



Green Business Certification Program

Montgomery County, Maryland

Application for Office/Retail - Owner Occupier

Thank you for your interest in the Montgomery County Green Business Certification Program! This application, and its comprehensive checklist and resource links, are designed to be an easy-to-use tool to assist and guide businesses in greening their operations. Please follow the steps below to become a certified Green Business and get recognized for your environmental stewardship.

1. Before you start the application, you should review information on the program website at MCGreenBiz.org.
 - a. Use the Resource Guide! The application is integrated with an extensive Resource Guide that can be accessed by clicking on the actions **highlighted in green**. But you can also preview the application and the Resource Guide on-line before starting at MCGreenBiz.org/guide.
 - b. If you have any questions, check out the Frequently Asked Questions section at MCGreenBiz.org/FAQs.
2. Begin the application by completing the contact information section on the following page.
3. In each section, there are required actions as well as a specified number of additional actions that must be completed in order to receive certification as a Green Business. The number of actions varies depending on the number of full-time equivalent employees (FTEs) at all locations of your organization (both inside and outside Montgomery County). Businesses with fewer than 25 FTEs are considered SMALL businesses. Those with 25 or more FTEs are considered LARGE.
4. You are encouraged to use the "Other" boxes to tell us about innovative actions you are taking that are not included in the application. As long as they meet the spirit of the program, you will receive credit!
5. The "n/a" check box should be checked when you do not have control over a particular item or it does not apply to your business. If an action is beyond your control, but you have successfully collaborated with your property manager to implement the action, check "Yes" and get credit for it!
6. **VERY IMPORTANT!** All policies and performance measurements must be documented and submitted with your application. For every "Yes" response that is not self-explanatory, explain briefly how you satisfy the requirement in the boxed area provided for supporting information at the bottom of each page (see example application). Additional supporting documentation that enhances your application is strongly encouraged and can be submitted electronically with your application or provided during the on-site visit.
7. The cost of certification, which is valid for two years, is \$100 for SMALL businesses and \$250 for large businesses. Following submission of the application, please send a check, payable to *Montgomery County Government*, to:

Green Business Certification Program
255 Rockville Pike, Suite 120
Rockville, MD 20850
8. Submit your completed application on-line by clicking the button below.
9. Following the submission of your application, the program office will contact you to arrange for an on-site verification visit to review your facility and meet with staff involved in implementing environmental actions.
10. If you have questions, please e-mail the program office at MCGreenBiz@montgomerycountymd.gov or contact Doug Weisburger, Green Business Certification Program Manager, at 240-777-7775.



Green Business Certification Program

Montgomery County, Maryland

Business Name: _____

Street Address: _____ City: _____ Zip: _____

Primary Contact: _____ Title: _____ Phone: _____

E-Mail Address: _____

Secondary Contact: _____ Title: _____ Phone: _____

E-Mail Address: _____

Nature of Business: _____ Number of Full-Time Equivalent Employees: _____

Do you own or lease the building in which you are located? Own the space Lease the space

The application links to websites containing information from numerous companies, organizations and individuals. The opinions and information contained in these sources do not necessarily reflect the opinions of the Green Business Certification Program. Although the information contained in these websites is believed to be reliable, the accuracy, legality, timeliness, or completeness of that information cannot be guaranteed. Advice received through these websites should not be relied upon for financial, legal, or tax decisions.



Green Business Certification Program

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A. Organizational Commitment

POLICY	YES	NO	n/a
A1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROGRAMS AND ACTIONS			
Engage management and staff in the Green Business Certification Program: Complete 3 of the following on-going practices:			
A2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A4. Incorporate sustainability into employee orientations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A5. Create employee resource guide outlining company policies, employee responsibilities and (if applicable) green building features.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A6. Incorporate sustainability into staff meeting discussions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A9. Other: <input style="width: 600px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
From the PROGRAMS AND ACTIONS and PERFORMANCE MEASUREMENT sections (including A2-A8 not completed to meet the requirement above), complete: At least 2 more measures for SMALL businesses At least 4 more measures for LARGE businesses			
A10. Post educational information in your facility about steps you are taking to be a sustainable organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A11.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



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	YES	NO	n/a
A12. Appoint personnel responsible for green initiatives and organize a "green" steering committee or workgroup.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A13. Offer tours and/or distribute e-newsletter to customers and other stakeholders highlighting green practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A14. Encourage at least one other business to become a certified green business.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A15.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A16.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A18 Offer customers environmentally responsible products and services that demonstrate a commitment to sustainability.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A19. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PERFORMANCE MEASUREMENT			
A20.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A21.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A22. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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B. Waste Reduction & Recycling

