



Marion County EarthWISE Business Certification Application

Marion County Public Works- Environmental Services
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www.mcEarthwise.net

Date:

Business Name:

Address:

Phone:

Fax:

Contact Name:

Contact Email:

Business Website:

Is your business a Chamber of Commerce Member? Yes No

Please name Chamber of Commerce: _____

Please check each item that applies to your business. During the certification site visit an EarthWISE program representative will confirm that each of the checked items is accurate.

1. Self-assessment

*EarthWISE Businesses are **required** to:*

- Complete an EarthWISE assessment of their work site

2. Recycling (at least 6 to qualify)

*EarthWISE Businesses are **required** to:*

- Provide an on-site recycling program that includes cardboard, paper, bottles, cans, & rigid plastic containers
- Provide janitorial collection of recycling at a minimum of one location in each workspace
- Electronics (computers, monitors, printers and cell phones)
- Fluorescent lamps
- Batteries

In addition, EarthWISE Businesses are required to recycle at least one of the following materials:

- Film Plastics (shrink wrap, plastic bags, etc.)
- Glass
- Latex Paint
- Motor Oil
- Printer Cartridges
- Styrofoam
- Cooking Oil
- Other? _____

3. Waste Reduction & Prevention (at least 4 to qualify)

EarthWISE Businesses are required to comply with at least four of the following practices to qualify:

- Have alternatives to paper towels in all bathrooms, lunchrooms, and kitchens
- Have reusable dishware/cutlery available in all kitchens
- Set up at least one printer to automatically duplex (double side) print
- Establish a draft printer to be stocked with old fax paper or other paper used on one side
- Develop and implement at least one paperless office effort (fax to email, email invoices, paperless archival systems, etc.)
- Use rechargeable batteries
- Use refillable printer cartridges
- Participate in or start a reusable office supply exchange program
- Provide reusable and washable coffee mugs/drinking glasses at meetings instead of disposable
- Purchase at least two materials in bulk (please list materials):

- Commit to sustainable catering practices
- Compost food debris
- Other? _____

4. Environmentally Preferable Purchasing (at least 4 to qualify)

*EarthWISE Businesses are **required** to:*

- Purchase printer/copier paper with a minimum of 30% recycled content.
- Purchase at least one environmentally friendly cleaning product that is used regularly. (Needs third party certification such as Green Seal, Ecologo, etc. **NOTE:** Good Housekeeping does not qualify as an environmental 3rd party certification)

In addition, EarthWISE Businesses are required to use at least two of the following recycled or green content products:

- Toilet paper (minimum 20%)
- Paper towels (minimum 10%)
- Trashcan liners (minimum 10%)
- Writing Pads or post its (minimum 10%)
- Envelopes (minimum 10%)
- Business Cards (minimum 10%)
- Other? _____
- Use at least two certified green cleaning products (*must have third party certification- i.e. Green Seal, Ecologo, etc.)
- Adopt a written sustainable purchasing policy

5. Outreach & Education (at least 2 to qualify)

*EarthWISE Businesses are **required** to:*

- Establish a Green Team of employees that are responsible for maintaining EarthWISE Certification criteria and assisting co-workers with implementing EarthWISE practices and answering questions

In addition, EarthWISE Businesses are required to commit to at least one other outreach and education practice:

- Hold an annual employee training on best environmental practices in your workplace
- Provide easily accessible resource conservation information for employees on internal website or in centralized locations such as break rooms
- Establish a section of a current electronic newsletter or create a new electronic newsletter that provides information about the EarthWISE resource conservation areas
- Designate a staff recycling or sustainability coordinator to oversee and maintain recycling program and organize the Green Team
- Other? _____

6. Water Conservation (at least 1 to qualify)

EarthWISE Businesses are required to commit to at least one water conservation activity:

- Install low flow toilets (must be in building built prior to 1993)
- Use leak tablets or food coloring to detect toilet leaks. If detected, document and fix leaks.
- Reduce irrigation frequency and avoid watering during the hottest times of the day and on windy days
- Install faucet aerators in bathrooms and kitchens
- Use drip irrigation and/or soaker hoses instead of broadcast spray sprinklers
- Install low-flow shower heads
- Use front loading washing machines (with energy star label)
- Other? _____

7. Wastewater and Stormwater Management (at least 3 to qualify)

EarthWISE Businesses are required to comply with at least 3 wastewater and stormwater management practice:

- Place screens in sink drains
- Dispose of waste water (such as mop water) on outdoor plants, grass, or down an indoor drain
- Post "Pour no grease down drains" signs in kitchens
- Landscape with at least 50% native Oregon plants and/or trees
- Locate dumpsters away from storm drains
- Maintain storm drains yearly
- Maintain a regular sweep schedule of parking lot
- Stencil or mark storm drains with a "dump no waste" message (available from City of Salem Public Works or Marion County EarthWISE)
- Establish an integrated pest management program to reduce chemical use in your landscaping
- Wash fleet on grass and use biodegradable cleaning products
- Other? _____

8. Energy Conservation (at least 4 to qualify)

EarthWISE Businesses are required to commit to at least four energy conservation practices:

- Establish and **post** a mandatory computer and monitor shut-down of all monitors and computers at the end of the work day
- Establish and **post** a mandatory monitor turn-off policy when monitors are not in use for 15 to 30 minutes or more.
- Install compact fluorescent light bulbs in at least 50% of lighting fixtures
- Change all fluorescent lamps to T8's or T5's with electronic ballasts
- Install refrigerator thermometers and maintain temperature between 37 and 40 degrees Fahrenheit and freezer temperature between 0 and 5 degrees Fahrenheit
- Install timers or motion sensors in hallway, bathrooms, closets, conference or break rooms
- Install timers or motion sensors on outdoor lights
- Set water heater to 120 to 130 degrees Fahrenheit (unless required for health purposes)

- Wash with the cold water cycle unless otherwise required and post this near or on washing machines
- Commit to purchasing only Energy Star label appliances
- Other? _____

9. Above and Beyond (at least 1 to qualify)

In addition, EarthWISE Businesses must engage in one additional activity, such as:

- Use **only** 3rd party certified green cleaning products except when required by law to use specific disinfectant products
- Attain LEED EB status (Leadership in Energy and Environmental Design-Existing Building)
- Conduct an Energy Audit with the Energy Trust of Oregon
- Purchase green power
- Purchase carbon offsets (green tags) for energy use or fleet travel
- Generate renewable energy onsite
- Provide bike parking and shower facilities for employees & bike parking for customers
- Provide employee incentives for carpooling, public transportation, or biking
- Incorporate sustainability into food contract
- Incorporate sustainability into landscaping contract
- Add hybrid or electric vehicles to fleet
- Use alternative fuels such as bio-diesel to fuel your fleet
- Establish a sustainable purchasing policy
- Develop a continuous improvement plan for your site
- Other? _____

I hereby acknowledge that all EarthWISE certification actions implemented by my business and indicated above are true and accurate.

Name of applicant

Date

Name of manager, CEO, or owner if different than above

_____ is officially EarthWISE Certified on this the _____
Business

day of _____, _____

Signature

EarthWISE Program Representative

Sample Copy Only