



GLEE Green Business Program

Application & Checklist

GLEE provides three tools to help simplify the process of acquiring your Green Business Certification:

- ✓ **The Application & Checklist**
- ✓ **Waste Assessment Form**
- ✓ **Utility Cost/Use Baseline**

Download, print and read each form. Once you have completed the forms and implemented the number of standards required, contact GLEE's Green Business Program Coordinator, at info@keysglee.com to schedule an on-site assessment.

Be sure to use the Green Resources available to you on the www.keysglee.com website on the Green Business page.

Not all of the checklist standards will apply to your business. In the event that you feel not enough of the standards apply for you to achieve certification, please contact the program Coordinator at 305-809-3509 or write to info@KeysGLEE.com.

Fees Structure & Guidelines

- GLEE Business Members -- \$50 per site assessment fee.
- Non-members -- \$150, which includes one site assessment and Business Membership.
- For several reasons, certification is designated per site, not per business.
- An assessment fee is required for each on-site visit.
- Please be sure your fee is paid prior to the scheduled assessment date. If you are not sure if your membership is current, write to admin@keysglee.com.

Once you are approved for Certification you will receive your Green Business Partner window decal, printed certificate and electronic logo to be used on your promotional material and stationary. You will also be listed in GLEE's online Green Business Directory. GLEE will issue a press release about your certification, the changes made and dollars saved, as well as a photo of the certification presentation. We will also run the announcement in our e-newsletter.

Your certification is valid for 2 years, but may be revoked at any time if standards are not followed or agreements broken. For recertification in the Green Business Program, an on-site assessment is required. Standards for recertification will include additional challenges and may vary depending on the business.

If you would like to help GLEE encourage other businesses to reduce waste, conserve resources and save money, please volunteer to serve as a Volunteer Assessor in our Green Business Partner program. For more information, call Bridget McDonald at 305-923-1994 or write to info@keysglee.com.

Business information

Company name: _____

Local address: _____

Contact person: _____ Phone: _____

E-mail: _____

Number of employees: _____

Facility size (e.g., sq. feet, number of floors/depts.): _____

Type of business (e.g., retail, office, hotel, bar, restaurant):

Is the building in which you are located: owned ___ leased ___

Is your business facility:

Freestanding ___ business mall ___ office complex ___

home-based ___ charter boat ___ other:

Is your business currently certified through any other environmental certification program, such as Florida Green Lodging, Florida Water CHAMPS, Florida Yards and Neighborhoods, Florida Clean Marina, Green Thumb Program or EPA Waste Wise? If yes, please list the program(s):

To use the checklist, first check off the standards that your business already has in place. Then identify the measures that will:

- (1) provide the greatest environmental benefit
- (2) be most practical for your business to implement
- (3) help you achieve the required standards to become certified.

Please check all numbered items as either “implemented” or “not applicable.”

In order for the application to be considered complete and your business considered for designation, all standards must be checked and implemented or be identified as “not applicable.”

Please provide a brief narrative or company literature that describes what products or services your company provides.

General environmental standards

To become certified, a business must meet all of the following:

1. Create a Green Team or designate an individual responsible for planning and monitoring your environmental programs.
2. Communicate your environmental commitment to your employees and encourage their participation. Possible activities include (**check all that apply**):
 - Establish a written company policy that encourages employees to participate in a personal health and wellness program.
 - Discuss the Green Business Program at staff meetings.
 - Include environmental practices in performance appraisals, job descriptions, training programs and/or employee orientations.
 - Develop and post a company **policy statement** that emphasizes conservation of resources.
 - Post a bulletin board with environmental conservation tips and reminders.
 - Print reminders about ways to reduce waste and conserve resources in newsletters.
 - Encourage employees to suggest new conservation ideas.
 - Other: _____
3. If you lease or rent your business office, discuss implementing the solid waste management and water and energy conservation practices that you cannot control with the property owner and other tenants.
4. Once your business is certified, post your Certification & Sustainability Pledge in a visible location and prominently display your window decal.

