Print Form

Hawai'i Green Restaurant and Food Service Program Checklist

Checklist

Onsite Verification

Green Business Recognition!

Checklist

In order to be recognized as a Hawai'i Green Restaurant, 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* travis.hiramoto@doh.hawaii.gov. *If your business complies with HGBP Checklist requirements, applicants may continue the process toward recognition by allowing a Site Check. Each checked off box is worth one credit, unless otherwise noted.*

Note: For islands other than Oahu, please refer to your island's corresponding utility/entity websites. A list of neighbor island utilities/entities has been provided at the end of this checklist.

Guidelines for Certification (319 Max Possible Points):

80 credits – Kulia I Ka Nu'u (Strive to Reach the Summit)

81-160 credits - Kaulike (To Achieve Balance)

161-240 credits - Kela (Excellence)

241-319 credits - Po'okela (Excellence in Leadership)

For Business Recycling Info
http://www.opala.org

For More Green Tips
http://energy.hawaii.gov/wp-content/uploads/2011/10/Green-Tips.pdf

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.

Filling out the checklist is just the first step in becoming a Green Business and it does not stop there. Implementing policies and actually instituting them within your facility as well as making sure every employee respects and adheres to them is crucial to your company succeeding through this program for years to come. Please review these policies with your employees, follow through and maintain them for your Green Business Certification.

Each box checked off is worth one credit, unless otherwise noted

Policy Implementation

A. INSTITUTING POLICIES

Section N/A ☐

Implement at least Five (5) measures within this section.

YES

1. Maintain recycling practices and increase awareness ..... ☐
2. Purchase supplies made with recycled content (2 credits) ..... ☐
3. Purchase products & supplies that can be used more than once and/or recycled ..... ☐
4. Purchase Energy Star rated equipment and appliances(2credits) ..... ☐
5. Buy EPEAT certified computers (EPEAT.net) ..... ☐
6. Use electronic sources before using paper or printing copies ..... ☐
7. Discard only things that cannot be re-used, recycled, or composted ..... ☐
8. Cut power to appliances when not in use with a power cord ..... ☐
9. Check and adjust lighting control devices such as clocks and photocells ..... ☐
10. Use low energy lighting such as CFLs or dimmers ..... ☐
11. Use products that don't off-gas toxic chemicals into the work space (2 credits) ..... ☐
12. Use cleaning products that are biodegradable and cruelty-free ..... ☐
13. Check and maintain plumbing/irrigation periodically for leaks (water meter is a good indicator) ..... ☐
14. Maintain water conservation practices and increase awareness ..... ☐
15. Encourage employees to use
    public transportation ..... ☐
    bike or walk ..... ☐
16. Work with and for other green businesses ..... ☐
17. Have on hand a Green Policy Handbook reviewed by all employees ..... ☐
18. Other ..... ☐

Section A Total _____ (21 Possible)

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.-- Policy Implementation: We have reminders on every light switch to shut off as you exit.

See hawaiiorganicfarmers.org for local produce

Purchasing

B. RECYCLED PRODUCTS

Section N/A ☐

Implement at least six (6) measures within this section.

