

eco-Andersonville Sustainable Business Certification Program®

Sustainable Business Checklist

Please use this copy of the Checklist as a worksheet and reference as you work towards achieving certification. The checklist is divided into the three sections of sustainability: People, Planet, Prosperity representing "The Triple Bottom Line". This is a long checklist, but you have many **options** listed, so you do not have to complete every item. The requirements for each Star Level are listed here:

Star I (S1): People: S1 + 5 Options Planet: S1 + 15 Options Prosperity: S1 + 5 Options

Star II (S2): People: S1 + S2 + 5 Options Planet: S1 + S2 + 15 Options Prosperity: S1 + S2 + 5 Options

Star III (S3): People: S1 + S2 + S3 + 5 Options Planet: S1 + S2 + S3 + 15 Options Prosperity: S1 + S2 + S3 + 5 Options

The Andersonville Development Corporation offers resources and one-on-one technical assistance to accomplish this Checklist. Please call us at (773) 728-7552 if you would like assistance.

Ready to certify? Log on to www.eco-Andersonville.org and complete online Checklist using your worksheet as a reference. It takes about 1 hour. If you want to go through the process with an ADC Case Manager, call to make an appointment. We are here to help!

PEOPLE

Star	#	Checklist Actions	Yes, No, or N/A	Notes
Community				
S1	1	Donate to local non-profits and community groups and contribute to community initiatives and programs (financial, in-kind, volunteer hours, etc.)		
	1a	Please give some detail of community donations and contributions this year:		
S2	2	Encourage or provide opportunities to employees to volunteer in their communities		
S3	3	Mentor another business owner participating in program, 1st year after certification		
S3	4	Support the broader eco-Andersonville initiative by sponsoring an eco-event or campaign in the year before certification or the first year of certification		
	4a	Please list eco-event or campaign you will sponsor or have sponsored		
O	5	Promote the broader eco-Andersonville initiative by distributing program materials in store		
O	6	Promote the broader eco-Andersonville initiative by putting a link to the eco-Andersonville website on your website		
O	7	Join local chamber of commerce, Local First Chicago, or participate in a local block club		
O	8	Promote other Andersonville businesses at your business		
O	9	Participate in Buy Local First campaign		
O	10	Barter with another local business		
O	11	Join Chicago Sustainable Business Alliance, Chicago Green Restaurant Co-op, or similar sustainability-focused organization(s)		
O	12	Support the broader eco-Andersonville initiative by offering customers option to donate 1% to Andersonville eco-initiatives (pre-tax)		
O	13	Support the broader eco-Andersonville initiative by hosting an event that benefits eco-Andersonville and spreads community awareness		
O	14	Support another environmental initiative by making a donation or co-sponsoring an event		
	14a	Please list initiative and your business's involvement		
Employee				
S1	15	Educate and engage your employees on the company's participation in sustainability efforts		
S2	16	Engage employees in green efforts through incorporating green business practices into job descriptions, employee orientation, training programs, performance appraisals, staff meeting discussions, establishing a "green team" to oversee eco-efforts, etc.		
	16a	Please provide details of employee engagement/education in the last year or in the first year of certification		
S3	17	Contribute to medical benefits for full-time employees		
O	18	Promote and support employees' career development (goal setting, mapping out career plans, mentoring program, supporting/rewarding skills development)		
O	19	Pay at least the minimum living wage for Chicago to all employees		
O	20	Develop employee benefit plan		
O	21	Institute employee profit sharing plan or bonus/incentive plan		

O	22	Invite a representative from an environmental or other organization to talk to employees about recycling, green business efforts, etc.; or invite employees to eco-Andersonville Learning series in the last year or during the first year of certification		
	22a	Please provide details of "green" talks for employees:		
O	23	Provide local gift cards or other incentives or educational campaigns to encourage employees to shop locally		
		Customer		
O	24	Reward customers for green practices or purchases		
O	25	Establish and write down a customer service policy/philosophy		
O	26	Provide local gift cards or other incentives or educational campaigns to encourage customers to shop locally		

