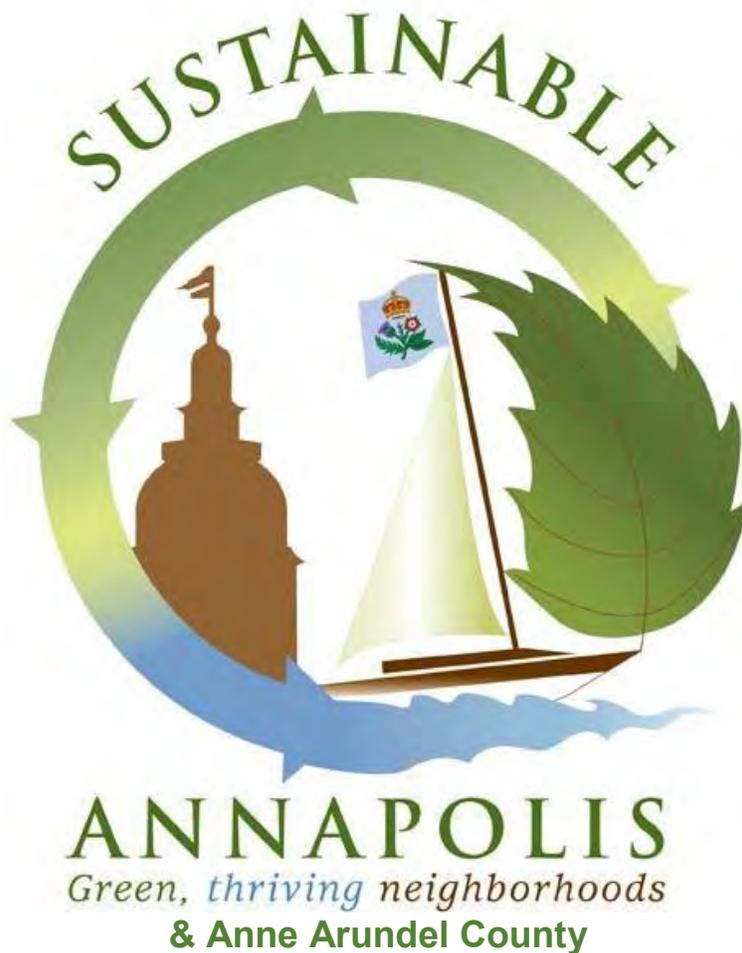


Annapolis & Anne Arundel County Environmental Stewardship Certification Workbook for Restaurants



Michael J. Pantelides, Mayor, City of Annapolis
Maria Broadbent, Director, Office of Environmental Policy

Steven Schuh, County Executive, Anne Arundel County
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2017 Edition

Annapolis & Anne Arundel County Environmental Stewardship Certification for Restaurants (Food Handling Establishments)



Stewardship: the careful and responsible management of something entrusted to one's care

BECOME AN ANNAPOLIS/ANNE ARUNDEL COUNTY ENVIRONMENTAL STEWARD CERTIFIED BUSINESS AND RECEIVE THESE BENEFITS:

- Annapolis & Anne Arundel County Environmental Stewardship Certification certificate and window decal to display at your property.
- Use of the Annapolis & Anne Arundel County Environmental Stewardship Certification logo for advertising for the duration of your certification.
- A listing on the Sustainable Annapolis, Downtown Annapolis Partnership and other city/county websites.
- FREE on-going technical assistance from the Annapolis Office of Environmental Policy to help you and your employees learn and implement environmental best practices.



Partners in the Annapolis & Anne Arundel County Environmental Stewardship Certification Program:

Annapolis Office of Environmental Policy
Anne Arundel Economic Development Corporation
Downtown Annapolis Partnership
Annapolis & Anne Arundel County Conference and Visitors Bureau

How the program works:

1. Complete the Food Handling Establishment Certification Workbook by checking off all of the initiatives that your business is currently undertaking. If you need assistance filling out the workbook, please call the Office of Environmental Policy at 410-260-2200 x7788. Please see contact information below.

Please understand that it is not necessary to complete all of the items in the workbook to become a Certified Annapolis Environmental Steward. The workbook is a comprehensive list of the many different ways to generate points. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.

2. Calculate your estimated score by adding up all of the checked boxes.
3. **Send completed workbook to the Office of Environmental Policy or AAEDC:**

For Annapolis Restaurants:

City of Annapolis Office of Environmental Policy
145 Gorman Street 3rd Floor
Annapolis, Maryland 21401
Maria Broadbent, Director, Office of Environmental Policy
410-260-2200 x7788; mbroadbent@annapolis.gov

For Anne Arundel County Restaurants:

Agricultural Programs, Anne Arundel Economic Development Corporation
2660 Riva Road, Suite 200
Annapolis, MD 21401
Lisa Barge, Agricultural Marketing & Development Manager
410-222-7410; mlbarga@aaedc.org

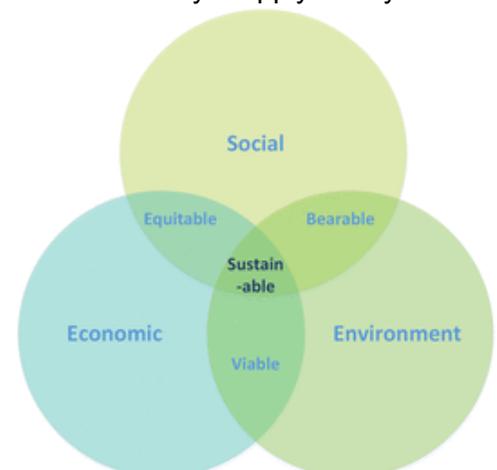
4. Your workbook will be reviewed by the Office of Environmental Policy.
There is no charge to participate in this program.

