

- Planted trees (native to New Jersey)

✓ GREEN PURCHASING

- Purchase office materials with the highest recycled content available.
- Purchase business cards with recycled content.
- Purchase Energy Star products such as computers, monitors, fax machines, printers and copiers.

✓ OTHER

- Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.
- Other Green initiatives specific to your business and industry. Elaborate. _____

- Get a BPU Clean Energy Program Direct Install Energy Audit (and save 70% of costs while you are at it!)
- Implement recommendations from the Direct Install Energy Audit
- Complete registration for the NJ Sustainable Business Registry at <http://registry.njsbdc.com/>
- Is there something that you have done that is not on this list? Tell us about it. _____



Name of Establishment _____

Contact Person _____

Phone _____ FAX _____

Email _____

Address _____

Type of Business Office Medical Office Bank
 Hotel Wholesale store Retail store
 Grocery store Restaurant Educational Facility
 Other _____



How Did You Do?

THERE ARE 68 ITEMS ON THIS ASSESSMENT. If you checked off at least 34, you are eligible for recognition in Ewing Township's new GREEN BUSINESS RECOGNITION PROGRAM.

FOR ADDITIONAL INFORMATION, CONTACT:
 THE EWING GREEN TEAM
ewinggreenteam@gmail.com

OR GO TO:

<http://ewinggreenteam.org/greenbusiness>

Take Pride in a Greener Ewing!



**We're Taking Pride in a Greener Ewing
 with Ewing Township's
 Green Business Recognition Program**

GREEN BUSINESS APPLICATION

IT'S EASY BEING GREEN!

Your business may already be greener than you think. Going through this checklist will enable you to find out where you stand in your quest to become a sustainable business. Recycling/waste reduction, energy and water conservation, green landscaping and transportation, and purchasing local, as well as recycled, are all elements that lead to a sustainable business. Follow these guidelines and you can earn recognition as a EWING GREEN BUSINESS.

✓ GENERAL

- Buy Local. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- Establish a staff 'green team' that can help guide efforts to green your business.
- Create a "green" policy manual and implement those actions.
- Train employees to think green from Day One.
- Participate in local green events: tree plantings, clean-ups, green fairs, etc.

- Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).

✓ WASTE REDUCTION

PRINTING

- Recycle used copier toner and ink jet cartridges.
- Use refilled or remanufactured laser and copier toner cartridges.
- Default printing is double sided printing.
- Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.
- Reduce printing of emails, attachments and documents.
- Use electronic billing methods to invoice customers and receive payment.

REDUCE

- Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc. *Buy a battery charger.*
- In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.)
- Use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.
- For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).
- Use compostable garbage bag liners.

REUSE

- Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.

RECYCLE

- When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling.
- Compost food scraps.
- Recycle glass bottles, cans, plastic, etc. as you would at home.

✓ ENERGY CONSERVATION

LIGHTING

- Turn off lights at nights and on weekends (when not in use) and put on timers or use motion sensors.
- Use task lighting instead of lighting the entire area.
- Reduce number of fixtures or lamps per fixture.
- Make the switch to LED lighting.
- Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at <http://www.sfapproved.org>.
- Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.

HEATING AND COOLING

- Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.
- Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.
- Apply window film to reduce heat.
- Install energy-efficient double paned windows on at least 90% of windows.
- Set thermostat to 76°F for cooling, 68°F for heating; use timing devices to turn system down after hours.
- Use a 365 day programmable thermostat to control heating and air conditioning.

GENERAL

- All electronic devices, lighting and room cooling units are turned off when not in use.
- Use power strips to allow for turning off computers, printers, lights at workstations when not in use.
- Complete a CO² or eco-footprint calculator to determine your own greenhouse gas emissions.

✓ WATER CONSERVATION

- Installed low water usage toilets.
- Clean outdoor surfaces by dry sweeping.
- Install high efficiency faucet aerators.
- Install reminder signs in restrooms to conserve water.

- Installed a water fountain/cooler to reduce usage of individual plastic water bottles.

✓ TRANSPORTATION

- Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).
- Maintain fleet efficiency through regular maintenance.
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- Encourage/provide incentives for staff to carpool.
- Encourage customers and staff to ride bikes. Provide secure bicycle storage.
- Prohibit idling of any company vehicles. Post anti-idling signs in company parking lot.

✓ GREEN BUILDING

- When remodeling, use natural or low emissions building materials, carpets, or furniture.
 - Remodel/build with materials containing recycled content.
 - Upgraded insulation as a result of an energy audit.
 - Install renewable energy sources, such as solar panels or wind generators. Specify system size.
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✓ LANDSCAPING

- Match sprinklers with precipitation rates. Do not water when raining... Use SMART METERING.
- Use reclaimed water, graywater or rainwater for irrigation.
- Install rain garden to catch roof runoff.
- Install rain barrels for supplemental irrigation.
- Do not use chemical fertilizers
- Reduce need for watering with mulching (avoiding those nasty mulch volcanos around the base of trees)
- Reduce grass by planting water efficient native plants.