

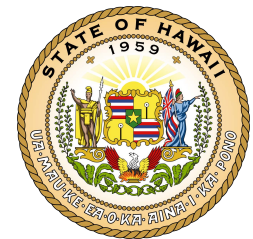
10-Entry Level Program: Greener Offices & Retail

The State of Hawai'i is recognizing and promoting significant sustainability efforts through the Hawai'i Green Business Program (HGBP). The HGBP is a great way for businesses to market, advertise, and increase their competitive advantage, while enhancing their overall efficiency. HGBP also understands the challenges associated with implementing sustainable practices in a small business and event-related environment. To make the program more accessible, the HGBP is implementing a 10-Entry Level process to help recognize small businesses and events as they implement and build more sustainable business practices and events.

The 10-Entry Level Checklist helps to assess your business' green attributes and practices. The checklist helps businesses move beyond compliance, and provides recommendations, along with useful resources to reach higher levels of sustainability.

For documentation, provide pictures and documentation for each point. (If you are unable to provide photos, please contact us to inquire about alternative verification methods).

Submit checklist and documentation at <https://greenbusiness.hawaii.gov/apply/hgbp-checklist-submission/>.



Board of Water Supply





10-Entry Level Points for Offices & Retail*

Energy Conservation

1. **Lighting:** At least 75% of all lamps in buildings are energy efficient LEDs, CFLs, T-8 or T-5s with electronic ballasts (not T-12) fluorescents or equivalent energy efficient lighting. Timers, which can turn off lights when not in use, and dimmers, which reduce light levels, can also help you save electricity. For high-quality products that will provide the greatest energy savings, look for products that have earned the [ENERGY STAR](#) logo. See [Hawaii Energy Lighting Rebates](#) for more information.
2. **Energy Conservation Practices:** Policy and practice of turning off lighting and HVAC in unoccupied space and/or install lighting occupancy, timers and/or HVAC controls.
3. **Equipment and Appliances:** Purchase and have a procurement policy to purchase [ENERGY STAR equipment and products](#).
4. **Energy Monitoring:** Benchmark using [ENERGY STAR Portfolio Manager](#) or comparable program. (Please provide account username or “screenshot” while logged in on account).

Water Conservation

5. **Water efficient fixtures and equipment** (i.e. Aerators and Pre-Rinse Spray Nozzles): At least 75% of bathroom and kitchen fixtures are High Efficiency and/or [Water Sense](#).
6. **Native and/or Drought Tolerant Landscaping:** Utilize indoor and outdoor plants that minimize irrigation and potable water usage. See [BWS Introduction to Xeriscaping \(Environmental design that minimizes water use\)](#) for more information.

Solid Waste Reduction, Recycling, and Reuse

7. **Water Bottles and Stations:** Provide employees with reusable water bottles (through purchase or giveaways) and set up water re-filling stations.
8. **Paper:** Purchase paper products (office paper, tissue, and toilet paper) with 30% or higher post-consumer recycled content.
9. **Recycling and Reuse:** Recycle paper, cardboard, metal, glass, plastic throughout the property and provide recycling containers in public areas. Donate excess food from events to local organizations. See [Business Recycling \(honolulu.gov\)](#) for more information.

Pollution Prevention

10. **Cleaning Supplies:** At least 30% of janitorial products are certified as environmentally friendly preferable ([Safer Choice](#), [Eco-logo](#), or [Green Seal](#))

Note: If you do not meet all of the entry points in boxes 6 - 10, please see the following page for additional checklist items.

Business Name

Contact Name

Contact Signature

Date

*Upon confirmation from HGBP, participants may be eligible to receive HGBP recognition certificate and granted usage of logo.

Visit <https://greenbusiness.hawaii.gov/10-entry-level/> for more information and links to resources provided.

If any items in #6-10 of the 10-Entry Level Checklist are not applicable to your business, then you can use any of the items on this list as substitutions. (Subject to verification and acceptance by the HGBP).

