# Chico Sustainable Business Program



# **SPONSORED BY:**







# **TABLE OF CONTENTS**

I. INTRODUCTION TO THE CHICO SUSTAINABLE BUSINESS F	ROGRAM 3
II. APPLICATION	4
III. CHICO SUSTAINABLE BUSINESS PROGRAM CHECKLIST	5
Energy Conservation	5
Pollution Prevention	7
Social Equity	9
Transportation	11
Waste Reduction	13
Water Conservation	15
IV. COMPLETION VERIFICATION	17

#### Introduction to the Chico Sustainable Business Program

The Chico Sustainable Business Program was created as a collaborative effort by: educational, governmental, and private sector individuals to support businesses that want to begin to voluntarily change current business practices to those that account for not only economic, but environmental and social related issues. In order to help businesses become more sustainablewe have developed a comprehensive self-monitoring program compromised of six distinct categories. Each of the six categories offers many beneficial and practical solutions to solving your business' sustainability questions. The six categories are: energy conservation, pollution prevention, social equity, transportation, waste reduction and water conservation. In addition, although not explicitly made a category, the Chico Sustainable Business Program was designed tohelp sustain local businesses and the local economy. We understand that becoming a sustainable business is a journey. We have tailored the program so that your business may finish one or more of the six categories over time, or complete all six categories at once. Either way, your business will be recognized and included in the Chico Sustainable Business Program. We look forward to collaborating with your business.

If you have any suggestions or questions regarding the Chico Sustainable Business Program please contact: tisdstudent4@csuchico.edu.

#### Why should you participate in the Chico Sustainable Business Program?

We have crafted an easy to use checklist and reference guide to enable a quick and simple way for your business to become more sustainable. By changing some of your current business practices, the Chico Sustainable Business Program foresees that your business will begin to benefit in many ways. These benefits include:

- Monetary Benefits
- Enhanced Brand Image
- Increased Competitive Advantage
- Improved Productivity
- Elimination of Inefficiency Up and Down Your Supply Chain
- Increased Employee Retention and Recruitment
- Increased Visibility of your Business' Commitment to the Prosperity of the Local Community
- Recognition as a Sustainable Leader

#### Chico Sustainable Business Program Reference Guide

A comprehensive reference guide will be made available to find ways to accomplish your desired sustainability business initiatives within the Chico Sustainable Business Program Checklist. The reference guideis available at (still in development).

#### Chico Sustainable Business Program business reviews

See what other local businesses have to say about the Chico Sustainable Business Program:

# Application CHICO SUSTAINABLE BUSINESS PROGRAM

DATE:
FACILITY or COMPANY NAME:
TYPE OF BUSINESS:
NUMBER OF EMPLOYEES:
OWN OR LEASE
ADDRESS:
CITY, ZIP CODE:
CONTACT PERSON:
PHONE/FAX:
EMAIL:
WEBSITE:

If there are additional practices you are doing at your place of business that you believe to be sustainable business practices, but the measures aren't found on our checklists, please indicate the practice in the "other" box within each sustainable business category. We highly encourage businesses to include any practice that may have been omitted. If needed, feel free to include attached pages to the document submittal.

**IMPORTANT:** Before you undertake facility and practice changes, contact your local utilities to determine what no-cost programs and rebates are available. In many cases there are generous rebates available and many utilities require that you contact them first prior to making facility changes. Making facility changes before applying for a rebate will often make your business ineligible for rebates.

The Chico Sustainable Business Program is proudly sponsored by the following organizations:



#### **ENERGY**

#### Check all that apply

All prerequisites <u>must</u> be completed, if applicable. If not applicable, please mark N/A in the box. In addition, <u>at least</u> five (5) additional actions must be completed.

#### Prerequisites, ALL must be completed, if applicable

Obtain a free onsite PG&E energy assessment at your facility, track monthly gas and electricity consumption, and utilize your business' PG&E smart meter.

Replace traditional incandescent bulbs with compact fluorescent lamps, LEDs or other more energy efficient lights.

Use weather stripping to close air gaps around doors and windows.

Perform regularly scheduled maintenance on your HVAC filters.

Create and implement a written policy to turn off lights and equipment when not in use.

Remove extra lights, (e.g., lamps, light bulbs, fluorescent tubes, etc.), where possible.

