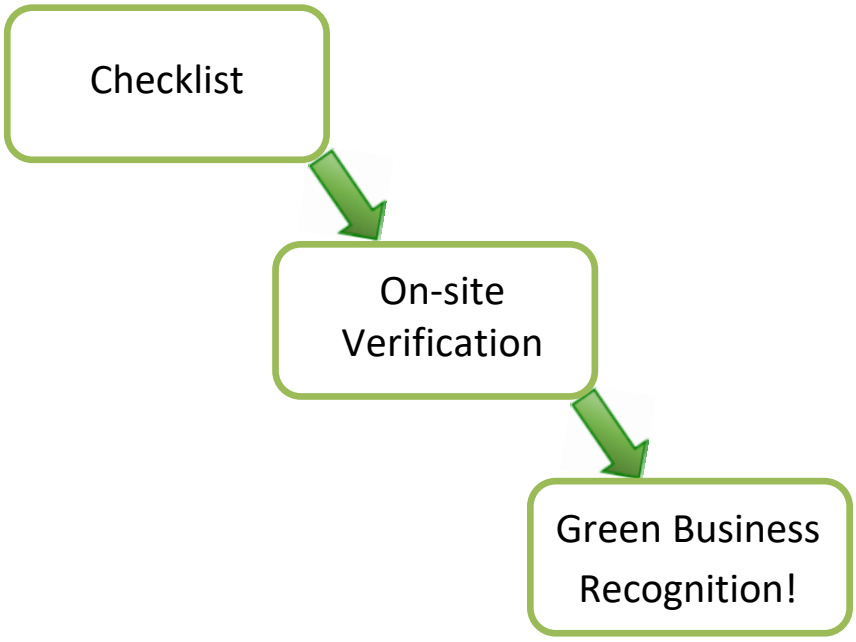
HAWAII GREEN BUSINESS PROGRAM

Hawai‘i Green Business Program
Restaurant and Food Service Checklist



Board of Water Supply

HAWAI‘I STATE ENERGY OFFICE

Checklist

In order to be recognized as a Hawai'i Green Restaurant, 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****. Each box is worth one credit, unless otherwise noted. Once completed, please submit this Checklist at https://greenbusiness.hawaii.gov/apply/hgbp-checklist-submission/. If your business complies with HGBP Checklist requirements, applicants may continue the process toward recognition by participating in a site visit.*

Completing the checklist is 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 essential to your company's success in the program for years to come. Please review these policies with your employees, implement, and update them for Hawaii Green Business Recognition.

Guidelines for Recognition (332 Max Possible Points):

79 – 142 credits – Kulia I Ka Nu'u (Strive to Reach the Summit)

143 – 206 credits – Kaulike (To Achieve Balance)

207 – 270 credits – Kela (Excellence)

271 – 332 credits – Po'okela (Excellence in Leadership)

For Business Recycling Info
https://www.honolulu.gov/opala

For More Green Tips
https://greenbusiness.hawaii.gov/wp-content/uploads/2023/07/GREEN-TIPS_7.3.23.pdf

The names for the rating levels were identified by Native Hawaiians as key cultural values, according to George Kanahele 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.

I. Background

Please complete the information in this section.

CONTACT INFORMATION

Business Name:

Contact Name:

Contact Title:

Contact Phone:

Contact Email:

PROPERTY INFORMATION

1. **Are you the property owner?** No
2. **Are you the facility manager?** No
3. **Are you the site engineer?** No
4. **Are you a tenant in a rented space?** No
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?** No
8. **If not, do you have a plan to be sub-metered?** No
9. **Do you receive a monthly water bill?** No
10. **Do you have any plans for major equipment/energy/water retrofits?** No
    Please explain:

See hawaiiorganic.org for local produce

II. Purchasing

Each box checked is worth one credit, unless otherwise noted.
Implement the required measures (in bold) below and at least six (6) measures within this section.

