



## General Information

Number of Employees (Total number of full and part-time): \_\_\_\_\_

Complete the following. Use your last electricity, gas, water and trash bills.

1. Electricity and Gas Use (On bill): Month: \_\_\_\_\_ kwh/day: \_\_\_\_\_ therms/day: \_\_\_\_\_

Same month last year: kwh/day: \_\_\_\_\_ therms/day: \_\_\_\_\_

2. Water: Month: \_\_\_\_\_ HCF: \_\_\_\_\_

Same month last year: HCF: \_\_\_\_\_

3. Solid Waste (trash): Month: \_\_\_\_\_ cubic yards/week: \_\_\_\_\_

Same month last year: cubic yards/week: \_\_\_\_\_

*Chart and Post at least one (1) of the above. (Usage amounts, not costs or bill amounts)*

*A sample Chart is provided for you as Attachment I.*

Fulfill at least one action to provide on-going incentives, awareness or training for employees using the Green Business Checklist to encourage their support and participation. (Check all activities in which Green Business was discussed or promoted)

- Staff meeting discussions
- Employee reference materials
- Company newsletter or bulletins
- Job descriptions
- Employee training

Do any of the following to inform your customers about the environmental actions you are taking and your participation in the Green Business Program:

- Post the Green Business sticker in a visible location.
- Be a distributor of the Malama Kaua'i Green Map
- Share with your customers the steps you are taking to be a Green Business (either verbally or by posting information).

Assist at least one (1) other business in becoming a Green Business. Encourage them to enroll in the Green Business Program. (Check all that were done).

- Tell a business neighbor about the GBP and your participation initiatives.
- Invite other business owners to tour your facility.
- Sign-up to be a "coach" for the Green Business Program where businesses can be referred to you to hear directly how the program has helped your business.

Other: \_\_\_\_\_  
\_\_\_\_\_



# TO BECOME Mālama Kaua‘i GBPI CERTIFIED

YOU MUST...

1. Meet the GBP baseline requirements to save energy, water and other materials, and reduce waste wherever applicable
2. Complete the additional measures necessary to climb tiers each year
3. Consent to site visits to validate to ensure the above two steps have been accomplished

## *Restaurant - Tier 1*

Reduce Waste	N/A	Yes
<b>Eliminate Styrofoam.</b> Switch to compostable or recyclable (#1/2 plastic) containers for take-out orders (see DIY guide).		
<b>Eliminate Chlorine.</b> Use hydrogen peroxide or borox instead (see DIY guide).		
<b>Eliminate plastic bags.</b> Instead, use compostable, paper, or boxes instead and support personal bag use.		
<b>Purchase at least 25% local produce,</b> when available		
Do not place left-over beverages and wet food into dumpster		
<b>Compost!</b> Hui up with a farmer, pig farmer, or vermaculturist to pick up your organic waste. Contact Mālama Kaua‘i for help finding interested parties near you.		
<b><i>Implement an internal recycling system:</i></b>		
Call the County Recycling Office to schedule a free audit on your waste stream analysis and recommendations for recycling. Send a copy to MK		
Aluminum		
Plastic #1 and 2		
Glass		
Mixed paper (including printer paper, junk mail, magazines, etc)		
Cardboard		
Newspaper		
<b><i>Implement an Environmentally Preferred purchasing Policy</i></b> See DIY Guide for a “how-to”. See attached EPP checklist for options		
Purchase 35-100% post-consumer recycled paper products, including all required [R] and at least 2 extra.		
Purchase EPP cleaning products, including all required [R] and at least 2 extra		
Reduce Energy Consumption		
<b>Complete an evaluation</b> with Paul Daniels through the KIUC Enhanced Services Program (ESP) and email a release for a copy to be sent to Malama Kaua‘i. This program analyzes your establishment’s use of energy and how to reduce it. If you qualify, you can receive free lighting and up to 80% of project costs associated with energy reduction. Additionally, the auditor can give you a pretty clear estimate of your potential savings. Contact Paul at 246-8275 for your site tour.		
<b>Complete all retrofit recommendations that are free of charge</b>		
<b>Chart and post your monthly electricity use</b> where employees can see it		

**Maintain a standard** of turning off lights, computers, monitors, printers, copiers, and other equipment when leaving at the end of the day

## Reduce Water Consumption

Behavioral practices are the simplest and cheapest ways to begin conserving water

**Educate employees:** Employee education is the simplest way to conserve water.

- 1) Operate dishwasher only when full
- 2) Do not continuously run water to thaw foods or clean dishes by hand
- 3) Train staff to monitor and respond immediately to leaking equipment.
- 4) Serve water only upon request

**Check for leaks in your facility** by turning off all water using appliances overnight. Write down the number on your meter when you leave, and check the meter upon your return. If there is any change in your meter you have a leak. (See DIY guide)

**Test your toilet for leaks twice a year** through toilet leak detection tablets (offered free through the Water Dept), or you can simply add a few drops of food coloring to the toilet tank and see if the color seeps into the bowl without flushing. If it does, you have a leak that could be using thousands of extra gallons of water every year!

**Understand your water bill and review it monthly.** Once you are familiar with the average cost per month, you will realize quickly if there is a leak when the bill spikes

Equipment changes

**Post signs in restrooms encouraging water conservation**

For toilets that are not low-flow, place a “**toilet tummy**” in the tank. This will offset 10-20 cups of water per flush. 2 included with program participation.

**Other:** What else are you doing you'd like to highlight?

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# TO BECOME Mālama Kauaʻi GBP2 CERTIFIED

YOU MUST...

