

Delaware Green Business Challenge Resources

We have sent you the Delaware Green Business Challenge survey. The survey is meant to give you a baseline of how green your business is and an idea of what areas you can improve in. It includes 50 actions that are necessary for a greener business. Once you have completed the survey your answers are collected and your score is generated. There are a 65 points total 4 tiers of achievements. Tier 1 being the highest level of achievement. See the chart below for a breakdown of points needed for each tier.

Tier 1	49-65 pts
Tier 2	33-48 pts
Tier 3	17-32 pts
Tier 4	1-16 pts

We have included in this packet resources that can be used to further your progress of becoming greener. There is also additional resources and examples on how to achieve the maximum number of points possible for each individual question.

Steps to a Greener Business:

1. Complete the survey emailed to you and receive your baseline score.
2. Together with your company share information about the challenge discuss what you want to achieve through participation.
3. Using your baseline score make a plan, establish goals and identify priorities. Encourage your staff to implement green practices, and share your success in the challenge.
4. If you need help the "Help Page" is included in this packet along with additional resources to help reach your final goal.
5. At the end of the year the survey will be sent to each participating business to see the progress you have made and receive your final score.

Questions or comments?

Email us at:

Blog:

Local businesses that can help achieve your green goals

Company Engagement	
Installing and maintaining a green living roof a progressive green practice	Greenroofs101
Purchase recycled ink cartridge or refillable ink and toner cartridges	Cartridge World
Energy	
Energy Assessment	Johnson Controls
Lighting Audit for Commercial Buildings	Hagemeyer Sustainable Solutions
Renewable Energy Companies	Natural Resources Defense Council
	Department of Development
Sustainable Building Products and Services	Green Wizard
Wind Power, small site-installations	Department of Development
Waste	
Reducing waste and managed print services	Genesis
Recycling for your business	Department of Public Services
Waste assessment and reduction services	Waste Management
Transportation	
Hybrid options for transportation	Ohio Green Fleets
Water	
Water conserving technologies for your irrigation needs	Department of Natural Resources
Healthy Work Environment	
No and Low VOC paints	Sherwin-Williams Green Solutions

The following pages include strategies and ways to achieve the full amount of points along with additional resources for each question on the scorecard.

Company Engagement

1. Create a "Green Team" responsible for managing environmental and sustainability initiatives, engaging staff and raising awareness and enthusiasm for the 'greening' of your business.

A "Green Team" is responsible for engaging employees, producing creative ideas, and maintaining interest in your greening efforts. Steps to building a Green Team:

- 1) Find staff members who are enthusiastic about greening your business. If possible have members from each department. Be sure to recognize the members of the green team for their contribution and are given enough time to positively invest in the improvements you are hoping to achieve.
- 2) Have a Green Team launch meeting. Use the scorecard strategies to help come up with ideas and discuss what is important and be able to prioritize the concerns
- 3) Divide tasks, make sure everyone is clear on the final goal and the steps to achieve it. Many of the strategies and initiatives may overlap, make sure the green team communicates effectively. teamwork is key!
- 4) The Green Team should meet at least once a month or as much is needed. Be sure to keep the ball rolling and the team engaged.

Additional Resources:

1. [A Clear Approach to Connect Sustainability to Business Strategy \(GreenBiz.com\)](#)
 2. [Bring your Green to work with ENERGY STAR- Create a Green Team \(EPA\)](#)
 3. [The Dollars and Sense of Green Business \(The Florida League of Cities\) \(pg 21\)](#)
 4. [Team Up to Save Energy- Protect Our Environment Through Energy Efficiency \(EPA\)](#)
 5. [Green Teams- Engaging Employees in Sustainability \(GreenBiz.com\)](#)
- ### 2. Inform staff and company leadership about the Delaware Green Business Challenge program by holding a meeting or educational activity. Conduct regular updates on your progress in the Challenge and brainstorming sessions about green business practices, goals and your overall greening successes.

Education is essential.

Inform people why going green is important. It is hard adopt new ideas if you do not understand them. Provide resources for your green team and staff. Host your own green businesses educational workshop using resources provided in this scorecard.

3. Think of on-going ways to celebrate your business's green successes and efforts

"Green Day" or "Green Week." feel free to call it what you want. Think of fun ways to celebrate your business's accomplishments. Maybe send out special email announcements, or have a company get-together in order to acknowledge the impact of recent green business initiatives and environmentally friendly practices. This time is key to increase the company's enthusiasm for sustainability as well as participation in the Challenge. Use friendly reminders and interesting facts to help people create "green" habits. It is important for your entire staff to be engaged and feels as if they have a part in the company's 'greening' efforts. Find creative and unique ways for your company to celebrate and be rewarded for successes

Additional Resources:

1. [Tips for being Green](#)
2. [Green Living Tips](#)
3. [Earth Fast Facts \(planetpals.com\)](#)
4. [U.S. EPA WasteWise Program Success Stories](#)
5. [Go Green Facts](#)
6. [4 Ways to Optimize Inter-office Communication](#)

4. Calculate your carbon footprint and use the Challenge to take steps to reduce it.

Find a carbon calculator online - there are many to choose from. Use the calculator to enter in information about your business and operations, and get an estimate of your business related emissions and your overall carbon footprint. Use your successes among the other strategies in the Scorecard to consider how they have impacted your carbon footprint.

Additional Resources:

1. [Carbon Fund Business Carbon Calculator*](#)
2. [Climate Trust Business and Organization Calculator](#)
3. [JP Morgan Climate Care Carbon Calculator](#)

5. Make sustainability a part of company culture and business's identity. Integrate sustainability, social and environmental indicators as keys to evaluating your business's growth and development. Share these values and market your green practices as a way to show others the true value of a green business and a green economy.

