

# Annapolis Environmental Stewardship Certification Workbook for Retail and Office Establishments



Honorable Mayor Mike Pantelides  
Department of Neighborhood and Environmental Programs  
Maria Broadbent, Director

# Annapolis Environmental Stewardship Certification for Retail and Office Establishments



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

## **BECOME AN ANNAPOLIS ENVIRONMENTAL STEWARD CERTIFIED BUSINESS AND RECEIVE THESE BENEFITS:**

- Annapolis Environmental Stewardship Certification certificate and window decal to display at your property.
- Use of the Annapolis Environmental Stewardship Certification logo for advertising for the duration of your certification.
- A listing on the Sustainable Annapolis, Downtown Annapolis Partnership and other city websites.
- **FREE** on-going technical assistance from the Annapolis Department of Neighborhood and Environmental Programs to help you and your employees learn and implement environmental best practices.



### **Partners in the Annapolis Environmental Stewardship Certification Program:**

Annapolis Department of Neighborhood and Environmental Programs  
Downtown Annapolis Partnership  
Annapolis & Anne Arundel County Conference and Visitors Bureau

Workbook compiled by Jeanna Beard, Environmental Program Intern,  
& Maria Broadbent, Environmental Program Coordinator, 2009  
Our appreciation is extended to the hosts of the many websites we used in our research.

## How the program works:

1. Complete the Retail and Office 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 Department of Neighborhood and Environmental Programs at (410) 263-7946. 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.*

*Know that this list is not exhaustive. There are more environmental initiatives out there than we can ever list. We will attempt to update the list of initiatives on an annual basis. If you have an idea for an initiative we might want to include, email it to: [SustainableAnnapolis@Annapolis.gov](mailto:SustainableAnnapolis@Annapolis.gov). We will consider every suggested initiative we receive although we cannot promise that they will all be included*

2. Calculate your estimated score by adding up all of the checked boxes.
3. **Send completed workbook to the Department of Neighborhood and Environmental Programs:**

**City of Annapolis  
Department of Neighborhood and Environmental Programs  
145 Gorman St. 3<sup>rd</sup> Floor  
Annapolis, Maryland 21401**

Telephone: (410) 263-7946  
Contacts: Maria Broadbent Ext. 7788

4. Your workbook will be reviewed by the Department of Neighborhood and Environmental Programs. **There is no charge to participate in this program.**

First time participants need to have 100 points for office establishments not selling retail goods or 110 points if the establishment sells retail goods in order to receive certification as an Annapolis Environmental Steward. **Technical assistance is available at no charge from the Department of Neighborhood and Environmental Programs 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 100/110 point necessary for certification may reapply at any time. Certifications are valid for two years from the date of award. To recertify after the initial two years, businesses must receive 130 points if the establishment does not sell any items or 140 points for establishments that sell products there after. The most current workbook available must be used to recertify. Recertification is valid for two years.

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.

# **Annapolis Environmental Stewardship Certification for Retail and Office Establishments**

The Annapolis Environmental Stewardship Certification Program is a part of the Department of Neighborhood and Environmental Program's Sustainable Annapolis initiative - a program to reduce the city's carbon footprint and to protect and improve the environmental health of our business districts, neighborhoods and watersheds.

The Annapolis Environmental Stewardship Certification for Retail and Office Establishments is for any store, shop, or business office interested in becoming an Annapolis Environmental Steward. The workbook is a comprehensive checklist that includes categories from many fields that lead to environmental sustainability. Within each category, several criteria are mentioned with an allocated point value to be added together to create a cumulative score. For example, points will be awarded for a wide range of efforts including: recycling, native landscaping, installing energy efficient systems, conserving water, and more.

	<b>Retail Establishment</b>	<b>Office Establishment</b>
<b>Minimum Points Needed from Sections 1-9</b>	100	100
<b>Minimum Points Needed from Section 10</b>	10	0
<b>Total Points Available</b>	700	575

The workbook is used as a way to reduce the city's carbon footprint and as an educational tool for business managers and staff to be able to 1) reduce their greenhouse gas emissions; 2) improve the health of Chesapeake Bay 3) increase environmental awareness; and 4) to save money by using less energy. Workbook items link to websites that can be used to find out more information on how to get points for that item. Add up all of the points from your initiatives in each category to see your total score.