☐ Uncheck all	Yes	Date Implemented
1. Food is purchased from local and/or organic vendors (10-30% = **1 credit**, 50%-70% = **2 credit**,70%-100%= **3 credit**)	10%-30%	
2. Purchase and/or use the following recycled content products from 30%-100% post-consumer waste (PCW): Denote % of PCW is used for each product: 30%-74%: **1 credit**, 75% -99%: **2 credits**, 100%: **3 credits.** ***[Please choose at least one]***		
a. Copy, computer or fax paper	0 - 30%	
b. Letterhead, envelopes and/or business cards	0 - 30%	
c. Folders or other paper products	0 - 30%	
d. Toilet paper, tissues, and bath towels	0 - 30%	
e. Take-out boxes and/or bags made from recycled paper or are compostable	0 - 30%	
3. Purchase and/or use the following recycled content 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. Use certified organic products and beverages **(2 credits)**	☐	
6. Use fair trade, sustainably harvested **and/or** locally grown products and beverages **(2 credits)**	☐	
7. Purchase local **and/or** certified organic beef **(2 credits)** (*http://www.hicattle.org; https://www.hawaiibeef.org/*)	☐	
8. Purchase fish that are low in contaminants (i.e. Mercury) (*http://www.edf.org*)	☐	
9. Purchase environmentally-preferable or socially-preferable coffee *https://www.coffeehabitat.com/certification-guide* n/a	○	
a. 30- 50% **(1 credit)**	○	
b. 51 -100% **(2 credits)**	○	
10. Purchase local dairy products **(2 credits)**	☐	
11. Purchase and serve vegetarian/vegan options n/a	○	
a. 30- 50% of the menu **(1 credit)**	○	
b. 51 - 100% of the menu **(2 credits)**	○	
12. Support local "green" vendors **(2 credits)**	☐	
13. Select products with easily recyclable packaging	☐	
14. 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)	☐	
15. Do not purchase Styrofoam	☐	

16. Purchase mulch and/or soil amendments made from recycled products	☐	
17. Purchase dumpster lids, utility bins, and benches	☐	
18. Other Include additional documentation as needed	☐	

Section II Total..... 1

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

A. EQUIPMENT

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

☐ Uncheck all	Yes	Date Implemented
1. Install LED lighting	☐	
2. Install ENERGY STAR certified products:		
a. 15 % (1 credit)	◉	
b. 25 % (2 credits)	○	
c. 50 % (3 credits)	○	
d. 75 % (4 credits)	○	
e. 100 % (5 credits)	○	
3. Buy EPEAT certified computers (*EPEAT.net*)	☐	
4. Use hardware that saves energy by automatically turning off monitors See: *energystar.gov/powermanagement*	☐	
5. Use plug load powerstrips/controllers to turn off equipment after working hours	☐	
6. Use an energy efficient dishwasher (look for an ENERGY STAR label)	☐	
7. Install timers on hood fans or variable speed drive (VSD) exhaust systems and hood lights	☐	
8. Insulate hot water pipes, hot water heaters and storage tanks	☐	
9. Install a gas booster heater for hot water use (i.e. laundry, dishwasher, etc.)	☐	
10. Use a solar water heater	☐	
a. And/or pre-heater	☐	
11. Convert to natural gas from electrical hot water heaters	☐	
12. 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	☐	
13. Replace inefficient refrigerators with newer, more efficient ones, such as Energy Star, and insure that old refrigerator is properly recycled **(2 credits)**	☐	
14. Use solid refrigerator doors for products that are not sold to the public	☐	
15. Use insulation for all refrigeration suction lines	☐	

16. Install plastic strip curtains on walk-in refrigerator **and/or** freezer doors	☐	
17. Use ceiling fans to promote air circulation and reduce the need for air conditioning	☐	
18. Install economizers on A/C system to reduce the operation of the compressor	☐	
19. Use A/C equipment that is Energy Star certified **(2 credits)**	☐	
20. Conduct an energy audit:	◉	
a. Level 1 **(1 credit)**	○	
b. Level 2 **(2 credits)**	○	
c. Level 3 **(3 credits)**	○	
21. Facility has achieved an ENERGY STAR rating of:	◉	
a. 51 to 65 **(1 credit)**	○	
b. 66 to 74 **(2 credits)**	○	
c. 75 or above **(3 credits)**	○	
22. Use of natural ventilation, explain:	☐	
23. Other:	☐	

Section A Total 1

B. FACILITY

Implement **at least three (3)** measures from this section.

