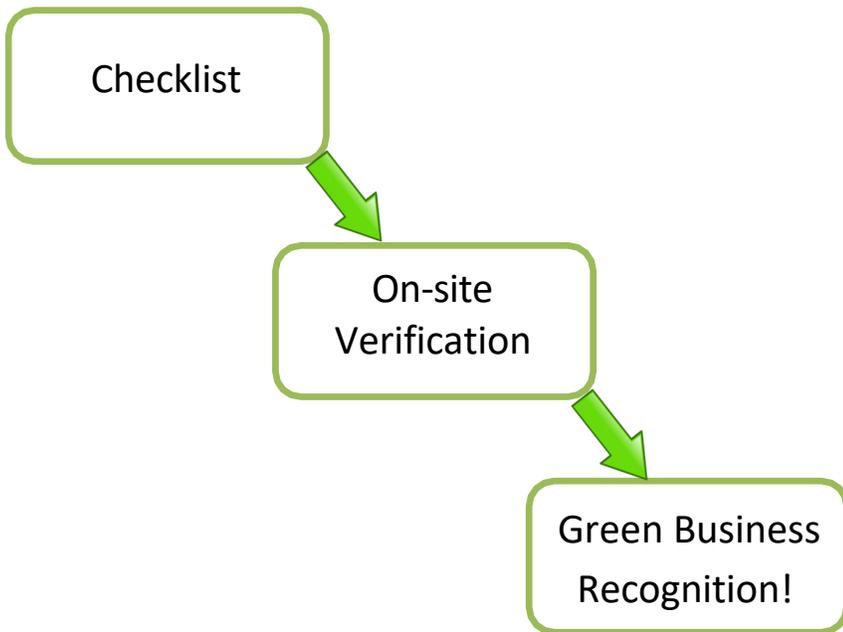


Hawai'i Green Business Program Green Office & Retail Checklist



Board of Water Supply



**HAWAI'I
STATE
ENERGY
OFFICE**

Checklist

To be recognized as a Hawai'i Green Office/Retail, applicants must **be in compliance with environmental regulations and follow the instructions listed under each section. Check N/A and skip that section if it does not apply.** When completed, please submit this Checklist 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. Each box is worth one credit, unless otherwise noted.

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

Guidelines for Certification (262 Max Possible Points):

74 – 121 credits – Kūlia I Ka Nu'u (Strive to Reach the Summit)

122 – 169 credits – Kaulike (To Achieve Balance)

170 – 217 credits –Kela (Excellence)

218– 262 credits – Po'okela (Excellence in Leadership)

For Business Recycling Info

<http://www.opala.org>

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 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..

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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:

SOLID WASTE REDUCTION AND RECYCLING STANDARDS

A. Paper Reduction Measures

Section N/A

If N/A, please explain in the box below:

Each checked box is worth one credit, unless noted.

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

	Yes	Date Implemented
1. Provide an area for sorting and recycling	<input checked="" type="checkbox"/>	
2. Default for all printing and copying is set to duplex (two-sided)	<input type="checkbox"/>	
3. Provide a space for previously used paper near printers for reuse	<input type="checkbox"/>	
4. In the break room, use permanent ware (mugs, dishes, utensils, towels/rags, etc.) and/or refillable containers (for ketchup, salt, etc.)	<input checked="" type="checkbox"/>	
5. Register, track, and plot solid waste and recycled materials at the EPA's WasteWise website (EPA WasteWise)		
6. Use electronic files rather than paper ones		
7. Minimize misprints with printer training or a paper-loading diagram		
8. Minimize printing by eliminating unnecessary forms & reports or sending electronically		
9. Eliminate, double-side, make electronic, redesign forms, or reuse envelopes as send and return		
10. Do not require paper for ordering		
11. Design marketing materials to require no envelope – simply fold and mail		
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. Contact senders requesting removal from mailing list		
b. Return labels from duplicate mailings & subscriptions		
c. Purge your own mailing lists to eliminate duplication <i>Visit http://www.ecocycle.org/junkmail for guidance</i>		
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. Within the last two years, demonstrate a: (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:		
22. 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
1. There is a policy/signage to maintain recycling practices and increase awareness		
2. Recycle or reuse the following: <i>[Please choose at least one]</i>		
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		
3. Recycle Green Waste: Compost or recycle landscape waste		
4. Eliminate the use of Styrofoam for packaging. Use shredded paper and/or if you receive Styrofoam, reuse in your own packaging		
5. Donate or exchange unwanted furniture, supplies, electronics, scrap materials, etc.		
Please explain:		
6. Recycle or reuse wood pallets		
7. Recycle or reuse carpeting		
8. 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
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):		
<i>Please denote which percentage of PCW is used for each product: 30%-74%: 1 credit, 75% -99%: 2 credits, 100%: 3 credits. [Please choose at least one]</i>		
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		
<i>Percentage of PCW used for each product: 30%-74%: 1 credit, 75%-99%: 2 credits, 100%: 3 credits</i>		
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. Select vendors whose products have easily recyclable/compostable packaging		

