



## General Information

Number of Employees (Total number of full and part-time): \_\_\_\_\_

Complete the following. Use your last electricity, gas, water and trash bills.

1. Electricity Use: Month: \_\_\_\_\_ kwh/day: \_\_\_\_\_ therms/day: \_\_\_\_\_

Same month last year: kwh/day: \_\_\_\_\_ therms/day: \_\_\_\_\_

2. Water: Month: \_\_\_\_\_ quantity: \_\_\_\_\_

Same month last year: quantity: \_\_\_\_\_

3. Solid Waste (trash): Month: \_\_\_\_\_ cubic yards/week: \_\_\_\_\_

Same month last year: cubic yards/week: \_\_\_\_\_

*Chart and Post at least one (1) of the above. (Usage amounts NOT costs or bill amounts)*

Fulfill at least one action to provide on-going incentives, awareness or training for employees and to encourage their support and participation. (Check all activities in which Green Business was discussed or promoted)

- Staff meeting discussions
- Employee reference materials
- Company newsletter or bulletins
- Job descriptions
- Employee training

Do any of the following to inform your customers about the environmental actions you are taking and your participation in the Green Business Program:

- Post the Green Business sticker in a visible location.
- Be a distributor of the Mālama Kaua'i Green Map
- Share with your customers the steps you are taking to be a Green Business (either verbally or by posting information).

Assist at least one other business in becoming a Green Business. Encourage them to enroll in the Green Business Program. (Check all that were/will be done).

- Tell a business neighbor about the GBP and your participation initiatives.
- Invite other business owners to tour your facility.
- Sign-up to be a "coach" for the Green Business Program where businesses can be referred to you to hear directly how the program has helped your business.

Other: \_\_\_\_\_  
\_\_\_\_\_



# TO BECOME MĀLAMA KAUA‘I GBP CERTIFIED

YOU MUST...

1. Meet the GBP baseline requirements to save energy, water and other materials, and reduce waste wherever applicable
2. Complete the additional measures necessary to climb tiers each year
3. Consent to site visits to validate to ensure the above two steps have been accomplished

## Office/Retail - Tier 1

Reduce Waste and Pollution	N/A	Yes
<b>Make two-sided printing a policy</b> (DIY Guide)		
<b>Recycle all spent batteries and replace with re-chargeable alternatives.</b> You can recycle batteries year-round at Longs Drugstore.		
<b>Eliminate plastic bags.</b> Use compostable, paper, or boxes instead. Support personal bag use.		
<b>Eliminate Chlorine.</b> Use hydrogen peroxide or borox instead (see DIY guide).		
<b>Eliminate Styrofoam.</b> Offer biodegradable or recyclable options instead		
<b>Implement an internal recycling system:</b>		
Call the County Recycling Office to schedule a free audit on your waste stream analysis and recommendations for recycling. Send a copy to MK		
Aluminum		
Plastic #1 and 2		
Glass		
Mixed paper (including printer paper, junk mail, magazines, etc)		
Cardboard		
Newspaper		
<b>Implement an Environmentally Preferred purchasing Policy</b>		
See DIY Guide for a “how-to”. See attached EPP checklist for options		
Purchase 35-100% post-consumer recycled products, including all required [R] and at least 2 extra.		
Purchase EPP cleaning products, including all required [R] and at least 2 extra		
Reduce Energy Consumption	N/A	Yes
<b>Complete an evaluation</b> with Paul Daniels through the KIUC Enhanced Services Program (ESP) and email a release for a copy to be sent to Mālama Kaua‘i. This program analyzes your establishment’s use of energy and how to reduce it. If you qualify, you can receive free lighting and up to 80% of project costs associated with energy reduction. Additionally, the auditor can give you a pretty clear estimate of your potential savings. Contact Paul at 246-8275 for your site tour.		
<b>Complete all retrofit recommendations that are free of charge</b>		
<b>Chart and post your monthly electricity</b> use where employees can see it		
<b>Maintain a standard</b> of turning off lights, computers, monitors, printers, copiers, and other equipment when leaving at the end of the day		
Reduce Water Consumption	N/A	Yes
<i>Behavioral practices are the simplest and cheapest ways to begin conserving water</i>		

