



Green Choices. Healthy Communities.

EnviroStars Application/Worksheet

Veterinary Medicine

BE AN ENVIROSTARS CERTIFIED BUSINESS

Program Requirements

- You do not generate large quantities of hazardous waste.
- You set a goal to reduce hazardous materials/waste and improve practices.
- You receive a site visit from an EnviroStars representative to verify that you meet qualification standards.

Rating System

★★

To earn **2-Stars**, you must properly manage all wastes and outline a plan for reducing waste.

★★★

To earn **3-Stars**, you must have routine, on-going systems in place to reclaim and/or properly manage all materials and wastes.

★★★★

To earn **4-Stars**, you must inform customers and the public about your commitment to environmentally responsible practices and take steps to eliminate hazardous materials and wastes.

★★★★★

To earn **5-Stars**, you must demonstrate environment-related leadership among peers within your industry and/or the community, have a solid waste reduction program, and implement measures to save energy, protect air and water quality, and incorporate "greener" business practices.

Renewal

You must renew your EnviroStars status by demonstrating how you made progress towards achieving your stated goal(s). With renewal, you are able to continue using the EnviroStars logo. Continue to improve upon your "green business" practices and you may earn more stars and more recognition.

Benefits

- Create safer, healthier work environment
- Save on disposal and material costs
- Attract new customers
- Improve staff retention & awareness
- Increase efficiencies in operations
- Reduce liability from property contamination and accidents

The EnviroStars window decal, logo, and certificate help you communicate your commitment to protect the environment. More proactive efforts to reduce hazardous materials and waste may result in additional recognition:

- Highlights in radio advertisements
- Profiles in local newspapers
- Achievement award nominations
- Website listings and links

How to Apply

Tell us how you have reduced hazardous materials, emissions and waste at your business.

Give examples and describe your practices for each section in this worksheet. Decide what you will do to add to your efforts for the coming year and set a goal to increase environmentally responsible practices. Develop a timeline to accomplish your plans. Attach additional sheets if necessary. *Be sure to keep a copy for yourself.*

Contact your county's EnviroStars representative listed on page 2 for a certification visit. On-site consultants can go through the worksheet with you in person while checking your business policies and practices.

Send the completed worksheet to your county's EnviroStars program (address on page 2) or give it to the on-site consultant during their visit to your business.

Please mail your completed worksheet to the appropriate county EnviroStars address below, or complete it with the representative who visits your site.

Jefferson County

EnviroStars
c/o Environmental Health Dept.
615 Sheridan St.
Port Townsend, WA 98368
Questions or information: 360-385-9444 or
www.envirostars.org/jefferson/index.shtml

King County

EnviroStars
c/o Local Haz Waste Management Program
130 Nickerson St #100
Seattle, WA 98109
Questions or information: 206-263-3063 or
www.envirostars.org

To schedule a site consultation call:
206-263-8899

Kitsap County

EnviroStars
c/o Kitsap County Health District
345 6th St #300,
Bremerton, WA 98337-1866
Questions or information: 360-337-5604 or
www.kitsapcountyhealth.com/environmental_health/solid_waste/envirostars.htm

Pierce County

EnviroStars
Tacoma-Pierce County Health Department
c/o Environmental Health
3629 South D Street (MS:307)
Tacoma, WA 98418-6813
Questions or information: 253-798-6424 or
www.tpchd.org/envirostars

Whatcom County

EnviroStars
Whatcom County Public Works
Solid Waste Division
322 N. Commercial #220
Bellingham, WA 98225
Questions or information: 360-676-6724
x50870
www.whatcomcounty.us

General questions? Call the EnviroStars Hotline 1-877-220-7827 (STAR) or consult
www.envirostars.org

★★ Two Stars

Section 1. Waste management

Your office must not dispose of hazardous wastes in a manner that is illegal. (If you do not know what to do with certain wastes and are collecting them on-site, this is okay. Our consultants can advise you.)

Waste checklist: The following wastes must be handled in the appropriate manner as outlined below. You must be able to answer “Yes” or “N/A” to qualify for 2-Stars.

Yes	Future	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spent X-ray fixer is not disposed of in an on-site septic system (OSS), and needs Wastewater Treatment Plant (WWTP)* approval to discharge to sewer following proper treatment; or it is managed as hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dental film lead foils and other lead wastes do not go into the garbage or red bag; they are managed as hazardous waste or reclaimed through a vendor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cold sterilants, such as glutaraldehyde, do not go to OSS; and need WWTP approval to discharge to sewer (in King County <4% glutaraldehyde is approved by WWTP).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pharmaceuticals do not go in the red bag, toilet, or garbage; they are returned to your distributor or another company that legally manages unwanted pharmaceuticals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemotherapy-related substances do not go in red bags; they are managed as hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cytology stains that designate as hazardous do not go in red bags; they are managed as hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mercury-containing thermometers and sphygmomanometers are recycled through a vendor or managed as hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sharps are disposed of with a permitted biomedical transporter or at a solid waste facility with approval.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biomedical and red bag wastes are disposed of with a permitted biomedical transporter or at a solid waste facility with approval.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Formalin is returned to diagnostic laboratory if possible, or neutralized before discharge into the sewer, or is managed as hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anesthetic filters such as carbolyne and charcoal canisters, are managed as hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pesticides and insecticides are used up or managed as hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fluorescent tubes from overhead lights and fluorescent microscopes are recycled (www.takeitbacknetwork.org ; www.govlink.org/hazwaste/business/wastedirectory/).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronic wastes (e.g. computers and batteries) are recycled (www.takeitbacknetwork.org).

