



Green Business Certification Program

Dayton Regional Green 3



[| GBC Home Page |](#)

This link only allows you to view and print the application form.
When you are ready to apply, use the "Start a New Application" link to complete the process on line.

A. * Business Name:

Building Certified:

*** Business Address:**

*** City:** *** Zip:**

*** Email Address:** *** Phone:**

*** Contact:**

B. Is this a LEED Certified Building: Yes No Occupant:

Is Energy Audit done by DRG3: Yes No

Is Energy Audit subsidized by DP&L: Yes No

Professional Engineer and /or Certified Energy Manager Information

C. Company: **Contact:**

Street Address:

City: **Zip:**

Email Address: **Phone:**

Registration Number:

(5% of all applications will be audited)

Certificaiton Tabulation	Min Points Req'd for GBC	Actual Points Achieved	Min Points Req'd for BBC
1. General Standards for All Businesses	8		8
2. Solid Waste Reduction	12		12
3. Environmentally Preferable Purchasing	7		7
4. Energy Conservation	14		14
5. Water Conservation (Without Landscaping)	9		12
Water Conservation (With Landscaping)	10 or 18		13 or 23
6. Pollution Prevention	16		25
Total Without Landscaping:	66		78
Total With Landscaping:	67 or 75		79 or 89

For Official User Only

Green Business Certification Issue Date:
 Certification Number:

1 General Standards for All Businesses

SCORE 8

A. COMPLIANCE CHECKS *(Mandatory)*

REQUIREMENT YES NO

1A1. Business is in compliance with Public Health Services with no health violations	Mandatory	<input type="radio"/>	<input type="radio"/>
1A2. Business is in compliance with storm water related requirements	Mandatory	<input type="radio"/>	<input type="radio"/>
1A3. Business is in compliance with wastewater related requirements	Mandatory	<input type="radio"/>	<input type="radio"/>
1A4. Business is in compliance with air quality regulations	Mandatory	<input type="radio"/>	<input type="radio"/>
1A5. Business is in compliance with all applicable Fire Dept. regulations	Mandatory	<input type="radio"/>	<input type="radio"/>

B. GREEN BUSINESS AWARENESS

REQUIREMENT YES NO

1B1. Provide 3 ongoing incentives or training to encourage employee participation	Mandatory	<input type="radio"/>	<input type="radio"/>
1B2. Inform customers about your DRG3 Green Business Certification efforts	Mandatory	<input type="radio"/>	<input type="radio"/>
1B3. Assist at least 1 other business to learn about the DRG3 Certification Program	Mandatory	<input type="radio"/>	<input type="radio"/>

TOTAL (8)

NOTES:

2 Solid Waste Reduction & Recycling

SCORE 12

A. GENERAL WASTE		REQUIREMENT	YES	NO
2A1. Write and Implement a Solid Waste Management Policy. Solid Waste Recycling Policy.docx [Download]		Mandatory	<input type="radio"/>	<input type="radio"/>
B. HAZARDOUS WASTE		REQUIREMENT	YES	NO
2B1. Dispose of hazardous wastes at a Hazardous Waste Facility		Mandatory	<input type="radio"/>	<input type="radio"/>
C. PAPER WASTE REDUCTION <i>(Choose at least 5 of 12 from 2C 1 thru 2C 12)</i>		REQUIREMENT	YES	NO
2C1. Reuse paper for printing drafts and memos			<input type="radio"/>	<input type="radio"/>
2C2. Enforce double- sided printing			<input type="radio"/>	<input type="radio"/>
2C3. Set document defaults to smaller fonts and margins			<input type="radio"/>	<input type="radio"/>
2C4. Use computer fax modems that allow direct faxing or email documents			<input type="radio"/>	<input type="radio"/>
2C5. Request removal from bulk mail and write "refused"on first class mail.			<input type="radio"/>	<input type="radio"/>
2C6. Set up bulletin board to minimize employees receiving copies.			<input type="radio"/>	<input type="radio"/>
2C7. Replace memos with email messages and discourage printing of emails.			<input type="radio"/>	<input type="radio"/>
2C8. Design marketing materials that require no envelopes-simply fold & mail.			<input type="radio"/>	<input type="radio"/>
2C9. Print marketing materials on recycled paper with soy or low VOC inks			<input type="radio"/>	<input type="radio"/>
2C10. Use electronic billing			<input type="radio"/>	<input type="radio"/>
2C11. Have a solid waste assessment done for your facility			<input type="radio"/>	<input type="radio"/>
2C12. Other-Please Specify in Notes section:			<input type="radio"/>	<input type="radio"/>
D. OTHER WASTE REDUCTION <i>(Choose at least 5 of 18)</i>		REQUIREMENT	YES	NO
2D1. Eliminate polystyrene containers			<input type="radio"/>	<input type="radio"/>
2D2. Provide recycling and/or composting containers			<input type="radio"/>	<input type="radio"/>
2D3. Encourage reuse of disposable bags			<input type="radio"/>	<input type="radio"/>
2D4. Encourage purchase of reusable bags			<input type="radio"/>	<input type="radio"/>
2D5. Use laundry service that uses re-usable bags for dirty and clean linen			<input type="radio"/>	<input type="radio"/>
2D6. Leave grass clippings on mowed turf			<input type="radio"/>	<input type="radio"/>
2D7. Compost food scraps			<input type="radio"/>	<input type="radio"/>
2D8. Compost or recycle landscape debris and trimmings			<input type="radio"/>	<input type="radio"/>
2D9. Use wadded paper for shipping			<input type="radio"/>	<input type="radio"/>
2D10. Reuse other packaging materials			<input type="radio"/>	<input type="radio"/>
2D11. Recycle used printer cartridges or use refillable cartridges			<input type="radio"/>	<input type="radio"/>
2D12. Recycle CDs and DVDs			<input type="radio"/>	<input type="radio"/>

2D13. Recycle or reuse carpeting



2D14. Recycle pallets in business recycling dumpsters or arrange for collection



2D15. Reuse or donate used furniture



2D16. Reuse, donate or recycle electronics



2D17. Recycle batteries or use rechargeable batteries



2D18. Other: Please Specify in Notes section:



MINIMUM (12)

NOTES:

3 Environmentally Preferable Purchasing

SCORE 7

A. GENERAL PURCHASING <i>(Choose at least 3 of 14)</i>	REQUIREMENT	YES NO
3A1. Write and implement a Green Purchasing Policy Green Purchasing Policy.docx [Download]		<input type="radio"/> <input type="radio"/>
3A2. Select products shipped with less or reusable packaging		<input type="radio"/> <input type="radio"/>
3A3. Work with vendors to minimize or take back packaging materials		<input type="radio"/> <input type="radio"/>
3A4. Arrange for cooperative purchasing: associations or co-located business groups		<input type="radio"/> <input type="radio"/>
3A5. Purchase reusable office items (pens, erase boards, etc...)		<input type="radio"/> <input type="radio"/>
3A6. Have all employees use reusable beverage containers and dish ware		<input type="radio"/> <input type="radio"/>
3A7. Donate or recycle old uniforms and linens		<input type="radio"/> <input type="radio"/>
3A8. Purchase in bulk		<input type="radio"/> <input type="radio"/>
3A9. Purchase unbleached paper products for kitchen and restrooms		<input type="radio"/> <input type="radio"/>
3A10. Do business with other green vendors		<input type="radio"/> <input type="radio"/>
3A11. Retail - stock less toxic/polluting items than conventional		<input type="radio"/> <input type="radio"/>
3A12. Retail - offer incentives for reusing bags, mugs		<input type="radio"/> <input type="radio"/>
3A13. Arrange for single vendor with several deliveries at once		<input type="radio"/> <input type="radio"/>
3A14. Purchase local products		<input type="radio"/> <input type="radio"/>
B. RECYCLED CONTENT PURCHASING <i>(Purchase at least 3 of 15 listed products -items 3B3 thru 3B17- with post consumer recycled content and/or "green label")</i>	REQUIREMENT	YES NO
3B1. Purchase 100% recycled content office paper with 30% pcw	1 of 3B1 or 3B2 Required	<input type="radio"/> <input type="radio"/>
3B2. 50% or more of total office copy paper purchases to be SFI certified- (OR)- 30% or more to be FSC certified	1 of 3B1 or 3B2 Required	<input type="radio"/> <input type="radio"/>
3B3. Paper towels		<input type="radio"/> <input type="radio"/>
3B4. Toilet paper		<input type="radio"/> <input type="radio"/>
3B5. Disposable drink and food items (e.g. paper plates, napkins etc.)		<input type="radio"/> <input type="radio"/>
3B6. Storage bins and containers for recyclables		<input type="radio"/> <input type="radio"/>
3B7. Trash containers		<input type="radio"/> <input type="radio"/>
3B8. Floor mats		<input type="radio"/> <input type="radio"/>
3B9. Toilet seat covers		<input type="radio"/> <input type="radio"/>
3B10. Construction materials		<input type="radio"/> <input type="radio"/>
3B11. Paint		<input type="radio"/> <input type="radio"/>
3B12. Landscaping/gardening supplies		<input type="radio"/> <input type="radio"/>
3B13. Restaurant products		<input type="radio"/> <input type="radio"/>

