

# LEADERS IN SUSTAINABILITY

## Application for Certification

Updated 2024



The Leaders in Sustainability certification program provides workplaces with guidance and recognition for meaningful achievements in sustainability practices. The practices on this application are proven to benefit an organization's triple bottom line through environmental, social, and economic advancements.

### Eligibility requirements

The workplace must be located within Clackamas County and must comply with all applicable environmental ordinances and regulations, such as:

- [business recycling requirements](#)
- [proper disposal/recycling](#) of paints and electronics
- [food scraps collection requirements](#) (only for food-related businesses; see p. 8)
- Oregon laws [banning single-use plastic bags](#) and [providing straws by request only](#)

### Certification criteria

All certification levels require a Leader in Sustainability to:

Meet basic eligibility requirements above

Complete at least 1 practice in each of sections I-IX (pp. 2-6)

Identify a new sustainability goal on p. 7

Formalize the finished list of practices as official policies (see p. 7)

...and complete a minimum number of overall practices:

#### 1-39 employees on staff:

**Certified:** Complete at least **15** total practices

**Silver:** Complete at least **30** total practices

**Gold:** Complete at least **45** total practices

#### 40 or more employees:

**Certified:** Complete at least **20** total practices

**Silver:** Complete at least **40** total practices

**Gold:** Complete at least **60** total practices



Some corporations with fewer than 40 employees on site locally will need to reach the numbers of practices required of companies with 40 or more employees. This is to account for corporate-level policies, managed by corporate staff elsewhere, that help the location achieve certification.

Employee count dictates the numbers of practices required because some practices on this application are not feasible for smaller organizations. Larger organizations have larger environmental impacts but also larger budgets – and therefore have both the responsibility and the opportunity to do more.

## Recognition for being a Leader in Sustainability

Certified workplaces receive a custom plaque; a window cling decal; listing on Clackamas County's [Green Business Directory](#); promotion in the County newspaper, our e-newsletter, and other outlets when available; as well as resources for the organization's own promotion of their achievement, including [the logo](#). Certification lasts for **3 years**.

## Get assistance through the process

- Tips and resources for this application are at [tinyurl.com/greenbizguide](http://tinyurl.com/greenbizguide), or click the section titles
- Get help with any part of the process: [greenbiz@clackamas.us](mailto:greenbiz@clackamas.us) | (503) 742-4458
- Your sustainability advisor can connect you with businesses that have already gone through the certification process to share suggestions, as well as other sustainability professionals.

## Applicant information (all fields required)

Organization's name: \_\_\_\_\_ Date of application: \_\_\_\_\_

Location address: \_\_\_\_\_

# of employees on site: \_\_\_\_\_ The organization:      leases its workspace      owns its workspace

Contact person: \_\_\_\_\_ Title/role: \_\_\_\_\_

Email & phone: \_\_\_\_\_

**County staff:** # completed: \_\_\_\_\_ Cert. level: \_\_\_\_\_ Cert. date: \_\_\_\_\_

### I. Policy & Employee Engagement

Yes ✓

1. A green team or individual has management's support to implement green practices.
2. An employee at the management level owns overall responsibility for sustainability efforts.  
*Name, position, and email:*  
\_\_\_\_\_
3. New employees are trained on sustainability practices included in this application, and all employees receive annual reminders of the sustainability practices required of them.
4. A social responsibility mission statement has been established and is shared with both employees and the public.
5. A sustainability report reflecting goals and progress is produced annually.
6. A system is in place to gather employee feedback and suggestions related to sustainability practices and policies.

7. A centralized location or other system is in place for employees to find information on sustainability-related resources and policies.

---

8. Events related to sustainability, e.g., lunch & learns, Earth Day celebrations, or health & wellness fairs, offer education on sustainability practices and resources.

---

9. The organization operates in a high-performance building (LEED, ENERGY STAR®, Earth Advantage, etc.) or has a green building policy for renovations.

---

10. A [living wage](#) of at least \$22/hour is provided to all employees.

---

11. An employee wellness program promotes healthy lifestyle choices for employees.

---

12. A continuity of operations plan prepares staff to adapt and continue critical operations after a disaster or other unexpected disruption.

## II. Reduce, Reuse, Recycle

Yes ✓

13. Single-use, disposable items are minimized throughout the workplace, including with the use of reusable dishware in applicable kitchen spaces.

---

14. Purchasing decisions incorporate sustainability criteria such as recycled content, energy and fuel efficiency, buying local, preference for reuse and repair, etc.

