Print Form

Hawai‘i Green Business Program
Green Office and Retail Checklist

Checklist

Onsite Verification

Green Business Recognition!

Checklist

In order to be recognized as a Hawai'i Green Business, applicants must ***follow the instructions listed under each section or check N/A and skip that section if it does not apply****. When completed, please submit this Checklist to* gsuzuki@dbedt.hawaii.gov*. If your business complies with HGBP Checklist requirements, applicants may continue the process toward recognition by allowing a Site Visit.*

I. Background

Please fill out all the information in this section.

A. CONTACT INFORMATION

Business Name:
Contact Name:
Contact Phone:
Contact Email:

B. PROPERTY INFORMATION

		YES	NO
1	Are you the property owner?	☐	☐
2	Are you the facility manager?	☐	☐
3	Are you the site engineer?	☐	☐
4	Are you a tenant in a rented space?	☐	☐
	If yes, who is the owner of your property?		
5	How many square feet does your organization occupy?		
6	Do you receive a monthly electric bill?	☐	☐
	If not, do you have a plan to be sub metered?	☐	☐
7	Do you receive a monthly water bill?	☐	☐
8	Do you have any plans for major equipment/energy/water retrofits?	☐	☐
	Please explain:		

II. Recycling and Waste Reduction

C. SOLID WASTE GENERATION

Section N/A ☐

Implement the required measures (in bold) below and at least four (4) credits within this section.

		YES	DATE IMPLEMENTED
1	**Default for all printing and copying is set to duplex (two-sided)**	☐	
2	**There is a space for previously used paper near printers for reuse**	☐	
3	**The following items are purchased with at least 30% recycled post-consumer waste (please provide a procurement policy):**		
	Copy, computer, or fax paper	☐	
	Folders/letterheads, envelopes, and business cards	☐	
	Toilet paper, tissues, and paper towels	☐	
4	Register, track, and plot solid waste and recycled materials at the EPA's WasteWise website EPA WasteWise	☐	
5	Demonstrate a:	☐	
	25% diversion of your annual solid waste stream (1 credit)	☐	
	50% diversion of your annual solid waste stream (2 credits)	☐	
	Please provide baseline year, tonnage & new tonnage:		
6	Make all files and/or forms available digitally	☐	
7	Optimize all documents before printing/copying	☐	
	Please explain:		
8	Reuse envelopes as both send and return envelopes	☐	
9	Design marketing materials to require no envelope	☐	
10	Use software that allows you to fax electronically, or utilize an internet “efax” service	☐	
11	Lease, rather than purchase, computers and printers	☐	
12	Recycle old computers and other electronics	☐	
13	In the break room, use permanent ware (mugs, dishes, utensils, towels/rags, etc.) and/or refillable containers (for ketchup, salt, etc.)	☐	
14	Select vendors whose products have easily recyclable/compostable packaging	☐	
15	Choose vendors who take back products after their shelf life is over	☐	
16	Offer an incentive to customers who bring their own shopping bags, coffee mugs, etc	☐	
17	Use optical scanners for precise ordering; track material usage to optimize ordering and use of time-sensitive products/materials	☐	
18	Reduce product packaging by at least 10%	☐	
	Please explain (product, baseline, action taken):		
19	Other	☐	
	Please explain:		

D. GENERAL RECYCLING & REUSE

Section N/A ☐

Implement the required measures (in bold) below and at least one (1) measure from this section.

		YES	DATE IMPLEMENTED
1	**There is a policy/signage to maintain recycling practices and increases awareness (Please provide)**	☐	
2	**There is a system in place to recycle:**		
	Cardboard	☐	
	Paper	☐	
	Aluminum Containers	☐	
	Glass Containers	☐	
	Plastic Containers	☐	
3	**Recycle Green Waste: compost or recycle landscape waste**	☐	
4	Eliminate the use of Styrofoam for packaging. Use shredded paper and/or if you receive Styrofoam, reuse in your own packaging.	☐	
5	Participate in an Aloha 'Aina Earth Day event (held monthly) Aloha 'Aina Earth Day Calendar	☐	
6	Donate or exchange unwanted furniture, supplies, electronics, scrap materials, etc.	☐	
	Please explain:		
7	Recycle or reuse wood pallets	☐	
8	Recycle or reuse carpeting	☐	
9	Other	☐	
	Please explain:		

E. RECYCLED PURCHASING

Section N/A ☐

Implement the required measures (in bold) below and at least two (2) measures from this section.

