



General EnviroStars Application/Worksheet

BECOME AN ENVIROSTARS CERTIFIED BUSINESS

Program Requirements

- You do not generate large quantities of hazardous waste. (*For example, waste related to chemicals, solvents, cleaners, pesticides, coatings, acids, caustics, and metals.*)
- 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 and hazardous materials.

★★★

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

★★★★

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

★★★★★

To earn **5-Stars**, you must show 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 a broad array of "greener" business practices.

Renewal

You must renew your EnviroStars status by demonstrating how you've 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. We will contact you for periodic review visits.

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, and which greener practices are in place. 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. Attach additional sheets if needed.

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.jeffersoncountypublichealth.org/index.php

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 Public Health Department
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 c/o Environmental Health
Tacoma-Pierce County Health Department
3629 South D Street (MS:307)
Tacoma, WA 98418-6813
Questions or information: 253-798-6429 or
www.tpchd.org/envirostars

Skagit County

EnviroStars
c/o Skagit County Public Health Department
700 S 2nd St #301
Mount Vernon, WA 98273
Questions or information: 360-336-9380

Spokane County

EnviroStars
c/o Spokane River Forum
2206 S Sherman St
Spokane, WA 99203
Questions or information: 509-847-4337 or
www.spokaneenvirostars.org
fax # 509-535-3986

Whatcom County

EnviroStars
Whatcom County Health Department
c/o Environmental Health
509 Girard St
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

EnviroStars representative approval

Date

EnviroStars Worksheet Checklist

The following are the **steps** for EnviroStars certification:

1. Meet the minimum hazardous waste management requirements below.
2. Submit a completed EnviroStars worksheet.
3. Schedule an on-site visit with an EnviroStars representative from your county.
See cover page for contact numbers.

Minimum Hazardous Waste Management Requirements

Your business 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.)

Your business must be a small quantity generator (SQG) of hazardous waste:

- SQGs generate less than 220 pounds per month (or about 27 gallons/half a drum of hazardous waste per month) and accumulate no more than 2,200 pounds (or about 5 drums) of hazardous waste on site at any time. NOTE: When recycled, some materials, such as oil and antifreeze are not counted when determining your generator status. This increases your chances of being a conditionally exempt SQG.

All hazardous wastes are handled appropriately including:

- Solvents, thinners, and most paint wastes are recycled or handled as hazardous waste.
- Batteries, fluorescent lamps, mercury thermostats, and other mercury-containing equipment are recycled or handled as hazardous waste.

Store hazardous waste in containers that are:

- Compatible with the waste, kept closed when not in use, kept inside or under cover, and or not in direct contact with soil or located near a drain.

Keep hazardous waste/materials in secondary containment that is:

- Made of durable and leak-proof material (such as a bermed room, containment pallet, sump, or horse trough), compatible with the material it is meant to hold, and capable of holding the largest potential spill.

Label each hazardous waste container with:

- The name/description of the waste, its hazards (toxic, flammable, etc.), and the words "Hazardous Waste" clearly marked on the label.

Provide and maintain the following documentation:

- Spill materials and a posted spill response plan
- Material Safety Data Sheets (MSDSs) for hazardous products
- Documentation for all hazardous wastes being handled off-site (receipts, manifests, bills of lading, DOT shipping papers, vendor certificates, solid waste clearances)

You must be able to check **all** boxes in the Minimum Hazardous Waste Management Requirements above to qualify for recognition by the EnviroStars program, unless they don't apply. **The next step is to identify what you are already doing, or what you might be able to start doing, to prevent pollution and green your practices beyond these requirements by completing sections 1-10 of the worksheet.**

Rating System

- 2 stars: Complete section 1. Outline your plans to reduce hazardous materials and waste, and look for ways to improve practices.
- 3 stars: Complete sections 1-5. Identify the systems you have in place to ensure practices are routine and continuous.
- 4 stars: Complete sections 1-8. Identify ways you have changed your operations to eliminate hazardous materials and to prevent, reduce, recycle and track waste changes.
- 5 stars: Complete sections 1-10. Demonstrate that you are a proactive leader, committed to preventing hazards and waste, and extending best practices beyond your own facilities.