Create and implement a written policy focusing on energy efficient practices.

#### Additional, AT LEAST five (5) must be completed

#### **Equipment Changes**

Complete a more thorough energy assessment, such as one by the Building Performance Institute or ASHRAE. Install and use computer programs that save energy by automatically turning off idle computer monitors and printers.

Install dimmable ballasts to dim lights when daylight is available.

Install economizers on an existing AC system to increase air flow.

Install occupancy sensors for lighting in low occupancy areas.

Install a programmable thermostat to control heating and air conditioning.

Insulate hot water heaters and hot water pipes.

Replace major appliances and electronic equipment with Energy Star models.

Replace or supplement an existing AC system with a unit that has a greater EER rating.

Retrofit exit signs with LEDs or fluorescent bulbs.

Shut-off water-cooled air conditioning units when not needed.

Upgrade existing fluorescent lighting with more energy efficient (T-5 or T-8) fluorescent lamps with electronic ballasts.

Use an energy management software system to control lighting and HVAC systems.

Use an ink jet printer instead of a laser printer.

Use task lighting to directly illuminate a work area rather than light an entire area.

Utilize solar energy sources / equipment.

For outdoor lighting, utilize two tier motion sensors, barring security concerns.

For outdoor lighting, cap outdoor lights to minimize light pollution.

Purchase and utilize smart power strips and/or timers.

#### **Facilities Changes**

Install double-paned windows.

Apply a film or solar screens for windows to reduce heat gain.

Install a cool roof or a cool roof coating that is certified by Energy Star.

Install solar carports to generate power and shade cars.

Install tankless, on-demand hot water heater(s).

Pro	ovide shading for outdoor HVAC condenser(s).
tice	e Changes
Shi	ift energy consumption to off peak times and/or during time varying pricing.
Cle	ean lighting fixtures and lamps as needed to increase efficiency.
Dra	ain and flush hot water tanks every six months.
Plu	g all office equipment into a timer switch to turn off after working hours.
Ro	utinely close blinds and curtains to reduce heat gain.
Sch	nedule routine janitorial services during the day instead of at night to save lighting energy.
Sea	al off unused areas and insulate unneeded windows.
Set	t refrigerator temperature between 38 and 42 degrees F, freezer between zero and five degrees F.
	t thermostat to 78 degrees F maximum for cooling and 68 degrees F maximum for heating, use thermostat' this setback, and lock thermostat.
Use	e light switch reminders to remind guests and staff to turn off lights.
Wh	nen possible, use laptop computers instead of desktop computers (consume 90% less energy).
Use	e lighting control devices such as time clocks or photocells.
_	e small fans and heaters outside normal business hours and when occupancy is low in lieu of central HVAC.
Tak	ke advantage of incentives and rebates mentioned after the completion of your facilities energy audit.
For	rm an Office Sustainability Team and create action items to improve the facility.
On	ly operate dishwashers when full.
Red	duce temperature for hot water in dishwashers, clothes washers, and other appliances to the lowest
ten	mperature allowed by health regulations.
Cle	ean coils on fridge every six months.
	rchase renewable energy credits (RECs) or offsets.
	ake monthly goals to reduce your electricity and gas use within your business by utilizing the PG&E Smart eter data available online.
Pro	ovide energy conservation tips to employees and customers for their home/office.
	her. Please describe any other energy conservation related action that your business undertakes which is t described above:

# **POLLUTION PREVENTION**

## Check all that apply

All prerequisites <u>must</u> be completed, if applicable. If not applicable, please mark N/A in the box. In addition, <u>at least</u> five (5) additional actions must be completed.