3B14. Toner cartridges



3B15. Non-toxic, organic janitorial/maintenance supplies



3B16. Office Supplies: business cards, folders, notepaper, pens etc.



3B17. Other: Please specify in Notes section:



MINIMUM (7)

NOTES:

4 Energy Conservation

SCORE 14

A. ENERGY MANAGEMENT

REQUIREMENT YES NO

4A1. Conduct (or have a contract in place for) an ASHRAE Level 1 energy audit. Audit must be performed by a Registered Professional Engineer (PE) or a Certified Energy Manager (CEM). Not required for LEED or Energy Star buildings.

Mandatory

4A2. Contact your energy provider and obtain gas/electricity consumption for 2 years

Mandatory

4A3. Complete regularly scheduled maintenance on HVAC system

Mandatory

4A4. Track and post monthly utility consumption (if >5 employees)

Mandatory

B. ENERGY CONSERVATION *(Choose at least 10 of 38 from items 4B1 thru 4B38)*

REQUIREMENT YES NO

4B1. Use energy management system to control large mechanical loads

4B2. Use lighting controls such as motion sensors and/or photo cells

4B3. Upgrade indoor and/or outdoor lighting to LED's

4B4. Implement temperature setbacks for when building is unoccupied

4B5. Upgrade to T8 (or T5) fluorescent tubes with electronic ballasts

4B6. Install programmable thermostats

4B7. Set hot water heater between 120-140F

4B8. Insulate major hot water pipes

4B9. Use weather stripping to seal air gaps around windows and doors

4B10. Use CFLs or LEDs in exit signs

4B11. Use Energy Star for 50% of electrical equipment/appliances

4B12. Use automatic power-down computer programs

4B13. Convert hot water heaters to on-demand systems

4B14. Use solar water heater or pre-heater

4B15. Reduce number of lamps, install optical reflectors/diffusers

4B16. Install ceiling fans for circulation

4B17. Install timer to turn off office equipment after hours

4B18. Install controls on vending and ice machines

4B19. Use booster heater for hot water

4B20. Replace refrigerators >10 years old with Energy Star model

4B21. Use economizers on AC system

4B22. Replace multiple AC units with a single >13 SEER unit

4B23. Use occupancy sensors for AC/heat

4B24. Shade sun-exposed windows and walls	<input type="radio"/>	<input type="radio"/>
4B25. Apply window glazing to reduce solar heat gain	<input type="radio"/>	<input type="radio"/>
4B26. Use double glazing for 90% of windows	<input type="radio"/>	<input type="radio"/>
4B27. Create a plan to hold bi-annual training for staff on energy conservation	<input type="radio"/>	<input type="radio"/>
4B28. Clean light fixtures and lamps on a regular basis	<input type="radio"/>	<input type="radio"/>
4B29. Eliminate or reduce use of small space heaters	<input type="radio"/>	<input type="radio"/>
4B30. Institute a written policy that all electronics be turned off when not in use	<input type="radio"/>	<input type="radio"/>
4B31. Maintain fridge coils free of frost and dust	<input type="radio"/>	<input type="radio"/>
4B32. Rearrange workspace to take advantage of natural sunlight	<input type="radio"/>	<input type="radio"/>
4B33. Encourage employees to wear weather appropriate clothing to work	<input type="radio"/>	<input type="radio"/>
4B34. Use light switch reminders	<input type="radio"/>	<input type="radio"/>
4B35. Disconnect unused ballasts in delamped fixtures AND replace burned out lamps	<input type="radio"/>	<input type="radio"/>
4B36. Institute a policy for repainting building exterior with highly reflective colors	<input type="radio"/>	<input type="radio"/>
4B37. Use desk/task lighting to reduce need for overhead lights	<input type="radio"/>	<input type="radio"/>
