

# GreenBiz Tracker

## TIER 1

### General

#### CORE MEASURES

YES NO N/A

1. Encourage other businesses to participate in the program or adopt sustainable practices. Provide referral information for at least one other business.

HELP

2. Publicize your sustainable practices and/or certification in a prominent location on your storefront, lobby and/or company website once certified.

HELP

Inform your customers about what you are doing to be green. Example methods for informing customers include posting a list of your environmental efforts, policy, or ethics in a visible location; explaining the choices that led to greener products or services and sharing successes in your company newsletter, social media, or on your website; linking to the Green Business website; and offering tours which highlight your activities.

#### ELECTIVE MEASURES

YES NO N/A

3. Establish a 'green team' to help guide efforts to green your business.

HELP

4. Establish a Sustainability Policy stating your business' commitment to operate as a sustainable business, and communicate the policy to all employees.

HELP

5. Do you currently participate in the Colorado Environmental Leadership Program (ELP)?

HELP

6. Are you interested in receiving recognition from the Colorado ELP?

HELP

The ELP (<https://www.colorado.gov/pacific/cdphe/environmental-leadership-program>) is a statewide program which offers recognition to companies that voluntarily go beyond compliance with regulations and that are committed to continual environmental improvement. An ELP representative will contact you to discuss the requirements and benefits of becoming a member of Colorado's ELP.



### CORE MEASURES

YES NO N/A

1. Educate staff and require that all non-essential lighting, equipment, and machines be turned off after business hours. Implement a startup/shutdown plan.

HELP

2. Obtain an on-site energy efficiency assessment within the last five years.

HELP

3. Activate power management settings on computers and printers.

HELP

Setting your computer, monitor, and printer to go into sleep mode or turn off when not in use can save \$10-100 per system per year. Screen savers should not be used as they prevent the system from going to sleep. Learn how to activate your power management settings:  
[www.energystar.gov/products/low\\_carbon\\_it\\_campaign/power\\_management\\_computer](http://www.energystar.gov/products/low_carbon_it_campaign/power_management_computer)

4. Provide power strips for office equipment so it can easily be turned off to prevent idle power consumption.

HELP

5. Install and set programmable thermostats for occupied and unoccupied times.

HELP

Upgrade to programmable thermostats, and make sure thermostats are programmed to power down on nights, weekends, and holidays. Keep your indoor air temperature between 66F and 70F in winter and 74F and 78F in summer. By turning your thermostat back 10 to 15 for 8 hours, you can save 5% to 15% a year on your heating bill.

6. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) systems at least twice a year.

HELP

Maintenance includes cleaning or replacing filters on heating and air-conditioning units, cleaning air-conditioning condenser coils, and maintaining proper function of economizers on air-conditioning units. Without regular maintenance the efficiency of HVAC systems deteriorates over time and useful life can be shortened. Airflow problems from dirty AC coils can reduce the unit's efficiency by up to 15%.

7. Require any new equipment purchases or rentals to be ENERGY STAR-rated when available.

  

HELP

8. Replace all incandescent light bulbs with CFLs or LEDs.

  

HELP

Upgrading halogen or incandescent screw-in light bulbs to LEDs can reduce energy use by 80%, reduce your cooling load, lower maintenance costs, and improve lighting quality in your space. Check with your local energy provider for LED offers.

9. Install LED or electroluminescent Exit Signs.

  

HELP

Exit signs are in operation 24 hours per day, making them a constant energy user. Upgrading Incandescent or CFL exit signs to LED can not only save you energy costs, but maintenance costs to replace the bulbs on a monthly or yearly basis.

10. Replace all T-12 fluorescent lighting with T-8, T-5, or LED.

  

HELP

## ELECTIVE MEASURES

YES NO N/A

11. Use EPA's Portfolio Manager to track your energy usage.

  

HELP

ENERGY STAR's Portfolio Manager can be used to track the water and energy use of your building, establish a baseline, and compare your usage to similar facilities.

12. Obtain a green building certification for your facility, such as LEED certification, EnergyStar, Passivhaus, Built Green, or Living Building Challenge.

