



Santa Monica Green Business Certification Checklist

OFFICE/RETAIL

OFFICE USE ONLY: GBC Issue Date – _____

Santa Monica GREEN BUSINESS

- G** General
- WR** Waste Reduction
- EE** Energy Efficiency
- WE** Water Efficiency
- PP** Pollution Prevention
- SP** Sustainable Procurement
- TM** Transportation Management

REQUIRED ITEM

Bold items with a border indicate a required measure and must be completed, if applicable.

Email
smgbc@sustainableworks.org

Website
www.smgbc.org

GREEN NOTES

Assembly Bill (AB) 913 Statewide Program Expansion

The Green Business Certification Program has gone from local/regional to statewide! AB 913 in 2011 conferred official state status on member Green Business Programs around the state. California Green Business Program membership confers additional prestige on the environmentally responsible businesses our local programs certify.

Business Name: _____

Contact Name: _____ **Phone:** _____

Address: _____

Email: _____

Website: _____

Staff _____ (**# male** _____ **# female** _____) **Total Sq. Ft.** _____

Visit www.smgbc.org for detailed instructions on the Green Business Certification (GBC) process. Once you've completed steps 1 – 4 under "Getting Started":

Mail or email 2 copies of your completed checklist with payment. Check payable to: Community Partners, F.B.O. Sustainable Works:

Sustainable Works
Green Business Certification Program
1744 Pearl Street
Santa Monica, CA 90405
smgbc@sustainableworks.org

Green Business Certification Fee Schedule*			
Type of Business	Size		
	Small	Medium	Large
Retail/Office	<10,000 sq ft \$275	10,000 – 19,999 sq ft \$400	>20,000 sq ft \$500

NOTE: Payment is non-refundable. If you do not pass on-site verification, you have 90 days to complete corrective measures.

* GBC is a two-year certification. For re-certification, payment required for subsequent two years.



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Assembly Bill (AB) 341 Mandatory Recycling

On and after July 1, 2012, businesses in California that generate four or more cubic yards of commercial solid waste per week, are required to recycle. Businesses can take one or any combination of the following in order to reuse, recycle, compost or otherwise divert solid waste from disposal:

- Self-haul.
- Subscribe to a hauler(s).
- Arrange for the pickup of recyclable materials.
- Subscribe to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation.

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General / Staff Education

Complete the 5 required measures below

- G-01** Track water and energy usage via utility bills. Report any inconsistent high usage immediately to General or Facilities Managers. Find source and repair the cause.
- G-02** Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Certification program. For example, incorporate Green Business into:
 - Performance appraisals, job descriptions, training programs, employee orientations
 - Staff meeting discussions
 - Your employee reference materials
 - Your company newsletter or bulletins
 - Your company suggestion and reward programs
- G-03** Inform your customers about your business' environmental efforts and what you are doing to meet the green business certification standards. For example:
 - Post the Green Business Certification decal in a visible location
 - Post conservation reminders and signs. Provided upon request
 - Post newspaper articles and/or press releases highlighting your Green Business successes
 - Offer customers 'green' services or amenities options
 - Highlight your Green Business efforts and/or certification on your website, upload the GBC logo and link it to social media or your company listing on www.smgbc.org
- G-04** Train new employees on green business procedures and practices implemented by your business through your company's employee handbook. Find sample policy templates on smgbc.org/process.
- G-05** Join Buy Local Santa Monica campaign. Buy Local Santa Monica was created to support local businesses and raise awareness of the strengthen our thriving community by raising awareness of the, economic and environmental benefits of choosing local first. Membership is free. Must have a physical location in Santa Monica and a valid City of SM business license. To sign up visit www.buylocalsantamonica.com/signup

Waste Reduction

Complete the 5 required measures below

For more information or to schedule pick-ups, contact City of Santa Monica Resource Recovery & Recycling at 310.458.2223 or visit www.smgov.net/r3

- WR-01** Perform a self-assessment of your waste using the Waste Assessment Form attached.
 - Identify the types and percentages of waste that are currently being generated and recycled.
 - Use the assessment information and checklist to create or improve on-site reuse and recycling programs .

