



Scorecard: Key Terms

Sustainability is the ability to continue a defined behavior indefinitely.

Recycle is the ability to collect, sort, and process the item into a reusable object.

Waste Analysis or Audit is a study that determines what materials can be targeted for waste reduction and recycling.

Diversion Rate is the percentage of materials that are diverted to be recycled, composted, or reused from the total generated waste stream.

E Stewards or R2 Certification is a certification that requires electronic recyclers to responsibly recycle.

GREEN BUSINESS CERTIFICATION - SCORE CARD

(R in Column = required action to receive certification)

EDUCATION					
			DONE	IN PROGRESS	TOTAL POINTS
	1	RECYCLING ANNOUNCEMENT			
R		Newsletter, letter, posters or email to employees, tenants, residents and janitorial staff about program <i>(on an annual basis)</i>			15
	2	PROVIDE EDUCATIONAL MATERIALS			
R		Share and post list of items to recycle and not recycle <i>(on an annual basis)</i>			10
		Share and post recycling tips			5
	3	TRAINING			
R		Annual presentation to employees, tenants or residents on how to recycle			10
R		Presentation to janitorial staff on the recycling program (covers segregating waste & recyclables)			10
		TOTAL			50

SIGNAGE & PLACEMENT					
			DONE	IN PROGRESS	TOTAL POINTS
R	1	Provide large signage near all exterior and interior containers			10
R	2	Clearly identified indoor containers (in public locations) Please see attached examples.			10
R	3	Recycling containers are easily accessible to the employees, residents, tenants and janitorial staff. A 6 gallon/unit capacity is recommended.			10
R	4	Waste and Recycling compactors, dumpsters, etc. are clearly identified by contractor.			5
		TOTAL			35

RECYCLING				
		DONE	IN PROGRESS	TOTAL POINTS
1	Contact your current waste hauler and/or companies that offer a waste analysis (or waste audit) <i>Usually completed at the start of service.</i>			5
2	Number of Items collected in your program:			
R	Cardboard			5
R	Office paper, newspaper, magazines, mixed paper			5
R	Bottles: Aluminum, steel			5
R	Bottles: Plastic			5
	Bottles: Glass			5
3	Diversion Rate is 40% or greater*			20
	Diversion Rate is 60% or greater*			40
	Diversion Rate is 80% or greater*			80
	*Must provide garbage and recycling information on size of containers, number of containers, and frequency of collection or average monthly garbage and recycling tonnages. Please give us a call or email us if you have questions on this section. 10 ADDITIONAL PTS FOR TONNAGES			
4	Identify additional items that are recycled: DOCUMENTATION REQUIRED			
	Electronics (recycler must be e-Stewards or R2 certified)			10
	Lightbulbs			5
	Scrap metal (e.g. water heaters)			10
	Furniture, Mattresses, Textiles			10
	Other (e.g. shredded paper)			5
5	Food Waste Diversion Program (e.g. onsite composting, onsite digester, organics collection, excess food is donated, food waste is given to farmers)			40
	Landscaping waste (e.g. brush, clippings, etc.) is mulched or composted			5
6	Implemented Binless Office			10
7	Provide water cooler to eliminate plastic bottles			10
8	Employees use reusable mugs & dishware to eliminate the use of Styrofoam & other plastic ware At a minimum, the management company must set the example.			10
9	Other: An innovative program that reduces waste			10
	TOTAL			245

LEADERSHIP AND POLICY					
			DONE	IN PROGRESS	TOTAL POINTS
	1	Company adopts sustainable guidelines or policies (e.g. paper reduction policy, water bottle ban, plastic bag ban, etc.).			5
	2	Company shares these policies with employees, residents, tenants and janitorial.			5
		Company can demonstrate that the policies are being practiced by the residents, tenants, employees, etc.			5
R	3	Company is aware of the City's Zero Waste timelines and goals. Company shares these timelines and goals with employees.			5
	4	Company has a dedicated Green Team or Person that promotes sustainable practices. <i>This team/person will be responsible for maintaining the Green Business Certification. Staff is not required solely for this purpose.</i>			10
	5	Company has adopted a Green Purchasing policy (e.g. purchases recycled paper, materials with recycled content, environmentally friendly cleaning products).			10
	6	Company has identified a diversion rate goal.			5
		TOTAL			45

Required Information:

Current Waste Hauler:

Current Recycling Hauler:

When did your recycling program begin?

Current diversion rate:

Size of container(s):

Number of container(s):

Frequency of collection:

OR

Average Monthly Garbage Tonnages:

Average Monthly Recycling Tonnages:

Average Monthly Organics Tonnages:

To maintain your certification, you will be required to report these numbers to the Zero Waste team, annually.

Attachment 1: Clearly Identified Waste & Recycling Containers

Examples:

