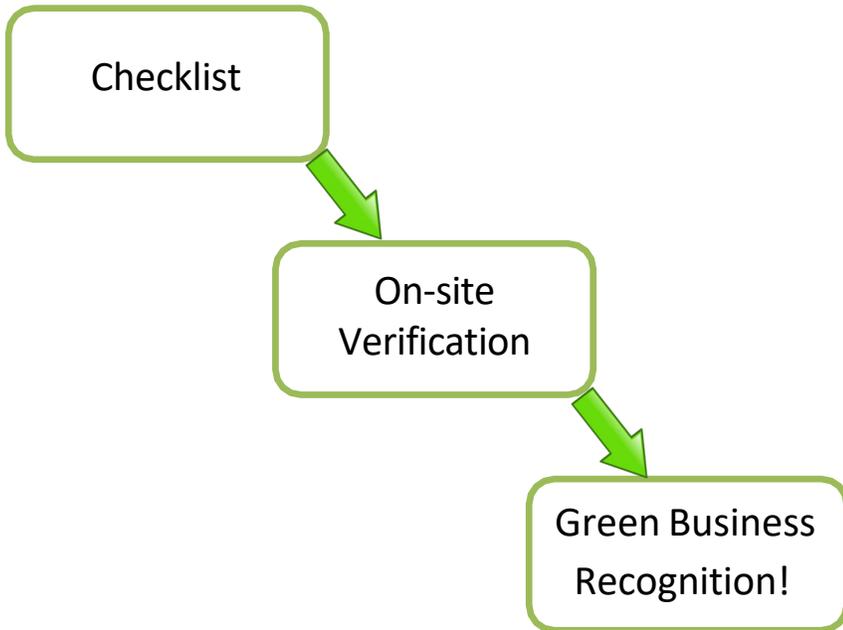




**HAWAII
GREEN BUSINESS
PROGRAM**

Hawai'i Green Business Program Venue Checklist



Board of Water Supply



**HAWAI'I
STATE
ENERGY
OFFICE**

Checklist

In order to be recognized as a Hawai'i Green Venue 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 completed 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 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 crucial to your company success in the program. Please review these policies with your employees, follow through and maintain them for your Green Business Certification.

Guidelines for Certification (363 Max Possible Points):

102 – 167 credits – Kūlia I Ka Nu'u (Strive to Reach the Summit)

168 – 233 credits – Kaulike (To Achieve Balance)

234 – 299 credits – Kela (Excellence)

300 – 363 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.

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

See hawaiiorganic.org for local produce

I. Purchasing

A. RECYCLED PRODUCTS

Section N/A

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

	Yes	Date Implemented
1. Food is purchased from local and/or organic vendors (10-30% = 1 pt, 30-50% = 2pt, 50-70% = 3pt)		
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]		
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 products throughout the facility from 30%-100% PCW: Please denote which percentage of PCW is used for each product: 30%-74%: 1 credit, 75% -99%: 2credits, 100%: 3 credits		
a. Garbage pails		
b. Garbage bags (recycled HDPE trash liner bags instead of LDPE or LLDPE)		
c. Placemats		
d. Paper table covers		
e. Menus		
f. Guest checks		
g. Floor mats		
4. Replace plastic straws with paper or biodegradable straws (2 credits)		
5. Stock/sell products made with at least 30% recycled content. Please explain:		
6. Use certified organic products and beverages (2 credits)		
7. Use fair trade, sustainably harvested and/or locally grown products and beverages (2 credits)		
8. Purchase local and/or certified organic beef (2 credits) (http://www.hicattle.org)		
9. Purchase fish that are low in contaminants (i.e. Mercury) (http://www.edf.org)		
10. Purchase environmentally preferable or socially preferable coffee https://www.coffeehabitat.com/certification-guide/	n/a	
a. 50% (1 credit)		
b. 100% (2 credits)		
11. Purchase local dairy products (2 credits)		
12. Purchase and serve vegetarian/vegan options	n/a	
a. 50% of the menu (1 credit)		
b. 100% of the menu (2 credits)		

13. Support local “green” vendors (2 credits)		
14. Select products with the least packaging and/or which have easily recyclable packaging		
15. 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		
16. Purchase dumpster lids, utility bins, and benches made of recycled content		
17. Do not purchase Styrofoam		
18. Other:		