4B38. Other: Please Specify in Notes section:	<input type="radio"/>	<input type="radio"/>

MINIMUM (14)

NOTES:

5 Water Conservation

SCORE 10 "or" 18

A. WATER MANAGEMENT		REQUIREMENT	YES	NO
5A1. Gather your water utility bills for the past 2 years: Analyze usage patterns	Mandatory	<input type="radio"/>	<input type="radio"/>	
5A2. Understand your water bill and review it monthly for leak/spike indications.	Mandatory	<input type="radio"/>	<input type="radio"/>	
5A3. Learn how to read your water meter. Use meter to check for leaks	Mandatory	<input type="radio"/>	<input type="radio"/>	
5A4. Regularly check for and repair leaks in your facility	Mandatory	<input type="radio"/>	<input type="radio"/>	
5A5. Use dry sweeping & high pressure/low water methods when possible.	Mandatory	<input type="radio"/>	<input type="radio"/>	
B. WATER CONSERVATION <small>(Choose at least 3 of 10 from items 5B2 thru 5B11 For Blue Certification: Choose a minimum 6 of 10 from items 5B2 thru 5B11)</small>		REQUIREMENT	YES	NO
5B1. Install low-flow aerators or flow control valves on all "non-critical use" lavatory faucets	Mandatory	<input type="radio"/>	<input type="radio"/>	
5B2. Use high efficiency toilets flushing at 1.6 gallons or lower.		<input type="radio"/>	<input type="radio"/>	
5B3. Use high efficiency urinals flushing at 1.0 gallon or lower.		<input type="radio"/>	<input type="radio"/>	
5B4. Maintain water pressure between 60-80 PSI to optimize performance		<input type="radio"/>	<input type="radio"/>	
5B5. Do not use a water softener.		<input type="radio"/>	<input type="radio"/>	
5B6. If using evaporative AC, ensure maximum water use at 5 gallons per ton-hour		<input type="radio"/>	<input type="radio"/>	
5B7. Change window cleaning to "as required"		<input type="radio"/>	<input type="radio"/>	
5B8. Use dry floor cleaning methods indoors or use a water efficient waterbroom.		<input type="radio"/>	<input type="radio"/>	
5B9. Send vehicles to water recycling carwash		<input type="radio"/>	<input type="radio"/>	
5B10. Use dry sweeping outdoors or use a water efficient waterbroom.		<input type="radio"/>	<input type="radio"/>	
5B11. Other: Please Specify on Checklist		<input type="radio"/>	<input type="radio"/>	
C. LANDSCAPING and IRRIGATION - SITES WITH OUTDOOR LANDSCAPING <small>(Comply with 5C1 or: Perform 5C2 thru 5C4 if you have a sprinkler system, AND: Choose 3 from 5C5 thru 5C15 for Green Certification, 5 from 5C5 thru 5C15 for Blue Certification)</small>		REQUIREMENT	YES	NO
5C1. Eliminate irrigation by planting native and drought resistant vegetation only*		<input type="radio"/>	<input type="radio"/>	
5C2. Manually test irrigation system monthly to check for leaks		<input type="radio"/>	<input type="radio"/>	
5C3. Repair all broken sprinkler heads/equipment		<input type="radio"/>	<input type="radio"/>	
5C4. Adjust sprinklers for proper coverage and avoid runoff		<input type="radio"/>	<input type="radio"/>	
5C5. Adjust watering to non-daylight hours (early morning or dusk to avoid evaporation)		<input type="radio"/>	<input type="radio"/>	
5C6. Regularly check and properly remove debris and soil from storm drain		<input type="radio"/>	<input type="radio"/>	
5C7. Apply 2-3 inches of mulch in non-turf planting areas		<input type="radio"/>	<input type="radio"/>	
5C8. Assure proper hydro-zoning of irrigated areas; plant groupings & turf zones; etc.		<input type="radio"/>	<input type="radio"/>	
5C9. Install rotating nozzles on all sprinkler heads		<input type="radio"/>	<input type="radio"/>	

