



General Information

Introduction

The Green Cedar Valley Initiative is a program designed to develop and promote the Cedar Valley as an environmentally progressive location to live and visit. Through the GCVI Certification program, businesses can be certified as 'green' meaning that they meet minimum requirements toward reducing their negative environmental impact, promoting earth-friendly choices and encouraging healthy lifestyles. By making these efforts, we improve the quality of life for visitors and residents of the Cedar Valley and across the globe. The GCVI will promote participating businesses locally, regionally and nationally through various media sources including print, web and/or video, letting the world see our efforts toward a greener tomorrow.

Becoming Certified

To become certified under the Green Cedar Valley Initiative, a business must complete the application form, accumulate 40 points from the checklist and meet the Basic Requirements. Once certified, each business's overall point total will be noted on the GCVI website with their listing. Original or outstanding ecological measures will be recognized along with the top scorers in the 'Green Leaders' section.

Certification Renewal

To renew certification, businesses may do one of two things:

1. Prior to the renewal date, submit a copy of your original (or most recent) application form along with a signed statement that the application is still valid and the information is still accurate.
2. If changes have occurred since the previous application, a new application outlining new and existing efforts must be completed. This will allow the online point total to reflect changes and increase with improved efforts. Without completing a new application, there is no way for the GCVI to recognize growth. Annual completion of the application and baseline assessment are strongly encouraged.

Certification Loss

While participation in the GCVI certification program is voluntary, it is the responsibility of the participating business to ensure that the application form and renewal letters are accurate and that the claims on such are true and maintained. Comments and feedback from the public will be taken into consideration and investigated when necessary. Should the statements of the business be found to be untrue or misrepresented, the GCVI reserves the right to remove certification, though this will be considered a last resort.

2009 Application

Basic Requirements

To achieve certification a minimum of 40 points must be accumulated with at least one effort in 7 of the ten categories. Each item is worth one point unless otherwise noted. If you are undertaking an effort that is not listed, please include it in the space provided at the end of each category along with the point value you feel it merits. Each of the write-in efforts will be considered and applied points where the GCVI deems appropriate. Use the last page, 'Notes', for descriptions or details requested or attach if needed. If there is an effort that you are planning to implement during the calendar year, please indicate the expected completion date for each item on the final page.

Applicant Information

Name of business/organization: _____

Contact person: _____

Contact Information: Street _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Point Evaluation

1) Communication: Internal & External – Efforts to increase awareness in employees, customers and the public are important in encouraging green practices both inside and outside your business.

- We advertise our green practices & policies on our website and/or in our marketing materials.
- Information about our green practices and policies are communicated verbally in the community (speeches, interviews with media, etc.).
- We provide literature and/or post signs outlining our green practices & policies.
- Public tours are offered to showcase our green practices & policies. (Tours must be advertised on or off the property.)
- We provide training and education to involve employees in our green practices & policies.
- Ongoing education is provided to staff via periodic meetings or trainings to encourage new and continuing green practices & policies. Frequency: _____ **(2)**
- We provide training and education to employees encouraging green & healthy efforts at home and during off-work hours.
- We offer educational opportunities to the public &/or customers on green practices & policies.
- Staff and/or customers are encouraged to, and provided an opportunity to, evaluate our efforts toward green practices & policies.
- Other communications efforts: _____

- Other communications efforts: _____

1)Subtotal: _____

2) **Community Impact** – Supporting the local community helps maintain the quality of life for all who live in and who visit the Cedar Valley by providing jobs, increasing training/education and access to services among other things.

- Our staff consists of Cedar Valley residents. Percentage: _____
- We buy locally grown, produced or raised foods. Percentage of food purchases that are local: _____ Types/names of local food products: _____

- We use local service providers and/or purchase local crafts or products. Product name/service type: _____

- We promote local businesses to our customers and staff through literature, posters, etc.
- We are a member of the Greater Cedar Valley Chamber, Alliance or other local business organization. List: _____

- We contribute to local organizations or events through sponsorships, gifts or in-kind services. List: _____

- We support local non-profits or charity organizations financially or through volunteer hours. List: _____

- We offer staff an incentive program to encourage volunteering for local charity organizations. Describe program: _____
_____ (2)
- We offer our property/facility to local organizations or events at a free or reduced cost.
- Other community impact efforts: _____

Other community impact efforts: _____

2)Subtotal: _____

3) **Buying & Inventory Management** – The power of the purse is one of our strongest influences. By making socially and ecologically conscious purchasing decisions, we can have a global impact.