YES

1. Purchase **and/or** use the following recycled solid waste products from 30%-100% post consumer waste(pcw):
   (Please denote which percentage of post consumer waste is used for each product: 30%-74% pcw: 1 credit, 75% - 99% pcw: 2credits, 100% pcw: 3 credits)
   Copy, computer **or** fax paper ..... ____% ☐
   Letterhead, envelopes **and/or** business cards ..... ____% ☐
   Folders **or** other paper products ..... ____% ☐
   Toilet paper, tissues, and bath towels ..... ____% ☐
   Boxes **and/or** bags made from recycled paper or plastic soda ..... ____% ☐
2. Purchase **and/or** use the following recycled products throughout the facility from 35%-100% post consumer waste (pcw):
   (Please denote which percentage of post consumer waste is used for each product: 30%-74% pcw: 1 credit, 75% - 99% pcw: 2credits, 100% pcw: 3 credits)
   Garbage pails ..... ____% ☐
   Garbage bags (recycled HDPE trash liner bags instead of LDPE or LLDPE) ..... ____% ☐
   Placemats ..... ____% ☐
   Napkins ..... ____% ☐
   Paper table covers ..... ____% ☐
   Menus ..... ____% ☐
   Guest checks ..... ____% ☐
   Floor mats ..... ____% ☐
3. Select service providers that promote waste reduction and green business practices ..... ☐
4. Select products with the least packaging **and/or** which have easily recyclable packaging ..... ☐
5. Choose vendors who take back products after their shelf life is over (i.e. fluorescent light bulbs **or** work with vendors to minimize product packaging ..... ☐
6. Purchase recycled mulch, soil amendments ..... ☐
7. Purchase dumpster lids, utility bins, and benches ..... ☐
8. Support local "green" vendors (2 credits) ..... ☐
9. Use certified organic products and beverages (2 credits) ..... ☐
10. Use fair trade, sustainably harvested **and/or** locally grown products and beverages (2 credits) ..... ☐
11. Purchase local **and/or** certified organic beef-(2 credits) http://www.hicattle.org ..... ☐
12. Purchase fish that are low in contaminants (i.e. Mercury) -http://www.edf.org ..... ☐
13. Purchase environmentally preferable or socially preferable coffee
    50% (one credit) ..... ☐
    100% (two credits) ..... ☐
    http://www.greenerchoices.org/products.cfm?product=coffee&pcat=food
14. Purchase local dairy products (2 credits) ..... ☐
15. Other ..... ☐

Section B Total _____ (57 Possible)

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. -- Purchasing: We buy our produce locally.

See BOMA-Hawaii's Energy Efficiency Program (BEEP) Guidebook

Energy Conservation

C. EQUIPMENT

YES

Section N/A ☐

Implement at least four (4) measures within this section.

1. Use hardware that saves energy by automatically turning off idle monitors. ..... ☐
   See: energystar.gov/powermanagement
2. Use plug load controllers to turn off idling equipment after working hours ..... ☐
3. Use an energy efficient dishwasher (look for an Energy Star seal) ..... ☐
4. Install timers on hood fans (or VSD, Variable Speed Drive), exhaust systems and hood light ..... ☐
5. Insulate hot water pipes, hot water heaters and storage tanks ..... ☐
6. Install a gas booster heater for hot water use (i.e. laundry, dishwasher, etc.) ..... ☐
7. Use a solar heater ..... ☐
   And/or pre-heater ..... ☐
8. Convert to natural gas from electrical hot water heaters ..... ☐
9. Install a water-conserving dishwasher ..... ☐
10. Perform regular maintenance on heating, ventilation, and air conditioning systems that include the following:
    Inspect filters every 3 months ..... ☐
    Clean filters every 2 months ..... ☐
    Check entire systems for coolant and air leaks, clogs, and obstructions of air intake and vents (2 credits) ..... ☐
    Keep condenser coils free of dust and lint ..... ☐
11. Install a low, flowing nozzle for dish scrubbing and pre-cleaning ..... ☐
12. Replace inefficient refrigerators with newer, more efficient ones, such as Energy Star, and insure that old refrigerator is either donated or recycled (2 credits) ..... ☐
13. For products that are not sold to the public, use solid refrigerator doors ..... ☐
14. Use insulation for all refrigeration suction lines ..... ☐
15. Install plastic strip curtains on walk-in refrigerator **and/or** freezer doors ..... ☐
16. Use ceiling fans to promote air circulation and reduce the need for air conditioning ..... ☐
17. Install economizers on A/C system to reduce the operation of the compressor ..... ☐
18. Use A/C meeting Energy Star requirements (2 points) ..... ☐

19. Conduct an Energy Star audit ..... ☐
20. Energy Star rating of:
    51 to 60 (one credit) ..... ☐
    61 to 69 (two credits) ..... ☐
    70 or above (three credits) ..... ☐
21. Other: ..... ☐

Section C Total _____ (27 Possible)

D. FACILITY

Section N/A ☐

YES

Implement at least three (3) measures from this section.