		YES	DATE IMPLEMENTED
1	**There is a procurement policy to purchase products with recycled content when feasible (Please provide)**	☐	
2	Stock/sell products made with at least 30% recycled content.	☐	
	Please explain:		
3	Purchase products made from at least 30% recycled content		
	Boxes and/or bags	☐	
	Garbage bags, garbage pails, and/or dumpster lids	☐	
	Pens, pencils, desk accessories, and/or utility/organization bins	☐	
	Mulch and/or soil amendments	☐	
	Furniture, benches, and/or playground equipment	☐	
	Other	☐	
	Please explain:		
4	Purchase from another Hawai‘i Green Business Program Awardee	☐	
	Please explain:		
5	Other	☐	
	Please explain:		

III. Energy Conservation

F. EQUIPMENT

Section N/A ☐

Implement the required measures (in bold) below and at least two (2) measures within this section.

		YES	DATE IMPLEMENTED
1	**Track and plot energy consumption using the ENERGY STAR Portfolio Manager** ENERGY STAR Portfolio Manager	☐	
2	**There is a procurement policy for purchasing equipment with energy saving features (Please provide)**	☐	
3	**Filter, coil, and general air conditioning maintenance is conducted quarterly (please provide maintenance records)**	☐	
4	**Light lamps are low wattage compact fluorescent (i.e. T8 25/28W CEE listed) or LED**	☐	
5	**Exit Signs are LED or electroluminescent**	☐	
6	Demonstrate a:		
	15% reduction in annual energy use (1 credit)	☐	
	25% reduction in annual energy use (2 credit)	☐	
	35% reduction in annual energy use (3 credit)	☐	
	50% reduction in annual energy use (4 credit)	☐	
	75% reduction in annual energy use (5 credit)	☐	
	Please provide baseline year, kWh usage and new kWh usage:		
7	There is a procurement policy to purchase EPEAT and/or ENERGY STAR certified computers & monitors (Please provide)	☐	
8	Refrigerators are ENERGY STAR labeled **and** less than 10 years old	☐	
9	Install and use computer programs that save energy by automatically turning off idle monitors and/or printers	☐	
10	Screen savers are turned off and computers are set to sleep instead	☐	
11	Dimmable ballasts are installed indoors to dim lights and take advantage of daylight	☐	
12	Automatic daylight dimmers are installed indoors which turn off lights when there is sufficient light	☐	
13	Use motion sensors on ice, snack, and vending machines and locate in shaded areas	☐	
14	Use LED lamps for refrigeration case lighting	☐	
15	Single or package A/C units are replaced with ENERGY STAR labeled units or has a Seasonal Energy Efficiency Rating (SEER) rating > 13	☐	
16	Other	☐	
	Please explain:		

G. Facility

Section N/A ☐

Implement the required measures (in bold) below and at least three (3) measures from this section.