Section A 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.*

See Hawai‘i’s Energy Incentives for Businesses
<https://hawaiienergy.com/for-businesses/incentives>

II. Energy Conservation

B. EQUIPMENT

Section N/A

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

	Yes	Date Implemented
1. Install LED lighting		
2. Exit Signs are LED or electroluminescent		
3. Track and plot energy consumption using the ENERGY STAR Portfolio Manager <u>(ENERGY STAR Portfolio Manager)</u>		
4. Establish a procurement policy for purchasing equipment with energy saving features. (Please provide)		
5. Conduct quarterly filter, coil, and general air conditioning maintenance (Please provide maintenance records)		
6. Install Energy Star Products:		
a. 15% (1 credit)		
b. 25% (2 credits)		
c. 50% (3 credits)		
d. 75% (4 credits)		
e. 100% (5 credits)		

7.	Buy EPEAT certified computers (EPEAT.net)		
8.	Use hardware that saves energy by automatically turning off idle monitors See: energystar.gov/powermanagement		
9.	Use plug load controllers to turn off idling equipment after working hours		
10.	Use an energy efficient dishwasher (look for an Energy Star seal)		
11.	Install timers on hood fans, variable speed drives (VSD), exhaust systems and hood lights		
12.	Insulate hot water pipes, hot water heaters and storage tanks		
13.	Install a gas booster heater for hot water use (i.e. laundry, dishwasher, etc.)		
14.	Use a solar water heater And/or pre-heater		
15.	Convert to natural gas from electrical hot water heaters		
16.	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		
17.	Replace inefficient refrigerators with newer, more efficient ones, such as Energy Star, and ensure that old refrigerator is either donated or recycled (2 credits)		
18.	For products that are not sold to the public, use solid refrigerator doors		
19.	Use insulation for all refrigeration suction lines		
20.	Install plastic strip curtains on walk-in refrigerator and/or freezer doors		
21.	Use ceiling fans to promote air circulation and reduce the need for air conditioning		
22.	Install economizers on A/C system to reduce the operation of the compressor		
23.	Use A/C meeting Energy Star requirements (2 credits)		
24.	Conduct an Energy Star audit		
25.	Energy Star rating of: n/a		
	a. 51 to 65 (1 credit)		
	b. 66 to 74 (2 credits)		
	c. 75 or above (3 credits)		
26.	Other:		

Section B Total..... _____

C. FACILITY

Section N/A

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

	Yes	Date Implemented
1. Check seals around windows and doors annually to prevent air gaps in all conditioned spaces		
2. Developed an inventory list of all energy consuming equipment in facility (please provide)		

3.	Use or invest in renewable energy for at least:	n/a	
	a. 25% of your energy needs (1 credit)		
	b. 50% of your energy needs (2 credits)		
	c. 75% of your energy needs (3 credits)		
	d. 100% of your energy needs (4 credits)		
	<i>Ask your local utility or Center for Resource Solutions at 415-561-2100 or http://www.resource-solutions.org</i>		
4.	Use occupancy sensors to adjust set points for air conditioning and heating equipment (2 credits)		
5.	Install optical reflectors or diffusers to increase lighting efficiency and reduce the number of fixtures		
6.	Install lighting controls, such as:		
	a. Occupancy sensors in spaces of variable occupancy		
	b. Bypass/delay timers		
	c. Photocells for exterior lighting and/or areas with significant natural daylight		
	d. Time clocks for large banks of lights on circuit breaker that generally operate during off hours		
7.	Use daylight dimmers that turn off automatically when there is sufficient light		
8.	Tenants are billed for utility costs individually (i.e. not fixed CAM)		
9.	Provide utility-paying tenants with sub-meters that display energy usage		
10.	Disconnect unused ballasts in de-lamped fixtures. Replace and recycle burned out lamps		
11.	Install an Energy Management System (EMS) for central air conditioning systems		
12.	Use all variable frequency drives (VFDs) on fan and pump motors		
13.	Use Variable Refrigerant Flow (VRF) systems for central air conditioning		
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 and reconfigure zoning for central air conditioning		
18.	Provide shading for HVAC condenser		
19.	Replace inefficient or broken windows with energy-efficient low-emissivity (low-e) windows, with a maximum solar heat gain coefficient of 0.40		
20.	Apply window film to reduce solar heat gain. Shade sun-exposed windows and walls to mitigate the effect of direct sunlight		
21.	Maintain seals around windows and doors to prevent air gaps in all conditioned spaces		
22.	Plant native shrubs or trees near windows for shade		
23.	When repainting exterior and roofs, choose light colors and cool roof coatings to increase reflectivity of heat		
24.	Use motion sensors on ice, snack and vending machines, and locate in shaded areas		
25.	Ballasts and tombstones are removed, replaced, or rewired in de-lamped fixtures		
26.	Other:		

