

# Become a Certified Green Business Today.

with the Office  
of Sustainability  
and Resilience

A free  
voluntary  
program



## About

The **Green Business Certification Program** is designed to increase sustainability through innovative solutions within your business. This voluntary program aims to create a balance between the workplace and natural environment through increasing efficiency and reducing the use of energy, water, and waste. By helping green our city, you will receive a certification for your place of business and you will be included on the list of Certified Green Businesses, so residents and customers alike can recognize you for your actions.

There are three certification checklists that you can choose from based on your type of business: food industry, lodging and hotel, or all other businesses. The guide detailed in this document is intended to assist businesses in meeting the minimum requirements of the program, as listed in Questions 1 to 5 on the certification checklist.

Businesses can also meet certification for "Silver" or "Gold" by implementing additional sustainability measures and answering Questions 6 to 10 on the checklist.

Submissions will be evaluated by the City of Delray Beach's Office of Sustainability and Resilience.

## CONTACT

NAME:  
Kent Edwards, Sustainability Officer

PHONE:  
561- 243-7000 x. 7324

EMAIL:  
Edwardsj@mydelraybeach.com

NAME:  
Christian Chitester, Sustainability Coordinator

PHONE:  
561- 243-7000 x. 7152

EMAIL:  
ChitesterC@mydelraybeach.com



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# REDUCING ENERGY

## Green Business Certification Program



To meet the minimum requirement for energy conservation for the Green Business Certification Program, basic water reduction strategies must be implemented. The following can be a guide for these strategies.

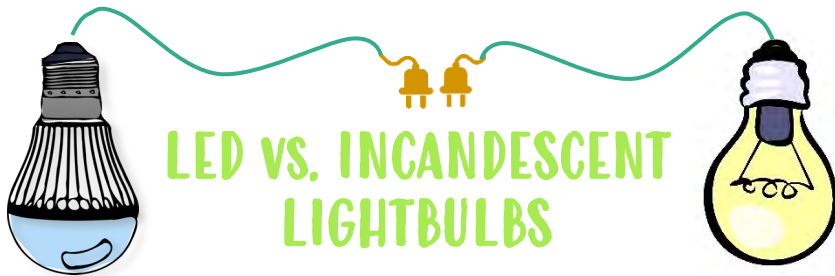
# USE LED OR CFL BULBS WHERE SUITABLE

# 1

A simple change that has an immediate payback

Convert ALL non-exhibition and non-performance lighting fixtures to energy efficient alternatives, such as LEDs or compact fluorescent lights (CFLs).

You might be accustomed to purchasing incandescent bulbs due to their low cost, but LED and CFL bulbs offer many more benefits:



## LED VS. INCANDESCENT LIGHTBULBS

### LED LIGHTBULBS

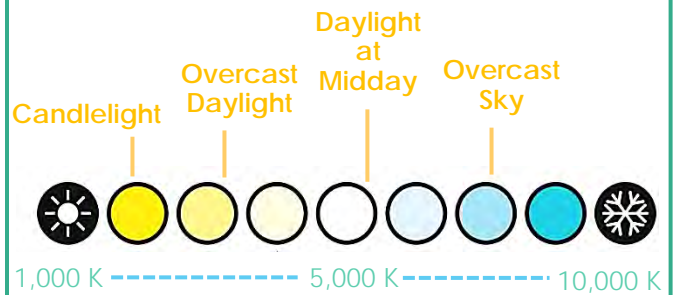
USE  
**89%**  
Less energy than an incandescent lightbulb

LAST  
**50x**  
Longer throughout its lifetime

REDUCE  
**CO<sub>2</sub>**  
Emissions by using less energy and producing less heat

### COLOR TEMPERATURE

LED and CFL lightbulbs offer a wide range of lighting colors, or what's known as color temperature. Make sure to choose what temperature works best for your business.



Most ENERGY STAR certified LED bulbs are **DIMMABLE**.

Check out the package to be sure and visit the manufacturer-provided URL for a list of recommended **DIMMERS**.





# 2

## USE ENERGY

### EFFICIENT EQUIPMENT

Purchase [ENERGY STAR](#) certified equipment, such as appliances, office equipment, lighting, fans, building products, electronics, heating and cooling and data center equipment. Products that earn the ENERGY STAR label meet strict energy-efficiency specifications set by the U.S. EPA helping you save energy and money while protecting the environment.



## USE POWER SAVING FEATURES ON DEVICES

# 3

Turn on power management features to save energy and save battery power!