		YES	DATE IMPLEMENTED
1	**Seals around windows and doors are checked annually to close air gaps in all conditioned spaces**	☐	
2	**Developed an inventory list of all energy consuming equipment in facility (please provide)**	☐	
3	Installed an Energy Management System (EMS) for central air conditioning systems, lighting controls, and water heating	☐	
4	Purchase Green-E certified Renewable Energy Credits for at least 50% of your energy usage	☐	
5	Tenants are billed for utility costs individually (i.e. not fixed CAM)	☐	
6	Provide utility-paying tenants with sub-meters that display energy usage	☐	
7	All hot water pipes, hot water heaters, and storage tanks are insulated	☐	
8	Electronically Commutated Motors (ECM) are installed on small motor applications (i.e. Refrigeration units, fan coil units)	☐	
9	Carbon Monoxide (CO) Detectors are installed and integrated with garage fans	☐	
10	Exterior and roof paints and coatings have a Solar Reflectance Index (SRI) > 78	☐	
11	Low-emissivity windows or window film is installed that have a maximum solar heat gain coefficient of 0.3	☐	
12	Sun-exposed windows and walls are shaded to mitigate the effect of direct sunlight	☐	
13	Use Variable Frequency Drives (VFD) on all water pumping equipment	☐	
14	Solar thermal or point-of-use boosters are used to heat water	☐	
15	Utilize heat recovery from HVAC systems in buildings that use hot water	☐	
16	Central Plant Metering installed which provides kWh/Ton and kWh/Ton-hour performance metrics (3 points)	☐	
17	Use all Variable Frequency Drives (VFD) on large chiller equipment and pump curve analysis is performed annually	☐	
	Please provide date of last analysis:		
18	Occupancy sensors, time clocks and/or use timers are installed for AC equipment	☐	
	Please provide set points (occupied & unoccupied or time schedule):		
19	A set point reset strategy is in place for HVAC systems (please provide)	☐	
20	Use Variable Air Volume (VAV) systems and reconfigure zoning for central air conditioning	☐	
21	Use Variable Refrigerant Flow (VRF) systems for central air conditioning	☐	
22	Provide shading for HVAC condenser	☐	
23	Specular reflectors and/or diffusers are used to increase lighting efficiency	☐	
24	Lighting controls are installed, such as:		
	Occupancy sensors in spaces of variable occupancy	☐	
	Bypass/delay timers	☐	
	Photocells for exterior lighting and/or areas with sufficient natural daylight	☐	
	Time clocks for large banks of lights on circuit breaker that generally operate during off hours	☐	
25	Ballasts and tombstones are removed, replaced, or rewired in de-lamped fixtures	☐	
26	Other	☐	
	Please explain:		

H. Employee Practices

Section N/A ☐

Implement the required measures (in bold) below and at least two (2) measures from this section.

		YES	DATE IMPLEMENTED
1	**A/C thermostat(s) are set to 76ºF (or higher)**	☐	
2	**Refrigerator(s) are set to 38ºF (or higher) and freezer(s) to 10º F (or higher)**	☐	
3	**There is equipment, a policy, and/or signage in place to ensure (please explain in the comments section below, or provide policy):**		
	Blinds/curtains are closed when sun is striking to reduce A/C load	☐	
	Equipment is turned off when not in use	☐	
	Lights are turned off when not in use	☐	
	Lighting fixtures, diffusers, and lamps are cleaned and burnt out bulbs replaced annually	☐	
	Lighting control devices such as timers and sensors are checked and adjusted annually	☐	
4	Independent Energy Audit performed		
	Level 1 Assessment (1 point)	☐	
	Level 2 Assessment (2 point)	☐	
	Level 3 Assessment (3 point)	☐	
	Date completed:		
5	Power Quality Audit performed		
	Date completed:		
6	For unoccupied spaces, A/C is turned off, or set to 85ºF (or higher)	☐	
7	Seal off unused areas from air conditioned areas	☐	
8	Use ENERGY STAR ceiling fans to reduce A/C load	☐	
9	There is a policy and/or signage in place that ensures blinds and curtains are closed when sun is striking windows	☐	
	Please explain:		
10	Use "task" lighting with efficient bulbs rather than lighting an entire area	☐	
11	Workspaces are arranged **or** design to take advantage of areas with natural sunlight	☐	
	Please explain:		
12	Other	☐	
	Please explain:		

IV. Water Conservation

I. Water Use Control

Section N/A ☐

Implement the required measures (in bold) below and at least three (3) measures within this section.