Solid waste standards

To become certified, your business must implement all solid wastes standards that apply. If any standard does not apply to your business, mark "NA" and move on to the next one.

1. Complete an assessment of the waste your business generates. A Waste Assessment form is provided on the website to assist you. Please attach a copy of your assessment.
2. If your business generates hazardous waste, contact the Monroe County "small generators" program at 305-293-7524, to be sure you are handling your waste according to current standards.
3. Recycle the following materials. Check all that apply:
 - Cardboard
 - Mixed paper
 - Telephone books
 - Newspaper
 - Magazines
 - Brown paper bags
 - Aluminum cans
 - Steel/tin cans
 - Glass bottles/jars
 - Plastics #1-7 (no Styrofoam)
4. Reduce waste by implementing all **five measures** below. Follow the R4 Guidelines of Reduce, Reuse, Recycle, and Rot (compost), listed in order of preference.
 - Always choose reusable over disposable, i.e. cups, plates, napkins, utensils.
 - Replace polystyrene products (styrofoam cups and take out containers) with compostable products.
 - Eliminate buying products manufactured from fossil fuels (all plastics) when possible.
 - Discourage use of plastic water bottles with a water cooler, reusable cups for employees or paper cups for visitors.
 - Provide and encourage use of cloth bags and recycled paper bags. Eliminate plastic bag use and purchases by keeping the alternatives handy.
5. Set up a recycling or composting program to recover at least one other material not listed above that your business generates in sufficient quantities to warrant recovery. Examples include: laser toner/printer cartridges, scrap metals, plastic buckets, wooden pallets, yard waste, electronic waste, C&D debris, used oil, paint, furniture etc.

Material: _____

6. Design your recycling program to encourage participation. Ensure that you have enough containers placed in the right areas, appropriate signage and clear instructions so that recycling is easy and convenient.

7. Implement at least **7 measures to reduce paper waste**.
- Make two-sided printing and copying a standard practice, and ensure you have printers and copiers capable of duplexing.
 - Reduce the size of document margins and/or font size to fit more on the page.
 - Use the backs of printed sheets to be discarded for printing drafts or for notepads.
 - Replace memos and direct mail projects that use postage, paper and staff time with e-mail messages.
 - For special promotional emails, use codes instead of coupons
 - Route reports, periodicals, memos, newsletters and other materials to interested employees instead of making multiple copies.
 - Create a central filing system instead of multiple personal files.
 - Use continuous-circulation envelopes for routing within your business.
 - Request that your business be removed from unwanted mailing lists, and eliminate duplicate mailings.
 - Update your business' mailing lists regularly.
 - Design mailings that do not require an envelope (fold and mail).
 - Fax directly from computer without printing or eliminate fax cover sheets by using stick-on notes.
 - Order supplies by e-mail or telephone.
 - Request only the number of telephone directories or manuals needed, and encourage staff to share.
 - Other: _____

8. Implement at least **4 measures to reduce other waste** your business generates. When choosing which measures to implement, consider those that have the greatest opportunity to reduce waste in your business.
- Buy locally whenever possible to reduce transportation costs and support the local economy.
 - Select products with the least amount of packaging or that have recyclable packaging.
 - Purchase products in bulk and use refillable containers to reduce packaging waste.
 - Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.
 - Practice buying inventory just as you are about to run out, and track material usage to optimize ordering.
 - Replace several similar products with one or two that can do the same job.
 - Use a "first-in, first-out" policy for time-sensitive materials.
 - Purchase products with longer shelf lives or that last longer.
 - Maintain proper storage conditions to reduce material degradation.
 - Manage storage areas and control access to reduce the potential for damaging stock.
 - Replace paints, solvents, cleaners, glues, and other hazardous material with non-toxic products.
 - Initiate a process change that reduces the quantity of hazardous or toxic materials used in the process or eliminates the amount of solid or hazardous wastes generated by the process. Cleaning supplies are an example. Please describe the process change. _____
 - For hotels and motels, use bulk-dispensed shampoo and other amenities.
 - For restaurants, use refillable condiment bottles instead of individual packets, and refill them from bulk.
 - Other: _____