1. Meet the GBP baseline requirements to save energy, water and other materials, and reduce waste wherever applicable
2. Complete tier 1 and 2 measures
3. Consent to site visits to validate to ensure the above two steps have been accomplished

## Restaurant - Tier 2

Reduce Waste	N/A	Yes
<b>Purchase at least 50% local produce</b> , when available		
<b>Recycle all spent batteries and replace with re-chargeable alternatives</b>		
<b>Offer re-usable spoons next to coffee stirs</b>		
<b>Send all used toner cartridges back to the manufacturer</b>		
<b>Reduce unwanted mail</b> by the following: <ul style="list-style-type: none"> <li>• Write to or call senders requesting removal from mailing</li> <li>• Write “refused” on first class mail and return to sender</li> <li>• Return labels from duplicate mailings and subscriptions requesting all but one be removed</li> </ul>		
<b>Continue creating your purchasing policy of 35-100% post-consumer recycled products</b> , now purchasing at least 6 items		
<b>Continue creating your purchasing policy for EP cleaning products</b> , now purchasing at least 6 items		
Reduce Energy Consumption		
<b>Complete your follow-up evaluation with the KIUC Enhanced Services Program (ESP)</b> and email a release for a copy to be sent to Mālama Kauaʻi.		
<b>Complete all retrofit recommendations with a payback of one year or less</b>		
Reduce Water Consumption		
Equipment changes		
<b>Replace <i>all</i> sink faucets with low-flow fixtures.</b> If you have already gotten your freebies from the Water Dept., you can purchase these for low cost at any appliance store.		
<b>Replace your pre-rinse spray valve</b> with a low-flow alternative, saving 3 gallons per minute		
Other: What else are you doing you'd like to highlight?		
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# TO BECOME Mālama Kauaʻi GBP3 CERTIFIED

YOU MUST...

1. Meet the GBP baseline requirements to save energy, water and other materials, and reduce waste wherever applicable
2. Complete tier 1, 2, and 3 measures
3. Consent to site visits to validate to ensure the above two steps have been

## *Restaurant - Tier 3 and Ongoing*

Reduce Waste	N/A	Yes
<b>Continue creating your purchasing policy of 35-100% post-consumer recycled products,</b> now purchasing at least 10 items. 2 additional per year		
<b>Finish creating your purchasing policy for EP cleaning products,</b> now using all EPP products.		
<b>Purchase at least 75% local produce,</b> when available		
<b>All to-go containers must be biodegradable</b> (no plastics)		
<b>Offer re-usable cutlery, plates, bowls, and cups</b> for dine-in restaurants		
<i>General: 2 additional measures per year</i>		
<b>Keep a stack of previously used paper near printers.</b> Use it for drafts, scratch paper or internal memos or designate a draft tray on printers with multiple trays		
<b>Make two-sided printing and copying standard practice</b> in your business, and use light ink whenever possible		
<b>Reduce unwanted mail</b> by asking to be removed from mailing lists or by writing “refused” on the mail.		
<b>Design marketing materials that require no envelope</b> – simply fold and mail		
<b>Select products shipped with less packaging</b> and/or easily recyclable packaging. Specify deliveries in reusable or returnable containers		
<i>Recycle and reuse in the kitchen: 1 additional measure. Ask your provider if available</i>		
<b>Buy ingredients such as flour, sugar and salt in bulk</b>		
<b>Buy products in returnable, reusable or recyclable containers</b>		
<b>Store and rotate supplies efficiently</b> to minimize loss through spoilage and damage		
<b>Require cleaning/sanitizing product suppliers to take back empty buckets or drums</b>		
Buy pickles, mayonnaise, salad dressings, etc. in <b>containers other than non-recyclable hard plastic pails or buckets</b>		
<b>Eliminate inner-pack dividers</b> in shipping containers for miscellaneous supplies		
<b>Buy eggs shelled in bulk</b> (refrigerate as required) if using three or more cases per week		
<i>Recycle and reuse in the facility: 2 additional measures</i>		
<b>Use cloth napkins</b> instead of paper napkins		
<b>Use refillable containers for condiments</b> rather than single serving packages		
<b>Switch to reusable coasters</b> from paper ones		
<b>Install air dryers or offer washable cloth hand towels</b> in bathrooms,		
<b>Recycle</b> all fluorescent tubes, electronic equipment, and paint to appropriate facilities		
<b>Use rags</b> instead of paper towels for cleaning. Then, use old cloth napkins and table cloths as rags		
<b>Offer a small incentive to customers who bring their own coffee mugs, etc</b>		
<b>Donate old uniforms and linens</b> to shelters or nonprofits or otherwise recycle them		



## ENVIRONMENTALLY PREFERRED PURCHASING (EPP) POLICY OPTIONS

Implement a purchasing policy of 35-100% post-consumer recycled products.	
[R] Bags for retail/take-out (biodegradable or paper)	
Copy, computer, and fax paper	
Envelopes	
Business Cards	
Folders and other paper products	
Toilet paper	
Napkins	
Flatware (biodegradable)	
Paper plates	
Paper Towels	
Guest Checks	
Register tape	
Tissues	
Placemats	
Coasters	
Garbage bags (biodegradable instead of LLPE or LLDPE)	
Menus	
Sponges	
Implement a purchasing policy that guarantees the use of environmentally preferred cleaning products.	
[R] Chlorine-Free Bleach (must eliminate all chlorine use)	
Multi-Purpose cleaner	
Dish/Dishwasher soap	
Glass cleaner	
Toilet and sink scrubs	
Laundry Detergent	
Hand soap	

\* [R] = Required