



Green Business Certification

Port Washington, Wisconsin highly values the development of environmentally sustainable practices and wishes to recognize local businesses that are striving to be environmental leaders. For this purpose, the Green Business Certification Program has been established. Earning a certificate from Port Washington's Green Business Program indicates that your organization goes above and beyond basic environmental requirements, and strives for long-term sustainability. It signifies a dedication to furthering the longevity and responsible development of the Port Washington community.

MISSION

The mission of the City of Port Washington's Green Business Program is to inspire, empower, and celebrate the commitment of local businesses to environmentally sustainable practices in order to enhance the overall environmental health and well-being of the city. Port Washington desires to assist consumers in identifying businesses that practice "green" business practices and to promote and assist businesses that utilize sustainable practices in attracting customers that share their values.

GOALS

- To encourage the reduction of waste, inefficiency, and detrimental practices and promote environmental sustainability
- To market Green Business Certified organizations to the local community as model practices for environmental health and sustainability
- To serve as an environmental public policy conduit between businesses and other interested organizations
- To increase awareness of the economic advantages of "green" practices to both local businesses and the community
- To provide the framework and connections necessary for local industrial ecology

BENEFITS TO YOUR BUSINESS

- Instituting sustainable practices can have significant cost-saving effects
- The possibility of being eligible for Wisconsin's incentives for renewables and efficiency
- Your business will be able to market its Green Business Certified status with a decal to put in its window (provided by the City)
- Recognition on Port Washington's website
- Customers and employees tend to respond positively to the changes

REQUIREMENTS

- A business must meet at least five criteria from each of the three sections, and an additional five criteria from any of the three sections, for a minimum total of **twenty** items.
- A business can prequalify if they are a part of the DNR's Green Tier program or Wisconsin's Green Masters program or a similar program.
- Certification must be renewed every two years.



Green Business Certification Application

Business Information

Name of business:

Address of business:

Business description/category:

Number of employees (approximate):

Application date:

Contact Information

Name of contact:

Phone number:

E-mail address:

Application Completion

- Please indicate which items your business has met by placing a mark within the parentheses.
- If your business engages in other environmentally sustainable activities that are not provided in the lists, please specify.
- Indicate the total number of selected items at the end of each section.
- Add the totals from each section for a grand total of all selected items at the bottom of the form.
- Send the completed application back to the City of Port Washington
 - Preferred: e-mail to Rob Vanden Noven at rvandenoven@ci.port-washington.wi.us
 - Mail to the City of Port Washington Engineering Department at 100 W. Grand Avenue, P.O. Box 307, Port Washington, WI 53074

Section 1: ENERGY AND WATER CONSERVATION

- Use aerators and/or auto shut-off on faucets
- Install commercial, no flow, dual flush or ultra low-flow devices (toilets, urinals etc.)
- Use low-flow pre-rinse spray nozzles in the kitchen
- Use Energy Smart appliances
- Regularly check for and repair leaks in rest rooms and have an annual HVAC tune-up or refrigeration tune-up
- Install an insulation blanket on water heaters seven years of age or older, and insulate the first 3 feet of the heated water "out" pipe on both old and new units
- Use captured storm water or wastewater for irrigation, etc. (rain gardens/barrels)
- Implement an irrigation policy/procedure incorporating automatic timers to water (at most, every other day), integrate water recognition devices to gauge wet weather days, and avoid overwatering
- Perform a water assessment from a professional and implement recommendations.
- Track electricity usage, fuel usage and natural gas usage and share data with employees
- Use energy efficient lighting wherever possible
- Reduce unnecessary indoor and outdoor lighting. Use motion sensors, timers or other lighting controls
- Use a programmable thermostat
- Generate, use, and/or purchase renewable power (e.g. solar, wind)
- Schedule regular tune-ups for business vehicles, regularly check tire pressure, check for fluid leakage, drive speed limits
- Use hybrid or alternative fuel vehicles
- Use, sell, or donate fryer grease or cooking oils for alternative fuel use
- Retrofit existing refrigerators and display cases with anti-sweat door heater controls, and variable speed evaporator fan motors and controls
- Set water temperature only as hot as needed (110-120 degrees)
- Use landscape companies that use electric equipment rather than gas
- Other – please specify:

- Other – please specify:

- Other – please specify:

- Other – please specify:

Total number of selected items from Section One: _____

Section 2: MATERIAL CONSERVATION, RECYCLING, AND POLLUTION PREVENTION

- () Recycle paper, glass, aluminum, steel cans, and plastic
- () Recycle single use or non-rechargeable batteries
- () Recycle tires, paint, motor oil, appliances, yard waste, and light bulbs
- () Recycle or reuse boxes, pallets, pallet wrap, cooking grease, wood debris and renovation or construction waste
- () Compost landscape and/or food waste or sell/donate to composting organization
- () Buy recycled-content paper products (hand towels, napkins, office, and food service products) whenever possible
- () Purchase recycled/re-manufactured ink and toner cartridges
- () Purchase biodegradable or compostable "to go" food containers, utensils, or bags
- () Purchase used or sustainably made office furniture, equipment, or materials.
- () Donate unwanted furniture, equipment, and/or scrap materials
- () Donate or recycle used electronic equipment
- () Sell reusable shopping bags or containers and/or discounts for those who use them.
- () If you are a hotel or restaurant, use reusable rather than "single use" (disposable) products (dishes, towels, cutlery, boxes, bags, containers, to-go boxes)
- () Provide clear and visible signs at recycling, printing, and food stations to encourage waste reduction, recycling, and composting
- () Regularly update mailing lists to reduce amount of mail sent and received
- () Offer as many environmentally friendly products to your customers as possible
- () Keep outdoor areas free of litter, grease spills and other potential pollutants; if washing is needed, take care to keep contaminated water out of storm drains
- () Fertilize only based on soil test recommendations
- () Use only environmentally preferred ice melt rather than salt
- () Use low-toxic cleaning products such as those that meet Green Seal certification standards
- () Reduce or eliminate use of pesticides by implementing Integrated Pest Management.
- () Other – please specify:

- () Other – please specify:

- () Other – please specify:

- () Other – please specify:

Total number of selected items from Section Two: _____

Section 3: POLICIES AND PROCEDURES

- () Encourage employees to bring water bottles to work and mugs for coffee instead of using disposable products
- () Have bike racks for customers and employees
- () Encourage employees to use public transportation or carpool to work
- () Purchase products, materials, and/or equipment from local businesses
- () Turn off or unplug computers and other electrical appliances when not in use
- () Uphold a policy/procedure to conserve energy or increase use of renewable energy
- () Within the last five years, have performed an energy audit of building(s) to identify energy deficiencies and have successfully reduced energy consumption.
- () Within the last five years, have determined carbon footprint and have successfully reduced emissions
- () Commission new buildings or retro-commission for optimal energy system performance and to improve indoor air quality (e.g. HVAC climate zones, integrated building management software, etc.)
- () Enact an Environmentally Preferable Purchasing Policy/Procedure to change to more sustainable consumption patterns
- () Use teleconferences or web conferences rather than traveling long distances for face-to-face meetings
- () Institute a non-idling policy at your facility and during deliveries
- () Implement strategies for fuel efficiencies such as strategic pick-up and delivery routes and avoidance of high ozone times
- () Policy/procedure to minimize paper waste created by organization
- () Operations policy/procedure to reuse packaging and shipping materials
- () Have a plan in place to track, or establish, the reduction of your waste stream
- () Company and/or employees contribute to local charitable organizations
- () Employees volunteer in the local community
- () Become actively involved with public advocacy for a healthier environment
- () Advocate Green Business Practices to other companies and assist other businesses in receiving their Green Business Certification
- () Other – please specify:

- () Other – please specify:

- () Other – please specify:

- () Other – please specify:

Total number of selected items from Section Three: _____
Grand total of selected items from Sections One, Two, and Three: _____