

LEADERS IN SUSTAINABILITY

Application for Certification



clackamas.us/recycling/work

Clackamas County supports and celebrates workplaces that seek to strengthen their sustainable practices and enhance their triple bottom line. The Leaders in Sustainability certification program is an opportunity for your company to be recognized for achievements in reducing waste, conserving resources, promoting a healthy workplace environment and helping to build both a vibrant community and a thriving Clackamas County.

To participate in this program, your workplace must:

- ☐ be located in Clackamas County ☐ have two or more employees ☐ not be a home-based business
- ☐ recycle paper, metal, plastic bottles and tubs, and glass bottles and jars, per Clackamas County business recycling requirements

Get assistance through the process:

- We're here to help. Our Sustainability Advisors can assist you with any part of the process. An on-site evaluation can help to identify opportunities and to plan your next steps. Contact us by phone: **(503) 742-4458** or by email: **lis@clackamas.us**.
- The **Guide to Sustainable Practices** outlines resources and details that can assist you during this application process.
- We can connect you with a mentor business who has already gone through the certification process.
- If an action listed in the application in **bold** is not relevant or is unattainable for reasons beyond your organization's control, speak with your Sustainability Advisor. We may still find a solution that works.

Business/organization: _____

Date of application: _____ # of employees: _____

Street address: _____

City: _____ Zip: _____

Contact person: _____ Title: _____

Phone: _____ Email: _____

Our business/organization: ☐ owns our workspace ☐ leases our workspace

CERTIFICATION LEVELS



- ☐ Complete 13 actions in bold
- ☐ Complete 1 community action
- ☐ Identify 1 new goal
- ☐ Complete a Green Guide or written sustainability policy



- ☐ Complete all Certified-level requirements
- ☐ +20 additional actions



- ☐ Complete all Certified-level requirements
- ☐ +40 additional actions

Email your completed application to **lis@clackamas.us**. We will review your application and schedule an on-site visit for verification. Please be prepared to show documentation for practices selected.

To be completed by a Clackamas County certifier:

DATE:

CERTIFIED BY:

CERTIFICATION LEVEL:

RENEWAL DATE:

POLICY & EMPLOYEE ENGAGEMENT

- B1. A green team or individual has management's support to implement sustainability efforts. ☐
- B2. New employees are trained on sustainability best practices—including waste reduction, recycling and commuting options—and all employees are educated at least once a year. ☐
- B3. An employee at the management level owns overall responsibility for sustainability efforts.
(Name, position and email: _____) ☐
- 4. Assess and prioritize actions that support the triple bottom line, and track the financial impacts of our sustainability activities. ☐
- 5. A social responsibility mission statement has been established and is shared with both employees and the public. ☐
- 6. A sustainability report reflecting goals and progress is produced and reviewed annually. ☐
- 7. Maintain a centralized location or other system for employees to find information on sustainability-related resources. ☐
- 8. A system is in place to gather employee feedback and suggestions related to sustainability practices and policies. ☐
- 9. There are policies in place for sustainable procurement, such as through a green purchasing policy and/or inclusion of sustainability considerations in bids for procurement. ☐
- 10. Sustainability-related information and accomplishments are communicated to customers. ☐
- 11. Located in a high-performance building (LEED, Living Building Challenge, Earth Advantage, etc.) and/or have a green building policy for all new construction and renovations. ☐
- 12. Recognized by other organizations for sustainability initiatives/practices within the last year.
(Recognition(s) received: _____) ☐
- 13. A living wage is provided to all employees. ☐