Section C Total..... _____

D. 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. Have on hand a Green Policy Handbook reviewed by all employees		
2. Set thermostat to 76° F for cooling, 68° F for heating; use timing devices to turn down after hours		
3. Maintain the hot water heater to standard 125°-130° F		
4. Set refrigerator temperatures at 38° - 42°F and freezer temperatures at 10° - 20°F		
5. There is equipment, a policy, and/or signage in place to ensure (please explain in the comments section below, or provide policy). [Please choose at least one]		
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. Seal off unused areas from air conditioned areas		
7. Use a fan or space cooler to condition a small area instead of cooling the entire workplace		
8. During slower periods, group customers under one group of lights and heating/cooling so lights in unoccupied areas can be turned off		
9. Workspaces are arranged or designed to take advantage of areas with natural sunlight. Please explain:		
10. Use "task" lighting with efficient bulbs rather than lighting an entire area		
11. Drain and flush hot water tanks to the sanitary sewer every six months to prevent build up and deposits		
12. Check pilot lights to gas in kitchen or hot water for proper adjustment		
13. If available, use the standby mode on equipment (e.g. energy saver buttons on copiers)		
14. Set freezer defrost time clock to avoid the peak energy use periods, generally 12pm-6pm		
15. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains		
16. Maintain proper refrigerant level, refrigerant charge and ensure refrigerant is not leaking		
17. Other:		

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. Employee Practices: Our computers all have a reminder note to shut down or stand-by when not in use.*

See
www.boardofwatersupply.com
 for the Honolulu Board of Water
 and Supply

III. Water Conservation

E. 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. 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 Preempt 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. Use dry floor cleaning methods and/or damp mopping, rather than hosing with water		
6. Without compromising proper hand washing procedures for food handlers and employees, post signs in restrooms, restaurants and guest rooms encouraging water conservation		
7. Demonstrate a: n/a		
a. 15% reduction of your annual water use through any measure or combination of measures (1 credit)		
b. 25% reduction of your annual water use through any measure or combination of measures (2 credits)		
c. 35% reduction of your annual water use through any measure or combination of measures (3 credits)		
d. 50% reduction of your annual water use through any measure or combination of measures (4 credits)		
8. Replace and/or retrofit with WaterSense or equivalent low flow toilets <1.28 gpf		
9. Replace non-efficient urinals with a low flow urinal <0.5 gpf		
10. Install WaterSense or equivalent showerheads that use no more than 2.0 gpm		

11. Install kitchen handwashing faucets that do not exceed a flow rate of 2.2 gpm and/or foot triggers on faucets		
12. Reduce water pressure to no higher than 70 psi by installing pressure-reducing valves		
13. Adjust boiler and cooling tower blow-down rate to maintain TDS (total dissolved solids) at levels recommended by manufactures (2 credits)		
14. Retrofit once-through water cooled refrigeration units, air conditioners and ice machines by using temperature controls and re-circulating chilled water loop system		
15. Operate dishwasher only when full		
16. 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)		
17. Replace a standard food steamer with a boiler-less steamer or connectionless model https://www.energystar.gov/products/commercial_steam_cookers		
18. Replace water-cooled ice machines with air-cooled models		
19. 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		
20. Monitor continuous flow of 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		
21. Other:		

