



DENVER
CLIMATE ACTION,
SUSTAINABILITY &
RESILIENCY



CERTIFIABLY GREEN DENVER



Certifiably Green Denver Sustainability Manual

Organization Name

Primary Contact Name

Concession

2024



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Environmental & Social Commitment

Place your environmental and social commitments on your website and here in the manual. This commitment demonstrates your business’s commitment to environmental and social stewardship. Consider how you want your business to impact people and planet. Here is an example of our [CASR commitment](#).

Basic Commitment

Intermediate Commitment

Advanced Commitment

Environmental & Social Commitment Statement

Include here information on your Green Team members and roles, including your designated recycling coordinator. You can also include your CGD checklist here for your staff to understand what initiatives your business has completed.

Green Team Member Name	Role
	Recycling Coordinator

Procedures

Provide annual metrics reporting

This will help you understand your energy and water usage, as well as your diversion rate each year to help you identify opportunities to become more efficient and reduce costs.

- Electricity (Xcel)
- Gas (Xcel)
- Water (Denver Water, if sub-metered)
- Waste (waste hauler)

Energy Efficiency

Implement routine maintenance inspections.

- Scheduled cleaning and preventative maintenance on critical equipment will minimize utility consumption, prolong equipment life, and give optimum performance. For heating and cooling systems, refer to [Energy Star's checklist](#).

All non-essential lighting, equipment and machines be turned off after business hours.

- Ensure your employees are aware of this procedure.

Water Conservation

Repair water leaks immediately upon detection.

- It is important to detect water leaks immediately to reduce water waste and associated costs. Refer to [this checklist](#) for spotting water waste and this [informational article](#) on water leaks. Place here who to contact if a water leak is found.

Water landscape in the evenings, overnight, or early mornings.

- This is to maximize your water efficiency and help preserve our water levels. Refer to this [Water Wise Landscape Handbook](#) and be sure to follow these [Outdoor Watering Rules](#). Here are [common issues](#) your facility may need to address to ensure your outdoor water use issues are resolved. Consider xeriscaping your landscape to minimize your environmental impact.

Reduce water usage at all times.

- Educate your staff to not use water excessively. Water should not be running unless it is being used. This includes action items such as turning off water while washing hands or dishes, or reusing water that would otherwise be sent down the drain to irrigate plants. Place signage next to sinks that informs staff of reduced water usage efforts.

Waste Management

Identify what you are generating at your facility through a [waste audit](#) and understand what end markets may be available to those items. Use this [Recycling Directory](#) to understand what to do with specific items or where you can take those items in Denver. Educate your staff on your local recycling and composting guidelines, as well as your hard to recycle items. Post signage next to bins to ensure proper disposal.

- Recyclables – These are [the guidelines](#) for the City and County of Denver. If you are not serviced by Denver, refer to the guidelines provided by your waste hauler.
- Compost – Discuss with your local hauler. If your compost is getting sent to A1 Organics, refer to [these guidelines](#). For smaller composting services (e.g., staff lunches), consider:
 - [Compost Colorado](#)
 - [Denver Compost Collective](#)
 - [Scraps](#)
- Electronics (including ink cartridges/toners) – Ideally, choose to recycle your electronics with an [E-stewards](#) certified company.
 - [Blue Star Recyclers](#)
 - [Staples](#)
- Hazardous Waste
 - [SustainAbility](#)
 - [Old Western Paint Co](#)
 - [Green Sheen Paint](#)
- Hard to recycle items
 - [The Alliance Center](#)
 - [SustainAbility](#)
 - [Eco-Cycle CHaRM Facility](#)
- Donations
 - Always consider donating your items to local thrift shops before disposal. This can include furniture, appliances, and electronics.

Sustainable Transportation

Fuel vehicles early in the morning or late in the evening.

- This has to do with ozone precursor pollution that happens when refueling a gas vehicle. If you fuel your vehicles within those times, those emissions are less likely to increase smog levels.

Provide your employees with relevant transit information. Include any discounts or incentives you may provide for your employees (e.g., [EcoPass](#)). Include this information on your website for customers to understand how they can use alternative transportation to get to your facility.

- [RTD](#)
- [Denver Transportation](#)

Policies

Environmental Policy

An Environmental Policy Statement helps define and communicate your organization's environmental goals. They can range from short and simple to a more in-depth explanation of your plans to be more sustainable.

A good environmental policy should answer these 3 questions:

1. What are you committing to?
2. What are you going to do to meet that commitment? **and**
3. Why is that commitment important to your organization?

Work with other employees to develop an environmental policy that works for all of you. Brainstorm ideas on what your organization's goals should be and how you plan on achieving them. Consider your organization's different stakeholders (customers, employees, community) and how they might affect your goals.

