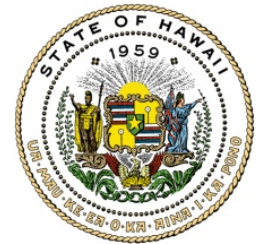
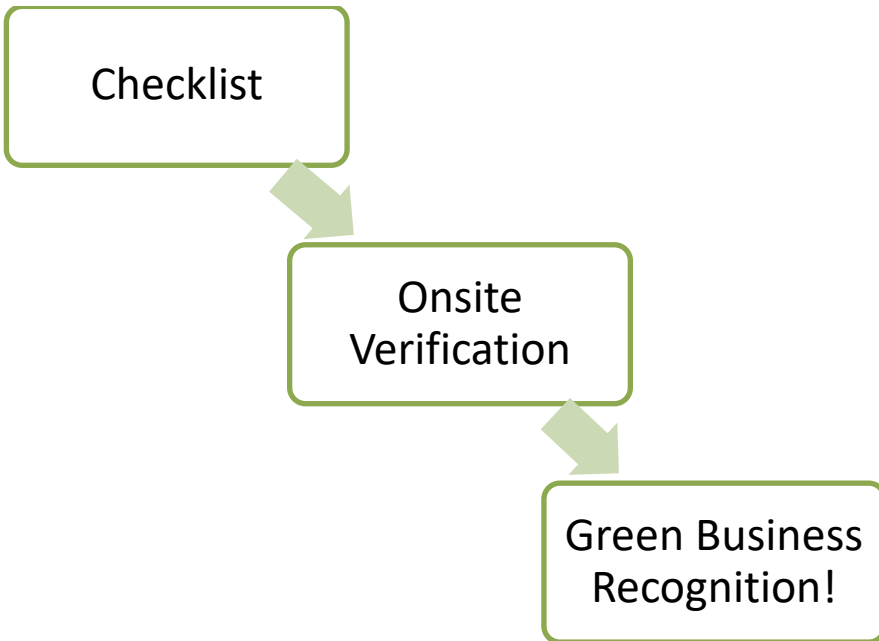




# Hawai'i Green Business Program Green Grocery Store Checklist



# Checklist

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

Filling out the checklist is just the first step in becoming a Green Business and it does not stop there. Implementing policies and actually instituting them within your facility as well as making sure every employee respects and adheres to them is crucial to your company succeeding through this program for years to come. 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 (449 Max Possible Points):**

202-259 credits – Kulia I Ka Nu'u (Strive to Reach the Summit)

260-329 credits - Kaulike (To Achieve Balance)

330-399 credits - Kela (Excellence)

400-449 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 Kanahale 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 pointer to information that might be useful to SOH staff and public.*

# I. Background

Please fill out all the information in this section.

## A. CONTACT INFORMATION

**Business Name:**

**Contact Name:**

**Contact Phone:**

**Contact Email:**

## B. PROPERTY INFORMATION

1. Are you the property owner? Yes
2. Are you the facility manager? Yes
3. Are you the site engineer? Yes
4. Are you a tenant in a rented space? Yes
5. If yes, who is the owner of your property?
6. How many square feet does your organization occupy?
7. Do you receive a monthly electricity bill? Yes
8. If not, do you have a plan to be sub metered? Yes
9. Do you receive a monthly water bill? Yes
10. Do you have any plans for major equipment/energy/water retrofits? Yes

Please explain:

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

## II. Recycling and Waste Reduction

### C. SOLID WASTE GENERATION

Section N/A

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

1. **Provide an area for sorting and recycling** .....
2. **Default for all printing and copying is set to duplex (two-sided)**.....
3. **There is a space for previously used paper near printers for reuse** .....
4. **In the break room, use permanent ware (mugs, dishes, utensils, towels/rags, etc.) and/or refillable containers (for ketchup, salt, etc.)** .....
5. Register, track, and plot solid waste and recycled materials at the EPA's WasteWise website ([EPA WasteWise](#)) .....
6. Optimize all documents before printing/copying.....
7. Minimize misprints with printer training or a diagram showing how to load special paper .....
8. Minimize printing by eliminating unnecessary forms and reports or sending them electronically.....
9. Do not require paper for ordering.....
10. Design marketing materials to require no envelope – simply fold and mail.....
11. Reuse envelopes as both send and return envelopes .....
12. Promote the use of recyclable marketing material .....
13. Eliminate fax cover sheets by using “sticky” notes, use software that allows you to fax electronically, or utilize an internet “efax” service .....
14. 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
15. Lease, rather than purchase, computers and printers .....
16. Recycle or donate old computers and other electronics (2 credits) .....
17. Use optical scanners for precise ordering; track material usage to optimize ordering and use of time-sensitive materials .....
18. Reduce product packaging by at least 10% ..... 