Section E 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.*

F. LANDSCAPE AND IRRIGATION

Section N/A

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

	Yes	Date Implemented
1. Irrigation is tested and repaired at least four (4) times per year to prevent leaks and maximize efficiency		
2. Irrigation timing is adjusted according to season		
3. Avoid run-off by making sure sprinklers are directing water to landscaped areas and not to parking lots, side-walks, or other paved areas		
4. Apply water, fertilizer/ pesticides to landscape only when needed rather than an automatic schedule (2 credits)		
5. Test how long it takes irrigation to permeate, then zone to create a minimum run time (2 credits)		
6. Use a rain catchment system for irrigation or plumbing		
7. Instead of one long run for irrigation, use repeat cycles with less time		
8. Modify your existing irrigation system to include drip irrigation or soaker hoses (2 credits)		
9. For sprinklers, use rain shut-off, evapo-transpiration, or moisture sensor devices		
10. Replace water intensive turf with woodchips, mulch, loose stones or permeable pavers (2 credits)		
11. If installing new turf, limit area and use drought tolerant species		
12. Renovate landscape to include drought tolerant plants <i>Xeriscaping water efficient guidelines available from www.boardofwatersupply.com Info on Native plants: http://nativeplants.hawaii.edu</i>		
13. Hydrozone: Group plants with similar water/nutrient requirements together		
14. Shut off water-cooled air conditioning units when not in need		
15. 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. Water Use Control: We use catchment water for cleaning.*

IV. Pollution Prevention

G. 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 sign		
5. The following wastes are recycled, donated, or reused: <i>[Please choose at least one]</i>		
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 when available (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 VOCs (volatile organic compounds) (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 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 Please explain:		
19. Eliminate usage of formaldehyde on furniture		
20. Conductivity controller is installed on cooling tower		
21. Mulch all non-turf areas, preferably with recycled wood chips		
22. Other:		

Section G Total _____

H. RUNOFF POLLUTION PREVENTION

Section N/A

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

	Yes	Date Implemented
1. Provide receptacles for litter and debris control near building entrances		
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: [Please 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. 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 or 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 run-off 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. Disconnect garbage disposals		
14. Ensure left-over beverages and wet food is not placed in dumpster		
15. Know the proper practices for disposal of fat, oil, and grease		
16. Install a grease trap		
17. Do not use biological, enzymatic, or chemical injection systems in grease traps		
18. Ensure that wastewater from washing floor mats, grease filters, grills, etc. is directed to a sanitary sewer		
19. Use an oil/water separator, bucket and rags rather than continuous spray		
20. Other:		

Section H Total

I. 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 & 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 <u>Honolulu Clean Cities Electric Vehicle Policies</u>		
4. Provide bus, bike sharing, or mass transit 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. 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		
8. A bike sharing station is on site or within a 1 block radius for customers and employees		
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 (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 credit)		
c. 50% reduction in mileage driven by all company vehicles (3 credit)		
d. 75% reduction in mileage driven by all company vehicles (5 credit)		
19. Shaded parking is provided		

20. Enrolled in a car sharing program for company business		
21. Carbon dioxide offsets are purchased for your fleet, and/or business travel (2 credits)		
22. Parking spaces are reserved for car/van pool vehicles		
23. Offer a shuttle service to and from bus		
24. Other:		

Section I 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
<https://www.honolulu.gov/opala> for business recycling

V. Recycling and Waste Reduction

J. 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 clear sorting for recycling		
2. Eliminate the use of plastic bags, limit usage to trash liners [Choose at least one]		
a. Replace with paper bags, preferably made with minimum 40% PCW		
b. Re-usable bags, which can be used as promotional material		
c. BPI certified compostable bags (http://www.bpiworld.org)		
3. Use to-go/disposable utensils and packaging that are: [Choose at least one]		
a. Compostable		
b. Biodegradable		
4. Eliminate plastic beverage bottles for employees		
5. Utilize demand forecasting i.e. Monitor consumption rates, make serving and ordering size as accurate as possible		
6. In the break room, use permanent ware (mugs, dishes, utensils, etc.) or refillable containers (for ketchup, salt, etc.)		
7. Utilize inventory management for materials and supplies		
8. Utilize standardized date labeling		
9. Register, track, and plot solid waste and recycled materials at the EPA's WasteWise website (EPA WasteWise)		