You must be able to check "Yes" to all of the **Required Elements** boxes at the beginning of each section, up to and including the star rating you are applying for (unless the item is not applicable to your business operations). **Additional Activities** are opportunities which were compiled in part from businesses that have become EnviroStars. Use these and/or add your own. *We can make recommendations during your on-site consultation on how to qualify and how to go beyond where you are now.*

- When you notice your check marks are becoming sparse as you go through the worksheet, this is a sign that you've probably reached your highest possible star level at this time.



2-Star Certification

<<POST THIS GOAL>>

SECTION 1: Goal

- Required Element:** Set a goal for improvement. Try to prevent or reduce any waste you generate. Look into materials that are not hazardous. Streamline operations. Conserve resources. Be as specific as possible. Explain how you intend to achieve your goal by outlining the steps you will take, including a timeline, and specifying who will be responsible.

We recommend that you look for an item as you fill out this worksheet which will help you move up in star rating, as your goal. Did you check items in the "Future" column?

EXAMPLE:

Goal: *We will incorporate hazardous product reduction into our company's purchasing agreements.*

Steps: *Discuss the goal of hazardous material/waste reduction with employees (by Feb). Assign an employee (who?) to make a list of materials necessary to operations (by Mar). Search for two less hazardous alternatives to priority products by talking with suppliers and other shops (by June). Test less hazardous products in our processes (by Sep). Revise purchasing contracts and return inventory (by Dec).*



3-Star Certification

Can you clean more efficiently, less often, using less hazardous materials? How do you prevent spills, leaks, and contamination of non-hazardous materials? Are you minimizing the number of hazardous products used? What do you do to train, educate, inform or involve employees in reducing wastes and being engaged in environmentally responsible practices?

SECTION 2: Cleaning and Spill Prevention

Yes Future N/A

Required Elements:

- We protect water quality by preventing wash water with soaps, detergents or any cleaning product from entering storm drains (clean inside only, use washpad plumbed to municipal sewer, storm drain inserts to filter discharge, use of a commercial carwash for business vehicles).
- We ensure that hazardous cleaning materials are used sparingly, and according to manufacturer's directions.
- 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 product labels* prior to making new purchases (avoid those marked "Danger", "Poison", "Warning").
- We use environmentally preferable cleaning products. Such as those with a Green Seal or EcoLogo certification. Examples:

Yes Future N/A

Additional activities:

- We use spigots, pumps, and funnels for dispensing and transferring liquids.
- We sweep floors and spot-clean drips and spills, instead of mopping them with detergent and water or using a floor machine.
- We have stenciled storm drains on our property with message such as "Dump no waste, drains to stream".
- We use microfiber mops instead of traditional mopping (microfiber mops conserve water, minimize cleaners, and contain contaminants better).

Please Describe:

How else do you avoid spills or prevent excess cleaning in your facility?

SECTION 3: Product and Waste Storage

Yes Future N/A

Required Elements:

- We train employees, use labels, and post signage to keep different waste types separated for reuse, recycle, or proper disposal, and monitor regularly.
- We store hazardous products and wastes according to best management practices, providing secondary containment to prevent the possible escape of spills or leaks.
- We keep flammable materials in chemical safety storage units and/or as directed by our local fire department.
- We protect water quality by covering/containing materials stored outside to prevent rainwater contamination and runoff into storm drains.

SECTION 4: Purchasing and Inventory Management

Yes Future N/A

Required Elements:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use a centralized inventory system and/or "just in time" purchasing to minimize waste, expired products and duplicate orders. |
| <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"/> | All people that purchase products in our business ask suppliers to provide alternatives to hazardous products, review Material Safety Data Sheets (MSDSs) to avoid ordering hazardous products, and/or write environmentally preferable criteria into purchasing contracts. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shipments are inspected for leaks or damage before they are accepted. |

Yes Future N/A

Additional activities:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <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, see http://www.epa.gov/epeat/). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We purchase recycled carpet or sustainable flooring materials. |
| <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 use the Industrial Materials Exchange (IMEX) to manage extra materials and/or to purchase inexpensive raw materials. |

(see www.govlink.org/hazwaste/business/imex/ or call 1-888-TRY-IMEX.)