		YES	DATE IMPLEMENTED
1	**Track and monitor water consumption using the Energy Star Portfolio Manager** EnergySTAR Portfolio Manager	☐	
2	**There is a policy in place to maintain and regularly check water bill, water meter, plumbing, and irrigation to preempt leaks**	☐	
3	**Sweeping with a broom, water efficient spray brooms, or low flow spray nozzles are used for cleaning ground surfaces**	☐	
4	**There is procurement policy for WaterSense (please provide):** EPA WaterSense		
	Toilets (1.28 gpf or less)	☐	
	Urinals (1.0 gpf or less)	☐	
	Sink Faucets/Accessories (less than 2.2 gpm for lavatory, 2.5 gpm for kitchen, and 2.5 gpm for showerheads)	☐	
5	**There is a policy and/or signage in place to encourage water conservation**	☐	
6	**Irrigation is tested and repaired at least four (4) times per year to prevent leaks and maximize efficiency**	☐	
7	**Irrigation timing is adjusted according to season**	☐	
8	Low-flow, sensor faucets are installed	☐	
9	Rain barrels (rain catchment) system is in place for irrigation or plumbing	☐	
10	Window cleaning is performed "as needed" (i.e. not at regular intervals)	☐	
11	Conductivity controller is installed on cooling tower	☐	
12	Mulch all non-turf areas, preferably with recycled wood chips	☐	
13	Instead of one long run for irrigation, repeat cycles with less time are used (please provide irrigation schedule)	☐	
14	Drip irrigation or soaker hoses are used for irrigation (where applicable)	☐	
	Please explain:		
15	Rain shut-off, evapotranspiration, or moisture sensor devices are used for irrigation	☐	
16	Landscape is xeriscaped, using only drought tolerant plants (preferably native)	☐	
17	Landscape is hydrozoned, grouping plants with similar water/nutrient requirements (please provide irrigation schedule)	☐	
18	For spraying, use high efficiency nozzles (less than 1.6 gpm)	☐	
19	Other	☐	
	Please explain:		

V. Pollution Prevention

J. General Prevention

Section N/A ☐

Implement the required measures (in bold) below and at least three (3) measures within this section.

		YES	DATE IMPLEMENTED
1	**Harmful products are restricted/reduced in use**	☐	
	Please explain:		
2	**Pest control uses an Integrated Pest Management system**	☐	
3	**Cleaners are low-toxic and waste/expired material are properly disposed of**	☐	
4	**The following wastes are recycled, donated, or reused:**		
	Grease, oil, and solvents	☐	
	Excess paint	☐	
	Compact Fluorescent Lights	☐	
	Electronic Equipment	☐	
	Rechargeable non-alkaline batteries	☐	
	Ink toner cartridges	☐	
5	**Wastewater/pollutant runoff is prevented by:**		
	Covering dumpsters	☐	
	Keeping outdoor areas clean from litter and debris	☐	
	Checking and cleaning storm drains	☐	
	Checking/repairing vehicle leaks	☐	
6	There is a procurement policy to purchase Green Seal Certified products when available (i.e. paints, coatings, cleaning products) (please provide)	☐	
7	There is a procurement policy to purchase FSC certified paper when available (please provide)	☐	
8	Non-aerosol alternatives (such as pump sprays for fresheners/cleaners) are used to replace aerosols	☐	
	Please explain:		
9	Low or no mercury florescent lights or LED lights are used in place of standard fluorescent lights	☐	
10	Unbleached or chlorine free products are used	☐	
11	Rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights are used	☐	
12	Non-toxic water-based markers are used	☐	
13	Promotional materials are printed with soy or other low-VOC inks	☐	
14	Do business with other "Green" vendors **or** services such as those listed in the Environmental Product Guide	☐	
15	Provide an employee/customer smoking area with proper disposal cans at least 25 ft from building entrances, exits, air intakes, and windows with proper signage	☐	
16	Establish a policy/signage to ensure litter control (please provide)	☐	
17	Use natural **or** low emissions building materials, carpets, or furniture	☐	

18	Stock/sell products, which are less toxic **or** less polluting than conventional products (i.e. Green Seal Certified)	☐	
	Please explain:		
19	Other	☐	
	Please explain:		

K. Runoff Pollution Prevention

Section N/A ☐

Implement the required measures (in bold) below and at least two (2) measures within this section.

		YES	DATE IMPLEMENTED
1	**Runoff Pollution is prevented through:**	☐	
	A spill plan has been developed (please provide)	☐	
	Appropriate signage is posted in high risk areas	☐	
	All employees are trained on how to prevent and clean spills	☐	
	A spill kit is easily accessible to catch/collect spills from leaking vehicles	☐	
2	**There is a process in place to contain dirty water and avoid runoff when cleaning parking lots**	☐	
	Please explain:		
3	Label all storm drains with a message such as "No dumping – Protect our Ocean"	☐	
4	Divert runoff water away from storm drains and into a sewer drain	☐	
5	Post signs at trouble spots (e.g., loading docks or dumpster areas) describing proper practices	☐	
6	Use ground cover or a barrier to prevent soil from washing into storm drains	☐	
7	Store deliveries and supplies under a roof	☐	
8	Provide receptacles for litter and debris control near building entrances, exits, and high volume areas	☐	
9	Other	☐	
	Please explain:		

L. Petroleum & Emission Reductions

Section N/A ☐

Implement the required measures (in bold) below and at least two (2) measures within this section.

