



City of Columbia Green Business Program WASTE REDUCTION AND RECYCLING Help Sheet



Sample Goal: Conduct or request a waste assessment /audit, and set a goal to reduce waste by 30%.

Reduce

- Keep a stack of used paper near printers to use for drafts or internal memos
- Avoid using cover sheets to send fax transmittals
- Purchase a fax machine that uses plain recycled/recyclable paper
- Use computer fax modems that fax directly from computers without printing
- Purchase/lease copiers and printers with double sided capacity
- Send back mailing labels for unwanted or duplicated mailings and magazines
- Remove you name from junk mail lists; write "refused" on unwanted first class mail
- Update your own mailing lists to eliminate outdated addresses and duplications
- Use email, disks, bulletin board postings, or routing lists to minimize paper usage
- Use smaller fonts and margins to minimize paper use without sacrificing legibility
- Buy in bulk and select products shipped with less packaging
- Install air hand dryers in public washrooms

Reuse

- Use rechargeable batteries and refillable computer cartridges
- Wash and reuse coffee cups and eating utensils
- Reuse garbage bag liners for dry waste
- Donate unwanted equipment, books, furniture, uniforms to community organizations
- Require vendors to take back pallets, buckets and drums for reuse
- Pack items in shredded paper instead of purchasing Styrofoam pellets or bubble wrap

Recycle

- Research recycling options
- Purchase or lease appropriate recycling equipment
- Collect and segregate as appropriate for nonhazardous waste: office paper, newspapers, magazines, plastic bottles/jars, metal cans/ lids, glass bottles/jars, brown unwaxed cardboard, scrap metals
- Utilize indoor or outdoor compost bins for appropriate organic waste
- Contract recycling vendors for hazardous waste: e-waste, fluorescent bulbs, motor oil, chemicals

Buy Recycled Content Products

- Paper towels and toilet paper
Paper for copies, computers, brochures, file folders, business cards
- Cardboard shipping boxes and packing material
- Trash bag liners made from recycled HDPE instead of LDPE or LLDPE
- Construction and decorating materials when building/remodeling: concrete, recycled plastic lumber, recycled glass tiles, carpet, furniture, etc.
- Landscape materials: mulch, pavers, outdoor benches



City of Columbia Green Business Program POLLUTION PREVENTION/AIR QUALITY Help Sheet



Sample Goal: Conduct or request a waste assessment /audit.

Vehicles

- Encourage/assist/reward employees who ride mass transit/carpool/bike/walk to work
- Provide secure bicycle storage for employees and customers
- Plan routes for company business and errands to minimize driving miles
- Purchase or convert company vehicles utilizing clean technology
- Keep vehicles in good repair and tires properly inflated
- Establish a no idling policy for employee and company vehicles
- Establish a plan for oil or chemical spill cleanup

Indoor Air Quality

- Monitor trends in health complaints noting times and locations of complaints
- Use large recessed "grates" or "walk off" mats to minimize dirt entering the building
- Avoid tracking pollutants into work areas and seal work areas from office spaces
- Clean up dust from both daily activity and construction activity
- Inspect and replace air filters on ventilations systems regularly
- Ensure ventilation system is clean and adequately supplying outdoor air
- Make sure the air intakes are away from pollution sources: emission stacks, idling vehicles, animal nests and droppings
- Request supplies that emit low levels of air polluting contaminants: paint/ finishes/ cleaners/ caulks/ sealants/ carpet adhesives/ dishwashing detergent
- Avoid wood products/furnishings made with formaldehyde bonding agents
- Use paint removal methods that minimize dust and debris and avoid chemical stripping
- Use high efficiency paint spray application equipment
- Utilize indoor plants to help clean the air
- Switch from aerosol air fresheners to potpourri or vinegar and lemon juice

Pest Management

- Monitor frequently for signs of pests, identify and record populations of pest species
- Reduce or eliminate the use of chemical pesticides through integrated pest management.
- Use biological controls or traps, baits and barriers; caulk and seal cracks
- Change conditions that attract and harbor pests: food, garbage storage, landscaping
- Keep dumpsters, docks and storage areas clean, dry and leak proof
- Use pest resistant plants in landscaping
- Buy minimal amounts of pesticides; don't over apply; store safely

