

# GREEN WYCKOFF BUSINESS RECOGNITION CHECKLIST

WYCKOFF GREEN BUSINESS RECOGNITION APPLICATION		
OFFICE/BUSINESS- PRODUCT SUSTAINABILITY -		
In-House	YES	NO
Adopt an environmental policy and create a sustainable vision	Minimum 1 action this category	
Designate a Recycling Coordinator (or coordinators) to take responsibility for monitoring and maintaining sustainable business practices implemented in your business/ Establish an in-house Green Team to manage a "green" sustainable program.		
Encourage remote work environment if allowable		
Incorporate sustainable marketing		
Place signage around business explaining and encouraging sustainability practices (for example- turn off lights)		
<b>WASTE MANAGEMENT</b>		
Decrease waste with the 3 R's. <b>Reduce – Reuse – Recycle</b>		
<b>REDUCE</b>	Minimum 3 actions this category	
Perform a waste audit to identify ways to reduce waste		
Practice efficient copying by using size reduction features (double sided pages, reduce fonts and margins).		
Eliminate paper documents by having electronic forms and contracts		
Email employee communications or post in a single location (white board, bulletin board) to reduce printed paper copies		
Reduce unwanted mail by removing names from national databases at <a href="http://www.stopjunkmail.org">www.stopjunkmail.org</a> or contact vendors directly to stop duplicate mailings. Also purge your own list for duplicates.		
Use an electronic scheduling or payroll system		
Purchase office paper with minimum 30% post-consumer recycled content		
Purchase and request eco-friendly products from vendors and suppliers		
Use alternatives (bamboo, reusable metal, pasta, etc.) to plastic straws or do not use at all		
Provide cutlery, straws or condiments upon request only- SKIP THE STUFF		
NO plastic bags		
Provide or sell durable reusable bags		
NO Polystyrene (aka Styrofoam) packaging		
In the lunch/break room replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt and pepper etc. to avoid individual condiment packages		

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Eliminate individual bottles of water for employees and guests. Install an onsite water filtration system on faucet or use bulk bottled water instead.		
Buy concentrated cleaning solutions in bulk form		
Purchase products without packaging, with less packaging, or in reusable packaging		
Offer sustainable/renewable/recycled products for sale/use/distribution		
Offer organic, biodegradable and fair trade products		
<b>REUSE</b>	<b>Minimum 2 actions this category</b>	
Re-evaluate items to be purchased to make sure that they are really necessary and donate, sell or exchange unwanted but usable items		
Purchase used or refurbished equipment/furniture		
Reuse packing boxes and materials before recycling if in good condition		
Encourage swap events to encourage reuse		
Provide employees with refillable pens and markers, reducing the need for single-use writing tool		
Encourage or offer incentives to customers who bring their own coffee mugs, to-go dishes, or reusable bags for reuse		
<b>RECYCLE</b>	<b>Minimum 3 actions this category</b>	
Provide clearly labeled recycling containers for dual stream recycling to separate bottles, cans, plastics from paper waste to avoid contamination		
Drop off recyclable shipping materials that CAN BE reused in-house such as Styrofoam at the Wyckoff DPW		
Drop off non-recyclable shipping materials that cannot be reused in-house such as plastic wrapping, polystyrene peanuts, bubble wrap, etc. to local shipping centers for reuse.		
Choose vendors that take back products after their self life is over.		
Recycle laser printer cartridges		
Utilize the Bergen County Regional Household Hazardous Waste recycling days for:		
<ul style="list-style-type: none"> <li>*Batteries – rechargeable and alkaline</li> <li>*Paint</li> <li>*Used toner and ink-jet cartridges</li> <li>*Compact fluorescent lamps and florescent tubes</li> <li>*Electronics</li> <li style="padding-left: 20px;">*Aerosol cans that are not completely empty of contents</li> <li>*Pesticide products</li> </ul>		
Dispose of chemicals/oil properly. Drop off at the free Bergen County Utilities Authority Hazardous waste collection locations		

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Coordinate with haulers to ensure recyclable materials you generate meet the quality control standards of recycling markets		
Compost food scraps and yard waste.		
<b>Additional actions related to waste reduction/recycling (optional)</b>		
<b>ENERGY EFFICIENCY</b>	<b>Minimum 3 actions this category</b>	
<b>Take advantage of New Jersey's Clean Energy Program; which offers incentives for energy audits and efficiency upgrades.</b>		
Conduct an energy audit.		
Implement an office wide policy that encourages staff members to turn off equipment and lights when not in use.		
Perform regular maintenance on your HVAC (heating, ventilation, and air conditioning) system. If leasing your facility, ask the building owner or property manager to do the following:		
*Clean or change filters every 2-4 months.		
*Clean evaporator coils of dust and lint.		
Check entire system each year for coolant and air leaks, duct sealing, clogs and obstruction of air intake. Regularly change HVAC air filters		
Inspect and repair economizers on A/C systems		
Provide a copy of HVAC service records or property management contract to the Green Business coordinator during onsite verification visit.		
Install a geothermal heating and cooling system.		
Use lighting controls such as dual technology occupancy (motion) sensors, photocell control dimmers, or time clocks. Ideal for low traffic areas such as closets and restrooms		
Use photocell-controlled dimmers that turn off lights automatically when daylight is sufficient or just turn off lights when not in use		
Install LED energy savings bulbs in your buildings		
Install programmable thermostats (set to 78-80 in summer & 65-68 in winter)		
Invest in on-site solar or wind energy.		
Set energy saver feature on photocopiers as the default.		
Purchase energy star saving equipment and appliances and/or ensure that they are equipped with energy saving features. <a href="http://www.energystar.gov">www.energystar.gov</a>		
Earn the <b>ENERGY STAR</b> for a commercial or industrial facility.		


