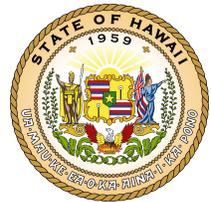
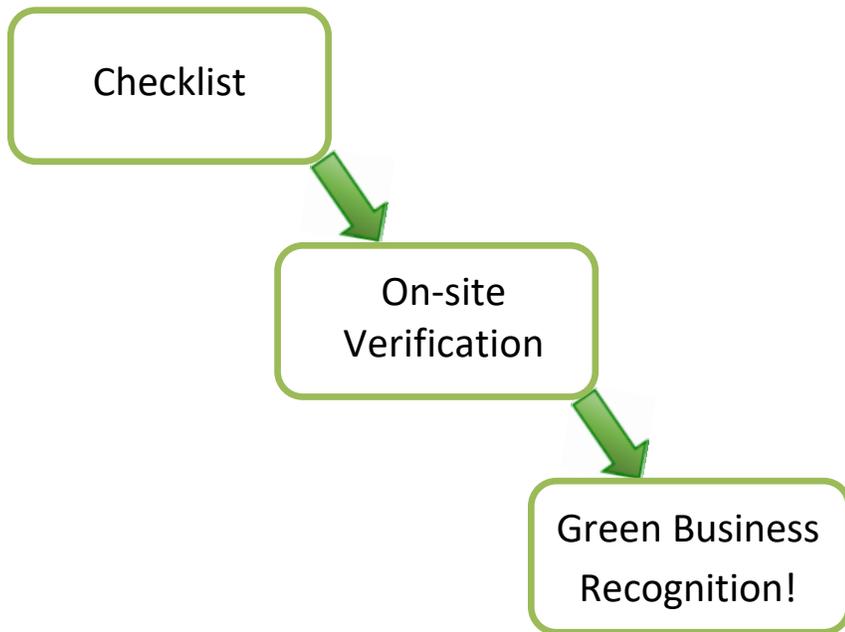




**HAWAII
GREEN BUSINESS
PROGRAM**



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 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 reference 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:

Contact 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 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?
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)		
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 . <i>[Please choose at least one]</i>		
a. Copy, computer or fax paper		
b. Letterhead, envelopes and/or business cards		
c. Folders or other paper products		
d. Toilet paper, tissues, and bath towels		
e. Take-out boxes and/or bags made from recycled paper or are compostable		
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)	<input type="checkbox"/>	
5. Use certified organic products and beverages (2 credits)	<input type="checkbox"/>	
6. Use fair trade, sustainably harvested and/or locally grown products and beverages (2 credits)	<input type="checkbox"/>	
7. Purchase local and/or certified organic beef (2 credits) (http://www.hicattle.org ; https://www.hawaiiibeeff.org/)	<input type="checkbox"/>	
8. Purchase fish that are low in contaminants (i.e. Mercury) (http://www.edf.org)	<input type="checkbox"/>	
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)	<input type="checkbox"/>	
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)	<input type="checkbox"/>	
13. Select products with easily recyclable packaging	<input type="checkbox"/>	
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)	<input type="checkbox"/>	
15. Do not purchase Styrofoam	<input type="checkbox"/>	

16. Purchase mulch and/or soil amendments made from recycled products	<input type="checkbox"/>	
17. Purchase dumpster lids, utility bins, and benches	<input type="checkbox"/>	
18. Other	<input type="checkbox"/>	

Section II 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

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	<input type="checkbox"/>	
2. Install ENERGY STAR certified products: n/a		
a. 15 % (1 credit)	<input type="checkbox"/>	
b. 25 % (2 credits)	<input type="checkbox"/>	
c. 50 % (3 credits)	<input type="checkbox"/>	
d. 75 % (4 credits)	<input type="checkbox"/>	
e. 100 % (5 credits)	<input type="checkbox"/>	
3. Buy EPEAT certified computers (EPEAT.net)	<input type="checkbox"/>	
4. Use hardware that saves energy by automatically turning off monitors	<input type="checkbox"/>	
5. Use plug load powerstrips/controllers to turn off equipment after working hours	<input type="checkbox"/>	
6. Use an energy efficient dishwasher (look for an ENERGY STAR label)	<input type="checkbox"/>	
7. Install timers on hood fans or variable speed drive (VSD) exhaust systems and hood lights	<input type="checkbox"/>	
8. Insulate hot water pipes, hot water heaters and storage tanks	<input type="checkbox"/>	
9. Install a gas booster heater for hot water use (i.e. laundry, dishwasher, etc.)	<input type="checkbox"/>	
10. Use a solar water heater	<input type="checkbox"/>	
a. And/or pre-heater	<input type="checkbox"/>	
11. Convert to natural gas from electrical hot water heaters	<input type="checkbox"/>	
12. Perform regular maintenance on heating, ventilation, and air conditioning systems that include the following:		
a. Inspect filters every 3 months	<input type="checkbox"/>	
b. Clean filters every 2 months	<input type="checkbox"/>	
c. Check entire systems for coolant and air leaks, clogs, and obstructions of air intake and vents (2 credits)	<input type="checkbox"/>	
d. Keep condenser coils free of dust and lint	<input type="checkbox"/>	
13. Replace inefficient refrigerators with newer, more efficient ones, such as Energy Star, and insure that old refrigerator is properly recycled (2 credits)	<input type="checkbox"/>	
14. Use solid refrigerator doors for products that are not sold to the public	<input type="checkbox"/>	
15. Use insulation for all refrigeration suction lines	<input type="checkbox"/>	

