



POLLUTION PREVENTION

/ 130 Pollution Prevention Points

- 5 Have a pollution prevention spill kit, create and post a spill plan, and train staff.
- 5 Ensure that lids remain closed on waste, recycling, and compost containers located outside. Check for and repair leaks.
- 5 Keep receiving areas, loading docks, and parking areas free of litter, oil drips, and debris.
- 5 Empty all water used for cleaning in an indoor drain such as a utility sink. Never dump this water outside.
- 5 Properly store and use secondary containment, such as a bin or tub, for all hazardous materials.
- 5 Identify, properly label, and take steps to reduce all hazardous waste used or generated onsite.
- 5 Properly dispose of any hazardous waste.
- 10 Avoid pressure washing so that pollutants like dirt, soap, and chemicals are not washed into storm drains
- 10 Use cleaning products certified through Safer Choice (EPA Program), GreenSeal, or other programs whenever possible.
- 10 Select non-toxic, low- or no-VOC products, fixtures, and finishes.
- 10 Use a computerized mixing system to track product and VOC usage.
- 10 Reduce press clean up and solvent use by scheduling jobs to run lighter colors together before running darker ones whenever possible.
- 15 Inspect storm drains quarterly. Clean them if they are more than half full, or if directed by local stormwater utility.
- 15 Label all stormwater drains with "no dumping" message.
- 15 Monitor any equipment and vehicles to identify and fix leaks.



SOLID WASTE

/ 80 Solid Waste Points

- 5 Recycle all paper, cans, bottles, jars, and cardboard allowed in your service area.
- 5 Monitor your internal and external waste collection bins to identify areas for improvement.
- 5 Post signage and labels on garbage, recycling, and compost bins showing what's accepted in each.
- 5 Place garbage/recycling/compost bins together to maximize recycling and reduce contamination.
- 5 Purchase paper products made from at least 30% post-consumer recycled content.
- 10 Do not provide single-use plastic bags.
- 10 Eliminate single-use water bottles.
- 10 Reduce paper use by providing electronic alternatives (point-of-sale system, payroll, staff communications).
- 10 Set all printers to default to double-sided printing.
- 15 Implement paper towel composting or use high-efficiency hand dryers in restrooms.



TRANSPORTATION

/ 65 Transportation Points

- 5 Adopt a transportation program that encourages employees to walk, bike, rideshare, or take transit as their primary commute method.
- 5 Use alternative transportation (e.g., walk, bike, transit, carpool, EV) for local work-related trips whenever possible.
- 5 Reduce shipping impacts by consolidating deliveries and requesting low-emissions transport.
- 5 Encourage a "no idling" policy for deliveries to and from your site.
- 10 Implement a guaranteed/emergency ride home policy for employees who do not drive alone to work.
- 10 Provide your employees with easy access to transit passes through a pre-tax payroll deduction program and/or shared cost or full subsidy.
- 10 Offer secure bike parking for employees.
- 15 Have >20% of company-owned vehicles be low- or zero-emission models (e.g., bicycle, EV, hybrid)



WASTEWATER

/ 25 Wastewater Points

- 5 Place strainer baskets in sink drains to catch food waste. Put food waste in the compost bin, if available in your service area.
- 5 Post educational signage in restroom stalls indicating nothing but toilet paper should be flushed.
- 5 Scrape or wipe dishes and pans to remove remaining fats, oils, and grease (FOG) before washing.
- 10 Place trash cans in all restroom stalls to keep everything but toilet paper out of the toilet.



WATER

/ 95 Water Points

- 5 Do not leave water running. Turn off water-using equipment when not in use.
- 5 Check for and repair leaks.
- 5 Monitor your water bill for unexpected changes, which could indicate leaks or equipment malfunctions.
- 5 Install bathroom faucet aerators with a flow rate of no more than 0.5 gpm (gallons per minute).
- 10 Install WaterSense toilets that use no more than 1.28 gpf (gallons per flush).
- 10 Install low-flow urinals that use no more than .125 gpf (gallons per flush).
- 10 Sweep or mop floors and mats instead of hosing them down.
- 10 For any landscaping, select drought-tolerant plants.
- 10 For any landscaping, install electronic weather-based controller or change watering schedule to match changing weather.
- 10 Use a commercial car wash that reuses water for fleet washing. Do not wash fleets onsite.
- 15 If your site has a cooling tower, install an electronic level controller.



COMMUNITY

/ 55 **Community Points**

- 5 Provide annual (at minimum) training for employees on the sustainability best practices listed in this checklist.
- 5 Support another EnviroStars business!
- 5 Communicate sustainability practices to customers.
- 10 Have an employee or green team supported by management to implement sustainability efforts.
- 15 Have a written environmentally preferable purchasing plan that guides purchasing decisions.
- 15 Achieve recognition or certification from another green business program such as LEED or Sustainable Green Printing Partnership.

OTHER

We understand that every business is unique and may be taking environmental, economic, and/or other social sustainability actions that aren't reflected on this checklist. We encourage you to list any additional actions below.

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CORE ACTION PLAN

Businesses are required to complete all core actions to be eligible for EnviroStars recognition. For core actions not yet complete, please note steps needed to implement these actions in the future or provide an explanation of why they are not applicable.