1. Maintain sealing around windows and doors to close air gaps in all conditioned spaces ..... ☐
2. Use **or** invest in renewable energy for at least:
    25% of your energy needs (one credit) ..... ☐
    50% of your energy needs (two credits) ..... ☐
    75% of your energy needs (three credits) ..... ☐
    100% of your energy needs (five credits) ..... ☐
    (ask your local Utility or Center for Resource Solutions at 415-561-2100 or http://www.resource-solutions.org)
3. Plant native shrubs or trees near windows for shade ..... ☐
4. Install an Energy Management System (EMS) for central air conditioning systems ..... ☐
5. Replace inefficient **or** broken windows with energy-efficient low-emissivity (low-e) windows, with a maximum solar heat gain coefficient of 0.40 ..... ☐
6. Replace non-dimming incandescent bulbs with compact fluorescents bulbs ..... ☐
7. Install LED or electroluminescent (LEC) to improve efficiency of exit signs ..... ☐
8. Use occupancy sensors to adjust set points for air conditioning and heating equipment (2 credits) ..... ☐
9. Install optical reflectors or diffusers to increase lighting efficiency and reduce the number of fixtures ..... ☐
10. Install lighting controls, such as:
    Occupancy sensors in spaces of variable occupancy ..... ☐
    Bypass/delay timers ..... ☐
    Photocells for exterior lighting and/or areas with significant natural daylight ..... ☐
    Time clocks for large banks of lights on circuit breaker that generally operate during off hours ..... ☐
11. Use daylight dimmers that turn off automatically when there is sufficient light ..... ☐
12. Provide utility-paying tenants with sub-meters that display energy usage ..... ☐
13. Disconnect unused ballasts in de-lamped fixtures. Replace and recycle burned out lamps ..... ☐
14. Apply window film to reduce solar heat gain. Shade sun-exposed windows and walls to mitigate the effect of direct sunlight ..... ☐
15. Use all variable frequency drives (VFDs) on fan and pump motors ..... ☐
16. Use Variable Air Volume (VAV) systems for central air conditioning ..... ☐
17. Provide shading for HVAC condenser ..... ☐
18. When repainting exterior and roofs, choose light colors and coatings to increase reflectivity of sunlight ..... ☐
19. Use motion sensors on ice, snack and vending machines and locate in shaded areas ..... ☐
20. Other: ..... ☐

Section D Total _____ (27 Possible)

E. EMPLOYEE PRACTICES

Section N/A ☐

YES

Implement at least five (5) measures from this section.

1. Set thermostat to 76° F for cooling, 68° F for heating; use timing devises to turn down after hours ..... ☐
2. Seal off unused areas from air conditioned areas ..... ☐
3. Use a fan **or** space cooler to condition a small area instead of cooling the entire office..... ☐
4. Drain and flush hot water tanks to the sanitary sewer every six months to prevent build up and deposits..... ☐
5. Maintain the hot water heater to standard 125°-130° F ..... ☐
6. Check pilot lights to gas in kitchen or hot water for proper adjustment..... ☐
7. Operate dishwasher only when fully loaded ..... ☐
8. Install **or** use plug load controllers for office equipment that switches equipment off after working hours ..... ☐
9. If available, use the standby mode on equipment (e.g. energy saver buttons on copiers)..... ☐
10. Use "task" lighting with efficient bulbs rather than lighting an entire area ..... ☐
11. Rearrange **or** design workspace to take advantage of areas with natural sunlight ..... ☐

12. During slower periods, group customers under one group of lights and heating/cooling so lights in unoccupied areas can be turned off..... ☐
13. Set freezer defrost time clock to avoid the peak energy use periods, generally 12pm-6pm ..... ☐
14. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains ..... ☐
15. Set refrigerator temperatures at 38°- 42°F and freezer temperatures at 10°- 20°F ..... ☐
16. Maintain proper refrigerant level, refrigerant charge and ensure refrigerant is not leaking..... ☐
17. Replace flickering fluorescent tubes ..... ☐
18. Other: ..... ☐

Section E Total _____ (17 Possible)

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. -- Employee Practices: Our computers all have a reminder note to shut down or stand-by when not in use.

