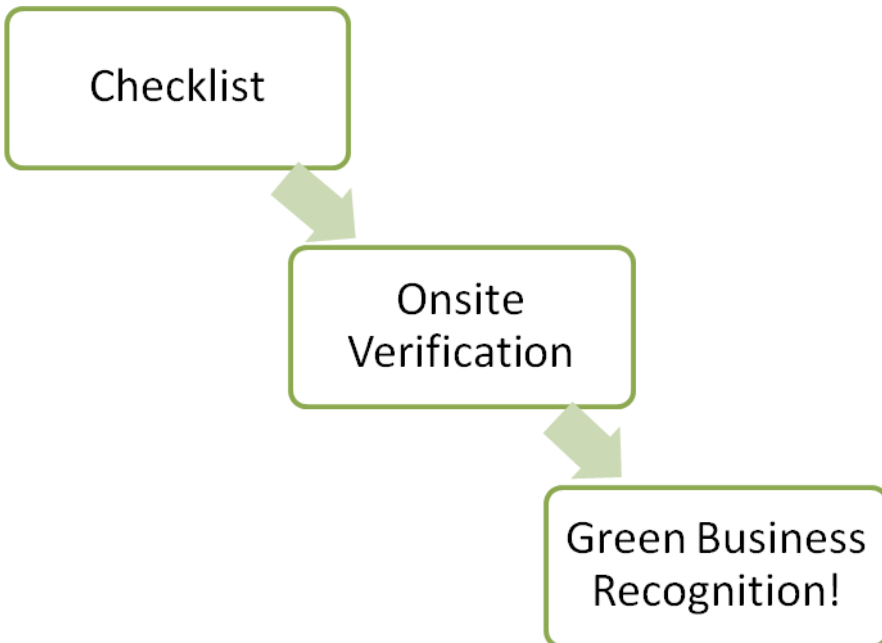




Hawai'i Green Business Program Venue Checklist



Checklist

In order to be recognized as a Hawai'i Green Venue applicants must **be in compliance with environmental regulations and follow the instructions listed under each section. Check N/A and skip that section if it does not apply.** When completed, please submit this Checklist to gail.suzuki-jones@hawaii.gov. If your business complies with HGBP Checklist requirements, applicants may continue the process toward recognition by participating in a Site Visit. Each box is worth one credit, unless otherwise noted.

Completing the checklist is just the first step in becoming a Green Business. Implementing policies and instituting them within your facility as well as making sure every employee respects and adheres to them is crucial to your company success in the program. Please review these policies with your employees, follow through and maintain them for your Green Business Certification.

Note: For islands other than Oahu, please refer to your island's corresponding utility/entity websites. A list of neighbor island utilities/entities has been provided at the end of this checklist.

Guidelines for Certification (389 Max Possible Points):

126 - 163 credits – Kulia I Ka Nu'u (Strive to Reach the Summit)

164 – 237 credits - Kaulike (To Achieve Balance)

238 – 310 credits - Kela (Excellence)

311 - 389 credits - Po'okela (Excellence in Leadership)

For Business Recycling Info

<http://www.opala.org>

For More Green Tips

<http://greenbusiness.hawaii.gov/wp-content/uploads/2017/02/GREEN-TIPS-5-5-17.pdf>

The names for the rating levels were identified by Native Hawaiians as key cultural values, according to George Kanahela author of *Ku Kanaka*. These values along with: Aloha (love, reciprocity), ha 'aha 'a (humility), lokomaika'i (generosity), ho 'okipa (hospitality), haipule (spirituality), wiwo (obedience), laulima (cooperativeness), ma 'ema'e (cleanliness), 'oul 'olu (graciousness), pa 'ahana (diligence), ho 'omanawanui (patience), le 'ale 'a (playfulness), ho'okuku (competitiveness), ho 'ohiki (keeping promises), huikala (forgiveness), na 'auao (intelligence), kuha 'o (self reliance), koa (courage), Kokua (helpfulness), hanohano (dignity), ohana (family), and ku pono (honesty), are identified as important Hawaiian values.

This document does not constitute State of Hawaii (SOH) policy. Mention of trade names or commercial products does not constitute endorsement or recommendation of use. Links to non-SOH websites do not imply any official SOH endorsement of or a responsibility for the options, ideas, data or products presented at those locations or guarantee the validity of the information provided. Links to non-SOH servers are provided solely as a reference to information that might be useful to SOH staff and public.

Each box checked off is worth one credit, unless otherwise noted

See hawaiiorganic.org for local produce

I. Purchasing

A. RECYCLED PRODUCTS

Section N/A

Implement the required measures (in bold) below and at least six (6) measures within this section.