REDUCE, REUSE, RECYCLE

- B14. Recycling bins are clearly labeled and in every location where recyclables are generated. ☐
- B15. Copy/printer paper contains at least 30% post-consumer recycled content. ☐
- 16. Two additional products purchased have recycled content. (Specify: _____) ☐
- 17. Food scraps are composted. (*This is **required** for food-generating businesses -- more details on pages 5 and 6.*) ☐
- 18. One additional material, such as batteries, plastic bags, etc. is recycled beyond the basic recycling list. (Specify: _____) ☐
- 19. Paperless invoicing, billing and payroll are utilized in order to reduce paper use. ☐
- 20. Duplex printing is the default and centralized printers are used. ☐
- 21. Reusable dishware is used in day-to-day operations and at catered events. ☐
- 22. Rechargeable batteries are used for radios, cameras, and other electronic equipment. ☐
- 23. A designated equipment reuse area is in place, such as for office supplies, furniture, electronics, etc. ☐
- 24. Product packaging and shipping materials are reused. ☐
- 25. Surplus items, such as furniture, electronics and supplies are donated to charitable organizations. ☐
- 26. High-efficiency electric hand dryers are used in restrooms rather than paper towels. ☐
- 27. Modular carpet tiles are used so damaged areas can be replaced as needed. ☐
- 28. An annual waste audit is conducted and the results are acted upon. ☐

HAZARDOUS MATERIALS MANAGEMENT

- B29. Potentially hazardous products such as paints, solvents and cleaners are safely stored and disposed of properly. ☐
- B30. Electronics are donated or recycled properly. ☐
- B31. Third-party-certified green cleaners are used and, if applicable, specified in janitorial contracts (except where required differently by health code regulations). ☐
- B32. Fluorescent tubes and CFL bulbs are safely stored and properly recycled. ☐
- 33. An Integrated Pest Management Plan is followed to minimize chemical use for pests and landscapes. ☐
- 34. EcoBiz-certified companies are used for landscaping and/or auto repair. ☐
- 35. A chemical assessment is conducted annually to identify and eliminate potentially hazardous or toxic chemicals, including on-site and in supply chain. ☐

WATER

WATER CONSERVATION

- B36. Faucets, fixtures and hoses do not leak. ☐
- B37. Faucets in kitchens, break rooms and restrooms have aerators installed (1.5 gallons per minute or less for kitchens and break rooms; 1.0 gpm for restrooms). *(Aerators can be provided at no cost.)* ☐
38. Toilets and urinals are WaterSense-approved (1.28 and .5 gallons per flush or less). ☐
39. The majority of landscaping is native and drought tolerant. ☐
40. Only tap water is provided; no bottled or delivered water. ☐
41. Water use is monitored and evaluated annually for conservation opportunities. ☐

STORMWATER POLLUTION PREVENTION

- B42. Storm drains are permanently marked to provide pollution prevention education. *(Markers can be provided at no cost.)* ☐
43. Outside garbage and recycling containers are in good condition, have lids and the enclosure is free of litter. ☐
44. Parking areas and loading docks are kept free of litter and oil drips and containers or signage discourage littering. ☐
45. Stormwater management facilities, such as bioswales and eco-roofs, are in place and maintained to regulatory standards. ☐
46. Storm catch basins are cleaned annually. ☐
47. The tree canopy adjacent to paved areas or the street supports stormwater management by reducing runoff. ☐

ENERGY

- B48. Programmable thermostats are installed and set back when a space is unoccupied. ☐
- B49. Computers and peripheral devices are set to sleep after 15 minutes of inactivity and turned off at night. ☐
50. Appliances and vending machines are ENERGY STAR®-certified. ☐
51. "Smart" power strips are used at workstations that have three or more peripherals (monitor, printer, speakers, etc.). ☐
52. Interior lighting is energy-efficient (T8, T5 or LEDs). ☐
53. Exterior lighting is LED and/or dark sky friendly. ☐
54. Occupancy sensors or timers are used for lighting in storage room, offices, restrooms and other common rooms. ☐
55. Lighting is dimmed or turned off when adequate sunlight is available. ☐
56. Non-emergency lights are turned off each night. ☐
57. Janitorial services are scheduled during business hours. ☐
58. Equipment like HVAC, coolers/freezers, pumps and cooking equipment are regularly maintained. ☐
59. Water heaters are set to 120 degrees. ☐
60. Window film, blinds and/or fans are used in the summer to reduce A/C load. ☐
61. Renewable energy is purchased and/or investments have been made in on-site renewable energy infrastructure, e.g., solar panels. ☐
62. Windows and doors are properly weather-stripped and gaskets on refrigerators and freezers are in good working order. ☐
63. A baseline energy audit has been completed within the last three years to assess efficiency upgrade opportunities. ☐
64. Energy use is monitored annually and conservation opportunities are evaluated. ☐