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

Section A Total..... _____

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 415-561-2100 or https://resource-solutions.org/ n/a	<input type="checkbox"/>	
a. 25% of your energy needs (1 credit)	<input type="checkbox"/>	
b. 50% of your energy needs (2 credits)	<input type="checkbox"/>	
c. 75% of your energy needs (3 credits)	<input type="checkbox"/>	
d. 100% of your energy needs (4 credits)	<input type="checkbox"/>	
2. Install LED or electroluminescent (LEC) to improve efficiency of exit signs	<input type="checkbox"/>	
3. Use occupancy sensors to adjust set points for air conditioning equipment (2 credits)	<input type="checkbox"/>	
4. Install optical reflectors or diffusers to increase lighting efficiency and reduce no. of fixtures	<input type="checkbox"/>	
5. Install <u>lighting controls</u> , such as:		
a. Occupancy sensors in spaces of variable occupancy	<input type="checkbox"/>	
b. Bypass/delay timers	<input type="checkbox"/>	
c. Photocells for exterior lighting and/or areas with significant natural daylight	<input type="checkbox"/>	
d. Time clocks for large banks of lights on circuit breaker that generally operate during off hours	<input type="checkbox"/>	
6. Use daylight dimmers that turn off automatically (when there is sufficient light)	<input type="checkbox"/>	
7. Provide utility-paying tenants with sub-meters that display energy usage	<input type="checkbox"/>	
8. Disconnect unused ballasts in de-lamped fixtures. Replace and recycle burned out lamps	<input type="checkbox"/>	
9. Install an Energy Management System (EMS) for central air conditioning systems	<input type="checkbox"/>	
10. Use all variable frequency drives (VFDs) on fan and pump motors	<input type="checkbox"/>	
11. Use Variable Air Volume (VAV) systems for central air conditioning	<input type="checkbox"/>	
12. Provide shading for HVAC condenser	<input type="checkbox"/>	
13. Replace inefficient or broken windows with energy-efficient low-emissivity (low-e) windows, with a maximum solar heat gain coefficient of 0.40	<input type="checkbox"/>	
14. Apply window film to reduce solar heat gain. Shade sun-exposed windows and walls to mitigate the effect of direct sunlight	<input type="checkbox"/>	

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

Section B Total....._____

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	<input type="checkbox"/>	
2. Set thermostat to 76° F for cooling, 68° F for heating; use timing devices to adjust after hours	<input type="checkbox"/>	
3. Maintain the hot water heater to standard 125°-130° F	<input type="checkbox"/>	
4. Set refrigerator temperatures at 38°- 42°F and freezer temperatures at 10°- 20°F	<input type="checkbox"/>	
5. Seal off unused areas from air conditioned areas	<input type="checkbox"/>	
6. Use a fan or space cooler to condition a small area instead of cooling the entire work place	<input type="checkbox"/>	
7. During slower periods, group customers in sections so the ventilation in unoccupied zones can be turned off or down	<input type="checkbox"/>	
8. Rearrange or design workspaces to take advantage of areas with natural daylight	<input type="checkbox"/>	
9. Use “task” lighting with efficient lamps rather than lighting an entire area	<input type="checkbox"/>	
10. Drain and flush hot water tanks to the sanitary sewer every six months to prevent build-up and deposits	<input type="checkbox"/>	
11. Check pilot lights to gas in kitchen or hot water for proper adjustment	<input type="checkbox"/>	
12. If available, use the standby mode on equipment (e.g. energy saver buttons on copiers)	<input type="checkbox"/>	
13. Set freezer defrost time clock to avoid the peak energy use periods (12pm to 6pm)	<input type="checkbox"/>	
14. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains	<input type="checkbox"/>	
15. Maintain proper refrigerant level, refrigerant charge and ensure refrigerant is not leaking	<input type="checkbox"/>	
16. Other:	<input type="checkbox"/>	