  

HELP

Tenants and property managers have options for greening their space using a green building rating system for existing buildings, such as LEED for Interior Design and Construction, LEED for Building Operations and Maintenance, or EnergyStar.

13. Install low-emissivity coatings on windows.

  

HELP

Window film is a low-cost way to reduce solar heat gain from large windows, increasing occupant comfort and lowering summertime cooling bills.

14. Purchase renewable energy credits or subscribe to a community renewable energy program to meet at least 10% of your energy needs.

HELP

Equipment and installation costs for solar energy continue to fall. Solar panels can be installed on-site or purchased through an off-site community solar program. Check with your Green Business Advisor for details about current incentives.

15. Check for and seal air leaks in exterior walls, doors, and windows.

HELP

Air sealing is one of the most cost-effective efficiency measures. Even an eighth-of-an-inch gap around a door amounts to the same area as a two-and-a-half-inch hole in the wall.

16. Insulate all exposed hot water piping.

HELP

Pipe insulation improves efficiency of your water heating system, can reduce burn time and may allow you to lower your set point temperature.

17. Install a high-efficiency heating system.

HELP

Gas furnaces and boilers that are at least 92% AFUE, heat pumps are at least 15 SEER

18. Replace all fluorescent lighting with LEDs.

HELP

Replace T12 or T8 fixtures with LED troffer fixtures, which can provide superior lighting quality, dim better than fluorescents, work better with occupancy sensors, last longer, and use 40-60% less energy than T12s.

19. In common areas, use lighting controls such as occupancy sensors, bypass/delay timers, photocells or time clocks.

HELP

Occupancy sensors installed in common areas, such as bathrooms, break rooms, offices, storage closets, and meeting rooms, are a great way to save energy by automatically turning lights off when the area is not in use and can save 15-25% of the energy used by the controlled fixtures. Installing sensors that either dim or turn off lights in areas that get sufficient daylight can reduce energy usage with minimal noticeable impact.

20. Install a high-efficiency AC system.

HELP 

Installed high efficiency AC system (<5.4 tons minimum 17 SEER; 5.5-20 tons minimum 12 EER), evaporative cooler(s), or evaporative AC pre-cooling.

21. Install high-efficiency water heaters.

  
HELP 

High-efficiency storage hot water heaters can save 10-20% on energy versus the minimum standard. Tankless water heaters can save 45-60% on energy, where appropriate. Heat pumps can save 65% compared to electric heaters.

22. Replace all exterior lighting, including parking lighting, with LEDs.

  
HELP 

Using LEDs for exterior lighting will reduce the energy used for the lighting and provide better lighting for your property.

## Solid Waste

### CORE MEASURES

YES NO N/A

1. Provide waste diversion training for employees at least once every three years.

  
HELP 

Your expert Green Business Advisor can teach your employees about composting and recycling, why it is important, and how to participate effectively. To keep diversion high, include zero waste trainings in your new employee orientation and provide refreshers at regular staff meetings.

2. Designate a recycling coordinator to take responsibility for monitoring and maintaining proper waste diversion and for conducting ongoing education.

  
HELP 

3. Conduct a waste assessment to determine your diversion rate and identify waste reduction opportunities, within the last five years.

  
HELP 

Interested in a Waste Audit? Your Green Business Advisor can provide information to get you started and even help with the process.

4. Display posters on how to correctly sort materials prominently on or near all recycling and composting bins.

  
HELP

Contact your business advisor for assistance with customized posters.

5. Properly recycle printer cartridges, fluorescent light bulbs, scrap metal, car fluids, batteries, electronics, paint, and other hazardous wastes.

  

HELP

6. Recycle all materials accepted by the recycling hauler in your service area.

  

HELP

It is recommended that recycling be added to help divert glass, plastic, cardboard, and paper. This service could be potentially combined with one or several neighbors to help reduce any costs that may be associated with setting up the program. Your Advisor or property manager can help coordinate setting up the service.