Post a sign above sink area for employees that reads, "Don't dump hazardous chemicals, fats, oils, or grease down the sink or sewer" and educate employees on proper disposal methods.
down the sink of sewer and educate employees on proper disposal methods.
Participate in a community creek clean-up, Adopt-a-Highway, and/or open space clean-up program.
Prevent potential company pollution by cleaning litter around your facility, providing adequate ash trays, routinely checking and maintaining company vehicles, and limiting access to hazardous products.
Distribute educational materials on storm water pollution prevention to employees and customers.
Use cleaning and landscaping supplies that are either green seal certified or non-toxic, if available. Ensure
that management is trained on the differences between safe and unsafe cleaning products.
Additional, AT LEAST five (5) must be completed
Equipment Changes
Keep storm drain protection devices on hand for quick spill response.
Replace equipment containing mercury with non-mercury alternatives. Properly dispose of mercury-containing equipment as hazardous waste.
Replace standard fluorescent lights with low or mercury free fluorescent lights.
Ensure that dumpsters are maintained and leak free. Repair when needed.
Use rechargeable batteries in appliances instead of disposable batteries.
Change HVAC air filters every three months.
Facilities Changes
Label on-site storm drains with, "No dumping, flows to creek", message.
Install secondary containment or berm around outdoor liquid storage and transfer areas to capture spills or leaks.
Install a storm water capture system.
Install a grease trap or interceptor at your facility.
Use low emitting materials when making facility changes including: adhesives, carpets, coatings, paints, and sealants.
Install and utilize a carpet tile system.
Install shut-off valves at storm drains on property or keep temporary storm drain plugs on hand for quick spill response.
For facility maintenance buy recycled paint and low VOC products when available.
Practice Changes
Post signs at dumpster to remind employees to keep the lids closed.
Post signs at dumpster to remind employees to keep the lids closed.  Post signs at all trash cans and dumpsters discouraging the disposal of liquids.
Post signs at all trash cans and dumpsters discouraging the disposal of liquids.
Post signs at all trash cans and dumpsters discouraging the disposal of liquids.  Have a storm water pollution prevention plan and storm water monitoring program.

Use landscaping to prevent erosion.
Routinely clean dumpster area and dispose of spent wash water appropriately.
Participate in a local storm drain marking program.
Eliminate the use of chemical pesticides by correcting and eliminating attractants or harborage for pests.
Regularly check and maintain storm drain openings and basins that are located on the property. Keep litter, debris, and soil away from storm drains. Ensure a thorough inspection prior to the first rain.
Buy paper products that are unbleached (no chlorine).
Purchase necessary hazardous products in the smallest quantities possible.
Require in janitorial contracts that safer and less toxic cleaning products are used to clean your facility.
Provide a household battery collection box for employees in your office and dispose of them properly.
Use a chalkboard or whiteboard with VOC free water based markers to list specials.
Use recycled or remanufactured laser and copier toner cartridges.
Reuse or recycle all "Universal Waste" at a proper disposal site.
Utilize a resource such as www.GoodGuide.com when purchasing products to ensure sustainable sourcing.
Utilize the City of Chico Clean Water Businesses.
Other. Please describe any other pollution prevention related action that your business undertakes which is not described above:

# **SOCIAL EQUITY**

# Check all that apply

All prerequisites <u>must</u> be completed, if applicable. If not applicable, please mark N/A in the box. In addition, <u>at least</u> three (3) additional actions must be completed.

Prer	equisites, ALL must be completed, if applicable
	Develop a company diversity policy and promote cultural awareness through workshops, trainings, and mixers.
	Promote or participate in philanthropic opportunities.
	Incorporate Extended Product Responsibility (EPR) into your company's purchasing practice and policy.
	Provide education on sustainability via bulletin boards for both customers and employees.
	Provide a way in which employees may provide constructive feedback on your business practices.
Add	tional, AT LEAST three (3) must be completed
Facil	ities Changes
	Provide on-site day care facility/services.
	Provide an on-site café.
	Provide healthy choices in vending machines.
	Create an on-site employee garden.
	Provide lactation stations.
	Provide an on-site health clinic.
Prac	tice Changes
	Eliminate purchases from companies that utilize sweatshop or slave labor.
	Provide benefits packages for employees.
	Purchase and promote local (within 250 miles from Chico) products and services.
	Become a Fair Trade Certified business or organization.
	Education
	Hold workshops on sustainability related issues.
	Explain the importance of sustainability during your new hire orientation.
	Provide professional training in regards to sustainability related issues.
	Provide tuition assistance for employees interested in classes on sustainability related issues.
	Health and Wellness
	Provide a program which challenges and incentivizes employees to improve their health and wellness.
	Provide either a lunch and learn series on health and wellness or other online learning services.
	Provide free health screenings for employees.
	Provide counseling and/or programs for employees in the following topics: nutrition, weight management,
	stress reduction, physical activity, tobacco cessation, substance abuse, massage therapy, ergonomics
	training, and/or support blood drives.
	Provide flexible work schedules for employees.
	Promote volunteer programs to both customers and employees.
	Provide sponsorships for people and/or organizations that promote sustainability related causes.