TRANSPORTATION

65. Incentives are provided for employees to choose public transit, alternative transportation or carpooling. ☐
66. Teleconference and videoconference technologies are used. ☐
67. Employees can telecommute (work remotely from home). ☐
68. Employees participate in a commute challenge annually, the Bike More Challenge or the Oregon Drive Less Challenge. ☐
69. Alternative travel options such as TriMet Trip Planner, bike parking, EV charging station locations, etc. are displayed for visitors on our website. ☐
70. Bike parking or lockers are available. ☐

TRANSPORTATION, CONTINUED

- 71. Alternative transportation or alternative fuels are used, including bikes, electric or hybrid vehicles, biodiesel-powered or natural gas-powered vehicles, etc. ☐
- 72. Electric vehicle charging is available to customers and employees. ☐
- 73. Drivers and vehicle operators are trained on driving practices that minimize fuel consumption. ☐
- 74. A "no idling" policy is promoted for our motor fleet and vendors who deliver goods and services. ☐
- 75. Distribution and shipping vehicles are used at full capacity and transportation routes are optimized to reduce fuel consumption. ☐

COMMUNITY ENGAGEMENT

- 76. Organization is willing to be a mentor to other organizations going through Leaders in Sustainability certification. ☐
- 77. Employees receive paid time to volunteer in the community or serve in civic leadership roles. ☐
- 78. Recruit and/or hire people from disadvantaged populations and communities. ☐
- 79. Sponsor, host or donate in-kind services or products to community organizations. ☐
- 80. A charitable giving campaign or funds-matching program is in place to support charitable donations by employees. ☐

ADDITIONAL PRACTICES

We understand that every workplace is different. You are welcome to describe other sustainability actions that your workplace has taken. Your Sustainability Advisor will review these actions and may award credit for them.

GOAL SETTING

Set a sustainability goal that will help you accomplish at least one more action during the year after certification. Include your goal, intermediate steps and a target date below.

PUT IT IN WRITING

Once you have identified all of the listed sustainable actions that your business has incorporated into your standard practices, include them in a **written sustainability policy** or list them on the provided **Green Guide** template. Putting your sustainability practices in writing makes it easy for employees to learn about them and helps ensure they will continue, even with staff changes.

ADDITIONAL ACTIONS

The following pages include additional actions that some types of businesses (retail, manufacturing, food or hospitality and large institutions) can complete and count towards Silver or Gold certification. **Some businesses will overlap with more than one of the sections below.** Such businesses can choose additional actions from more than one applicable sector. A grocery store that offers prepared foods, for example, may find that it makes the most sense to choose actions from both the Retail and Food sections.

RETAIL

- R1. Customers receive a discount if they bring their own bags, coffee cup, etc. ☐
- R2. Work with vendors to reduce packaging or to take back pallets and other packaging that is not recyclable. ☐
- R3. Customers are offered a paperless option for receipts. ☐
- R4. Shelving, marketing materials, displays and miscellaneous supplies are recycled, donated and/or reused. ☐
- R5. Customers are asked if a retail bag is needed. ☐
- R6. Donate, discount and/or exchange merchandise that is unsold but still usable. ☐
- R7. Open/closed sign is either LED or not electric. ☐

MANUFACTURING

- M1. Design durable products that are repairable, reusable and/or recyclable. ☐
- M2. Lean manufacturing processes are used to eliminate waste. ☐
- M3. Equipment such as exhaust fan systems and air compressors are shut off when not in use. ☐
- M4. Rinse water from equipment that is cleaned outside flows into the sanitary sewer, not a storm drain. ☐

FOOD

Note: As part of this certification process, food-generating businesses **must** participate in a food scrap collection program if the service is available from their garbage collectors. This will earn the equivalent of **two actions** towards Silver or Gold certification. (Don't forget to check off action #17 under Reduce, Reuse, Recycle.) If a food scrap collection service is not available from your garbage collector but you would like to donate surplus food, contact your Clackamas County Sustainability Advisor for assistance.