# Annapolis Environmental Stewardship Certification Workbook for Retail and Office Establishments

575 points available for Office  
700 total available points for Retail

**Business name:** \_\_\_\_\_

**Facility name (if different):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Sq.ft. Floor Space:** \_\_\_\_\_

**Please Select One:**       Retail                       Office

*\*Note: Retail establishments must earn at least 10 out of 125 points in the retail section*

## SECTION 1: ADMINISTRATIVE

<p>✓ <b>Adopted and display an environmental policy.</b>  Environmental Policies are a great way to let your employees, guests and vendors know what your environmental priorities are. An environmental policy, signed by the company's top management, should be furnished to all new employees. Environmental Policies typically contain commitments to continual improvement, prevention of pollution and compliance with environmental regulations. Maintain environmental information for guests and staff with current information on what your business is doing to reduce its environmental impact. Mention tips and solicit suggestions from guests. Include information on menus, table tents, and/or room cards.</p> <p><i>Attach a copy of the written environmental policy.  Describe the location where it is displayed and made visible to employees and guests:</i></p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> <b>Mandatory to receive certification</b>
<p>✓ <b>Created an environmental team/ task force which meets at least quarterly to identify and monitor environmental initiatives.</b>  Establish baseline measures before implementing changes and then share results with employees and customers. Assess your establishment's carbon footprint by using an online calculator. A calculator is available at <a href="http://www.SustainableAnnapolis.com">www.SustainableAnnapolis.com</a>  If you need assistance, call the Department of Neighborhood and Environmental Programs.  <i>Attach meeting dates and attendees for past 3 meetings.</i>  Make use of Maryland Department of The Environment's free on-site assistance program in identifying pollution prevention opportunities:  <a href="http://www.mde.maryland.gov/BusinessInfoCenter/PollutionPrevention/technical/onsite.asp">http://www.mde.maryland.gov/BusinessInfoCenter/PollutionPrevention/technical/onsite.asp</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Participate in or sponsor voluntary environmental restoration projects or other community efforts to reduce environmental impacts.</b>  For help in finding an organization, please contact our office for assistance.</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Communicate through email rather than using paper memos or traditional mail.</b>  For conferences, provide an online registration system for attendees to use. Publish the registration brochure online only. At most, send a postcard with the date steering attendees to a Web site.</p>	<input type="checkbox"/> <b>3 Points</b>

<p>✓ <b>Property uses printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% post-consumer recycled content <u>OR</u> tree-free fiber content.</b></p> <p><i>Attach description from packaging and brand</i></p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional. Eliminate paperwork by switching to electronic format.</b></p> <p>This saves paper. At conferences, print double-sided documents if printing is necessary.</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Eliminate unwanted or duplicate mailings to reduce paper waste.</b></p> <p>Visit <a href="http://www.stopjunkmail.org">www.stopjunkmail.org</a> and <a href="http://www.catalogchoice.org">www.catalogchoice.org</a> to reduce unwanted mail. Use <a href="http://www.nationalchangeofaddress.com">www.nationalchangeofaddress.com</a> to eliminate outdated addresses from your mailing lists, and visit <a href="http://www.junkfax.org">www.junkfax.org</a> to eliminate junk faxes from being sent to your fax machines.</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Created a comprehensive inventory of all materials to avoid over-ordering.</b></p> <p>Preventing over-ordering is a simple way to cut spending and reduce waste. (source: <a href="http://www.epa.gov/waste/nonhaz/municipal/pubs/bus-guid/intro.pdf">http://www.epa.gov/waste/nonhaz/municipal/pubs/bus-guid/intro.pdf</a>)</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Use vegetable- or water-based inks for printing.</b></p> <p>Using an ink from a renewable resource (as opposed to conventional petroleum-based inks) is a better option for environmental stewardship practices. According to a Portland, Oregon Green Purchasing case study, renewable resource inks are cost competitive to conventional inks and switching will be cost-neutral. (source: <a href="http://portlandoregon.gov">portlandoregon.gov</a>) For more information, visit <a href="http://portlandoregon.gov/omf/index.cfm?a=157997&amp;c=44701">http://portlandoregon.gov/omf/index.cfm?a=157997&amp;c=44701</a></p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Ink jet cartridges, cell phones are recycled <u>OR</u> reused.</b></p> <p>Recycling bags can be found at City Hall and mailed at no charge. Some ink jet cartridges can be refilled, and cell phones can be donated to charities that give phones to victim's services agencies.</p> <p><i>Describe method used :</i> _____</p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Laser toner cartridges, computer disks, CDs, batteries are recycled.</b></p> <p>Type in "recycle laser toner" in a search engine and find many charities that provide free recycling.</p>	<input type="checkbox"/> <b>1 Points</b>