1. Food is purchased from local and/or organic vendors (10-30% = 1 pt, 50% & <= 2pt, 70% & <= 3pt) %
2. Purchase and/or use the following recycled solid waste products from 30%-100% post-consumer waste (PCW):
Please denote which percentage of PCW is used for each product: 30%-74%: 1 credit, 75% -99%: 2 credits, 100%: 3 credits
 - a. Copy, computer or fax paper %
 - b. Letterhead, envelopes and/or business cards %
 - c. Folders or other paper products %
 - d. Toilet paper, tissues, and bath towels %
 - e. Take-out boxes and/or bags made from recycled paper or are compostable %
3. Purchase **and/or** use the following recycled products throughout the facility from 35%-100% PCW:
Please denote which percentage of PCW is used for each product: 30%-74%: 1 credit, 75% -99%: 2 credits, 100%: 3 credits
 - a. Garbage pails %
 - b. Garbage bags (recycled HDPE trash liner bags instead of LDPE or LLDPE) %
 - c. Placemats %
 - d. Napkins %
 - e. Paper table covers %
 - f. Menus %
 - g. Guest checks %
 - h. Floor mats %
4. Replace plastic straws with paper or biodegradable straws (2 credits)
5. Stock/sell products made with at least 30% recycled content.
Please explain:
6. Use certified organic products and beverages (2 credits)
7. Use fair trade, sustainably harvested **and/or** locally grown products and beverages (2 credits)
8. Purchase local **and/or** certified organic beef (2 credits) (<http://www.hicattle.org>)
9. Purchase fish that are low in contaminants (i.e. Mercury) (<http://www.edf.org>)
10. Purchase environmentally preferable or socially preferable coffee
 - a. 50% (1 credit)
 - b. 100% (2 credits)<https://www.coffeehabitat.com/certification-guide/>
11. Purchase local dairy products (2 credits)
12. Purchase and serve vegetarian/vegan options
 - a. 50% of the menu (1 credit)
 - b. 100% of the menu (2 credits)
13. Support local "green" vendors (2 credits)
14. Select products with the least packaging **and/or** which have easily recyclable packaging
15. Choose vendors who take back products after their shelf life is over (i.e. fluorescent light bulbs **or** work with vendors to minimize product packaging)
16. Purchase dumpster lids, utility bins, and benches made of recycled content

- 17. Do not purchase Styrofoam
 - 18. Other
- Section A Total**..... _____

Comments: If you have any notable green practices not mentioned or you checked “Other” in any of the above Sections, please explain here. *E.g. Purchasing: We buy all of our products locally.*

See Hawaii’s Energy Incentives for Businesses
<https://hawaiienergy.com/for-businesses/incentives>

II. Energy Conservation

B. EQUIPMENT

Section N/A

Implement the required measures (in bold) below and at least four (4) measures within this section.

- 1. Install LED lighting
- 2. Exit Signs are LED or electroluminescent
- 3. Track and plot energy consumption using the ENERGY STAR Portfolio Manager
(ENERGY STAR Portfolio Manager)
- 4. Establish a procurement policy for purchasing equipment with energy saving features (Please provide)
- 5. Conduct quarterly filter, coil, and general air conditioning maintenance (Please provide maintenance records)
- 6. Install Energy Star Products:
 - a. 15 % (1 credit)
 - b. 25 % (2 credits).....
 - c. 50 % (3 credits)
 - d. 75 % (4 credits).....
 - e. 100 % (5 credits)
- 7. Buy EPEAT certified computers (EPEAT.net)
- 8. Use hardware that saves energy by automatically turning off idle monitors
 See: energystar.gov/powermanagement
- 9. Use plug load controllers to turn off idling equipment after working hours
- 10. Use an energy efficient dishwasher (look for an Energy Star seal)
- 11. Install timers on hood fans, variable speed drives (VSD), exhaust systems and hood lights
- 12. Insulate hot water pipes, hot water heaters and storage tanks
- 13. Install a gas booster heater for hot water use (i.e. laundry, dishwasher, etc.)
- 14. Use a solar heater
 And/or pre-heater
- 15. Convert to natural gas from electrical hot water heaters
- 16. Perform regular maintenance on heating, ventilation, and air conditioning systems that include the following:

- a. Inspect filters every 3 months
 - b. Clean filters every 2 months.....
 - c. Check entire systems for coolant and air leaks, clogs, and obstructions of air intake and vents (2 credits)
 - d. Keep condenser coils free of dust and lint
 - 17. Replace inefficient refrigerators with newer, more efficient ones, such as Energy Star, and insure that old refrigerator is either donated or recycled (2 credits).....
 - 18. For products that are not sold to the public, use solid refrigerator doors
 - 19. Use insulation for all refrigeration suction lines.....
 - 20. Install plastic strip curtains on walk-in refrigerator **and/or** freezer doors.....
 - 21. Use ceiling fans to promote air circulation and reduce the need for air conditioning
 - 22. Install economizers on A/C system to reduce the operation of the compressor.....
 - 23. Use A/C meeting Energy Star requirements (2 credits).....
 - 24. Conduct an Energy Star audit
 - 25. Energy Star rating of:
 - a. 51 to 65 (1 credit)
 - b. 66 to 74 (2 credits)
 - c. 75 or above (3 credits).....
 - 26. Other:.....
- Section B Total**..... _____

C. FACILITY

Section N/A

Implement the required measures (in bold) below and at least three (3) measures within this section.

- 1. Check seals around windows and doors annually to prevent air gaps in all conditioned spaces**.....
- 2. Developed an inventory list of all energy consuming equipment in facility (please provide)**.....
- 3. Use or invest in renewable energy for at least:
 - a. 25% of your energy needs (1 credit)
 - b. 50% of your energy needs (2 credits)
 - c. 75% of your energy needs (3 credits)
 - d. 100% of your energy needs (4 credits)

Ask your local utility or Center for Resource Solutions at 415-561-2100 or <http://www.resource-solutions.org>
- 4. Use occupancy sensors to adjust set points for air conditioning and heating equipment (2 credits)
- 5. Install optical reflectors or diffusers to increase lighting efficiency and reduce the number of fixtures
- 6. Install lighting controls, such as:
 - a. Occupancy sensors in spaces of variable occupancy
 - b. Bypass/delay timers
 - c. Photocells for exterior lighting and/or areas with significant natural daylight.....
 - d. Time clocks for large banks of lights on circuit breaker that generally operate during off hours
- 7. Use daylight dimmers that turn off automatically when there is sufficient light.....
- 8. Tenants are billed for utility costs individually (i.e. not fixed CAM)
- 9. Provide utility-paying tenants with sub-meters that display energy usage
- 10. Disconnect unused ballasts in de-lamped fixtures. Replace and recycle burned out lamps
- 11. Install an Energy Management System (EMS) for central air conditioning systems.....
- 12. Use all variable frequency drives (VFDs) on fan and pump motors

- 13. Use Variable Refrigerant Flow (VRF) systems for central air conditioning
 - 14. Solar thermal or point-of-use boosters are used to heat water
 - 15. Utilize heat recovery from HVAC systems in buildings that use hot water
 - 16. A set point reset strategy is in place for HVAC systems (please provide).....
 - 17. Use Variable Air Volume (VAV) systems and reconfigure zoning for central air conditioning
 - 18. Provide shading for HVAC condenser
 - 19. Replace inefficient or broken windows with energy-efficient low-emissivity (low-e) windows, with a maximum solar heat gain coefficient of 0.40
 - 20. Apply window film to reduce solar heat gain. Shade sun-exposed windows and walls to mitigate the effect of direct sunlight.....
 - 21. Maintain seals around windows and doors to prevent air gaps in all conditioned spaces.....
 - 22. Plant native shrubs or trees near windows for shade
 - 23. When repainting exterior and roofs, choose light colors and cool roof coatings to increase reflectivity of heat.....
 - 24. Use motion sensors on ice, snack and vending machines, and locate in shaded areas.....
 - 25. Ballasts and tombstones are removed, replaced, or rewired in de-lamped fixtures
 - 26. Other:.....
- Section C Total**

D. EMPLOYEE PRACTICES

Section N/A

Implement the required measures (in bold) below and at least four (4) measures from this section.