Participants need to have 100 points to receive certification as an Annapolis Environmental Steward. FREE technical assistance is available from the Office of Environmental Policy to help any business achieve more points, regardless of point total. Wherever possible, low cost recommendations will be given to help businesses achieve more points.

Businesses not able to meet the initial 100 point necessary for certification may reapply at any time.

5. Upon final scoring of the workbook, we will meet with you to verify your score and to offer some advice about recommendations to increase your score. An official notice of certification will allow you to display the Sustainable Annapolis Environmental Steward logo.

The United Nations defines sustainability as “meeting the needs of the present without compromising the ability of future generations to meet their own needs”.



Annapolis & Anne Arundel County Environmental Stewardship Certification Workbook for Restaurants and Other Food Handling Establishments

700+ total available points
Only 100 points necessary for certification

Business name: _____
Facility name (if different) _____
Mail address _____
City _____ ST _____ Zip _____
Contact person _____
Phone(s) _____ Email address _____
Seating Capacity _____
Date of Application _____

OFFICE USE ONLY:

| |
|------------------------|
| Date of Certification: |
|------------------------|

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| <p>H. We participate in and hire from a workforce development program (disability-centered).</p> <p>Organizations such as the Anne Arundel Workforce Development Corporation provide job training and career support to persons with disabilities. Tax incentives are available for participating businesses. For more information, visit the AAWDC website.</p> | 5 Points |
| <p>I. We participate in and hire from a workforce development program (inmate-centered).</p> <p>The AAWDC also provides an Inmate Re-Entry Program for formerly incarcerated individuals to promote successful community reintegration and reduce recidivism. For more information about the program, visit the program's website.</p> | 5 Points |
| <p>J. We participate in and hire from a workforce development program (homelessness-centered).</p> <p>The Lighthouse Shelter of Annapolis, through its B.E.S.T. job training program, provides skill development in the areas of culinary arts, facilities maintenance, and landscaping for persons who have experienced homelessness. For more information, visit the program's website.</p> | 5 Points |
| <p>K. We employ contractors and/or other service providers (e.g. public relations, electrician, landscaper, etc.) within:</p> <p style="text-align: center;">25 miles</p> <p style="text-align: center;">50 miles</p> | 5 Points 2 Points |
| <p>L. We sell art from artist based within Anne Arundel County</p> <p>For more information on local artists, visit the Arts Council of Anne Arundel County website.</p> | 5 Points |
| Section 1: Administrative Category point total | |

SECTION 2a: KITCHEN (FOOD SUB CATEGORY)