PLANET

Star	#	Checklist Actions	Yes, No, or N/A	Notes
		Water		
S1	1	Install water aerators in all bathroom faucets and low-flow showerheads in at least 10% of shower facilities		
S1	2	Clean windows only as needed		
S2	3	Post signs in restrooms and kitchen areas encouraging water conservation		
S2	4	Keep receiving, parking (if applicable), landscaping, front of house, public way, and dumpster areas clean and free from litter, oil drips and debris		
S2	5	Install low-flow and high-efficiency water appliances and accessories, for example: dual flush toilets, urinals, showers, faucets (inc. infrared and/or auto shut-off, spray valves, etc.) and pressure regulators in at least 45% applicable facilities		
	5a	Please give details of high-efficiency water installations and accessories		
S3	6	Whenever possible, create and maintain green space in front or in back of business to assist in managing stormwater - use proper cleaning practices for sidewalks		
S3	7	Install low-flow and high-efficiency water appliances and accessories, for example: dual flush toilets, urinals, showers, faucets (inc. infrared and/or auto shut-off, spray valves, etc.) and pressure regulators in at least 90% applicable facilities		
	7a	Please give details of high-efficiency water installations and accessories		
O	8	Use dry measures to clean up spills as much as possible to decrease the amount of water used and to minimize amount of hazardous chemicals/waste that goes into sewer system, and have written rules posted for employees reminding them of these practices		
O	9	Whenever feasible use cold water instead of hot		
O	10	Turn off water taps between tasks		
O	11	Install a rain barrel to assist in managing stormwater		
O	12	Install grey water reuse system that is in compliance with all health and safety regulations		
O	13	Provide outdoor ashtrays/cans if there is regular smoking by employees or visitors		
O	14	Install hot water on-demand systems; Install tankless water heater		
O	15	Replace any standard food steamer with a water-efficient connectionless (pressureless) model		
O	16	Convert any parking areas to permeable parking lots		
O	17	Understand how to read your water bill and review it monthly for indications of leaks, spikes or other problems (or receive copy of water bill from your landlord)		
O	18	If applicable (e.g., restaurants), serve water only upon request and provide information at each table as to the reason why		
O	19	Industry specific and/or innovative water conservation option - please name and provide details		
O	20	Industry specific and/or innovative water conservation option - please name and provide details		
		Hazardous & Toxic Materials		
S1	21	Identify and label all potential hazardous materials/waste for your business and the proper recycle/disposal action for each (inc. any grease, oil, solvents, paints, spent fluorescent bulbs, electronics, cell phones, batteries, pagers, toner cartridges) - train employees of disposal methods		
S1	22	Use environmentally-friendly, low toxic bathroom and shower soaps, etc.		
S1	23	Use unbleached and/or chlorine free paper products (computer paper, paper towels)		

S1	24	Use environmentally friendly, low-toxic bathroom, front and back of store, cleaning products (including dish cleaning, laundry soap, floor cleaner, etc.), as allowed within the law for individual industry		
S1	25	Replace aerosols with non-aerosol alternatives (such as pump sprays for fresheners and cleaners)		
S1	26	If applicable (e.g., salons), use ammonia or alcohol-based sprays to disinfect salon tools so less is used		
S1	27	If applicable (e.g., salons), use disinfectant tools that utilize UV light		
S1	28	If applicable (e.g., salons), responsibly dispose of nail polish		
S1	29	If applicable (e.g., salons), provide options of non-toxic nail polishes and offer this option to customers so they are aware of it		
S2	30	Have written and posted hazardous materials/waste disposal policy and instructions for all hazardous materials for management and employees.		
S2	31	When using a professional printing company, order and use soy, vegetable-based inks or other low-VOC inks for published materials		
	31a	Please give name of company providing your printing services		
S3	32	If applicable (e.g., salons), use only non-toxic nail polishes		
S3	33	Use at least 40% natural, recycled, renewable, or low emission build-out materials (for new construction or renovation, if applicable)		
S3	34	If applicable (e.g., salons), reduce use of shampoos and dyes that contain coal tar derivatives, shampoos with artificial fragrances or colors, formaldehyde or paraben preservatives, permanent colors, per solutions with triethanolamine (TEA), diethanolamine (DEA), or monoethanolamine (MEA) and all products containing heavy metals like lead or selenium		
S3	35	If applicable (e.g., salons), use semi or demi permanent, nonammoniated colors		
S3	36	If applicable (e.g., salons), use gels and lotions instead of aerosol mousses and sprays; use pump dispensers instead of aerosol containers		
O	37	Use environmentally friendly pest control, as allowed within the law for individual industry		
O	38	Limit use of any harmful products by purchasing in small quantities, storing securely and limiting access		
O	39	When possible, replace toxic/hazardous products and materials with eco-friendly alternatives		
O	40	Whenever painting, use low- or no-V.O.C paints		
O	41	Use at least 15% natural, recycled, renewable, or low emission build-out materials (for new construction or renovation)		
O	42	If applicable, use/sell soy, beeswax or low-petroleum candles (no lead wicks)		
O	43	Use laser instead of inkjet printer		
O	44	If applicable (e.g., salons), use henna or vegetable dyes		
O	45	Industry specific and/or innovative hazardous waste reduction or elimination option - please name and provide details		
O	46	Industry specific and/or innovative hazardous waste reduction or elimination option - please name and provide details		
Air Quality				
S1	47	Encourage employees to participate in ridesharing, mass transit, other alternative transportation programs, and walking		
S2	48	Encourage or incentivize customers and other visitors to use mass transit, other alternative transportation programs, and to walk		
S3	49	Support and maintain 20% of employees in use of ridesharing, mass transit, other alternative transportation programs, and walking		
O	50	Use video conferencing and conference calls instead of travel when possible		
O	51	Offer secure areas for bicycle storage for employees/customers		
O	52	Purchase business car-share membership (e.g., I-Go)		
O	53	Use bicycle delivery and/or bio-diesel delivery vehicles for incoming and outgoing transactions		
O	54	Install air quality or purification system		
O	55	Industry specific or innovative air quality product or systems installation - please name and provide details		
O	56	Industry specific or innovative air quality product or systems installation - please name and provide details		
Waste Reduction				
S1	57	Conduct a waste audit of business to determine materials (including items such as hangers, paper, boxes, packaging materials, toner and ink cartridges, glass, cans/aluminum, plastic, newspaper, cardboard) used and potential for reuse/recycle - estimate percentage that each product is of total volume of waste, put information in spreadsheet		
S1	58	Implement a business recycling program (including items such as hangers, paper, boxes, packaging materials, toner and ink cartridges, glass, cans/aluminum, plastic, newspaper, cardboard)		