POLICY	YES	NO	n/a
B1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROGRAMS AND ACTIONS			
General: The following 2 measures are required for all businesses:			
B2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B3. \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reduce waste: At least 5 ways for SMALL businesses At least 8 ways for LARGE businesses			
B4. Discourage the printing of e-mails, and transmit documents electronically through the use of PDFs or hyperlinks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B5. Set copier/printer defaults to double-sided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B6. Practice efficient printing and copying by using the size reduction feature to enable printing of two pages of a document or book onto one page.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B7. Eliminate or redesign forms to use less paper; or switch forms (such as invoices) to electronic format.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B8. Use a bulletin board or routing lists for memos and journals to reduce printed copies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B9. Eliminate paper copies of newspapers, journals, phone books, etc. by switching to on-line subscriptions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above.



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	YES	NO	n/a
B11.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B12. Avoid the use of "hard to recycle" materials such as packaging made from Styrofoam™ (polystyrene).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B13. In the lunch/break room, replace disposables with reusable kitchenware (e.g., mugs, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B14. For office functions, utilize reusable kitchenware.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B15. Reduce paper use in the bathroom (toilet paper, paper towels) using informational signage, dispensers that regulate sheet length, air dryers, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B16. Use optical scanners for inventory management, which give more details about inventory and allow for more precise ordering.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B18. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reuse material: At least 2 ways for SMALL businesses At least 4 ways for LARGE businesses			
B19. For drafts and internal documents, print on previously printed paper; designate a draft printer tray; and/or reuse office paper as scratch pads.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B20. Use continuous circulation envelopes to route information to employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B21. Give or sell reusable bags.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B22. Offer a small incentive to customers who bring their own shopping bags, return packaging for reuse, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B23.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B24. Designate a sharing and reuse area for office supplies such as binders, folders and staplers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	YES	NO	n/a
B25.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B26. Donate unopened cans of paints/solvents or return them to the place of purchase.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B27. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recycle the 5 REQUIRED materials and: At least 2 additional materials for SMALL businesses At least 3 additional materials for LARGE businesses			
B28.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B29.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B30.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B31.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B32.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B33.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B34.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B35.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B36.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B37.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B38.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B39. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



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	YES	NO	n/a
PERFORMANCE MEASUREMENT			
All businesses are REQUIRED to measure performance in at least one way:			
B40.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B41.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B42.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B43.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B44. Measure performance of other waste reduction and recycling measures in this section.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



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C. Environmentally Responsible Purchasing

POLICY	YES	NO	n/a
C1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROGRAMS AND ACTIONS			
Buy the one REQUIRED item with recycled content and: At least 3 additional items for SMALL businesses At least 5 additional items for LARGE businesses			
C2. REQUIRED: Letterhead, envelopes, and copier/printer paper with at least 30% post-consumer recycled content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C5. File folders, note pads, and business cards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C7. Garbage bags	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C8. Boxes and bags for retail use and/or shipping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C9.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C11.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C12. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



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	YES	NO	n/a
Green your supply chain and purchasing practices: At least 3 ways for SMALL businesses At least 9 ways for LARGE businesses			
Procurement Practices			
C13. Coordinate purchasing in order to eliminate duplicative or excess purchases, and minimize deliveries.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C14.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C15.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C16.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C17.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C18. Prohibit use of bottled water for office functions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C19. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Green Products and Services			
C20. Purchase products that have reusable or returnable containers or packaging.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C21.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C22.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C23.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C24.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C25.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	YES	NO	n/a
C26.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C27.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C28.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C29.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C30. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PERFORMANCE MEASUREMENT			
All businesses are REQUIRED to measure performance in at least one way:			
C31.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C32.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C33.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C34.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C35. Measure performance of other environmentally responsible purchasing actions in this section.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above.