Water Conservation

See hbws.org for the Honolulu Board of Water and Supply

F. WATER USE CONTROL

Section N/A ☐

YES

Implement at least four (4) measures within this section.

1. Install:
   low flow faucets ..... ☐
   and/or self-closing faucets, either infrared **or** spring-loaded ..... ☐
2. Use dry floor cleaning methods ..... ☐
   and/or damp mopping, rather than hosing with water ..... ☐
3. Use a rain catchment system for irrigation or plumbing ..... ☐
4. Replace older, non-efficient toilets >3.5 gpf with toilets <1.6 gpf ..... ☐
5. Replace non-efficient urinals with a low flow urinal <0.5 gpf ..... ☐
6. Install sink and lavatory faucets with a flow rate that does not exceed 2.2 gpm, and kitchen sinks that do not exceed a flow rate of 2.5 gpm ..... ☐
7. Without compromising proper hand washing procedures for food handlers and employees, post signs in restrooms, restaurants and guest rooms encouraging water conservation ..... ☐
8. Operate dishwasher only when full ..... ☐
9. Install water conserving batch dishwasher systems ..... ☐
10. Reduce water pressure to no higher that 70psi by installing pressure-reducing valves ..... ☐
11. Adjust boiler and cooling tower blow-down rate to maintain TDS (total dissolved solids) at levels recommended by manufacture (2 credits) ..... ☐
12. Retrofit once-through water cooled refrigeration units, air conditioners and ice machines by using temperature controls and re-circulating chilled water loop system ..... ☐
13. Replace existing spray valves with efficient, high-velocity models ..... ☐
14. Replace dishwasher heads with more efficient, low flowing heads ..... ☐
15. Replace a standard food steamer with a connectionless model ..... ☐
16. Replace water-cooled ice machines with air-cooled models ..... ☐
17. Install foot triggers on faucets ..... ☐
18. Avoid run-off by making sure sprinklers are directing water to landscaped areas and not to parking lots, side-walks, or other paved areas ..... ☐
19. Apply water, fertilizer/ pesticides to landscape only when needed rather than an automatic schedule (2 credits) ..... ☐
20. Test how long it takes irrigation to permeate, then zone to create a minimum run time (2 credits) ..... ☐
21. Instead of one long run for irrigation, use repeat cycles with less time ..... ☐
22. Modify your existing irrigation system to include drip irrigation **or** soaker hoses (2 credits) ..... ☐
23. For sprinklers, use rain shut-off, evapo-traspiration, **or** moisture sensor devices ..... ☐
24. Replace water intensive turf with woodchips, mulch, loose stones **or** permeable pavers (2 credits) ..... ☐
25. If installing new turf, limit area and use drought tolerant species ..... ☐
26. Renovate landscape to include drought tolerant plants (xeriscaping or water efficient guidelines available from www.hbws.org). Info on Native plants: state.hi.us/health/oeqc/garden/index.html ..... ☐
27. Hydrozone: Group plants with similar water/nutrient requirements together ..... ☐
28. For spraying, use high efficiency nozzles (less than 1.6 gpm) ..... ☐
29. Shut off water-cooled air conditioning units when not in need ..... ☐
30. Monitor continuous flow of the following:
    Soaking of pots and pans ..... ☐
    Scrubbing dishes before loading into dishwasher ..... ☐

Constantly running water to melt ice, thaw, or rinse food ..... ☐
Food preparation faucets ..... ☐
Educate staff on benefits of water conservancy ..... ☐
31. Other: ..... ☐

Section F Total _____ (41 Possible)

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. -- Water Use Control: We use catchment water for cleaning.

Pollution Prevention

G. WASTEWATER AND RUNOFF

Section N/A ☐ **YES**

Implement at least three (3) measures within this section.