		YES	DATE IMPLEMENTED
1	**Encourage commuter alternatives by informing employees, customers, and others about transportation options**	☐	
	Please explain:		
2	**Bicycle route maps, transit schedules, or commuter ride sign-ups are posted in a visible area for employees**	☐	
3	**In compliance with Hawai'i's electric vehicle parking laws** Honolulu Clean Cities Electric Vehicle Policies	☐	
4	Demonstrate a:		
	15% reduction in mileage driven by all company vehicles (1 credit)	☐	
	25% reduction in mileage driven by all company vehicles (2 credit)	☐	
	50% reduction in mileage driven by all company vehicles (3 credit)	☐	
	75% reduction in mileage driven by all company vehicles (5 credit)	☐	
	Please provide baseline year, baseline mileage, and new mileage:		
5	All company vehicles are serviced according to Manufacturer's Recommended Maintenance Schedule (please provide maintenance records)	☐	
6	All company vehicle tires are properly inflated and checked monthly (please provide log)	☐	
7	There is a no idling policy in place with signage in all company vehicles	☐	
8	There is a policy in place to minimize single stop trips for company errands (please provide)	☐	
9	If your company provides delivery service or pickup, there is a policy in place to carefully plan routes to minimize miles driven (please provide)	☐	
10	There is a procurement policy for company cars which prefers Electric Vehicles (2 credits) (please provide)	☐	
11	There is a procurement policy for company cars which prefers EPA Highest rated Fuel Economy by Vehicle Class (please provide)	☐	
12	Shaded parking is provided	☐	
13	Telecommuting opportunities or flexible schedules are offered to reduce commutes	☐	
14	Provide bus or mass transit passes at a discounted rate	☐	
15	Lockers and showers are available for employees who walk, jog or bicycle to work. Provide your own, or subsidize the cost of locker rentals and shower passes at a nearby health club	☐	
16	There is a secure area for bicycle storage	☐	
17	Rebates or stipends offered to staff for purchasing commuter bicycles and/or for repairs	☐	
18	Have a bike kit for employees who may have bicycle emergencies	☐	
19	Enrolled in a car sharing program for company business	☐	
20	Carbon dioxide offsets are purchased for your vehicle(s), fleet, and/or business travel	☐	
21	Carbon dioxide offsets are purchased for your fleet, and/or business travel (2 credits)	☐	
22	Parking spaces are reserved for car/van pool vehicles	☐	
23	Shuttle service to and from bus and/or ferry is offered	☐	
24	Electric vehicle recharge ports for visitors and employees' electric vehicles are offered	☐	
25	Other	☐	
	Please explain:		

VI. Community Involvement & Special Activities

M. Community Involvement

Implement the required measures (in bold) below.

		YES	DATE IMPLEMENTED
1	**Assist and mentor at least one other business in learning about becoming a Hawai'i Green Business. Encourage them to enroll in the Hawai'i Green Business Program**	☐	
	We are mentoring:		
2	**Offer employee incentives for volunteering at community organizations**	☐	
	Please explain:		
3	**Train all staff on environmental policy and procedures**	☐	
	Please explain:		
4	**Educate patrons on your environmental practices**	☐	
	Please explain:		
5	**Employ local companies when subcontracting labor force**	☐	
6	**Organize community outreach projects that give back to local communities (2 credits)**	☐	
7	Other	☐	
	Please explain:		

Comments

If you have any notable green practices not mentioned or you checked "Other" in any of the above Sections, please explain here:

E.g. – We worked with companies within walking distance to offer discounts to our employees to reduce travel during their breaks

Guidelines for Certification

Filling out the checklist is just the first step in becoming a Hawai'i Green Business and it does not stop there. Developing policies and subsequently instituting them within your facility, as well as making sure employees respect and adhere to them is crucial to your company's success in this program for years to come. Please review these policies with your employees, follow through, and maintain them for your Hawai'i Green Business Certification.