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|----------|-----------|---------|----------|---------|----------|--|--|----------|----------|---------|----------|---------|----------|--------------------------------|--|----------|-----------|---------|----------|---------|----------|--|
| <p>A. We incorporate a Green Plate Special into our menu.</p>  <p>The Green Plate Special program incorporates the use of a logo that all restaurants in the city can use to highlight dishes that feature local ingredients. In order to use the logo and participate in the program, over 50% of a menu item's main ingredients must be locally sourced within 300 miles, and the description of the dish must tell people the source of the ingredients. Using this logo will encourage residents to buy local dishes and give recognition to restaurants that make the extra effort to get locally sourced goods. For more information on the Green Plate Special, visit the city's website.</p> | <p align="right">5 Points</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>B. Purchase food grown on local farms as much as possible.</p> <p>Purchasing products locally has many benefits to the environment and the consumer: Less fossil fuel is expended towards packaging and transporting local food; It supports the local economy – more money goes to the farmer instead of suppliers, processors, and marketers; It is healthier – processing and preservatives are not important as the food does not have to travel far; It is more honest – since the source is local, we know how the food is grown/produced. For more information about how to buy local in Anne Arundel County, view this website. For more information on sourcing farm products in Maryland, view this website.</p> <p>Organic products sold in the US are those that were grown using the USDA's standards of "organic". Organic crops do not use synthetic pesticides/herbicides/fungicides or genetically-modified organisms, nor do they use synthetic fertilizer. Purchasing organic produce and grains reduces the chemical impact on the Chesapeake Bay, and reduces chemical reactions within the human population. The organic industry uses organic feed for their animals and avoids potentially harmful growth hormones and antibiotics commonly used in the conventional industry to make more (not necessarily better quality) meat, eggs, milk, etc. (sources: www.usda.gov, www.organic.org)</p> <p>Note: Organic certification refers to meeting the standards in place in the USDA National Organic Program.</p> | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>C. On our menu, we list the name and location of the farms from which our food is sourced.</p> <p>Listing information on food sourcing helps consumers understand by whom; from where; and how the food they are eating was produced. This also helps to create stronger connections between consumers and farmers.</p> | <p align="right">2 Points</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>D. Percentage of our fruits, vegetables and beans:</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 40px;">coming from farms within a 100 mile radius</td> <td></td> </tr> <tr> <td style="padding-left: 80px;">76%-100%</td> <td align="right">10 Points</td> </tr> <tr> <td style="padding-left: 80px;">51%-75%</td> <td align="right">4 Points</td> </tr> <tr> <td style="padding-left: 80px;">25%-50%</td> <td align="right">2 Points</td> </tr> <tr> <td style="padding-left: 40px;">coming from farms within a 300 mile radius</td> <td></td> </tr> <tr> <td style="padding-left: 80px;">76%-100%</td> <td align="right">5 Points</td> </tr> <tr> <td style="padding-left: 80px;">51%-75%</td> <td align="right">3 Points</td> </tr> <tr> <td style="padding-left: 80px;">25%-50%</td> <td align="right">1 Points</td> </tr> <tr> <td style="padding-left: 40px;">carrying organic certification</td> <td></td> </tr> <tr> <td style="padding-left: 80px;">76%-100%</td> <td align="right">10 Points</td> </tr> <tr> <td style="padding-left: 80px;">51%-75%</td> <td align="right">7 Points</td> </tr> <tr> <td style="padding-left: 80px;">25%-50%</td> <td align="right">5 Points</td> </tr> </table> | coming from farms within a 100 mile radius | | 76%-100% | 10 Points | 51%-75% | 4 Points | 25%-50% | 2 Points | coming from farms within a 300 mile radius | | 76%-100% | 5 Points | 51%-75% | 3 Points | 25%-50% | 1 Points | carrying organic certification | | 76%-100% | 10 Points | 51%-75% | 7 Points | 25%-50% | 5 Points | |
| coming from farms within a 100 mile radius | | | | | | | | | | | | | | | | | | | | | | | | | |
| 76%-100% | 10 Points | | | | | | | | | | | | | | | | | | | | | | | | |
| 51%-75% | 4 Points | | | | | | | | | | | | | | | | | | | | | | | | |
| 25%-50% | 2 Points | | | | | | | | | | | | | | | | | | | | | | | | |
| coming from farms within a 300 mile radius | | | | | | | | | | | | | | | | | | | | | | | | | |
| 76%-100% | 5 Points | | | | | | | | | | | | | | | | | | | | | | | | |
| 51%-75% | 3 Points | | | | | | | | | | | | | | | | | | | | | | | | |
| 25%-50% | 1 Points | | | | | | | | | | | | | | | | | | | | | | | | |
| carrying organic certification | | | | | | | | | | | | | | | | | | | | | | | | | |
| 76%-100% | 10 Points | | | | | | | | | | | | | | | | | | | | | | | | |
| 51%-75% | 7 Points | | | | | | | | | | | | | | | | | | | | | | | | |
| 25%-50% | 5 Points | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>E. Percentage of our eggs, chicken, beef, pork and other meats:</p> <p style="padding-left: 40px;">coming from farms within a 100 mile radius</p> <p style="padding-left: 80px;">76%-100%</p> <p style="padding-left: 80px;">51%-75%</p> <p style="padding-left: 80px;">25%-50%</p> <p style="padding-left: 40px;">coming from farms within a 300 mile radius</p> <p style="padding-left: 80px;">76%-100%</p> <p style="padding-left: 80px;">51%-75%</p> <p style="padding-left: 80px;">25%-50%</p> <p style="padding-left: 40px;">carrying organic certification</p> <p style="padding-left: 80px;">76%-100%</p> <p style="padding-left: 80px;">51%-75%</p> <p style="padding-left: 80px;">25%-50%</p> | <p style="text-align: right;">10 Points</p> <p style="text-align: right;">4 Points</p> <p style="text-align: right;">2 Points</p> <p style="text-align: right;">5 Points</p> <p style="text-align: right;">3 Points</p> <p style="text-align: right;">1 Points</p> <p style="text-align: right;">10 Points</p> <p style="text-align: right;">7 Points</p> <p style="text-align: right;">5 Points</p> |
| <p>F. We grow our own herbs and flowers for use in the kitchen.</p> <p style="padding-left: 40px;">51%-100%</p> <p style="padding-left: 40px;">25%-50%</p> | <p style="text-align: right;">5 Points</p> <p style="text-align: right;">3 Points</p> |
| <p>G. We keep bees on the establishment property.</p> <p>Pollinators play a critical role in fruit, vegetable, and forage crop production; ecosystem resilience; and wildlife food production. Habitat destruction along with liberal use of pesticides has resulted in a dramatic decline in pollinator populations. Beekeeping can provide a hyper-local source of honey while also strengthening pollinator populations in local ecosystems (source) For more information about keeping bees, visit MD Bee Keepers.</p> | <p style="text-align: right;">10 Points</p> |
| <p>H. Percentage of our seafood aligns with sustainable seafood recommendations from the Monterey Bay Aquarium (Seafood Watch), Blue Ocean Institute, or other sustainable seafood programs</p> <p>Sustainable fishing allows the consumer to purchase seafood from sources, either fished or farmed, that can exist over the long-term without compromising species' survival or the health of the surrounding ecosystem. For more information, visit the Seafood Watch or Blue Ocean websites.</p> <p>Seafood can be purchased through fisheries certified to the Marine Stewardship Council standard for sustainable fishing.</p> <p style="padding-left: 40px;">76%-100%</p> <p style="padding-left: 40px;">51%-75%</p> <p style="padding-left: 40px;">25%-50%</p> | <p style="text-align: right;">10 Points</p> <p style="text-align: right;">7 Points</p> <p style="text-align: right;">5 Points</p> |
| <p>I. Percentage of our salmon that is wild (vs. farm raised)</p> <p>Farm raised salmon has ten times the amount of dioxins and polychlorinated biphenyls (carcinogens) than their wild-caught counterparts. Wild salmon bear less environmental stress because they are not concentrated in a small area that has hazardous nitrogen levels and do not transfer diseases as rapidly as farmed salmon. Most Atlantic salmon is farm-raised. The best choice is wild Alaskan salmon while good alternatives are wild salmon from Washington, Oregon, and California. (source) For more information, visit the Seafood Watch website.</p> <p style="padding-left: 40px;">76%-100%</p> <p style="padding-left: 40px;">51%-75%</p> <p style="padding-left: 40px;">25%-50%</p> | <p style="text-align: right;">10 Points</p> <p style="text-align: right;">7 Points</p> <p style="text-align: right;">5 Points</p> |