**Please explain (product, baseline, and action taken):**
19. Only print customer receipts upon request .....
20. Offer an incentive to customers who bring their own shopping bags, coffee mugs, etc. ....
21. Display signs in parking lot to remind customers to bring reusable bags.....
22. Provide reusable bags:
  - a. In store (1 credit) .....
  - b. Checkout (2 credits).....
- c. Limit plastic bag usage to trash liners .....
23. 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) .....

**Please explain:**
24. Other .....

Section C Total .....

D. GENERAL RECYCLING & REUSE

Section N/A

Implement the required measures (in bold) below and at least one (1) measures within this section.

1. There is a policy/signage to maintain recycling practices and increases awareness (Please provide).....

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) .....

e. Aluminum Containers.....

f. Plastic Containers .....

g. Plastic Bags .....

3. Recycle Green Waste: Compost or recycle landscape waste .....

4. Rotate supplies to minimize loss through spoilage and damage .....

5. Donate food to Aloha Harvest .....

6. Donate food to Hawaii Food Bank.....

7. Use vermicomposting to reduce food waste or other composting methods (2 credits) .....

8. Eliminate the use of Styrofoam food containers (styrophobia.com):

a. To go orders (3 credits).....

b. In Produce Department (2 credits).....

c. From Meat Department (2 credits) .....

d. Other: (1 credit) .....

9. Eliminate the use of Styrofoam for packaging. Use shredded paper and/or if you receive Styrofoam, reuse in your own packaging .....

10. Require cleaning/ sanitizing product suppliers to take back empty buckets or drums .....

11. If a laundry service is used, make sure they provide reusable bags for dirty & clean linens.....

12. Use properly sanitized old table cloths and napkins as rags .....

13. Donate old uniforms and linens to shelters or nonprofits, or simply recycle them (OPALA.org)

14. Donate or exchange unwanted furniture, supplies, electronics, scrap materials, etc. ....

Please explain:

15. Recycle medication from the Pharmacy Department ([www.disposemy meds.org](http://www.disposemy meds.org)).....

16. Recycle or reuse wood pallets .....

17. Recycle or reuse carpeting .....

18. Other .....

Section D Total.....

## E. RECYCLED PURCHASING

Section N/A

Implement the required measures (in bold) below and at least two (2) measures within this section.

1. There is a procurement policy to purchase products with recycled content when feasible .....
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. Folders/letterheads, envelopes, and business cards..... %
- c. Toilet paper, tissues, and paper towels ..... %
3. Stock/sell products made with at least 30% recycled content.....   
**Please explain:**
4. 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%: 2credits, 100%: 3 credits*
- a. Garbage pails ..... %
- b. Garbage bags (recycled HDPE trash liner bags instead of LDPE or LLDPE) ..... %
- c. Boxes and/or bags ..... %
- d. Pens, pencils, desk accessories, and/or utility/organization bins..... %
- e. Furniture, benches, and/or playground equipment ..... %
- f. Receipts ..... %
- g. Other **Please explain:** ..... %
5. Purchase from another Hawai'i Green Business Program Awardee .....   
**Please explain:**
6. Select vendors whose products have easily recyclable/compostable packaging .....
7. Choose vendors who take back products after their shelf life is over .....
8. Other .....
- Section E 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.*

# III. Energy Conservation

## F. EQUIPMENT

Section N/A

Implement the required measures (in bold) below and at least two (2) measures within this section.

