



# Upper Township Business / Institutional Green Business Assessment

## ***IT'S EASY BEING GREEN !***

Your business may already be greener than you think. Going through this checklist will enable you to find out where you stand in your quest to become a sustainable business. Recycling, waste reduction, energy conservation, water conservation, purchasing local and purchasing recycled are all elements that lead to a sustainable organization. Follow these guidelines and you can earn recognition as an Upper Twp. Green Business.

### **1.) General**

- Train employees from day one to follow environmental practices
- Provide employees with written materials (via email - save paper!)
- Advertise accomplishments through press releases
- Track and post utility bills
- Encourage other area business to GO GREEN
- Participate in local green events; i.e. tree plantings, cleanups, etc.

### **2.) Waste Prevention**

- Do regular waste audits to find problems
- Reduce copying through use of electronic communication
- Have your printers default to 2 sided copying
- Use marketing materials that require no envelope
- Collect email addresses as an alternative to "snail mail"
- Recycle food waste either by composting, pig farmers or special collection
- Use reusable plates & flatware rather than disposables
- Use concentrated cleaning products
- Use reusable towels, napkins, table cloths
- Use large soap dispensers instead of individual ones
- Use bulk condiments instead of individual (sugar packets, creamers, etc.)
- Collect ink jet cartridges and cell phones for recycling
- Repurpose office furniture & supplies
- Donate unneeded, good usable items to non-profit organizations

**3.) Purchasing**

- Purchase paper that is at least 30% post consumer
- Use 100% recycled paper whenever possible
- Buy in bulk whenever possible
- Purchase locally whenever possible
- Purchase Fair Trade materials whenever possible
- Purchase green, safe cleaning supplies
- Purchase toilet tissue and paper towels made from 100% recycled paper
- Purchase reusable rather than disposable products

**4.) Energy Conservation**

- Have an ENERGY AUDIT of your buildings
- Turn off lights and electronic equipment when not in use
- Install motion sensors & lighting controls
- Install programmable thermostats to control heating & cooling
- Insulate hot water heaters and water pipes
- Purchase Energy Star equipment & appliances
- Unplug chargers when not in use
- Check & repair leaks around windows and doors
- Replace fluorescent tubes with energy efficient fixtures
- Replace incandescent bulbs with CFLs or, better yet, LEDs

**5.) Water Conservation**

- Check water bill for indications of leaks
- Check for plumbing leaks and repair immediately
- Clean outdoor areas with a broom, not water to avoid runoff
- Do not allow litter to accumulate
- Install water efficient toilets (WaterSense Products > <http://www.epa.gov/watersense>)
- Install waterless urinals
- Install high efficiency faucet aerators
- Install reminder signs in restrooms to conserve water
- Change window cleaning schedule to "as needed"

**6.) Storm Water Management**

- Check company vehicles for oil leaks
  - Distribute educational materials on stormwater pollution prevention to employees
  - Keep dumpster area clean
  - If there is an outdoor smoking area, provide butt containers
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## 7.) Landscaping *(Exempt if you do not have or do not manage landscaping)*

- Test irrigation system regularly to ensure proper coverage
- Follow guidelines for local area to conserve water
- Install a Smart Metering system
- Replace grass areas with water-efficient 'NATIVE' shrubs
- Use natural mulches to increase water retention and prevent erosion
- Remove weeds by hand ... do not use herbicides
- Use permeable paving
- Install a rain barrel or cistern to collect water for supplemental irrigation
- Install a rain garden in an area where runoff occurs
- Do not use chemical fertilizers
- Install a rain garden in an area where runoff occurs

## 8.) Transportation / Air Quality

- Encourage employees to ride bikes and provide secure storage for the bikes
- Encourage and/or provide incentives for employees to car pool
- Encourage employees to use mass-transit options & provide up-to-date schedules
- Replace company vehicles with energy efficient vehicles
- Provide preferred parking for alternative fuel and carpool vehicles
- Maintain fleet efficiency through regular maintenance schedules
- Institute a no idling policy on your business property
- Utilize email, teleconferencing and videoconferencing to avoid unnecessary travel

## Sources

- Galloway Twp., NJ [www.gtnj.org/SG/index.html](http://www.gtnj.org/SG/index.html)  
Sustainable Jersey [www.sustainablejersey.com/](http://www.sustainablejersey.com/)  
Sacramento Area Sustainable Business <http://sacberc.org>  
City of Long Beach, CA [www.longbeach.gov](http://www.longbeach.gov)  
Bay Area Green Business Program [www.gleenbiz.ca.gov](http://www.gleenbiz.ca.gov)  
San Diego Area Green Business Program [www.sdgreenbiz.org](http://www.sdgreenbiz.org)  
Monterey Bay Area Green Business Program [www.montereybaygreenbusiness.org](http://www.montereybaygreenbusiness.org)  
Waco Green Business Network [www.wacochamber.com](http://www.wacochamber.com)
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# Green Business Assessment - Upper Township

NAME OF ESTABLISHMENT \_\_\_\_\_

CONTACT INFORMATION \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF ESTABLISHMENT: Office \_\_\_\_\_ Medical Office \_\_\_\_\_ Bank \_\_\_\_\_ Hotel/Motel \_\_\_\_\_

Wholesale Store \_\_\_\_\_ Grocery/Convenience Store \_\_\_\_\_ Retail Store \_\_\_\_\_ Restaurant \_\_\_\_\_

Educational Facility \_\_\_\_\_ Other \_\_\_\_\_

| Categories                       | Potential Ct. | Your Ct. | Comments |
|----------------------------------|---------------|----------|----------|
| 1.) General                      | 6             |          |          |
| 2.) Waste Prevention             | 14            |          |          |
| 3.) Purchasing                   | 8             |          |          |
| 4.) Energy Conservation          | 10            |          |          |
| 5.) Water Conservation           | 9             |          |          |
| 6.) Storm Water Management       | 4             |          |          |
| 7.) Landscaping                  | 11            |          |          |
| 8.) Transportation / Air Quality | 8             |          |          |
| <b>Totals:</b>                   | 70            |          |          |

### How Did You Do?

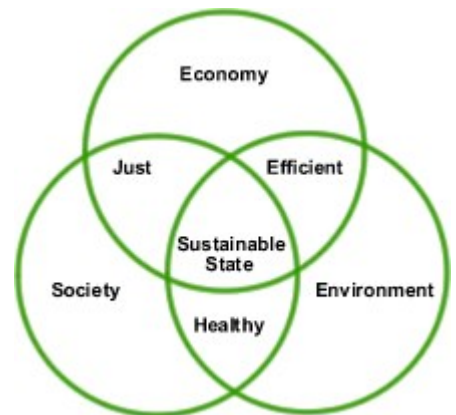
THERE ARE 70 ITEMS ON THIS ASSESSMENT. If you checked off at least 35, you may be eligible for basic *Green Business Recognition*.



**For further information, contact:**

Upper Township Business Association  
[upperbiz@gmail.com](mailto:upperbiz@gmail.com) | <http://www.UpperBiz.com>

Upper Township Green Team  
[UpperTwpGreenTeam@yahoo.com](mailto:UpperTwpGreenTeam@yahoo.com) | [www.UpperTwpGreenTeam.wordpress.com](http://www.UpperTwpGreenTeam.wordpress.com)



Graphic Source: NJ-DEP



## Upper Township Green Team

Working toward  
 a more sustainable  
 Upper Township



QR for > Facebook.com/UpperTwpGreenTeam