7. Provide recycling bins, and compost where appropriate, next to every garbage bin in employee and public-facing areas.

  

HELP

People will typically throw their waste in whatever bin is closest rather than search for the right location. Co-location of bins is a critical component of a well functioning waste diversion system.

8. Collect and redistribute or donate useable surplus items.

  

HELP

9. Provide and use durable and reusable dishes, cups, and silverware in your company breakroom

  

HELP

These include reusable plates, bowls, cups, mugs, and utensils and are the most preferred food service ware option. Compared to similar disposable products durables require less energy, use fewer material resources, generate lower levels of water and air pollutants, produce less solid waste, result in cost savings.

10. Set printers and copiers to a default of double-sided printing.

  

HELP

## ELECTIVE MEASURES

YES NO N/A

11. Set waste-reduction targets, track progress and provide employees with feedback and updated information.

  

HELP

Audit your garbage and recycling containers together periodically to assess whether they are sorted properly and identify areas for improvement.

12. Develop a written sustainable purchasing policy.



**HELP**

Waste can be reduced by incorporating sustainability into purchasing practices. Items that you buy or receive come with packaging that becomes waste that you have to deal with. Your Advisor can help your business build an environmental purchasing policy and connect you with additional helpful resources.

13. Participate in a compost collection program.



**HELP**

By setting up compost collection, you may be eligible for incentives to help offset some of the cost. A list of compost haulers for your area is provided, and it is recommended that you get 2-3 bids to ensure best pricing. Your Green Businesss Advisor or property manager can help coordinate setting up the service.

14. Collect and recycle plastic film and plastic bags from within your business operations.



**HELP**

15. Use reusable cloths for cleaning rather than paper towels.



**HELP**

16. Replace harmful cleaning products with safer alternatives. Look for certification by Green Seal, EcoLogo, EPA Safer Choice, or USDA Biobased. Work with your janitorial service, building maintenance, or housekeeping staff to ensure proper use of these products.



**HELP**

17. Purchase paper products (such as office paper, envelopes, paper towels, and toilet paper) made from at least 30% post-consumer recycled content.



**HELP**

Select paper with a high post-consumer recycled content percentage (typically ranges from 30-100%). Using paper with post-consumer recycled content supports the recycling industry by ensuring that the paper product was used in a previous life by consumers, recycled, and developed into a new paper product.

18. Use refillable printer ink cartridges.



**HELP**

19. Eliminate paper hand towels by installing air hand dryers in restrooms.



**HELP**

20. For catered events (lunches, meetings, etc.), institute a zero-waste policy. If disposable dishware is necessary, purchase compostable options.



HELP 

21. Purchase furnishings that are used or made with reclaimed or recycled materials.

  HELP 


## Transportation

### CORE MEASURES

YES NO N/A

1. Keep company vehicles well maintained and tires properly inflated to prevent leaks and minimize emissions.

  HELP 

2. Encourage commuting alternatives by informing employees and customers about various transportation options (post bicycle route maps, transit schedules, online).

  HELP 

For example, list bicycle route maps and transit schedules before driving directions when explaining how to reach your place of business.

### ELECTIVE MEASURES

YES NO N/A

3. Replace company vehicles with low-emission vehicles such as electric, hybrid, natural gas or alternative fuels.

  HELP 

Examples of low-emission vehicles include electric, hybrid, natural gas, or alternative fuel.

4. Offer transit passes as an employee benefit.

  HELP 

5. Provide bike racks for employees and customers.

  HELP 

Encouraging employees to bike is part education, part culture, and part infrastructure. Your Advisor is available to give trainings and presentations on how to motivate employees and create the right conditions at the office for a successful bike commuting program like adding bike storage or showers.

6. Allow employees to adjust their work schedules to carpool, vanpool, take the bus, or work from home.

  HELP

## 7. Offer electric vehicle charging stations for customers and employees

  **HELP** 

The U.S. Department of Energy has found that employees at workplaces participating in its EV Everywhere Challenge are 20 times more likely to drive an EV than the average worker even though most charging is done at home. The Regional Air Quality Council and Colorado Energy Office offer grants on a quarterly basis that can cover up to 80% of the equipment costs.

