

GREEN ASSESSMENT PROGRAM

Many companies now wish to “Go Green,” but experience a number of problems when it comes to making a serious step forward in their environmental plan. It is our hope to help fill those missing steps.

One of the best ways to start is to create a baseline assessment that shows where you are right now and can project what you would like the company to accomplish in the next year. This is how a proper sustainability plan is developed. Of course, you can hire an outside firm to do this, or your company can invest a little time and effort into doing much of the work yourself.



We would like to help you through the three stages of the process. They are:

- 1- Baseline Assessment
- 2- Building Your Sustainability Plan
- 3- Green Business Certification

This material will help you start your first step in the process. We have provided this assessment form as a kind of simple guide to identify the things that should matter to most companies. You will find that we allow for you to insert additional ideas because a universal list for all kinds of companies becomes simply too large to follow.

Use this form as a checklist of things that you see already in place and secondarily for things that the company plans to implement. Not everything will work for you. That is fine. Going Green is about progress, not perfection. So, find out where the company is right now, then take the next step toward a workable sustainability plan.

Start with a tour of your facility, and take notes of what you see and what you think might be beneficial. If you are very involved, we would suggest that you add in notes of the potential costs and savings of this plan because efficiency and productivity should be helped by what you do. For example, cutting energy costs is pretty easy to figure because all appliances show their wattage use, and you can calculate the kilowatt hour expenses. The same is true for supplies that can be better purchased. If you reduce paper waste, the garbage pickup cycle can be reduced.

It is an imperfect science, but something that we believe will literally create a serious ROI for the company. Nonetheless, the basic task is to create that baseline of current Green and sustainable performance. If you do this well, you are making good progress to the development of a Green program.

The Sustainability Plan

Once you complete this plan, there is some work to be done. The creation of a sustainability plan is a road map from where you are today to where you will be in one year's time. This may be beyond your present abilities, so we suggest that you send in your assessment sheet and here's what will happen:

- 1- We will provide a point value to your present status. Grades range between 0 to 500 in most cases. If we have questions, we will call the appointed person to get the necessary information.
- 2- We will prepare a draft copy of a proper sustainability plan that will be emailed to you for refinement. This is done on Microsoft Word. You may want to use the document as it is or add in your own touches.
- 3- When you are ready, you may request an audit based upon what is the present value of your company's progress. The audit will follow exactly the same guideline and provide an audited Green business certification that could never be viewed as greenwashing.

After that, we suggest that the same process happen each year. The review of your sustainability plan is something that should be routinely updated. After all, Going Green is about progress, and your company should progress year after year.

Our office is a resource to you. You can call anytime to get an opinion or ask a question that may be helpful. Each month, you will also get a digest of Green business ideas that are intended to stimulate your thoughts. Not everything will fit your situation, but some will, and that is how you can keep your sustainability plan lively and relevant to an evolving movement.

Finally, we offer training. In many cases, those on the front lines are thrown into this task with minimal training. The Green Business League offers a **Sustainable Studies** program that you, or other workers, may enjoy. This is not a requirement to participate in the program. Our goal is to assist your company's Green program.

You will find the basic Assessment Form on the next page. You will also find instructions on how to turn this worksheet into a professional sustainability plan. We appreciate your efforts in helping make your community and our world a better place.

The GBL Staff office@greenbusinessleague.com

THE GREEN BUSINESS CHECKLIST

This information is for a BASELINE ASSESSMENT of a company. Please add in any additional items that you feel should be included in your current environmental program. You need not check all items. Indicate in box one (E) Existing item, (S) Short-term goal, or (L) long term goal. Long term goals are more than one year from now. This will be very useful in establishing your sustainability plan and organizing your efforts.

General Concerns

(E) (S) (L)

- Green Awareness Training for Key Employees
- Carbon Footprint Calculation
- Offsetting carbon footprint with carbon credits
- Company has a Certified Sustainability Officer
- Company uses Green certified janitorial service

Indoor Air Quality

(E) (S) (L)

- Entry doors have doormats to catch outside dirt and debris
- Facility is cleaned with Green cleaning products
- Janitorial services uses HEPA vacuums and microfibers
- Use of live plants in the office instead of plastic or silk
- Furniture either FSC or GreenGuard approved
- Low-VOC paint used when repainting
- Recycled carpet used when recarpeting
- Office and common areas are mold free
- Air ducts have been cleaned professionally
- Replace fragrances with essential oil products
- Review Green practices of pest control service
-

Paper Reduction Strategies

(E) (S) (L)

- Paper in the facility is 30% or higher recycled
- Printers are set to dual sided printing (Default setting)
- Fax Machines are converts to eFax system
- Biometric timecard system
- Hand dryers instead of paper towels
- Account receivables by online billing
- Payroll by online/automated service

Energy Reduction

(E) (S) (L)