*WWTP = Waste Water Treatment Plant (your local sewer district) *OSS = On-site sewage system (septic system)

**In some counties there are exceptions for on-site septic - your consultant can advise you.

Section 2. Goal statement

Set a goal for improvement. Try to prevent or reduce any waste you generate. Be specific; assign someone to implement. Examples: *We will systematically replace vinyl, PVC and mercury-containing products; OR we will purchase digital radiography equipment to replace x-rays by Dec of this year.*

★★ CONGRATULATIONS! ★★

Successful completion of the preceding section, along with a successful site visit, qualifies you as a 2-Star EnviroStar business. Continue for higher star ratings.

★★★ Three Stars

Section 3. Cleaning and spill prevention

Required Elements:

Yes Future N/A

- If we have mercury-containing products, we have a mercury-specific spill prevention and response plan posted. We have a mercury spill kit for spills of less than 2 tablespoons. Larger mercury spills (> 2 tablespoons) are cleaned up by trained professionals (<http://www.ecy.wa.gov/pubs/0203048.pdf>).
- We use environmentally preferable cleaning products. Such as those with a Green Seal certification. Examples: _____
- We *let vendors know* we are committed to using environmentally preferable cleaning products (e.g., non-chlorinated, butyl-free, pH between 5 and 12, low or no-VOC), and we *review Material Safety Data Sheets* (MSDSs) prior to purchasing.
- We ensure that hazardous cleaning materials are used sparingly, and according to manufacturer's directions.

Additional Activities:

Yes Future N/A

- When we clean the X-ray film processor, we use a non-aerosol spray cleaner or one that can be discharged into the sewer (it meets chrome, flammability, pH and other discharge limits set by your WWTP).
 - We use microfiber mops instead of traditional mopping (microfiber mops conserve water, minimize cleaners, and contain contaminants better).
 - Please describe:** Other ways we (could) control spills in our cleaning processes.
-

Section 4. Product and waste storage

Required Elements:

Yes Future N/A

- We train employees regularly to keep different waste types separated for reuse, recycle, or proper disposal.
- We avoid mixing hazardous and non-hazardous materials by identifying and labeling all products and containers.
- We store hazardous products and wastes according to best management practices, providing secondary containment to prevent the possible escape of spills or leaks.

Additional Activities:

Yes Future N/A

- We assign specific employees to be responsible for labeling containers and for proper waste collection, storage, and disposal.
 - Please describe:** Other ways we (could) prevent leaks and spills or mixing of non-hazardous with hazardous waste:
-
-

Section 5. Purchasing and inventory management

Required Elements:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We refuse samples from vendors unless unused portions can be returned, or the cost of disposal is factored into accepting them. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use a centralized inventory system and/or “just in time” purchasing to minimize excess waste, expired products and duplicative orders. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We keep a record of all mercury, vinyl and PVC containing devices within our facility, and work to systematically replace them. |

Additional Activities:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We purchase energy efficient lighting and appliances (http://www.energystar.gov/index.cfm?fuseaction=find_a_product). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We purchase computers and electronics that use alternatives to halogenated flame retardants (such as a halogen-free laminate or flame-resistant polyphenylene sulfide, http://www.epa.gov/epeat/). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We purchase furniture that is free of halogenated flame retardants (such as PBDE-free polyurethane foam). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We purchase recycled carpet or sustainable flooring materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Please describe: Other ways we (could) reduce our use of hazardous materials and reduce emissions; alternative products we plan to try or have tried: |
-
-

★★★★ Four Stars

Section 6. Employee/Staff involvement

Required Elements:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We educate employees about pollution prevention and best practices in our routine meetings, training sessions, and/or news communications. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have written procedures for handling waste pharmaceuticals and all other hazardous medical wastes (attach a copy). |

Additional Activities:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We post our EnviroStars goal(s) and/or other pollution prevention policy statement in a visible location. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We encourage and reward employees who find ways to eliminate waste or to replace hazardous materials and products. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Please describe: Other staff education and training activities we (could) do: |

Section 7. Operations

Required Elements:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have switched to digital radiography instead of photographic x-rays. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use a steam autoclave instead of a chemiclave to sterilize instruments. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We avoid disposing of wastes in the red bag that are not required to go there and which increase our costs (for example, regular trash). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use the smallest amount possible or "micro-scale" amounts of stains, solvents and tissue fixatives. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have replaced mercury items with non-mercury containing alternatives, such as aneroid and electronic sphygmomanometers, alcohol thermometers, tungsten tubing, non-mercury batteries. Examples: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use electronic means of communication as much as possible to reduce paper waste, including patient appointment reminders, internal memos, and e-newsletters. |