5C10. Install non-spray or drip irrigation in tree and shrub beds



5C11. Do not water turf grass.



5C12. Use captured rainwater or recycled waste water for irrigation.



5C13. Plant / maintain trees to help reduce amount of water runoff



5C14. Provide irrigation efficiency training for landscape staff



5C15. Demonstrate/describe your own water conservation technique



**MINIMUM 10 (OR
18)**

NOTES:

6 Pollution Prevention

SCORE 16

A. GENERAL POLLUTION *(Choose at least 5 from 6A4 thru 6A23)*
For Blue Certification: Choose a min. of 14 items from 6A4 thru 6A23)

REQUIREMENT YES NO

6A1. Locate potential pollutants (if any) away from food, service, storage, storm drain areas	Mandatory	<input type="radio"/>	<input type="radio"/>
6A2. Check MSDS and labels; identify and use safer alternatives	Mandatory	<input type="radio"/>	<input type="radio"/>
6A3. Dispose of hazardous substances not in use at an approved recycling facility	Mandatory	<input type="radio"/>	<input type="radio"/>
6A4. Write and implement a Green Cleaning Policy Green Cleaning Policy.docx [Download]		<input type="radio"/>	<input type="radio"/>
6A5. Implement "just in time" purchasing policy and "first in, first out" for chemicals		<input type="radio"/>	<input type="radio"/>
6A6. Routinely check storage areas and equipment for leaks or spills; repair if needed		<input type="radio"/>	<input type="radio"/>
6A7. Use enclosed delivery systems for transporting chemicals		<input type="radio"/>	<input type="radio"/>
6A8. Limit access to hazardous material storage and rotate to use oldest first		<input type="radio"/>	<input type="radio"/>
6A9. Store deliveries and supplies under a roof		<input type="radio"/>	<input type="radio"/>
6A10. Keep receiving/loading docks free of debris and spills		<input type="radio"/>	<input type="radio"/>
6A11. Keep dumpsters covered when not in use		<input type="radio"/>	<input type="radio"/>
6A12. Ensure carwash water drains into sewer; not storm drain		<input type="radio"/>	<input type="radio"/>
6A13. Prevent erosion during landscaping and construction activities		<input type="radio"/>	<input type="radio"/>
6A14. Post signs at trouble spots describing proper pollution prevention		<input type="radio"/>	<input type="radio"/>
6A15. Label storm drains with "No Dumping, Drains to (appropriate body of water)"		<input type="radio"/>	<input type="radio"/>
6A16. Regularly check and clean storm drain openings		<input type="radio"/>	<input type="radio"/>
6A17. Clean private catch basins annually		<input type="radio"/>	<input type="radio"/>
6A18. Use shut-off valves at storm drains or keep covered for spill-response		<input type="radio"/>	<input type="radio"/>
6A19. Use secondary containment or berms in liquid storage areas		<input type="radio"/>	<input type="radio"/>
6A20. Keep a spill kit handy to collect spills or leaks from company vehicles		<input type="radio"/>	<input type="radio"/>
6A21. Mulch, use ground cover or a barrier to prevent soil run off into storm drain		<input type="radio"/>	<input type="radio"/>
6A22. Use outdoor ashtray or "butt" can for smokers		<input type="radio"/>	<input type="radio"/>
6A23. Other: Please Specify in Notes section:		<input type="radio"/>	<input type="radio"/>