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. 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)	<input type="checkbox"/>	
2. Use dry floor cleaning methods and/or damp mopping, rather than hosing with water	<input type="checkbox"/>	
3. Install low flow lavatory faucets, self-closing faucets either infrared or spring-loaded, do not exceed 1.5 gpm	<input type="checkbox"/>	
4. When upgrading, replace and/or retrofit older, non-efficient toilets >3.5 gpf with toilets <1.6 gpf	<input type="checkbox"/>	
5. Without compromising proper hand washing procedures for food handlers and employees, post signs in restrooms, restaurants and guest rooms encouraging water conservation	<input type="checkbox"/>	
6. Demonstrate: n/a		
a. 15% reduction of your annual water use through any measure or combination of measures (1 credit)	<input type="checkbox"/>	
b. 25% reduction of your annual water use through any measure or combination of measures (2 credits)	<input type="checkbox"/>	
c. 35% reduction of your annual water use through any measure or combination of measures (3 credits)	<input type="checkbox"/>	
d. 50% reduction of your annual water use through any measure or combination of measures (4 credits)	<input type="checkbox"/>	
7. Replace and/or retrofit with WaterSense low flow toilets <1.28 gpf	<input type="checkbox"/>	
8. Replace non-efficient urinals with a low flow urinal <0.5 gpf	<input type="checkbox"/>	
9. Install kitchen handwashing faucets that do not exceed a flow rate of 2.2 gpm and/or foot triggers on faucets	<input type="checkbox"/>	
10. Reduce water pressure to less than 70 psi by installing pressure-reducing valves	<input type="checkbox"/>	
11. Adjust boiler and cooling tower blow-down rate to maintain TDS (total dissolved solids) at levels recommended by manufactures (2 credits)	<input type="checkbox"/>	
12. Retrofit once-through water cooled refrigeration units, air conditioners and ice machines by using temperature controls and re-circulating chilled water loop system	<input type="checkbox"/>	
13. Operate dishwasher only when full	<input type="checkbox"/>	
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)	<input type="checkbox"/>	
15. Replace a standard food steamer with a boiler-less steamer or connectionless model https://www.energystar.gov/products/commercial_food_service_equipment	<input type="checkbox"/>	
16. Replace water-cooled ice machines with air-cooled models	<input type="checkbox"/>	
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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
19. Apply water, fertilizer/ pesticides to landscape only when needed rather than an automatic schedule (2 credits)	<input type="checkbox"/>	
20. Test how long it takes irrigation to permeate, then zone to create a minimum run time (2 credits)	<input type="checkbox"/>	
21. Use a rain catchment system for irrigation or plumbing	<input type="checkbox"/>	

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

Section D 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.*

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	<input type="checkbox"/>	
2. Provide receptacles for litter and debris control near building entrances	<input type="checkbox"/>	
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	<input type="checkbox"/>	
4. Keep outside garbage, recycling, compost containers covered and away from drains	<input type="checkbox"/>	
5. Store deliveries and supplies under a roof	<input type="checkbox"/>	
6. Use ground cover or a barrier to prevent soil from washing into storm drains	<input type="checkbox"/>	
7. Label all storm drains with a message such as "No dumping – Protect our Ocean"	<input type="checkbox"/>	

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

Section E Total..... _____

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	<input type="checkbox"/>	
2. Implement an Integrated Pest Management (IPM) program that utilizes the following:		
a. Planting locations	<input type="checkbox"/>	
b. Pest resistant plants	<input type="checkbox"/>	
c. Proper irrigation and cultivation procedures (2 credits)	<input type="checkbox"/>	
d. Biological controls	<input type="checkbox"/>	
e. Less toxic pesticides to prevent pest harborage	<input type="checkbox"/>	
3. When transferring cleaners and/or other chemicals, use a closed delivery system	<input type="checkbox"/>	

