



MIDDLETOWN GREEN BUSINESS INITIATIVE

Green Practice Inventory

The following practices are offered as an evolving list of “greener” practices that local businesses have adopted or could adopt. As businesses complete this inventory, our community can collectively gather additional information on what practices are possible and which are more feasible in our location. The means to implement these practices are being shared through our website <http://www.thejonahcenter.org/greenbusiness/index.php> and through a business-to-business network that the Jonah Center is working to develop. (Note: We are grateful to Wesleyan students who made a major contribution to this document working with the Jonah Center through the Community Research Seminar.) Please help us to develop our knowledge base of eco-friendly practices and to improve this inventory tool for wider use in Middletown.

1) MATERIAL AND PRODUCT PROCUREMENT

This section addresses your commitment to purchasing more environmentally sustainable products.

OFFICE SUPPLIES

Y N n/a

- all office paper is minimum 30% post-consumer material.
- purchase reusable/refillable recharged printer, copier, and fax cartridges.
- purchase plastic bags made from recycled materials.
- purchase toilet paper/paper towels/tissues made from recycled material.
- use rechargeable batteries.
- return, re-use, and repair wooden palettes and crates.
- request reusable or recyclable/recycled packing materials from suppliers.
- invest in durable equipment that minimizes or prevents customer and employee waste.

DINING

Y N n/a

- provide durable cups, dishware, and cutlery in employee kitchens.
- provide clean towels as an alternative to paper towels.
- use compostable plastics and compost them.
- offer beverages dispensed from tanks or refillable bottles instead of individual packages, provided that you make available reusable cups for these beverages. If this is not feasible, provide beverages in aluminum cans or plastic or glass bottles that are readily recyclable.
- source food locally, especially produce.

INFRASTRUCTURE/OPERATIONAL

Y N n/a

- when replacing flooring, install carpet products certified by Green Guard or the Carpet and Rug Institute.
- use "shielded lighting," lighting fixtures that direct all light downward, inside and outside.
- use zero-VOC or low-VOC (volatile organic compound) paint products.
- use refillable spray bottles instead of disposable aerosol cans.
- have used green products (carpets, flooring, construction materials) for building renovations.
- use green cleaning products or require the use of green cleaning products in janitorial contracts.
- other _____

2) ENERGY EFFICIENCY AND CONSERVATION

This section addresses your commitment more sustainable use of energy resources including improved efficiency and the use of renewable energy.

Y N n/a

- conduct an energy audit.
- keep monthly fuel and electricity usage records
- when replacing light bulbs or light fixtures, purchase Energy Star products such as CFLs.
- turn off lights/equipment at night or when not in use.
- use motion sensors to turn off unnecessary lights.
- change air filters on ventilation system monthly.
- all employees undergo energy efficiency training.
- have heating and cooling system on timers.
- offset carbon emissions by purchasing renewable energy credits.
- utilize geothermal, wind or solar power on site.

- build or retrofit business to LEED certification.
- use non-internal combustion lawn and yard equipment (manual or electric)
- do you own the building in which your business is located?

If you use **freezers or refrigerators**:

Y N n/a

- perform maintenance annually.
- replace door gaskets annually.
- clean beneath freezers/refrigerators weekly.
- when replacing freezers/refrigerators, install Energy Star appliances.
- other _____

3) WATER CONSERVATION AND LANDSCAPING

This section highlights your commitment to reducing water consumption and to reusing water efficiently and creatively.

Y N n/a

- monitor and post water-usage rates, then identify high consumption areas and develop a reduction plan.
- all employees undergo water conservation training.
- serve drinking water only upon request (in restaurants and bars).
- offer bottled water only upon request or don't offer it at all.
- use low flow faucet aerators, toilets, and urinals
- efficient pre-wash spray valve(s) installed in commercial kitchen.
- dishwashers are used efficiently (run only when full, hand scrape, fill racks to capacity, use air dry).
- recycle processed water.
- improve cooling tower efficiency/optimize blowdown – regular service of cooling system.
- use air-cooled as opposed to water-cooled ice machines.

If your business performs regular **landscaping** or **gardening** (such as on deck or porch):

Y N n/a

- no synthetic pesticides and fertilizers are used.
- minimize plants' water needs by planting native, drought-tolerant, and/or water efficient species.
- use drip/trickle lines or low flow sprinkler heads.
- use rain barrels to collect rainwater for irrigation.
- optimize/reduce watering schedules (morning/evening/no rain watering).
- composts/ natural (unpainted) mulches used to improve water-holding capability.
- ongoing, regular maintenance of land (i.e. pruning, irrigation).
- other _____

4) REDUCING TRANSPORTATION EMISSIONS

This section addresses your commitment to minimize transportation emissions associated with employee commutes and delivered products.

Y N n/a

- 10% or more of employees walk/bike to work more than three (3) times per week.
- provide a bike rack for employees/customers and encourage its use.
- offer telecommuting or compressed work week schedules, phone meetings whenever possible.
- 20% or more of employees participate in ridesharing/carpool, public transportation, and/or other alternative transportation to get to and from work.
- organize deliveries to reduce vehicle miles traveled.
- offer Preferential Parking – reserved spaces for rideshare/vanpools/hybrids.
- provide incentives to employees that purchase more efficient vehicles.
- purchase a high fuel efficiency vehicle when replacing business vehicles.
- establish a company policy of no idling over 2 minutes for company vehicles
- if business involves transporting goods, vehicles are fuel-efficient.
- when contracting out your deliveries, choose company that uses fuel efficient vehicles.

- other _____

5) RESPONSIBLE WASTE MANAGEMENT

This section demonstrates a commitment to reducing the amount of waste material by recycling, reusing, composting, and reducing waste generation.

RECYCLING

Estimate your recycling rate (what percent of all waste that you generate do you recycle?)
Must be at least 40% of total waste stream.

Recycling Rate = _____ (recycled material/total waste)

Y N n/a

- Keep records of monthly/yearly waste and recycling
- Provide clearly marked, accessible recycling containers in appropriate locations (e.g. office paper recycling bins near copy machines and at individual workstations; bottle and can receptacles in cafeteria or break room; containers for corrugated cardboard in shipping/receiving area; dedicated dumpsters for recyclables near garbage area or shipping/receiving area).

Federal law, the state of Connecticut and/or the City of Middletown mandate that you recycle the following items. Which do you regularly recycle?

Y N n/a

- corrugated cardboard
- newspaper
- magazines/discarded mail
- white office paper
- glass and metal food and beverage containers
- paper beverage containers (milk cartons, juice packages)
- plastic containers (#1, #2)
- scrap metal
- alkaline batteries
- Ni-Cd rechargeable batteries
- lead-acid batteries (from vehicles)
- fluorescent light bulbs
- computer and electronic equipment
- waste oil
- oils/lubricants
- mercury containing equipment (incl. thermometers)
- leaves
- grass clippings
- clothing

Which other recyclable items do you regularly recycle?

Y N n/a

- toner cartridges
- shrink wrap
- food scraps (composted on-site or donated to a local farm or other organization for composting)
- donate used equipment to charities or schools.
- reuse packing material.
- wood debris (composted, mulched or reused)

STAFF AND CUSTOMERS

Y N n/a

- include recycling training for employees of all levels.
- proper literature/signs/markings on containers about what can/cannot be recycled.
- work with janitorial staff to make sure recycling is carried out properly.
- designate an employee/team in charge of implementation and promotion of recycling/waste prevention program.
- offer the customer the option of refilling/reusing products.
- provide incentives for customers to bring reusable bags.

- other _____