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| <p>J. Sustainable seafood from Atlantic U.S. waters is prioritized. While sustainable fishing is very important, buying sustainable seafood closer to where you live aids in other environmental initiatives. The product does not need to travel as far, which reduces fossil fuel emissions and the need for preservatives and excess packaging.</p> | <p>3 Points</p> |
| <p>K. Percentage of our seafood:</p> <p style="padding-left: 40px;">coming from watermen within a 50 mile radius</p> <p style="padding-left: 80px;">76%-100%</p> <p style="padding-left: 80px;">51%-75%</p> <p style="padding-left: 80px;">25%-50%</p> <p style="padding-left: 40px;">coming from watermen within a 100 mile radius</p> <p style="padding-left: 80px;">76%-100%</p> <p style="padding-left: 80px;">51%-75%</p> <p style="padding-left: 80px;">25%-50%</p> <p>For information on Maryland seafood sourcing, the State website.</p> | <p>10 Points</p> <p>4 Points</p> <p>2 Points</p> <p>5 Points</p> <p>3 Points</p> <p>1 Points</p> |
| <p>L. We incorporate a “Heart Check” food section into our menu.</p> <p>To qualify to use the “Heart Check” logo, each of the menu items must fit at least two of the following criteria established by the American Heart Association (AHA):</p> <ul style="list-style-type: none"> • low in fat (each serving should have 3 g or less) • low in saturated (animal) fats (each serving should have 1g or less) • low in sodium (each serving should have 480mg or less) • high in nutrient content - This can be achieved by combining 3 or more food groups in one meal (fruits, vegetables, whole grains, low-fat dairy, lean meat). <p>More information can be found on their website.</p> <div style="text-align: right;">  </div> | <p>3 Points</p> |
| <p>Section 2a: Food Sub Category point total</p> | |

SECTION 2b: KITCHEN (OTHER KITCHEN INITIATIVES SUB CATEGORY)

