



# Marion County EarthWISE Business Certification Application

Marion County Public Works- Environmental Services  
5155 Silverton Road NE; Salem, OR 97305  
(p) 503-365-3188 (f) 503-588-7970  
www.mcEarthwise.net

**Date:**

**Business Name:**

**Address:**

**Phone:**

**Fax:**

**Contact Name:**

**Contact Email:**

**Business Website:**

**Is your business a Chamber of Commerce Member?**  Yes  No

**Please name Chamber of Commerce:** \_\_\_\_\_

**Please check each item that applies to your business. During the certification site visit an EarthWISE program representative will confirm that each of the checked items is accurate.**

### **1. Self-assessment**

*EarthWISE Businesses are **required** to:*

- Complete an EarthWISE assessment of their work site

### **2. Recycling (at least 6 to qualify)**

*EarthWISE Businesses are **required** to:*

- Provide an on-site recycling program that includes cardboard, paper, bottles, cans, & rigid plastic containers
- Provide janitorial collection of recycling at a minimum of one location in each workspace
- Electronics (computers, monitors, printers and cell phones)
- Fluorescent lamps
- Batteries

*In addition, EarthWISE Businesses are required to recycle at least one of the following materials:*

- Film Plastics (shrink wrap, plastic bags, etc.)
- Glass
- Latex Paint
- Motor Oil
- Printer Cartridges
- Styrofoam
- Cooking Oil
- Other? \_\_\_\_\_

### **3. Waste Reduction & Prevention (at least 4 to qualify)**

*EarthWISE Businesses are required to comply with at least four of the following practices to qualify:*

- Have alternatives to paper towels in all bathrooms, lunchrooms, and kitchens
- Have reusable dishware/cutlery available in all kitchens
- Set up at least one printer to automatically duplex (double side) print
- Establish a draft printer to be stocked with old fax paper or other paper used on one side
- Develop and implement at least one paperless office effort (fax to email, email invoices, paperless archival systems, etc.)
- Use rechargeable batteries
- Use refillable printer cartridges
- Participate in or start a reusable office supply exchange program
- Provide reusable and washable coffee mugs/drinking glasses at meetings instead of disposable
- Purchase at least two materials in bulk (please list materials):  
\_\_\_\_\_

- Commit to sustainable catering practices
- Compost food debris
- Other? \_\_\_\_\_

**4. Environmentally Preferable Purchasing (at least 4 to qualify)**

*EarthWISE Businesses are **required** to:*

- Purchase printer/copier paper with a minimum of 30% recycled content.
- Purchase at least one environmentally friendly cleaning product that is used regularly. (Needs third party certification such as Green Seal, Ecologo, etc. **NOTE:** Good Housekeeping does not qualify as an environmental 3<sup>rd</sup> party certification)

*In addition, EarthWISE Businesses are required to use at least two of the following recycled or green content products:*

- Toilet paper (minimum 20%)
- Paper towels (minimum 10%)
- Trashcan liners (minimum 10%)
- Writing Pads or post its (minimum 10%)
- Envelopes (minimum 10%)
- Business Cards (minimum 10%)
- Other? \_\_\_\_\_
- Use at least two certified green cleaning products (\*must have third party certification- i.e. Green Seal, Ecologo, etc.)
- Adopt a written sustainable purchasing policy

**5. Outreach & Education (at least 2 to qualify)**

*EarthWISE Businesses are **required** to:*

- Establish a Green Team of employees that are responsible for maintaining EarthWISE Certification criteria and assisting co-workers with implementing EarthWISE practices and answering questions

*In addition, EarthWISE Businesses are required to commit to at least one other outreach and education practice:*

- Hold an annual employee training on best environmental practices in your workplace
- Provide easily accessible resource conservation information for employees on internal website or in centralized locations such as break rooms
- Establish a section of a current electronic newsletter or create a new electronic newsletter that provides information about the EarthWISE resource conservation areas
- Designate a staff recycling or sustainability coordinator to oversee and maintain recycling program and organize the Green Team
- Other? \_\_\_\_\_