	58a	Write policy and implement training for all new and current employees regarding recycling program		
	58b	Provide date 57, 58, and 58a have been completed		
S1	59	Reuse or recycle at least 10% of waste product by type (cardboard, paper, plastic, glass, etc.)		
S1	60	Reduce amount of printer paper used in printers/copiers - print and copy double-sided (set copier/printer default to double-sided), put paper already printed on one side into printer cartridge, use the reduction feature to fit more onto a page, print 2 pages onto 1, etc.		
S1	61	Reuse single sided, already printed paper for drafts, scratch paper, internal memos, fax receipt paper		
S1	62	Avoid use of plastic water bottles - use tap water/Britta/re-usable container, or install and use water fountain		
S1	63	Use electronic marketing instead of snail mail and reduce the number of "doorknob" and flyer marketing pieces		
S1	64	Replace memos with email messages and discourage unnecessary printing of messages		
S1	65	Reuse or recycle shipping materials or use supplier that will reuse or recycle shipping materials		
S1	66	When applicable (e.g., restaurants), eliminate disposables by using permanent ware (mugs, dishes, utensils, towels/rags, etc.) and use refillable containers for condiments (sugar, salt, ketchup, etc.)		
S1	67	When applicable (e.g., restaurants), serve straws from environmental health-approved dispensers rather than offering pre-wrapped (for self-service areas only)		
S2	68	Reuse or recycle at least 30% of waste product by type (paper, plastic, etc.)		
S2	69	Use electronic files (reports, memos, forms, etc.) rather than paper files in general - avoid printing multiple drafts or any drafts unless necessary		
S2	70	Offer plastic water bottles made from environmentally friendly resources		
S2	71	Avoid use of promotional plastic goods (inc. utensils for eating)		
S2	72	Recycle green waste through composting or recycling		
S2	73	Take steps to reduce the amount of bulk/duplicate/junk mail, both incoming and outgoing		
S2	74	When applicable (e.g., restaurants), eliminate paper coasters or switch to reusable ones		
S2	75	When applicable (e.g., restaurants), use ceramic vs. plastic condiment/butter/marmalade containers for in-house meal service		
S2	76	When applicable (e.g., restaurants), use eco-friendly take-out containers (e.g., switch from styrofoam to paper or cornstarch for take-out containers)		
S3	77	Only offer water bottles made from environmentally friendly resources		
S3	78	Reuse or recycle at least 60% of waste product by type (paper, plastic, etc.)		
S3	79	When applicable (e.g., restaurants), use cloth instead of paper napkins or pre or post-consumer recycled napkins		
S3	80	When applicable (e.g., restaurants), serve bread with meals only by request		
O	81	Print using the lowest quality print setting when appropriate to conserve ink and cartridges		
O	82	Post paper-saving measures near copiers and printers		
O	83	Update/purge hard copy customer/client/employee mailing list annually		
O	84	Use rechargeable batteries in appliances (e.g., calculators, hand-held vacuum cleaners, flashlights, etc.)		
O	85	Use refillable pens and tape dispensers instead of disposable ones		
O	86	Use marketing materials that don't require envelopes (e.g., postcards)		
O	87	Eliminate fax cover sheets by using "sticky" fax directory notes or use software that allows you to send and receive faxes directly to/from computer		
O	88	Install air hand dryers in restrooms to eliminate use of hand paper towels		
O	89	If space allows, provide dishwashing and refrigerator area to support staff use of reusable's for meals and drinks		
O	90	Establish/participate in a waste exchange program		
O	91	When using envelopes, use two-way "send and return envelopes" or the smallest size envelope required		
O	92	When applicable (e.g., coffee shops), offer and encourage in-house customers to use ceramic and glass vs. paper and plastic cups		
O	93	When applicable (e.g., restaurants), use properly sanitized old table cloths and napkins as rags		
O	94	When applicable (e.g., restaurants), use a laundry service that provides reusable bags for dirty and clean linen		
O	95	When applicable (e.g., restaurants), do not use paper placemats unless they are recycled		
O	96	When applicable (e.g., restaurants), donate excess food		
O	97	When applicable (e.g., restaurants), offer half meal portions		