It's important for your entire company to be engaged and aware of your business's commitment to go-green and that this identity resonates with your staff as well as with clients, customers or members. Make sustainability a part of every aspect of your operations by integrating environmental responsibility, resource conservation, support for a strong local economy and other sustainability considerations into company standards and protocols - purchasing, fleet management, facility maintenance and upkeep, products and services. Use regular communications with employees, as well as your customer or client network, to share information about initiatives and the changes you are making to become more sustainable and environmentally responsible.

Additional Resources:

1. [Environmental Policy Examples](#)

6. Performed progressive green practices that show a mindful commitment to reducing your environmental impact and green business leadership.

Go the extra green mile.

What do we mean by progressive green practice"? It's a unique, green action that sets your company apart from others and shows your dedication to preserving the planet. So many great green practices did not make it into the scorecard. If your businesses has taken special initiative to be green in a way not reflected in the strategies here, this is your chance to get the credit. Explain what you've done and share your experience.

Additional Resources:

1. [Earth Hour](#)
2. [Bike to Work Day](#)
3. [The S.C. Smart Gardener Program: SC DHEC website providing information on composting and water conservation](#)
4. [LEAP: The Long-range Energy Alternatives Planning System](#)
5. [Lighting Ordinances \(International Dark-Sky Association\): Sample lighting ordinances. Turn lights off at night](#)

Energy

1. Calculate your average energy use over the last 12 months. Determine milestone energy reduction goals with the overarching goal of reducing at least 10% of your energy usage. Use the Energy Data Log to track and record your energy use. See the Energy Audit DIY guide for more information.

Know where you stand.

By observing your energy (electricity and gas) bills and getting a baseline, you'll have a reference point of how much energy you use. In this way, you can determine how much progress you're making.

TIPS ON ACHIEVING CRITERIA:

- 1) Collect 12 months of your electricity consumption in kilowatt hours (kWh) and therms. If you have not been in your space for a full year, compile utility bills for the time you have been in the space (a minimum of 3 months will suffice). If your electricity is built into the lease, work with your landlord or property manager to get your energy consumption.
- 2) Take the average of the 12 months. This is your average electricity consumption. How low can you go? (Also, note the months of highest usage to know when your biggest opportunity for reduction in annual energy consumption.)
- 3) Establish how much you want to reduce (10% is an achievable goal, 30% is a good stretch goal) and by when.
- 4) Brainstorm ways your office can reduce its energy use (use the strategies in the scorecard for inspiration).
- 5) Choose a few practices to focus on. Concentrate your efforts on implementing them.
- 6) Assess your progress towards your goals quarterly.

Additional Resources:

1. [EPA Office Energy Checklist](#)
2. [Green Power Factory for business](#)
3. [EPA's Portfolio Manager: A software that baselines your energy and water use](#)

2. Conducted a lighting audit by inventorying the types and number of lights throughout your building or office space. Create a plan to switch out any incandescent bulbs for CFLs, T12 fluorescent tubes for T8s or T5s for new fixtures, or installing LEDs in place of traditional fixtures. Also consider the utility of having daylight sensors and/or occupancy sensors in offices and/or common areas (remember closet and bathroom lighting). Implement these lighting efficiency improvements as lamps burn out and need replacing or as investment is appropriate.

Lighting is one of the major areas, where you can get the biggest bang out of your buck. It accounts for 30 - 50% of a building's energy use.

TIPS ON ACHIEVING CRITERIA: 1) Conduct a lighting audit so that you know the areas where you could be more energy efficient. You can do this yourself or hire an outside company to do it. 2) Discuss with the Green Team, senior management, and other parties on what changes you want to make. 3) Make the changes (that all agreed upon) happen!

Additional Resources:

1. [Conducting a Lighting Audit: Simple Guide by the North Carolina Division of Pollution Prevention and Environmental Assistance \(NCDENR\)](#)
2. [About ENERGY STAR Light Bulbs \(CFLs\)](#)
3. [About ENERGY STAR Commercial LED Lighting](#)
4. [Energy Efficient Light Bulbs Life Cycle Cost Estimate for 20 Energy Star Qualified CFLs](#)

3. Assess strategies to increase the efficiency of your heating, cooling, and ventilation system, and implement strategies (see suggested strategies for HVAC efficiency).If you have a geothermal system, give yourself a point.

Heating, cooling and ventilation accounts for 39% of the energy use in a typical office. If you are a tenant, most likely you won't be able to change the heating and cooling system (plus, it's quite expensive), but there are actions you can take to help make the most out of your (cool or warm) air.

TIPS ON ACHIEVING CRITERIA:

1) Move your thermostat down 2 degrees in the winter and up 2 degrees in the summer. This saves 2,000 pounds of carbon dioxide, not to mention money on your heating and air conditioning bill. Every 1-degree reduction in an 8-hour period = 1% reduction in carbon dioxide emissions; and an average of 3% reduction in energy costs.

- 2) Install automatic setback thermostats to adjust the temperature for weekends and evenings.
- 3) Eliminate the use of space heaters and/or personal fans. They consume a great deal of energy. A typical electric space heater uses 1,500 Watts of power and ties up more than 83% of a standard 15 Amp circuit.
- 4) Geothermal systems can greatly reduce the amount of energy used to heat and cool your building.