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|---|---------------------------------|
| <p>A. Use recyclable plastic or paper containers for take-out orders instead of Styrofoam.</p> <p align="center">Styrofoam is neither biodegradable nor recyclable, so choosing recyclable materials is a key component in becoming an Environmental Steward.</p> | <p align="center">Mandatory</p> |
| <p>B. Use only plastic containers made from renewable sources such as corn starch or cellulose. Reduce the amount of plastic containers and utensils, except where absolutely necessary. Paper cups are preferred over plastic. Go to Green America for information about environmentally friendly takeout orders.</p> | <p align="center">5 Points</p> |
| <p>C. Installed a wastewater grease recovery system.</p> <p>Don't discharge grease over the limit of 100mg/liter (To get points, you must not have had an oil & grease limit violation within the past year). ★<i>Note: Annapolis City Code Chapter 16.16.140 states: "No user shall discharge pollutants having a strength significantly higher than domestic sewage; that is having: fats, oils, or greases of animal or vegetable origin in concentrations greater than 100 mg/l.</i></p> | <p align="center">5 Points</p> |
| <p>D. Send waste cooking oil and grease for reuse to a recycling facility.</p> <p>Please provide documentation with application. Visit MD Recycles for more information.</p> | <p align="center">5 Points</p> |
| <p>E. Leftover food is provided to food pantries/soup kitchens.</p> <p>For donation options, visit Anne Arundel Food Bank (for county) or Annapolis Lighthouse (for city).</p> | <p align="center">5 Points</p> |
| <p>F. We do not distribute or use plastic bags. Use paper bags or encourage customers to use bags of their own.</p> | <p align="center">5 Points</p> |
| <p>G. Restaurants with drive-thru lanes: We encourage customers to stop idling their cars while waiting for service.</p> <p>Idling a car for more than 10 seconds burns more fuel than stopping and restarting the car. Idling also releases toxic fumes like sulfur oxides, ground-level ozone, and nitrogen oxides which are detrimental to human health. (source)</p> | <p align="center">5 Points</p> |
| <p>H. We participate in the Oyster Recovery Partnership's Shell Recycling Alliance.</p> <p>The alliance focuses on collecting used oyster and clam shells from restaurants, caterers and seafood wholesalers throughout the Mid-Atlantic region. The collected shell is delivered to the hatchery and used at setting material for baby oysters raised to replenish the bay oyster population. Visit the Oyster Recovery website.</p> | <p align="center">5 Points</p> |
| <p>I. Use cleaners and detergents that are biodegradable, do not contain NTA (nitrilotriacetic acid), and do not contain chlorine bleach or phosphates.</p> <p>(Up to 5 points depending on use throughout property). NTA is a known human carcinogen. Phosphates in detergents contribute to the production of algal blooms which have a detrimental effect on the health of the Chesapeake Bay. (source) Emulsifiers and degreasers are not to be used.</p> <p>★<i>Note: Code of Maryland Regulations 10.15.03 states: When sanitizer is used for the manual sanitization of food contact surfaces of equipment and utensils:</i></p> <p>(A)<i>The minimum level of sanitizer provided is:</i></p> <p>(1) <i>50 parts per million (ppm) chlorine with a minimum water temperature of 75oF and a minimum contact time of 7 seconds; or</i></p> <p>(2) <i>12.5-25 ppm iodine with a minimum water temperature of 75oF and a minimum contact time of 30 seconds; or</i></p> <p>(3) <i>The concentration indicated on the manufacturer's label with a minimum contact time of 30 second of quaternary ammonium compound.</i></p> | |

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| <p><i>(B) A test kit of other device that accurately measures concentration of the sanitizer in parts per million is provided and used to check that the minimum level of sanitizer is accurate</i></p> <p>Describe which product brands are used and for which purpose.</p> <p>glass cleaner:</p> <p>floor cleaner:</p> <p>bathroom cleaner:</p> <p>counter top cleaner:</p> <p>laundry soap:</p> <p>other: _____</p> | <p>1 Point</p> <p>1 Point</p> <p>1 Point</p> <p>1 Point</p> <p>1 Point</p> <p>Points Negotiable</p> |
|---|---|

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| <p style="text-align: center;">Facts and Resources</p> <ul style="list-style-type: none"> • Institutional users report that, in general, green cleaners are cost competitive and perform just as well as their conventional counterparts • Social and environmental benefits can be gained by switching to green cleaners; for example, using products certified by Green Seal or products certified “Designed for the Environment” (DfE) by the EPA. • Using green cleaning chemicals can actually produce additional savings when other benefits are taken into account. Switching to green cleaners, for example, can help reduce the more than \$75 million a year U.S. institutions spend to address the chemical-related injuries of custodial workers • Use a Material Safety Data Sheet (MSDS), a form containing data regarding the properties of a particular product or substance, and contains comprehensive information including toxicity and health effects, to assist in switching to less hazardous chemicals • Use “Green Seal certified” or “Design for the Environment” cleaning materials throughout the property. Green seal is a non-profit organization creating environmental standards for products and materials including cleaning products, paints, and windows. Design for the Environment is a program run by the Environmental Protection Agency to inform substitution to safer chemicals. Cleaning products certified by either of these programs will have labels on their containers stating that they are certified and can be found on their website. |
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| Section 2b: Other Kitchen Initiatives Sub Category Point Total | |
| Section 2 (2a + 2b): Kitchen Category Point Total | |

SECTION 3: WASTE MANAGEMENT

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|--|---------------------------------|
| <p>A. We participate in a recycling program for all paper, plastic, glass, and metal waste. Please attach verification with this application.</p> <p>List materials recycled</p> <hr/> <p>The City of Annapolis' Commercial Recycling Program is available to all businesses in the City. For information about the program including pricing, visit the city's website.</p> <p>Options for county commercial recycling can be found on their website.</p> <p>Describe recycling procedures. Who does it and how often:</p> <hr/> | <p align="center">10 Points</p> |
| <p>B. Established a program to compost kitchen wastes for use as soil amendment in gardens or for farm animal feed.</p> <p align="center">"Composting offers the obvious benefits of resource efficiency and creating a useful product from organic waste that would otherwise have been landfilled." (source) For more information on composting, please visit the EPA's website.</p> | <p align="center">10 Points</p> |
| <p>C. Dumpster plugs are in place and closed such that no liquids will leak from the container. Trash is stored in such a way that no liquid leaks into the storm drain. Containers are kept closed at all times.</p> | <p align="center">1 Points</p> |
| <p>D. Old or burned out fluorescent lamps (tube style), CFL's (compact fluorescent lamp bulbs), and CRT's (computer monitors and televisions) are stored in a central accumulation area. CFLs and fluorescent tubes are recycled properly.</p> <p>Provide documentation. Incorrect disposal of CFL bulbs and fluorescent tubes can result in mercury being released into the environment. For more information on universal waste, visit the EPA's hazardous waste website. Note: Points will be awarded with proof of proper disposal of this type of waste.</p> | <p align="center">5 Points</p> |
| <p>E. Use janitorial paper products and plastic garbage bags consisting of a minimum for 50% post-consumer content.</p> <p>For more information about environmentally friendly janitorial products, visit the Stop Waste website.</p> | <p align="center">5 Points</p> |
| <p>F. Provide reusable (washable) dishes and utensils. No disposable serving items are provided for eat-in customers.</p> | <p align="center">2 Points</p> |
| <p>G. Provide cloth (reusable) napkins or napkins containing at least 50% post- consumer recycled material. Provide documentation to receive points.</p> | <p align="center">2 Points</p> |
| <p align="right">Section 3: Waste Management Point Total</p> | |