Carbon

1. Use a Carbon Footprint Calculator: Provide a scorecard or screenshot of calculation when submitting checklist that includes the name of your business. Provide link to Carbon Footprint Calculator used:

Solid Waste Reduction, Recycling, and Reuse

2. Use sustainability methods, such as: giving leftover food waste to local farm animals, furnishings made of re-purposed materials or sustainable local wood, providing re-usable to-go containers, etc.
3. Use reclaimed or 'invasive' building materials: Re-purpose reclaimed or 'invasive' wood, such as: locally-grown bamboo, albizia, waiawi (strawberry guava), etc.
4. Repair or re-purpose appliances, furniture, and furnishings before disposing. If so, provide receipt of repair or services.

Transportation

5. Provide charging infrastructure for EVs or E-Bikes or provide information/map on where these facilities are located nearest to the property.
6. Facilitate and encourage sustainable transportation.
 - a. Allow for multi-modal transportation (combination of mass transit, biking, walking, etc.) for both staff and customers. Providing information on alternative transportation, such as bus/shuttle schedules and contact information, information on charging stations, and providing information on facilities within walking distance. Provide multi-modal infrastructure such as: bike rack, access to dry and well-lit area to wait for public transportation and shuttle service).
 - b. Provide bicycles or work with bike sharing programs.

Community Involvement

7. Ask suppliers about eco-friendly products options: Finding the right products for your business can appear daunting at first. However, some suppliers offer environmentally friendly products options. Work with them to find products that satisfy your needs. Some suppliers may also allow you to return packaging to avoid additional waste. See [Hawai'i Environmental Product Guide](#) for more information.
8. Support the local community by offering a kama'āina discount or partner with other businesses to offer their products, highlight local artists or businesses by selling their work in your place of business.
9. Donate to a food bank, shelter, or food redistribution center, etc. Name of partner/organization and provide evidence.
10. **Other sustainable practices (example: solar as an electricity source)**

Purchasing and Practices:

- **Cleaning Supplies:** Use cleaning products as certified as an environmentally preferable product, such as: Safer Choice, ECOLOGO, or Green Seal.
- **Use natural or low-emissions building materials, carpets, or furniture.** For more information on these products visit Green Seal (www.greenseal.org/) and Green Guard (www.greenguard.org/en/index.aspx).
- **Paper:** Purchase paper products (tissues, toilet paper and paper towels) with 30% or higher recycled content.
- **Temperature Control:** Use a programmable thermostat, Seal air leaks around windows, doors, and/or cracks with caulk, Seal around windows and doors with weatherstripping. ([Dept of Energy's Renters DIY Tips and Tricks](#)) Change your air filter regularly, Tune up your HVAC equipment yearly, Install ENERGY STAR certified cooling equipment. ([Energy Star - Heat and Cool Efficiently](#), [Seal and Insulate with ENERGY STAR](#))

Occupant behavior:

- **Energy conservation practices:** Use light switch signage reminders or prominently placed house rules to remind residents and/or staff to turn off lights/AC or use occupancy sensors to control lighting/AC/heat/TV, see [Hawaii Energy's Energy Rebates](#) and the [Dept of Energy's Incentives for Homeowners](#) for specific items that promote efficiency and qualify for rebates.
- **Give back to the community:** Donate what you don't need. Your waste could be someone else's treasure. Donate used linens, furniture, or leftover food to a non-profit organization or community group, see [Resources list](#) (under the "Reuse" section) and [Reuse HI](#) for more information and contacts.

Additional Sources

- [Dept of Energy's Professional Home Energy Assessments](#)
- [Dept of Energy's Do-It-Yourself Energy Assessment](#)
- [Energy Star Multifamily New Construction](#)
- [Kauai Island Utility Cooperative](#) – Energy Wise Program
- [Appliance Programs | Kauai Island Utility Cooperative \(kiuc.coop\)](#)
- [Cooling and Ventilation Programs | Kauai Island Utility Cooperative \(kiuc.coop\)](#)
- [Solar Water Heating Programs | Kauai Island Utility Cooperative \(kiuc.coop\)](#)
- [Electric Vehicle \(EV\) Resources | Kauai Island Utility Cooperative \(kiuc.coop\)](#)
- [Rooftop Solar | Kauai Island Utility Cooperative \(kiuc.coop\)](#)
- [Hawaii Energy's Energy Rebates](#)
- [Electric Vehicles – Hawaii Energy](#)

