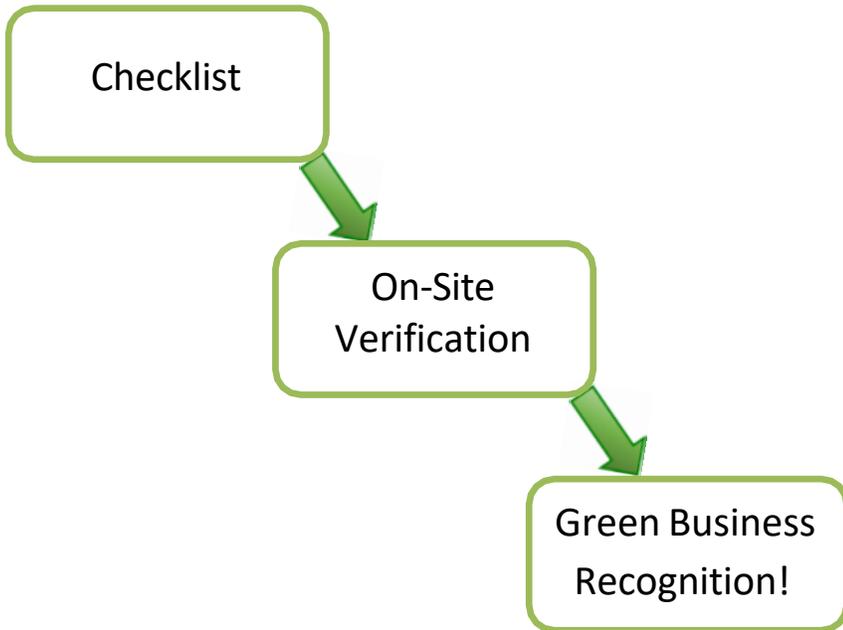




**HAWAII  
GREEN BUSINESS  
PROGRAM**

# Hawai'i Green Business Program Green Grocery Store Checklist



**Board of Water Supply**



**HAWAII  
STATE  
ENERGY  
OFFICE**

# 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 <https://greenbusiness.hawaii.gov/apply/hgbp-checklist-submission/>.

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.

## Guidelines for Certification (342 Max Possible Points):

95 - 157 credits – Kūlia I Ka Nu'u (Strive to Reach the Summit)

158 - 220 credits - Kaulike (To Achieve Balance)

221 - 283 credits – Kela (Excellence)

284 - 342 credits – Po'okela (Excellence in Leadership)

### For Business Recycling Info

[https://  
www.honolulu.gov/opala](https://www.honolulu.gov/opala)

### For More Green Tips

[https://  
greenbusiness.hawaii.gov  
/wp-content/  
uploads/2023/07/GREEN-  
TIPS\\_7.3.23.pdf](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 Kanahale author of Kū 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), 'olu'olu (graciousness), pa'ahana (diligence), ho'omanawanui (patience), le'ale'a (playfulness), ho'okūkū (competitiveness), ho'ohiki (keeping promises), huikala (forgiveness), na'auao (intelligence), kūha'o (self reliance), koa (courage), kōkua (helpfulness), hanohano (dignity), 'ohana (family), and kūpono (honesty), are identified as important Hawaiian values..

*This document does not constitute State of Hawai'i (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 complete the information in this section.

## CONTACT INFORMATION

**Business Name:**

**Contact Name and Title:**

**Contact Phone:**

**Contact Email:**

## PROPERTY INFORMATION

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

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

## II. Recycling and Waste Reduction

### A. SOLID WASTE GENERATION

Section N/A

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

	Yes	Date Implemented
<b>1. Provide an area for sorting and recycling</b>		
<b>2. Default for all printing and copying is set to duplex (two-sided)</b>		
<b>3. There is a space for previously used paper near printers for reuse</b>		
<b>4. In the break room, use permanent ware (mugs, dishes, utensils, towels/rags, etc.) and/or refillable containers (for ketchup, salt, etc.)</b>		
5. Register, track, and plot solid waste and recycled materials at the EPA's WasteWise website ( <a href="https://www.epa.gov/wastewise">EPA WasteWise</a> )		
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 <a href="http://www.ecocycle.org/junkmail">http://www.ecocycle.org/junkmail</a> 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: (N/A)		
a. In store (1 credit)		
b. Checkout (2 credits)		