---

15. Copy/printer paper contains at least 30% post-consumer recycled content.

---

16. At least two additional products purchased (other than printer paper) contain recycled content. *Examples:*

---

17. Food scraps are collected for composting or animal feed. *(This is required for food businesses; see p. 8.)*

---

18. At least one additional material beyond the curbside recycling list is recycled, e.g., plastic film and wrap, e-waste, toner cartridges, pallets, etc. *Examples:*

---

19. Paperless invoicing, billing, and payroll are utilized in order to reduce paper use.

---

20. Double-sided printing is the default and centralized printers are used.

---

21. Rechargeable batteries are used for radios, cameras, and other electronic equipment.

---

22. A designated area stores equipment for later use, e.g., office furniture and electronics.

---

23. Product packaging and shipping materials are reused.

---

24. Surplus items such as electronics or supplies are donated to charitable organizations.

---

25. High-efficiency electric hand dryers are used in restrooms rather than paper towels.

---

26. Modular carpet tiles are used so damaged areas can be replaced as needed.

27. A waste audit has been conducted within the last year, and recommendations have been implemented. *(Speak with your sustainability advisor about a simple DIY option.)*

### III. Energy

Yes ✓

28. Energy use is monitored at least annually, and conservation opportunities are evaluated.
29. Programmable smart thermostats are automatically set back during off-hours.
30. Computer monitors are set to sleep after 15 minutes of inactivity, and non-essential computers and peripheral electronics are powered off at the end of each day.
31. Appliances and vending machines are ENERGY STAR®-certified.
32. Power strips with smart shut-off or motion sensors are used at workstations.
33. Interior lighting is LED.
34. Exterior lighting is LED and/or certified Dark Sky Friendly, i.e., limits light pollution.
35. Occupancy sensors or timers are used for lighting in storage room, offices, restrooms, and other common rooms.
36. Non-emergency lights are turned off each night.
37. Janitorial services are scheduled for during business hours.
38. HVAC systems, coolers/freezers, pumps, cooking equipment, etc. are regularly maintained.
39. Water heaters are set to 130°F.
40. Window film, blinds, and/or fans are used in the summer to reduce A/C load.
41. Windows and doors are properly weather-stripped, and gaskets on refrigerators and freezers are in good working order.
42. Renewable energy and/or carbon offsets are purchased.
43. Renewable energy is generated on-site, such as via solar panels.
44. Communication has been conducted with PGE and/or Energy Trust of Oregon within the last 3 years to identify energy upgrade opportunities.

### IV. Water Conservation

Yes ✓

45. Water use is monitored at least annually, and conservation opportunities are evaluated.
46. Faucets, plumbing fixtures, and hoses are not leaking, and leaks are repaired promptly.
47. Faucets in kitchens and break rooms use 1.5 gallons of water per minute or less, and restroom faucets use 1.0 gpm or less. *(Low-flow aerators can be provided at no cost.)*
48. Toilets and urinals are WaterSense-certified (1.28 and 0.5 gallons per flush, respectively).

- 49. Only tap water is provided. *(Bottled water can be purchased in case of emergencies.)*

---

- 50. Outdoor watering systems are equipped with hose timers, rain sensors, and/or WaterSense-certified smart controllers.

---

- 51. The majority of landscaping is native and drought-tolerant, and/or a policy states that new plantings are to be native.

## V. Stormwater Quality

Yes ✓

- 52. Storm drains and catch basins are permanently marked to provide pollution prevention education. *(Markers can be provided at no cost.)*

---

- 53. Outside garbage and recycling containers are in good condition, the lids are kept closed when not in use, and the enclosure is free of litter.

---

- 54. Parking areas and loading docks are kept free of litter and oil drips, and containers or signage discourage littering.

---

- 55. Stormwater management facilities, such as bioswales and eco-roofs, are in place and maintained to regulatory standards.

---

- 56. Storm drains and catch basins are cleaned annually to reduce water pollution.

---

- 57. Work vehicles are washed at a commercial car wash, or if they are washed onsite, all of the wastewater soaks into the soil or a landscaped area, not a storm drain.

## VI. Hazardous Materials Management

Yes ✓

- 58. Hazardous items such as solvents, cleaners, and batteries are safely stored and disposed of properly. *(Find options for recycling batteries [online](#) or by calling 503-234-3000.)*

---

- 59. Approved third-party-certified green cleaners are used by staff and, if applicable, specified in janitorial contracts. *(Exceptions are made where required differently by regulations.)*

---

- 60. Chemical and aerosolized fresheners are not used in the building.

