

# Green Business Certification Program

## Montgomery County, Maryland

### Application for Office/Retail - Tenant

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. Additional information is available at the Frequently Asked Question section of the program website.

#### 1. Getting Started

We suggest you scroll briefly through this document to get a feel for the level of effort required to become a certified Green Business. The application is designed to provide each business with the flexibility to pursue a wide variety of measures. The checklist can be saved, so you don't have to complete it all at once, and it can be shared with others in your organization.

#### 2. Contact Information

Complete the basic information about your business on Page 4. The contact information is very important. These individuals will serve as the primary liaisons between your organization and the Green Business Certification Program.

#### 3. Application Specifics

Identify those actions that you currently practice and those actions that you will complete in order to become certified. Please note the following:

##### a. *Organization* - The checklist consists of seven sections:

- Organizational Commitment
- Waste Reduction & Recycling
- Environmentally Responsible Purchasing
- Pollution Prevention
- Energy Efficiency & Renewable Energy
- Stormwater Management & Efficient Water Use
- Transportation & Travel

In order to promote a comprehensive and results-oriented approach to sustainability, each section is also divided into:

- Policy
- Programs and Actions
- Performance Measurement

##### b. *Requirements* - 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 required to become certified 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 businesses.

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- c. *“Other” Actions* - Since the checklist cannot include the universe of environmental actions, and particular businesses have unique opportunities and challenges, you are encouraged to implement, and will receive credit for, innovative actions not listed in the application assuming they meet the spirit of the program. These actions can be entered in the “Other” box in each subsection of the application -- note that more than one “Other” action is acceptable.

For example, a hair salon might include an action related to the use of organic hair products. Another company might provide bonus vacation time for employees that commute using sustainable transportation. Still another might want to host a green fair for employees and customers.

- d. *Use of the Not Applicable (n/a) Check Box and Working with Your Property Manager* - The “n/a” check box should be checked when you don’t have control over a particular item or it does not apply to your business. For example, one of the checklist items is “Give or sell reusable bags.” For non-retail operations, this will likely not apply. In this case, you should check the n/a box.

Some businesses have more control over building operations and property than others. A business that has a “triple net lease” generally has significantly more control than does a tenant with a “full service lease” and there are many variations in between.

Some businesses might have a very high number of “n/a” actions in certain sections of the application, disproportionately limiting their available options. In such circumstances it is particularly important to indicate which actions are not applicable to your business, and this will be taken into account in determining whether your business meets Green Business Certification standards.

Regardless of the degree of control over your building operations, the program strongly encourages tenants to engage and partner with their property managers. If an action is beyond your control, but you have successfully collaborated with your property manager to implement that action, check “Yes!” and get credit for it!

- e. *Space for supporting Information* - Use this box at the bottom of each page to explain any measures or circumstances that will assist the verification team in assessing your application.

#### 4. Resource Guide

The application is integrated with an extensive and interactive Resource Guide designed to help you determine which actions to pursue and how. The Resource Guide and its web links can be accessed by clicking on the actions **highlighted in green** in the checklist. The Guide contains the following components:

- *For More Information:* Clarifies the action and answers the questions: How do I implement this action (tips, templates, etc.) and/or why is it important? Here you can also find related and more in-depth information. In a number of instances, there are links to inspiring business models and ideas.
- *Financial Incentives:* Provides information on rebates, tax incentives, free products and services, etc. offered by the County, State and/or Federal Government. A \$ sign appears next to actions on the checklist indicating existing financial incentives.

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### 5. Verification

Once your application has been submitted, the Montgomery County Green Business Certification Program staff will contact you to arrange a convenient time for an on-site verification visit. The on-site visit includes a visual review of your facility and a discussion with your staff involved in this effort. You are encouraged to think about what you would want to show the Program staff to demonstrate particular checklist item accomplishments. Documentation varies by action, but could include things like viewing company policies, office products and signage, etc. While verification is central to ensuring the integrity of the Montgomery County Green Business Certification Program, the onsite visit is designed to be collegial and helpful. The visit should not take long, although this is dependent upon the size and complexity of your organization.

### 6. Certification by Location

Certification is by individual location. Entities with more than one location (e.g. different branches of a bank) in the County may pursue certification for each location.

### 7. Cost of Certification

The cost of certification, which is valid for two years, is \$100 for SMALL businesses and \$250 for large businesses.

### 8. Submission of the Completed Checklist

When you have completed all of the required actions and the specified number of other actions in each category, submit the completed checklist to the Green Business Certification Program. There are two ways to submit the checklist:

a. Electronically by clicking the submit button below. This method is preferred and will expedite processing of your application.

b. Printing the completed checklist and mailing it to:

Green Business Certification Program  
255 Rockville Pike, Suite 120  
Rockville, MD 20850

Whichever method you choose, don't forget to include additional documentation to assist with the verification process. For electronic submissions, documents can be attached to the e-mail that transmits the completed checklist.

9. Following submission of your checklist, please submit a check for the certification fee to the address above in the appropriate amount payable to: *Montgomery County Government*.

**If you have any questions about the Green Business Certification Program, refer to the Frequently Asked Questions section of the program website, contact the program office via e-mail at [MCGreenBiz@montgomerycountymd.gov](mailto:MCGreenBiz@montgomerycountymd.gov), or contact Doug Weisburger, Green Business Certification Program Manager at 240-777-7775.**

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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.