**Section 1: Administrative Category point total:** \_\_\_\_\_

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## SECTION 2: ENERGY

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<p>✓ <b>Lights in areas not being used are turned off.</b>          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>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Natural light substituting for electrical light, or use of the daytime dimming sensor.</b>          Using light that is already available during daytime hours reduces energy output from light bulbs, saving you money. For example, if a 100 watt light bulb is not being used during a daytime period from 7am to 7pm (12 hours), you can save up to 45 kilowatt hours(kWh) over a year. If you have 50 light bulbs in your establishment, you can save about \$250 each year with the average energy cost in Maryland being 13 ¢ per kWh. (source: www.eia.doe.gov)</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Programmable on/off timers and/or sensors are used for lighting and HVAC in low traffic and low occupancy areas (e.g., corridors, meeting rooms, storage rooms, equipment rooms, parking lots)</b>  <i>Describe types of timers or sensors used and where:</i></p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>LED or electroluminescent exit signs.</b></p> <p style="text-align: center;">approx # _____</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Don't leave doors or windows open when heat or air conditioner is on.</b>          You may think leaving a door open is good for business, but it wastes a lot of energy - especially in the summer time when the air conditioner is blowing. When a door or window is open on a hot day, all of the energy used to keep the indoors cool is lost, and the air conditioner has to work harder to maintain a cool temperature.</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>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.</b>          Join the Energy Star Low Carbon IT Campaign to pledge to reduce the energy consumed by computers and monitors. Visit  <a href="http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_low_carbon">http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_low_carbon</a></p>	<input type="checkbox"/> <b>5 Points</b>

<p><b>For energy-efficient product performance levels recommended by the US Department of Energy, please visit</b>  <a href="http://www1.eere.energy.gov/femp/technologies/eep_purchasingspecs.html">http://www1.eere.energy.gov/femp/technologies/eep_purchasingspecs.html</a></p> <p>✓ <b>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. (Select one.)</b> 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:  <a href="http://www.energystar.gov/index.cfm?c=cfls.pr_cfls">http://www.energystar.gov/index.cfm?c=cfls.pr_cfls</a></p> <p>_____ Total Lighting = _____ # Energy Efficient Lighting (EEL) + _____ # Non-EEL</p> <p>_____ % EEL = 100 X _____ # EEL ÷ _____ # Total Lighting</p> <p><b>76% to 100% of the property (approx # of EEL _____)</b></p> <p><b>51% to 75% of property (approx # of EEL _____)</b></p> <p><b>25% to 50 % of the property (approx # of EEL _____)</b></p>	<p><input type="checkbox"/> <b>10 Points</b></p> <p><input type="checkbox"/> <b>5 Points</b></p> <p><input type="checkbox"/> <b>3 Point</b></p>
<p>✓ <b>Building insulation has been added in the last year to increase our energy efficiency. (Select one.)</b> For information on natural fiber insulation, visit  <a href="http://www.energysavers.gov/your_home/insulation_airsealing/index.cfm/mytopic=11560">http://www.energysavers.gov/your_home/insulation_airsealing/index.cfm/mytopic=11560</a></p> <p><b>Natural Fiber</b></p> <p><b>Fiberglass/conventional insulation</b></p>	<p><input type="checkbox"/> <b>5 Points</b></p> <p><input type="checkbox"/> <b>2 Points</b></p>
<p>✓ <b>Installed high efficiency “Energy Star” appliances. (Select one.)</b>  For more product information, visit:  <a href="http://www.energystar.gov/index.cfm?c=bulk_purchasing.bus_purchasing">http://www.energystar.gov/index.cfm?c=bulk_purchasing.bus_purchasing</a></p> <p><b>76%-100% of appliances on property</b></p> <p><b>50%-75% of appliances on property</b></p>	<p><input type="checkbox"/> <b>10 Points</b></p> <p><input type="checkbox"/> <b>5 Points</b></p>

<p>✓ <b>Installed insulation for water heaters, hot water lines, and furnaces.</b>  “Insulating your hot water pipes reduces heat loss and can raise water temperature 2°F–4°F hotter than uninsulated pipes can deliver, allowing for a lower water temperature setting,” (source: energysavers.gov)  <a href="http://apps1.eere.energy.gov/consumer/your_home/water_heating/index.cfm/mytopic=13060">http://apps1.eere.energy.gov/consumer/your_home/water_heating/index.cfm/mytopic=13060</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Installed a solar hot water system.</b></p>	<input type="checkbox"/> <b>50 Points</b>
<p>✓ <b>Installed a timer for the hot water system.</b>  Timing your hot water heater to adjust to peak and off-peak times can drastically save you on energy bills as the water heater accounts for 20% of household energy consumption (source:epa.gov) For more information, visit:  <a href="http://apps1.eere.energy.gov/consumer/your_home/water_heating/index.cfm/mytopic=13110">http://apps1.eere.energy.gov/consumer/your_home/water_heating/index.cfm/mytopic=13110</a> and <a href="http://www.epa.gov/reg5rcra/wptdiv/p2pages/energy.pdf">http://www.epa.gov/reg5rcra/wptdiv/p2pages/energy.pdf</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>For public bathrooms: Installed motion sensor hand dryers or paper towels made with 50% post-consumer fiber.</b></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Installed high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater.</b>  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, visit <a href="http://www.energystar.gov/index.cfm?c=roomac.pr_room_ac">http://www.energystar.gov/index.cfm?c=roomac.pr_room_ac</a>. For central AC units, visit <a href="http://www.energystar.gov/index.cfm?c=cac.pr_central_ac">http://www.energystar.gov/index.cfm?c=cac.pr_central_ac</a>.</p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Use Vending Misers on vending machines.</b>  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: <a href="http://www.louisville.edu">www.louisville.edu</a>)</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Use energy-efficient commercial ice machines.</b>  For more information, please visit  <a href="http://www1.eere.energy.gov/femp/technologies/eep_ice_makers.html">http://www1.eere.energy.gov/femp/technologies/eep_ice_makers.html</a>  For more product information, please visit  <a href="http://www.energystar.gov/index.cfm?c=comm_ice_machines.pr_comm_ice_machines">http://www.energystar.gov/index.cfm?c=comm_ice_machines.pr_comm_ice_machines</a></p>	<input type="checkbox"/> <b>10 Points</b>