9. Implement at least **2 measures to reuse items** rather than discard them. When choosing which measures to implement, consider which would help your business reuse the greatest amount of material.
- Set up an internal program to reuse office supplies, cardboard boxes, packaging or other reusable items.
 - Donate unwanted items that are still good to a local charity or other organization for reuse, such as office furniture, equipment, office supplies, food, etc.
 - Participate in a waste exchange with another business able to use your discarded materials.
 - Purchase reusable products rather than disposables, such as reusable mugs or glasses, rechargeable batteries, refillable pens, etc.
 - Choose vendors that will take back packaging, containers, and/or pallets.
 - Offer incentives to customers that bring their own reusable bags or boxes.
 - Set up a system for your customers to return packaging for reuse.
 - If you are a retailer, sell products with recycled-content or reusable/recyclable components.
 - For hotels and motels, donate partially used amenity bottles to local shelters or halfway houses.

Explain measures: _____

10. Purchase at least **3 products with recycled content, that have been reconditioned or reused, or that are low-toxic alternatives**. Examples include letterhead, envelopes, copy paper, folders, toilet paper, paper towels, toner/printer cartridges, recycling/trash bins, desk accessories, benches, picnic tables, playground equipment, parking bumpers/car stops, retread tires, synthetic oil, carpet, construction materials, cleaning products, etc.
- Product: _____

Product: _____

Product: _____

- ___ 11. If you contract for waste collection service, monitor the volume of waste in your outdoor trash container(s), prior to scheduled pickups, to determine if you can decrease the frequency of service or container size – which will **save you money! Do this as part of your Waste Assessment (see form).**

Water standards

To become certified, your business must implement all water standards that apply. If any standard does not apply to your business, mark “NA” and move on to the next one.

- ___ 1. Regularly check for and repair all leaks in your facility. (Understanding and monitoring your monthly water bill can provide an early indication of trouble. Be sure staff reports any signs of leaks.)
- ___ 2. Implement at least **4 facility water conservation or protection measures**. When choosing which measures to implement, consider those with the greatest impact at your business.
- ___ Use low-flow toilets (1.6 gallons/flush or less).
 - ___ Use low-flow water urinals or water-free (chemical) urinals.
 - ___ Use low-flow faucet aerators (1.5 gallons/minute on lavatory sinks and 2.2 gallons/minute or less on kitchen sinks).
 - ___ Use low-flow showerheads (2.5 gallons/minute or less).
 - ___ Install automatic turn-off faucets (infrared, spring-loaded, etc.).
 - ___ Wash windows “as needed” instead of scheduling in advance.
 - ___ Eliminate single pass or “once through” cooling in equipment, such as refrigeration units, air conditioners, ice machines, x-ray machines, vacuum pumps, dry cleaning machines or cooling towers.
 - ___ Install a rain barrel or cistern. Harvesting rainwater for landscaping and outdoor cleaning projects (cars, sidewalks, porches) reduces water/sewer bills and conserves precious potable water.
 - ___ Use a broom, water broom or low-volume pressure washer, rather than a hose, to clean sidewalks, driveways, etc.
 - ___ Instead of water, use an absorbent material like sawdust or cat litter for cleaning up oil, spills or leaks.
 - ___ Use an oil-water separator to prevent discharges of oils and sludge into the sanitary sewer.
 - ___ Connect all outside sinks and wash pads to the sanitary sewer to prevent harmful runoff.
 - ___ Use positive shut-off nozzles on all hoses.
 - ___ Mark storm drains with “Drains into Ocean” plaques or signs to avoid dumping of waste into them.
 - ___ Maintain storm drain openings by keeping litter, debris and soil away from drain areas.
 - ___ Other: _____
- ___ 3. **If your business is a hotel, motel or restaurant**, implement at least **2 additional water conservation measures** specific to your type of business.
- ___ Initiate an optional “Linen Reuse Program” for guests.
 - ___ Use water-efficient clothes washers or dishwashers.
 - ___ Wash only full loads of laundry or dishes.
 - ___ In conveyor-type dishwashers, ensure water flow stops when there are no dishes in the washer through the use of a sensing arm or ware gate.
 - ___ Soak dirty pots and pans rather than cleaning them with running water.
 - ___ Eliminate the need to defrost food with running water by planning ahead, i.e., defrosting food in the refrigerator.
 - ___ Other: _____
- ___ 4. **If your business is responsible for lawn maintenance and landscaping**, comply with your local watering restrictions. List the days, time and duration of your local watering schedule.
- Day(s) _____ Time of Day _____
- Duration _____
- ___ 5. Implement at least **8 landscaping measures**.
- ___ Use Florida native or low-maintenance, drought-resistant plants/trees.
 - ___ Remove all invasive exotic plants, including melaleuca, Brazilian pepper, Australian pine, beach naupaka, carrotwood and Chinese tallow.
 - ___ Design and maintain a landscape that exists predominantly on rainfall once plants are established.
 - ___ Group plants with similar water needs together to facilitate irrigation.
 - ___ Collect rainwater in a closed rain barrel or permitted cistern to use for irrigation, or use reclaimed water.
 - ___ If you have an irrigation system, calibrate to apply ½ to ¾ inches of water and adjust for accurate coverage to eliminate