Select answer that best describes your business (please circle)

% of total materials diverted from landfill through composting/recycling is: 25% 50% 75%
- WR-02** Recycle or reuse paper including cardboard (waxed or non-waxed corrugated cardboard boxes), mixed paper (junk mail, scrap and colored paper), newspaper, office paper.
- WR-03** Recycle all glass, plastic, and aluminum.
- WR-04** Stock only compostable, recyclable and/or reusable kitchenware for staff use. Avoid polystyrene (#6 plastic). All #6 plastic, whether foam or clear, is banned in all Santa Monica food establishments. Learn more at www.sustainable-sm.org/container.
- WR-05** As per Santa Monica Single-Use Bag Ban, eliminate light-weight, single-use plastic carryout bags to customers at the point of sale. Replace with paper bags made from at least 40% post-consumer recycled content or reusable bags that are machine washable. For more details visit www.sustainable-sm.org/bag.



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GREEN NOTES

Commercial Organics Recycling State Mandates

AB 1826 mandates organics recycling for all California commercial locations generating 8 or more yards of waste per week.

- What business sectors must comply?
- Restaurants and bakeries
 - Grocery stores
 - Hospitals
 - Schools
 - Business that cook, serve, process, or sell food
 - Businesses and multifamily complexes with landscaping waste

Call 310.458.2223 for details.

Santa Monica Green Business Certification Checklist OFFICE/RETAIL

Waste Reduction

Complete the minimum measures as indicated

RECYCLE – Choose 3 Measures

- WR-06** Designate a recycling coordinator (or coordinators) to take responsibility for monitoring and maintaining recycling and composting programs.
- WR-07** Position clearly labeled recycle bins co-located next to all trash receptacles in all areas that generate waste and recycling such as break rooms, bathrooms, and lobby areas.
- WR-08** Compost organics (e.g. food and food-soiled paper) call 310-458-2223 for options from the City's Resource Recovery and Recycling Division.
- WR-09** Reduce number of trash bin liners by reusing unsoiled bags, or reducing amount of trash bins.
NOTE: Recycling bins do not require liner bags.
- WR-10** Use clear plastic bags for lining office recycling and organics collection containers.

REDUCE – Choose 4 Measures

- WR-11** In the lunch/ break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.
- WR-12** Eliminate bottled water for employees at your facility. Drink Santa Monica water. It's better than bottled and locally sourced!
- WR-13** Make two sided printing and copying standard practice in your business (set all computers to print double-sided default). Make single-sided the exception instead of the rule.
- WR-14** Practice efficient copying by using the size reduction feature (print two pages of a document on one page, set word processing defaults for smaller fonts and margins). Minimize misprints by posting a diagram showing how to load paper, like letterhead.
- WR-15** Reduce junk mail. See www.stopjunkmail.org for tips or see santamonica.catalogchoice.org.
- WR-16** Eliminate paper documents by having electronic forms and contracts. Consider DocuSign for e-signatures. www.docusign.com.
- WR-17** Eliminate paper hand towels by installing air hand dryers in restrooms.
- WR-18** Other _____

REUSE – Choose 3 Measures

- WR-19** Keep a stack of previously used paper near printers. Use it for scratch paper or internal memos, make it into notepads, or designate a bypass tray on printer for printing draft single-sided documents.
- WR-20** Purchase used or refurbished equipment and/or furniture.
- WR-21** Replace several similar products with one or two that do the same job i.e., If using a multi-function printer/ scanner/ fax, eliminate auxiliary printers.
- WR-22** Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, office supplies, etc.). Document donations and sales of materials:
 - www.lashares.org
 - www.ciwmb.ca.gov/CalMax
- WR-23** Retailers – offer or sell durable, reusable bags at checkout.
- WR-24** Other _____



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GREEN NOTES

Rebates and Incentives

Check for rebates at www.sce.com and www.socalgas.com for any energy conservation measures pursued. Rebates and tax credits are available for many of the energy efficiency measures listed below.