<p>✓ <b>Installed an “Energy Star”-qualified programmable thermostat.</b>  The programmable thermostats automatically adjust the temperature to accommodate peak and off-peak times for guests. (source: energysavers.gov) For more information on programmable thermostats, please visit <a href="http://www.energystar.gov/index.cfm?c=thermostats.pr_thermostats">http://www.energystar.gov/index.cfm?c=thermostats.pr_thermostats</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Installed Low E insulating glass windows. (Select one.)</b>  The “E” in Low E stands for “emmissivity”. Windows are measured for their R value, or their resistance to heat loss; The higher the R value, the higher the resistance is. Low E insulating glass windows can have over 5 times the resistance to heat loss as the single pane regular glass windows. (source: www.askabuilder.com) For buildings in the Historic District, or on the National Register: Storm windows, approved by the Historic Preservation Commission, have been installed on the building. For more information, visit <a href="http://www.energystar.gov">www.energystar.gov</a></p> <p style="text-align: center;"><b>76 - 100% of property</b>  <b>50 - 75% of property</b></p>	<input type="checkbox"/> <b>10 Points</b> <input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Generate energy (including electricity) using solar panels, wind turbines and/or geothermal heat pumps. (Select one.)</b>  There are incentives and programs administered by the Maryland Energy Administration that will aid in the implementation of alternative energy initiatives. For more information, visit <a href="http://energy.maryland.gov/incentives/business/">http://energy.maryland.gov/incentives/business/</a></p> <p style="text-align: center;"><b>76%-100% of total energy</b>  <b>26%-75% of total energy</b>  <b>10%-26% of total energy</b></p>	<input type="checkbox"/> <b>50 Points</b> <input type="checkbox"/> <b>25 Points</b> <input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Purchase clean electricity. (Select one.)</b>  Get information for incentives and resources through Maryland Energy Administration’s webpage at <a href="http://energy.maryland.gov/incentives/business/energy/">http://energy.maryland.gov/incentives/business/energy/</a></p> <p style="text-align: center;"><b>76%-100% of total electricity</b>  <b>26%-75% of total electricity</b>  <b>10%-26% of total electricity</b></p>	<input type="checkbox"/> <b>30 Points</b> <input type="checkbox"/> <b>20 Points</b> <input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Purchase carbon off-sets (renewable energy credit, green tags, etc.)</b>  Learn more by visiting Stockholm Environment Institute, Carbon Offset Research and Education initiative, at <a href="http://www.co2offsetresearch.org/">http://www.co2offsetresearch.org/</a></p> <p>Quantity _____</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Conducted an energy audit within the past two years.</b>  Provide documentation.</p>	<input type="checkbox"/> <b>10 Points</b>

✓ **Our building is LEED certified. (Select one.)**

Provide documentation. For more information on Leadership in Environmental Energy and Design, please visit [www.usgbc.org/leed/](http://www.usgbc.org/leed/)

For project profiles of existing LEED certified buildings, please visit <http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1721>

For more information on Annapolis' City requirements on new construction and environmental design, please see City Code Chapter 17.14 Buildings constructed under the requirements of the City's green building ordinance but not registered through U.S. Green Building Council are qualified to earn these points.

**Platinum**  
**Gold**  
**Silver**  
**Certified**

**50 Points**  
 **40 Points**  
 **30 Points**  
 **20 Points**

**Section 2: Energy Category point total:** \_\_\_\_\_



<p>✓ <b>Use recyclable, low-emitting carpeting or flooring.</b>  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 (<a href="http://www.usgbc.org">www.usgbc.org</a>, <a href="http://www.sustainablesandhills.org">www.sustainablesandhills.org</a>)</p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>We have and use furniture made from recycled materials and/or materials approved by the Forest Stewardship Council (FSC). (Select one.)</b>  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. <a href="http://www.fscus.org/">http://www.fscus.org/</a></p> <p style="text-align: center;"> <b>76% - 100%</b>  <b>25%-75%</b> </p>	<input type="checkbox"/> <b>20 Points</b> <input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>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.</b>  ★<i>Note: Annapolis City Code 21.64.300 states: "All trash and refuse shall be stored in self-enclosed trash storage areas. These trash storage areas shall be located either within the establishment or within the structure on which the establishment is located, or shall consist of a properly screened and maintained dumpster on the property on which the establishment is located"</i></p>	<input type="checkbox"/> <b>1 Point</b>
<p>✓ <b>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. (Select one.)</b> (100% of all paint purchases)</p> <p style="text-align: center;"> <b>Use low-VOC paints</b>  <b>Use no-VOC paints</b> </p> <p><i>Describe brand of paint and VOC content and percent purchased:</i></p> <hr/>	<input type="checkbox"/> <b>3 Points</b> <input type="checkbox"/> <b>5 Points</b>