- 1. Track and plot energy consumption using the ENERGY STAR Portfolio Manager ([ENERGY STAR Portfolio Manager](#)) ...
- 2. There is a procurement policy for purchasing equipment with energy saving features (Please provide) .....
- 3. Filter, coil, and general air conditioning maintenance is conducted quarterly (Please provide maintenance records)....
- 4. Install Energy Star Products:
  - a. 15 % (1 credit) .....
  - b. 25 % (2 credits).....
  - c. 50 % (3 credits) .....
  - d. 75 % (4 credits).....
  - e. 100 % (5 credits) .....
- 5. Demonstrate a (Please provide baseline year, kWh usage and new kWh usage):
  - a. 15% reduction in annual energy use (1 credit).....
  - b. 25% reduction in annual energy use (2 credit).....
  - c. 35% reduction in annual energy use (3 credit).....
  - d. 50% reduction in annual energy use (4 credit).....
  - e. 75% reduction in annual energy use (5 credit).....
- 6. There is a procurement policy to purchase EPEAT certified computers & monitors (Please provide) ([EPEAT.net](#)) .....
- 7. Install and use computer programs that save energy by automatically turning off idle monitors and/or printers .....
- 8. Use plug load controllers to turn off idling equipment after working hours .....
- 9. Refrigerators are ENERGY STAR labeled **and** less than 10 years old .....
- 10. Use LED lamps for refrigeration case lighting .....
- 11. Use an energy efficient dishwasher (look for an Energy Star seal) .....
- 12. Dimmable ballasts are installed indoors to dim lights and take advantage of daylight .....
- 13. Automatic daylight dimmers are installed indoors which turn off lights when there is sufficient light .....
- 14. Use motion sensors on ice, snack, and vending machines and locate in shaded areas .....
- 15. Insulate hot water pipes, hot water heaters and storage tanks .....
- 16. Install a gas booster heater for hot water use (i.e. laundry, dishwasher, etc.) .....
- 17. 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 .....
- 18. Use ceiling fans to promote air circulation and reduce the need for air conditioning .....
- 19. Single or package A/C units are replaced with ENERGY STAR labeled units or has a Seasonal Energy Efficiency Rating (SEER) rating > 13 .....
- 20. Install economizers on A/C system to reduce the operation of the compressor.....
- 21. Conduct an Energy Star audit .....
- 22. Energy Star rating of:
  - a. 51 to 65 (1 credit) .....
  - b. 66 to 74 (2 credits) .....
  - c. 75 or above (3 credits) .....

23. Other: .....

**Section F Total**..... \_\_\_\_\_

### G. FACILITY

Section N/A

Implement the required credits (in Green) below and at least half (28) of the credits from this section.

- 1. **Install LED lighting** .....
- 2. **Exit Signs are LED or electroluminescent** .....
- 3. **Developed an inventory list of all energy consuming equipment in facility (please provide)** .....
- 4. **Provide shading for HVAC condenser** .....
- 5. **Seals around windows and doors are checked annually to close air gaps in all conditioned spaces**.....
- 6. Installed an Energy Management System (EMS) for central air conditioning systems, lighting controls, and water heating.....
- 7. Purchase Green-E certified Renewable Energy Credits for at least 50% of your energy usage .....
- 8. Specular reflectors and/or diffusers are used to increase lighting efficiency .....
- 9. Lighting controls are installed, such as:
  - a. Occupancy sensors in spaces of variable occupancy .....
  - b. Bypass/delay timers .....
  - c. Photocells for exterior lighting and/or areas with sufficient natural daylight.....
  - d. Time clocks for large banks of lights on circuit breaker that generally operate during off hours .....
- 10. **Tenants are billed for utility costs individually (i.e. not fixed CAM)**.....
- 11. Provide utility-paying tenants with sub-meters that display energy usage .....
- 12. Utilize heat recovery from HVAC systems in buildings that use hot water .....
- 13. A set point reset strategy is in place for HVAC systems (please provide) .....
- 14. Use Variable Air Volume (VAV) systems and reconfigure zoning for central air conditioning.....
- 15. Use Variable Refrigerant Flow (VRF) systems for central air conditioning.....
- 16. Electronically Commutated Motors (ECM) are installed on small motor applications (i.e. Refrigeration units, fan coil) .....
- 17. Exterior and roof paints and coatings have a Solar Reflectance Index (SRI) > 78 .....
- 18. Low-emissivity windows or window film is installed that have a maximum solar heat gain coefficient of 0.3.....
- 19. Central Plant Metering installed which provides kWh/ton and kWh/ton-hour performance metrics (3 points) .....
- 20. Use all Variable Frequency Drives (VFD) on large chiller equipment and pump curve analysis is performed annually..  
**Please provide date of last analysis:** .....
- 21. Occupancy sensors, time clocks and/or use timers are installed for A/C equipment.....  
**Please provide set points (occupied & unoccupied or time schedule):** .....
- 22. Ballasts and tombstones are removed, replaced, or rewired in de-lamped fixtures .....
- 23. Independent Energy Audit performed
  - a. Level 1 Assessment (1 credits) .....
  - b. Level 2 Assessment (2 credits) .....
  - c. Level 3 Assessment (3 credits) .....
  - d. Power Quality Audit performed **Date completed:** .....
- 24. Other: .....