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D. Pollution Prevention

POLICY	YES	NO	n/a
D1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROGRAMS AND ACTIONS			
Prevent pollution: Through the 5 REQUIRED actions and: At least 5 additional actions for SMALL businesses At least 9 additional actions for LARGE businesses			
D2. REQUIRED: Store all chemical, petroleum and other harmful products inside or under cover in their original containers or properly labeled secondary containers with tight fitting lids.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D3. REQUIRED: Store all chemical, petroleum and other harmful products in secure, controlled areas, away from ignition sources, food storage areas, and sewer and storm drains.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D7. Place trash and recycling receptacles at exterior locations such as building entrances/exits, parking lots and other appropriate places, and ensure they are emptied regularly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D9.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D10. Encourage staff to telecommute or use public transit on Code Orange, Red and Purple Days.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	YES	NO	n/a
D11.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D13.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D14.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D15. Use rechargeable batteries in battery operated appliances, flashlights, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D16. Replace toxic permanent ink markers/pens, correction fluid, etc. with non-toxic (e.g. water-based) alternatives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D17.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D18.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D20. Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D21.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D22.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D23.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D24. Pick weeds by hand rather than using herbicides (weed killers), which can contaminate local streams and the Chesapeake Bay.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D25. Use traps, barriers and less toxic pesticides (such as soaps, oils, microbials and baits). Apply on an as-needed (vs. set) schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	YES	NO	n/a
D26.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D27.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D28. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PERFORMANCE MEASUREMENT			
All businesses are REQUIRED to measure performance in at least one way:			
D29. Track volume of e-waste collected for recycling/reuse.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D30. Measure performance of other pollution prevention actions in this section.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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E. Energy Efficiency & Renewable Energy

POLICY	YES	NO	n/a
E1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROGRAMS AND ACTIONS			
Save energy: Through the 5 REQUIRED measures plus: At least 5 additional measures for SMALL businesses At least 10 additional measures for LARGE businesses			
<i>General</i>			
E2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E5. Set refrigerator temperatures between 35 and 38 degrees F and freezer temperatures between 0 and 5 degrees F.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E8. After brewing coffee or tea, turn off appliance. Rewarm liquid by using a microwave or keep warm by using a thermos or pump pot.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E9. Lower hot water heater thermostats to achieve 120 degrees F at all faucets.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



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	YES	NO	n/a
E11.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E13. Develop contract language for cleaning service requiring lights to be turned off after areas are cleaned and/or schedule daytime cleaning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E14.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E15.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E16. Insulate all accessible hot water pipes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E17.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E18 Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lighting			
E19. REQUIRED: Turn off all lighting and electronic devices when not in use. Use signage at light switches reminding staff to turn off lights.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E20. \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E21.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E22.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E23. Arrange workspace to take advantage of areas with natural light, or provide task lighting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E24.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	YES	NO	n/a
E25.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E26.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E27.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E28.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E29. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Heating, Ventilating, and Air Conditioning (HVAC)			
E30.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E31.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E32.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E33.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E34. Install and use ceiling fans for air circulation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E35. Use natural ventilation instead of air conditioning. Where possible, open windows at opposite ends of space (and turn off cooling system) to facilitate cross breezes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E36. Prohibit personal space heaters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E37.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E38.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	YES	NO	n/a
E39.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E40.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E41. Switch all electric heating systems including furnaces, boilers, and water heaters to natural gas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E42.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E43. Apply window film or other treatments to reduce solar heat gain on south and west facing single-pane windows if no natural shading is present.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E44.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E45. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternative Energy			
E46.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E47.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E48. \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E49. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



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Montgomery County, Maryland

	YES	NO	n/a
PERFORMANCE MEASUREMENT			
All businesses are REQUIRED to measure performance in at least one way:			
E50.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E51.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E52. Estimate the energy and financial savings from converting to more efficient fluorescent lamps or other efficient lighting fixtures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E53.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E54.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E55.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E56. Measure performance of other energy efficiency and renewable energy actions in this section.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



Green Business Certification Program

Montgomery County, Maryland

F. Stormwater Management & Efficient Water Use

POLICY	YES	NO	n/a
F1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROGRAMS AND ACTIONS			
Manage stormwater runoff: Through the 6 REQUIRED measures plus: At least 4 additional measures for SMALL businesses At least 7 additional measures for LARGE businesses			
F2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F3. REQUIRED: Keep trash cans, dumpsters, and recycling containers covered and ensure tight fitting lids.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F7. REQUIRED: Do not wash cars, equipment, or other items outside where run-off water flows straight to the storm drain; direct wash water to landscaped areas or a sanitary sewer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F9.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide information on the items above. (4,000 max characters)