- 1. **Have on hand a Green Policy Handbook reviewed by all employees**
- 2. **Set thermostat to 76° F for cooling, 68° F for heating; use timing devices to turn down after hours**
- 3. **Maintain the hot water heater to standard 125°-130° F**.....
- 4. **Set refrigerator temperatures at 38° - 42°F and freezer temperatures at 10° - 20°F**
- 5. **There is equipment, a policy, and/or signage in place to ensure (please explain in the comments section below, or provide policy):**
 - a. **Blinds/curtains are closed when sun is striking to reduce A/C load**
 - b. **Equipment is turned off when not in use**
 - c. **Lights are turned off when not in use**
 - d. **Lighting fixtures, diffusers, and lamps are cleaned and burnt out bulbs replaced annually**
 - e. **Lighting control devices such as timers and sensors are checked and adjusted annually**
- 6. Seal off unused areas from air conditioned areas
- 7. Use a fan or space cooler to condition a small area instead of cooling the entire work place.....
- 8. During slower periods, group customers under one group of lights and heating/cooling so lights in unoccupied areas can be turned off.....
- 9. Workspaces are arranged or designed to take advantage of areas with natural sunlight.....
Please explain:.....
- 10. Use "task" lighting with efficient bulbs rather than lighting an entire area.....
- 11. Drain and flush hot water tanks to the sanitary sewer every six months to prevent build up and deposits
- 12. Check pilot lights to gas in kitchen or hot water for proper adjustment
- 13. If available, use the standby mode on equipment (e.g. energy saver buttons on copiers)
- 14. Set freezer defrost time clock to avoid the peak energy use periods, generally 12pm-6pm.....

- 15. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains
 - 16. Maintain proper refrigerant level, refrigerant charge and ensure refrigerant is not leaking.....
 - 17. Other:.....
- Section D Total**..... _____

Comments: If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here. *E.g. Employee Practices: Our computers all have a reminder note to shut down or stand-by when not in use.*

See www.boardofwatersupply.com
for the Honolulu Board of Water and
Supply

III. Water Conservation

E. WATER USE CONTROL

Section N/A

Implement the required measures (in bold) below and at least four (4) measures within this section.

- 1. **Track and monitor water consumption using the Energy Star Portfolio Manager**
(ENERGY STAR Portfolio Manager)
- 2. **There is a policy in place to maintain and regularly check water bill, water meter, plumbing, and irrigation to Preempt leaks**
- 3. **Install low flow lavatory faucets, self-closing faucets either infrared or spring-loaded, do not exceed 1.5 gpm**
- 4. **Replace and/or retrofit older, non-efficient toilets >3.5 gpf with toilets <1.6 gpf**.....
- 5. Use dry floor cleaning methods and/or damp mopping, rather than hosing with water
- 6. Without compromising proper hand washing procedures for food handlers and employees, post signs in restrooms, restaurants and guest rooms encouraging water conservation
- 7. Demonstrate a:
 - a. 15% reduction of your annual water use through any measure or combination of measures (1 credit)
 - b. 25% reduction of your annual water use through any measure or combination of measures (2 credits).....
 - c. 35% reduction of your annual water use through any measure or combination of measures (3 credits)
 - d. 50% reduction of your annual water use through any measure or combination of measures (4 credits).....
- 8. **Replace and/or retrofit with WaterSense or equivalent low flow toilets <1.28 gpf**.....
- 9. **Replace non-efficient urinals with a low flow urinal <0.5 gpf**
- 10. **Install WaterSense or equivalent showerheads that use no more than 2.0 gpm**
- 11. **Install kitchen handwashing faucets that do not exceed a flow rate of 2.2 gpm and/or foot triggers on faucets**
- 12. **Reduce water pressure to no higher than 70 psi by installing pressure-reducing valves**
- 13. **Adjust boiler and cooling tower blow-down rate to maintain TDS (total dissolved solids) at levels recommended by manufactures (2 credits)**.....

- 14. Retrofit once-through water cooled refrigeration units, air conditioners and ice machines by using temperature controls and re-circulating chilled water loop system
 - 15. Operate dishwasher only when full.....
 - 16. Replace dishwasher with a water efficient model (conveyor type: 0.3-1.7 gallons per rack or flight type: 5.1 gallons per wash cycle)
 - 17. Replace a standard food steamer with a boiler-less steamer or connectionless model
(https://www.energystar.gov/products/commercial_food_service_equipment/commercial_steam_cookers)
 - 18. Replace water-cooled ice machines with air-cooled models
 - 19. Replace existing pre rinse spray valves with efficient, high-velocity models (less than 1.6 gpm)”
(<https://www.epa.gov/watersense/pre-rinse-spray-valves>)
 - 20. Monitor continuous flow of the following:
 - a. Soaking of pots and pans.....
 - b. Scrubbing dishes before loading into dishwasher
 - c. Constantly running water to melt ice, thaw, or rinse food
 - d. Food preparation faucets.....
 - 21. Other:.....
- Section E Total**

F. LANDSCAPE AND IRRIGATION

Section N/A

Implement the required measures (in bold) below and at least four (4) measures within this section.