☐ Uncheck all	Yes	Date Implemented
1. Use **or** invest in renewable energy: Inquire with your local Utility or contact Center for Resource Solutions at 415-2100 or *http://www.resource-solutions.org* n/a	○	
a. 25% of your energy needs **(1 credit)**	○	09/13/2023
b. 50% of your energy needs **(2 credits)**	○	
c. 75% of your energy needs **(3 credits)**	○	
d. 100% of your energy needs **(4 credits)**	○	
2. Install LED or electroluminescent (LEC) to improve efficiency of exit signs	☐	
3. Use occupancy sensors to adjust set points for air conditioning equipment **(2 credits)**	☐	
4. Install optical reflectors or diffusers to increase lighting efficiency and reduce no. of fixtures	☐	
5. 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	☐	
6. Use daylight dimmers that turn off automatically (when there is sufficient light)	☐	
7. Provide utility-paying tenants with sub-meters that display energy usage	☐	
8. Disconnect unused ballasts in de-lamped fixtures. Replace and recycle burned out lamps	☐	
9. Install an Energy Management System (EMS) for central air conditioning systems	☐	
10. Use all variable frequency drives (VFDs) on fan and pump motors	☐	
11. Use Variable Air Volume (VAV) systems for central air conditioning	☐	
12. Provide shading for HVAC condenser	☐	
13. Replace inefficient **or** broken windows with energy-efficient low-emissivity (low-e) windows, with a maximum solar heat gain coefficient of 0.40	☐	
14. Apply window film to reduce solar heat gain. Shade sun-exposed windows and walls to mitigate the effect of direct sunlight	☐	

15. Maintain sealing around windows and doors to close air gaps in all conditioned spaces	☐	
16. Plant native shrubs or trees near windows for shade	☐	
17. When repainting exterior and roofs, choose light colors and coatings to increase reflectivity of heat **(2 credits)**	☐	
18. Use motion sensors on ice, snack and vending machines and locate equipment in shaded areas	☐	
19. Other:	☐	

Section B Total 0

C. EMPLOYEE PRACTICES

Section N/A ☐

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

	Yes	Date Implemented
1. Green Policy Handbook available and reviewed by all employees	☐	
2. Set thermostat to 76° F for cooling, 68° F for heating; use timing devices to adjust 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. Seal off unused areas from air conditioned areas	☐	
6. Use a fan or space cooler to condition a small area instead of cooling the entire work place	☐	
7. During slower periods, group customers in sections so the ventilation in unoccupied zones can be turned off or down	☐	
8. Rearrange or design workspaces to take advantage of areas with natural daylight	☐	
9. Use "task" lighting with efficient lamps rather than lighting an entire area	☐	
10. Drain and flush hot water tanks to the sanitary sewer every six months to prevent build-up and deposits	☐	
11. Check pilot lights to gas in kitchen or hot water for proper adjustment	☐	
12. If available, use the standby mode on equipment (e.g. energy saver buttons on copiers)	☐	
13. Set freezer defrost time clock to avoid the peak energy use periods (12pm to 6pm)	☐	
14. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains	☐	
15. Maintain proper refrigerant level, refrigerant charge and ensure refrigerant is not leaking	☐	
16. Other:	☐	

