

Living Green Locally Certification Criteria

#	Initiative
AWARENESS	
101	Complete a Green Awareness training for employees
102	Offer bike riding, walking and public transportation incentive for employees
103	Encourage employees to use green practices at home
104	Display signs reminding employees of the organizations green practices and policies
105	Display signs, seals and logos that display your organizations green practices and policies to the public.
106	Join a green or socially responsible organization and encourage employees to do the same
107	Educate staff and community by offering website resources and educational materials
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TOXINS	
200	Replace all cleaning supplies with chemical free, non toxic alternatives
201	Do not use antibacterial soaps, surface cleaners, wipes or sprays
202	Steam mop for day to day cleaning

203	Replace pesticides with Green alternatives or remove completely through integrated pest management
204	Replace disinfectants with non toxic Green alternatives
205	Dispose of hazardous waste e.g. paint, chemicals, properly
206	Provide hand soaps that are free of common toxins
207	Remove hand sanitizers or replace with chemical free alternative
208	Prohibit the use of chemical fertilizers and herbicides
209	Prohibit the use of chemical parking lot and sidewalk cleaners
210	Have chemical free carpet cleaning performed at least 2x a year
211	Use sand or other non toxic ice solution
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CONSERVATION

300	Install CFL or led bulbs in the most used fixtures (at least 1/3 of total)
301	Install motion detector switches in applicable areas e.g. bathrooms, closets
302	Use a timer or sensor for outside lights
303	Turn off all lights and signs after hours except safety lighting
304	Complete an energy audit and create plan to reduce usage by at least 10%
305	Use programmable thermostats
306	Use smart energy power strips and/or wall switches to power off electronic devices
307	Install automatic sensing faucets

308	Install displacement bladders in tank of toilets over 3.5 gpf
309	Rain barrel for landscape watering
310	Soaker system for scrubs, flowers, or garden
311	Laminate And Reuse Common Papers and establish common communication boards
312	Cancel All Junk Mail, Magazines & Catalogs replace with electronic versions
313	Permanent Washable Filter For Hvac System
314	Choose re-used, recycled, or FSC certified boxes and bags for retail use or shipping.
315	Move website to a Green hosting service
316	Provide only chlorine free, recycled content paper products
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WASTE STREAM

400	Create and distribute a company wide sustainability policy
401	Use all available community recycling programs
402	Install recycle bins inside the building for both employees and customers and post recycling guidelines in a convenient location
403	Buy items in bulk or with minimal packaging to reduce waste
404	Complete a carbon audit and participate in a carbon off-set program
405	Allow employees to keep items that are no longer being used to divert from the waste stream
406	Use Recycled Ink and/or toner Products In Printers and Recycle or sell your used cartridges.
407	Conduct a waste audit and set goals to divert waste streams and reduce waste production.

408	Compost grass and yard clippings or ensure your landscaping company practices this
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INDOOR AIR QUALITY

500	Remove all aerosol sprays
501	Paint with low or no VOC paints
502	Use only HEPA vacuums
503	Place heavy mats at all entrances
504	Clean HVAC system 2x a year
505	Install VOC eating plants in every area
506	Mold free (by inspection)
507	Open windows for at least 5 minutes daily or one entire day a month
508	Install Carbon Monoxide detector(s) or test every 6 months
509	Install Radon gas detector(s) or test at least once a year
510	Encourage employees to bring attention to any ventilation issues and have them resolved by a professional if necessary
511	Request employees use no or only chemical free perfumes
512	Remove all air fresheners, candles, sprays or replace with chemical free alternatives
513	Do not allow suppliers or employees to idle near the facility and discourage customers from idling
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SUPPLY CHAIN

600	Encourage staff and customers to use Living Green locally businesses and VIP cards
601	Use buying/hiring power to promote local green businesses and services
602	Follow EPA Green supply chain recommendations
603	Avoid expedited shipping and air freight delivery.
604	Select and purchase goods and services that have the least possible environmental impact throughout the course of every phase of their lifecycle including manufacturing, shipping/transportation, use, and recycling or disposal.
605	Work with suppliers to develop a reusable container system or set up a container reuse program for products you are distributing
606	Reduce transport emissions by purchasing from or distributing to local warehouses and facilities
607	Require that all partner organization provide an overview of their green policies and procedures
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SOCIAL IMPACT

700	Work with local non for profit organizations
701	Operate in an underserved community
702	Offer an discounted services to underprivileged individuals or organizations
703	Put into place policy that considers a triple bottom line: People, Planet & Profits
704	Work with organizations within the community to create work related volunteer opportunities for your employees
705	Sponsor a fundraising or donation drive for a local group in need at least once a year
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MISC (Not Mandatory)

800	Assist at least one other business in learning about eco-efficiency and encourage them to join LGL
801	Put together an office Green Team which will serve as the initial supporters of greening your business as well as enlisting and informing all employees of key activities.
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