SECTION 4: WATER CONSERVATION

| The following water conserving fixtures or retrofits are in place: | |
|--|----------|
| <p>A. 2.2 gpm faucets and aerators; Faucets can use up to 10gpm when not equipped with efficient water aerators. This cuts water use by 75% and saves money on water and energy bills. (source) In the restrooms, low-volume faucet aerators can be installed when the entire faucet does not need replacing.</p> | 3 Points |
| <p>B. Automatic shut off faucets installed. A faucet (even with effective aerators) can be accidentally left on. This can waste up to 20 gallons of water per day per faucet. Automatic shut-off faucets can prevent accidents like this, and save you money in the process (source)</p> | 5 Points |
| <p>C. 1.6 gpf or dual-flush toilets; “Replacing a typical 3.5 gallon toilet with a 1.6 gallon model will save a family of four 11,096 gallons per year. That’s a 54% reduction in toilet water use.” Dual-flush toilets allow for 2 options when flushing: half-tank flushes and the full 1.6 gallon flushes. This can save up to 64% of the water that would have been flushed in single-flush toilets. (source)</p> | 5 Points |
| <p>D. Waterless urinals; 80% of the urinals in the US are inefficient and exceed current federal standards of 1 gpf by 0.5 gpf to up to 4.5 gpf. Savings between 2,300 and 4,600 gallons of water per urinal per year assumes urinals are typically used 260 days per year and the average urinal is flushed 18 times a day. (source)</p> | 5 Points |
| Make sure to identify and repair all leaks. | |
| <p>E. Frozen foods are thawed in the refrigerator rather than with running water. Running a faucet to thaw food wastes approximately 2.2 gallons of water per minute.</p> | 2 Points |
| <p>F. Adjust irrigation schedules to account for seasonal rain variation. When watering landscape and plants, you keep in mind the time of year and you do not water plants in seasons with adequate rainfall (usually Spring and Autumn).</p> | 3 Points |
| <p>G. A broom, rather than a hose, is used to clean sidewalks, driveways, loading docks and parking lots. Make sure to pick up the swept-up waste and put it in a trash can, not the gutter. Sweeping the waste into the gutter only adds to the pollution in the Chesapeake Bay. Remember, “Only rain down the drain!”</p> | 3 Points |
| <p>H. Dishwashers are only used when they are full. You’ll pay the same amount to run a half loaded dish rack as a fully loaded one, so make sure you only run fully loaded dish racks through the dish machine. Cutting wash cycles could save you hundreds of dollars annually. (source)</p> | 2 Points |
| <p>I. Utensils and dishes are presoaked in basins of water and not running water. Only environmentally friendly detergents are added to soaking water.</p> | 2 Points |
| Section 4: Water Conservation Category Point Total | |