For a comprehensive source of information on state, local, utility, and federal incentives that promote renewable energy and energy efficiency visit www.dsireusa.org.

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Energy Efficiency

Complete the 5 required measures below and minimum measures as indicated

- EE-01** Contact the City of Santa Monica for a free inspection to ensure your business meets the minimum requirements for both the Energy and Water sections. Call 310.458.2238 to schedule. Receiving a pass for the inspection is valid for one year.
 - EE-02** Replace all T-12 fluorescent lighting with energy efficient LED lamps with electronic ballasts.
 - EE-03** Replace all non-dimming incandescent lamps with LED lamps.
 - EE-04** Perform regular maintenance on your HVAC (heating, ventilation and air conditioning) system. If leasing your facility, ask the building owner or property manager to do the following:
 - Clean or change filters every 2-4 months
 - Clean evaporator coils of dust and lint
 - Check entire system each year for coolant and air leaks, duct sealing, clogs, and obstruction of air intake and vents
 - Inspect and repair economizers on A/C systems
 - Provide a copy of HVAC service records or Property Management contract to the GBC coordinator during onsite verification visit
 - EE-05** Replace all incandescent Exit signs with fluorescent, LED, photo or electroluminescent signs.
- Choose 5 Measures**
- EE-06** If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with SoCal Edison or try Energy Star's Portfolio Manager). www.energystar.gov
 - EE-07** Use photocell controlled dimmers to dim or turn off lights automatically when natural daylight is sufficient.
 - EE-08** Use lighting controls such as occupancy sensors or timers to automatically turn off lights in unoccupied spaces.
 - EE-09** Remove lamps from fixtures in over-lit areas.
 - EE-10** Set computers to turn off monitors after 10 minutes of non-use and hard drives after 20 minutes.
 - EE-11** Utilize smart power strips that turn off non-essential standby power. Program copiers to enter Energy Saver mode after 15 minutes or less of non-use.
 - EE-12** Purchase Energy Star rated equipment and appliances such as refrigerators, dishwashers, and printers. Ensure that they are equipped with energy saving features. www.energystar.gov
Number of ES rated refrigerators _____ **Number of ES rated copier/printers** _____
 - EE-13** Insulate water heaters, storage tanks and hot water pipes.
 - EE-14** Set refrigerator temperature between 38 – 41°F and freezer between 10 – 20°F.
 - EE-15** Use sensors on vending machines and locate machines in shaded areas.
 - EE-16** Use natural ventilation instead of mechanical air conditioning. Open windows at opposite ends of room to facilitate cross breezes.
 - EE-17** Install a programmable thermostat(s) and properly set cooling to 74°F and heating to 68°F. Program the thermostats for unoccupied hours when the facility is closed with cooling set at 90°F and heating at 55°F.
 - EE-18** To reduce solar heat gain during the warm season, on clear single pane non-northern facing windows, apply window film or shade sun-exposed windows using awnings, sunscreens, trees or shrubbery.
 - EE-19** Install a solar electric system. Contractors will assist with available state rebates and federal tax credits. Contact Solar Santa Monica to schedule a free business assessment. www.solarsantamonica.com

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GREEN NOTES

A cleaner bay means a healthier marine ecosystem and improved quality of life for residents, and increases Santa Monica's appeal to visitor and businesses.

Only 1% of water on earth is drinkable.

A faucet with a slow leak can waste more than 10 gallons of water a day! A single leaky toilet can waste as much as 100 gallons per day!

For more water saving tips and the latest on available rebates visit www.sustainablesm.org/water.

Santa Monica Green Business Certification Checklist OFFICE/RETAIL

Energy Efficiency

Complete the minimum measures as indicated

EE-20 Opt-in to SCE's green tariff and support 100% renewable energy; or set up a renewable energy account with a third party provider. www.arcadiapower.com www.helloinspire.com

Water Efficiency & Urban Runoff

Complete the required 8 measures below

Several of the measures listed in this section are required as part Santa Monica's Urban Runoff Mitigation and No Water Waste ordinances. Check www.sustainablesm.org for more information and available rebates!