## 6. Water Conservation (at least 1 to qualify)

*EarthWISE Businesses are required to commit to at least one water conservation activity:*

- Install low flow toilets (must be in building built prior to 1993)
- Use leak tablets or food coloring to detect toilet leaks. If detected, document and fix leaks.
- Reduce irrigation frequency and avoid watering during the hottest times of the day and on windy days
- Install faucet aerators in bathrooms and kitchens
- Use drip irrigation and/or soaker hoses instead of broadcast spray sprinklers
- Install low-flow shower heads
- Use front loading washing machines (with energy star label)
- Other? \_\_\_\_\_

## 7. Wastewater and Stormwater Management (at least 3 to qualify)

*EarthWISE Businesses are required to comply with at least 3 wastewater and stormwater management practice:*

- Place screens in sink drains
- Dispose of waste water (such as mop water) on outdoor plants, grass, or down an indoor drain
- Post "Pour no grease down drains" signs in kitchens
- Landscape with at least 50% native Oregon plants and/or trees
- Locate dumpsters away from storm drains
- Maintain storm drains yearly
- Maintain a regular sweep schedule of parking lot
- Stencil or mark storm drains with a "dump no waste" message (available from City of Salem Public Works or Marion County EarthWISE)
- Establish an integrated pest management program to reduce chemical use in your landscaping
- Wash fleet on grass and use biodegradable cleaning products
- Other? \_\_\_\_\_

## 8. Energy Conservation (at least 4 to qualify)

*EarthWISE Businesses are required to commit to at least four energy conservation practices:*

- Establish and **post** a mandatory computer and monitor shut-down of all monitors and computers at the end of the work day
- Establish and **post** a mandatory monitor turn-off policy when monitors are not in use for 15 to 30 minutes or more.
- Install compact fluorescent light bulbs in at least 50% of lighting fixtures
- Change all fluorescent lamps to T8's or T5's with electronic ballasts
- Install refrigerator thermometers and maintain temperature between 37 and 40 degrees Fahrenheit and freezer temperature between 0 and 5 degrees Fahrenheit
- Install timers or motion sensors in hallway, bathrooms, closets, conference or break rooms
- Install timers or motion sensors on outdoor lights
- Set water heater to 120 to 130 degrees Fahrenheit (unless required for health purposes)

- Wash with the cold water cycle unless otherwise required and post this near or on washing machines
- Commit to purchasing only Energy Star label appliances
- Other? \_\_\_\_\_

**9. Above and Beyond (at least 1 to qualify)**

*In addition, EarthWISE Businesses must engage in one additional activity, such as:*

- Use **only** 3<sup>rd</sup> party certified green cleaning products except when required by law to use specific disinfectant products
- Attain LEED EB status (Leadership in Energy and Environmental Design-Existing Building)
- Conduct an Energy Audit with the Energy Trust of Oregon
- Purchase green power
- Purchase carbon offsets (green tags) for energy use or fleet travel
- Generate renewable energy onsite
- Provide bike parking and shower facilities for employees & bike parking for customers
- Provide employee incentives for carpooling, public transportation, or biking
- Incorporate sustainability into food contract
- Incorporate sustainability into landscaping contract
- Add hybrid or electric vehicles to fleet
- Use alternative fuels such as bio-diesel to fuel your fleet
- Establish a sustainable purchasing policy
- Develop a continuous improvement plan for your site
- Other? \_\_\_\_\_

I hereby acknowledge that all EarthWISE certification actions implemented by my business and indicated above are true and accurate.

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of manager, CEO, or owner if different than above

\_\_\_\_\_ is officially EarthWISE Certified on this the \_\_\_\_\_  
Business

day of \_\_\_\_\_, \_\_\_\_\_

Signature

EarthWISE Program Representative

Sample Copy Only