



Sustainable Business Designation Program Checklist

Sustainable Business Designation

Obtaining a *Sustainable Business Designation* involves participating in a voluntary program that recognizes businesses for implementing actions that are simultaneously good for their bottom line, the environment, and the social fabric of their communities. Businesses that incorporate sustainable practices into their operations are showing their intentions to improve their performance and as such stand out as valuable contributors to their local community business districts.

The *Sustainable Business Designation* helps consumers to identify and choose businesses who are committed to sustainability and who view sustainability as core to their mission and business model.

No two businesses are the same; with that in mind the Sustainable Business Designation Program provides varying small businesses the opportunity to achieve sustainable business designation. Simply complete the series of questions and criteria to qualify your business for one of four sustainable business certification levels.

Certification Levels:

- Striver 1 – 29 points
- Bronze 30 – 75 points
- Silver 76 – 130 points
- Gold 131 +



Please send your completed form to:

Sustainable Pittsburgh

Via email: sbiz@sustainablepittsburgh.org

Online Version: http://www.c4spgh.org/Smallbiz_Checklist.html

Via mail: Sustainable Pittsburgh

307 Fourth Avenue, Suite 1500

Pittsburgh, PA 15222



Contact Information (Required)

Date:

Phone:

Email:

Business Name:

Contact name:

Business Address:

**Sustainable Small Business Designation On-Ramp - (33 points maximum)
Helping your business take the fast track toward sustainability.****Energy Conservation and Management**

The business:	Points	Yes	No	N/A	Pledge
uses fans to reduce the use of air conditioning.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
turns the lights off in rooms when they are not occupied.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has installed daylight or motion/occupancy-sensing light switches (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has arranged its workspaces to take advantage of natural light.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Water Conservation and Management

The business:	Points	Yes	No	N/A	Pledge
uses low flow toilets. (Note: Any new toilets installed since 1994 will qualify as low-flow.)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Waste Management

The business:	Points	Yes	No	N/A	Pledge
prints and/or copies double-sided/duplex.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reuses waste paper for scrap paper/note-taking.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pays its bills electronically (when given the option).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
recycles paper, cardboard, plastic, metal, and wood products that are able to be recycled.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Products, Services and Purchasing

The business:	Points	Yes	No	N/A	Pledge
has furniture and furnishings that are used and/or repurposed.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Business Operations and Practices

The business:	Points	Yes	No	N/A	Pledge
markets and sells its products and services primarily to the community in which it resides.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is active in the community and engages with other businesses to improve the area in which it resides, by advocating for and fostering attractive sidewalks, trees, and benches and helping to make the area safer for pedestrians and bicyclists.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
supports local artisans, such as hanging up or displaying their work.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupancy

The business:	Points	Yes	No	N/A	Pledge
has furniture or furnishings interior/exterior that are made from sustainable, recycled or salvaged materials.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has rehabilitated an existing space or structure instead of locating in a newly constructed building.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is located in a historic space (defined as 50 years or older) and is aware of and abides by of the guidelines, ordinances, and recommendations established to preserve such a place.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses sustainably-harvested (e.g., FSC-certified) or repurposed wood flooring, carpet that is made with recycled content and/or is Carpet and Rug Institute (CRI) Green Label certified for indoor air quality, and/or some other type of environmentally-friendly flooring material (please specify).	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Transportation

The business:	Points	Yes	No	N/A	Pledge
is located in a historic and/or mixed-use business district that is walkable.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Energy Conservation and Management (67 points maximum)