Additional Activities:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use formalin-free tissue preservatives, and formalin deactivation and filtration options. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use alternatives to PVC in our practice, such as non-PVC polymer blend IV bags and tubing, latex or nitrile examination gloves rather than vinyl gloves, EVA resin bags, polyethylene sharps containers. Which? _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We keep computerized patient charts to reduce or replace paper charts. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We recycle lobby magazines to a charity organization, schools, neighbors, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We replace carpet (which can collect deep dust contaminants), with linoleum, cork, bamboo, concrete, marmoleum, Forestry Stewardship Certified (FSC) wood, or other flooring. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use alternatives to PVC building materials (e.g. vinyl flooring, carpet backing, wall coverings, electrical cable, shower curtains, fabrics, and window treatments). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We contract with a cleaning company that uses less toxic cleaning products, and build this into contract terms. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Our landscape maintenance crew practices integrated pest management (IPM), using least hazardous methods first to prevent, then control pest or weed problems. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Please describe: Other ways we (could) reduce hazardous waste in our daily operations:

_____ |

Section 8. Marketing/Education of patients, vendors, and providers

Required Elements:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We market our commitments to reducing hazardous waste & protecting the environment within our office so that patients, providers, and vendors understand our ethic. How? (for example: Post our environmental policy or EnviroStars goal page)

_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We inform patients about what we're doing through a newsletter, billing inserts, or other communications. (Attach an example). |

Additional Activities:

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We advertise our certification/environmental awards on the web, in the phone book, and/or other marketing avenues; we add the EnviroStars logo on business cards, web pages, stakeholder reports, and bids for new business. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Please describe: Other ways in which we (could) educate our patients, providers, and vendors (e.g. office tours):

_____ |

Section 9. Policies, management and accounting systems

Required Elements:

Yes Future N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We maintain an organized tracking system for all waste management documentation, hold receipts for at least five years, and they are accessible for regulatory inspections. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We track the quantities and costs of hazardous waste we generate per month or year <i>in order to monitor progress, compare generation amounts and chart a course for improvement.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have a system for recommending, evaluating and implementing more environmentally-preferable practices. |

Additional Activities:

Yes Future N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We check with vendors and regulatory agencies to make sure the firms we contract with have insurance, and required permits (https://fortress.wa.gov/ecy/hwfacilitysearch/) |
| <input type="checkbox"/> | <input type="checkbox"/> | | Please describe: Other ways we (could) keep track of the time and money we spend managing hazardous waste and/or that we save by reducing or avoiding waste. |
-
-

Section 11. Comprehensive environmental protection

Are your efforts comprehensive? Do you consider impacts on air, water, land and municipal waste systems?

Yes

Requirement: Incorporate a recycling program for solid waste. You must be able to check **at least 5 items** from this list as routine practices in your office:

- Reuse office supplies such as file folders/envelopes
- Make double-sided copies
- Communicate electronically
- Recycle toner cartridges
- Use durable containers for shipping
- Reuse packaging materials
- Use rechargeable batteries
- Repair vs. replace equipment
- Member of EPA WasteWise program (www.epa.gov/wastewise)
- Provide recycling containers such as glass, aluminum, plastic, cardboard
- Purchase recycled products
- Set up materials reuse/exchange station
- Other: _____

Additional Activities:

Yes Future N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We minimize vehicle travel to work by encouraging public transportation, biking, carpooling, or walking and/or providing incentives for employees to do so (for assistance, see www.RideshareOnline.com). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have sponsored a neighborhood cleanup, tree-planting, storm drain stenciling or other environmental project in the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have developed a program to educate our employees and/or customers about steps they can take to reduce toxics and prevent pollution at home (see www.envirostars.org/greenchoices.cfm ; www.watoxics.org) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have adopted storm and surface water management practices to protect nearby water bodies and salmon. (see www.ecy.wa.gov/programs/wq/stormwater/tech.html ; http://www.kingcounty.gov/environment/data-and-trends/monitoring-data.aspx). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We conserve energy and/or water by participating in utility conservation and retrofit programs; we buy Energy Star rated products (Contact your local utility, or see www.energystar.gov for more information) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have food composting and/or worm bins available at our facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We provide locally grown and/or organic, healthy food options at our facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We provide reusable vs disposable kitchen/cafeteria supplies. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Please describe: Are there any other things that you are doing now, or future plans you have to reduce waste or emissions that you'd like to mention? |

★★★★★ CONGRATULATIONS! ★★★★★

Successful completion of all of the preceding sections, along with a successful site visit, qualifies you as a **5-Star EnviroStars business!**

PLEASE LOOK BACK THROUGH YOUR COMPLETED APPLICATION TO IDENTIFY WHAT YOU WILL WORK ON NEXT AND WRITE DOWN YOUR GOAL(S) on page 4.

Next steps:

- Please mail your completed worksheet to the appropriate county EnviroStars address on page 2.
- An EnviroStars representative will call you to schedule a site walk-through to see if we can suggest any new pollution prevention or waste management measures.
- We will then review your application and notify you of your star rating. *(It: 12/09 rev)*