Section C Total 0

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

D. WATER USE CONTROL

Section N/A ☐

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

	Yes	Date Implemented
1. Check for leaks regularly (provide log)	☐	
2. Use dry floor cleaning methods and/or damp mopping, rather than hosing with water	☐	
3. Install low flow lavatory faucets, self-closing faucets either infrared or spring-loaded, do not exceed 1.5 gpm	☐	
4. When upgrading, replace and/or retrofit older, non-efficient toilets >3.5 gpf with toilets <1.6 gpf	☐	
5. Without compromising proper hand washing procedures for food handlers and employees, post signs in restrooms, restaurants and guest rooms encouraging water conservation	☐	
6. Demonstrate: n/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)**	○	
7. Replace and/or retrofit with WaterSense low flow toilets <1.28 gpf	☐	
8. Replace non-efficient urinals with a low flow urinal <0.5 gpf	☐	
9. Install kitchen handwashing faucets that do not exceed a flow rate of 2.2 gpm and/or foot triggers on faucets	☐	
10. Reduce water pressure to less than 70 psi by installing pressure-reducing valves	☐	
11. Adjust boiler and cooling tower blow-down rate to maintain TDS (total dissolved solids) at levels recommended by manufactures **(2 credits)**	☐	
12. Retrofit once-through water cooled refrigeration units, air conditioners and ice machines by using temperature controls and re-circulating chilled water loop system	☐	
13. Operate dishwasher only when full	☐	
14. 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)	☐	
15. Replace a standard food steamer with a boiler-less steamer or connectionless model *https://www.energystar.gov/products/commercial_food_service_equipment*	☐	
16. Replace water-cooled ice machines with air-cooled models	☐	
17. 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*	☐	
18. Avoid run-off by making sure sprinklers are directing water to landscaped areas and not to parking lots, side-walks, or other paved areas	☐	
19. Apply water, fertilizer/ pesticides to landscape only when needed rather than an automatic schedule **(2 credits)**	☐	
20. Test how long it takes irrigation to permeate, then zone to create a minimum run time **(2 credits)**	☐	
21. Use a rain catchment system for irrigation or plumbing	☐	

22. Instead of one long run for irrigation, use repeat cycles with less time	☐	
23. Modify your existing irrigation system to include drip irrigation **or** soaker hoses **(2 credits)**	☐	
24. For sprinklers, use rain shut-off, evapo-transpiration, **or** moisture sensor devices	☐	
25. Replace water intensive turf with woodchips, mulch, loose stones **or** permeable pavers **(2 credits)**	☐	
26. If installing new turf, limit area and use drought tolerant species	☐	
27. Renovate landscape to include drought tolerant plants Xeriscaping water efficient guidelines available from *www.boardofwatersupply.com* Info on Native plants: *http://nativeplants.hawaii.edu*	☐	
28. Hydrozone: Group plants with similar water/nutrient requirements together	☐	
29. Shut off water-cooled air conditioning units when not in use	☐	
30. Monitor continuous flow while doing the following:		
a. Soaking of pots and pans	☐	
b. Scrubbing dishes before loading into dishwasher	☐	
c. Melting ice, thawing, or rinsing food	☐	
d. Food preparation	☐	
31. Other:	☐	

Section D Total 0

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.*

V. Pollution Prevention

E. WASTEWATER AND RUNOFF

Section N/A ☐

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

	Yes	Date Implemented
1. Supply outdoor smoking areas with an ashtray or cigarette can and/or "No Smoking" signs	☐	
2. Provide receptacles for litter and debris control near building entrances	☐	
3. 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	☐	
4. Keep outside garbage, recycling, compost containers covered and away from drains	☐	
5. Store deliveries and supplies under a roof	☐	
6. Use ground cover **or** a barrier to prevent soil from washing into storm drains	☐	
7. Label all storm drains with a message such as "No dumping – Protect our Ocean"	☐	

8. Divert run-off water away from storm drains and into a sewer drain	☐	
9. Clean parking lots to contain dirty water and avoid runoff	☐	
10. Keep a spill kit handy to catch/collect spills. Train employees on spill prevention **or** develop a spill plan	☐	
11. Post signs at trouble spots (e.g., loading docks or dumpster areas) describing proper practices	☐	
12. Disconnect garbage disposals	☐	
13. Ensure left-over beverages and wet food is not placed in dumpster	☐	
14. Know the proper practices for disposal of fat, oil, and grease	☐	
15. Install a grease trap	☐	
16. Do not use biological, enzymatic, or chemical injection systems in grease traps	☐	
17. Ensure that wastewater from washing floor mats, grease filters, grills, etc. is directed to a sanitary sewer	☐	
18. Use an oil/water separator, bucket and rags rather than continuous spray	☐	
19. Reuse or recycle: n/a	◉	
a. 25% of your waste stream **(1 credit)**	○	
b. 50% of your waste stream **(2 credits)**	○	
c. 75% of your waste stream **(3 credits)**	○	
20. Other:	☐	