23. Limit plastic bag usage to trash liners		
24. Within the last two years, demonstrate: (N/A)		
a. 25% diversion of your annual solid waste stream (1 credit)		
b. 50% diversion of your annual solid waste stream (2 credits). Please Explain:		
25. Other:		

Section A Total.....

### B. GENERAL RECYCLING & REUSE

Section N/A

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

	Yes	Date Implemented
<b>1. There is a policy/signage to maintain recycling practices and increases awareness (Please provide)</b>		
<b>2. Recycle or reuse the following: [choose at least one]</b>		
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		
<b>3. Recycle Green Waste: Compost or recycle landscape waste</b>		
4. Rotate supplies to minimize loss through spoilage and damage		
5. Donate food to Aloha Harvest		
6. Donate food to Hawai'i 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 tablecloths and napkins as rags		
13. Donate old uniforms and linens to shelters or nonprofits.		

14. Donate or exchange unwanted furniture, supplies, electronics, scrap materials, etc. <b>Please explain:</b>		
15. Recycle medication from the Pharmacy Department ( <a href="http://www.disposemy meds.org">www.disposemy meds.org</a> )		
16. Recycle or reuse wood pallets		
17. Recycle or reuse carpeting		
18. Other:		

**Section B Total** .....

### C. RECYCLED PURCHASING

Section N/A

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

	Yes	Date Implemented
<b>1. There is a procurement policy to purchase products with recycled content when feasible</b>		
<b>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 [Choose at least one].</b>		
a. Copy, computer, or fax paper		
b. Folders/letterheads, envelopes, and business cards		
c. Toilet paper, tissues, and paper towels		
<b>3. Stock/sell products made with at least 30% recycled content. Please Explain:</b>		
<b>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</b>		
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:		
<b>5. Purchase from another Hawai'i Green Business Program Awardee. Please explain:</b>		
<b>6. Select vendors whose products have easily recyclable/compostable packaging</b>		
<b>7. Choose vendors who take back products after their shelf life is over</b>		
<b>8. Other:</b>		

**Section C 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

## D. EQUIPMENT

Section N/A

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

	Yes	Date Implemented
1. Track and plot energy consumption using the ENERGY STAR Portfolio Manager ( <a href="#">ENERGY STAR Portfolio Manager</a> )		
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): (N/A)		
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 ( <a href="#">EPEAT.net</a> ). (Please provide)		
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 <b>and</b> 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: (N/A)		
	a. 51 to 65 (1 credit)		
	b. 66 to 74 (2 credits)		
	c. 75 or above (3 credits)		
23.	Other:		

**Section D Total** .....

**E. FACILITY**

Section N/A

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

	Yes	Date Implemented
<b>1. Install LED lighting</b>		
<b>2. Exit Signs are LED or electroluminescent</b>		
<b>3. Developed an inventory list of all energy consuming equipment in facility (please provide)</b>		
<b>4. Provide shading for HVAC condenser</b>		
<b>5. Seals around windows and doors are checked annually to close air gaps in all conditioned spaces</b>		
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.	Electronically Commutated Motors (ECM) are installed on small motor applications (i.e. Refrigeration units, fan coil)		
16.	Use Variable Refrigerant Flow (VRF) systems for central air conditioning		
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. <b>Please provide date of last analysis:</b>		
21.	Occupancy sensors, time clocks and/or use timers are installed for A/C equipment. <b>Please provide set points (occupied &amp; unoccupied or time schedule):</b>		
22.	Ballasts and tombstones are removed, replaced, or rewired in de-lamped fixtures		
23.	Independent Energy Audit performed (n/a)		
	a. Level 1 Assessment (1 credit)		
	b. Level 2 Assessment (2 credits)		
	c. Level 3 Assessment (3 credits)		
	d. Power Quality Audit performed. <b>Date completed:</b>		
24.	Other:		

Section E Total .....