O	98	Industry specific or innovative waste reduction or elimination process or system - please name and provide details		
O	99	Industry specific or innovative waste reduction or elimination process or system - please name and provide details		
		Energy		
S1	100	Institute a written policy to turn off equipment, appliances, and lights when not in use or when leaving the room/space - install timers/automatic shut-off whenever possible - post reminders for employees		
	100a	Please provide date complete and posting location		
S1	101	Replace standard fluorescent lights with low or no mercury fluorescent lights over time		
S1	102	Install programmable thermostats or request and install temperature control devices (for radiators) from your landlord		
S1	103	Regularly check pilot lights for proper adjustment (if applicable)		
S1	104	Maintain any refrigerator doors by replacing worn gaskets aligning doors, enabling automatic door closers and replacing worn or damaged strip curtains		
	104a	Provide date and detail of any energy efficient changes for data tracking purposes (e.g., all T12's switched to T8's at one time, etc.)		
S1	105	If applicable, locate ice machines in cool area away from internal heat gains		
S2	106	Inspect and clean air filters regularly (with mild detergents) every 3 months or change replaceable filters every 3 months		
S2	107	Install and use energy-efficient lighting solutions in at least 30% of fixtures		
	107a	Provide date and detail of any energy efficient changes		
S3	108	Perform regular maintenance and inspection (to identify any leaks, clogs, obstructions, keep condenser free of dust and lint, and evaporator coils free of excessive frost) on any HVAC and refrigeration systems and keep a log of all maintenance activities. (Or request access or maintenance from your landlord). Keep written log of maintenance activity		
S3	109	If purchasing new computers, buy EPEAT certified; if purchasing new monitor, purchase flat-screen LED monitors (which consume approximately 1/3 less energy than tube monitors)		
S3	110	Install and use energy-efficient lighting solutions in at least 60% of fixtures		
S3	111	When purchasing new, buy electrical equipment/appliance with energy saving features and ensure that Energy Star settings are enabled		
	111a	Provide date and detail of any energy efficient changes (for data tracking purposes)		
O	112	Use hardware programs that save energy by automatically turning off idle monitors after 15 minutes, copiers, computers (after 30 minutes) and printers (10 minutes) AND turn them off manually when not in use - attach to power strip and turn off power strip when not in use		
O	113	Turn off all hardware programs and other equipment when store is closed and no employees are working		
	113a	Provide date and detail of any significant process or system changes with hardware operations (for data tracking purposes)		
O	114	Set thermostat at 76 degrees for cooling, 68 degrees for heating - turn off/reduce thermostat to 60 degrees at night		
	114a	Provide date of beginning this policy, if it is new to your business (for data tracking purposes)		
O	115	Obtain energy audit of building envelope		
O	116	Obtain energy audit or hire consultant to conduct a store lighting re-design to reduce utility expenses		
O	117	Apply successfully for a Com Edison Smart Ideas Program, People's Gas Rebate Program or SBIF programs (or other grants available for green roofs, renewable energy system) to improve energy efficiency		
O	118	Access and involve SEDAC (Smart Energy Design Assistance Center) free business program to receive expert advice on energy efficiency and follow advice		
O	119	Set temperature of refrigerators between 38 and 41 degrees and freezers between 10 and 20 degrees		
O	120	Operate dishwashers only when fully loaded		
O	121	Add weather stripping to all doors and windows, where possible		
O	122	Program or use washers and dryers only at off-peak times		
O	123	Install lighting controls such as automatic light sensors, bypass/delay timers, photocells for exterior lighting and/or areas with significant natural light		
O	124	Install LED EXIT signs		
	124a	Provide date new EXIT signs installed		
O	125	Insulate all refrigeration cold suction lines		
O	126	Install and use awnings (retractable) and other passive energy conservation elements (e.g., solar shades, sunscreens, overhangs, tinted glass, window film, solar lights, LEDs, etc.) to reduce heat gain in air conditioned spaces		

O	127	Use seasonal vestibule		
O	128	Install and use solar power facilities		
O	129	Use ceiling fans to promote air circulation and reduce need for air conditioning		
O	130	Install or upgrade insulation		
O	131	Purchase alternative power credits or purchase carbon offsets for business operations, building, and business travel		
O	132	Install energy efficient HVAC or boiler systems		
O	133	Industry specific or innovative energy efficiency or energy reduction product or system installation - please name and provide details		
	133a	Provide date and some detail of any above energy efficient project or operational change in the last year		