B. CHEMICAL POLLUTION *(Choose at least 3 of 16)*
For Blue Certification: You MUST choose items 6B1, 6B2 & 6B3)

REQUIREMENT YES NO

6B1. Buy hazardous materials in small quantities		<input type="radio"/>	<input type="radio"/>
6B2. Use one or a few multi-purpose cleaners		<input type="radio"/>	<input type="radio"/>
6B3. Replace harmful products with safer alternatives		<input type="radio"/>	<input type="radio"/>
6B4. Replace aerosols with pump dispensers		<input type="radio"/>	<input type="radio"/>

6B5. Use solvents and paints with lower emissions than current standards	<input type="radio"/>	<input type="radio"/>
6B6. Buy cleaners; etc. in optimally sized containers to avoid packaging and expiration	<input type="radio"/>	<input type="radio"/>
6B7. Replace standard fluorescents with low mercury fluorescents	<input type="radio"/>	<input type="radio"/>
6B8. Use recycled oil for vehicles/equipment	<input type="radio"/>	<input type="radio"/>
6B9. Use unbleached and/or chlorine free paper products	<input type="radio"/>	<input type="radio"/>
6B10. Replace toxic permanent ink markers with water-based	<input type="radio"/>	<input type="radio"/>
6B11. Use natural or low emission building materials, carpets, furniture	<input type="radio"/>	<input type="radio"/>
6B12. Use electric (not gas) powered tools	<input type="radio"/>	<input type="radio"/>
6B13. Use wet-scraping, tent or HEPA-vac when removing paint (no chemical strip)	<input type="radio"/>	<input type="radio"/>
6B14. Use high-efficiency paint spray equipment	<input type="radio"/>	<input type="radio"/>
6B15. Implement an Integrated Waste Management (IMP) program	<input type="radio"/>	<input type="radio"/>
6B16. Other: Please Specify in Notes section:	<input type="radio"/>	<input type="radio"/>

C. AIR EMISSION REDUCTIONS <i>(Choose at least 4 of 6C2 thru 6C20)</i>	REQUIREMENT	YES	NO
6C1. Develop a Transportation Demand Management program for employees [View Sample]	Mandatory	<input type="radio"/>	<input type="radio"/>
6C2. Provide info to customers about alternative transportation options to get there		<input type="radio"/>	<input type="radio"/>
6C3. Offer telecommuting opportunities or flexible schedules		<input type="radio"/>	<input type="radio"/>
6C4. Participate in Miami Valley Regional Planning Commissions Rideshare Program		<input type="radio"/>	<input type="radio"/>
6C5. Patronize services close by that can be reached by bus, bike, walking		<input type="radio"/>	<input type="radio"/>
6C6. Provide bikes for employee errands		<input type="radio"/>	<input type="radio"/>
6C7. Reduce air miles traveled via tele- or video-conferencing		<input type="radio"/>	<input type="radio"/>
6C8. Plan deliveries to eliminate trips		<input type="radio"/>	<input type="radio"/>
6C9. Only purchase Low Emitting Fuel Efficient (LEFE) vehicles		<input type="radio"/>	<input type="radio"/>
6C10. Maintain vehicles per manufacturer specs and track maintenance		<input type="radio"/>	<input type="radio"/>
6C11. Provide car/van pool parking		<input type="radio"/>	<input type="radio"/>
6C12. Provide commuter van		<input type="radio"/>	<input type="radio"/>
6C13. Sell bus passes on-site or at a discount to employees		<input type="radio"/>	<input type="radio"/>
6C14. Offer shuttle service to and from bus or train stops		<input type="radio"/>	<input type="radio"/>
6C15. Provide shower facilities to encourage walking/biking/jogging to work		<input type="radio"/>	<input type="radio"/>
6C16. Offer rebates on bikes bought for commuting		<input type="radio"/>	<input type="radio"/>
6C17. Provide secure and enclosed bike parking		<input type="radio"/>	<input type="radio"/>
6C18. Provide incentives for employees who use sustainable transportation		<input type="radio"/>	<input type="radio"/>

6C19. Provide incentives or vacation to employees who use alternative transportation



6C20. Other: Please Specify in Notes section:(e.g. No-Idling Policy; Don't Top off Gas Tank Policy)



MINIMUM (16)

NOTES:

