more than is required by**

Bike parking supports both employees and visitors. Short-term parking should be on the same block as your main entrance and is intended for visitors, customers, messengers, etc. Examples include a [sidewalk rack](#), custom rack, or [bike corral](#). Long-term bike parking is intended for employees or students. At least 50% of long-term parking should be sheltered from rain and should be secure – in a locked room, enclosed by a fence, or within view of employees, a building attendant, or security guards.

### **Transit pass program is available to all employees.**

If you have a few dozen employees or more, consider enrolling in a [Trimet Pass Program](#). If you have just a handful of employees and want to work your way up to an employee-sponsored pass program, start with a DIY approach. For instance, consider purchasing bus tickets, booklets, and passes to have on hand so that employees can use or buy them when they need them.

### **Compensation is offered to employees that bike, walk, or carpool to work.**

In 2013, the federal government offers a tax benefit, with some stipulations, of up to \$20/month per bicycle commuter. Employers can find out more in the [IRS publication 15-b, Employer's Tax Guide to Fringe Benefits](#). The League of American Bicyclists also has helpful information on [bicycle commuter benefits](#).

### **Carbon offsets are purchased for work-related transportation.**

Carbon offsets are a way for your organization to take responsibility for emissions that you can't eliminate through other means, such as best practices or equipment.

Though more can be found through a web search, here are a few third-party organizations that verify carbon offset programs and will guide you in calculating your emissions:

[CDM Gold Standard](#)

[Green-E](#)

[CCB Climate Standards](#)