- 1. Irrigation is tested and repaired at least four (4) times per year to prevent leaks and maximize efficiency**
 - 2. Irrigation timing is adjusted according to season**
 - 3. Avoid run-off by making sure sprinklers are directing water to landscaped areas and not to parking lots, side-walks, or other paved areas
 - 4. Apply water, fertilizer/ pesticides to landscape only when needed rather than an automatic schedule (2 credits)....
 - 5. Test how long it takes irrigation to permeate, then zone to create a minimum run time (2 credits)
 - 6. Use a rain catchment system for irrigation or plumbing.....
 - 7. Instead of one long run for irrigation, use repeat cycles with less time
 - 8. Modify your existing irrigation system to include drip irrigation **or** soaker hoses (2 credits)
 - 9. For sprinklers, use rain shut-off, evapo-transpiration, **or** moisture sensor devices
 - 10. Replace water intensive turf with woodchips, mulch, loose stones **or** permeable pavers (2 credits)
 - 11. If installing new turf, limit area and use drought tolerant species.....
 - 12. Renovate landscape to include drought tolerant plants
Xeriscaping water efficient guidelines available from www.boardofwatersupply.com
Info on Native plants: <http://nativeplants.hawaii.edu>
 - 13. Hydrozone: Group plants with similar water/nutrient requirements together
 - 14. Shut off water-cooled air conditioning units when not in need.....
 - 15. Other:.....
- Section F Total**.....

Comments: If you have any notable green practices not mentioned or you checked “Other” in any of the above Sections, please explain here. *E.g. Water Use Control: We use catchment water for cleaning.*

IV. Pollution Prevention

G. GENERAL PREVENTION

Section N/A

Implement the required measures (in bold) below and at least three (3) measures within this section.

- 1. Harmful products are restricted/reduced in use
Please explain:
- 2. Pest control uses an Integrated Pest Management system
- 3. Cleaners are low-toxic and waste/expired material are properly disposed of
- 4. Supply outdoor smoking areas with an ashtray or cigarette can or No Smoking sign
- 5. The following wastes are recycled, donated, or reused:
 - a. Grease, oil, and solvents
 - b. Excess paint
 - c. Compact Fluorescent Lights
 - d. Electronic Equipment
 - e. Rechargeable non-alkaline batteries
 - f. Ink toner cartridges
- 6. There is a procurement policy to purchase Green Seal Certified products when available (i.e. paints, coatings, cleaning products) (please provide)
- 7. There is a procurement policy to purchase FSC certified paper (please provide)
- 8. Use multi-purpose cleaners in place of special-purpose cleaners
- 9. Use Environmentally-preferable soaps, detergents, and cleaners (2 credits)
- 10. Purchase dishwashing detergent with reduced VOCs (volatile organic compounds) (2 credits).....
- 11. Non-aerosol alternatives (such as pump sprays for fresheners/cleaners) are used to replace aerosols
Please explain:
- 12. Unbleached or chlorine free products are used
- 13. Rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights are used
- 14. Non-toxic water-based markers are used
- 15. Use recycled or remanufactured laser and copier toner cartridges (2 credits)
- 16. Promotional materials are printed with soy or other low-VOC inks
- 17. Establish a policy/signage to ensure litter control (please provide)
- 18. Use natural or low emissions building materials, carpets, or furniture
Please explain:
- 19. Eliminate usage of formaldehyde on furniture
- 20. Conductivity controller is installed on cooling tower
- 21. Mulch all non-turf areas, preferably with recycled wood chips
- 22. Other:

H. RUNOFF POLLUTION PREVENTION

Section N/A

Implement the required measures (in bold) below and at least three (3) measures within this section.

1. Provide receptacles for litter and debris control near building entrances
 2. Runoff Pollution is prevented through:
 - a. A spill plan has been developed (please provide)
 - b. Appropriate signage is posted in high risk areas
 - c. All employees are trained on how to prevent and clean spills
 - d. A spill kit is easily accessible to catch/collect spills from leaking vehicles
 3. Wastewater/pollutant runoff is prevented by:
 - a. Covering dumpsters
 - b. Keeping outdoor areas clean from litter and debris
 - c. Checking and cleaning storm drains
 - d. Checking/repairing vehicle leaks
 4. There is a process in place to contain dirty water and avoid runoff when cleaning parking lots
Please explain:
 5. Store pollutant away from food preparation, food service, and food storage areas, sewer drains, and storm drain
Includes, but is not limited to: grease containers, waste containers, paints, and chemicals
 6. Keep outside garbage, recycling, compost containers covered and away from drains.....
 7. Store deliveries and supplies under a roof
 8. Use ground cover or a barrier to prevent soil from washing into storm drains.....
 9. Label all storm drains with a message such as "No dumping – Protect our Ocean"
 10. Divert run-off water away from storm drains and into a sewer drain
 11. Clean parking lots to contain dirty water and avoid runoff.....
 12. Post signs at trouble spots (e.g., loading docks or dumpster areas) describing proper practices
 13. Disconnect garbage disposals.....
 14. Ensure left-over beverages and wet food is not placed in dumpster
 15. Know the proper practices for disposal of fat, oil, and grease
 16. Install a grease trap
 17. Do not use biological, enzymatic, or chemical injection systems in grease traps.....
 18. Ensure that wastewater from washing floor mats, grease filters, grills, etc. is directed to a sanitary sewer.....
 19. Use an oil/water separator, bucket and rags rather than continuous spray
 20. Other:.....
- Section H Total**..... _____