6. Choose vendors who take back products after their shelf life is over		
7. Other		

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.*

II. 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 <i>(ENERGY STAR Portfolio Manager)</i>		
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 (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:		
18. Inspect filters every 3 months		
a. Clean filters every 2 months		
b. Check entire systems for coolant and air leaks, clogs, and obstructions of air intake and vents (2 credits)		
c. Keep condenser coils free of dust and lint.		
19. Use ceiling fans to promote air circulation and reduce the need for air conditioning		
20. Single or package A/C units are replaced with ENERGY STAR labeled units or has a Seasonal Energy Efficiency Rating (SEER) rating > 13		
21. Install economizers on A/C system to reduce the operation of the compressor		
22. Conduct an energy audit		
23. Achieve an ENERGY STAR score of:	(N/A)	
a. 51 to 65 (1 credit)		
b. 66 to 74 (2 credits)		
c. 75 or above (3 credits)		
24. Other		

Section D Total

E. FACILITY

Section N/A

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

	Yes	Date Implemented
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 significant natural daylight		
d. Time clocks for large banks of lights on circuit breaker that generally operate during off hours		
10. Tenants are sub-metered and billed for utility costs individually (i.e. not fixed CAM)		
11. Provide utility-paying tenants with sub-meters that display energy usage.		
12. All hot water pipes, hot water heaters, and storage tanks are insulated		

13. Use Variable Frequency Drives (VFD) on all water pumping equipment		
14. Solar thermal or point-of-use boosters are used to heat water		
15. Utilize heat recovery from HVAC systems in buildings that use hot water		
16. A set point reset strategy is in place for HVAC systems (please provide)		
17. Use Variable Air Volume (VAV) systems & reconfigure zoning for central air conditioning		
18. Use Variable Refrigerant Flow (VRF) systems for central air conditioning.		
19. Electronically Commutated Motors (ECM) are installed on small motor applications (i.e. Refrigeration units, fan coil units).		
20. Carbon Monoxide (CO) Detectors are installed and integrated with variable speed garage fans		
21. Exterior and roof paints and coatings have an initial Solar Reflectance Index (SRI) >78		
22. Low-emissivity windows or window film is installed that have a maximum solar heat gain coefficient of 0.25		
23. Central Plant Metering installed which provides kWh/Ton and kWh/Ton-hour performance metrics (3 points)		
24. Use all Variable Frequency Drives (VFD) on large chiller equipment and pump curve analysis is performed annually. Please provide date of last analysis:		
25. Occupancy sensors, time clocks and/or use timers are installed for AC equipment Please provide set points (occupied & unoccupied or time schedule):		
26. Ballasts and tombstones are removed, replaced, or rewired in de-lamped fixtures		
27. Independent Energy Audit performed: (N/A)		
a. Level 1 Assessment (1 credits)		
b. Level 2 Assessment (2 credits)		
c. Level 3 Assessment (3 credits)		
28. Power Quality Audit performed (Date completed)		
29. Other:		

Section E Total..... _____

F. EMPLOYEE PRACTICES

Section N/A

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

	Yes	Date Implemented
1. Green Policy Handbook is available and reviewed by all employees		
2. Set thermostat to 76° F for cooling, 68° F for heating; use timing devises to turn		
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. [Choose at least one] (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		
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 daylight Please explain:		