Other. Please describe any other social equity related action that your business undertakes which is not described above: | Chico Sustainable Business Program | **10** 

## **TRANSPORTATION**

## Check all that apply

All prerequisites <u>must</u> be completed, if applicable. If not applicable, please mark N/A in the box. In addition, <u>at least</u> three (3) additional actions must be completed.

Prerec	uisites, ALL must be completed, if applicable
	Provide employees with general information regarding alternative transportation options including bike and
	bus route maps and actively promote both programs to employees.
	Designate an employee who will act as the point of contact for the following opportunities: manage
1	alternative commute programs and to disseminate alternative transportation information to the office at arge.
	Encourage conference calls and phone meetings rather than in-person meetings to reduce travel time and nation use.
	Make commuter ride sharing information available to all employees and encourage the use of ride sharing within your business.
(	Commit your business to joining an alternative transportation campaign to minimize vehicle impact.
E	Insure that some form of bike parking is provided close to the entrance of your business.
dditi	onal, AT LEAST three (3) must be completed
quipr	ment Changes
F	Provide a fleet of bicycles for company employees to use.
	As needed, purchase new fleet vehicles and equipment that are highly fuel-efficient, use alternative fuels, or
6	electricity, allowing flexibility for maintenance, safety, and other special use vehicles.
F	Provide a shuttle to nearest transit hub.
ciliti	es Changes
F	Provide bicycle-support facilities, such as personal lockers, showers, and water refill stations.
	Create safe, convenient, and attractive bicycle parking, including covered and well-lit spaces and customer bicycle racks.
F	Provide preferential parking to customers who use carpools/vanpools, hybrids, and or alternative fuel vehicles.
	Provide park and ride parking spaces.
	ce Changes
	Provide incentives for employees to commute in modes other than single-occupant vehicles. Examples manclude: subsidize transit passes for residents and employees and provide carpool incentives.
(	Offer alternative and /or flexible work schedules to employees to reduce commute time. An example may
i	nclude: allowing employees to shorten their work week by working longer hours each day.
(	Offer employees the option of "flexing" their arrival/departure times and expand work at home programs t
r	educe the demand for office space and parking facilitates.
F	Reduce vehicle commute trips and emissions by offering employees the option of "cashing out" their
S	subsidized parking space and utilizing transit, biking, walking or carpooling for travel to work.
(	Choose to work with other businesses that use sustainable transportation.
E	nact a policy to minimize vehicle idling.
	Plan work trips in advance so that a single trip rather than multiple trips are required to complete the same ask(s).

rovide services for employees on-site to eliminate the need for employees to have their cars at work every ay.  rovide bonus vacation time for employees that commute using sustainable practices.  oin the USEPA Smartway Transport Partnership. Info at http://www.epa.gov/smartway.  nact an internal or external carbon offset program within your business.  heck tire pressure regularly and inflate to specifications  nonthly.  ther. Please describe any other transportation related actions that your business undertakes which is not
rovide bonus vacation time for employees that commute using sustainable practices.  bin the USEPA Smartway Transport Partnership. Info at http://www.epa.gov/smartway.  nact an internal or external carbon offset program within your business.  heck tire pressure regularly and inflate to specifications  nonthly.
rovide bonus vacation time for employees that commute using sustainable practices.  Sin the USEPA Smartway Transport Partnership. Info at http://www.epa.gov/smartway.  Inact an internal or external carbon offset program within your business.  The heck tire pressure regularly and inflate to specifications anothly.
oin the USEPA Smartway Transport Partnership. Info at http://www.epa.gov/smartway.  nact an internal or external carbon offset program within your business.  heck tire pressure regularly and inflate to specifications  nonthly.
nact an internal or external carbon offset program within your business. heck tire pressure regularly and inflate to specifications nonthly.
heck tire pressure regularly and inflate to specifications nonthly.
nonthly.
nonthly.
·

# **WASTE REDUCTION**

# Check all that apply

All prerequisites <u>must</u> be completed, if applicable. If not applicable, please mark N/A in the box. In addition, <u>at least</u> seven (7) additional actions must be completed.