- Programmable thermostats (when applicable)
- Switch to Energy efficient bulbs/systems
- Automatic switches in certain areas
- Powerstrips on computer stations
- Professional energy audit
- Company purchases Energy Star equipment
- Company purchases alternative power from carrier
- Water heater set to 120 degrees
- Passive lighting to augment lighting needs
- Solar tint on windows in southern areas
- Thermal curtains on windows in north areas
- Install ceiling fans for greater comfort
- Some solar energy installation in place
- Some wind power installation in place

Water Management

(E) (S) (L)

- Automatic faucets
- Low flow toilets
- Install tap water filter and encourage reusable water bottles

Waste Management

(E) (S) (L)

- Recycling bins are used in the company
- Company encourages vendors to reduce packaging
- Process to recycle computer equipment (charity or recycling)
- Use rechargeable batteries instead of single use batteries
- Refill ink and toner cartridges
- Switch to filtered water system instead of bottled water
- Participate in recycling plastic bags

Green IT

(E) (S) (L)

- Company uses a Green hosting service for website
- Use Internet for seminars and client contact (reduce travel)
- Use email instead of regular mail
- Purchase EnergyStar appliances or equipment
- Rechargeable batteries where possible

- Properly disposed of eTrash (computers, etc)

Green Chain Supply

(E) (S) (L)

- Observes EPA “Environmentally Preferred Purchasing” concept
- Buy from Green certified vendors
- Company does business with a Green printer
- Buy locally when possible
- Insert a “Green Certification” requirement in RFPs and contracts
- Find ways to reducing packaging in order to reduce trash

Green Fleet

(E) (S) (L)

- Alternative fuel vehicles
- GPS systems and anti-idling policies for deliveries
- Company sponsors a car pooling program
- Company has a bike rack area for employees
- Allowing for virtual officing for employees
- Use a car wash with recycled water

Waste and Misc

(E) (S) (L)

- Low flow toilets and faucets
- Rain water catchment system installed
- Use recycled paper and office supplies when possible
- Recycle ink and toner cartridges
- Recycle bins in common areas
- Company has a recycling trash pick-up
- Eliminate trash mail through services
- Cancel phonebook and unnecessary magazines
- Require delivery pallets or trays to be taken away (recycled)

Building Exterior

(E) (S) (L)

- Xeriscaping (low moisture) plants and grass
- Solar lights for decoration or signage
- Avoid chemical fertilizer and pesticides
- Participate in a tree planting program
- Use Green ice melt treatments
- Drip irrigation instead of spraying landscaped areas
- Rain detector on irrigation system

The Sustainability Plan

Once you have completed this Baseline Assessment, you may send it to our offices to have it composed as a professional sustainability plan. Our goal is to provide a practical sustainability plan that will provide these basic elements:

- 1- A Review of Existing Green and Sustainable Practice
- 2- The current assessed point value of the company
- 3- Outline of one Year Plan for Company progress
- 4- List of Long Term plans

The fee for this service is \$250 per facility. You will receive back a completed sustainability form that you may further edit.

In addition, you will get our monthly **Green Practices** email update that will help you with improving your plan. You will also have access to our offices to ask questions and obtain assistance in your planning efforts.

Finally, (Step #3), you may request a live audit of your facility whenever you are ready for certification. By this point, there is no guesswork on your success if you have done all that you indicate in the paperwork. Audits are used to provide transparency and credibility for your company.

Certification is always your option. We do not require audits to be performed, and it may be that your company simply installs and follows a annually-instituted sustainable plan. If that is all that the company does, we all still win. Audits are provided as a way to establish greater credibility and transparency to the public.

It is our hope that you enjoy working with Green Business League. By making the process localized and simple, we feel that your company can provide a fantastic environmental program at a very low cost. By engaging the people of the company in the program, the impact of your environmental plan will be greater and improve company morale.

Green Business League, Inc
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(815) 733-5626

ASSESSMENT SUBMISSION

We are submitting our GBL Assessment form for review and preparation of a personalized Sustainability Plan. We represent that the information is accurate to the best of our abilities, which influences the accuracy of the sustainability plan. With the submission of the completed assessment form and payment of \$250 per facility, we request a editable document be prepared that can serve as the sustainability plan for our company.

Company Name: _____

Contact Person: _____

Address: _____

City: _____ St: _____ Zip: _____

Contact Email: _____

Contact Phone: _____

Company Website: _____

Please email or mail this page with completed assessment forms and notes

Payment for _____ facilities at \$250 each \$ _____

VISA, MasterCard AMEX Check Invoice me Online

Card # _____

Exp Date: _____ Card Security Code: _____

I AGREE to payment from the above card for services rendered:

Signature: _____ Date: _____

Email, Fax, or Mail to: Green Business League, Inc. PO Box 434, Plainfield, IL 60544
office@greenbusinessleague.com - Fax (866) 869-1690