1. Label all storm drains with a message such as "No dumping – Protect our Ocean" ..... ☐
2. Store pollutant away from food preparation, food service, and food storage areas, sewer drains, and storm drain
   Includes, but is not limited to: grease containers, waste containers, paints, and chemicals ..... ☐
3. Keep outside garbage, recycling, compost containers covered and away from drains ..... ☐
4. Know the proper practices for disposal of fat, oil, and grease ..... ☐
5. Install a grease trap ..... ☐
6. Do not use biological, enzymatic, or chemical injection systems in grease traps ..... ☐
7. Ensure that wastewater from washing floor mats, grease filters, grills, etc. is directed to a sanitary sewer ..... ☐
8. Disconnect garbage disposals ..... ☐
9. Ensure left-over beverages and wet food is not placed in dumpster ..... ☐
10. Divert run-off water away from storm drains and into a sewer drain ..... ☐
11. Use an oil/water separator, bucket and rags rather than continuous spray ..... ☐
12. Clean parking lots to contain dirty water and avoid runoff ..... ☐
13. Post signs at trouble spots (e.g., loading docks or dumpster areas) describing proper practices ..... ☐
14. Keep a spill kit handy to catch/collect spills from leaking vehicles, train on spill prevention,
    or develop a spill plan ..... ☐
15. Use ground cover **or** a barrier to prevent soil from washing into storm drains ..... ☐
16. Store deliveries and supplies under a roof ..... ☐
17. Supply outdoor smoking areas with an ashtray **or** cigarette can ..... ☐
18. Provide receptacles for litter and debris control near building entrances ..... ☐
19. Reuse or recycle:

25% of your waste stream (one credit) ..... ☐
50% of your waste stream (two credits) ..... ☐
75% of your waste stream (three credits) ..... ☐
20. Other: ..... ☐

Section G Total _____ (21 Possible)

H. REDUCTION OF TOXIC PESTICIDES

Section N/A ☐

YES

Implement at least two (2) measures within this section.

1. Implement an Integrated Pest Management (IPM) program that utilizes the following:
   - Planting locations ..... ☐
   - Pest resistant plants ..... ☐
   - Proper irrigation and cultivation procedures (2 credits) ..... ☐
   - Biological controls ..... ☐
   - Less toxic pesticides to prevent pest harborage ..... ☐
2. Prevent situations that attract pests by proper food storage, garbage storage and landscaping ..... ☐
3. When transferring cleaners **and/or** other chemicals, use a closed delivery system ..... ☐

Section H Total _____ (8 Possible)

I. CHEMICAL REDUCTION

Section N/A ☐

YES

Implement at least two (2) measures within this section.

1. Replace the following harmful chemicals with safer alternatives:
   - Grease, oil, and solvents ..... ☐
   - Excess paint ..... ☐
   - Fluorescent tubes ..... ☐
   - Batteries (see the Rechargeable Battery Recycling Corp http://www.rbrc.org) ..... ☐
2. Use multi-purpose cleaners in place of special-purpose cleaners ..... ☐
3. Use natural building materials, carpets, or furniture ..... ☐
   or low emissions building materials, carpets, or furniture ..... ☐
4. Purchase dishwashing detergent with reduced VOCs (volatile organic compounds) (2 credits) ..... ☐
5. Buy paper products (towels, napkins, and copy paper) that are unbleached ..... ☐
6. Use less toxic, water based white board markers ..... ☐
7. Buy rechargeable batteries for TV remotes, pagers, cell phones, etc. ..... ☐
8. Use recycled **or** remanufactured laser and copier toner cartridges (2 credits) ..... ☐
9. Maintain a 25ft distance away from building for smoking purposes (2 credits) ..... ☐
10. Use Organic insecticides, fertilizers, or biocides (2 credits) ..... ☐
11. Use Environmentally-preferable soaps, detergents, and cleaners (2 credits) ..... ☐
12. Eliminate usage of formaldehyde on furniture ..... ☐
13. Use Linen cleaning w/o Perchloroethylene ..... ☐
14. Other ..... ☐

Section I Total _____ (22 Possible)

J. EMISSIONS REDUCTIONS

Section N/A ☐

Implement at least four (4) measures within this section.