**Section G Total**..... \_\_\_\_\_



## H. EMPLOYEE PRACTICES

Section N/A

Implement the required measures (in bold) 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. Use "task" lighting with efficient bulbs rather than lighting an entire area.....
7. Workspaces are arranged or designed to take advantage of areas with natural sunlight..... 

**Please explain:**
8. Use a fan or space cooler to condition a small area instead of cooling the entire work place.....
9. Other:.....

**Section H 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.*

## IV. Water Conservation

### I. WATER USE CONTROL

Section N/A

Implement the required measures (in bold) below and at least two (2) measures within this section.

1. Track and monitor water consumption using the ENERGY STAR Portfolio Manager .....
2. There is a policy in place to maintain & regularly check water bill, meter, plumbing, and irrigation to preempt leaks .....
3. There is a policy and/or signage in place to encourage water conservation .....
4. Sweeping with a broom, water efficient spray brooms, or low flow spray nozzles are used for cleaning ground surfaces .....
5. Maintain the hot water heater to standard 125°-130° F .....
6. All hot water pipes, hot water heaters, and storage tanks are insulated.....
7. Drain and flush hot water tanks to the sanitary sewer every six months to prevent build up and deposits .....
8. Adjust boiler & cooling tower blow-down rate to maintain TDS (total dissolved solids) at levels recommended by manufacture (2 credits) .....
9. Replace existing spray valves with efficient, high-velocity models .....
10. Reduce water pressure to no higher that 70psi by installing pressure-reducing valves .....
11. Low-flow, sensor faucets are installed.....
12. Install a low, flowing nozzle for dish scrubbing and pre-cleaning .....
13. Install water conserving batch dishwasher systems .....
14. Replace dishwasher heads with more efficient, low flowing heads .....
15. Conductivity controller is installed on cooling tower .....
16. Install foot triggers on faucets .....
17. Window cleaning is performed "as needed" (i.e. not at regular intervals) .....
18. Does not use continuous flow for 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.....
19. Rain barrels (rain catchment) system is in place for irrigation or plumbing .....
20. Other .....

Please explain:

Section I Total..... \_\_\_\_\_

## V. Deli and Food Services

### J. Local Food

Section N/A

Implement at four (4) of the credits from this section.

1. Support local "green" vendors (2 credits).....   
We are supporting: \_\_\_\_\_
2. Use certified organic products and beverages (2 credits) .....   
Please explain: \_\_\_\_\_
3. Use fair trade, sustainably harvested and/or locally grown products and beverages (2 credits) .....   
Please explain: \_\_\_\_\_

- 4. Purchase local and/or certified organic beef-(2 credits) <http://www.hicattle.org> .....   
**Please explain:** \_\_\_\_\_
  - 5. Purchase fish that are low in contaminants (i.e. Mercury) -<http://www.edf.org> .....   
**Please explain:** \_\_\_\_\_
  - 6. Purchase environmentally preferable or fair trade coffee;
    - a. 0-50% (1 credit) .....
    - b. 51-90% (2 credits) .....
    - c. 91-100% (3 credits) .....
  - 7. Purchase local dairy products (2 credits) .....
  - 8. Other: .....   
**Please explain:** \_\_\_\_\_
- Section J Total**..... \_\_\_\_\_

