

Green Business Program- 2022 Actions Checklist

Three levels of the program:

- Green Circle- One (1) action from each category
- Blue Square- Three (3) actions from each category, plus prerequisites.
- Black Diamond- Six (6) actions from each category, plus prerequisites.

During year 1, businesses must submit documentation that actions have been completed (your Green Business contact will get you up to speed when you meet. During subsequent years of the program, additional criteria must be achieved for continuous progress.

Prerequisites-

- Assign a Green Business Point of Contact to oversee and document your certification and ongoing environmental practices.
- Get support for your company's Green Business action from the business manager or CEO. Ensure that they are updated on progress regularly; at least twice per year, recommended monthly.
- Develop a Green Business trail map for your company. [Get started here.](#)
 - Or, develop a five-year environmental management or sustainability plan with an implementation timeline and budget. [Go here to get started.](#)

Jump to category section:

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Energy

- One (1) required for Green Circle
- Three (3) required for Blue Square
- Six (6) required for Black Diamond

Notes:

- Tenants- you may need to work with your landlord to perform actions.
- Actions have been separated into different types, three to six total within the Energy category, irrespective of action type, are required for Blue Square and Black Diamond, respectively

Track your monthly energy bills (electricity and natural gas). You can use the [Electricity Tracker](#) spreadsheet or [Portfolio Manager](#). [Get started with Portfolio Manager here.](#)

Identify the top three energy users on your premises and formulate an energy plan and develop a plan to reduce energy on your premises.

Develop a [Comprehensive Energy Management Plan](#) for your premises. Note: this can be combined with your Environmental Management Plan.

Behavioral

Keep doors closed as a policy OR install an air curtain to prevent heat escaping during winter and put signage to keep doors closed.

Shade sun-exposed windows and walls during the warm season; use blinds, awnings, low-emissivity coatings, or shade trees.

Use sunlight as the primary lighting source with policy to keep lights off. Install reminders to turn off lights during daylight hours.

Technical/equipment upgrades

Perform a lighting energy audit and upgrade plan. [Resource here.](#)

Replace or work with your building owner or property management to replace all lighting with LEDs or T-8 tubes. [See here for Rocky Mountain Power incentive programs.](#)

Install lighting controls and set to turn lights off during unoccupied hours.

Install occupancy sensors in low traffic areas: (note: installing sensors in multiple rooms counts as one point). [Resource here.](#)

Bathrooms

Printing room(s)

- Break room(s)
- Outdoor security light(s)
- Hallways
- Install a programmable thermostat and set accordingly. [Resource sheet here.](#)
 - Winter (heating) months= 68 degrees F; 55 degrees during unoccupied hours
 - Summer (cooling) months= 75 degrees F during occupied hours; off at night
- Perform an energy audit of your premises to identify areas for weatherization improvements, e.g. caulking, weatherstripping and improved insulation. [Resource here.](#)
 - Document needed improvements and develop an implementation plan.
 - Achieve an Energy Star score of 65 or higher. You can use [Portfolio Manager](#). [More information here.](#)
- Insulate water heaters, boilers, major hot water pipes. [DIY instructions here.](#)
 - Decrease water temperature on water heater/boiler to 120 degrees.
- Replace water heaters with tankless or heat pump or solar water heaters, or obtain a quote for future replacement and provide a timeline to your Green Business coordinator.
- Upgrade HVAC system for better efficiency, e.g. Energy Star appliances. Contact a service provider listed at the bottom of this page. [Resource here.](#)
- Perform preventative HVAC maintenance every four years.
- Replace gas furnace(s) with an efficient electric heat pump system.
- Replace split or package A/C unit with one of a SEER rating of 14+ or better. [Info sheet here.](#) [Resource here.](#)
- Convert all wood fireplaces and outdoor heaters to all electric. [Resource here.](#)
- Achieve an insulation rating to Energy Star recommendations for your building type. [See here.](#) Use [Energy Star certified insulation](#) for upgrade projects.
- Perform an appliance audit that lists all appliances that use energy on your premises. Resources [here](#) and [here](#).
- Formulate a policy and replacement plan for all applicable appliances to convert to [Energy Star](#). [Incentive list here.](#) Have (or commit to purchase) [Energy Star](#) appliances, and [EPEAT](#) Silver or Gold printers, computers, monitors and mobile phones. [EPEAT guide here.](#) Ensure that power saving features are optimized on all company computers and smartphones.
 - Computers, See [here for Windows](#), here for [Apple](#).
- As a policy, use your picture for online meetings as the default versus streaming your video. Streaming requires significantly more server power.
- Set printer defaults to double-sided. See [here for Windows](#), [here for Apple](#).
- Eliminate paper documents by having electronic forms or contracts.