	YES
1. Encourage commuter alternatives by informing employees, customers and others about transportation options	☐
2. Post bicycle route maps, transit schedules, **or** commuter ride sign-ups in a visible area for employees	☐
3. Offer telecommuting opportunities **or** flexible schedules so workers can avoid heavy traffic commutes	☐
4. Provide bus or mass transit passes at company expense	☐
5. Offer lockers and showers 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	☐
6. Encourage bicycling to work by offering rebates on bicycles bought for commuting, **or** provide employees a stipend or subsidy for bicycle maintenance	☐
7. Offer secure areas for bicycle storage	☐
8. When possible, arrange for a single vendor who makes deliveries for several items	☐
9. Patronize services close to your business and encourage employees to do the same	☐
10. Provide bicycle parking for customers	☐
11. Enroll in a car sharing program for company business	☐
12. Carefully plan delivery routes and errands to eliminate unnecessary trips	☐
13. Use or establish a procurement policy for low-emission company cars	☐
14. Purchase carbon dioxide offsets for your vehicle	☐
15. Have a bike kit for employees who may have bicycle emergencies	☐
16. Reserve car/van pool parking spaces	☐
17. Provide a commuter van. See Vanpool Hawai'i at vanpoolhawaii.com/vanpool/index.htm or call 596-VANS	☐
18. Offer a shuttle service to and from bus, train and/or ferry	☐
19. Offer electric vehicle recharge ports for visitors and employees' electric vehicles	☐
20. Encourage/allow employees to work from home	☐
21. Offer priority parking to hybrid or alternative fuel vehicles	☐
22. Other:	☐

Section J Total _____ (21 Possible)

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. -- General Prevention: We purchase non-hazardous material in bulk to reduce waste containers.

Recycling and Waste Reduction

See opala.org for business recycling

K. SOLID WASTE GENERATION

Section N/A ☐

YES

Implement at least five (5) measures within this section.

1. Keep a recycling bin in the office and a stack of previously used paper near printers for reuse ..... ☐
2. Reduce unwanted mail by the following:
   - Write to **or** call senders requesting removal from mailing list ..... ☐
   - Return labels from duplicate mailings & subscriptions ..... ☐
   - Visit stopjunkmail.org for guidance ..... ☐
   - Purge your own mailing lists to eliminate duplication ..... ☐
3. Use electronic files rather than paper ones ..... ☐
4. Practice efficient copying by using the size reduction feature (e.g. print two pages of text on one page) ..... ☐
5. Minimize misprints with printer training **or** a diagram showing how to load special paper ..... ☐
6. Minimize printing by eliminating unnecessary forms and reports **or** sending them electronically ..... ☐
7. Do not require paper for ordering. ..... ☐
8. Only print customer receipts upon request ..... ☐
9. Eliminate, double-side, make electronic, redesign forms, or reuse envelopes as send and return ..... ☐
10. Design marketing materials to require no envelope – simply fold and mail ..... ☐
11. Eliminate fax cover sheets by using "sticky" notes, use software that allows you to fax electronically, **or** utilize an internet "efax" service ..... ☐
12. Promote the use of recyclable marketing material ..... ☐
13. Lease, rather than purchase, computers and printers ..... ☐
14. Recycle or donate old computers and other electronics (2 credits) ..... ☐
15. In the break room, use permanent ware (mugs, dishes, utensils, towels/rags, etc.) **or** refillable containers (for ketchup, salt, etc.) ..... ☐
16. Use optical scanners for precise ordering; track material usage to optimize ordering and use of time-sensitive materials ..... ☐
17. Reduce operational waste ..... ☐
18. Limit plastic bag usage to trash liners ..... ☐
19. Other: ..... ☐

Section K Total _____ (22 Possible)

L. RECYCLING AND REUSING MATERIALS

Section N/A ☐

YES

Implement at least five (5) measure from this section.