8. Use a fan or 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.*

III. Water Conservation

G. WATER USE CONTROL

Section N/A

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

	Yes	Date Implemented
1. Track and monitor water consumption using the ENERGY STAR Portfolio Manager (ENERGY STAR Portfolio Manager)		
2. There is a policy in place to maintain and regularly check water bill, water meter, plumbing, and irrigation to identify leaks		
3. Install low-flow lavatory faucets, self-closing faucets either infrared or spring-loaded, do not exceed 1.5 gpm		
4. Replace and/or retrofit older, non-efficient toilets >3.5 gpf with toilets <1.6 gpf.		
5. There is a policy and/or signage in place to encourage water conservation		
6. Sweeping with a broom, water efficient spray brooms, or low-flow pre-rinse spray nozzles are used for cleaning ground surfaces		
7. There is procurement policy for EPA WaterSense fixtures (please provide):		
a. Toilets (1.28 gpf or less)		
b. Urinals (1.0 gpf or less)		
c. Sink Faucets/Accessories (less than 1.5 gpm for lavatory, 2.2 gpm for kitchen, and 2.0 gpm for showerheads)		
8. Irrigation is tested and repaired at least four (4) times per year to prevent leaks and maximize efficiency		
9. Irrigation timing is adjusted according to season		
10. Mulch all non-turf areas, preferably with recycled wood chips		
11. Instead of one long run for irrigation, repeat cycles with less time are used (please provide irrigation schedule)		
12. Drip irrigation or soaker hoses are used for irrigation (where applicable) Please explain:		
13. Rain shut-off, evapotranspiration, or moisture sensor devices are used for irrigation		

14. Landscape is xeriscaped, using only drought tolerant plants (preferably native)		
15. Landscape is hydrozoned, grouping plants with similar water/nutrient requirements (please provide irrigation schedule)		
16. Rain barrels (rain catchment) system is in place for irrigation or plumbing		
17. Window cleaning is performed "as needed" (i.e. not at regular intervals)		
18. Conductivity controller is installed on cooling tower		
19. Other:		

Section G Total..... _____

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

IV. Pollution Prevention

H. 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. 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		
5. The following wastes are recycled, donated, or reused: [Choose at least one]		
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 (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 volatile organic compounds (VOCs) (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 re-manufactured laser and copier toner cartridges (2 credits)		
16. Promotional materials are printed with soy or other low-VOC inks		
17. Establish a policy and 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 H Total

I. 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
1. Provide receptacles for litter and debris control near building entrances, exits, and high volume areas		
2. Runoff Pollution is prevented through: [Choose at least one]		
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: [Choose at least one]		
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. Label all storm drains with a message such as "No dumping – Protect our Ocean"		
6. Divert runoff water away from storm drains and into a sewer drain		
7. Post signs at trouble spots (e.g., loading docks or dumpster areas) describing proper practices		
8. Use ground cover or a barrier to prevent soil from washing into storm drains		

9. Store deliveries and supplies under a roof		
10. Other:		

Section I Total..... _____

J. 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. Provide priority parking for electric vehicles (EVs) in compliance with State and County electric vehicle parking laws. Honolulu Clean Cities Electric Vehicle Policies		
4. Telecommuting opportunities or flexible schedules are offered to reduce commutes		
5. Provide bus or mass transit or bike sharing passes at a discounted rate		
6. 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		
7. Secure area is provided for bicycle storage		
8. A bike sharing station is on site or within a 1 block radius for customers and employees		
9. 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		
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: (N/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. Car sharing program available for company business		
21. Carbon dioxide offsets are purchased for your fleet, and/or business travel (2 credits)		
22. Other:		

Section J 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.*

V. Community Involvement & 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. 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		
7. Educate staff on benefits of energy and water conservation		
8. Organize community outreach projects that give back to local communities (2 credits). Please explain:		
9. Do business with other "Green" vendors or services such as those listed in the Environmental Product Guide		
10. Create an environmental team or task force and have quarterly meetings		
11. Other:		

Section K 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 _____ (262 Max possible)

Guidelines for Certification (262 Max Possible Points):

74 – 121 credits – Kulia I Ka Nu’u (Strive to Reach the Summit)

122 – 169 credits – Kaulike (To Achieve Balance)

170 – 217 credits – Kela (Excellence)

218 – 262 credits – Po’okela (Excellence in Leadership)

Each check box is worth one credit, unless otherwise noted



**HAWAI'I
STATE
ENERGY
OFFICE**



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



**HAWAII
GREEN BUSINESS
PROGRAM**

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