I. EMISSIONS REDUCTIONS

Section N/A

Implement the required measures (in bold) below and at least four (4) measures within this section.

1. Encourage commuter alternatives by informing employees, customers & others, about transportation options....
2. Post bicycle route maps, bike sharing service map, transit schedules, or commuter ride sign-ups in a visible area for employees
3. In compliance with Hawai'i's electric vehicle parking laws
[Honolulu Clean Cities Electric Vehicle Policies](#)

- 4. Provide bus, bike sharing, or mass transit passes at a discounted rate
- 5. Lockers and showers are available for employees who walk, jog or bicycle to work. Provide your own, or subsidize the cost of locker rentals and shower passes at a nearby health club
- 6. There is a secure area for bicycle storage
- 7. Encourage bicycling to work by offering rebates on bicycles bought for commuting, **or** provide employees a stipend or subsidy for bicycle maintenance, **or** bike sharing membership.....
- 8. A bike sharing station is on site or within a 1 block radius for customers and employees
- 9. Have a bike kit for employees who may have bicycle emergencies.....
- 10. There is a procurement policy for company cars which prefers Electric Vehicles (2 credits) (please provide)
- 11. There is a procurement policy for company cars which prefers EPA Highest rated Fuel Economy by Vehicle Class (please provide)
- 12. Electric vehicle recharge ports for visitors and employees' electric vehicles are offered
- 13. All company vehicles are serviced according to Manufacturer's Recommended Maintenance Schedule (please provide maintenance records)
- 14. All company vehicle tires are properly inflated and checked monthly (please provide log)
- 15. There is a no idling policy in place with signage in all company vehicles
- 16. There is a policy in place to minimize single stop trips for company errands (please provide)
- 17. If your company provides delivery service or pickup, there is a policy in place to carefully plan routes to minimize miles driven (please provide)
- 18. Demonstrate a:
 - a. 15% reduction in mileage driven by all company vehicles (1 credit)
 - b. 25% reduction in mileage driven by all company vehicles (2 credit)
 - c. 50% reduction in mileage driven by all company vehicles (3 credit)
 - d. 75% reduction in mileage driven by all company vehicles (5 credit)
- 19. Shaded parking is provided
- 20. Enrolled in a car sharing program for company business
- 21. Carbon dioxide offsets are purchased for your fleet, and/or business travel (2 credits)
- 22. Parking spaces are reserved for car/van pool vehicles
- 23. Offer a shuttle service to and from bus
- 24. Other:.....

Section I Total..... _____

Comments: If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here. *E.g. General Prevention: We purchase non-hazardous material in bulk to reduce waste containers.*

See opala.org for business recycling

V. Recycling and Waste Reduction

J. SOLID WASTE GENERATION

Section N/A

Implement the required measures (in bold) below and at least five (5) measures within this section.

1. Provide clear sorting for recycling.....
2. Eliminate the use of plastic bags, limit usage to trash liners.....
 - a. Replace with paper bags, preferably made with minimum 40% PCW
 - b. Re-usable bags, which can be used as promotional material
 - c. BPI certified compostable bags (<http://www.bpiworld.org>).....
3. Use to-go/disposable utensils and packaging that are:
 - a. Compostable.....
 - b. Biodegradable
4. Eliminate plastic beverage bottles for employees.....
5. Utilize demand forecasting i.e. Monitor consumption rates, make serving and ordering size as accurate as possible.....
6. In the break room, use permanent ware (mugs, dishes, utensils, etc.) or refillable containers (for ketchup, salt, etc.)...
7. Utilize inventory management for materials and supplies
8. Utilize standardized date labeling
9. Register, track, and plot solid waste and recycled materials at the EPA's WasteWise website ([EPA WasteWise](http://www.epa.gov/wastewise))
10. Procure grains in bulk (e.g., rice, flour) packaged in multi-walled paper bags, which can be recycled with cardboard
11. Keep a recycling bin in the office and a stack of previously used paper near printers for reuse.....
12. Use electronic files rather than paper ones
13. Practice efficient copying by using the size reduction feature (e.g. print two pages of text on one page).....
14. Minimize misprints with printer training **or** a diagram showing how to load special paper.....
15. Minimize printing by eliminating unnecessary forms and reports **or** sending them electronically.....
16. Eliminate, double-side, make electronic, redesign forms, or reuse envelopes as send and return
17. Do not require paper for ordering.
18. Design marketing materials to require no envelope – simply fold and mail.....
19. Promote the use of recyclable marketing material
20. Eliminate fax cover sheets by using “sticky” notes, use software that allows you to fax electronically, **or** utilize an internet “efax” service.....
21. Only print customer receipts upon request
22. Reduce unwanted mail by the following:
 - a. Write to **or** call senders requesting removal from mailing list
 - b. Return labels from duplicate mailings & subscriptions
 - c. Purge your own mailing lists to eliminate duplication

