



**CERTIFIABLY
GREEN
DENVER**

Certifiably Green Denver is a program managed by the Denver Department of Environmental Health to provide education and recognition to businesses for exemplary environmental achievement.



DENVER
ENVIRONMENTAL HEALTH

Why Participate?

Compliance – Proper management practices help minimize wastes, reduce downtime, and keep you in compliance with regulations.

Cost Savings – Less waste means lower disposal and operating costs. Efficient use of materials, water, and energy saves money.

Public Image – Superior environmental practices positively affect your image with customers, the community and employees.

Public Recognition – CGD publicly recognizes certified businesses through free advertising. This includes Internet listings and advertising in the newspaper, magazines, radio, and water bill inserts. Certified businesses receive a framed certificate and a window decal from CGD.

CGD Offers:

- > Assessments to identify water conservation and energy-efficiency options.
- > Information and assistance to meet your business' environmental sustainability needs.
- > Public recognition for your environmental efforts.

Environmental Achievement for Offices and Retail

Certiably Green Denver (CGD) is a voluntary and non-regulatory program that provides free educational outreach and technical assistance on a variety of environmental issues to businesses in the City and County of Denver. The primary goals of the program are to increase participation and adoption of sustainable practices to minimize use of hazardous materials, improve energy efficiency and water conservation, and decrease the use of resources and generation of waste.

Our Partners are leaders in the business community who are setting the standard for environmental sustainability.

Certification Criteria

CGD has developed industry-specific criteria that target environmental issues and concerns specific to the office and retail environments.

The criteria are separated into five categories: Business Management, Energy Efficiency, Water Conservation, Resource Management, and Transportation. All core criteria, plus two electives, must be met in each category to achieve the certification. The elective criteria are intended to provide businesses the flexibility to take advantage of initiatives that are of most interest and benefit to them.

In order to maintain certification, businesses must continue to comply with the core criteria and complete at least two new elective criteria every year. CGD staff will follow-up annually with certified businesses to ensure that they continue to meet the certification criteria, to encourage further improvement, and to lend assistance in overcoming technical issues and challenges.

How Do I Get Started?

Contact CGD for more information or to get started. Program staff will visit your business to go over the certification process, benefits, and program criteria. CGD would be pleased to help your business achieve full certification, or complete any of the individual components of the environmental achievement.

Call CGD at 720-865-5457 or visit our website at www.Denvergov.org/CGD

Business Management

Sustainability has many definitions, but the basic principles and concepts remain constant: balancing economic and financial need, protecting public health and the environment, and fostering social equity to improve the quality of life for future generations and ourselves. A good first step towards making your business sustainable is getting your employees and customers involved in the process to build a culture of sustainability.

Core Criteria – Complete All

- Educate all stakeholders (employees, customers, other businesses) about your business operation’s environmental practices and the CGD program and certification process.
- Verify your organization is in compliance with all applicable environmental regulations, including, but not limited to the following:
 - ___ Denver Noise Ordinance
 - ___ Air Emission and CFC Requirements
 - ___ Universal Waste Rules**
 - ___ Stormwater Management Requirements**
 - ___ OSHA Hazard Communication - Safety Data Sheets (SDSs).
- Encourage other businesses to participate in the program or adopt sustainable practices. Provide referral information for at least one other business.
- Post the CGD certification decal and/or logo in a prominent location on your storefront, lobby and/or company website or window, etc.
- Provide business energy, water and waste usage metrics on an annual basis.
- Conduct an annual assessment with CGD to evaluate your operating practices and to identify opportunities for improving environmental practices.

Elective Criteria - Choose Two

- Adopt a policy/mission statement that demonstrates your business’s commitment to environmental stewardship and communicate the policy to all employees.
- Organize a “Green Team” to oversee and document your certification and ongoing environmental practices. Publicize your environmental practices on your website and/or in-house display.
- Participate in a community improvement program or event.
- Provide incentives for your employees to volunteer with environmental and/or other organizations.
- Complete another project that fits your needs. Review the project with CGD staff to determine how the project will meet the criteria for this elective.

Energy Efficiency

Energy efficiency means using less energy to heat and cool buildings; heat and circulate water; and operate lights, equipment, and machinery without sacrificing productivity or comfort. Energy efficiency can increase profits and improve productivity.