---

- 61. Burnt-out fluorescent tubes and CFL bulbs are safely stored and disposed of properly.

---

- 62. A chemical assessment has been conducted within the past 2 years to identify and eliminate hazardous or toxic materials on-site and/or in the supply chain.

---

- 63. An integrated pest management (IPM) plan minimizes potentially harmful chemical use.

---

- 64. [EcoBiz-certified](#) companies are used for landscaping or auto repair.

## VII. Transportation

Yes ✓

- 65. Incentives encourage employees to use public transit, active transportation, or carpooling.

---

- 66. Teleconference and videoconference technologies are used for remote meetings.

- 67. Employees can telecommute, i.e., work remotely from home.

---

- 68. Employees participate in an annual commute challenge, such as the [Get There Challenge](#).

---

- 69. Secure bike parking is available for employees and customers.

---

- 70. Alternative transportation or alternative fuels are used for work duties, such as electric or hybrid vehicles, biodiesel-powered or natural gas-powered vehicles, bikes, etc.

---

- 71. Electric vehicle charging is available to customers and employees within one city block.

---

- 72. Drivers and vehicle operators are trained on driving practices that conserve fuel.

---

- 73. A no idling policy requires the motor fleet and vendors to shut off engines while parked.

## VIII. Diversity, Equity & Inclusion

Yes ✓

- 74. An employee group has management support to inform, support, and advance efforts related to equity, diversity, and inclusion (DEI).

---

- 75. An employee at the management level owns overall responsibility for DEI efforts within the organization. *Name, position, and email:*  


---

---

- 76. Employees and/or management receive annual education on equity issues.

---

- 77. Job openings are shared with professional trade groups that support the advancement of marginalized populations and communities.

---

- 78. The organization has a formalized policy to recruit, hire, and provide professional development opportunities to persons from marginalized populations and communities.

---

- 79. Hiring committees are diverse and include representative(s) from outside the organization.

---

- 80. Annual reports or reviews – whether about the organization or employees – include DEI considerations, e.g., demographic metrics of community groups served, hires, education and trainings completed, development of accessible and inclusive resources, etc.

---

- 81. Information is available to customers, clients, and/or the community in multiple languages.

---

- 82. The organization is locally owned and operated by persons from marginalized populations and communities.

---

- 83. All-user restrooms (ADA and gender-inclusive) are available to staff and customers.

## IX. Community Engagement

Yes ✓

- 84. The organization is willing to connect with other workplaces to share suggestions related to sustainability practices on this application.

---

- 85. The organization is a nonprofit, a cooperative, and/or employee-owned.

---

- 86. Employees receive paid time to volunteer in the community or in civic leadership roles.

87. The organization sponsors, hosts, or makes in-kind donations to community organizations.
- 
88. A giving campaign or funds-matching program supports charitable donations by employees.
- 
89. The organization has been recognized for sustainability initiatives within the last 3 years.  
*Recognition received:*
- 
90. Sustainability practices and accomplishments are shared with customers, clients, and/or the community via a webpage, e-newsletter, social media, signage, etc.

## X. Additional Practices?

If your workplace follows additional sustainability practices not already listed on this application, note them here. Your sustainability advisor will review them for possible additional credit towards certification.

**County staff: # additional** \_\_\_\_\_

## XI. Set a Goal

Continuous improvement is key. Identify a sustainability goal for the first year after certification. It could be from this application or something you have designed – just make it both achievable and meaningful.

## XII. Make It Official

Your finalized application puts your efforts in writing and documents your achievements. It is your responsibility to share this information with staff, ensure the practices are made permanent as ongoing policies, and file the application with other official policies.

## XIII. Additional Industry Practices

Is your workplace in the following industry sectors? Earn additional credit with practices on pages 8-10.

- Food
- Retail
- Hospitality & Large Institutions
- Manufacturing & Distribution

**Note:** To earn certification, a food business (restaurant, grocer, processor, etc.) **must** participate in a food scraps collection program if it is available to them, e.g., curbside service with their trash collector or with a farm for agricultural use. Ask your sustainability advisor about options.