Section F Total..... _____

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

Section G Total

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

Section H Total _____

Comments: If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here. *E.g. 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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
b. Re-usable bags, which can be used as promotional material	<input type="checkbox"/>	
c. BPI certified compostable bags (http://www.bpiworld.org)	<input type="checkbox"/>	
d. Other:	<input type="checkbox"/>	
3. Use to-go/disposable utensils and packaging that are: [Please choose at least one]		
a. Compostable	<input type="checkbox"/>	
b. Biodegradable	<input type="checkbox"/>	
4. Eliminate plastic beverage bottles for employees	<input type="checkbox"/>	
5. Utilize demand forecasting i.e. Monitor consumption rates, make serving and ordering size as accurate as possible	<input type="checkbox"/>	
6. In the break room, use permanent ware (mugs, dishes, utensils, etc.) or refillable containers (for ketchup, salt, etc.)	<input type="checkbox"/>	
7. Utilize inventory management for materials and supplies	<input type="checkbox"/>	
8. Utilize standardized date labeling	<input type="checkbox"/>	
9. Procure grains in bulk (e.g., rice, flour) packaged in multi-walled paper bags, which can be recycled with cardboard	<input type="checkbox"/>	
10. Keep a recycling bin in the office and a stack of previously used paper near printers for reuse	<input type="checkbox"/>	
11. Use electronic files rather than paper ones	<input type="checkbox"/>	
12. Practice efficient copying by using the size reduction feature (e.g. print two pages of text on one page)	<input type="checkbox"/>	
13. Minimize misprints with printer training or a diagram showing how to load special paper	<input type="checkbox"/>	
14. Minimize printing by eliminating unnecessary forms and reports or sending them electronically	<input type="checkbox"/>	
15. Eliminate, double-side, make electronic, redesign forms, or reuse envelopes as send and return	<input type="checkbox"/>	
16. Do not require paper for ordering	<input type="checkbox"/>	
17. Design marketing materials to require no envelope – simply fold and mail	<input type="checkbox"/>	
18. Promote the use of recyclable marketing material	<input type="checkbox"/>	
19. Eliminate fax cover sheets by using “sticky” notes, use software that allows you to fax electronically, or utilize an internet “efax” service	<input type="checkbox"/>	
20. Only print customer receipts upon request	<input type="checkbox"/>	
21. Reduce unwanted mail by the following:		
a. Write to or call senders requesting removal from mailing list	<input type="checkbox"/>	
b. Return labels from duplicate mailings & subscriptions	<input type="checkbox"/>	
c. Purge your own mailing lists to eliminate duplication Visit http://www.ecocycle.org/junkmail for guidance	<input type="checkbox"/>	
22. Lease, rather than purchase, computers and printers	<input type="checkbox"/>	

23. Recycle or donate old computers and other electronics (2 credits)	<input type="checkbox"/>	
24. Use optical scanners for precise ordering; track material usage to optimize ordering and use of time-sensitive materials	<input type="checkbox"/>	
25. Use reusable hats for kitchen employees instead of single use disposable paper ones	<input type="checkbox"/>	
26. Install air hand dryers in staff washrooms or cloth roller towels instead of paper towels	<input type="checkbox"/>	
27. Reduce operational waste	<input type="checkbox"/>	
28. Within the last two years, demonstrate:		
a. 25% diversion of your annual solid waste stream (1 credit)	<input type="checkbox"/>	
b. 50% diversion of your annual solid waste stream (2 credits)	<input type="checkbox"/>	
29. Other:	<input type="checkbox"/>	

Section I Total..... _____

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)	<input type="checkbox"/>	
2. Recycle or reuse the following: [Please choose at least one]		
a. Cardboard (corrugated, cardboard boxes)	<input type="checkbox"/>	
b. Mixed Paper (junk mail, scrap and colored paper)	<input type="checkbox"/>	
c. Newspapers	<input type="checkbox"/>	
d. Office Papers (computer or copier paper)	<input type="checkbox"/>	
3. Recycle food and beverage containers that are glass, plastic, and aluminum	<input type="checkbox"/>	
4. Donate to Alohaharvest.org or similar. Diverting excess food from entering the waste stream reduces our environmental footprint and dependence on landfills. (2 credits)	<input type="checkbox"/>	
5. For salad bars, use smaller portions and replenish more frequently to prevent waste	<input type="checkbox"/>	
6. Buy pickles, mayonnaise, salad dressing etc. in containers that are recyclable (i.e. plastic-lined cardboard, cry-o-vac or foil pouches)	<input type="checkbox"/>	
7. Buy products in returnable, reusable, or recyclable containers	<input type="checkbox"/>	
8. Switch from individual condiment packets such as sugar, salt, and pepper to refillable containers or offer only upon customer request	<input type="checkbox"/>	
9. Offer half-orders on menu to eliminate waste	<input type="checkbox"/>	
10. Offer incentives to customers who bring their own coffee mugs etc.	<input type="checkbox"/>	
11. Eliminate coasters and switch to reusable ones	<input type="checkbox"/>	
12. Have napkins in dispensers at tables to reduce over-usage	<input type="checkbox"/>	
13. Use cloth instead of paper napkins and tablecloths	<input type="checkbox"/>	
14. Use properly sanitized old table cloths and napkins as rags	<input type="checkbox"/>	
15. Require cleaning/sanitizing product suppliers to take back empty buckets or drums	<input type="checkbox"/>	
16. Compost all unused food, and any other food not donated or eaten by employees or used for animal feed	<input type="checkbox"/>	
17. Use vermicomposting to reduce food waste (https://www.planetnatural.com/composting-101/indoor-composting/vermicomposting) (2 credits)	<input type="checkbox"/>	
18. Recycle Green waste: compost or recycle landscape waste	<input type="checkbox"/>	

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

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

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 _____ 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)



**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:
DBEDT.HGBP@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.