Guidelines for Certification (201 Possible Credits)

90-104 credits – Kulia I Ka Nu'u (Strive to Reach the Summit)

105-132 credits - Kaulike (To Achieve Balance)

133-160 credits - Kela (Excellence)

161-201 credits - Po'okela (Excellence in Leadership)

Each check box is worth one credit, unless otherwise noted

The names for the rating levels were identified by Native Hawaiians as key cultural values, according to George Kanahele author of *Ku Kanaka*. These values along with: Aloha (love, reciprocity), ha 'aha 'a (humility), lokomaika'i (generosity), ho 'okipa (hospitality), haipule (spirituality), wiwo (obedience), laulima (cooperativeness), ma 'ema'e (cleanliness), 'oul 'olu (graciousness), pa 'ahana (diligence), ho 'omanawanui (patience), le 'ale 'a (playfulness), ho'okuku (competitiveness), ho 'ohiki (keeping promises), huikala (forgiveness), na 'auao (intelligence), kuha 'o (self reliance), koa (courage), Kokua (helpfulness), hanohano (dignity), ohana (family), and ku pono (honesty), are identified as important Hawaiian values.

I ACKNOWLEDGE THAT:

1. OUR BUSINESS COMPLIES WITH ALL FEDERAL, STATE AND CITY PERMITS AND LAWS.

2. ALL THE MEASURES CHECK MARKED ON THIS CHECKLIST ARE IMPLEMENTED BY OUR BUSINESS.

3. ALL THE INFORMATION CONTAINED HEREIN AND INFORMATION ATTACHED TO THIS APPLICATION IS TRUE AND CORRECT.

4. ANY QUESTIONS REGARDING THE ABOVE PROVISIONS OR CHECKLIST MAY BE DIRECTED TO gsuzuki@dbedt.hawaii.gov or travis.hiramoto@doh.hawaii.gov.

NAME OF BUSINESS REPRESENTATIVE:

BUSINESS NAME:

BUSINESS ADDRESS:

PHONE/FAX:

EMAIL:

POSITION OF BUSINESS REPRESENTATIVE:

SIGNATURE OF BUSINESS REPRESENTATIVE:

DATE:

The HGBP logo may only be used by recognized businesses and by the State of Hawai'i.

Resources

Recycling and Waste Reduction

Recycling
opala.org or envhonolulu.org (Oahu)
recyclehawaii.org (Big Island)
co.maui.hi.us/departments/EnvironmentalMgt/Recycle/index.htm (Maui)
kauai.gov/Government/Departments/PublicWorks/RecyclingPrograms/tabid/68/Default.aspx (Kauai)

Re-use
baseyard.com or reusehawaii.org (Oahu)
hiloarc.org (Big Island)
alohashares.org (Maui)
kauaihabitat.org/subcat.php?sub_cat_id=9 (Kauai)

Energy Conservation
hawaiienergy.com
green-e.org

Department of Business, Economic Development & Tourism (DBEDT), State of Hawai‘i
hawaii.gov/dbedt

Electronic Product Environmental Assessment Tool (EPEAT)
epeat.net

Energy Star
energystar.gov

Hawaiian Electric
heco.com (Oahu)
helcohi.com (Big Island)
mauielectric.com (Maui, Lanai and Molokai)
kiuc.coop (Kauai)

Water Conservation
epa.gov/watersense

Water Supply
hbws.org (Oahu)
hawaiidws.org (Big Island)
mauiwater.org (Maui)
kauaiwater.org (Kauai)

Pollution Prevention

Environmental Protection Agency (EPA) – Pollution Prevention
epa.gov/opptintr/p2home

Department of Energy (DOE), United States
fueleconomy.gov
afdc.energy.gov/tools

Department of Health (DOH), State of Hawai‘i
hawaii.gov/health
hawaii.gov/health/environmental/waste/sw/wastemin.html

The Bus
thebus.org (Oahu)
co.hawaii.hi.us/mass_transit/heleonbus.html (Big Island)
co.maui.hi.us/bus/ (Maui)
kauai.gov/Government/Departments/TransportationAgency/BusSchedules/tabid/208/Default.aspx (Kauai)