10. Procure grains in bulk (e.g., rice, flour) packaged in multi-walled paper bags, which can be recycled with cardboard		
11. Keep a recycling bin in the office and a stack of previously used paper near printers for reuse		
12. Use electronic files rather than paper ones		
13. Practice efficient copying by using the size reduction feature (e.g. print two pages of text on one page)		
14. Minimize misprints with printer training or a diagram showing how to load special paper		
15. Minimize printing by eliminating unnecessary forms and reports or sending them electronically		
16. Eliminate, double-side, make electronic, redesign forms, or reuse envelopes as send and return		
17. Do not require paper for ordering		
18. Design marketing materials to require no envelope – simply fold and mail		
19. Promote the use of recyclable marketing material		
20. Eliminate fax cover sheets by using “sticky” notes, use software that allows you to fax electronically, or utilize an internet “efax” service.		
21. Only print customer receipts upon request		
22. Reduce unwanted mail by the following:		
a. Write to or call senders requesting removal from mailing list		
b. Return labels from duplicate mailings & subscriptions		
c. Purge your own mailing lists to eliminate duplication Visit http://www.ecocycle.org/junkmail for guidance		
23. Lease, rather than purchase, computers and printers		
24. Recycle or donate old computers and other electronics (2 credits)		
25. Use optical scanners for precise ordering; track material usage to optimize ordering and use of time-sensitive materials		
26. Use reusable hats for kitchen employees instead of single use disposable paper ones		
27. Install air hand dryers in staff washrooms instead of paper towels		
28. Reduce operational waste		
29. 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)		
30. Other:		

Section J Total..... _____

K. RECYCLING AND REUSING MATERIALS

Section N/A

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

	Yes	Date Implemented
1. Donate excess post-consumer food to employees, local homeless shelters and animal feed farmers (covered under the Good Samaritan law)		
2. Recycle or reuse the following: <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)		
3. Recycle food and beverage containers that are glass, plastic, and aluminum		
4. For salad bars, use smaller portions and replenish more frequently to prevent waste		
5. Buy pickles, mayonnaise, salad dressing etc. in containers that are recyclable (i.e. plastic-lined cardboard, cry-o-vac or foil pouches)		
6. Switch from individual condiment packets such as sugar, salt, and pepper to refillable containers or offer only at customer request		
7. Offer half orders on menu to eliminate large uneaten portions		
8. Offer small incentives to customers who bring their own coffee mugs etc.		
9. Eliminate paper coasters and switch to reusable ones		
10. Have napkins in dispensers at tables to reduce over-usage		
11. Use cloth instead of paper and tablecloths		
12. Use properly sanitized old tablecloths and napkins as rags		
13. Require cleaning/sanitizing product suppliers to take back empty buckets or drums		
14. Compost all unused food, and any other food not donated or eaten by employees or used for animal feed		
15. Use vermicomposting to reduce food waste (https://www.planetnatural.com/composting-101/indoor-composting/vermicomposting) (2 credits)		
16. Recycle Green waste: compost or recycle landscape waste		
17. Donate old uniforms and linens to shelters or nonprofits, or simply recycle them (https://www.honolulu.gov/opala)		
18. Donate or exchange unwanted furniture, supplies, electronics, scrap material, etc. To check places that accept reusable items go to City & County of Honolulu: https://www.honolulu.gov/opala Or Department of Health: http://health.hawaii.gov		
19. If a laundry service is used, makes sure they provide reusable bags for dirty & clean linens		
20. 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.		
21. Check food deliveries for spoiled or damaged products before accepting shipment		
22. 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. *E.g. Solid Waste Generation: Our new employee forms and manuals are electronic only.*

VI. Community Involvement and Special Activities

L. 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)		
9. Offer employee incentives for volunteering at community organizations Please explain:		
10. Do business with other "Green" vendors or services such as those listed in the Environmental Product Guide		
11. Create an environmental team or task force and have quarterly meetings		
12. Other:		

Section L 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 _____(363 Max possible)

Guidelines for Certification (372 Max Possible Points):

102 – 167 credits – Kulia I Ka Nu'u (Strive to Reach the Summit)

168 – 233 credits – Kaulike (To Achieve Balance)

234 – 299 credits – Kela (Excellence)

300 – 363 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

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.