WE-01 If you are a building owner, or are responsible for all water fixtures, contact the City of Santa Monica for a free inspection to ensure your business meets the minimum requirements for both the Energy and Water sections. Call 310.458.8972 or email savewater@smgov.net to schedule. Receiving a pass for inspection is valid for one year.

WE-02 Provide building owner/manager with a letter advising them you are seeking SM GBC for your business. Download letter template from www.smgbc.org.

WE-03 Regularly check for and repair leaks.

WE-04 Replace pre-1992 toilets which use 3 or more gallons per flush (gpf) with more efficient alternatives that use 1.28 gpf or less.

WE-05 Replace pre-1992 urinals that flush more than 0.25 gpf with high-efficiency urinals or water-free urinals.

WE-06 Clean all outdoor areas, with a broom and damp mop instead of a hose. This includes parking lots, sidewalks, alleys or patios. NEVER hose off outdoor hardscapes or use soap outside. For more alternatives, call the City's Water Resources Protection Office at 310.458.8235.

WE-07 Keep receiving areas and dumpsters clear of litter. Ensure tight fitting lids.

WE-08 Install standard faucet aerators or flow restrictors facility-wide. Flow rates must not exceed 0.5 gallons per minute (gpm) for hand-washing sinks; 1.5 gpm kitchen sinks & showerheads.

Employee Practices – Choose 2 Measures

WE-09 Educate staff regarding the hazards caused by urban runoff and how to prevent them. Post information from LA Waterkeeper or have a Heal the Bay volunteer speaker present at staff meeting. www.healthebay.org

WE-10 Use dishwasher only when full. Post signage to remind employees.

WE-11 Understand your water bill and review it for indications of leaks or other problems.

WE-12 Post signs in restrooms and kitchens to encourage water conservation and to report leaks. Sustainable Works provides free signs upon request. Email smgbc@sustainableworks.org or call 310.458.8716 x2.

Landscaping If your company manages your landscaping, download the LANDSCAPE checklist from www.smgbc.org.



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GREEN NOTES

Visit www.sustainablem.org/HHW for additional information on hazardous materials. The following is a sample list of hazardous materials accepted by the household hazardous waste program:

- Batteries—rechargeable and alkaline
- Paint
- Used toner and ink-jet cartridges
- Cleaning and maintenance chemicals
- Fluorescent lamps and tubes
- Electronics
- Aerosol cans that are not completely empty of contents

Santa Monica Green Business Certification Checklist OFFICE/RETAIL

Pollution Prevention & Chemical Use

Complete the 5 required measures below

Evaluate areas of your business to identify actual and potential sources of pollution, and ways to prevent it. Inventory chemical products, including all products that come with a material safety data sheet used at your business and explore ways to eliminate unnecessary products, reduce the amount you use, or substitute the product with a less-toxic or harmful one.

Visit www.sustainablem.org/buygreen for useful information on alternative cleaning solutions such as cleaning products and graffiti removers. Click on the Green Office Buying Guide.

- PP-01** **Stock at least one non-toxic, biodegradable cleaner, such as a multipurpose, glass, restroom, floor or dishwashing detergent. Products certified by Green Seal (www.green Seal.org), Design for the Environment (www.epa.gov/dfe/) or Ecologo (www.ecologo.org) programs are preferred.**
- PP-02** **Store all chemical products in their original containers or properly labeled secondary containers with tight fitting lids.**
- PP-03** **Eliminate the use of chemical and aerosol air fresheners/deodorizers. Use ventilation, trigger spray bottles, and/or naturally scented deodorizers with at least an 8.0 rating on GoodGuide (www.goodguide.com).**
- PP-04** **Hazardous materials should never go into the trash or down the drain. To safely discard of hazardous materials, contact the Hazardous Waste Drop-off Center for Small Business and schedule an appointment. 310.458.8255 or email recycling@smgov.net. See **Green Notes** below.**
- PP-05** **If contracting with a pest control operator, specify the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying). Get their commitment in writing. Download standard IPM Request letter on www.smgbc.org/process. For more information visit www.sustainablem.org/pestcontrol**

Choose 3 Measures

Use additional preferred green cleaning products as listed in PP-01. You may list up to TWO products for a total of TWO measures.