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Purchase electricity generated from renewable sources		
Replace leaky, insufficient broken windows with double pane, low-E, and energy efficient windows.		
Open windows and use natural ventilation instead of AC when appropriate and maximize natural sunlight when possible		
Use caulk and/or weather stripping around windows and doors (any door or window that allows a paper to slip through any part of its perimeter.)		
<b>Additional actions related to energy efficiency (optional)</b>		
<b>WATER USAGE</b>	<b>Minimum 3 actions this category</b>	
Replace toilets and taps with low flow models. Urinals with low flow or water free		
Check for leaks and make repairs immediately		
Clean outdoor areas with a broom and/or damp mop instead of a hose. NEVER hose off outdoor landscapes or use soap outside.		
Upgrade to touchless sensor faucets		
Install an onsite water filtration system or faucet or use bulk-bottled water		
Adjust sprinkler times according to seasons. Sprinkler irrigation runoff is prohibited. No spray irrigation between 9 am – 7pm.		
Install drip irrigation. Upgrade to micro irrigation or drip systems		
Install low-flow fixtures and aerators in bathrooms		
Install smart irrigation controller that uses weather data to irrigate appropriately.		
Encourage the use of reusable water bottles		
Construct a rain garden		
Use native, drought tolerant plants to reduce landscape watering		
Install a cistern or rain barrel to catch rainwater.		
Serve drinking water only by request.		
<b>Additional actions related to energy efficiency (optional)</b>		
<b>COMMUNITY INVOLVEMENT/ SITE BEAUTIFICATION</b>	<b>Minimum 2 actions this category</b>	
Keep customers informed with your involvement and progress in becoming a “Green Wyckoff Business.” (GWB). Place you WGB decal in your window		

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Participate in the annual townwide Team Up to Tidy Up litter Clean up day a		
Volunteer to water, on a regular basis, the flower pots placed by Partners in Pride in close proximity to your business		
Clean litter and debris and overflowing trash/recycling bins on a regular basis in front of your business and /or in your parking lot		
Keep storm drains outside your establishment free and clear during storms. "Adopt a Storm Drain" policy		
Encourage or incentivize employees to walk, carpool, bike or take mass transportation to work		
Raise consumer/customer awareness and consciousness towards environmental issues and benefits of green goods and services and encourage sustainable best practices		
Offer/use local sustainable products		
Offer/use organic, fair trade or biodegradable products		
Provide clearly labeled containers in front of your business that accept separated recyclables (bottles/cans/plastics #1,2,5 & cardboard/mixed paper)		
Encourage other local businesses to participate in becoming a "Green Business"		
<b>Additional actions related to community/employees</b>		
<b>GREEN BUILDING/LANDSCAPING</b>	<b>Minimum 1 action this category</b>	
Give yourself 1 point for achieving any points in waste, energy or water conservation strategies		
Install a green roof.		
Implement sustainable landscaping practices.		
Construct a rain garden.		
Use no or low Volatile Organic Compounds (VOC) paints and sustainable building materials.		
Achieve Leadership in Energy and Environmental Design (LEED) certification or other green building standards for a commercial or industrial facility		
<b>Additional actions related to community/employees</b>		
<b>TRANSPORTATION</b>	<b>Minimum 1 action this category</b>	
Outline a trip reduction strategy.		
Facilitate employee participation in carpools or vanpools.		
Subsidize public transit for employees.		

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Offer bicycle parking, lockers, and showers.		
Purchase hybrid or fuel-efficient vehicles.		
Offer telecommuting or compressed work weeks.		
<b>Install electric vehicle charging stations for employees; apply for the New Jersey Department of Environmental Protection "It Pays to Plug In" Grants to offset the cost of charging equipment.</b>		
<b>Additional actions related to community/employees</b>		
<b>POLLUTION REDUCTION</b>	<b>Minimum 1 action this category</b>	
Eliminate the use of toxic chemicals in production processes.		
Use green cleaning supplies.		
Purchase green products.		
Produce or sell environmentally friendly items.		
<b>Additional actions related to community/employees</b>		
<b>INDUSTRY SPECIFIC/OTHER</b>	<b>Optional</b>	
<b>Additional actions related to community/employees</b>		
<p><b>If your business has completed a minimum total of 20 actions the required actions in each category plus ONE action in the In-House category, you will be designated a Green Business by the Township of Wyckoff's Environmental Commission</b></p>	<p><b>Total 20 points minimum</b></p>	
		
<p>For more information visit <a href="https://www.wyckoffnj.gov/environmental-commissiongreen-team/pages/wyckoff-certified-green-business-recognition-program">https://www.wyckoffnj.gov/environmental-commissiongreen-team/pages/wyckoff-certified-green-business-recognition-program</a></p>		

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