Prerequ	uisites, ALL must be completed, if applicable
	Conduct a waste assessment to identify ways to reduce waste, reuse where applicable, recycle when able,
	compost organic matter, and purchase products which reduce your company's impact on the environment.
	Eliminate wasteful purchasing, shipping and other business practices.
	Figure out ways in which your company can begin to reuse supplies to eliminate the need to purchase new supplies.
	Provide recycling containers beside or near staff locations and couple trash and recycling containers in common or public areas.
	Recycle cardboard, glass, metals, mixed paper, office paper, plastic, and wood.
	Set computer printing default settings to double-sided printing and require double-sided printing for all documents with multiple pages.
	Properly dispose of hazardous waste (see resource guide for information regarding hazardous waste and proper waste disposal).
Additio	nal, AT LEAST seven (7) must be completed
Equ <u>ip</u> m	ent Changes
	Eliminate disposable dishware and utensils in the office and replace with reusable.
	Use optical scanners for tracking inventory to allow for more precise ordering and less waste.
	Make the trash containers smaller than the recycling containers.
Practice	e Changes
	Purchasing Practices
	Purchase products in returnable, reusable or recyclable containers.
	Purchase office and cleaning supplies in concentrated or bulk forms.
	Centralize purchasing within your company to eliminate unnecessary purchases and control what is being bought.
	Participate in a cooperative buying program.
	Eliminate purchase of disposable items.
	Order supplies electronically rather than in paper form.
	Purchase Forest Stewardship Council paper products.
	Purchase office products made out of recycled materials.
	Purchase recycled construction materials when building/remodeling.
	Purchase recycled or remanufactured printer and copier toner cartridges and ensure that they are reusable.
	Habitual Changes
	Implement a composting service through your trash hauler and/or vermicompost.
	Eliminate unnecessary forms or re-design forms and if not applicable encourage the use of electronic avenues.
	Encourage employees to share company catalogs, manuals, and phonebooks.

- Encoura	incentives to your customers to return bags/boxes or bring their own bags/boxes. ge employees to use re-useable containers when bringing food from home.
_	ackaging materials or find someone who can.
	nd rotate supplies to minimize loss through spoilage and damage.
	ent a program that allows for electronic payment stubs instead of hard copy payment stubs.
	ulletin board or email instead of hard copies of company announcements or memos.
Adopt a	nd implement a Zero Waste policy (90 % diversion).
	ct mailing marketing materials that require no envelope.
Make sc	rap paper available for employees and customers for office use or donate to the scrap paper to anothation that uses it.
	andscape trimmings for composting.
schools,	or recycle unwanted, usable, office computers, furniture, supplies, etc. to non-profit organizations, or appropriate websites.
Reuse ar	nd recycle packing and shipping materials.
	nd/or sell products with recycled content.
waste re	on-going incentives or training opportunities to encourage management and employee participation eduction.
	your customers about ways to reduce their own waste or recycle more.
Reduce	incoming junk mail at your facility.
	Please describe any other waste reduction related action that your business undertakes which is not ed above:

## **WATER CONSERVATION**

# Check all that apply

All prerequisites <u>must</u> be completed, if applicable. If not applicable, please mark N/A in the box. In addition, <u>at least</u> three (3) additional actions must be completed.