- PP-06** _____
- PP-07** _____
- PP-08** Purchase non-toxic and low VOC office supplies, such as dry erase markers, white out and permanent ink markers.
- PP-09** Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.
- PP-10** Print materials using soy or vegetable based ink.
- PP-11** Use unbleached and/or chlorine free paper products such as oxygen-whitened paper towels, or coffee filters.
- PP-12** Retailers—stock/sell products that are less toxic or less polluting than conventional products.
- PP-13** Obtain a battery recharger for office use. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls etc.
- PP-14** Use recycled paint or low VOC paint products.
- PP-15** When remodeling, use low-emitting building materials, carpet, furniture, and other materials that do not pollute the indoor air that employees and customers breathe. Choose products certified by GreenGuard (www.greenguard.com) or the Carpet and Rug Institute (www.carpet-rug.org).
- PP-16** Other _____



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GREEN NOTES

Join Santa Monica's Sustainable Food Commitment

- Eat organic
- Reduce meat and dairy consumption
- Avoid processed foods
- Eat locally grown
- Reduce packaging and food waste

Visit www.sustainable.sm.org/food for more info or contact the Office of Sustainability and the Environment 310.458.2255

Santa Monica Green Business Certification Checklist OFFICE/RETAIL

Sustainable Procurement

Complete the required 2 measures below and minimum measures as indicated

- SP-01** Purchase office paper that is FSC Certified (Forest Stewardship Council) and/or contains a minimum of 30% post-consumer recycled content. Number of reams purchased annually _____
- SP-02** Use only compostable or recyclable food service containers in the staff kitchen if permanent reusable kitchenware is not feasible.
- SP-03** Adopt a written Environmental Policy statement stating your business' commitment to operate and give preference to purchasing sustainable and/or products containing post-consumer content recycled materials. Download standard Environmental Policy templates on www.smgbc.org

Choose 4 recycled content products regularly stocked in your business

- SP-04** Envelopes
- SP-05** File folders or hanging folders
- SP-06** Paper towels – minimum 40% post-consumer recycled content
- SP-07** Toilet paper – minimum 20% post-consumer recycled content
- SP-08** Facial tissue paper – minimum 10% post-consumer recycled content
- SP-09** Paper napkins – minimum 30% post-consumer recycled content
- SP-10** Remanufactured toner cartridges made from post-consumer recycled cartridges
- SP-11** Boxes and bags for shipping or retail use-minimum 40% post-consumer recycled content

Choose 3 Measures

- SP-12** Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.
- SP-13** Purchase organic, fair trade, and bird friendly certified coffee and teas. www.usda.gov
- SP-14** Replace individual packaged condiments (milk, sugar, creamers, etc.) with bulk size. Refill dispensers.
- SP-15** Retailers: sell products made with recycled content and/or organic materials, or that are environmentally preferred.
- SP-16** Purchase organically or locally grown foods and/or beverages for the office kitchen.
- SP-17** Purchase or obtain previously used furniture supplies or materials. www.freecycle.org www.craigslist.org
When remodeling, use natural or low emitting building materials or furniture.
- SP-18** Use local green caterers that provide reusable service ware and/or local organic produce, such as from the Santa Monica Farmers Market.
- SP-19** Name of Green caterer _____
- SP-20** Other _____
- SP-21** _____



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GREEN NOTES

Transportation Management Assistance

The City of Santa Monica can assist you with the meeting the provisions of the TDM requirements. Contact the Mobility Office for more employee related assistance and information 310.458.2201 x2344 | www.gosamo.org.

Santa Monica Green Business Certification Checklist OFFICE/RETAIL

Transportation Demand Management

Complete the required and minimum measures as indicated

All Businesses with 10+ employees are required to submit for review a Worksite Transportation Plan (WTP), Emissions Reduction Plan (ERP). These plans are required as part of Santa Monica's Transportation Demand Management Plan (TDM) Ordinance. For more information see **Green Notes** below.