SECTION 5: ENERGY

| | |
|--|-------------------------------|
| <p>A. Building insulation has been added in the last year to increase our energy efficiency.</p> | <p align="right">5 Points</p> |
| <p>B. At least 50% of indoor lighting is energy-efficient (compact fluorescent bulbs, T-8 or T-5 fluorescent, and/or LED). Lighting fixtures that are clearly historic in nature or specialty light fixtures (e.g., display or accent lighting) may be exempt from this requirement if compatible options are not available. Fluorescent lights use up to 75% less energy than incandescent light bulbs, and can last up to 10 times as long. If you replace 20 bulbs with more energy-efficient lights, you can save up to \$600 in the lifetimes of the bulbs. For more information, visit Energy Star.</p> <p>For energy-efficient product performance levels recommended by the Energy Star Program, visit their buildings website.</p> | <p align="right">3 Points</p> |
| <p>C. Programmable on/off timers and/or sensors are used for lighting and HVAC in low traffic and low occupancy areas (e.g., back of the restaurant, corridors, meeting rooms, storage rooms, equipment rooms, parking lots)</p> <p>Describe types of timers or sensors used and where:</p> <hr/> | <p align="right">5 Points</p> |
| <p>D. Lights in areas not being used are turned off. This is the simplest behavioral change that you and your business can make to your daily energy-saving regimen! Making a difference starts with small changes.</p> | <p align="right">5 Points</p> |
| <p>E. Computers, cash registers, and other electronic equipment are turned off at the end of the business day or are set to revert to an energy-saving mode.</p> | <p align="right">5 Points</p> |
| <p>F. Installed high efficiency “Energy Star” appliances. For more information, view the Restaurants Guide.</p> <p align="center">76%-100% of appliances on property 50%-75% of appliances on property</p> | <p align="right">2 Points</p> |
| <p>G. Solar panels or wind turbines are used to generate electricity. There are incentives, grants and programs administered by the Maryland Energy Administration that will aid in the implementation of alternative energy initiatives. For more information on incentives, visit the MEA’s Business page. For information on Anne Arundel County’s PACE program for commercial building energy improvement financing, visit their website. City of Annapolis commercial building owners may also participate in this program.</p> | <p align="right">3 Points</p> |
| <p>H. Installed a solar hot water system. For more information on solar hot water heaters, visit the DOE’s website.</p> | <p align="right">3 Points</p> |
| <p>I. Installed motion sensor hand dryers or paper towels made with 50% post- consumer fiber.</p> | <p align="right">2 Points</p> |
| <p>J. Installed high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater. SEER (Seasonal Energy Efficiency Ratio) and EER (Energy Efficiency Ratio) ratings reflect energy efficiency overall on a seasonal basis and at times of peak operations, respectively. The higher the SEER and EER ratings, the less energy is needed to put into the air conditioning unit to produce the same output energy as less efficient models. For room AC units, view this website. For central AC units, visit this website.</p> | <p align="right">2 Points</p> |
| <p>K. Use Vending Misers on vending machines. Our Vending Misers have sensors that allow the vending machines to deactivate the machine lights and prevent unnecessary compressor cycling when it senses no traffic in the vicinity of the machine for an extended period of time. A study performed by University of Louisville showed a reduction in energy usage between 23% and 65% when using Vending Misers. Ask your vending provider to install Vending Misers. (source)</p> | <p align="right">5 Points</p> |

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| <p>L. Have a professional energy audit conducted within the past 2 years Provide documentation.</p> | <p>5 Points</p> |
| <p>M. Purchase clean electricity. Get information for incentives and resources through Maryland Energy Administration's website.</p> <p style="text-align: center;">76%-100% of total electricity 26%-75% of total electricity 10%-25% of total electricity</p> | <p>20 Points 10 Points 5 Points</p> |
| <p>N. Purchase carbon off-sets (renewable energy credit, green tags, etc.) Learn more by visiting Stockholm Environment Institute, Carbon Offset Research & Education initiative website.</p> <p>Quantity: _____</p> | <p>5 Points</p> |
| <p>O. Our building is LEED certified. Provide documentation. For more information on Leadership in Environmental Energy and Design, visit this website. For more information on Annapolis' City requirements on new construction and environmental design, please see City Code Chapter 17.14.</p> <p style="text-align: center;">Platinum Gold Silver Certified</p> | <p>50 Points 40 Points 30 Points 20 Points</p> |
| <p>Section 5: Energy Category Point Total</p> | |

SECTION 6: LANDSCAPING AND MAINTENANCE

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| <p>A. Eliminate harmful or dangerous chemicals in the landscape, and use botanical controls such as organic insecticides, fertilizers and biocides and/or integrated pest management (IPM) techniques to treat fungus and insect problems.</p> <p>For more information on Maryland’s state law regarding landscape chemicals, visit the website. For more information on the dangers of using biocides, visit the website. <i>Describe which brands and products are currently being used.</i></p> <hr/> | <p align="center">5 Points</p> |
| <p>B. Native plants are used in our landscape. Using plants that are naturally found in this area bode well in our climate conditions and require less watering and reduce the need for fertilizers and herbicides. For more information, visit the website.</p> | <p align="center">5 Points</p> |
| <p>C. We have an established pollinator garden onsite</p> <p>Pollinator gardens promote a healthy population and diversity of pollinator species around the garden itself, as well as within the larger regional ecosphere. For more information about starting a pollinator garden, go to the US Fish and Wildlife Service’s website.</p> <p>We encourage customers to upload pictures of their pollinator gardens to the Anne Arundel County Bee City Facebook page.</p> | <p align="center">5-10 Points</p> |
| <p>D. Installed rain barrels and/or rain gardens as stormwater management facilities. Rain barrels trap water and store it for future use.</p> <p>Rain gardens are a planted depression or a hole that allows rainwater runoff from impervious urban areas, like roofs, driveways, walkways, parking lots, and compacted lawn areas, the opportunity to be absorbed. For more information on rain gardens and other forms of stormwater management, go to the MD Coastal Bays website.</p> | <p align="center">5-10 Points</p> |
| <p>E. We use recyclable, low-emitting carpeting or flooring. Low-emitting carpeting or flooring is made from materials that do not release significant pollutants into the indoor environment. They contain low- or no- VOCs. There are a variety of low-emitting, natural materials including jute, hemp, wool, cotton fibers, bamboo, composite wood, and agrifiber. These materials can be made from recycled materials and/or rapidly renewable resources go to the U.S. Green Building Council website for more information.</p> | <p align="center">5 Points</p> |
| <p>F. We have and use furniture made from recycled materials and/or materials approved by the Forest Stewardship Council (FSC).</p> <p>Points are awarded based on (chairs, tables, booths, cabinetry, bathroom partitions, etc.) and the percent of the furniture and type of furniture that is recycled or made from FSC-approved material. More information can be found on the FSC’s website.</p> <p align="center">50% or more</p> | <p align="center">5 Points</p> |
| <p>G. Purchases of paint products with volatile organic compounds (contribute to ground level ozone); off-gassing potential shall be evaluated and lower VOC products purchased where available. (100% of all paint purchases)</p> <p align="center">Use low-VOC paints Use no-VOC paints</p> <p><i>Describe brand of paint and VOC content and percent purchased:</i></p> <hr/> | <p align="center">3 Points 5 Points</p> |