### F. EMPLOYEE PRACTICES

Section N/A

Implement the required measures (in bold) from this section.

	Yes	Date Implemented
1. <b>Have on hand a Green Policy Handbook reviewed by all employees</b>		
2. <b>Set thermostat to 76° F for cooling, 68° F for heating; use timing devises to turn down after hours</b>		
3. <b>Maintain the hot water heater to standard 125°-130° F</b>		
4. <b>Set refrigerator temperatures at 38°- 42°F and freezer temperatures at 10°- 20°F</b>		
5. <b>There is equipment, a policy, and/or signage in place to ensure: [choose at least 1] (please explain in the comments section below, or provide policy):</b>		
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. <b>Please explain:</b>		
8. Use a fan <b>or</b> space cooler to condition a small area instead of cooling the entire workplace		
9. 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. Employee Practices: Our computers all have a reminder note to shut down or stand-by when not in use.*

## IV. Water Conservation

### G. WATER USE CONTROL

Section N/A

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

	Yes	Date Implemented
<b>1. Track and monitor water consumption using the ENERGY STAR Portfolio Manager</b>		
<b>2. There is a policy in place to maintain &amp; regularly check water bill, meter, plumbing, and irrigation to preempt leaks</b>		
<b>3. There is a policy and/or signage in place to encourage water conservation</b>		
<b>4. Sweeping with a broom, water efficient spray brooms, or low flow spray nozzles are used for cleaning ground surfaces</b>		
<b>5. Maintain the hot water heater to standard 125°-130° F</b>		
<b>6. All hot water pipes, hot water heaters, and storage tanks are insulated</b>		
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:		

**Section G Total** .....

## V. Deli and Food Services

### H. Local Food

Section N/A

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

	Yes	Date Implemented
1. Support local "green" vendors (2 credits) <b>We are supporting:</b>		
2. Use certified organic products and beverages (2 credits) <b>Please explain:</b>		
3. Use fair trade, sustainably harvested and/or locally grown products and beverages (2 credits). <b>Please explain:</b>		
4. Purchase local and/or certified organic beef-(2 credits) <a href="http://www.hicattle.org">http://www.hicattle.org</a> <b>Please explain:</b>		
5. Purchase fish that are low in contaminants (i.e. Mercury) <a href="http://www.edf.org">http://www.edf.org</a> <b>Please explain:</b>		
6. Purchase environmentally preferable or fair trade coffee (N/A)		
a. 25-50% (1 credit)		
b. 51-90% (2 credits)		
c. 91-100% (3 credits)		
7. Purchase local dairy products (2 credits)		
8. Other:		

**Section H Total** .....

## I. Food Services Practices

Section N/A

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

	Yes	Date Implemented
<b>1. Check food deliveries for spoiled or damaged products before accepting shipment</b>		
<b>2. Operate dishwasher only when fully loaded</b>		
<b>3. Ensure left-over beverages and wet food is not placed in dumpster</b>		
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		
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:		

**Section I Total** .....

## J. Commercial Refrigeration

Section N/A

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

	Yes	Date Implemented
<b>1. Using the EPA's GreenChill Program to track and reduce refrigerant emissions</b> <a href="http://www.epa.gov/greenchill/">http://www.epa.gov/greenchill/</a>		
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. <b>Please provide information:</b>		
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:		

Section J Total .....