- We buy organic foods and products. Product names/types: _____
- We buy post-consumer waste recycled products. Product names/types: _____
- We buy fair-trade foods and products. Product names/types: _____
- We buy durable and reusable products. Product names/types: _____
- We purchase from suppliers that supply and collect reusable or recyclable packaging or pallets.
- We purchase from suppliers that do not discriminate and who do not use exploitative hiring or employment practices/contracts.
- Our marketing materials are printed with soy ink on paper with high recycled content.
- Our meetings and events are held at green-focused meetings sites.
- Other purchasing efforts: _____
- _____
- _____
- _____
- Other purchasing efforts: _____
- _____
- _____
- _____

3)Subtotal: _____

4) Personal Health & Wellness -- By encouraging healthy practices for staff and customers we can help create healthy habits, reduce healthcare costs and encourage mental & physical health.

- We offer low calorie, low-fat, low-cholesterol or other healthy menu options. List types: _____
- _____
- We offer low-calorie, low-fat, low-cholesterol or other healthy options in our vending machines.
 - All vending machine foods include nutritional information.
- We promote water as a beverage option through drinking fountains, water cooler and/or in our vending machines.
- We require healthy menu options at company events, conferences, etc.
- We offer staff a refrigerator, microwave and/or sink to prepare and store meals.
- We offer staff access to a gym or recreational facility for free or at a reduced cost.
- We provide a changing room/locker room with a shower for employee use.
- We offer customers free access to fitness equipment or a gym.
- Upon request, we provide nutritional information on our menu items to customers.
 - We provide nutritional information on our menu items to every customer. **(2)**
- We provide information or literature to customers &/or staff on healthy lifestyle choices.

- We offer staff wellness programs such as fitness, nutrition or diet, quit smoking, etc. Describe programs: _____
- We offer these programs at no charge and/or with an incentive. **(2)**
- We provide free/reduced cost, on-site health screenings for staff, customers or members (blood pressure, glucose, cholesterol).
 - We provide an on-site Registered Nurse or doctor for employees. **(2)**
- We provide health insurance coverage for preventative care.
- We sponsor/participate in physical health events (health fairs, disease awareness walks, etc.).
- We sponsor community events promoting physical activity (sports teams, rec. clubs, races, etc.).
- We allow flexible work arrangements/scheduled to allow for periods of physical activity.
- We require stretch/physical activity breaks for meetings lasting more than one hour.
- We promote stair use (promotional signs, clean & well-lit stairwells, rotating art displays, etc.).
- We provide secure bike parking for employees &/or customers.
- Other health & wellness efforts: _____
- Other health & wellness efforts: _____

4)Subtotal: _____

5) Air Quality Management – Indoor and outdoor air quality is important to reduce air pollution and improve our physical health.

- Our exhaust fans have exterior ventilation.
 - We use dehumidifiers.
 - We use HEPA filters in our HVAC system.
 - Our HVAC system is checked regularly for mold, bacteria and air obstructions.
 - Frequency: _____
 - We do not use air deodorizers to mask smells.
 - Smoking is prohibited in all of our buildings.
 - Smoking is prohibited on all of our property including parking lots and outdoor areas. **(2)**
 - We have good ventilation in all high-humidity areas (laundry, kitchen, bathrooms with showers).
 - We only use low-VOC paints and finishes.
 - We only use **no**-VOC paints & finishes. **(2)**
- Our property is regularly tested for: (frequency).
- carbon monoxide _____
 - radon _____
 - lead _____
 - asbestos _____
 - other: _____

- We avoid using products with CFCs.
 - Existing CFCs are properly disposed of.
- Other clean air preservation efforts: _____

- Other clean air preservation efforts: _____

5)Subtotal: _____

6) Outdoor/Landscape Management – Preserving the natural surroundings of your property helps to maintain the health of wildlife, human life and overall ecological balance.

- Our landscaping is done with native plants, reducing the need for fertilization and irrigation.
 - We are implementing projects to rehabilitate natural areas of the property. Describe projects: _____
 _____ **(3)**
- We water, when necessary, in early morning or at night to reduce evaporation.
- We only use organic fertilizers on our landscaping.
- We use a pest management system to reduce/eliminate the use of toxic insecticides.
- We irrigate with drip or soaker systems and use mulch to improve ground absorption.
- We collect rain/storm water onsite. Capacity: _____
- We use low reflecting glass.
- Our outdoor lighting is set to motion detectors rather than constant exterior lighting.
- We secure food & trash to avoid feeding animals.
- We promote responsible wildlife viewing: at a distance, avoiding animals during sensitive times.
- We promote the seven steps of the Leave No Trace principles ([.LNT.org](http://LNT.org)).
- We provide educational materials on native plants and wildlife.
- We provide field guides and self-tour information.
- We use interpretive signs to educate customers.
- We support environmental conservation through donations and/or volunteer hours.
 Organizations/efforts: _____
 _____ **(2)**
- Other outdoor/landscape management efforts: _____

- Other outdoor/landscape management efforts: _____

6)Subtotal: _____

7) Transportation & Emissions Management – By decreasing emissions and making conscious choices in transportation, we can considerably reduce our environmental footprint.