Pig Farms and Organizations Options			
Type	Name	Specifications	Contact
Pig Farms	A & A Specialty Services	Feed goats and pigs	(808) 230-1745
	Al's Hog Farm	Located on O'ahu's west side, could potentially offer pick-up service	(808) 696-7274
	David Wong's Mountain View Dairy & Piggery	Pigs are vegetarian fed; the farm will accept only produce	(808) 383-3972
Local Organizations	Aloha Harvest	Offers pick-up services daily for quality edibles	Alohaharvest.org info@alohaharvest.org (808) 537-6945
	Hawaii FoodBank		Hawaiifoodbank.org info@hawaiifoodbank.org (808) 836-3600
	Eco Feed	For produce and food scraps	(808) 841-5586
	Pacific Biodiesel	For used cooking oil to be turned into biodiesel	(808) 877-3144

More information on food waste diversion: <https://www.honolulu.gov/opala/recycling/waste-prevention/food-waste-prevention.html>

Tips: Look for products with the following seal: Green Seal, EcoLogo, USDA BioPreferred, EPA DfE. See the [Environmental Product Guide](http://greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf) for more options: http://greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf (pages 107-118 for cleaning supplies)

Cleaning Supplies Options				
Type	Brand	Supplier	Item Reference / Name	Certification
Hand Soap	Ecolab	Ecolab	Clean & Smooth (Nexa) – Liquid Hand Soap	Green Seal
	Honey Bee Cleaners LLC	Honey Bee Cleaners LLC	Foaming Hand Soap	EPA DfE
	Tough Guy or GOJO	Grainger	Hand Soap Refills (biodegradable)	USDA Biobased
Dish Detergent	ECOS Earth Friendly Products	Grainger	Dishmate / Wave Automatic Dishwasher Gel	EPA Safer Choice
Sanitizer & Disinfectant	Honey Bee Cleaners LLC	Honey Bee Cleaners	Pine Guard Disinfectant	EPA DfE
	Purell	Office Depot	Purell Professional Surface Disinfectant Purell Foodservice Sanitizer	EPA DfE
	Tough Guy	Grainger & Sustainable Supply	Neutral Disinfectant Cleaner	EPA Standards
Floor Cleaner	Ecolab	Ecolab	FaciliPro Concentrated Neutral Floor Cleaner (QC)	Green Seal
	EnvirOx LLC	EnvirOx LLC	Neutral Floor Cleaner & Neutral Floor Cleaner Hyper-Concentrate	Green Seal
	Tough Guy	Grainger	Floor Cleaner	Ecologo
	3M	Grainger	Twist 'n Fill Cleaners and Dispensers (3-in-1 Floor Cleaner, Concentrate)	Green Seal

Alternative to Plastic Products Options				
Type	Brand	Supplier	Item Reference	Certification
Containers & Utensils	Eco-Products	Eco-Products	Website reference: Ecoproducts.com/index.php	BPI, USDA Biobased, FSC®
	Sustainable Island Products LLC	Sustainable Island Products LLC	70% non-GMO compostable plastic, compostable in commercial composting facilities. Catalog reference: https://sustainableislandproducts.com/wp-content/uploads/2023/01/2023-Catalog.pdf	BPI
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium, Inc. -Suisan Company, Ltd.	Compostable plastic, compostable in commercial composting facilities Website reference: Worldcentric.org/	BPI, CMA, USDA Biobased, FSC®
Catering Containers	Eco-Products	Eco-Products	Website reference: www.ecoproducts.com	BPI, USDA Biobased
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium, Inc. -Suisan Company, Ltd.	Compostable plastic, compostable in commercial composting facilities. Website reference: Worldcentric.org/biocompostables/trays/catering	BPI, CMA, USDA Biobased, FSC®
Plastic Bags & Trash Bags	Sustainable Island Products LLC	Sustainable Island Products LLC	Compostable and biodegradable. Waste bags and take-out. Catalog reference: https://sustainableislandproducts.com/wp-content/uploads/2023/01/2023-Catalog.pdf	BPI
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium, Inc. -Suisan Company, Ltd.	Waste bags and liners. Compostable (suitable for home composting). Website reference: Worldcentric.org/biocompostables/bags	BPI, CMA, USDA Biobased, FSC®

See the Environmental Product Guide for more options: Greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf (pages 142- 149 for food service products).