Please Describe:

Other ways we (could) reduce our use of hazardous materials; alternative products we plan to try or have tried:

SECTION 5: Employee Involvement

Yes Future N/A

Required Elements:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We educate employees about pollution prevention, conservation, recycling and reducing our environmental footprint in our routine meetings, trainings, and/or newsletters. |
|--------------------------|--------------------------|--------------------------|---|

Yes Future N/A

Additional activities:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We post our EnviroStars goal(s) and/or environmental responsibility policy. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We recognize or offer incentives to employees for hazardous materials and waste reduction, environmentally preferable innovations and "green" ideas. |

Please Describe:

Other ways we (could) involve employees in hazardous materials/waste reduction/greening our practices and products:



4-Star Certification

How much waste do your processes generate? Can more be avoided, prevented, reduced or recycled? What have you done to share your environmentally responsible actions with your customers, your community and your industry? Do you know how much time, money, training, and paperwork it takes to manage your hazardous wastes? Do you have enough information to chart a course for improvement?

SECTION 6: Operations

Yes Future N/A

Required Elements:

We have cut hazardous materials and waste quantities by changing our operations, practices or products. How? By how much?

We explore the prevention, reuse, and/or recycling potential of **all** of our wastes and systematically take action to improve our practices. Which wastes? (*Write N/A next to wastes that you do not generate.*)

___Batteries ___Coolants ___Fixer ___Fuels ___Greases
___Inks ___Mercury ___Metals ___Oil ___Oil filters
___Paints ___Computers/electronics ___Pesticides ___Rags
___Solvents

Others: _____

Yes Future N/A

Additional activities:

We schedule our hazardous waste hauling service to fit our volume and frequency needs, creating tailored contracts with vendors to minimize transportation and reduce costs (instead of routine service stops when they are not needed).

We contract with (or talk to our property manager about hiring) a cleaning service that uses less toxic cleaning products, and build this into contract terms.

Our (or our property management's) landscape maintenance crew practices integrated pest management (IPM), using least hazardous methods first to prevent, then control pest or weed problems.

Please describe:

Other ways we (could) reduce hazardous materials and waste in our production processes or new product/service development:

SECTION 7: Marketing/Public Relations/Awareness

Yes Future N/A

Required Elements:

We communicate our commitment to reduce hazardous waste, protect the environment and enhance our workplace and community. How? (e.g. post your environmental policy, itemize and explain haz waste fee to customers, report in company literature, include in bids for clients, highlight at local events, etc....)

Describe and attach examples:

We monitor our facility to prevent impacts to our neighbors and will work to resolve any waste or emissions-related problems that occur.

Yes Future N/A

Additional activities:

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.

Please Describe:

Other ways we (could) market or promote our environmentally responsible practices and commitment:

SECTION 8: Tracking and Accountability Systems

Yes Future N/A

Required Elements:

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.

We compare the amount of waste generated and shipped with past years to *monitor progress* and chart a course for improvement.

Yes Future N/A

Additional activities:

We identify the actual costs of labor, training, and waste management regulation and reporting permits associated with specific wastes.

We review activities of vendors, consultants, and contractors that we hire; including a check to make sure they have insurance, and required permits (<https://fortress.wa.gov/ecy/hwfacilitysearch/>)

Please Describe:

Other ways we (could) keep track of the time and money we save by reducing or avoiding waste all together:



5-Star Certification

How does your business compare with others in your industry? What makes you stand out? Are you creating changes or teaching others? Do you consider impacts on air, water, land, people and municipal systems? How are you demonstrating leadership beyond your own facilities?

SECTION 9: Comprehensive Environmental Protection

Yes Future N/A

Solid Waste Reduction/Recycling Required Elements:

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

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

Other: _____

Yes Future N/A

Stormwater Protection Required Elements:

We have identified and mapped our stormwater system, and know where all drains are and where they drain to.

We inspect our stormwater system at least quarterly and have it maintained as needed.