- We encourage employees &/or customers to use public transportation, ride share, walk or bike to work through access to or posting of related information.
 - We offer incentives or discounts to employees &/or customers who use alternative transportation (free bus passes, carpool parking spots, etc.). **(2)**
 - We organize a staff carpool. **(2)**
- We offer bicycles for use or rental.
- Some of our company vehicles are hybrid, electric, biodiesel, E85, flex fuel or use other alternative fuel. Percentage of fleet: _____ Type of alternative fuel: _____
 - All of our vehicles use alternative fuels. Fleet size: _____ **(3)**
- We offer video conferencing, conference calls or other alternative meeting options to reduce the need for transporting staff.
- We offer some or all of our staff transportation-reducing work options (four-day work weeks, telecommuting, etc.). Percentage of staff offered options: _____
- We plan tour routes to minimize the number of miles driven.
- We enforce a 'no idle' program for company vehicles.
- We offer customers access to carbon-offset options or services.
- We offset our CO2 emissions. Percentage: _____
 - We offset **all** of our CO2 emissions and are, therefore, carbon neutral. **(4)**
- Other transportation efforts: _____

- Other transportation efforts: _____

7)Subtotal: _____

8) Water & Wastewater Management – Conserving water use and managing wastewater can support healthy drinking water, increase availability of fresh water and reduce water pollution.

- Our fixture additions and replacements are low-flow fixtures. Since: _____(mo./year)
 - All of our fixtures are low-flow fixtures. **(2)**
- We have wastewater reduction programs in place (i.e.: linen reuse programs, optional glasses of water, etc...). Describe: _____

- We manually clean (sweep or vacuum, not hose off), pool areas, parking lots, sidewalks and other large areas are regularly.
- All of our appliances using water are on a regular maintenance schedule to prevent or fix efficiency problems.
- All of our appliances using water are set at appropriate water levels for capacity and used at the most efficient water temperatures.
- We use reclaimed water. How? _____
- We minimize and treat wastewater to reduce environmental harm and pollution.
- Our plumbing pipes and fixtures are on a regular maintenance/inspection schedule to prevent and repair leaks.
- Our cleaning and laundry products are non-toxic, phosphate-free, & biodegradable. Names of products used: _____

- Our dishwashing products are biodegradable and do not contain nitrilotriacetic acid or chlorine bleach. Names of products: _____

- We properly dispose of hazardous chemicals and waste, not in our wastewater.
- Other water conservation efforts: _____

- Other water conservation efforts: _____

8)Subtotal: _____

9) Energy Management & Conservation -- Reducing the amount of energy used helps reduce the amount of greenhouse gases, lower energy costs and conserve natural resources.

- We have had an energy audit done on our facilities in the past 12 months.
 - We have regular energy audits done on our facilities to determine our energy efficiency. Frequency: _____ Service provider: _____
- We use CFL (compact fluorescent) light bulbs in place of regular or incandescent bulbs.
- Our lighting fixtures are on a replacement schedule for Energy Star certified fixtures.
 - All of our lighting fixtures are Energy Star certified. **(2)**
- We use occupancy sensors and/or timers on lights in all low-use areas.
- We use occupancy sensors and/or timers on HVAC in all low-use areas.
- We use day lighting sensors to limit use of artificial lighting.
- Exit signs low-energy LED lighted signs.
- Our appliance additions and replacements are all done with Energy Star certified appliances.
 - Since: _____ (month/year)
 - All of our appliances are Energy Star certified. **(2)**
- Our window additions and replacements are all done with Energy Star certified windows.