Additional Resources:

1. [Renewable Energy- Geothermal \(SC Energy Office\)](#)
2. [Energy Conservation Guide \(San Francisco Green Business\)](#)
3. [Portland Green Office Guide: Heating & Cooling \(See pp 17-21\)](#)
4. [American Council for an Energy Efficient Economy's Online Guide to Energy-Efficient Commercial Equipment](#)
5. [ENERGY STAR Duct Sealing](#)
6. [Source of Statistic: Turn the Thermostat Down \(Creative Citizen\) \(private\)](#)

4. Assessed strategies to increase the efficiency or energy saving measures for hot water demand. Consider installation of tankless, point source or solar thermal water heating, use of timers or temperature regulation devices or heat recovery technologies. See Water Audit DIY Guide for more tips on the benefits of reducing hot water demand.

If hot water is a big energy user in your business, targeting hot water efficiency measures can be a huge saver for you and your bottom line. There are many ways to improve the efficiency and conserve energy using your existing hot water heater. For conventional tanked models consider using an insulation blanket around the tank to stem heat loss and insulate the first few feet of the hot water pipe from the tank with a foam tube (you can get them at most home hardware stores). As well, if you do not need hot water 24/7, investigate the potential for using a timer or temperature regulating device on your water heater to turn the temperature down or the unit off during off-hours. If it is time for a new or additional water heater look into high efficiency and tankless options.

Additional Resources:

1. [US Department of Energy on Water Heating](#)
2. [Choosing A Water Heater](#)
3. [Facts About Tankless \(private\)](#)

5. Establish a policy that when replacing or adding new equipment or appliances, they will have an ENERGY STAR rating or, for non-ENERGY STAR Rated appliances be a high efficiency model.

Office equipment is the fastest growing use of electricity in commercial buildings in the US. Inefficient office equipment not only draws power, but also emits heat that can contribute to higher cooling bills. ENERGY STAR-rated equipment uses about half as much electricity as standard equipment, lowering your energy bills and lengthening the life of your equipment.

TIPS ON ACHIEVING CRITERIA:

- 1) Dedicate one or two Green Team members to walk around the office and write down all appliance names and models. Look for the ENERGY STAR label.
- 2) Determine whether or not these appliances and equipment are ENERGY STAR certified by going to the ENERGY STAR website (see right).
- Note: Older equipment may have an ENERGY STAR label but are no longer as energy efficient due to technological advances. Check your list of ENERGY STAR equipment with the list on the EPA website (see link on the right).
- 3) Meet with the Green Team to discuss findings and set up a purchasing plan for when new or replacement electronics/appliances are needed.
- 4) Meet with staff who is responsible for purchasing electronics or appliances for the business to discuss Energy Star equipment and potential vendors (chances have it that your regular vendor can supply you with an Energy Star model).
- 5) Draft a purchasing guideline for Energy Star or high efficiency models.
- 6) Get buy-in from senior management.
- 7) Implement the new practice

Additional Resources:

1. [Find ENERGY STAR Products: Select product and follow the links to locate a dealer](#)
2. [Electronic Product Assessment Tool \(EPEAT\): A system to help purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.](#)
3. [EPA Life Cycle Cost Calculator for Computer Monitors](#)
4. [ENERGY STAR LCD Basics](#)
5. [Find ENERGY STAR Products: Select product and follow the links to locate a dealer](#)
6. [Energy Conservation Decals \(Awareness Ideas\)](#)
7. [Office-Wide Purchasing Policy \(Natural Resources Defense Council\)](#)
8. [CFLs Buyers Guide \(ENERGY STAR\)](#)
9. [Buyer's Guide to Purchasing ENERGY STAR Labeled Office Equipment \(Yale University\)](#)
10. [Energy Star purchasing guide](#)

6. Implemented an office equipment energy saving strategy that includes - eliminate use of screen savers, program all computers to go into sleep or hibernate mode after a set time of nonuse (10-15min), program all printer/copy machines to go into standby after a set time of nonuse (10-15min) (2pts), and completely shut off all computer and printer/copy equipment at the end of the day (1 pt).

On a standard PC, use these steps to program your computer's screen saver and sleep mode:

- 1) To discontinue use of screen saver go to Control Panel, find Screen Saver Settings, and select Blank or None. (Note: This will NOT turn your monitor off, just eliminates the screen saver)
- 2) To set your computer to go into sleep mode after 10-15 min on non-use: Go to Control Panel, find System and Security settings, select Power Options and set computer to go into sleep mode after a set period of time.

Computer can be shut down at the end of each work day without degrading the life of the computer - most computers today are designed to handle 40,000 start-up/shut-down cycles. Shut down the computer, and then use a power strip (or surge protector) with an on/off switch to stop power usage completely. Even when off, computers continue to draw a small amount of stand-by power, using the power strip will eliminate this.

Additional Resources:

1. [Screen Savers Don't Save Energy \(ENERGY STAR\)](#)
2. [About ENERGY STAR Copiers & Fax Machines](#)
3. [ENERGY STAR General Technical Overview of Power Management](#)
4. [ENERGY STAR Power Management Success Stories](#)
5. [Source of Statistic: US PC Energy Report 2007 \(co-authored by IE and Alliance to Save Energy\)](#)
6. [EPA Life Cycle Cost Calculator for Computer Monitors](#)
7. [Energy Conservation Decals \(Awareness Ideas\)](#)

7. Assess your building or office space for existing, or the feasibility of renewable energy production systems. This can include solar PV for energy generation, or site-scale wind turbines. If you do have renewable energy, quantify the estimated amount of energy production is provided by the system(s).

The first step is always to make your building or office as energy efficient as possible, and then further reduce energy demand by making your own energy. (See links to the right for local resources to investigate renewable energy.)