Contact the following groups for information and resources on Zero Waste Options on your island:

Zero Waste Kauai: Zerowastekauai.net/index.html	Zero Waste Big Island: hawaiiizerowaste.org/zero-waste/
Zero Waste Oahu: Zerowasteoahu.org/	Maui Huliau Green Events: Mauihuliaufoundation.org/greenevents/

Paper Products Options				
Type	Brand	Supplier	Item Reference	Certification
Office Paper	Boise	Office Depot	Boise® ASPEN® 30 Multipurpose Paper, Letter Size Paper, 20 lb. 30% Recycled, 500 Sheets Per Ream, Case of 10 Reams	FSC® Certified
	Office Depot	Office Depot	Office Depot® Brand EnviroCopy® 30 Paper, Letter Size Paper, 20 lb. 30% Recycled, 500 Sheets Per Ream, Case of 10 Reams	FSC® Certified
Napkins	Georgia-Pacific	Y. Hata & Co., Ltd Premium Incorporated	37835 Dixie® Full Fold Napkin. 30% Post-Consumer content, compostable https://www.gppro.com/gp/undefined/GP-PRO-Categories/Commercial-Napkins-and-Commercial-Napkin-Dispensers/DIXIE%C2%AE-FULL-FOLD-1-PLY-NAPKIN-DISPENSER-REFILL-BY-GP-PRO-GEORGIA-PACIFIC-13%22-X-12%22-BROWN-7-200-NAPKINS-PER-CASE/p/37835?site=gppro	BPI, EPA, SFI, CMA, USGBC
	Tork®	Triple F	Tork® Universal Quality 1/8 Fold Dinner Napkin. 100% recycled, 40% Post-Consumer content https://www.fffhawaii.com/p/SCA-N5181A/Tork-Universal-Quality-1-8-Fold-Dinner-Napkin-149-x-17-White/	BPI, EcoLogo, EPA
	World Centric	-Diamondhead Distributors -Hansen -VIP -Malolo -Premium, Inc. -Suisan Company, Ltd.	World Centric Napkins & Towels. 100% PCW recycled, compostable Worldcentric.org/biocompostables/paper/napkins	BPI, CMA USDA Biobased FSC®
Paper towels & paper towel rolls	Georgia-Pacific	Y. Hata & Co., Ltd Premium Incorporated	20389 GP Preference® MF Towel. 40% recycled content Catalog.gppro.com/catalog/6197/9328?filter=FULL	USGBC, SFI®, EPA compliant
	Georgia-Pacific	Premium Incorporated	89740 GP enMotion® Flex Recycled Paper Towel Rolls. 100% recovered material and minimum of 50% post-consumer material. https://www.gppro.com/gp/gppro/USD/GP-PRO-Categories/Commercial-Paper-Towels-and-Dispensers/ENMOTION%C2%AE-FLEX-RECYCLED-PAPER-TOWEL-ROLLS-BY-GP-PRO-GEORGIA-PACIFIC-BROWN-6-ROLLS-PER-CASE/p/89740	Green Seal, SFI®, USGBC, USDA Biobased Product EPA compliant
	Wausau Paper	Associated Paper	EcoSoft™ Roll Towels. 100% recycled content https://www.associatedpaper.com/CatalogSearch.aspx?Value=wausaupaper+ecosoft+roll+towel	Green Seal
Toilet paper	Seventh Generation	Sustainable Supply	137038 Seventh Generation Bath Tissue. 100% recycled materials https://www.sustainablesupply.com/collections/recycled-toilet-paper/products/seventh-generation-100-recycled-bathroom-tissue-septic-safe-2-ply-white-500-sheets-jumbo-roll-60-carton-sev137038	EPA Safer Choice, FSC®
	Marcal Paper	Sustainable Supply	5001 Marcal Pro Bath Tissue. 100% recycled content https://www.sustainablesupply.com/collections/recycled-toilet-paper/products/marcal-paper-100-recycled-two-ply-bath-tissue-septic-safe-2-ply-white-500-sheets-roll-48-rolls-carton-mrc5001	Green Seal
	Wausau Paper	Associated Paper	EcoSoft™ Bath Tissue 100% recycled content https://www.associatedpaper.com/p/BW-12300/WausauPaper-EcoSoft-Tissue-3-3-4-x-4-/	Green Seal