Business-wide energy use – 31 points maximum

The business:	Points	Yes	No	N/A	Pledge
is aware of how much energy it uses and tracks its monthly progress on energy savings.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is aware of the Pennsylvania Act 129 benefits that it should receive from its utility company. (See www.puc.state.pa.us/General/consumer_ed/pdf/EEC_Business-FS.pdf .)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sets its water heater(s) to 120°F, if its water heater uses a tank.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR uses a tankless/on-demand or solar hot water heater (if answered NO to above).	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses ENERGY STAR Portfolio Manager to track its energy usage. (See www.energystar.gov/index.cfm?c=small_business.sb_index .)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has purchased renewable energy certificates, carbon offsets, or clean energy credits.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has assessed opportunities to purchase renewable energy certificates, carbon offsets, or clean energy credits (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has undergone a professionally-conducted energy audit or assessment in the past five years.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AND has begun to implement recommendations from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has conducted its own energy audit or assessment (e.g., using a checklist found on the internet) (if answered NO to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AND has begun to address the results from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses solar or wind energy (either through installations on its property or through the purchase of such energy from a third-party provider).	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has installed solar panels, wind turbines, or some other mechanism for harnessing renewable energy.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has assessed opportunities to install solar panels, wind turbines, or some other mechanism for harnessing renewable energy (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electric equipment – 6 points

The business:	Points	Yes	No	N/A	Pledge
has adjusted the power settings on its computers to save energy.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

unplugs little-used appliances, electronic equipment, and lighting fixtures to avoid “phantom load.”	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses at least one ENERGY STAR approved product, such as an HVAC unit, refrigerator, dishwasher, or computer. (Look for a blue ENERGY STAR logo on the product.)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Heating, ventilation, and air conditioning (HVAC) – 19 points maximum

The business:	Points	Yes	No	N/A	Pledge
uses natural cooling (e.g., opening windows and doors) in place of air conditioning.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses a programmable thermostat and sets it lower in the winter and higher in the summer.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has energy-saving guidelines as to when to adjust its thermostat, such as at what temperature it should be set the end of the day or when the business not open (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replaces filters and or cleans its HVAC system.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has sealed leaks around doors, windows, outlets, corners, and other joints (“weatherization”).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses multi-pane and/or energy-efficient windows.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has insulated its pipes and ducts, ceilings, and walls.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has installed an alternative heating system (i.e., one that does not heat with oil, gas, or electricity).	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has assessed opportunities to install an alternative heating system (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lighting – 11 points maximum

The business:	Points	Yes	No	N/A	Pledge
has replaced fluorescent light bulbs or tubes (as they burned out) with low-mercury fluorescent light bulbs or tubes.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses task lighting and/or zone lighting instead of entire-room overhead lighting.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has replaced its incandescent light bulbs (as they have burned out) with CFLs or LEDs.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has replaced its T12 fluorescent light tubes (as they have burned out) with T8 (or lower) tubes.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has replaced existing exit signs with LED models or has retrofitted an existing exit sign with LEDs.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses solar lights or timers for outdoor lighting.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Water Conservation and Management (25 points maximum or 48 points maximum)

Water conservation – 25 points

The business:	Points	Yes	No	N/A	Pledge
has a water use reduction policy and has informed its employees about proper water conservation techniques (e.g., not leaving the faucet running when water is not being used, ensuring that faucets are completely off and not dripping, etc.).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is aware of its water use and tracks its monthly progress on water usage.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has put water savers in its toilet tanks (e.g., Toilet Tummy).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is aware of what happens to the stormwater leaving its property.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has installed at least one WaterSense approved water fixture, such as a faucet, toilet, urinal, or related accessories.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses dual flush toilets or has converted a standard toilet to dual-flush.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses waterless urinals.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has undergone a professionally-conducted water audit or assessment in the past five years.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AND has begun to implement recommendations from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has conducted its own water audit or assessment (e.g., using a checklist found on the internet) (if answered NO to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AND has begun to address the results from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Outdoor water and stormwater management (answers required only for businesses with green space on their property) – 23 points maximum