Additional Resources:

1. [U.S. Department of Energy- Solar](#)
2. [U.S. Department of Energy- Wind](#)
3. [SolarEstimate.org](#)

8. Offset a portion of your energy related emission by purchasing carbon offsets or contribute to alternative energy generation

Want to balance out or "offset" the CO2 emissions associated with your business's electricity usage? Buy carbon offsets.

Your daily activities (such as turning on the lights, driving your car, and buying a product shipped to the US from China) emits carbon. When you purchase carbon offsets, you are funding projects that reduces greenhouse gas emissions, which in turn offsets or balances out what you emitted. See the links on the right for more information and a list of companies that offer offsets.

TIPS ON ACHIEVING CRITERIA:

- 1) Identify your office's carbon footprint (most offset companies will calculate your carbon emissions for free - see links to the right).
- 2) Decide with your Green Team and senior management what offset company you want to go through. Different organizations invest in different offset methods - all are good, but find the one right for you.
- 3) Offset away!

Additional Resources:

1. [E Business Links: Compares offset companies by price and type of offset project](#)
2. [Green America's National Green Pages: List of Offset Companies](#)
3. [Carbonfund.org](#)
4. [Terra Pass](#)
5. [Native Energy](#)

Waste

1. Conduct a waste stream audit by inventorying volume and composition of your waste stream. Determine how much waste is disposed of as garbage versus recyclables. If possible, work with your trash hauler to collect past data (up to 12 months, volume and frequency of pick-up). Alternatively, estimate to the best of your ability volume and composition.

A waste audit determines how much trash you're generating, how it's disposed of, and what percentage gets to a recycling facility. With this information, you can figure out how much you can increase recycling or altogether eliminate, either by reducing the use of certain materials — say, by making double-sided copies — or by reusing supplies such as packaging.

TIPS ON ACHIEVING CRITERIA:

- 1) Call your recycling hauler and ask for a waste audit. Most haulers offer this service to customers. (They should be able to provide volume and frequency of pick up for garbage and recyclables).
- Or if you want to get down and dirty yourself, you can conduct your own waste audit! Download "3 Ways to do a Waste Audit" (see the links on the right) and follow the steps to conduct a waste audit or follow the EPA's suggested waste audit methods.
- 2) After the waste audit, if you find that you aren't recycling much, start now!
- 3) Meet with your Green Team to set up recycling bins conveniently located, and post signage to encourage proper disposal.
- 4) Get buy-in from key people in your office, like senior management and purchasing.
- 5) After a month, assess the progress your business has made.
- 6) Report this progress to your business.
- 7) If appropriate, check your waste/recycling contract and see if they would give you monthly waste reports.

2. Develop a green purchasing policy to procure green products where feasible and circulate the policy to employees electronically

Money talks. The desire to go green doesn't mean much unless you back it up with some dollars. Having a green procurement policy formalizes your commitment to going green. Many green products are comparable in price to conventional products, but reduce environmental impact and have health benefits too (i.e. no toxins).

TIPS ON ACHIEVING CRITERIA:

1) Meet with your green team to establish a policy on buying green products. See sample policies by clicking "Responsible Purchasing Network" to your right.

Things to consider:

- Reduce frequency of delivery of office supplies to just once or maximum twice a week. Carbon emissions from delivery can be significant if you receive daily deliveries.
- Some vendors offer the service of making a list of all the office products you buy and delineating which are "green" and not-so-green. In this way, you can determine what products you want to replace and what you want to keep the same.
- Get support from your vendors and service providers. Reach out with a letter to commonly used suppliers to ask them to help you in your efforts by supplying green and environmentally friendly products.

2) You might want to shop around a bit in creating this policy. Get samples of these green products

3. Purchase at least 30% post-consumer recycled copier/printer paper and 100% post-consumer recycled copier/printer paper if possible (processed chlorine free, PCF, or unbleached too, if available).

You've probably heard of 30% post consumer recycled paper and 100% recycled content paper. What does it all mean?

Post-consumer recycled content paper is made with fiber after a consumer has used it. Pre-consumer (or post industrial) recycled paper is made from overruns from the paper manufacturing process. Post consumer + pre-consumer content = total recycled content. 100% post consumer recycled paper is the most eco-friendly because no new trees were required to produce it.

Processed Chlorine Free (PCF) bleaching processes are better for the environment than "Elemental Chlorine Free" bleaching, which is now standard across the US.

TIPS ON ACHIEVING CRITERIA:

- 1) Meet with your procurement department about this proposed change. Inform the department of the benefits of purchasing post-consumer recycled copier/printer paper. Share companies/websites places of where to purchase. Note: recycling is great, but if you don't purchase products from recycled material, there won't be a demand for these materials. In other words, it's essential to purchase post-consumer recycled paper!
- 2) Brainstorm ways to institute this new practice.
- 3) Draft a new practice.
- 4) Get buy-in from senior management.

5) Implement the new practice.

4. Purchase at least 30% post-consumer recycled paper products (i.e. paper towels, filing folders, envelopes, notepads, boxes, business cards, etc.) or 100% post-consumer recycled products if possible (processed chlorine free, PCF, or unbleached too, if available).

See above.

Unbleached products (brown cardboard look) require no bleaching of any type. This is generally more eco-friendly than any of the major bleaching methods, including PCF.

5. Purchase recycled content supplies (in addition to recycled content paper), refurbished equipment, rechargeable batteries, refillable pens, ink cartridges etc., reused furniture or materials, or the like

Buying recycled content products saves natural resources, reduces GHG emissions associated with product production, and stimulates the development of green goods and technology. Recycling feeds the development environmentally friendly products. The vast supply of low-cost recyclables from local collection programs has spurred many businesses to develop cutting-edge technologies and products. Waste tires for example are used in many applications including rubberized asphalt for paving roads.