Core Criteria – Complete All

- Maintain appliances in the break room; clean refrigerator coils regularly, replace old or missing door gaskets.
- Prohibit the use of space heaters and portable fans.
- Use automatic power-down computer programs.
- When purchasing or renting new computers, consider lap top or notebook computers, which use much less energy.
- Provide power strips for office equipment.
- Educate staff and require that all non-essential lighting, equipment and machines be turned off after business hours.
- Require any new equipment purchases or rentals to be ENERGY STAR-rated when available.
- Sign-up for on-line account access with Xcel Energy to track your energy usage at oam.xcelenergy.gridpoint.com/
- Implement a regularly scheduled preventative maintenance plan for HVAC equipment.
- Replace all incandescent light bulbs with compact fluorescent light bulbs (CFLs) or LEDs.
- Replace older style T-12 fluorescent tubes with T-8 or super T-8 fluorescent tubes, which use 20-40% less energy (rebates available). T-8 ballasts have a lifetime of approximately 55,000 hours.
- Set thermostat to 75° F for cooling and 68° F for heating.
- Replace all Exit signs with LED or electroluminescent alternatives.

Elective Criteria - Choose Two

- Install programmable thermostats with locking covers to prevent tampering Install “vending misers” on all vending machines.
- Eliminate the use of personal printing devices and use a multipurpose central printer.
- Insulate water heaters, boilers, major hot water pipes.
- Shade sun-exposed windows and walls during the warm season: use blinds, awnings, sunscreens, shade trees or shrubbery.
- Purchase at least 10% of annual energy consumption from a renewable energy source.
- Encourage your building management or landlord to join Watts to Water at: www.wattstowater.org
- Become an ENERGY STAR PARTNER.
- Install occupancy sensors in low-traffic areas.
- Complete another project that fits your needs. Review the project with CGD staff to determine how the project will meet the criteria for this elective.

Water Conservation and Quality

Although water covers nearly three-quarters of the earth, less than one percent is clean, fresh water. Therefore, it is vital that we both conserve and protect this critical resource. When evaluating potential savings, don't forget to consider costs to heat and treat the water.

Core Criteria – Complete All

- If sub-metered, sign-up for on-line account access with Denver Water to track water usage.
- Clean outdoor areas with a broom and damp mop instead of a hose. This includes parking lots, sidewalks, alleys or patios. Never hose off outdoor hardscapes or use detergents unless collected and properly disposed** (required by state and local regulations).
- Regularly check for plumbing leaks and repair immediately upon detection.
- If sub-metered, request a free water audit from Denver Water.
- Educate employees to reduce water usage at all times (e.g. turning off water while washing hands, dishes), using signage or email reminders (CGD can provide signage).
- Install low flow aerators or control valves in faucets – 1.0 gallon per minute (gpm) or less.
- Install toilets that use 1.6 gallons per flush (gpf) or less.

Elective Criteria - Choose Two

- Maintain a map of your property, identifying directions(s) of stormwater flow and locations of storm drain inlets. DEH can assist.
- Install 0.5 gallon per minute (gpm) sensor-controlled sinks in restrooms.
- Install high-efficiency or waterless urinals in men's restrooms (rebates available). Install drip irrigation for all trees and planting beds.
- Reduce turf areas with low water consuming, or drought resistant vegetation.
- Water landscape in the evenings, overnight, or early mornings.
- Install drip irrigation for all trees and planting beds.
- Retrofit toilets with 1.28 gallons per flush (gpf) or less (rebates available).
- Complete another project that fits your needs. Review the project with CGD staff to determine how the project will meet the criteria for this elective.

Resource Management

Reduce, Reuse, Recycle. Reducing consumption, reusing existing materials, and recycling as the final step saves resources and money. Purchasing products with recycled content increases the demand for recycling and drives improvements in quality and price. Check for health hazards associated with the products that you use, and look for less toxic alternatives.

Core Criteria – Complete All

- Designate a recycling coordinator to take responsibility for monitoring and maintaining recycling and composting programs.
- Conduct a waste assessment to identify the types and percentage of waste that are currently being generated and recycled**.
- Conduct an on-going education and training program about recycling, composting, waste reduction, and other environmental topics. Document dates and methods (emails, meetings, lunch presentations, etc.).
- Purchase 100% recycled content paper products with at least 30% post consumer content.
- Recycle all cardboard, mixed paper, aluminum, glass, plastic and co-mingled containers.
- Purchase environmentally preferable (e.g. biodegradable, naturally-derived, organic) cleaning products and soaps.
- Stock only reusable, compostable, or recyclable, kitchenware for staff use.
- Send used toner cartridges back to the manufacturer or local service provider for recycling or refilling.
- Set printer and copier defaults to double sided.
- paper documents by having electronic forms or contracts where possible