- Require that Vending Misers must be installed on all vending machines; include requirement in leasing agreements. [Resource here.](#)
- Eliminate outdoor heating devices/gas fire pits -OR- require that the heating device or fire pit has a timer to turn off after one hour and must be manually turned on.
- Ensure that all outdoor lighting is Dark Skies compliant. [More info here,](#)
- Install a heat tape timer(s) for your roof(s). [Incentive here.](#)
- Install, or get quotes and create a plan with timeline to install solar panels, geothermal or other renewable energy on your building(s). [Get started here.](#)

Policy

- Eliminate the use of personal printing devices and use a multipurpose central printer.
 - Eliminate outdoor heating devices/gas fire pits -OR- require that the heating device or fire pit has a timer to turn off after one hour and must be manually turned on. [Resource here.](#)
 - Prohibit use of space heaters.
 - Incorporate training on utilities, building systems, and energy management in employee orientation.
 - Tenants/renters sign up for Rocky Mountain Power's [Blue Sky Program](#) and Dominion's [Green Therm Program](#).
- An additional Energy action may be accepted, upon approval of the Green Business committee

Water Conservation

- One (1) required for Green Circle
- Three (3) required for Blue Square
- Six (6) required for Black Diamond

Behavioral

- Educate employees to reduce water usage at all times (e.g. turning off water while washing hands, dishes), using signage or email reminders. Resource sheet under construction, check back or get in touch.
- Check for and repair water leaks annually. [Resource here.](#)
- Clean outdoor areas with a broom and damp mop instead of a hose. This includes parking lots, sidewalks, alleys and patios. Never hose off outdoor hardscapes or use detergents. [English resource.](#) [Spanish resource.](#)
- Instill the habit for staff and employees to offer water to guests upon request rather than automatically. Ask first if ice is wanted.
- Prohibit the purchase of single serving plastic water bottles using business funds.
- Charge an extra fee for using single-use plastic water bottles.

Technical

- Install low-flush toilets (1.28 gallons or less per flush) OR toilet tank banks (insert link) in all restrooms. [Incentives here.](#) [Resource here.](#)
- Install 0.5 gpm faucet aerators for bathroom sinks. [Resource here.](#)
- Install a water reuse system. Resource coming soon.
- Install sensors for bathroom sinks. [Resource here.](#)
- Replace all urinals flushing at greater than 1.0 gallon with high-efficiency urinals, flushing at less than or equal to 0.125 gallons, or waterless urinals (check with your local building department for applicable permits). [Resource here.](#)

Policy

- Comply with all Stormwater [requirements.](#)
- Install signage for employees to dispose of all cleaning water and wastewater into the sewer system, not stormwater drains or gutters. Stormwater drains go directly into our local creeks, untreated. [English here.](#) [Spanish here.](#)
- Develop a plan to implement fire-wise landscaping. [See here.](#)
- Use certified non-toxic laundry, and cleaning products in non-aerosol containers, such as [Green Seal](#) certified, [Safer Choice](#), [EcoLogo](#), or [Environmental Working Group](#), with an 'A' or 'B' rating. [Resource here.](#)

Outdoor water use

- Reduce turf areas to less than 25% of total landscaped area. Favor [xeriscape](#) or [localscapes](#) for all landscaped areas.

- Install a rain sensor and controls for all irrigation systems. Set according to the [State's watering guide](#).
- Install drip irrigation with controls, or work with your building owner to do so.
- Add compost and/or biochar to your landscaped areas at least once per year.
- Maintain a map of your property, identifying direction(s) of stormwater flow and locations of storm drain inlets. [Resource here](#).
- Install a rainwater collection system, e.g. a rain barrels, for outdoor use. [Resource here](#).