6. Establish a recycling policy that codifies all office recycling practices in coordination with your building's or location's recycling opportunities, locate recycling receptacles for convenience and accessibility throughout the work space, and verified that staff and/or custodial service properly disposes of recyclables. Include cardboard in your recycling plan if possible.

TIPS ON ACHIEVING CRITERIA:

1) Make sure your policy contains the following: explains what materials are recyclable, ensures recycling bins are in areas where recyclables are generated (copier/printer room, kitchen, employee desks), and make sure signs on or near these bins clearly explain what materials are acceptable.

At a minimum, your policy should include recycling practices for paper, cardboard, and plastic and glass bottles, and aluminum beverage containers.

- 2) If you are using a bin with a lid that has a slit in it, make sure it's in the copier/printer room for paper recycling (not in the kitchen). At the same time, make sure the bins in the kitchen have circular openings for bottles and cans.
- 3) Make sure your staff and custodial service understands and implements this new practice.

7. Give all employees a paper recycling receptacle to use at her/his desk, and verify that staff and custodial service understands and properly disposes of paper recyclables

Typical business offices generate about 1.5 pounds of waste paper per employee per day! Every recycled ton of paper saves about 17 trees and 462 gallons of oil.

Individual paper recycling bins make it as easy for employees to recycle. But without staff and custodial service educated on how to handle the recyclables, all your efforts go to waste (literally)! To save money and not have to buy recycling bins for every desk, get creative. Recycle an old file box or spare storage container. Or, if you already have small waste baskets at each desk, make those recycling bins and place a larger trash in a central area for all to use to dispose of non-recyclables, instead.

8. Implemented a paper waste reduction strategy to cut down on the amount of paper waste created in your business. Include in this strategy ways to reduce printing overall, including circulating documents and memos electronically instead of using hard copies, and discourage printing of emails unless absolutely necessary. Use double-sided printing as default to cut down on overall paper use. Also include in the strategy ways to use the paper and not waste blank space that can be used for scrap paper, notes or draft prints. Tracking paper use and benchmarking reductions will show you the difference.

1 ream (500 sheets) of 100% non-recycled (virgin) copier paper uses 6% of a tree (and those add up quickly!). Use the "Paper Calculator" link to the right to estimate the environmental impacts of your use of different papers.

Electronic copies save paper, postage, and storage space. They also allow for electronic search capabilities, which you don't get with a paper copy. Any document that does not need to be signed or otherwise used in hard-copy format can be circulated electronically. Eliminate printing of documents such as employee handbooks, and consider revising requirements for submitting timesheets, requests for time off, etc.

HOW TO ACHIEVE CRITERIA:

- 1) Find out how much paper you are currently using by documenting 3 months of copy / printing paper usage or go through your purchase orders for 3 months.
- 2) After you have established a baseline, determine ways to reduce - use double sided copying, reuse scrap paper for draft prints, eliminate printing of emails and other resources unless absolutely necessary (instead share and store files electronically) set a reduction goal and assess your progress every 3 months.

TIPS:

- 1) Collect a pile of scrap paper (paper where one side is already printed on) in the copier room to use for draft printing. Use both sides of the paper before you recycle!
 - 2) Print in "draft" or "fast" mode to save ink and money (because you reduce the number of cartridges you have to buy).
- Electronic copies save paper, postage, and storage space. They also allow for electronic search capabilities, which you don't get with a paper copy. Any document that does not need to be signed or otherwise used in hard-copy format can be circulated electronically. Eliminate printing of documents such as employee handbooks, and consider revising requirements for submitting timesheets, requests for time off, etc.

By converting all your printers to default to double-sided, you can potentially cut your paper costs in half. This may have to happen at the computer. When printing, select 'Properties' in the print dialogue box and check 'Duplex Print'. If possible set this as default on your computer.

9. Unsubscribe to all junk mail and reduce the number of catalogs and newspapers sent to your office or business.

100 million trees are ground up each year for unsolicited mail, costing \$550 million for transport and \$320 million in local taxes for disposal annually. But not to fear, there is a solution to eliminate your junk mail and reduce the paper waste!

TIPS ON ACHIEVING CRITERIA:

- 1) Unsubscribe to junk mail by contacting the sender and take your company off their mailing list or visit the links to the right to unsubscribe from a number of mailing lists.
- 2) Encourage employees to share subscriptions/copies of certain periodicals and/or newspapers instead of getting their own copies.
- 3) Certain trade journals, magazines, etc. are available online. Explore getting online subscriptions for the office.

10. Recycle electronics, print cartridges, cell phones, batteries and/or other hazardous waste materials by establishing an in-house program or participating in an outside/third party hazardous materials recycling program.

The average cell phone is replaced (or upgraded) every 18 to 24 months. That's a lot of rechargeable batteries and cell phones. When it's time to retire your old cell phones or replace your rechargeable batteries, don't forget to recycle them. You'll help preserve natural resources and keep discarded products out of landfills.

About 500 million inkjet and 75 million laser cartridges are sold annually in North America alone. About half of these cartridges are simply thrown away when empty - resulting in significant loss of resources and waste in landfills. Sending these cartridges back for remanufacturing and refilling can help avoid this waste.

Alkaline batteries are often just trashed, but just like recycling paper, plastic and metal, recycling these batteries helps divert waste from landfills and helps recover valuable resources.

TIPS ON ACHIEVING CRITERIA:

- 1) Contact the recyclers (see links on the right) to find out where and how to recycle hazardous waste. .
- 2) Create and post clear signage about what materials are acceptable in your office.
- 3) Send an email blast to all employees or have a "Lunch & Learn" to educate the staff to this new program.