## 8. Promote bicycle commuting through a bike-to-work event (such as Bike to Work Day or Go-Tober).

  **HELP** 

Each winter and spring a consortium of local organizations host Bike to Work Day. It is a fun time for employees to try bike commuting with the incentive of free breakfast along the way.

**CORE MEASURES****YES NO N/A**

## 1. Water landscape in evenings or early mornings.

  **HELP** 

## 2. Ensure that lids remain closed on all solid waste, recycling, and compost containers located outside.

  **HELP** 

## 3. Dispose of wastewater only in the sanitary sewer (sinks, floor drains), never outside.

  **HELP** **ELECTIVE MEASURES****YES NO N/A**

## 4. Monitor your water bill for unexpected changes, which could indicate leaks or equipment malfunctions.

  **HELP** 

## 5. Install WaterSense-labeled urinals, which use no more than 0.5 gallons per flush.

  **HELP**

Urinals that are 0.5 gallons per flush (gpf) or less can help your facility reduce water use. It is important to install WaterSense-labeled equipment when replacing these fixtures as WaterSense toilets are independently certified to have an effective flush volume and pass performance tests.

6. Install WaterSense-labeled toilets, which use no more than 1.28 gallons per flush.

  

HELP

Toilets that are 1.28 gallons per flush (gpf) or less can help your facility reduce water use. It is important to install WaterSense-labeled equipment when replacing these fixtures as WaterSense toilets are independently certified to have an effective flush volume and pass performance tests.

7. Install high-efficiency aerators that do not exceed 0.5 gallons per minute in bathrooms.

  

HELP

Handwashing can be the biggest water use in an office environment. Fortunately upgrading to a high efficiency aerator is both easy and inexpensive.

8. Reduce turf areas with low water consuming or drought-resistant vegetation.

  

HELP

9. Install rain shut-off devices or moisture sensors that turn off the irrigation during rain.

  

HELP

There's no sense in watering your landscaping when it's raining. Rain sensors prevent your system from activating when the ground is already wet.

10. For non-turf planting areas that require irrigation, use drip irrigation or soaker hoses.

  

HELP



## ELECTIVE MEASURES

YES NO N/A

1. Sponsor or provide in-kind services or products to community organizations.

  

HELP

Examples include making a direct monetary gift donation, employee matching gift, product donations, or company sponsorship. Read this [article \(https://www.inc.com/molly-reynolds/4-ways-that-supporting-charity-is-good-for-business.html\)](https://www.inc.com/molly-reynolds/4-ways-that-supporting-charity-is-good-for-business.html) for information on the benefits of corporate donations.

2. Sponsor a charitable giving campaign, matching funds, or similar program to support charitable donations by employees.

  

HELP

Collaborate with a local nonprofit to determine how to best engage your employees and/or customers with fundraising efforts to support a campaign. Support could include actions such as providing a location, sponsoring catering, providing marketing, organizing the campaign, or hosting an auction. Read this [article \(https://www.businessnewsdaily.com/4511-cause-fundraising-tips-office-benefits.html\)](https://www.businessnewsdaily.com/4511-cause-fundraising-tips-office-benefits.html) for more information.

3. Institute a formal policy that promotes contracting with women- and minority-owned businesses.

  

HELP

The Office of Economic Development & International Trade's Minority Business Office maintains a [list \(https://www.mbocolorado.com/how-we-connect/minority-business-directory/\)](https://www.mbocolorado.com/how-we-connect/minority-business-directory/) of minority owned businesses.

4. Offer company-sponsored health care benefits to all employees.

  

HELP

Read this [article \(https://gusto.com/framework/health-benefits/5-reasons-why-you-should-offer-health-insurance-to-employees/\)](https://gusto.com/framework/health-benefits/5-reasons-why-you-should-offer-health-insurance-to-employees/) about the benefits of offering health care benefits to employees.

5. Provide at least two weeks of paid vacation for all full-time employees or prorated part-time employees.

  

HELP

Read this [article \(https://business.wholelifechallenge.com/blog/4-reasons-why-employees-need-vacation-time/\)](https://business.wholelifechallenge.com/blog/4-reasons-why-employees-need-vacation-time/) about the importance of offering vacation time.

6. Create employment opportunities for underemployed groups – e.g., seniors, formerly incarcerated, youth, disabled individuals, veterans, homeless, Native Americans.

  

HELP

7. Sponsor a financial education training, e.g., banking and budgeting, credit and debt, income planning.

  

HELP

8. Write requirements for sustainability into contracts with consultants and contractors.

  

HELP

Read this **article** (<https://www.business-humanrights.org/sites/default/files/reports-and-materials/Sherpa-on-sustainable-contracts-Jan-2010.pdf>) about sustainable contracts.

9. Participate in one or more community improvement programs or events annually.

  

HELP

Volunteering to support community events is a great way to learn more about and support your local community. Example: host a station for Bike to Work day.

10. Offer an employee wellness program.

  

HELP

A wellness program should include regularly scheduled activities and/or courses, and incentives for participation. Here are **seven steps** (<https://www.sahouri.com/blog/7-steps-to-creating-effective-employee-wellness-programs>) to creating an effective wellness program.

11. Take the Best for Colorado Assessment.

  

HELP

Click **here** (<https://www.thealliancecenter.org/impact-areas/best-for-colorado/>) to take the assessment.

12. Become a certified B Corps corporation.

  

HELP

Click **here** (<https://bcorporation.net/certification>) to learn more about B Corp.

13. Offer an Employee Volunteer Program (EVP).

  

HELP

An EVP is formally structuring community engagement policies and programming for employees, and may include paid volunteer time-off hours, company-wide days of service, setting goals, and measuring engagement. Read about the benefits of employee volunteering **here** (<https://www.charities.org/news/business-case-employee-volunteer-skills-giving-programs>).

14. Provide discounted or no-cost business service(s) or assistance to vulnerable populations.

  

HELP

Assistance could include providing income-qualified vouchers or discounts, direct client services or resources, or financial assistance to access your services/products. Vulnerable populations include seniors, at-risk youth, people with disabilities, people experiencing homelessness, people experiencing abuse, and people who are low-income. Read about the benefits of assisting vulnerable populations **here** (<https://www.greenbiz.com/blog/2014/07/22/adressing-low-income-poverty-good-business>).

15. Undergo an organizational assessment on equity, inclusion and diversity practices.

HELP

An organizational assessment for equity and inclusion will help measure your organization's level of commitment as well as identify any existing gaps in your workforce culture, product delivery and/or customer service. If unsure what trainings you feel you and/or your staff might most benefit from, an assessment can be a great tool for refining your learning and development needs. If you have an idea already what some of your gaps are (lack of diverse workforce, customer/staff interfacing, etc.), connect with a local trainer to see if they can be of help. More resources can be found **here** (<https://www.glaxdiversitycouncil.com/resources/implicit-bias-inclusivity-workplace-culture/>).

16. Encourage employees to serve in a community leadership role (business association, government advisory committee, etc.).

HELP

17. Provide business information and communications in different languages.

HELP

Identify your local community's secondary languages.

18. Provide a dedicated space for breastfeeding employees.

HELP

For more information, see these resources from the Colorado Department of Labor and Employment (<https://www.colorado.gov/pacific/cdle/NursingMothers>), Boulder County (<https://www.bouldercounty.org/families/pregnancy/breastfeeding/breastfeeding-friendly-employer>), and Tri-County Health Department (<https://www.tchd.org/625/Breastfeeding-Friendly-Employer>).

19. Institute hiring process that includes social equity and diversity aspects.

HELP

Examples include hiring staff that speak local community's secondary languages, having a balanced representation of people of color and women at each interview, and having members of interview panels take a self-assessment (<https://implicit.harvard.edu/implicit/takeatest.html>) on personal bias.

## Other Green Things Your Business is Doing