Prerequisites, ALL must be completed, if applicable	
Install water efficient aerators: 1.5 gallons per minute (gpm) for sink faucets; 2.5 gpm for kitchen sinl	ks.
Install water efficient toilets: 1.6 gallons per flush, if feasible.	
Install signs encouraging water conservation in break rooms, kitchens, and restrooms.	
Have a regularly scheduled time to review your water bill and conduct monthly maintenance checks	for
plumbing leaks.	
If Outdoor Irrigation Exists	
Repair all defective irrigation lines and sprinkler heads.	
Irrigate between 9 PM – 7 AM.	
Adjust sprinkler heads for proper coverage and check monthly.	
Prevent runoff by scheduling multiple short run times with at least one hour breaks.	
Adjust irrigation times and durations to: three days per week in summer, two days per week in spring and fall, and none in winter.	3
Additional, AT LEAST three (3) must be completed	
Equipment Changes	
Install water efficient urinals: non-flushing or 0.5 gallons per flush or less.	
Install high efficiency aerators: 1.0 gallons per minute (gpm) for sink faucets; 1.5 gpm for kitchen sink	κs.
Install high efficiency toilets: 1.3 gallons per flush and/or dual flush toilets.	
Install automatic shutoff faucets in restrooms.	
Install foot triggers on food preparation sink faucets.	
Install Energy Star and/or water efficient equipment.	
Install water recirculation devices.	
Install water efficient irrigation system with drip irrigation, soaker hoses and/or matched precipitation rate heads.	n
Install "smart" irrigation controllers that adjust watering schedules according to weather conditions.	
Reduce water pressure to no higher than 70 psi.	
Facilities Changes	
Landscape with drought resistant plant species or water permeable pavers, stone, or other landscape	e
material.	
Install a graywater system to supplement outdoor irrigation.	
Install a rain harvesting system to supplement the irrigation system.	
Route rainwater from gutters to landscaping areas or rain gardens.	
Use ground cover plants or a minimum of two inches of mulch on all non-turf areas to prevent water	
evaporation.	
Practice Changes	
Have regularly scheduled monthly maintenance checks for plumbing leaks.	

outdoor areas.  Wash vehicles using a "zero discharge" method.  Change window washing schedule from "periodic" to "as needed."
Implement hydrozoning.
Other. Please describe any other water conservation related actions that your business undertakes which is not described above:

# Completion Verification CHICO SUSTAINABLE BUSINESS PROGRAM

Thank you for participating in the Chico Sustainable Business Program. Your effort toward sustainability ensures that your business is a leaderwithin the Chico community. Your efforts ensure that this planet, all ofits life forms, and all of its resources, will be valued, preserved, and cherished for not only this generation, but generations to come. Additionally, your efforts are a step towards a more socially consciouscommunity and a more inclusive economic outlook (triple bottom line).

In the coming weeks, a Chico Sustainable Business Program representative will begin the verification process to ensure that your business meets the necessary requirements to become an officially recognized Chico Sustainable Business. The approval process may entail an on-site visit to verify your business' completed prerequisite and some additional checklist items. The Chico Sustainable Business Program representative will need some form of evidence that your business has completed the checklist items. Appropriate verification evidence may include receipts and/or photos. Once the checklist items and evidence have been assessed the Chico Sustainable Business Program representative will contact your business.

If your business didn't initially meet the criteria, the Chico Sustainable Business Program representative will give you feedback on why your business wasn't approved and how your business can continue working towards getting approved.

If your business was found to be approved by the Chico Sustainable Business Program representative, your business will be issued an official Chico Sustainable Business Program certificate, added to the Chico Sustainable Business Program website, and will be recognized by the Sustainability Task Force.

Upon verification and approval by the Chico Sustainable Business Program, your business will be recognized as a Chico Sustainable Business for up to three years. After three years, your business will need to resubmit a Chico Sustainable Business Program application.

# Completion Verification CHICO SUSTAINABLE BUSINESS PROGRAM

I hereby certify that all information provided on the Chico Sustainable Business Program application is truthful. I agree to maintain my businesses commitment to the aforementioned checklist items for the entire three years that my business is a part of the Chico Sustainable Business Program. In addition, I will ensure that my business, to the best of my knowledge, will be in compliance with all local, state, and federal environmental regulations for the entire three years that I am a part of the Chico Sustainable Business Program.

\*If any of the aforementioned items are deemed to be out of compliance by a Chico Sustainable Business Program representative, the Chico Sustainable Business Program reserves the right to revoke your business' affiliation as a recognized Chico Sustainable Business Program member.

# NAME (PRINTED): \_\_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ CHICO SUSTAINABLE BUSINESS PROGRAM PARTICIPANT: NAME (PRINTED): \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CHICO SUSTAINABLE BUSINESS PROGRAM VERIFIER:

Thank you! The sponsors of the Chico Sustainable Business Program sincerely appreciate your business' commitment to sustainability.



The Institute for Sustainable Development California State University, Chico Chico, CA 95929-0633 Tisdstudent4@csuchico.edu