We recommend following the power management settings:

- Enable sleep mode after 20 minutes for your printer and copier.
- Monitor/Display Sleep: Turn off after 15 minutes (or less)
- Turn Off Hard Drives/Hard Disk Sleep: After 15 minutes (or less)
- System Standby/Sleep: After 30 Minutes (or less)

# 4

## MONITOR YOUR HVAC AND A/C



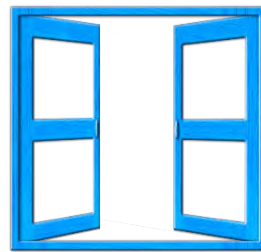
### A/C SETTINGS



Optimize your HVAC use by regular maintenance, setting the temperature at 74° or higher, and maintaining separation between conditioned and unconditioned space.

### WHEN A/C IS ON

When the heating or cooling system is on, the windows and doors are kept closed.



### MAINTENANCE

Maintain your HVAC system (heating, ventilation and air conditioning) to improve its performance and reduce energy use:

- Clean/replace filters on heating and A/C twice a year
- Clean A/C condenser coils four times a year
- Maintaining proper function of economizers on A/C units



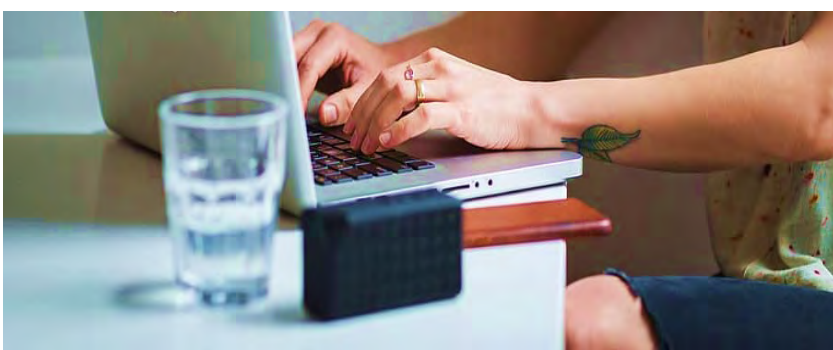




# 3 EASY WAYS TO REDUCE WATER

## AT YOUR BUSINESS

To meet the minimum requirement for water conservation for the Green Business Certification Program, basic water reduction strategies must be implemented. The following can be a guide for these strategies.



# 1

## Regularly check for and repair all leaks

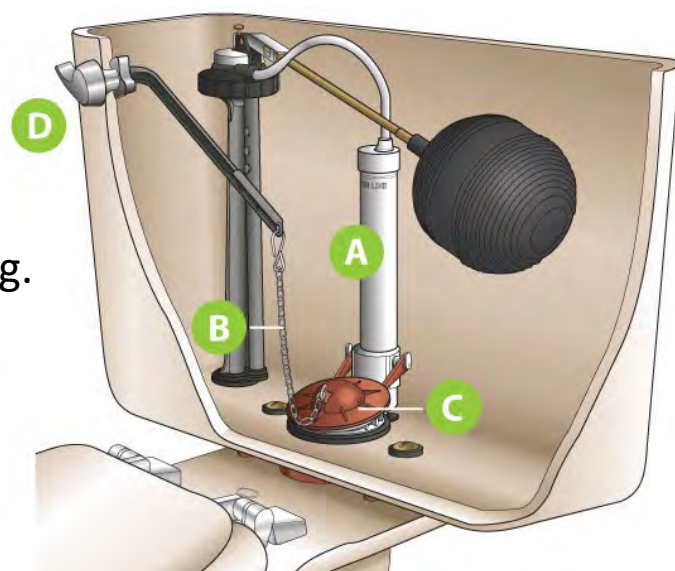
Toilet leaks can be detected in tank toilets with leak detecting tablets or food coloring.

### STEP-BY-STEP INSTRUCTIONS

1. Lift the tank cover.
2. Place a few drops of food coloring into the tank.
3. Do not flush and wait 15 minutes.
4. If the color appears in the toilet bowl, you have a leak.

If you have a leak, check:

- A. Overflow Tube:** Water should be a half-inch below the tube.
- B. Lift Chain:** It should not catch on anything.
- C. Flapper:** Ensure it is seating properly.
- D. Flush Handle:** Make sure it functions properly.



### ADDITIONAL TIPS

- Look and listen for running or dripping water on:
  - a. Kitchen appliances, such as refrigerators with ice/water dispensers, ice makers and dish washer.
  - b. Any other water-using device in your facility, such as washing machines, humidifiers, reverse osmosis (RO) systems, and water heaters.
- Monitor your monthly water bill for any unexpected increases in water use.