Some things that can be mentioned include:

- Waste Management Plans
- Energy and Water Conservation Plans
- The importance of your organization's environmental impact

The City and County of Denver's Environmental Policy:

The City and County of Denver (CCD) is dedicated to working with our partners towards an environmentally, economically and socially strong future. Our organization and employees are committed to sound business practices, policies, actions, and programs that:

- Conserve energy and natural resources
- Prevent pollution
- Meet or exceed all legal requirements and voluntary commitments
- Continually improve, evaluate, and communicate performance

This policy shall be communicated to all employees, individuals working on behalf of or under the direction of CCD or one of its agencies, and others operating on CCD premises. Each is accountable for following this policy and reporting any environmental, health, or safety concern to the Mayor's Office or to management of the applicable CCD agency.

Environmental Regulations

II. Universal Waste

Ensure your business is in compliance with [Colorado's Universal Waste Rules](#), and include this document or a link to this document in the manual. This includes certain hazardous wastes that are commonly generated by very small to very large non-residential sources such as businesses, government agencies, and schools. Universal wastes are subject to widespread use, which makes disposal of these hazardous wastes difficult to control. Universal Wastes include batteries, pesticides, mercury-containing devices, mercury-containing lighting wastes, aerosol cans, and electronic devices and components.

III. Denver Noise Ordinance

This [ordinance](#) is enacted to protect, preserve and promote the health, safety, welfare, peace and quiet for the citizens of the city through the reduction, control, and prevention of noise. This chapter establishes standards intended to eliminate and reduce unnecessary and excessive motor vehicle and community noises that are physically harmful and otherwise detrimental to individuals and the community in the enjoyment of life and property and to the conduct of business. Include this ordinance or a link to this ordinance in the manual. Here is some [frequently asked questions](#) regarding the ordinance.

IV. Stormwater Management Requirements

Stormwater is rainwater and snowmelt. When stormwater flows across our parking lots and streets, it can pick up pollutants that are discharged directly into our rivers and streams through the storm drains located on streets and in parking lots. Any pollutants entering these drains flows untreated to the water bodies we use for drinking water, swimming, and fishing.

Many business operations may contribute to stormwater pollution. These include but are not limited to washing patios and sidewalks and allowing the water to run into the storm drainage system, dumpsters becoming full of water and leaking out, grease spills and cleaning equipment outside.

Wash waters are NOT allowed to go to a storm drain.

The City and County of Denver is required by its stormwater permit to identify and stop illegal discharges. For example, if stormwater flows along an alley and passes through a pool of spilled cooking oil; some of the cooking oil will be transported to the storm drain along with the stormwater and this is considered an illegal discharge.

Denver's Revised Municipal Code states that it is unlawful for any person to permit water or waste to be discharged into or over any street, alley or public way, or onto any land, in such manner as to endanger the interests, rights or property of any person or of the city. Citations and fines of up to \$999 per day, per violation can be issued for illegal discharges.

A. Best Management Practices (BMPs)

The objective in stormwater protection is to ensure that only rain water and snow melt go to a storm drain. BMPs are specific steps taken to prevent stormwater pollution as a result of day-to-day business operations. All employees and service providers should read this information sheet as a training guide in order to ensure your facility is in compliance with stormwater regulations.

Landscaping

- Use native and/or low water use vegetation and alternative landscaping techniques such as xeriscaping.
- Dispose of grass clippings, leaves, sticks, or other collected vegetation as garbage at a permitted landfill or by composting.
- Irrigate slowly or pulse irrigate so the infiltration rate of the soil is not exceeded. Inspect system regularly.
- Use mechanical methods of vegetation removal such as hand weeding rather than applying herbicides.
- Do not apply pesticides if rain is expected or if wind speeds are above 5 mph.
- Do not mix or prepare pesticides for application near storm drains.
- Utilize integrated pest management techniques where appropriate. Remove insects by hand and place in soapy water or vegetable oil.

Cleaning of Patios, Parking Areas, Driveways and Walkways

- Use “dry” cleanup methods such as sweeping, using absorbents and spot scrubbing stains to clean outdoor areas.
- Outside driveways, parking areas, patios and walkways may not be hosed down or pressure washed UNLESS the following standards are met:
 - Use dry cleanup methods prior to any pressure washing (e.g. absorbing with kitty litter, sweeping, vacuuming, scraping off dried debris).
 - Wash waters must be captured for proper disposal; collected waters should be discharged to a sanitary drain;
 - DO NOT use any chemicals and/or detergents AND if cleaning surfaces of ambient dust, then you may direct wash water to nearby landscaping OR contain it on-site and allow it to evaporate.
 - Utilize sand filters for oil waste. Clean out oil/water/sand separators regularly, especially after heavy rain.