<p><b>Educate employees:</b> Employee education is the simplest way to conserve water.</p> <p>1) <b>Post signs in restrooms or break areas</b> as a reminder to not continuously run water when washing hands or dishes</p> <p>2) <b>Chart your water usage and post</b> where employees can see it</p>		<input type="checkbox"/>  <input type="checkbox"/>
<p><b>Check for leaks in your facility</b> by turning off all water using appliances overnight. Write down the number on your meter when you leave, and check the meter upon your return. If there is any change in your meter you have a leak. (See DIY guide)</p>		
<p><b>Test your toilet for leaks twice a year</b> through toilet leak detection tablets (offered free through the Water Dept), or you can simply add a few drops of food coloring to the toilet tank and see if the color seeps into the bowl without flushing. If it does, you have a leak that could be using thousands of extra gallons of water every year!</p>		
<p><b>Understand your water bill and review it monthly.</b> Once you are familiar with the average cost per month, you will realize quickly if there is a leak when the bill spikes</p>		
<i>Equipment changes</i>		
<p>For toilets that are not low-flow, place a “<b>toilet tummy</b>” in the tank. This will offset .25 gallons per flush. 2 included with program participation.</p>		
<p><b>Install at least 2 low flow aerators on frequently used sinks.</b> Contact Faith Shiramizu at the Department of Water to get two free low-flow fixtures per person: 245-5455  <a href="http://www.kauaiwater.org/conservation_free.asp">www.kauaiwater.org/conservation_free.asp</a></p>		
<b>Other:</b> What else are you doing you'd like to highlight?		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		





TO BECOME MALAMA KAUI GBP CERTIFIED  
YOU MUST...

1. Meet the GBP baseline requirements to save energy, water and other materials, and reduce waste wherever applicable
2. Complete the additional measures necessary to climb tiers each year
3. Consent to site visits to validate to ensure the above two steps have been accomplished

## Office/Retail - Tier 3 and Ongoing

Reduce Waste	N/A	Yes
<b>Continue creating your purchasing policy of 35-100% post-consumer recycled products</b> , switching over 3 additional items. 2 additional per year		
<b>Finish creating your purchasing policy for EP cleaning products</b> , now using all EPP products.		
<i>Office Paper reduction: 2 additional measures</i>		
<b>Keep a stack of previously used paper near printers</b> . Use it for drafts, scratch paper or internal memos or designate a draft tray on printers with multiple trays		
<b>Minimize printing</b> by eliminating unnecessary forms and reports or sending them electronically		
<b>Use electronic files rather than paper ones</b> . Draft documents can be reviewed, edited, and shared on screen (try Google Docs)		
<b>Practice efficient copying by using the size reduction feature</b> (e.g. print two pages of book on one page).		
<b>Design marketing materials that require no envelope</b> – simply fold and mail		
<b>Reuse envelopes as both send and return envelopes</b> : Cover up old addresses and postage, affix new, AND/OR Use two way or ‘send and return’ envelopes. Your outgoing envelope gets returned for it’s return trip		
<b>Eliminate fax cover sheets</b> by using “sticky” fax directory notes or use software that allows you to send and receive faxes directly from your computer without printing.		
<i>General Waste Reduction: 2 additional measures</i>		
<b>Create a “zero-waste” break room</b> or kitchen by eliminating disposables and using permanent ware (mugs, dishes, utensils, towels/rags, coffee filters, etc.) rather than disposables		
<b>Use refillable containers</b> of sugar, salt & pepper, etc. to avoid individual condiment packets.		
<b>When hosting meetings, use reusable dishes</b> and silverware and serve water out of pitchers rather than giving bottled water.		
<b>Recycle</b> all fluorescent tubes, electronic equipment, and paint to appropriate facilities (see county recycle guide)		
<b>Recycle all electronic waste</b> (such as computers, printers, cell phones. etc)		
<b>Replace paper towels</b> in the bathrooms with cloth towels or air dryers		
<b>Use refillable hand soap containers</b> and refill with bulk containers		
<b>Use rags</b> instead of paper towels for cleaning. Then, use old cloth napkins and table cloths as rags		
<b>Offer a small incentive to customers who bring their own bags</b>		
<b>Use unbleached and/or chlorine-free paper products</b> (copy paper, promotional paper, paper towels, coffee filters, etc.)		
<b>Use non-toxic water-based markers</b> rather than toxic permanent ink markers/pens.		



## ENVIRONMENTALLY PREFERRED PURCHASING (EPP) POLICY OPTIONS

<i>Implement a purchasing policy of 35-100% post-consumer recycled products</i>	
[R] Copy, computer, and fax paper	
[R] Envelopes	
Business Cards	
Letterheads	
Folders, notebooks, and other paper products	
Toilet paper	
Napkins	
Flatware (biodegradable)	
Paper plates	
Paper Towels	
Guest Checks	
Register tape	
Tissues	
Garbage bags (biodegradable instead of LLPE or LLDPE)	
Plastic bags for retail/take-out (switch to biodegradable or paper or offer boxes)	
Sponges	
Other (eg. pens, pencils, desk accessories, office supplies, dumpster lids, etc.)	
_____	
_____	
<i>Implement a purchasing policy for environmentally preferred cleaning products</i>	
[R] Chlorine-Free Bleach (must eliminate all chlorine use)	
Multi-Purpose cleaner	
Glass Cleaner	
Dish soap	
Dishwasher detergent	
Toilet/Bathroom cleaners or scrubs	
Laundry Detergent	
Hand soap	

\* [R] = Required

\*\* Make an effort to purchase supplies/products from (local) companies that meet certain green criteria (ie only buying from companies that send materials in the disposable packing peanuts, etc..)