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| <p>H. Minimize stockpiling and storage of excess paint and paint products, by periodically reviewing excess paint and paint products in storage, reusing or donating usable paint, and recycling/disposing of this material that is outdated, not reusable, or not needed.</p> | <p>3 Points</p> |
| <p>I. We have a Certified Wildlife Habitat through the National Wildlife Federation. For more information on the certification, visit the website. Certify your garden.</p> | <p>5 Points</p> |
| <p>Section 6: Landscaping and Maintenance Category Point Total</p> | |

SECTION 7: TRANSPORTATION

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| <p>A. We use suppliers that participate in EPA's SmartWay partnership For more information about the program, visit the website.</p> | <p align="right">5 Points</p> |
| <p>B. We have a program in place to encourage customers and employees to park in City parking garages and use the Circulator. Parking in a City garage is cheap and easy, and using the Circulator is free. Information can be found on our website.</p> | <p align="right">5 Points</p> |
| <p>C. We have a program in place to encourage employees and customers to use alternate transportation such as busses, walking, biking, or to drive alternative fuel vehicles.</p> <p><i>Describe:</i></p> <p>_____</p> | <p align="right">5 Points</p> |
| <p>D. Incentives are given to employees who carpool.</p> <p><i>Describe:</i></p> <p>_____</p> | <p align="right">5 Points</p> |
| <p>E. Purchased hybrid or alternative fuel vehicles for business.</p> <p>Cars that perform well and produce the least air pollution and greenhouse gas emissions can be found by visiting the EPA's website. 10 points per vehicle. Up to 20 points total.</p> | <p align="right">10-20 Points</p> |
| <p>F. Purchased an electric vehicle (ev) charging station.</p> <p>EV charging stations encourage employees and customers to use and purchase electric vehicles. To locate current stations or update your location, visit this website.</p> <p align="center">EV Charging station Level II Level III Solar EV Charging station</p> | <p align="right">25 Points 30 Points 35 Points</p> |
| <p align="right">Section 7: Transportation Category Point Total</p> | |

SECTION 8: MISCELLANEOUS

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| <p>A. Developed an Employee Health and Wellness Program (e.g. gym membership, lectures, education program, promoting healthy habits)</p> <p><i>Describe:</i></p> <hr/> | <p align="center">5 Points</p> |
| <p>B. We reduce the light pollution emitted from our establishment by addressing glare, spillover, and sky glow.</p> <p>Reduce glare by positioning adjustable lights downward, reduce spillover by installing fully shielded lights, and reduce sky glow by installing fixtures that have the light bulb tucked into the luminaire housing. Low Pressure Sodium lighting fixtures are the most energy efficient outdoor light source. Ineffective lighting creates nuisances and safety hazards for the community, drivers, and aviators. Taking these actions keeps the light shining only on their intended areas, reducing wasted energy. In addition, wildlife can experience disorientation from excess illumination and are attracted to or repulsed by glare, which affects foraging, reproduction, communication, and other critical behaviors. For more information, visit Dark Sky.</p> | <p align="center">5 Points</p> |
| <p>C. Our business holds environmental certification from some other organization(s).</p> <p><i>Describe:</i></p> <hr/> | <p align="center">Up to 5 Points</p> |
| <p>D. Our business uses locally-based banks and/or credit unions.</p> <p><i>Describe:</i></p> <hr/> | <p align="center">2 Points</p> |
| <p>E. We participate in the Downtown Annapolis Partnership's Main Street Program. Downtown Annapolis Partnership's mission is to preserve and promote the historic and natural treasures of Annapolis and build and maintain the vitality of our traditional commercial neighborhoods.</p> <p>For more information, please visit the Downtown Annapolis Partnership's website.</p> | <p align="center">5 Points</p> |
| <p>F. Other activities to reduce environmental impact:</p> <p><i>Describe:</i></p> <hr/> | <p align="center">Points Negotiable</p> |
| <p align="center">Section 8: Miscellaneous Category Point Total</p> | |

SUMMARY

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| Section 1: Administrative Category point total | |
| Section 2: Food Category point total | |
| Section 3: Waste Management Category point total | |
| Section 4: Water Conservation Category point total | |
| Section 5: Energy Category point total | |
| Section 6: Landscaping and Maintenance Category point total | |
| Section 7: Transportation Category point total | |
| Section 8: Miscellaneous Category point total | |
| Other activities to reduce environmental impact: (Points negotiable up to 10 points) If you have an idea about something to be included in our next edition, please email us at mbroadbent@annapolis.gov . We will consider all suggestions although we will not promise that they will be included. | |
| TOTAL POINTS SUM | |