- An additional Water action may be accepted, upon approval of the Green Business committee

Materials & Waste

- One (1) required for Green Circle
- Three (3) required for Blue Square
- Six (6) required for Black Diamond

- Utilize the organizational tool to determine the material impacts of your business* ([see here](#)).
 - Conduct a waste audit to identify the types and percentage of waste that are currently being generated and recycled. [Use this tool](#).
 - Set a waste reduction target and develop a waste reduction plan.
 - Divert at least 80% of your waste from landfill. [See here for a list of local haulers](#).
 - Designate a recycling coordinator to take responsibility for monitoring and maintaining recycling &/or food waste programs.
 - Conduct an on-going education and training program for staff and cleaners about waste reduction, recycling, and other environmental topics. Document dates and methods (emails, meetings, lunch presentations, posters, etc.) Recycle Utah can conduct trainings, [get in touch](#).
 - Recycle or compost at least three materials from your business premises. [Materials accepted by Recycle Utah](#).
 - Set up curbside pickup for glass or compost. [Local haulers here](#).
 - Eliminate the use of polystyrene, such as Styrofoam, in break rooms, food/beverage to-go water, packaging materials, and use during any company events.
 - Implement a comprehensive, written environmentally preferred purchasing program. Resource coming soon.
 - Work with vendors to minimize and/or take back non-recyclable product packaging and used or damaged products for reuse and recycling. Or, choose vendors that already offer these services.
- Convert to reusable transport packaging. [Resource here](#).
- Purchase paper products with at least 30% post-consumer recycled content. Resource coming soon.
 - Convert to electronic e.g. invoicing, document signatures, etc.
 - Purchase environmentally preferable (e.g. biodegradable, naturally-derived, organic) cleaning products and soaps. Use certified non-toxic laundry, and cleaning products in non-aerosol containers, such as [Green Seal](#) certified, [Safer Choice](#), [EcoLogo](#), or [Environmental Working Group](#), with an 'A' or 'B' rating. [Resource here](#).
 - Send used printer toner cartridges back to the manufacturer or local service provider for recycling or refilling.
 - Eliminate unsolicited mail from your mailbox. Register at www.directmail.com/mail_preference and www.catalogchoice.org to reduce your junk mail.
 - Eliminate coffee machines that require single-use pods.

- Eliminate individual, single-use bottles of water for employees and guests. Switch to alternatives such as tap water and durable glasses, water filters, providing water coolers or water fill stations.
- Eliminate the use of single-use plastic items.
- Offer incentives for customers who bring their own reusable bags, coffee mugs, containers, etc.

- Implement an “Ask First” policy and ask your customers the choice of whether or not they want their purchases bagged.
- Sell second-hand/refurbished goods or provide rentals for reuse of materials and sharing economy.
- Purchase second hand goods during office remodeling projects.
- Donate usable outdated equipment and supplies to nonprofit groups, schools, etc. or ensure proper recycling.
- Purchase furnishings that are used, made with reclaimed or recycled materials. Resource her
- Print promotional and marketing materials with vegetable-based inks.
- An additional Materials action may be accepted, upon approval of the Green Business committee.

Transportation

- One (1) required for Green Circle
- Three (3) required for Blue Square
- Six (6) required for Black Diamond

- Track annual mileage of company car(s). Resource coming soon.
- Allow telecommuting and/or flexible schedules so employees can avoid heavy traffic, driving on bad air quality days, and reduce commuter miles driven. Resource coming soon.
- Adopt and communicate a no idling vehicle policy for employees, customers and vendors who conduct business at your establishment. Install Idle-free decals on company vehicles. [Request decals](#). Park City's Idling ordinance; Summit County's Idling ordinance.
- Install an Idle-free signage on your premises. [Resource here](#).
- Implement a trip-chaining policy, i.e. link trips to accomplish all errands for your facility in one outing., and educate all employees. [Resource here](#).
- Install EV chargers at your lot for your customers. Submit the location of your (planned) EV chargers. If not already installed, research the feasibility for installing EV chargers at your business and provide a timeline. If you lease your space, share your findings with your property owner/manager. If not feasible, find the nearest charging stations and communicate them to your customers/employees. Note: Park City Municipal Summit County waive building fees for installation of EVSE within City limits. [Incentives here](#). Contact [Leaders for Clean Air](#) for assistance.
- Prominently display public transit map for your customers to access. [PC Map here](#). [High Valley Transit map here](#).
- Install bike racks on your premises. Park City Municipal and Summit County install free bike racks for businesses. [Request a rack here](#).
- Subsidize PC-SLC connect passes for employees. [See here](#).
- Provide transportation guides on premises, including information about Park City Transit and High Valley Transit, nearest stops, park and rides, etc.
- Provide priority carpool parking spaces for employees.