wasted water.

- If you have an in-ground irrigation system, install a rain shut-off device or a soil moisture override program to prevent unnecessary watering.
- Use a drip or micro-spray irrigation system in plant and flowerbeds.
- Mow your lawn high to encourage a deeper, more drought- and pest-tolerant root system.
- Use a “mulching mower” to leave grass clippings on lawn instead of bagging and throwing in garbage.
- Maintain a 2-3 inch layer of mulch over tree roots, shrubs and plant beds, using by-product or recycled mulches, such as pine needles or fallen leaves, instead of cypress mulch.
- To reduce erosion, plant groundcovers or use mulch on thinly vegetated areas.
- To allow rainwater infiltration, use mulch, bricks, flagstones, gravel or other porous surfaces on walkways, patios, parking lots and driveways.
- Fertilize only as needed to maintain the health of lawns and plants, using natural organic or other slow-release fertilizers (30% or more of the nitrogen should be in slow release form).
- Establish a 10-30 foot “no fertilizer, no pesticide” zone along all shorelines, canals and storm drains.
- Use environmentally friendly pesticides such as horticultural oils and insecticidal soaps, and treat only affected plants or lawn areas.
- Other: _____

Energy conservation standards

To become certified, your business must implement all energy conservation standards below.

- 1. Have a professional energy assessment of your facility conducted by your local electric utility. Keys Energy customers can call 295-1081 to request a free audit. Florida Keys Electric Cooperative also offers free audits: Marathon office, 743-5344; Tavernier office, 852-2431.
Assessor’s Name: _____
Date of Assessment: _____
- 2. Perform regular maintenance on your heating, ventilation and air conditioning (HVAC) system. Your HVAC system should be regularly cleaned; checked for leaks, proper pilot lighting and other problems; and dirty air filters cleaned or replaced. If leasing your facility, ask the building owner/manager to do this.
- 3. Implement at least 6 measures that make your equipment or facility more energy-efficient. When choosing which measures to implement, consider those that have the greatest opportunity to reduce energy use at your business.