11. Install blow-dry hand dryers or continuous cloth hand dryers in the bathrooms to eliminate paper towel waste

Air hand dryers are more sanitary and environmentally friendly than paper towels. No more paper towels on the floor! In a medium sized office, air hand dryers can have a payback of 6-12 months depending on usage.

A warm air hand dryer over its lifetime will result in greenhouse gas emissions equivalent to driving a car roughly 3,170 miles. If paper towels were used instead (during this time), over 2.5 times more greenhouse gases would have been produced.

HOW TO ACHIEVE CRITERIA:

- 1) If you are a tenet, talk to your property manager to find out if you can install a hand dryer. If you own your building, talk to senior management about installing a hand dryers or continuous cloth dryer.
- 2) Find some vendors, get some pricing, and put together a cost analysis.
- 3) Present the cost analysis to your senior management.
- 4) If it's a go, install the hand dryer (or a dryer with continuous cloth towel) and enjoy the zero-waste way to dry your hands!

12. Eliminated the use of disposable cups, plates, bowls, utensils, and coffee stirrers and purchase reusable kitchenware for employee and guests.

860,000 tons of plastic cups and plates from the municipal solid waste stream were landfilled in 2007 (EPA). This does not include plastic utensils and packaging. That's a lot of plastic! How low could your business go in waste generation? Could it be zero waste? One easy way is to get rid of the disposable service ware and get durable, reusable goods.

If you use polystyrene (or commonly called Styrofoam) cups in your office, get rid of them! Polystyrene is made from oil and is non-renewable, non-compostable and can't readily be recycled. Polystyrene breaks up into small pieces and can be ingested by marine or bird life, killing them through starvation. Finally, studies have shown that chemicals in polystyrene are carcinogenic (especially when it's heated) and can leach into your food or drink.

TIPS ON ACHIEVING CRITERIA:

- 1) Brainstorm with your Green Team how to eliminate disposables. Could you invest in some durable goods? Maybe each person could bring 1 - 2 mugs from home to contribute to the office? It's fun to celebrate birthdays... but what about all that trash afterwards? What can you do to eliminate waste when the office gets a meal catered?
- 2) Once a plan is established, propose it to senior staff.
- 3) Once it is approved, educate your co-workers about the new practice Have a get together and showcase the new durable goods or launch the BYOS (bring your own serviceware) program. Make it fun!

Transportation

1. Conduct a survey of employee commute to determine distance and mode of transportation. Establish a goal of 20% of employees using alternative transportation and take steps to achieve that goal.

The first step in changing the way your staff gets to work is by finding out how they get to work.

TIPS ON ACHIEVING THIS CRITERIA:

- 1) Brainstorm with your Green Team how you want to encourage your staff to participate in a Commuter Survey (see link to the right).
- 2) With this information, devise a strategy on how to encourage 20% of your staff to use alternative commuting methods. (This can include several of the transportation strategies listed in the scorecard, see T3 -T6).
- 3) Implement the strategy.
- 4) Measure your progress.
- 5) At the end of the year, reward your staff for its accomplishments.

You could have a month long contest to find out what department has the greenest commute and conclude the month with a celebration complete with food, prizes, and memorable commuting stories.

2. Assess options and feasibility for offering employees the ability of telecommuting, flextime, or 4/10 work week. Or if you are a home based business, give yourself 2 points!

Teleconferencing can allow your business to achieve the same results as face-to-face meetings while cutting out unnecessary employee travel and improving productivity. A schedule of four 10-hour days per week cuts commuting time, cost, and emissions by 20%. A schedule of nine 9-hour days over two weeks will save 10%.

(Note: This strategy may not apply to all participants, particularly those of nonoffice establishments with staff or employees who do not work a standard 9-5 40 hour week.)

TIPS TO ACHIEVE CRITERIA:

- 1) Find out if your company/organization has a telecommuting or flextime policy. If so, could it be improved? How could you attract more people to take advantage of it?
- 2) If your company/organization does not have one, take a poll of your co-workers to find out if they would be interested in such a policy.
- 3) If so, have a couple members of the Green Team to draft a telecommuting policy (see link on the right for tips on this). Include a tracking device (a form will be fine) so that you'll know how many people are signed up.
- 4) Share this research with the Green Team. Revise and edit.
- 5) Pitch to senior management.
- 6) Announce this to the whole staff via a lunch meeting or regularly scheduled staff meeting.
- 7) Explain this policy to new employees.
- 8) At the end of the year, measure how many people use this policy and if possible calculate the carbon emissions reduced and commuting time and money saved.

3. Provide onsite secure bike parking for employees. Preferably bike space for at least 20% of staff would be available for employees that choose to ride their bike to work

Reward your bike-riding employees with secure bike parking!

A bike rack is unobtrusive and makes a quiet statement about a company's commitment to the environment. Make bike parking visible, accessible, and consider covering it. Your bike-riding employees — and clients — will thank you.

HOW TO ACHIEVE CRITERIA:

- 1) Take a poll and find out if your co-workers could ride to work and, if so, would they.
- 2) Work with property owner to determine what areas are available for bike parking. Interior bike parking may be an option if your building can accommodate it.
- 3) Propose this idea to your senior staff, complete with the number of employees who would use the bike parking.

4. Showers and lockers in your building or office, or subsidize local gym membership for bike commuters to have those amenities.

Lack of showers discourages many people from bicycling to work. If your building has a fitness center, allow showering by bicycle commuters.