- Offer transit, active transportation, and transit car-pooling incentives for your employees with Park City's free [Ride On program](#).
- Prepare a plan to replace all company vehicles with electric by 2030.
- Join the Utah Climate Action Network's electrified fleets working group, [Email Chris Thomas](#).
- Provide shower facilities for employees who walk, jog or bike to work. Consider contracting with a nearby gym or otherwise to allow use of showers.
- Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.
- Provide one or more company bicycles or e-bikes for employee use.
- Prove that at least 20% of staff walk, bike, carpool, ride transit, or telecommute to work.

- Provide a carpool shuttle, UTA or otherwise, for employees. [See here.](#)
- Subsidize a [Summit Bike Share](#) membership for your employees.
- An additional Transportation action may be accepted, upon approval of the Green Business committee

Thriving Community & Equity

- Three (3) required for Blue Square
- Six (6) required for Black Diamond

- Pay all employees a living wage. [See here.](#)
- Track gender/race pay gaps within your business.
- Eliminate gender/race pay gaps within your business.
- Enact a policy that all contractors will be paid a living wage.
- Implement policy to contract with local vendors and suppliers. Communicate to all staff in purchasing.
- Recruit one new business to sign up for the Green Business program. Note: the business must be located within Summit County.
- Communicate your sustainability efforts publicly by publicizing your practices on your website and/or an in-house display.
- Your CEO or General Manager publicly commits to working together with the Green Business Program on community climate action and/or environmental goals (e.g. net-zero carbon or concrete greenhouse gas reductions by 2030, or other ambitious business goals related to water, zero waste, etc.). These goals can be shared on your own website or commercial premises, the Green Business website (when launched), and/or the [Utah Sustainable Business Coalition](#) website.
- Implement an annual campaign to engage your clients or customers in your climate action and sustainability work. Within this campaign, communicate the impact you are having to reduce environmental impacts and improve the local community.
- Incorporate sustainability best-practices into employee onboarding processes, documents, training and development. We could provide a link here to an example of an employee training manual, Resource coming soon.
- Organize annual workshops for your employees that include updates on your organization's environmental operations, expected behaviors, and organizational goals. Generation of new ideas from all employees must be invited as well.
- Organize a community clean up activity for staff. Contact Recycle Utah for [grabbers](#).
- Organize a tree planting event at your premises or sponsor a tree through [Planting Park City](#).
- Pay employees one or two full days/year to do community service with selected community organizations. Resource coming soon.
- Employ hard-go-place workers (formerly incarcerated, workers with different abilities, etc.)
- Decorate your business using art bought from local artists.
- Ensure business is fully ADA accessible. [Resource here.](#)
- Provide materials appropriate for deaf and/or blind visitors. [Resource here.](#)

- Offer communication materials in Spanish language.
- Display signage to indicate that your business premises does not discriminate on the basis of Diversity, Equity and Inclusion principles. [Primer here.](#) [More instruction here.](#)
- Provide a discount or other “locals only” benefit for residents
- Identify any human rights violations in the supply chains of products you purchase. Resource coming soon.
- Implement an employee health and wellness program.
- Offer paid sick time and PTO to all employees.
- Contribute to community efforts to reduce food insecurity . [Resource here.](#)
- Provide resources to your employees on community resources like [food pantries](#), [mental health resources](#), and [HEAT and Weatherization](#) programs.
- Organize a People-First Streets crosswalk painting activity for your business or clients/customers. [See here.](#)
- An additional Thriving Community & Equity action under this category may be accepted, upon approval of the Green Business committee
- Certify as a [B Corp](#).
- Donate 1% of your profits to a local non-profit organization, or [1% for the Planet](#).