### K. Food Services Practices

Section N/A

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

- 1. Check food deliveries for spoiled or damaged products before accepting shipment**.....
  - 2. Operate dishwasher only when fully loaded**.....
  - 3. Ensure left-over beverages and wet food is not placed in dumpster** .....
  - 4. Have napkins in dispensers at tables to reduce over-usage .....
  - 5. Switch from individual condiment packets such as sugar, salt, etc., to refillable containers or offer only at customer request .....
  - 6. Buy ingredients such as flour, sugar, salt, in bulk .....
  - 7. For salad bars, use smaller portions and replenish more frequently to prevent waste.....
  - 8. Buy pickles, mayonnaise, salad dressing etc. in containers that are recyclable (i.e. plastic-lined cardboard, Cryovac or foil pouches) .....
  - 9. Install timers on hood fans (or Variable Speed Drive (VSD)), exhaust systems and hood light .....
  - 10. Replace a standard food steamer with a connectionless model .....
  - 11. Disconnect garbage disposals (Information).....
  - 12. Check pilot lights to gas in kitchen or hot water for proper adjustment.....
  - 13. Replace water-cooled ice machines with air-cooled models.....
  - 14. Other: .....   
**Please explain:** \_\_\_\_\_
- Section K Total** ..... \_\_\_\_\_

### L. Commercial Refrigeration

Section N/A

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

- 1. Using the EPA's GreenChill Program to track and reduce refrigerant emissions <http://www.epa.gov/greenchill/>.**
- 2. Refrigerators are equipped with LED lights .....
- 3. Use Variable Frequency Drives (VFD) installed on motors .....
- 4. Utilize heat recovery from refrigeration system to heat .....
- 5. Or pre-heat water .....

6. Occupancy sensors, time clocks and/or use timers are installed for refrigeration equipment.....

**Please provide information:**

7. For products that are not sold to the public, use solid refrigerator doors .....

8. Use insulation for all refrigeration suction lines .....

9. Set freezer defrost time clock to avoid the peak energy use periods, generally 12pm-6pm .....

10. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains .....

11. Maintain proper refrigerant level, refrigerant charge and ensure refrigerant is not leaking .....

12. Install plastic strip curtains on walk-in refrigerator and/or freezer doors .....

13. Refrigerators are equipped with curtains:

a. Always pulled down (3 credits) .....

b. Closed at night (2 credits) .....

c. Standard operating procedure (1 credit) .....

14. Butcher area separately zoned .....

15. Seafood area separately zoned.....

16. Ice making on site .....

17. Retrofit once-through water cooled refrigeration units, air conditioners and ice machines by using temperature controls and re-circulating chilled water loop system.....

18. Other: .....

**Please explain:** \_\_\_\_\_

**Section L Total** .....

## VI. Pollution Prevention

### M. 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. Stock/sell products, which are less toxic or less polluting than conventional products (i.e. Green Seal Certified) .....   
**Please explain:**
  - 20. Conductivity controller is installed on cooling tower .....
  - 21. Mulch all non-turf areas, preferably with recycled wood chips .....
  - 22. Other: .....
- Section M Total** .....

## N. RUNOFF POLLUTION PREVENTION

Section N/A

Implement the required measures (in bold) below and at least two (2) measures within this section.

- 1. Provide receptacles for litter and debris control near building entrances, exits, and high volume areas .....
  - 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 runoff 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. Other:.....
- Section N Total**.....

## O. PETROLEUM & EMISSIONS REDUCTIONS

Section N/A

Implement the required measures (in bold) below and at least two (2) 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 or mass transit or bike sharing 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. A bike sharing station is on site or within a 1 block radius for customers and employees .....
8. 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 .....
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. Carbon dioxide offsets are purchased for your vehicle(s), fleet, and/or business travel .....
21. Carbon dioxide offsets are purchased for your fleet, and/or business travel (2 credits) .....
22. Other:.....