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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			
<b>Engage management and staff in the Green Business Certification Program: Complete 3 of the following on-going practices:</b>			
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"/>
<b>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</b>			
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 style="width: 600px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>PERFORMANCE MEASUREMENT</b>			
A20.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A21.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A22. Other: <input style="width: 600px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>LANDLORD COMMUNICATION</b>			
A23.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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### B. Waste Reduction & Recycling

<b>POLICY</b>	YES	NO	n/a
B1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>PROGRAMS AND ACTIONS</b>			
<b>General: The following 2 measures are required for all businesses:</b>			
B2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div style="border: 1px solid black; padding: 5px;"> <b>Reduce waste:</b>  <b>At least 5 ways for SMALL businesses</b>  <b>At least 8 ways for LARGE businesses</b> </div>			
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"/>

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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 style="width: 600px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Reuse material:</b> <b>At least 2 ways for SMALL businesses</b> <b>At least 4 ways for LARGE businesses</b>			
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"/>

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

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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 style="width: 650px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Recycle the 4 REQUIRED materials and:</b> <b>At least 2 additional materials for SMALL businesses</b> <b>At least 3 additional materials for LARGE businesses</b>			
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. Other: <input style="width: 650px; 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)

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	YES	NO	n/a
<b>PERFORMANCE MEASUREMENT</b>			
<b>All businesses are REQUIRED to measure performance in at least one way:</b>			
B39.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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. 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"/>
<b>PROGRAMS AND ACTIONS</b>			
<b>Buy the one REQUIRED item with recycled content and:</b> <b>At least 3 additional items for SMALL businesses</b> <b>At least 5 additional items for LARGE businesses</b>			
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 style="width: 60%; border: 1px solid black;" 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
<b>Green your supply chain and purchasing practices:</b> At least 3 ways for SMALL businesses At least 9 ways for LARGE businesses			
<b>Procurement Practices</b>			
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 style="width: 600px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Green Products and Services</b>			
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 style="width: 600px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>PERFORMANCE MEASUREMENT</b>			
<b>All businesses are REQUIRED to measure performance in at least one way:</b>			
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. (4,000 max characters)

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### D. Pollution Prevention

POLICY	YES	NO	n/a
D1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>PROGRAMS AND ACTIONS</b>			
<b>Prevent pollution: Through the 5 REQUIRED actions and: At least 4 additional actions for SMALL businesses At least 8 additional actions for LARGE businesses</b>			
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. Other: <input style="width: 60%; border: 1px solid black;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>PERFORMANCE MEASUREMENT</b>			
<b>All businesses are REQUIRED to measure performance in at least one way:</b>			
D23. Track volume of e-waste collected for recycling/reuse.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D24. 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"/>
<b>PROGRAMS AND ACTIONS</b>			
<b>Save energy: Through the 5 REQUIRED measures plus:</b> <b>At least 4 additional measures for SMALL businesses</b> <b>At least 8 additional measures for LARGE businesses</b>			
<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"/>

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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 Other: <input style="width: 600px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Lighting</b>			
E18. 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"/>
E19. <span style="float: right; color: green; font-weight: bold;">\$</span>	<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. Arrange workspace to take advantage of areas with natural light, or provide task lighting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E23.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E24.	<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
E25.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E26. Other: <input style="width: 600px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Heating, Ventilating, and Air Conditioning (HVAC)</b>			
E27.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E28.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E29.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E30. Install and use ceiling fans for air circulation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E31. 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"/>
E32. Prohibit personal space heaters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E33.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E34.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E35.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E36.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E37. 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
<b>Alternative Energy</b>			
E38.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E39.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E40. Other: <input style="width: 60%; border: 1px solid black;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>PERFORMANCE MEASUREMENT</b>			
<b>All businesses are REQUIRED to measure performance in at least one way:</b>			
E41.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E42.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E43. 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"/>
E44.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E45.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E46.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E47. 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"/>
<b>PROGRAMS AND ACTIONS</b>			
<b>From the PROGRAMS AND ACTIONS and PERFORMANCE MEASUREMENT sections, manage stormwater runoff and conserve water: Through the 5 REQUIRED measures plus:</b> <b>At least 3 additional measures for SMALL businesses</b> <b>At least 6 additional measures for LARGE businesses</b>			
<i>Stormwater Management</i>			
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.   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"/>
F6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F9.   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"/>

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
F10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F11. Provide an outdoor ashtray or cigarette butt can for smokers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F13. Other: <input style="width: 600px; height: 20px;" type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Water Conservation</b>			
F14.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F15. Post signs in restrooms and kitchen to encourage water conservation and reporting of leaks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F16. Use dishwasher only when full and post signage to remind employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F17.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F18. Install toilet retrofit kits that reduce water usage.	<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. Use positive shut off nozzles on all hoses.	<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
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"/>
<b>PERFORMANCE MEASUREMENT</b>			
F26.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F27.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F28. 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"/>
<b>PROGRAMS AND ACTIONS</b>			
<b>Implement transportation and travel measures: Through the 2 REQUIRED measures plus:</b> <b>At least 5 additional measures for SMALL businesses</b> <b>At least 10 additional measures for LARGE businesses</b>			
G2. <span style="float: right; color: green; font-weight: bold;">\$</span>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G3. <span style="float: right; color: green; font-weight: bold;">\$</span>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G5. <span style="float: right; color: green; font-weight: bold;">\$</span>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G6. <span style="float: right; color: green; font-weight: bold;">\$</span>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G7. <span style="float: right; color: green; font-weight: bold;">\$</span>	<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. <span style="float: right; color: green; font-weight: bold;">\$</span>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G11. <span style="float: right; color: green; font-weight: bold;">\$</span>	<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 an 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. 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"/>
G35. Utilize videoconferencing and other technological solutions that reduce employee travel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G36.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G37. Discourage flying when other options such as rail travel or videoconferencing are readily available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G38.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G39.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G40. 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
<b>PERFORMANCE MEASUREMENT</b>			
<b>All businesses are REQUIRED to measure performance in at least one way:</b>			
G41.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G42.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G43.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G44. 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)