HOW TO ACHIEVE CRITERIA:

- 1) If you have showers and lockers available in your office building, promote them! You will have more bike commuters and reduce the eco-impact of your co-workers' commute.
- 2) If you don't have showers and lockers, encourage your employer to offer a discount to join a nearby gym that does. This may improve your work environment as those who are physically active as generally happier and more productive.

5. Provide a transit benefit program to encourage use of public transportation.

Public transportation in America's most congested cities saved travelers 1.1 billion hours in travel time (2003).

TIPS ON ACHIEVING CRITERIA:

- 1) Discuss with the Green Team and senior management to see if you could offer a transit benefit program. Contact DATA bus to see their rates and ridership info.
- 2) Iron out the logistics. Ensure that the program has a way to measure success.
- 3) Brainstorm and implement ways to educate staff members on the new program.
- 4) Promote your successes at the end of the year.

6. Facilitate a carpool program to help staff find carpool partners

Use the commuter survey or an alternative sign-up tool, to make it easy for employees to connect with each other and coordinate carpools. Perhaps give carpoolers special parking or other incentives to reduce single occupancy vehicles.

7. Purchase bikes for a bike sharing program so that employees can travel by bicycle during the workday.

Nearly 40% of all trips Americans make are 2 miles or less, which is the perfect length to go by bike. Yet less than 1% of all trips are taken by bicycle. If people rode bikes instead of cars for short trips, it would greatly reduce harmful pollution that contributes to climate change.

TIPS ON ACHIEVING CRITERIA:

- 1) Discuss with the Green Team and senior management to see if there's interest for this project.
- 2) Explore storage. Find out if you can allocate space in your building to store 1 - 2 bikes.
- 3) Find out about the logistics. Determine how bikes will be lent out/signed out, do employees need to sign waivers for liability purposed, how can you provide safety information to keep riders safe on the road, etc.
- 6) Publicize the program.
- 7) Make sure to compile information on how often bikes are used and travel (distance, destination etc.) info. Measure the eco benefits of the program and let the office know.

8. Establish a policy where employees must preference a fuel efficient or hybrid vehicle when renting cars for business travel, using a car service or taxi, or when purchasing vehicle for company fleet

Driving a green rental car is good for the planet because:

- When accelerating, a hybrid rental car will run off a battery-charged electric motor, not gasoline, curtailing global-warming-causing tailpipe emissions. Hybrids can reduce air pollution by as much as 90%.
- As concern over the cost and source of petroleum soars, hybrids have been proven to have excellent fuel economy due to advanced aerodynamic designs (which reduce wind resistance),

light-weight engines, and other fuel-efficient features. This is a distinct advantage for renters who plan on driving extended distances.

- While at a standstill, a hybrid rentals engine shuts itself off and the vehicle runs on electricity. Every two minutes of idling in a standard car consumes the same amount of gas required to drive approximately one mile—a waste of resources and a contributor to smog.
- Money saved at the pump when driving a hybrid on a vacation or business trip allows travelers to redirect funds on more pleasurable, non-petroleum based diversions.

TIPS ON ACHIEVING CRITERIA:

- 1) Amend your company/organization's current car rental policy to mandate that x% (we would suggest 50% or more) of car rentals must be from fuel efficient vehicles. Include resources on where your co-workers can rent this type of vehicle.
- 2) Pitch the idea to your senior management.
- 3) If it's approved, educate your co-workers and new incoming employees.

Water

1. **Calculate your average indoor water use over the last 12 months. Start by inventorying all domestic water fixtures (faucets, toilets and urinals) to identify water conservation opportunities. Use the "Water Log" tab to record monthly water use and track savings. See Water Audit DIY Guide for more information about tracking, inventorying and water saving measures.**

Know where you stand.

By knowing your water usage and getting a baseline for comparison, you'll have a reference point of how much water you use, and track the success of your water conserving strategies.

TIPS ON ACHIEVING CRITERIA:

- 1) Collect 12 months of your water usage (look at your bills if possible). If you have not been in your space for a full year, compile utility bills for the time you have been in the space (a minimum of 3 months will suffice). If your water is built into your lease, work with your landlord or property manager to get your water consumption.
- 2) Take the average of the 12 months. This is your average water consumption. How low can you go? (Also, note the months of highest usage to know when your biggest opportunity for reduction in annual energy consumption.)
- 3) Establish how much you want to reduce and by when.

- 4) Brainstorm ways your office can reduce its energy use (use the strategies in the scorecard for inspiration).
- 5) Choose a few practices to focus on. Concentrate your efforts on implementing them.
- 6) Assess your progress towards your goals quarterly.

2. Install water-conserving devices on your toilets

Commercial buildings use about 20% of the US drinking water supply. Reducing total commercial building water consumption by just 10% would mean saving well over 2 trillion gallons of water each year!

Old toilets use up to 7 gallons of water per flush; now all new toilets are required to use 1.6 gallons or less per flush. Check to see what type of toilet you use. You may be flushing lots of water down the pipe!

HOW TO ACHIEVE CRITERIA:

- 1) Brainstorm with the Green Team and engineering staff (if applicable) what devices you want to install to save water. (Conventional toilets can use simple displacement devices, commercial toilets may be retrofitted with flush valve fixtures).
- 2) Research vendors with your price range.
- 3) If you are a tenet, discuss these ideas with your property manager.
- 4) Implement these ideas.
- 5) Document your savings and share your success.

3. Install faucet aerators with a target flow rate of a maximum of 1 gallon per minute on all lavatory sinks.

Available fresh water amounts to less than .5% of all water on earth. Global consumption of water is doubling about every 20 years, more than 2 times the rate of human population growth!

Aerators can cut faucet water use in half.