See the [Environmental Product Guide](https://www.greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf) for more options: [Greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf](https://www.greenbusiness.hawaii.gov/wp-content/uploads/2017/05/2016_EPG_FINAL_May2017.pdf)
(pages 119- 139 for office products and 142-149 for food service products)

Resources

Pollution Prevention

<p style="text-align: center;"><u>Bus Services</u></p> <p>The Bus City and County of Honolulu: thebus.org/ Hawai'i Island Hele-On Bus: heleonbus.hawaiicounty.gov The County of Maui Bus: mauicounty.gov/605/Bus-Service-Information The Kaua'i Bus: kauai.gov/Government/Departments-Agencies/Transportation</p>	<p style="text-align: center;"><u>Energy Conservation</u></p> <p>Fuel Economy: fueleconomy.gov Alternative Fuels Data Center: afdc.energy.gov/tools</p>
<p style="text-align: center;"><u>Pollution Prevention</u></p> <p>Environmental Protection Agency (EPA): Epa.gov/p2</p>	<p style="text-align: center;"><u>Health Resources</u></p> <p>Department of Health (DOH): health.hawaii.gov/shwb/p2/</p>

Recycling and Waste Reduction

<p style="text-align: center;"><u>Recycling</u></p> <p>Oah'u Solid Waste System: https://www.honolulu.gov/opala or honolulu.gov/env Hawaii Recycle: recyclehawaii.org Maui Recycling: https://www.mauicounty.gov/2490/Recycling Kaua'i Recycling: kauai.gov/Recycling</p>	<p style="text-align: center;"><u>Reuse</u></p> <p>Reuse Hawai'i Honolulu: reusehawaii.org Baseyard: baseyard.com Hilo Arc Center: hiloarc.org Kauai Habitat for Humanity: kauaihabitat.org</p>
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Energy Conservation

<p style="text-align: center;"><u>Conservation</u></p> <p>Hawai'i Energy: hawaiienergy.com Green-E: green-e.org Hawai'i State Energy Office: Energy.hawaii.gov</p>	<p style="text-align: center;"><u>Electric Companies</u></p> <p>Hawaiian Electric Company: heco.com Kaua'i Island Utility Cooperative: website.kiuc.coop</p>
<p style="text-align: center;"><u>Environmental Assessment Tool</u></p> <p>Electronic Product Environmental: epeat.net</p>	<p style="text-align: center;"><u>Energy Star</u></p> <p>Energy Star: energystar.gov</p>

Water Conservation

<p style="text-align: center;"><u>Conservation</u></p> <p>Environmental Protection Agency: epa.gov/watersense</p>	<p style="text-align: center;"><u>Water Supply</u></p> <p>City and County of Honolulu-Board of Water Supply: hbws.org County of Hawai'i Department of Water: hawaiiidws.org Department of Water Supply-Maui County: mauicounty.gov/126/Department-of-Water-Supply Department of Water-County of Kaua'i: kauaiwater.org</p>
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Tools

<p style="text-align: center;"><u>Carbon Calculators</u></p> <p>Environmental Protection Agency: epa.gov/energy/greenhouse-gas-equivalencies-calculator</p>	<p style="text-align: center;"><u>Catering Marine</u></p> <p>Stewardships Council: msc.org</p>
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