Trash Receptacles

- All waste receptacles must be sturdy, leak-tight, and equipped with lids or covers. Covers must be kept closed.
- NEVER wash a trash container outside unless wash water is captured and discharged to a sanitary drain.
- Clean up spills immediately, using dry methods when possible
- Never place liquid-containing wastes in an outdoor waste receptacle.

Building Maintenance

- Use water-based paints whenever possible and mix paint indoors. Wash paint brushes and buckets indoors.
- Properly collect and dispose of water if pressure washing buildings, rooftops, and other large objects.
- If cleaning agents are used (e.g. window cleaning fluid), select biodegradable products whenever feasible.

De-icing

- Check the label and view the table above to pick safest de-icing products.
- Shovel and scrape early and often – de-icers work best when there is only a thin layer to remove.
- Follow product directions carefully. Apply de-icer early, but sparingly. A little salt goes a long way – applying more salt won't speed up the melting process.
- Remove slush after snow and ice has melted to prevent refreezing.
- Reduce your liability and save money by reclaiming your de-icer for reuse by sweeping or vacuuming the solids from the sidewalk after the storm. Do not pressure wash sidewalks to remove de-icer without wastewater reclamation! It's the law!

Pressure Washing Service Agreement

Non-stormwater discharges to the drainage system are illegal. Both property owner and contractor are responsible for complying. This service agreement is a voluntary tool to ensure that contracted cleaning companies use responsible methods in their cleaning and disposal methods in order to comply with all state and local regulations. This agreement should be filled out prior to commencement of work, and both parties should retain copies.

Contractor: Name of Company	Address	City	Phone	Contact

The above contractor agrees to follow all necessary practices **to ensure compliance with state and local stormwater regulations** at the following address:

Business: _____ Address: _____ Date of Service: _____

Check all boxes that apply

Surfaces to be Cleaned:

- | | |
|---|---|
| <input type="checkbox"/> Building exterior
<input type="checkbox"/> Side walk, plaza, patio
<input type="checkbox"/> Parking area/drive through | <input type="checkbox"/> Dumpster area
<input type="checkbox"/> Paint/graffiti removal
<input type="checkbox"/> Other (describe): _____ |
|---|---|

Cleaning Methods to be Used:

- | | |
|---|--|
| <input type="checkbox"/> Water only
<input type="checkbox"/> Water and soap
<input type="checkbox"/> Wet sand blast | <input type="checkbox"/> Other chemicals: _____
<input type="checkbox"/> Other methods: _____ |
|---|--|

Precautions to be Taken:

- | | |
|--|---|
| <input type="checkbox"/> Dry Cleanup (e.g. absorb spilled oil, seep, vacuum, etc.)
<input type="checkbox"/> Block storm drain | <input type="checkbox"/> Collect wash water for disposal
<input type="checkbox"/> Other precautions: _____ |
|--|---|

Wash Water Disposal:

- Dispose of wash water into indoor sanitary sewer drain (e.g. floor drain, utility sink). Use drain which has a grease trap, if available. Location of drain to be used: _____

Note: The removal of municipal manhole covers is prohibited

When ***only using water*** to clean ***ambient dust***, the following disposal method may be used:

- Discharge to landscape area
 Evaporate on-site

Contractor Signature: _____ Date: _____



Environmentally Preferred Purchasing Policy

Environmentally preferred purchasing (EPP) is choosing products and services that have a lesser effect on human health and the environment when compared with others that serve the same purpose. Along with traditional buying considerations such as performance, price quality, availability, and service, consider the environmental attributes of a product or service. Environmental attributes are those features of a product or service that can make it preferable to purchase when compared to others. The best time to consider environmental attributes is when you are developing specifications and the award language. The key is to focus on those particular environmental attributes that are verifiable and measurable. Your organization will reap the lasting benefits by taking into account positive environmental attributes when making purchasing decisions.

V. Benefits of EPP:

- Less toxic products improve worker health and safety, reduce regulatory liability, and lower disposal cost
- Energy-efficient and water-conserving products save natural and financial resources
- Products that are reusable, more durable, or repairable generate less waste and conserves resources
- Recycled products save natural resources and keep recycling programs going by supporting markets for the recycled material
- Safer products and services keep people and our environment healthy

VI. Questions to Consider:

B. Production

- Does the product contain hazardous/toxic materials? Is it made from plant-based raw materials? Is the product less hazardous than other options? Are there harmful by-products?
- Are there processes in place to reduce greenhouse gas emissions?
- Are there processes in place to reduce waste?
- Is there an independent third-party certification of the environmental and social attributes?
- Is it made from recycled materials?

c. Consumption

- Does it conserve energy or water?
- Is it reusable or more durable?
- What happens at the product's end of life? Can it be recycled? Does it end up in the landfill? Does it require special or costly disposal?
- Will the manufacturer take it back to dispose of it?

D. Shipping

- Is the product from a local company?
- What is the packaging material? Is it packaged in bulk?

VII. Paper and Mailing Supplies:

All printer/copy paper should contain no less than 30% post-consumer recycled content. Paper should also be processed without chlorine or chlorine derivatives. Recycled content should be given preference over color choices. Look for the Forest Stewardship Council label on all paper products. All copiers and printers should be set to double-sided.

VIII. Office Supplies:

Office supplies that have the least amount of packaging should be purchased. Request that suppliers provide packaging filler that is recyclable. Ensure that packaging material is made from recycled content. Refillable ink and toner cartridges should be used, and all toner cartridges must be recycled if no longer usable. Reused office furniture, office supplies, and other equipment are preferred over new products. Employees should be encouraged to look for gently used supplies.

IX. Equipment and Electronics:

Purchase equipment such as printers and copiers that are compatible with the use of recycled ink and toner cartridges. Any new electronics should be Energy Star rated. All equipment should be completely shut down every evening. Purchase furnishings, fixtures and equipment that are used or made with reclaimed or recycled materials where possible.

X. Cleaning Supplies:

In general, avoid products that contain the following ingredients:

- Fragrance
- Carcinogens, mutagens, or teratogens
- Volatile organic compounds (VOCs)
- Petroleum-based solvents
- Ozone-depleting compounds (CFC's)
- Heavy metals, such as lead, mercury, arsenic, etc.
- Substances that bio-accumulate
- Phosphates

Cleaning products should also have the following attributes:

- Reusable or recyclable packaging
- Recycled content packaging
- Reduced flammability
- Reduced packaging

Labeling and Product Identification

Any cleaning product that contains hazardous substances and has signal words on the label. These words are regulated by federal government to indicate level of toxicity:

- 'POISON'-highly toxic or poisonous
- 'DANGER'-extremely flammable, corrosive, or highly toxic
- 'WARNING' or 'CAUTION'-moderately or slightly toxic

Always choose the least toxic product that can be used for the job and remember, just because the label of a cleaning product says it's "green", biodegradable, non-toxic, or environmentally friendly does not mean it is safe. Alternately, a product can be EP but not offer the same cleaning performance as its toxic counterparts. Third party certifications can help you identify products that are environmentally preferable and perform well. Third-party certifiers identify and promote environmentally responsible products by setting environmental standards for reduced ecological impact associated with the manufacture, use, and disposal of products. Third-party certifiers for commercial cleaning products recognized by Certifiably Green Denver have these:

- [Green Seal Certified](#)
- [EPA Safer Choice](#)
- [ECOLOGO](#)

XI. Local Suppliers

Most suppliers offer a handful of products suited for each common cleaning application. Local suppliers and the types of EP cleaning products they carry are listed below. Cleaners that meet EP criteria are marked with the third-party certifier logo.

Anti-idling policy

Sample Anti-Idling Policy

Statement of Purpose

This policy is designed to assist in protecting air quality through reduction of engine idling by employees, customers and product delivery vehicles of (name of business or organization).

Background

Air pollution, particularly ground-level ozone, is an immediate and ongoing concern in metro Denver. It impacts citizen health, economic growth, and quality of life. Vehicle exhaust from idling vehicles, contributes significantly to air pollution.

Statement of Policy

It is the policy of (name of business or organization) that driver of any vehicle belonging to the business, employees, customers of product delivery companies turn off vehicle engines when a vehicle will be stopped for more than 30 seconds, except when in traffic.

Exemptions

The policy of turning off vehicles when stopped does not apply for the periods or periods during which idling is necessary under the following circumstances:

1. To provide for the safety of vehicle occupants, such as extreme cold conditions (e.g. to run the heater).
2. To use lift equipment or other equipment necessary to accommodate individuals with one or more disabilities or loading and unloading products or goods.
3. When stopped in traffic.
4. When specific traffic, safety, or emergency situations arise.
5. When stopped at railroad crossings.

With the exception of exemption 3, if in the above exemption cases equipment can be run from the battery alone, drivers should refrain from idling unless there is a significant concern of draining the battery.

Implementation

This policy shall be effective immediately from the date of signature.

Signature

Date

Staff Training

Staff training can be a requirement through annual presentations or requiring your staff to revisit this manual annually. Lay out how you will inform your employees of your facility's sustainability initiatives.

Certiably Green Denver

This is optional, but helpful to inform staff of changes or initiatives your business has pursued. These will most likely reflect your continual improvement projects needed to maintain certification status annually. You could also include your completed checklist here.

- Highlight action items (e.g., replaced lightbulbs with LEDs, energy savings, etc)