- F1.** Food waste is tracked and assessed to improve ordering and inventory management, or a food waste audit has been conducted within the past year. *(We offer tools for audits.)*
- 
- F2.** Surplus food is donated to staff or a food assistance organization, or a formalized plan details how to donate, and to whom, in case of an unexpected surplus of foods.
- 
- F3.** Over-prepped food is repurposed in new dishes.
- 
- F4.** At least two vegetarian or vegan entrees are always available.
- 
- F5.** Seafood certified by the Marine Stewardship Council or Seafood Watch is always offered.
- 
- F6.** At least half of all menu items have ingredients that are organic or produced within 250 miles.
- 
- F7.** Products sold are certified by organizations working for environmental and economic justice in the supply chain, e.g., Equal Exchange, Fair Trade USA, Food Alliance, etc.
- 
- F8.** Dine-in food and beverages are served with reusable service ware: plates, cups, bowls, utensils, etc. *(Cannot check both F8 and H1.)*
- 
- F9.** Employees ask if checkout bags, service ware, condiment packets, and/or receipts are needed, or they are given upon request only. *(Cannot check both F9 and R1.)*
- 
- F10.** Food, supplies, and products are delivered by purveyors in reusable containers. *(Cannot check both F10 and R3.)*
- 
- F11.** Food is not served or packaged in polystyrene foam containers.
- 
- F12.** Cooking equipment has a startup and shutdown schedule posted.
- 
- F13.** Cooking ventilation equipment is on a usage sensor.
- 
- F14.** Automatic door closers and/or strip curtains are installed on walk-in cooler doors, and seals on walk-in coolers are in good working order.
- 
- F15.** Open refrigerated cases are covered at night.
- 
- F16.** Refrigerated case lighting is LED and equipped with motion sensors.
- 
- F17.** Devices for fat, oil, and grease management are installed and regularly maintained.
- 
- F18.** Dishwashing pre-rinse sprayers have a flow rate of 1.15 gallons per minute or less. *(Low-flow sprayers are available at no cost in certain areas.)*



## Retail

Yes ✓

- R1. Employees are trained to first ask if checkout bags or receipts are needed, or they are available upon request only. *(Cannot check both R1 and F9.)*
- R2. Customers receive a discount if they bring their own refillable cup, etc.
- R3. Suppliers take back pallets or other packaging for reuse or recycling. *(Cannot check both R3 and F10.)*
- R4. Merchandise that is unsold but still usable is donated, discounted, or exchanged.
- R5. The open/closed sign is either LED or not electric.

## Hospitality & Large Institutions

Yes ✓

- H1. Meetings and event spaces offer reusable service ware, e.g., plates, cups, bowls, utensils, etc. *(Cannot check both H1 and F8.)*
- H2. Meetings and event spaces offer recycling and/or composting that is monitored by staff.
- H3. Recycling containers are located in guests' rooms, or janitorial staff separates recycling and guests are informed that separation is done.
- H4. An option to reuse towels and linens is promoted to guests.
- H5. Bulk-dispensed shampoo and other low-waste amenities are provided in guests' rooms.
- H6. Guest TVs and refrigerators are ENERGY STAR®-certified.
- H7. Guest thermostats are set to cool no lower than 71 degrees.
- H8. Pool or hot tub heaters are ENERGY STAR®-certified, or a solar heating system is used.
- H9. The organization has participated in Energy Trust of Oregon's [Strategic Energy Management](#) program. *(Cannot check both H9 and M6.)*
- H10. Showerheads meet WaterSense criteria of 2.0 gallons per minute or less.

## Manufacturing & Distribution

Yes ✓

- M1. Lean manufacturing processes are followed to minimize waste.
- M2. The products made are designed to be repairable, reusable, and/or easily recyclable.
- M3. Equipment such as exhaust fans and air compressor controls are shut off when not used.
- M4. Compressed air systems have been upgraded within the past 3 years and/or are regularly serviced to prevent leaks and optimize performance.
- M5. Heating and cooling loss from overhead roll-up doors is minimized via automatic sensors, cooler curtains, or a policy to close them immediately when not in use.

- M6.** The organization has participated in Energy Trust of Oregon's [Strategic Energy Management](#) program. *(Cannot check both M6 and H9.)*
- 
- M7.** Rinse water from equipment cleaning flows into the sanitary sewer, not a storm drain.
- 
- M8.** Hazardous chemicals and fluids are stored on secondary containment.
- 
- M9.** Distribution and shipping vehicles are used at full capacity, and/or transportation routes are optimized to reduce fuel consumption.
- 
- M10.** Suppliers take back pallets or other packaging for reuse or recycling. *(Cannot check both M10 and F10.)*