The business:	Points	Yes	No	N/A	Pledge
waters its outdoor plants and/or grass before 10 am or after 6 pm.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses a timer on its sprinklers or hose when watering outdoor plants and/or grass.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has eliminated the use of any unnatural chemicals on its green spaces or outdoor plants.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses rain barrels to capture rainwater for irrigation.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses gravel in place of non-porous concrete or asphalt.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

has planted native and/or drought-tolerant plants to reduce watering needs.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a rain garden, bioswale, wetland, or other naturally-filtering catchment system on-site (not including rain barrels) to minimize the amount of stormwater that reaches the sewer system.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has assessed opportunities to install a rain garden, bioswale, wetland, or other naturally-filtering catchment system on- site (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses permeable/pervious paving in place of non-porous concrete or asphalt.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has assessed opportunities to install permeable/pervious paving (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Business Operations and Practices (35 points)

Business policies and governance – 21 points

The business:	Points	Yes	No	N/A	Pledge
has policies and/or a code of ethics that guards against corruption.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is up-to-date with its bookkeeping and accounting, cash flow, workplace health and safety, licenses and permits, and insurance policies.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is compliant with all applicable laws and regulations (e.g., taxes, health code, etc.).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a marketing plan.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a written customer service policy/philosophy and follows it.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a strategic, future-oriented business plan in place.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a designated staff member or team responsible for the oversight and implementation of sustainability initiatives.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
includes sustainable practices in the training of new and existing employees.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
encourages its employees to exercise and/or stay healthy and fit.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
markets itself (e.g., on its website) as a local and sustainability-oriented business.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has pursued grants for energy efficiency or other sustainability projects, façade improvements, and/or anything else that seeks to improve the business's performance.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a written sustainability policy, sustainability goals, or sustainability principles to guide its operations.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Community-serving business practices – 3 points

The business:	Points	Yes	No	N/A	Pledge
maintains a business-related checking or savings account at a local, independent bank or credit union.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sponsors community and/or school events.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
encourages its employees to engage in community service.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Diversity, equity, and inclusion – 11 points

The business:	Points	Yes	No	N/A	Pledge
prohibits discrimination and values inclusion and diversity.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ensures that a wide range of candidates are interviewed for job openings.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pays at least the minimum living wage to all of its employees. (See http://livingwage.mit.edu/states/42/locations for the living wage rate in your community.)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is a minority and/or woman-owned business.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
offers health benefits to its full-time employees, if it has more than two employees.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupancy (22 points maximum)

The business:	Points	Yes	No	N/A	Pledge
has eliminated the use of harmful chemicals for pest control, both inside and outside its building.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
occupies a formerly blighted/abandoned property, putting it back into productive use.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
only uses or has only used paints, finishes, coatings, stains, primers, adhesives, and sealants that are low-emitting (i.e., low in volatile organic chemicals [VOCs]).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a cool/white roof.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a green/vegetated roof.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
resides in a building that has attained Silver certification or better under the LEED for Existing Buildings: Operations and Maintenance (LEED-EB: O&M) rating system.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR is seeking to attain Silver certification or better under LEED-EB: O&M (if answered NO above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Transportation (15 points maximum)

The business:	Points	Yes	No	N/A	Pledge
has employees who share car or van rides to commute to and from work.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is owned by a proprietor who lives within 5 miles of his or her business.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has employees who use public transit or hybrid, electric, or alternative fuel vehicles to commute to and from work.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has employees who bike or walk to and from work.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a bike rack outside its building for customer and employee use, or covered/indoor bike storage space.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses hybrid, electric, or alternative fuel vehicles for its business-related travel.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Waste Management (18 points maximum)

Business-wide waste management – 18 points maximum (If considered a foodservice establishment, proceed to the next section)