- F1. Practices and devices for fat, oil and grease management are in place and regularly maintained. ☐
- F2. At least half of all menu items include ingredients that are organic and/or produced within 250 miles. ☐
- F3. Food waste is tracked regularly and assessed to improve ordering, storage and prep processes. ☐
- F4. Surplus food is donated to a local 501(c)(3), a community organization or employees. ☐
- F5. Customers are asked if to-go serviceware and/or receipts are needed. ☐
- F6. Over-prepped food is utilized in, or used to create, new dishes. ☐
- F7. Food, supplies and products are delivered by vendors in reusable containers. ☐
- F8. Cooking equipment has a startup and shutdown schedule posted. ☐
- F9. Single-use plastic bags are not used. (Cannot check off both R5 and F9.) ☐
- F10. Food is not served or packaged in polystyrene foam containers. ☐
- F11. At least two vegetarian and/or vegan entrees are available. ☐
- F12. Seafood certified by the Marine Stewardship Council or Seafood Watch is always available to customers. ☐
- F13. Products are certified by organizations working for environmental and economic justice throughout the supply chain, e.g., Equal Exchange, Fair Trade USA, Food Alliance, etc. ☐
- F14. Dishwashing pre-rinse sprayer has a flow rate of 1.15 gallons per minute or less. ☐
- F15. Rinse water from equipment that is cleaned outside flows into the sanitary sewer, not a storm drain. ☐
- F16. Open refrigerated cases are covered at night. ☐
- F17. Refrigerated case lighting is LED and equipped with motion sensors. ☐
- F18. 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. ☐

HOSPITALITY & LARGE INSTITUTIONS

Note: As part of this certification process, locations with commercial kitchens **must** participate in a food scrap collection program if the service is available from their garbage collectors. This will earn the equivalent of **two actions** towards Silver or Gold certification. (Don't forget to check off action #17 under Reduce, Reuse, Recycle.) If a food scrap collection service is not available from your garbage collector but you would like to explore other ways to manage surplus food such as through donation, contact your Clackamas County Sustainability Advisor for assistance.

- | | |
|---|--------------------------|
| H1. Meetings and event spaces offer recycling, composting and/or reusable serviceware (plates, cups, bowls, utensils, etc.). | <input type="checkbox"/> |
| H2. Recycling containers are located in guests' rooms, or janitorial staff separates recycling and guests are informed that separation is done. | <input type="checkbox"/> |
| H3. Bulk-dispensed shampoo and other amenities are provided in guests' rooms. | <input type="checkbox"/> |
| H4. Chemical and aerosolized fresheners are not used. | <input type="checkbox"/> |
| H5. Shower heads meet WaterSense criteria of 2.0 gpm or less. | <input type="checkbox"/> |
| H6. There is an optional towel and linen reuse policy for guests and information about the option is shared in guests' rooms. | <input type="checkbox"/> |
| H7. Pool and/or hot tub heaters are ENERGY STAR®-certified or solar thermal technology is used. | <input type="checkbox"/> |
| H8. Guest thermostats are set to cool no lower than 71 degrees. | <input type="checkbox"/> |
| H9. Guest TVs and refrigerators are ENERGY STAR®-certified. | <input type="checkbox"/> |
| H10. Practices and devices for fat, oil and grease management are in place and regularly maintained. | <input type="checkbox"/> |
| H11. At least half of all menu items include ingredients that are organic and/or produced within 250 miles. | <input type="checkbox"/> |
| H12. Durable food serviceware (plates, bowls, cups, utensils, etc.) is used in cafeterias, catering and room service. | <input type="checkbox"/> |
| H13. Over-prepped food is utilized in, or used to create, new dishes. | <input type="checkbox"/> |
| H14. Surplus food is donated to a local 501(c)(3), a community organization or employees. | <input type="checkbox"/> |
| H15. Food waste is tracked regularly and assessed to improve ordering, storage and prep processes. | <input type="checkbox"/> |
| H16. Rinse water from equipment that is cleaned outside flows into the sanitary sewer, not a storm drain. | <input type="checkbox"/> |