Check the appropriate selection below for REQUIRED TMP measures:

- TM-01** Employers with 9 or less employees: Complete 5 or more measures below
- Employers with 10 to 249 employees: Submit Worksite Transportation Plan plus, Complete 5 or more measures below
- Employers with 250 + employees: Submit Emissions Reduction Plan plus, Complete 5 or more measures below
- Employers with 250 + employees: Submit Emissions Reduction Plan to SCAQMD plus, Complete 5 or more measures below

Employee Practices and Facilities: Choose 5 Measures

- TM-02** Provide a secure location for staff and customers to store bicycles or install a bike rack in or near facility.
- TM-03** Provide tire air pump and flat tire repair kit for on-site use.
- TM-04** Provide transportation information to employees on walking, biking, skateboarding, carpooling, and public transit.
- TM-05** Present local transportation choices as well as any incentive programs at new employee orientations or include in company manual.
- TM-06** Provide bicycle, Big Blue Bus and Metro maps and information for employees and patrons. Call Big Blue Bus to request materials 310.451.5444
- TM-07** Encourage walking, biking, skateboarding, carpooling, and public transit via prize incentives such as: bus pass subsidies, free or partial cost Bike Center membership, monthly or quarterly prize drawing, gift card or small bonus.
- TM-08** Give discounts to employees who walk, bike, skate, carpool, or ride public transit to work.
- TM-09** Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic.
- TM-10** Include information about walking, biking, skateboarding, carpooling, and public transit in your employee manual and provide information to employee upon hire. Contact the Santa Monica Bike Center for bicycle commuter programs.
- TM-11** Perform local errands on bike or foot.
- TM-12** Shop at local businesses within close proximity.
- TM-13** Use bicycles, low emission, biodiesel or alternative fuel vehicles for business errands.
- TM-14** Provide shower facilities for employees who walk, jog, or bike to work.
- TM-15** Provide preferential parking for people who carpool or drive electric, hybrid, or alternative fuel vehicles.
- TM-16** Utilize the free services of GoSaMo TMO for matching carpools; planning transit, bike, and walking routes; communicating with employees; and much more. Visit www.gosamo.org for more information.
- TM-17** Other _____



Santa Monica Green Business Certification (GBC)

WASTE ASSESSMENT FORM

Company: _____ Contact Name: _____ Contact Phone: _____

Waste Hauler Company Name: _____ Phone: _____

Waste Assessment Instructions		Bin Size:	#Bins:	ASSESSMENT DAY #1	ASSESSMENT DAY #2	Recycling Program Available	
<p>This process will help you identify and quantify the items in your company's waste stream.</p> <p>1. If applicable, obtain your waste hauling invoice. <i>If you lease your space and/or share your dumpsters with other businesses, go to #2.</i> Write down your trash bin/s size (measured in 'yards. '), number of bins, and how many times trash is picked up per week in spaces provided.</p> <p>2. Perform two waste assessments:</p> <ul style="list-style-type: none"> • Choose two different days to assess your company's trash and write in the dates. • NOTE: Pick days/times where bin is more than half full. If your company does not have its own dumpster (e.g. you share with other businesses), write N/A and use trash bins around your office to obtain the info. • Look in your trash. What items do you see? • Write down the estimated percentages of the items you see in the trash (e.g. if you do not see any glass items, write '0%'). • If you have a lot of one particular item in your trash (e.g., 30% mixed paper) consider setting up recycling programs for these items. 	BASELINE	# Pick-ups per week:		Date:	Date:	*If you have more than 25% of any item below ask your Waste Hauler if recycling programs are available.	
		List % of the following items found in trash:	How full is trash bin? _____ %		How full is trash bin? _____ %		
		Mixed paper?					
		Cardboard?					
		Cans?					
		Plastic?					
		Glass?					
		Compost or vegetable/fruit trimmings?					
		OTHER? _____					

Notes: _____