Section E Total 0

F. REDUCTION OF TOXIC PESTICIDES

Section N/A ☐

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

	Yes	Date Implemented
1. Prevent situations that attract pests by proper food storage, garbage storage and landscaping	☐	
2. Implement an Integrated Pest Management (IPM) program that utilizes the following:		
a. Planting locations	☐	
b. Pest resistant plants	☐	
c. Proper irrigation and cultivation procedures **(2 credits)**	☐	
d. Biological controls	☐	
e. Less toxic pesticides to prevent pest harborage	☐	
3. When transferring cleaners and/or other chemicals, use a closed delivery system	☐	

Section F Total 0

G. CHEMICAL REDUCTION

Section N/A ☐

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

	Yes	Date Implemented
1. Use environmentally friendly cleaning supplies	☐	
2. Use multi-purpose cleaners in place of special-purpose cleaners	☐	
3. Use environmentally-preferable soaps, detergents, and cleaners **(2 credits)**	☐	
4. Purchase dishwashing detergent with reduced volatile organic compounds (VOCs) **(2 credits)**	☐	
5. Replace the following harmful chemicals with safer alternatives:		
a. Grease, oil, and solvents	☐	
b. Excess paint	☐	
c. Batteries *(see the Rechargeable Battery Recycling Corp http://www.rbrc.org)*	☐	
6. Buy rechargeable batteries for TV remotes, pagers, cell phones, etc.	☐	
7. Use natural building materials, carpets, or furniture N/A - ○	○	
or low emissions building materials, carpets, or furniture	○	
8. Eliminate usage of formaldehyde on furniture	☐	
9. Buy paper products (towels, napkins, and copy paper) that are unbleached	☐	
10. Use recycled **or** remanufactured laser and copier toner cartridges **(2 credits)**	☐	
11. Use less toxic, water based white board markers	☐	
12. Utilize linen cleaning without perchloroethylene (perc)	☐	
13. Use organic insecticides, fertilizers, or biocides **(2 credits)**	☐	
14. Other:	☐	

Section G Total 0

H. EMISSIONS REDUCTIONS

Section N/A ☐

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

	Yes	Date Implemented
1. Encourage commuter alternatives by informing employees, customers and 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. Provide bus, bike sharing, or mass transit passes to employees	☐	
4. Encourage bicycling to work by offering rebates on bicycles bought for commuting, **or** provide employees a stipend, subsidy for bicycle maintenance, **or** bike sharing membership	☐	
5. A bike sharing station is on site or within a 1 block radius for customers and employees	☐	
6. Offer lockers and showers 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	☐	

7. Offer secure parking for bicycle for employees and customers	☐	
8. Have a bike repair kit for employees who may have bicycle emergencies	☐	
9. When possible, arrange for a single vendor who makes deliveries for several items	☐	
10. Patronize services close to your business and encourage employees to do the same	☐	
11. Carefully plan delivery routes and errands to eliminate unnecessary trips	☐	
12. Offer electric vehicle recharging ports for visitors and employees' electric vehicles	☐	
13. Offer priority parking to hybrid or alternative fuel vehicles (AFV)	☐	
14. Enroll in a car sharing program for company business	☐	
15. Use or establish a procurement policy for low-emission AFV company cars	☐	
16. Purchase carbon offsets for your vehicle(s)	☐	
17. Reserve car/van pool parking spaces	☐	
18. Use rideshares *https://hidot.hawaii.gov/highways/rideshare/* or vanpools *https://hidot.hawaii.gov/highways/private-vanpool-services/*	☐	
19. Offer a shuttle service to and from bus stop if there is a high volume demand	☐	
20. When possible, offer flexible work schedules so workers can avoid heavy traffic commutes	☐	
21. Other:	☐	