Green Business Certification Program

Montgomery County, Maryland

	YES	NO	n/a
F11. Keep receiving/loading docks, dumpsters, and parking areas free of litter, debris, oil, chemicals, and other contaminants.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F13. Provide an outdoor ashtray or cigarette butt can for smokers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F14. Redirect downspouts toward stabilized landscaped areas where possible. Do not channel directly onto paved areas such as driveway, sidewalk, or street.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F15. \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F16. Regularly check for, remove, and properly dispose of litter, debris, and soil from storm drains on your property.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F17. Use shut-off valves at storm drains or keep temporary storm drain plugs at loading docks or outdoor areas for quick spill response.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F18. \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F19. \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F20. \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F21. \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F22. \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F23. \$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F24.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F25. Other: <input style="width: 600px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



Green Business Certification Program

Montgomery County, Maryland

	YES	NO	n/a
Conserve water: Through the 1 REQUIRED measure plus: At least 2 additional measures for SMALL businesses At least 3 additional measures for LARGE businesses			
F26.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F27. Post signs in restrooms and kitchen to encourage water conservation and reporting of leaks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F28. Use dishwasher only when full and post signage to remind employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F29.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F30. Install toilet retrofit kits that reduce water usage.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F31.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F32.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F33.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F34.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F35.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F36. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conserve landscaping water: Through the 1 REQUIRED measure plus: At least 3 additional measures for SMALL businesses At least 5 additional measures for LARGE businesses			
F37.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



Green Business Certification Program

Montgomery County, Maryland

	YES	NO	n/a
F38.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F39. Adjust sprinklers for proper coverage and avoid runoff onto paved surfaces.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F40	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F41.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F42	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F43.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F44.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F45. Use reclaimed water for irrigation and other approved uses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F46. Use positive shut off nozzles on all hoses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F47.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F48.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F49.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F50.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F51. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



Green Business Certification Program

Montgomery County, Maryland

	YES	NO	n/a
PERFORMANCE MEASUREMENT			
All businesses are REQUIRED to measure performance in at least one way:			
F52.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F53.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F54. Measure performance of other stormwater management and/or water conservation actions in this section.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



Green Business Certification Program

Montgomery County, Maryland

G. Transportation & Travel

POLICY	YES	NO	n/a
G1. REQUIRED: Establish transportation and travel policies. Use the actions in this section to guide the development of these policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROGRAMS AND ACTIONS			
Implement transportation and travel measures: Through the 2 REQUIRED measures plus: At least 5 additional measures for SMALL businesses At least 10 additional measures for LARGE businesses			
G2.	\$ <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G3.	\$ <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G5.	\$ <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G6.	\$ <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G7.	\$ <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G8. When recruiting and training personnel, highlight company benefits that encourage non-single occupancy vehicle travel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G9. Schedule Commuter Information Days and offer special incentives to employees who take positive actions toward adopting non-single occupancy vehicle travel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G10.	\$ <input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G11.	\$ <input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



Green Business Certification Program

Montgomery County, Maryland

		YES	NO	n/a
G12.	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G13.	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G14.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G15.	Offer on-site lockers and showers, or make arrangements for the use of nearby facilities, to encourage walking, jogging, or bicycling to work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G16.	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G17.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G18.	Provide incentives for alternative mode commuting that are greater than for solo driving.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G19.	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G20.	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G21.	Offer a shuttle service to and from bus, train, and/or Metrorail stops.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G22.	Provide a employer owned van for employee vanpooling.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G23.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G24.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G25.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G26.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



Green Business Certification Program

Montgomery County, Maryland

	YES	NO	n/a
G27.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G28. Coordinate delivery routes to minimize/eliminate unnecessary trips.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G29.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G30. Provide access to a tire air compressor on the premises for company and employee vehicles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G31.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G32.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G33.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G34.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G35. While on business travel, encourage employees to take the train, bus, or subway when feasible instead of a rental car. If a rental car is necessary, use fuel efficient vehicles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G36. Utilize videoconferencing and other technological solutions that reduce employee travel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G37.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G38. Discourage flying when other options such as rail travel or videoconferencing are readily available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G39.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G40.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G41. Other: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)



Green Business Certification Program

Montgomery County, Maryland

	YES	NO	n/a
PERFORMANCE MEASUREMENT			
All businesses are REQUIRED to measure performance in at least one way:			
G42.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G43.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G44.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G45. Measure performance of other transportation and travel actions in this section.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space to provide supporting information on the items above. (4,000 max characters)