HOW TO ACHIEVE CRITERIA:

- 1) Brainstorm with the Green Team and engineering staff (if applicable) what low-flow aerator you want to install to save water.
- 2) Research vendors with your price range. (Low flow aerators can be purchased at most hardware stores).
- 3) If you are a tenet, discuss these ideas with your property manager.
- 4) Implement these ideas.
- 5) Document your savings and share your success.

4. Employ sustainable landscaping strategies such as native and drought resistant plants, minimal to no turfgrass, broad tree canopy for shade, etc.

If you own your property, develop a landscape plan to integrate and maintain grounds which are low maintenance and drought resistant. If you are a tenet contact your property manager about the potential for sustainable landscaping strategies within their plans for maintenance and up-keep of the property.

5. Install water conserving technologies for your irrigation needs, such as drip irrigation, rain or moisture sensors, or rainwater irrigation systems (e.g. rain barrels)

If irrigation is needed make sure to employ the most efficient system to reduce the amount of water used, over watering, and irrigation of unplanted areas. Many irrigation systems can be fitted with moisture sensors or other controller efficiencies to reduce irrigation to only when needed. As well rain barrels, or rain catchment system, can be an alternative to using city or well water to irrigate (remember: rain is free).

Healthy Work Environment

1. Establish a smoke free workplace policy, and require all smoking be at least 20 feet from all doors and operable windows

Prohibit smoking in the building and locate designated smoking areas at least 20 feet from entries, air intakes and operable windows.

2. Establish a policy preferencing low or no VOC cleaners, polishes, sealants, adhesives, paints, carpeting, and finishes (especially furniture)

Have you ever wondered what causes that pungent paint smell?

The answer is a complex mixture of volatile organic compounds (VOCs). At room temperature, VOC fumes can come from building materials and paints. VOCs can make people sick, and unfortunately concentrations of many VOCs are consistently higher indoors (up to ten times higher) than outdoors. When you paint, polish or clean, say no to VOCs.

HOW TO ACHIEVE CRITERIA:

- 1) If your business or the building owner decides to renovate, find out if you can use no- or low-VOC paint.
- 2) Go to the link to the right for a list of Green Seal certified paints.
- 3) Enjoy a paint job that doesn't have the strong paint smell.

3. Conduct annual or semi annual staff surveys to assess employee comfort level regarding temperature, light and sound; and implement improvements if at least 20% of staff surveyed report some level of discomfort.

Implement a survey among staff to collect anonymous responses about temperature, lighting and sound comfort related conditions; and agree to develop a plan for corrective action if the survey results indicate more than 20% of staff surveyed report some level of discomfort. Some suggestions, if lighting is an issue task lighting is a good alternative for individual needs, as well, shades or light shelves can be used to reduce glare, thermal comfort issues often relate to air flow and dampers could be a solution to redirect airflow, and noise issues can be addressed by piping in white noise if you are equipped with the appropriate system or using sound absorbent materials to cut down on echoes and promote quiet.

4. Establish purchasing preference for Green Seal certified (or equivalent) green cleaners. If you use a cleaning company, specify in your contract use of Green Seal (or equivalent) cleaners

Green your cleaners.

Green cleaning is better for the earth and for the workers who are exposed to the cleaners on a daily basis. Green Seal, a nonprofit 3rd party product certifier, ensures that Green Seal certified cleaners contain no toxic chemicals and still do a quality cleaning job.

HOW TO ACHIEVE CRITERIA:

- 1) Find out what is currently used for cleaning products and determine if they can be replaced with a Green Seal or equivalent cleaning agent.
- 2) Establish a green cleaning policy.
- 3) Educate staff and custodial service on the health and environmental benefits of green cleaners.
- 4) Use the green cleaners and enjoy the fresher air!

Community Stewardship

1. Community Supported Agriculture (CSA) has become a popular way for consumers to buy local, seasonal food directly from a farmer

Here are the basics: a farmer offers a certain number of "shares" to the public. Typically the share consists of a box of vegetables, but other farm products may be included. Interested consumers purchase a share (aka a "membership" or a "subscription") and in return receive a box (bag, basket) of seasonal produce each week throughout the farming season. Research to find out more about Delaware CSA opportunities. If you are a food service business, consider how you can use local foods to enhance the meals you serve. If food is not your primary business, get creative with ways to support the local CSAs through your business. Help staff pair up to go in on seasonal stocks or connect with a CSA organization or local farmer to find out how you can become a drop site.

2. Make your business a drop site for uncommon or hazardous materials recycling, such as electronics, cooking oil, print cartridges, alkaline batteries, construction and demolition materials etc

Coordinate and advertise among the community a special recycling opportunity. Consider unusual but recyclable materials that may be a part of your operations and share the opportunity with the public to recycle these materials through you. Communicate your success and the positive community impact you are making by going above and beyond to help the Delaware community reduce waste, recycle more and become a more sustainable city.

3. See how your business can partner or collaborate with community groups, programs and services to lend, share or open up your space for community activities, services or events

Sharing your space is a great way to support community activities and events vital to raising awareness educating, and encouraging strong and sustainable community development. If you have space for presentations, a learning center or demonstration, consider extending this space to local groups for evening or weekend activities.

4. Talk to staff and company leadership about community service and volunteering a one of many local green events or activities.

Think of ways to build comradery among staff through a day of community service or volunteer activity. If sending your whole staff (or the majority of them) out for a day, consider incentivizing or otherwise rewarding employee participation in community service for sustainable community projects.

5. Refer another business to participate in the Green Business Challenge, and give yourself a point

Get rewarded by spreading the word. Email us the list of businesses you have referred to the Delaware Green Business Challenge.