Section H Total 0

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

Recycling and Waste Reduction

I. SOLID WASTE GENERATION

Section N/A ☐

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

	Yes	Date Implemented
1. Provide an area for sorting and recycling	☐	
2. Eliminate the use of plastic bags, limit usage to trash liners *[Please choose at least one]*		
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*)	☐	
d. Other:	☐	
3. Use to-go/disposable utensils and packaging that are: *[Please choose at least one]*		
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. Procure grains in bulk (e.g., rice, flour) packaged in multi-walled paper bags, which can be recycled with cardboard	☐	
10. Keep a recycling bin in the office and a stack of previously used paper near printers for reuse	☐	
11. Use electronic files rather than paper ones	☐	
12. Practice efficient copying by using the size reduction feature (e.g. print two pages of text on one page)	☐	
13. Minimize misprints with printer training **or** a diagram showing how to load special paper	☐	
14. Minimize printing by eliminating unnecessary forms and reports **or** sending them electronically	☐	
15. Eliminate, double-side, make electronic, redesign forms, or reuse envelopes as send and return	☐	
16. Do not require paper for ordering	☐	
17. Design marketing materials to require no envelope – simply fold and mail	☐	
18. Promote the use of recyclable marketing material	☐	
19. Eliminate fax cover sheets by using "sticky" notes, use software that allows you to fax electronically, **or** utilize an internet "efax" service	☐	
20. Only print customer receipts upon request	☐	
21. 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	☐	
22. Lease, rather than purchase, computers and printers	☐	

23. Recycle or donate old computers and other electronics **(2 credits)**	☐	
24. Use optical scanners for precise ordering; track material usage to optimize ordering and use of time-sensitive materials	☐	
25. Use reusable hats for kitchen employees instead of single use disposable paper ones	☐	
26. Install air hand dryers in staff washrooms or cloth roller towels instead of paper towels	☐	
27. Reduce operational waste	☐	
28. 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)**	○	
29. Other:	☐	

Section I Total..... 0

J. RECYCLING AND REUSING MATERIALS

Section N/A ☐

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

	Yes	Date Implemented
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: *[Please choose at least one]*		
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 participate in 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. Buy products in returnable, reusable, or recyclable containers	☐	
8. Switch from individual condiment packets such as sugar, salt, and pepper to refillable containers or offer only upon customer request	☐	
9. Offer half-orders on menu to eliminate waste	☐	
10. Offer incentives to customers who bring their own coffee mugs etc.	☐	
11. Eliminate coasters and switch to reusable ones	☐	
12. Have napkins in dispensers at tables to reduce over-usage	☐	
13. Use cloth instead of paper napkins and tablecloths	☐	
14. Use properly sanitized old table cloths and napkins as rags	☐	
15. Require cleaning/sanitizing product suppliers to take back empty buckets or drums	☐	
16. Compost all unused food, and any other food not donated or eaten by employees or used for animal feed	☐	
17. Use vermicomposting to reduce food waste *(https://www.planetnatural.com/composting-101/indoor-composting/vermicomposting)* **(2 credits)**	☐	
18. Recycle Green waste: compost **or** recycle landscape waste	☐	

19. Donate old uniforms and linens to shelters or nonprofits, **or** simply recycle them *http://www.opala.org*	☐	
20. 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*	☐	
21. If a laundry service is used, makes sure they provide reusable bags for dirty & clean linen	☐	
22. 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.	☐	
23. Check food deliveries for spoiled **or** damaged products before accepting shipment	☐	
24. Other:	☐	

Section J Total 0

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.*

Community Involvement and Special Activities

K. COMMUNITY INVOLVEMENT

Section N/A ☐

Implement the required measures (in bold) below.

	Yes	Date Implemented
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. Offer employee incentives for volunteering at community organizations	☐	
3. Train all staff on environmental policies and procedures	☐	
4. Educate customers on your environmental efforts. For example, showcase your environmental effort with signage or include online	☐	
5. Organize or participate in community outreach projects that give back to local communities (2 credits)	☐	
6. Other:	☐	

Section K Total..... 0

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 2 _____ 332 Max possible)

Guidelines for Certification (332 Max Possible Points):

79 – 142 credits – Kulia I Ka Nu‘u (Strive to Reach the Summit)

143 – 206 credits – Kaulike (To Achieve Balance)

207 – 270 credits – Kela (Excellence)

271 – 332 credits – Po‘okela (Excellence in Leadership)

I ACKNOWLEDGE THAT:

1. OUR EVENT COMPLIES WITH ALL FEDERAL, STATE AND CITY PERMITS AND LAWS.

2. ALL THE MEASURES CHECK MARKED ON THIS CHECKLIST ARE IMPLEMENTED BY OUR EVENT.

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 at: gail.suzuki-jones@hawaii.gov

NAME OF BUSINESS REPRESENTATIVE

BUSINESS NAME

BUSINESS ADDRESS

CONTACT'S PHONE/FAX

CONTACT'S 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.