The business:	Points	Yes	No	N/A	Pledge
uses “print preview” on their word processor to reduce wasteful printing.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is aware of the amount of waste it produces and disposes of and tracks its progress on waste reduction.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a waste reduction and recycling policy and has informed its employees about waste reduction and proper recycling practices.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
recycles larger items that are able to be recycled (e.g., refrigerators, furniture, etc.).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has eliminated the use of plastic bags for customer transactions.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR asks customers if they would like a bag before bagging their items (if answered NO to above).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has undergone a professionally-conducted waste audit or assessment in the past five years.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AND has begun to implement recommendations from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has conducted its own waste audit or assessment (e.g., using a checklist found on the internet) (if answered NO to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AND has begun to address the results from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Products, Services, and Purchasing (26 points maximum)

Sustainable purchasing and products – 26 points **(If considered a foodservice establishment, proceed to the next section)**

The business:	Points	Yes	No	N/A	Pledge
sells products of which at least 25% are made in local markets (defined as within the commonwealth of Pennsylvania or a 150-mile radius from the business).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses locally-produced materials when possible, if it manufactures or produces goods (excluding food).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
chooses to purchase at least 25% of its operating supplies from locally-owned suppliers.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses biodegradable, environmentally-friendly cleaning supplies (if allowed by law for its industry/sector).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
buys paper products (e.g., printing paper, toilet paper, paper towels, etc.) made with at least 30% post-consumer recycled content.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
buys paper products that are free of bleach and/or chlorine.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
supports fair-trade items.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a sustainable/environmentally-preferable purchasing policy (e.g., it seeks out and buys environmentally-friendly cleaning supplies, furniture, and other items).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
engages in cooperative purchasing with other local businesses or organizations.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
only purchases products and services that are Green Seal®-certified, when possible. (See www.greenseal.org/FindGreenSealProductsAndServices.aspx .)	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Innovation Bonus (6 points maximum)

Tell us about a sustainable initiative not listed in the questionnaire.

List sustainable practice:	Points
	3
	3

Waste management for foodservice establishments only – 35 points maximum

The foodservice establishment:	Points	Yes	No	N/A	Pledge
is aware of the amount of waste it produces and disposes of and tracks its progress on waste reduction.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a waste reduction and recycling policy and has informed its employees about waste reduction and proper recycling practices.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
serves food and beverages with multi-use rather than disposable dishware (plates, cups, utensils, etc.).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
does not sell bottled water.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
offers a discount for customers who bring their own to-go containers.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
donates its used cooking oil to biofuel producers.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has eliminated the use of plastic bags for customer transactions.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR asks customers if they would like a bag before bagging their items (if answered NO to above).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses biodegradable to-go containers and/or containers made of recycled materials.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR uses paperboard or metal foil to-go containers rather than Styrofoam, polystyrene, or plastic (if answered NO to above).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
composts its food waste.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
produces biofuel from its used cooking oil to power its diesel fleets and/or employee vehicles.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has undergone a professionally-conducted waste audit or assessment in the past five years.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AND has begun to implement recommendations from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR has conducted its own waste audit or assessment (e.g., using a checklist found on the internet) (if answered NO to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AND has begun to address the results from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Products, services, and purchasing for foodservice establishments only– 21 points maximum

The foodservice establishment:	Points	Yes	No	N/A	Pledge
offers vegetarian options that are appropriate alternatives to its meat offerings (e.g., Portobello mushroom burgers or black bean burgers, cheese pizzas, etc.).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is a Buy Fresh Buy Local® Partner business.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses biodegradable, environmentally-friendly cleaning supplies (if allowed by law for its industry/sector).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
buys paper products (e.g., printing paper, toilet paper, paper towels, etc.) made with at least 30% post-consumer recycled content.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
buys at least 25% of its food from local producers and/or farmer's markets. (Example: A restaurant chooses to use bread from a local bakery rather than a national manufacturer.)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
engages in cooperative purchasing with other local businesses or organizations.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
buys at least 25% of its produce organic and/or purchases meat raised in humane conditions without artificial hormones or antibiotics.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
buys only seafood in the Best Choices or Good Alternatives categories on the Monterey Bay Aquarium's Seafood Watch list or in the dark and light green categories on Blue Ocean Institute's seafood guide.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>