Since: _____ (month/year)

- All of our windows are Energy Star certified. **(2)**
- HVAC system is on a regular maintenance schedule to prevent and repair efficiency problems.
- All of our pipes are insulated to improve energy efficiency.
- Water heaters are insulated to improve energy efficiency.
- The HVAC is run on a programmable thermostat for optimal efficiency.
- Appliances and electronics (i.e.: computers, monitors, printers, coffee makers) are turned off when not in use.
- Exterior doors include air-locks and/or revolving doors.
- Weather stripping is being used on all external doors.
- Guest rooms or closed offices have operable windows.
- Use of air conditioning is reduced by opening windows when applicable.
- We use energy key cards to control the HVAC, lights, etc. according to current occupancy. **(2)**
- We inform our customers of our energy saving practices and how they can participate.
- Our building is designed to use passive solar heating.
- Our building is designed to use cooling techniques (ceiling fans, exterior shading, natural or mechanical ventilation, etc.). Technique(s) used: _____
- We purchase renewable energy through our utility company. Type: _____
- Other energy conservation efforts: _____

- Other energy conservation efforts: _____

9)Subtotal: _____

10) Waste Management & Recycling – Waste can be reduced through an array of efforts, many of which end up saving you money in waste removal, saving energy in transportation and saving on pollution in greenhouse gases.

- We provide, promote and enforce a policy of recycling for both customers and employees. This includes the following types of waste: (circle all that apply) **1 point per 3 categories. Total:** _____

Aluminum cans	Steel (tin) cans	Plastic containers	Glass bottles & jars
Office paper	Newspaper	Corrugated cardboard	Magazines
Major appliances	Waste tires	Batteries	Yard waste
Used motor oil	Ink & toner carts.	Carpet	Mixed paper
Junk mail	Boxboard	Phonebooks	Plastic bags

- We recycle fluorescent bulbs.
- We properly identify and dispose of hazardous waste.
- We compost food waste.
- We compost yard waste.

- We use reusable products and goods rather than disposables. This can include but is not limited to: soap & shampoo dispensers, cloth towels & table linens, glasses instead of plastic cups, reusable cutlery, and reusable/returnable packaged goods. Please list the areas in which you use these products. _____
- We purchase consumable goods in bulk to reduce packaging waste. Examples include: cleaning products, beverages and condiments. Please list the products you use: _____
- We purchase paper products (office paper, paper towels, napkins and toilet paper) that are a minimum 30% post-consumer waste recycled content.
- We donate used furniture, linens and other items to local charities and/or shelters.
- We donate excess food to local charities and/or shelters.
- We encourage the use of reusable bags over plastic/disposable.
 - We offer incentives for customers to use reusable bags over plastic/disposable. **(2)**
- We provide newspapers and other disposable literature to individuals upon request only (not applicable to literature available in public spaces or reusable literature).
- All of our remodeling and upgrading is done with green materials, energy star appliances and energy saving fixtures. Since: _____ (month/year)
 - All remodeling and upgrades are green certified (LEED or Energy Star). **(2)**
- Other waste reduction efforts: _____
- Other waste reduction efforts: _____

10)Subtotal: _____

Point Totals

- Section 1 _____
- Section 2 _____
- Section 3 _____
- Section 4 _____
- Section 5 _____
- Section 6 _____
- Section 7 _____
- Section 8 _____
- Section 9 _____
- Section 10 _____

Total: _____

Signature: _____

Date: _____

Title: _____

Baseline Assessment

From: / / To: / / .

Completion of this form is only required for those who are receiving a grant from the GCVI.* Otherwise it is an opportunity to assess your current standing to use for comparison purposes, show growth and progress with tangible evidence to staff and customers.

Fill in all available information to create a starting measure for your green efforts. Figures presented from each section should be collected over the same 12 month period.

- 1) Solid Waste** -- Information should be available from waste collection company or can be estimated by weighing solid waste over several one-week periods throughout the year, averaging the weeks and multiplying by 52. Units for each entry should be specified, i.e. Tons, Cubic feet, etc.

Waste to Landfill: _____/yr.

Waste being reused, recycled or composted: _____/yr.

Cost of disposal: \$ _____/yr.

- 2) Energy: Electricity & Gas** -- Information to be collected from utility companies and/or vehicle fuel receipts to average the miles per gallon.

Electricity used: _____ (kWh)/yr.

Natural Gas: _____ (Therms)/yr.

Oil: _____ (gal)/yr.

LPG: _____ (gal)/yr.

Diesel Fuel: _____ (gal)/yr.

Unleaded Vehicle Fuel: _____ (gal)/yr.

Renewable Energy (type & units): _____/yr.

Other Energy (type & units): _____/yr.

Annual Cost: \$ _____/yr.

- 3) Water Use** -- Obtain information from water utility company or bills. Estimate consumption if this is not available.

Volume used (specify unit, i.e. gal): _____/yr.

Annual Cost: \$ _____/yr.

* GCVI Grant recipients must fill out the Baseline Assessment each year a grant is received. If unable to complete the form in its entirety, please provide an explanation for the missing information.