1. Recycle **or** reuse the following:
   - Cardboard (corrugated, cardboard boxes) ..... ☐
   - Mixed Paper (junk mail, scrap and colored paper) ..... ☐
   - Newspapers ..... ☐
   - Office Papers (computer or copier paper) ..... ☐
2. Recycle food and beverage containers that are glass, plastic, and aluminum ..... ☐

3. Recycle Green waste: compost **or** recycle landscape waste ..... ☐
4. Switch from Styrofoam to recycled paper based material for take-out orders
   or plant based material for take-out orders ..... ☐
5. For shipping items, use shredded paper for packaging instead of Styrofoam ..... ☐
   If you receive Styrofoam reuse it in your own packaging
   The Plastic Loose Fill Council at http://www.loosefillpackaging.com/ will direct you to businesses accepting polystyrene peanuts for reuse
6. Buy products in returnable, reusable, or recyclable containers ..... ☐
7. Eliminate paper coasters and switch to reusable ones ..... ☐
8. Have napkins in dispensers at tables to reduce over-usage ..... ☐
9. Switch from individual condiment packets such as sugar, salt, and pepper to refillable containers or offer only at customer request ..... ☐
10. Buy ingredients such as flour, sugar, salt, in bulk ..... ☐
11. Offer half orders on menu to eliminate large uneaten portions ..... ☐
12. For salad bars, use smaller portions and replenish more frequently to prevent waste ..... ☐
13. Buy pickles, mayonnaise, salad dressing etc. in containers that are recyclable ..... ☐
    i.e. plastic-lined cardboard, cry-o-vac or foil pouches ..... ☐
14. Check food deliveries for spoiled **or** damaged products before accepting shipment ..... ☐
15. Rotate supplies to minimize loss through spoilage and damage ..... ☐
16. Donate excess food: non-perishable foods http://www.hawaii.org/health ..... ☐
17. Require cleaning/ sanitizing product suppliers to take back empty buckets or drums ..... ☐
18. Use cloth instead of paper and tablecloths http://www.hawaii.org/health ..... ☐
19. Donate old uniforms and linens to shelters or nonprofits, **or** simply recycle them http://www.opala.org ..... ☐
20. Donate or exchange unwanted furniture, supplies, electronics, scrap material, etc. ..... ☐
    To check places that accept reusable items go to City and County of Honolulu-http://www.opala.org
    Or Department of Health-http://www.hawaii.org/health
21. If a laundry service is used, makes sure they provide reusable bags for dirty & clean linens ..... ☐
22. Install air hand dryers in restrooms ..... ☐
23. Use properly sanitized old table cloths and napkins as rags ..... ☐
24. Offer small incentives to customers who bring their own coffee mugs etc. ..... ☐
25. Use vermicomposting to reduce food waste (http://www.apollo.org) (2 credits) ..... ☐
26. Donate recycle, or replace with safer alternatives:
    Electronic equipment i.e. computers, cell phones, and pagers ..... ☐
    Send ink toner cartridges back to manufacture for recycling or refilling ..... ☐
27. Other… ..... ☐

Section L Total _____ (32 Possible)

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. -- Solid Waste Generation: Our new employee forms and manuals are electronic only.

Community Involvement

Please indicate in the box below what community outreach projects your company engages in. Points from this section are extra credit and will be added to your total score

Overall Total _____ (319 Max possible)

Guidelines for Certification (319 Max Possible Points):

80 credits – Kulia I Ka Nu'u (Strive to Reach the Summit)

81-160 credits - Kaulike (To Achieve Balance)

161-240 credits - Kela (Excellence)

241-319 credits - Po'okela (Excellence in Leadership)

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 of 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

(a) 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)

(b) Electronic Product Environmental Assessment Tool (EPEAT)
epeat.net

(c) Energy Star
energystar.gov

(d) Environmental Defense Fund
edf.org

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

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

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

(h) Hawai'i Beef Industry Council
hibeef.org

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

(j) 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)

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

(l) United States Green Building Council (USGBC)
usgbc.org

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