Visit <http://www.ecocycle.org/junkmail> for guidance
23. Lease, rather than purchase, computers and printers
24. Recycle or donate old computers and other electronics (2 credits)
25. Use optical scanners for precise ordering; track material usage to optimize ordering and use of time-sensitive materials ..
26. Use reusable hats for kitchen employees instead of single use disposable paper ones.....
27. Install air hand dryers in staff washrooms or cloth roller towels instead of paper towels.....
28. Reduce operational waste
29. Within the last two years, demonstrate

- a. 25% diversion of your annual solid waste stream (1 credit)
 - b. 50% diversion of your annual solid waste stream (2 credits)
 - 30. Other:.....
- Section J Total** _____

K. RECYCLING AND REUSING MATERIALS

Section N/A

Implement the required measures (in bold) below and at least six (6) measure from this section.

- 1. Donate excess post-consumer food to employees, local homeless shelters and animal feed farmers (covered under the [Good Samaritan law](#))**
- 2. Recycle or reuse the following:**
 - a. Cardboard (corrugated, cardboard boxes)**
 - b. Mixed Paper (junk mail, scrap and colored paper)**
 - c. Newspapers**
 - d. Office Papers (computer or copier paper)**
- 3. Recycle food and beverage containers that are glass, plastic, and aluminum**
- 4. Sign up and join the EPA Food Recovery Challenge (2 credits)
<https://www.epa.gov/sustainable-management-food/food-recovery-challenge-frc>
- 5. For salad bars, use smaller portions and replenish more frequently to prevent waste
- 6. Buy pickles, mayonnaise, salad dressing etc. in containers that are recyclable (i.e. plastic-lined cardboard, cry-o-vac or foil pouches)
- 7. Switch from individual condiment packets such as sugar, salt, and pepper to refillable containers or offer only at customer request.....
- 8. Offer half orders on menu to eliminate large uneaten portions.....
- 9. Offer small incentives to customers who bring their own coffee mugs etc.....
- 10. Eliminate paper coasters and switch to reusable ones
- 11. Have napkins in dispensers at tables to reduce over-usage.....
- 12. Use cloth instead of paper and tablecloths.....
- 13. Use properly sanitized old table cloths and napkins as rags
- 14. Require cleaning/sanitizing product suppliers to take back empty buckets or drums
- 15. Compost all unused food, and any other food not donated or eaten by employees or used for animal feed
- 16. Use vermicomposting to reduce food waste (<https://www.planetnatural.com/composting-101/indoor-composting/vermicomposting>) (2 credits)
- 17. Recycle Green waste: compost **or** recycle landscape waste
- 18. Donate old uniforms and linens to shelters or nonprofits, **or** simply recycle them (<http://www.opala.org>)
- 19. Donate or exchange unwanted furniture, supplies, electronics, scrap material, etc.
*To check places that accept reusable items go to City & County of Honolulu: <http://www.opala.org>
Or Department of Health: <http://health.hawaii.gov>*
- 20. If a laundry service is used, makes sure they provide reusable bags for dirty & clean linens
- 21. For shipping items, use shredded paper for packaging instead of Styrofoam
If you receive Styrofoam reuse it in your own packaging. The Plastic Loose Fill Council at <http://www.lessismore.org> will direct you to businesses accepting polystyrene peanuts for reuse.
- 22. Check food deliveries for spoiled **or** damaged products before accepting shipment.....
- 23. Other.....

Section L Total _____

Comments: If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here. *E.g. Solid Waste Generation: Our new employee forms and manuals are electronic only.*

VI. Community Involvement and Special Activities

L. COMMUNITY INVOLVEMENT

Section N/A

Implement the required measures (in bold) below.