## VI. Pollution Prevention

### K. GENERAL PREVENTION

Section N/A

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

	Yes	Date Implemented
1. <b>Harmful products are restricted/reduced in use. Please explain:</b>		
2. <b>Pest control uses an Integrated Pest Management system</b>		
3. <b>Cleaners are low-toxic and waste/expired material are properly disposed of</b>		
4. <b>Supply outdoor smoking areas with an ashtray or cigarette can or No Smoking sign</b>		
5. <b>The following wastes are recycled, donated, or reused: [choose at least one]</b>		
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. <b>There is a procurement policy to purchase Green Seal Certified products when available (i.e. paints, coatings, cleaning products) (please provide)</b>		
7. <b>There is a procurement policy to purchase FSC certified paper (please provide)</b>		
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. <b>Please explain:</b>		
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. <b>Please explain:</b>		
19. Stock/sell products, which are less toxic or less polluting than conventional products (i.e. Green Seal Certified). <b>Please explain:</b>		
20. Conductivity controller is installed on cooling tower		
21. Mulch all non-turf areas, preferably with recycled wood chips		
22. Other:		

Section K Total .....

### L. RUNOFF POLLUTION PREVENTION

Section N/A

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

	Yes	Date Implemented
<b>1. Provide receptacles for litter and debris control near building entrances, exits, and high volume areas</b>		
<b>2. Runoff Pollution is prevented through: [choose at least one]</b>		
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		
<b>3. Wastewater/pollutant runoff is prevented by: [choose at least one]</b>		
a. Covering dumpsters		
b. Keeping outdoor areas clean from litter and debris		
c. Checking and cleaning storm drains		
d. Checking/repairing vehicle leaks		
<b>4. There is a process in place to contain dirty water and avoid runoff when cleaning parking lots. Please Explain.</b>		

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 <b>or</b> 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 L Total .....

### M. PETROLEUM & EMISSIONS REDUCTIONS

Section N/A

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

	Yes	Date Implemented
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 <i>Honolulu Clean Cities Electric Vehicle Policies</i>		
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, <b>or</b> provide employees a stipend or subsidy for bicycle maintenance, <b>or</b> 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 <b>(please provide maintenance records)</b>		
14. All company vehicle tires are properly inflated and checked monthly <b>(please provide log)</b>		
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 <b>(please provide)</b>		
17. If your company provides delivery service or pickup, there is a policy in place to carefully plan routes to minimize miles driven <b>(please provide)</b>		
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 credits)		
c. 50% reduction in mileage driven by all company vehicles (3 credits)		
d. 75% reduction in mileage driven by all company vehicles (5 credits)		
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 <b>(2 credits)</b>		

**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. *E.g. General Prevention: We purchase non-hazardous material in bulk to reduce waste containers.*

## VII. Community Involvement & Special Activities

### N. COMMUNITY INVOLVEMENT

Section N/A

Implement the required measures (in bold) below.

	Yes	Date Implemented
1. <b>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:</b>		
2. <b>Train all staff on environmental policies and procedures</b>		
3. <b>Educate customers on your properties' environmental efforts. For example, showcase your environmental effort with an informative sign.</b>		
4. <b>Employ local companies when subcontracting labor force</b>		
5. <b>Post environmental information such as upcoming events to the public (must be different from the company environmental policy)</b>		

6. Adopt and display an Environmental Policy ( <a href="#">see example attached</a> )		
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. <b>Please explain:</b>		
10. Do business with other “Green” vendors or services such as those listed in the <a href="#">Environmental Product Guide</a>		
11. Create an environmental team or task force and have quarterly meetings		
12. Other:		

**Section N 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 \_\_\_\_\_(342 Max possible)

**Guidelines for Certification (342 Possible Credits)**

95 - 157 credits – Kulia I Ka Nu’u (Strive to Reach the Summit)

158 - 220 credits - Kaulike (To Achieve Balance)

221 - 283 credits - Kela (Excellence)

284 - 342 credits – Po’okela (Excellence in Leadership)

*Each check box is worth one credit, unless otherwise noted*



**HAWAI'I  
STATE  
ENERGY  
OFFICE**



**Board of Water Supply**



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](mailto: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*



**HAWAII  
GREEN BUSINESS  
PROGRAM**

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