Sediments removed from our stormwater system are properly disposed of (sediments and/or storm drain inserts may need to be tested prior to disposal, depending on contaminants that may have entered it such as vehicle oil or other runoff from water flow over the property).

We have adopted storm and surface water best management practices (such as sweeping walkways, driveways and parking lots rather than hosing debris into drains, and using pesticides sparingly or not at all to prevent runoff; see www.ecy.wa.gov/biblio/0510032.html).

Yes Future N/A

Air Quality/Carbon Footprint Required Elements:

We minimize vehicle travel to work by encouraging employees to use public transportation, bike, carpool, or walk, providing incentives, and/or hiring locally (for assistance, see www.RideshareOnline.com).

We have taken a careful look at our processes and facilities to identify and reduce greenhouse gas emissions (for assistance, see <http://coolclimate.berkeley.edu/?q=business-calculator> or <http://www.seattleclimatepartnership.org/resources/index.html>)

Yes Future N/A

Additional activities:

We have purchased or use hybrid, electric, biodiesel or car-share vehicles for our business. Quantity or percent of your fleet? _____

We have reduced business-related travel (for example, by increasing electronic meetings, conference calls, webinar trainings, and/or eliminating some types of trips altogether).

We use or purchase green energy, such as wind, hydroelectric power or solar energy. Which type(s)? _____ Percent of total? _____

We have sponsored a neighborhood cleanup, tree-planting, garden, storm drain stenciling, adopt-a-stream/park/road, or other environmental project in the community.

We conserve energy and water by participating in utility conservation and retrofit programs, buying Energy Star rated products, and/or have installed low-flow toilets, motion-sensors, LED or increased natural lighting (Contact your local utility, or see www.energystar.gov/ for more information).

We have food composting and/or worm bins available at our facilities.

We provide reusable or compostable vs disposable kitchen/cafeteria supplies.

We have received LEED certification or incorporated greener building materials and design into our facilities (see <http://www.epa.gov/greenbuilding/> or <http://www.usgbc.org/DisplayPage.aspx?CMSPageID=222>)

Examples? LEED level achieved?

Please Describe:

Are there any other things that you are doing now, or future plans you have to reduce waste, emissions, or to be a "greener" business, that you'd like to mention?

(over for last page>>>)

SECTION 10: Environment-Related Leadership

Required Elements: You must be able to check YES and provide evidence for at least two of the items listed below.

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have shared information with other businesses to educate them about waste management services and equipment, strategies to reduce waste/chemicals/ hazards, and encourage them to become EnviroStars-certified. <i>With who?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We speak on environment/health/safety connections and "sustainable" business practices, successes, cost savings and environmental tips through trade association meetings, business organizations, or conferences. <i>Where? About what specifically?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have a program to educate our employees and/or customers about steps they can take to reduce toxics and prevent pollution at home (see www.lhwmp.org/home/ ; www.pugetsoundstartshere.org/ ; www.psparchives.com/our_work/stormwater/stormwater_wycd.htm)
<i>Example(s)?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We educate the industry leaders of tomorrow by discussing waste management, pollution prevention, material choices, and environmentally preferred practices in training, voc-tech programs, or colleges. <i>Where? About what specifically?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We work with our suppliers, manufacturers, government agencies or non-profit organizations, to play an active role in demonstrating and introducing new environmentally responsible products and technologies. <i>Example(s)?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We write and submit articles on environment/health/safety/green business/best practice issues and strategies, to professional and other publications. <i>Attach a copy.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have developed a NEW technology, product, or service innovation that resulted in eliminating hazardous materials use, greenhouse gas emissions, or other environmental impacts. <i>What specifically?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Describe in more detail items checked above/attach examples: |

IMPORTANT!
Attach
documentation
of your
leadership
activities

★★★★★ CONGRATULATIONS! ★★★★★

Completion of all of the preceding sections, examples and evidence of leadership, and a successful verification site visit, may qualify you as a 5-Star certified business!

Your star rating will be assessed by the EnviroStars Program Manager and you will be notified when the process is complete, please allow three weeks for this review.

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