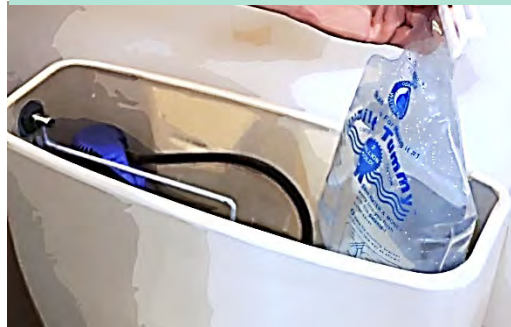
# Save water in the restrooms and kitchen

# 2



Install water-efficient toilets (1.28 gallons or less per flush) and replace all urinals flushing at greater than 1.0 gallon with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals.

Or, if you are not ready to replace the toilets, placing a water displacement device in the tank can reduce water use by  $\frac{1}{2}$  gallon per flush. You can make your own device by filling a water bottle with small rocks and placing it in the tank, or you can purchase a device, such as a Toilet Tank Bank.



You can install aerators on faucets to increase water savings. An aerator will help save water by using 0.5 gallons per minute, while standard or full flow aerators use around 2.2 gallons per minute. Aerators are easy to install and save water without a difference in performance.



ENERGY-STAR certified equipment is not only energy-efficient, but also uses little water – often just  $\frac{1}{2}$  as much as older models!

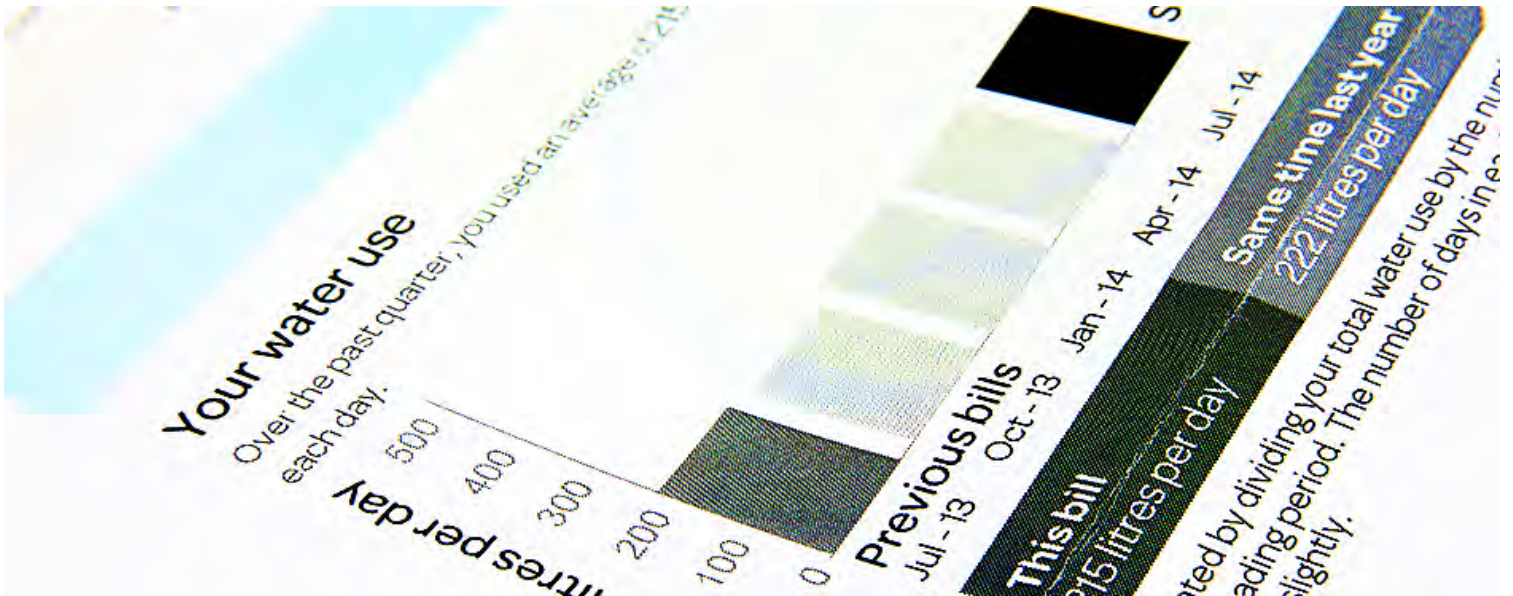


Installing low-flow spray nozzles is one of the easiest and least expensive water-saving upgrades in the kitchen. Many older pre-rinse spray valves are inefficient, using up to five gallons per minute. High-performance low-flow nozzles clean just as well with flow rates as little as 0.65 gallons per minute.

# 3

## Establish a water reduction goal

Use your water bill to establish a water use baseline and assign a person to monitor water bills for sudden rises in use and to track use over time



### HOW TO ESTABLISH BASELINE

Establishing a water use baseline provides a reference point from which progress can be measured toward achieving water management goals. To develop a water use baseline, consider the following:

- Using the water bills gathered from one or two years prior
- Calculate the facility's total annual water use for each metered and unmetered water source and total for all water sources combined. This total annual water figure will serve as the facility's water use baseline.