- | | |
|--|--------------------------|
| 1. Assist and mentor at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program. We are mentoring _____ | <input type="checkbox"/> |
| 2. Train all staff on environmental policies and procedures | <input type="checkbox"/> |
| 3. Educate customers on your properties' environmental efforts. For example, showcase your environmental effort with an informative sign. | <input type="checkbox"/> |
| 4. Employ local companies when subcontracting labor force | <input type="checkbox"/> |
| 5. Post environmental information such as upcoming events to the public (must be different from the company environmental policy) | <input type="checkbox"/> |
| 6. Adopt and display an Environmental Policy (see example attached) | <input type="checkbox"/> |
| 7. Educate staff on benefits of energy and water conservation | <input type="checkbox"/> |
| 8. Organize community outreach projects that give back to local communities (2 credits) | <input type="checkbox"/> |
| 9. Offer employee incentives for volunteering at community organizations | <input type="checkbox"/> |
| Please explain: | |
| 10. Participate in an Aloha 'Aina Earth Day event (held monthly) Aloha 'Aina Earth Day Calendar | <input type="checkbox"/> |
| 11. Do business with other "Green" vendors or services such as those listed in the Environmental Product Guide | <input type="checkbox"/> |
| 12. Create an environmental team or task force and have quarterly meetings | <input type="checkbox"/> |
| 13. Other | <input type="checkbox"/> |
| Section M Total | _____ |

Comments: If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here.

Overall Total _____ (389 Max possible)

Guidelines for Certification (389 Max Possible Points):

126 -163 credits – Kulia I Ka Nu’u (Strive to Reach the Summit)

164 – 237 credits - Kaulike (To Achieve Balance)

238 – 310 credits - Kela (Excellence)

311 - 389 credits - Po’okela (Excellence in Leadership)

Each check box is worth one credit, unless otherwise noted



I ACKNOWLEDGE THAT:

- 1. OUR BUSINESS COMPLIES WITH ALL FEDERAL, STATE AND CITY PERMITS AND LAWS.
- 2. ALL THE MEASURES CHECK MARKED ON THIS CHECKLIST ARE IMPLEMENTED BY OUR BUSINESS.
- 3. ALL THE INFORMATION CONTAINED HEREIN AND INFORMATION ATTACHED TO THIS APPLICATION IS TRUE AND CORRECT.
- 4. ANY QUESTIONS REGARDING THE ABOVE PROVISIONS OR CHECKLIST MAY BE DIRECTED TO gail.suzuki-jones@hawaii.gov or travis.hiramoto@doh.hawaii.gov.

NAME OF BUSINESS REPRESENTATIVE:

BUSINESS NAME:

BUSINESS ADDRESS:

PHONE/FAX:

EMAIL:

POSITION OF BUSINESS REPRESENTATIVE:

SIGNATURE OF BUSINESS REPRESENTATIVE:

DATE:



The HGBP logo may only be used by recognized businesses and by the State of Hawai'i.

Resources

(a) Bus

thebus.org (Oahu)
heleonbus.org (Big Island)
mauicounty.gov/605/Bus-Service-Information (Maui)
kauai.gov/Transportation (Kauai)

(b) Electronic Product Environmental Assessment Tool (EPEAT)

epeat.net

(c) Energy Star

energystar.gov

(d) Environmental Defense Fund

edf.org

(e) Environmental Protection Agency (EPA) – Pollution Prevention

epa.gov/p2

(f) Department of Business, Economic Development & Tourism (DBEDT), State of Hawai'i

dbedt.hawaii.gov

(g) Department of Health (DOH), State of Hawai'i

health.hawaii.gov
Pollution Prevention

(h) Hawai'i Beef Industry Council

hawaiibeef.org

(i) Hawaiian Electric

heco.com (Oahu and Big Island)
mauielectric.com (Maui, Lanai and Molokai)
website.kiuc.coop (Kauai)

(j) Recycling

opala.org or honolulu.gov/env (Oahu)
recyclehawaii.org (Big Island)
mauicounty.gov/742/Environmental-Protection-Sustainability-(Maui)
kauai.gov/Recycling (Kauai)

(k) Re-use

baseyard.com or reusehawaii.org (Oahu)
hiloarc.org (Big Island)
mauirecyclinggroup.org (Maui)
kauaihabitat.org (Kauai)

(l) United States Green Building Council (USGBC)

usgbc.org

(m) Water Supply

hbws.org (Oahu)
hawaiidws.org (Big Island)
mauiwater.org (Maui)
kauaiwater.org (Kauai)