General Facility

- Use or replace old equipment with energy-saving features such as ENERGY STAR® products.
- Install and use programs, such as Energy Management Systems (EMS), that automatically turn off idle equipment.
- Implement a policy that requires company vehicles to be replaced with fuel efficient and/or renewable fuel-capable vehicles such those meeting the EPA SmartWay® designation (www.epa.gov/greenvehicles).
- Utilize alternative energy sources for any of your business needs. For example, supplement electricity needs with solar or wind energy, utilize solar for emergency energy supply instead of fossil fuel powered generators, etc.
- Other: _____

Lighting

- Use halogen par lamps, compact fluorescents or low-voltage LED track lighting instead of incandescent bulbs.
- Use fluorescent lighting with T5, or T8 lamps with electronic ballasts. T8 systems consume up to 40% less energy than older T12 systems. Replacing your T12 bulbs with T8 or T5 bulbs reduces your office’s energy consumption, prevents the use of toxic chemicals contained in older style bulbs, and reduces air conditioning costs. It may also increase employee productivity since newer bulbs generally provide more natural light.
- Use LED, compact fluorescents or electro-luminescent exit signs or replace them with ENERGY STAR® rated exit signs.
- Use lighting controls such as occupancy sensors, photocells or time clocks.
- Use natural lighting when available.
- Have vendors turn off lights in vending machines to save energy.

Other: _____

Heating and cooling

- Keep the door closed while the AC or heat is on. A sign to say “Welcome” or “Open” works just as well as an open door for attracting customers.

- Use an automatically controlled thermostat for your HVAC system.
- Use high-efficiency filters in your HVAC system.
- Replace inefficient or broken windows with energy-efficient windows.
- Apply window film to sun-exposed windows, or shade them with awnings, sunscreens, shade trees or shrubbery.
- Use weather stripping and caulking to close air gaps around doors and windows.
- Provide shade for your HVAC condenser.
- Use ceiling fans for air circulation. Turn off when no one is in the room.
- Other: _____

Water heaters, dryers, dishwashers and refrigerators

- Install timers on water heaters.
- Install a solar water heater. This is the most effective use of solar energy and also the least expensive.
- Insulate all major hot water pipes and storage tanks.
- Install dryer dampness sensors in clothes dryers.
- Install open-door buzzers on walk-in refrigerators.
- Install plastic air curtains and air blowers over walk-in refrigerator doors.
- Other: _____

4. Implement at least **6 measures involving practices that conserve energy**. When choosing which measures to implement, consider those that have the greatest opportunity to reduce energy use at your business.
- Prepare and implement a preventive maintenance plan for all major appliances.
 - Promote biking, carpooling, vanpooling and public transit use.
 - Institute a policy that all electronic devices and lighting be turned off in unoccupied rooms/offices.
 - Set energy-saving, stand-by settings on monitors and printers to the minimum time interval.
 - KEYS Energy customers can go to the [Going Green](#) webpage to see what additional tools are available for energy conservation. Florida Keys Electric Cooperative (FKEC) customers can find information about energy audits and how to participate in the “Energy Pause” program at FKEC.com, under Member Services.
 - Set the thermostat no lower than 78° F for cooling and no higher than 68° F for heating.
 - Drain and flush hot water tanks every six months to prevent scale build-up and deposits, which can reduce heating efficiency.
 - Set hot water heaters to standard 125-130° F.
 - If you have a dishwasher, set dishwasher hot water temperature to 180° F or the lowest allowable temperature depending on the use of sanitizing solutions.
 - If you have clothes dryers, clean the lint filter in dryers after each drying load.
 - In you have refrigeration units, set refrigerator temperature between 38° F and 41° F and freezer no lower than 0° F.
 - For hotels and motels, during low occupancy periods, group guests in relation to mechanical and electrical systems to save energy in unused areas.
 - For hotels and motels, close guest room blinds and curtains in summer to block sunlight and keep guest rooms cooler.
 - Other: _____

If your business is practicing in any other sustainable measure that is not listed on the checklist please explain:

Declaration

To the best of my knowledge, the information provided in this application is accurate and we are conducting our business in a manner that conserves resources, protects the environment and promotes sustainability.

_____ has taken measures
(Company Name)

to ensure we are aware of and comply with applicable environmental regulations.

Signature: _____ Date: _____

Print Name: _____

Title: _____