Storm Water Runoff

- Don't mix chemicals with regular trash, pour down drains or dump on ground
- Stencil all storm drains with a "no dumping" message
- Frequently clean private catch basins to prevent clogging
- Utilize landscaping to minimize bare soil eroding into storm drains
- Route dirty cleaning water to sanitary sewers, not storm drains/gutters/streets
- Minimize use of herbicides and fertilizers
- Pickup pet waste



City of Columbia Green Business Program ENERGY CONSERVATION Help Sheet



We Are Columbia

Sample Goal: Conduct or request an energy audit and set a goal to reduce energy use by 25%.

Lighting

- Clean light fixtures and lamps to maximize output
- Use light switch signs to remind staff to turn off lights
- Turn off lights in vending machines
- Replace facility lighting fixtures as recommended by the energy audit
- Convert standard bulbs to high efficiency (t8) fluorescent lamps and ballasts
- Replace incandescent bulbs with compact fluorescent bulbs
- Install dimmable ballasts to dim lights during daylight hours
- Disconnect unused ballasts in fluorescent fixtures not currently in use
- Retrofit exit signs with led's or fluorescent bulbs
- Install occupancy sensors for lighting in low occupancy areas

Climate Control

- Plant native shrubs or trees near window for shade
- Set thermostat to 76 degrees to cool and 68 degrees to heat
- Use your thermostat's night setback feature
- Create a work order system to report problems that may require service
- Turn off room cooling units when the weather is cooler
- Install a programmable thermostat to control heating and air conditioning
- Insulate hot water system and pipes
- Use natural gas system instead of an electric system
- Use weather stripping to close gaps around windows and doors
- Use high intensity discharge lights instead of standard fluorescent lights for outdoor areas
- Insulate all indoor and outdoor heating and cooling pipes and ducts
- Install time switches on radiant space heaters
- Replace or supplement an a/c system with an evaporative cooler
- Use window film or shades to reduce solar heat gain during hot months
- Install double pane windows or windows with a low emission coating
- Control compressor system to ensure operation only during working hours

Equipment

- Establish a routine cleaning and maintenance schedule for all equipment
- Plug equipment into time switches for automatic switch off times
- Purchase equipment with energy saving features (energy star rating of 65 or higher)

Water Heaters

- Set hot water heaters to 140-150 degrees
- Drain and flush tank every 6 months to prevent scale build up and deposits
- Research and purchase more energy efficient water heating systems.



City of Columbia Green Business Program WATER CONSERVATION Help Sheet



Sample Goals: Conduct or request an indoor/outdoor water assessment; set a goal to reduce water usage by 15%.

Assign one team member to monitor water use by:

- Learning how to read the water meter
- Understanding the water bill and monitoring it monthly to detect problems
- Placing signs reminding employees to conserve water and report leaks
- Documenting water saving strategies for cleaning
- Regularly checking water system and toilet tank for leaks
- Promptly repairing leaks in toilets, faucets and pipes
- Adjusting water level in toilet tank to one inch below the overflow tube
- Adjusting urinals to 1.0 gallons per flush

Install

- Low flow lavatory faucet aerators (1.5 gpm or less)
- Ultra low flush toilets 91.6 gallons per flush max)
- Quick closing toilet flappers
- Plastic toilet dams, or plastic bags to reduce water use in nonultra flow toilets
- Additional urinals in men's restrooms to reduce the number of toilets

Use

- Dry surface cleaning methods followed by damp wiping or mopping
- High pressure, low volume cleaning equipment such as an electric cleaning machine

Outside

- Leave grass clipping on mowed turf rather than disposing
- Landscape with native and drought resistant plants
- Use ground cover or mulch around plants to prevent evaporation
- Collect rainwater for watering
- Use drip devices in lieu of sprinklers
- Water in early mornings to minimize evaporation
- Alter time and duration of irrigation with the weather
- Adjust sprinklers for even coverage of grass, not pavement
- Repair defective lines and sprinkler heads