**Section O 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.*

# VII. Community Involvement & Special Activities

## P. 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 \_\_\_\_\_
  - 2. Train all staff on environmental policies and procedures.....
  - 3. Educate customers on your properties' environmental efforts. For example, showcase your environmental effort with an informative sign. ....
  - 4. Employ local companies when subcontracting labor force.....
  - 5. Post environmental information such as upcoming events to the public (must be different from the company environmental policy).....
  - 6. Adopt and display an Environmental Policy (see example attached) .....
  - 7. Educate staff on benefits of energy and water conservation.....
  - 8. Organize community outreach projects that give back to local communities (2 credits).....
  - 9. Offer employee incentives for volunteering at community organizations .....   
Please explain:
  - 10. Participate in an Aloha 'Aina Earth Day event (held monthly) [Aloha 'Aina Earth Day Calendar](#) .....
  - 11. Do business with other "Green" vendors or services such as those listed in the Environmental Product Guide .....
  - 12. Create an environmental team or task force and have quarterly meetings .....
  - 13. Other .....
- Section P 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 \_\_\_\_\_ (478 Max possible)

**Guidelines for Certification (478 Possible Credits)**

**202-259 credits – Kulia I Ka Nu’u (Strive to Reach the Summit)**

**260-329 credits - Kaulike (To Achieve Balance)**

**330-399 credits - Kela (Excellence)**

**400-449 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](mailto:gail.suzuki-jones@hawaii.gov) or [travis.hiramoto@doh.hawaii.gov](mailto: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

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## Recycling and Waste Reduction

### Recycling

[opala.org](http://opala.org) or [envhonolulu.org](http://envhonolulu.org) (Oahu)

[recyclehawaii.org](http://recyclehawaii.org) (Big Island)

[co.maui.hi.us/departments/EnvironmentalMgt/Recycle/index.htm](http://co.maui.hi.us/departments/EnvironmentalMgt/Recycle/index.htm) (Maui)

[kauai.gov/Government/Departments/PublicWorks/RecyclingPrograms/tabid/68/Default.aspx](http://kauai.gov/Government/Departments/PublicWorks/RecyclingPrograms/tabid/68/Default.aspx) (Kauai)

### Re-use

[baseyard.com](http://baseyard.com) or [reusehawaii.org](http://reusehawaii.org) (Oahu)

[hiloarc.org](http://hiloarc.org) (Big Island)

[alohashares.org](http://alohashares.org) (Maui)

[kauaihabitat.org/subcat.php?sub\\_cat\\_id=9](http://kauaihabitat.org/subcat.php?sub_cat_id=9) (Kauai)

## Energy Conservation

[hawaiienergy.com](http://hawaiienergy.com)

[green-e.org](http://green-e.org)

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

[hawaii.gov/dbedt](http://hawaii.gov/dbedt)

### Electronic Product Environmental Assessment Tool (EPEAT)

[epeat.net](http://epeat.net)

### Energy Star

[energystar.gov](http://energystar.gov)

### Hawaiian Electric

[heco.com](http://heco.com) (Oahu)

[helcohi.com](http://helcohi.com) (Big Island)

[mauielectric.com](http://mauielectric.com) (Maui, Lanai and Molokai)

[kiuc.coop](http://kiuc.coop) (Kauai)

## Water Conservation

[epa.gov/watersense](http://epa.gov/watersense)

### Water Supply

[hbws.org](http://hbws.org) (Oahu)

[hawaiidws.org](http://hawaiidws.org) (Big Island)

[mauiwater.org](http://mauiwater.org) (Maui)

[kauaiwater.org](http://kauaiwater.org) (Kauai)

## Pollution Prevention

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

[epa.gov/opptintr/p2home](http://epa.gov/opptintr/p2home)

### Department of Energy (DOE), United States

[fueleconomy.gov](http://fueleconomy.gov)

[afdc.energy.gov/tools](http://afdc.energy.gov/tools)

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

[hawaii.gov/health](http://hawaii.gov/health)

[hawaii.gov/health/environmental/waste/sw/wastemin.html](http://hawaii.gov/health/environmental/waste/sw/wastemin.html)

### The Bus

[thebus.org](http://thebus.org) (Oahu)

[co.hawaii.hi.us/mass\\_transit/heleonbus.html](http://co.hawaii.hi.us/mass_transit/heleonbus.html) (Big Island)

[co.maui.hi.us/bus/](http://co.maui.hi.us/bus/) (Maui)

[kauai.gov/Government/Departments/TransportationAgency/BusSchedules/tabid/208/Default.aspx](http://kauai.gov/Government/Departments/TransportationAgency/BusSchedules/tabid/208/Default.aspx) (Kauai)