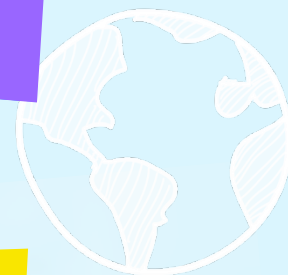
# Green Business CERTIFICATION PROGRAM

7 ways to earn points towards becoming certified as a green business

BUSINESS GUIDE TO

# REDUCING WASTE

SINGLE-USE PLASTIC & PAPER



# Say no to polystyrene products

+ commonly known as Styrofoam

Plastic foam easily travels into our drains and gutter to reach the ocean and other bodies of water



Once it reaches the water, the foam breaks down into smaller pieces and is commonly ingested by wildlife



Chemicals in the plastic foam are harmful to both humans and natural ecosystems





This guide can be used as a resource for your business to reduce waste and to help you become certified as part of the Green Business Certification Program through the City of Delray Beach. There are many more ways to cut waste and increase sustainability in your business than detailed here. If you are looking for more information, please contact the Office of Sustainability and Resilience.

In the next few pages, you will read about actions that benefit both employees and customers since they can be implemented in the office, breakroom, kitchen, cashier counter and restaurant.

### QUICK TIP!

As a general business practice, try to remember the 3 R's:

## 3rd: RECYCLE

After reducing the amount of resources you use and reusing materials you can, choose items that can be recycled over those that cannot.



## 1st: REDUCE

Reduce the amount of materials you use and cut back where you can

## 2nd: REUSE

Whenever possible, reuse items

# FOR

# THE BUSINESS

1. Follow proper recycling practices that are available in your area. If you do not recycle and would like to, the SWA will send a Field Service Representative to your business to provide a free waste review of your recycling needs. There is usually a fee associated with implementing commercial recycling services; however, these costs may be offset with the reduction on garbage that will be collected.

[Click here to request a free waste review](#)



## RECYCLE RIGHT

*-at Your PBC Business-*

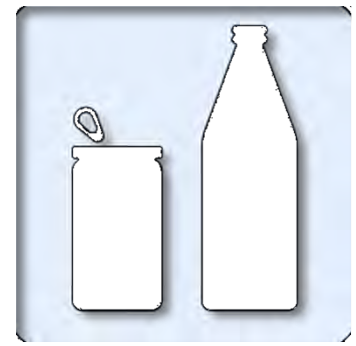
Containers may be supplied once a business has established collection services with a municipal or private hauler first. There may be a fee for collection of your recyclables. SWA's Recycling Field Team will guide businesses through the process of setting up recycling services.



**Recycle@swa.org | 866-NEW-BINS | SWA.org/RecycleRight**



2. Offer alternatives to bottled water - such as glass bottles, canned water or even boxed water. While boxed water does contain a plastic liner, it has a smaller impact than plastic water bottles. Another option is offering reusable cups and water dispensers for dine-in use. If filtered water is preferred, you can use filters on your tap or faucet.



3. Go paperless when you can and set your printer to duplex/two-sided printing so you can reduce the amount of paper used and save your business money. Some laser printers offer double-sided or "duplex" printing as a standard feature so you can easily set it up through your computer's printer option features as the default mode.

FOR

THE CUSTOMERS

4. "To go" food containers, mugs, cups, plates, and cutlery are made of biodegradable, compostable or recyclable materials. Learn about the differences [here](#).



COMPOSTABLE products that are capable of degrading into compost and other natural materials that provide nutrients to the soil.



BIODEGRADABLE substances can break down over an unspecified amount of time. Typically, the manufacturer will have guidelines for proper disposal.



RECYCLABLE materials are typically single-use plastics that can be processed by being shipped to a recycling facility.

5. To save money, time, and resources, distribute disposable items - such as paper straws, stirrers, cup lids, cutlery and condiments - upon request only. For example, rather than providing these items to every customer, some businesses have set up a station for customers to grab cutlery and condiments as needed.

## Offer UPON REQUEST or through SELF-SERVE STATIONS

Tip: engage your customers through table-tents or other signs to thank them for helping reduce waste.

\*Reminder: Ordinance 10-19 prohibits the distribution of plastic straws. [Read more here.](#)



6. Reusable food ware is used for onsite dining, including dinnerware, drinkware, silverware and containers.



7. Use paper bags instead of plastic bags! Paper bags biodegrade naturally and take less processing and resources to make. Also, by encouraging customers to bring their own bags, you can save money.