Elective Criteria - Choose Two

- Implement a composting program.
- Give your customers the choice of whether or not they want their purchases bagged.
- Donate usable outdated equipment and supplies to nonprofit groups, schools, etc.
- Implement a comprehensive, written environmentally preferred purchasing program.
- Arrange for cooperative buying through an association, co-located business groups, building management, etc. Buy local products where possible to reduce vehicle miles traveled.
- Work with vendors to minimize and/or take back non-recyclable product packaging and used or damaged products for reuse and recycling. Or, chose vendors that already offer these services.
- Purchase furnishings that are used or made with reclaimed or recycled materials.
- Complete another project that fits your needs. Review the project with CGD staff to determine how the project will meet the criteria for this elective.

Transportation

Sustainable transportation reduces pollution by increasing the quality of public transportation, cycling and walking, uses cleaner fuels and technologies, encourages trip consolidation and planning thus reducing vehicle miles traveled.

Core Criteria – Complete All

- Adopt an anti-idling vehicle policy for employees, customers and vendors who conduct business at your establishment and for your transportation vehicles; vehicles may not idle for more than 5 minutes in any one hour period (with limited exceptions based on temperature conditions).
- Fuel vehicles early in the morning, or late in the evening whenever possible. Link trips to accomplish all errands for your facility in one outing.
- Promote alternative transportation methods for getting to and from work to your employees. Alternative methods could include riding a bike, walking, carpooling, or taking the bus.
- Consider telecommuting and/or flexible schedules so workers can avoid heavy traffic and reduce vehicle miles traveled.
- Provide information on carpooling, van pooling bicycling, walking and public mass transportation to staff and guests.

Elective Criteria - Choose Two

- Install bike racks for customers and employees in a secure location.
- Provide the opportunity and incentives for employees to participate in Bike-To-Work Day. Provide free or discounted bus passes or Eco-passes to employees.
- Provide plug-in vehicle charging to customers with electric vehicles.
- Become a Denver B-cycle Business Supporter.
- Provide shower facilities for employees, who walk, jog or bike to work. Consider contracting with a nearby health facility for the use of their showers.
- Provide an incentive to customers who use RTD or bike (small discount or coupon on next visit).
- Install GPS/routing devices on delivery vehicles to improve fuel economy and reduce vehicle miles traveled.
- Complete another project that fits your needs. Review the project with CGD staff to determine how the project will meet the criteria for this elective.

Additional Resources

Business Management

- Universal Waste Compliance Bulletin – Colorado Dept. of Public Health & Environment (https://www.colorado.gov/pacific/sites/default/files/HM_hw-universal-waste-rule_0.pdf)

Energy Efficiency

- EnergyStar for Small Business (<http://www.energystar.gov/buildings/facility-owners-and-managers/small-biz>)
- Xcel Energy Business Solutions (http://www.xcelenergy.com/Energy_Solutions/Business_Solutions)
- Carbon Offsets
 - www.climatetrust.org
 - www.carbonfund.org
 - www.uship.com/terrapass
- **CGD Resource Sheets

Water Conservation and Quality

- Denver Water Conservation Program and rebate info (www.denverwater.org/conservation)
- Xeriscape Colorado (www.xeriscape.org)
- WaterSense (<http://www.epa.gov/watersense/>)
- Stormwater protection and illicit discharge information (www.keepitcleanddenver.org)
- **CGD Resource Sheets

Resource Management

- Eco-Cycle Hard-to-Recycle Guide (www.ecocycle.org/htrg)
- Center for Hard-to-Recycle Material (CHaRM) (www.ecocycle.org/charm)
- Repurposed MATERIALS (www.repurposedmaterialinc.com)
- EPA WasteWise Program resources (www.epa.gov/wastewise)
- Packaging Waste Reduction: (www.ciwmb.ca.gov/packaging/retail)
- Metech Recycling: (www.metech.com)
- Rocky Mountain Recycling, LLC: (www.rockymountainrecycling.com)
- **CGD Resource Sheets

Transportation

- Way to Go (www.waytogo.org)
- Regional Transportation District (www.rtd-denver.com)
- Denver BCycle (www.denver.bcycle.com)
- Bike Denver (www.BikeDenver.org)

All references to products, process, and services above by phone, name, trademark, or manufacturer are for informational purposes only and do not represent an endorsement of any particular product or entity by the CGD Program. If you know a firm who would like to be added to this list, please have them contact CGD at 720-865-5457.

****CGD resource sheets can be found online at: www.Denvergov.org/CGD**