PROSPERITY

Star	#	Checklist Actions	Yes, No, or N/A	Notes
		Finances		
S1	1	Maintain adequate lease/mortgage to sustain business		
S1	2	Maintain and update (quarterly) cash flow projections & financing plans		
S1	3	Maintain timely payment of payroll taxes		
S1	4	Maintain adequate liability insurance		
S1	5	Maintain annual business plan including goals, budget		
S1	6	Maintain appropriate licenses and permits for business and facility		
S1	7	Implement an inventory control system (retailers and restaurants)		
S1	8	Update and maintain personnel policy and job descriptions		
S1	9	Develop and maintain a marketing plan		
S2	10	Business is privately owned, not publicly traded; and the business owners are autonomous to make decisions about the business at all levels		
S2	11	Use a local, independent bank or credit union for at least a portion of your business' checking/savings		
S3	12	Business is locally owned, with more than 50% of business ownership living within 25 miles of main place of business		
O	13	Conduct an audit or third party review of financials annually		
O	14	Formalize loss prevention policy and techniques		
O	15	Integrate environmental and social performance into written corporate mission/values statement		
O	16	Make sustainability a key part of your business' marketing		
O	17	Make local ownership a key part of your business' marketing		
O	18	Develop and maintain a succession plan		
O	19	Source your mortgage or business loans from a local, independent bank		
O	20	Invest a portion of employee retirement funds in local stocks and bonds		
O	21	Implementation of an industry specific, business excellence, or sustainability management system - please name		
O	22	Implementation of an industry specific or innovative marketing, operations, or software plan or system to improve business results and reduce operational risk - please name		
		Purchasing		
S1	23	Ensure that at least 5% of <u>products sold</u> are environmentally responsible (organic, recycled, reused, or natural), if applicable		
S1	24	Establish and implement a policy of purchasing <u>furniture and furnishings</u> (including food for restaurants) at the highest level of localization possible		
S1	25	Establish and implement a policy of purchasing <u>goods and merchandise</u> (including food for restaurants) at the highest level of localization possible		
S1	26	Notify <u>suppliers</u> of interest in purchasing recycled materials, whenever available and inquire into and review the sustainability practices of suppliers, vendors, business partners		
	26a	Please provide 2 examples of this inquiry and result including name and type of supplier		
S1	27	Purchase at least 15% of applicable <u>paper and business supplies</u> (e.g., toilet paper, tissues, paper towels, boxes, bags, wrapping paper, restaurant supplies, etc.) with 35-100% post consumer waste or biodegradable/sustainable/reused/recycled materials		
	27a	Please provide name of supplier/suppliers		

S2	28	Ensure that at least 15% of <u>products sold</u> are environmentally responsible (organic, recycled, reused, natural), if applicable		
S2	29	Establish and implement a written policy of purchasing <u>goods and merchandise</u> (including food for restaurants) at the highest level of localization possible		
S2	30	Establish and implement a policy to prioritize purchasing of <u>professional services</u> such as graphic design, computer service, accounting, legal work, construction, etc. with emphasis on sourcing "local" first		
S2	31	Purchase at least 30% of applicable <u>paper and business supplies</u> (e.g., toilet paper, tissues, paper towels, boxes, bags, wrapping paper, restaurant supplies, etc.) with 35-100% post consumer waste or biodegradable/sustainable/reused/recycled materials		
S3	32	Choose <u>suppliers, business partners, and vendors</u> based on their efforts to reduce environmental impact of their activities		
S3	33	Ensure that at least 30% of <u>products sold</u> are environmentally responsible (organic, recycled, reused, natural), if applicable		
S3	34	Establish and implement a policy to prioritize purchasing of <u>professional services</u> such as graphic design, computer service, accounting, legal work, construction, etc. with emphasis on sourcing from within one mile of Andersonville		
S3	35	Purchase at least 60% of applicable <u>paper and business supplies</u> (e.g., toilet paper, tissues, paper towels, boxes, bags, wrapping paper, restaurant supplies, etc.) with 35-100% post consumer waste or biodegradable/sustainable/reused/recycled materials		
O	36	Purchase <u>furniture and furnishings</u> that are made of sustainable, recycled, or repurposed materials/parts		
O	37	Purchase <u>letterhead, envelopes, and business cards</u> using 35-100% pre - post consumer waste and using soy or vegetable based inks - include notation indicating this practice on printed items		
O	38	Purchase recycled or remanufactured laser and copier toner cartridges		
O	39	Industry specific or innovative purchasing policies or actions that are sustainable - please name and provide details		
O	40	Industry specific or innovative purchasing policies or actions that are sustainable please name and provide details		