<p>✓ <b>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 material that is outdated, not reusable, or not needed.</b></p> <p>To properly store paint, close it tightly and write down the date that you opened it. Donate unwanted paint in usable conditions to charity. As a last resort, you can dispose of your hazardous wastes at a county facility.</p> <p><a href="http://www.aacounty.org/DPW/WasteManagement/convCtr.cfm">http://www.aacounty.org/DPW/WasteManagement/convCtr.cfm</a></p> <p>If you have latex paint, stir kitty litter, sand, or dirt into the paint and let it dry. Close the lid, place in a trash bag, and place it for regular trash collection.</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Installed a trash compactor.</b></p> <p>Refuse compactors will reduce the overall volume of waste, decreasing the amount of pickups per month; This may decrease the cost of service. Compacted waste also saves landfill space. You can also compact like recyclables (such as plastic bottles), which will save space in your recycling bins to encourage more recycling. Glass containers should not be compacted.</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Buy goods in bulk rather than pre-packaged items to reduce the amount of packaging waste. Preference is given to packaging that is recyclable and post-consumer recycled material.</b></p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Formally request suppliers to reduce packaging.</b></p> <p><i>Attach a copy of the formal request.</i></p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Use coreless toilet paper.</b></p> <p>Coreless toilet paper does not have the cardboard center, which reduces the amount of waste. The rolls may also have more toilet paper on them, allowing for fewer orders and resulting in less packaging material. (source: carmel.in.gov)</p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Donate items to charity that have been in the Lost &amp; Found for a period of time.</b></p> <p>Create a company policy that tells customers and employees what you do with found articles. Consider donating old linens and unused amenities as well. To find a charity of your choice, visit <a href="http://www.charitynavigator.com">www.charitynavigator.com</a>.</p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Use scratch paper for note-taking or printing draft documents.</b></p> <p>Using scratch paper is cheaper than buying a note pad or more printer paper since you're using paper that has already been used. You can also make a scratch paper notepad out of old stationery and glue called padding compound to bind the stack of papers together.</p>	<input type="checkbox"/> <b>2 Points</b>
<p><b>Section 3: Waste Management Category point total:</b> _____</p>	

## SECTION 4: WATER QUALITY & CONSERVATION

<b>The following water conserving fixtures or retrofits are in place:</b>	
<p>✓ <b>2.2 gpm faucets and aerators;</b>            Faucets can use up to 10gpm when not equipped with aerators. Aerators cut water use by 75% and saves money on water and energy bills. (source: <a href="http://www.epa.gov/nps/chap3.html">http://www.epa.gov/nps/chap3.html</a>) Low-volume faucet aerators can be installed when the entire faucet does not need replacing.</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>1.6 gpf or dual-flush toilets;</b>            “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. (sources: <a href="http://www.mwra.state.ma.us">www.mwra.state.ma.us</a>, <a href="http://www.epa.gov/nps/chap3.html">http://www.epa.gov/nps/chap3.html</a>)</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Automatic shut off faucets installed.</b>            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: <a href="http://www.wtmua.org">www.wtmua.org</a>, <a href="http://www.dnr.sc.gov">www.dnr.sc.gov</a>)</p>	<input type="checkbox"/> <b>5 Points</b>
<b>Make sure to identify and repair all leaks.</b>	
<p>✓ <b>A broom, rather than a hose, is used to clean sidewalks, driveways, patios and other impermeable surfaces.</b>            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, <i>“Only rain down the drain!”</i></p>	<input type="checkbox"/> <b>2 Points</b>
<p><b>For more information on how to conserve water and use it effectively, visit <a href="http://www.epa.gov/nps/chap3.html">http://www.epa.gov/nps/chap3.html</a></b></p>	
<b>Section 4: Water Conservation Category point total: _____</b>	

## SECTION 5: CLEANING & MAINTENANCE

✓ **Use cleaners and detergents that are biodegradable, do not contain NTA (nitrilotriacetic acid), and do not contain chlorine bleach or phosphates.** (Up to 10 points will be awarded depending on use throughout property).  
 NTA is a known human carcinogen. Emulsifiers and degreasers are not to be used. Phosphates in detergents contribute to the production of algal blooms which have a detrimental effect on the health of the Chesapeake Bay. (source: [www.ntp.niehs.nih.gov/](http://www.ntp.niehs.nih.gov/))  
 For information on reducing hazardous products in your home, visit <http://www.nasdonline.org/document/1449/d001243/reducing-hazardous-products-in-the-home.html>  
 Simple Green is a product line that has many options for multi-purpose cleaning. Their new "Naturals" line contains no phosphorous or phosphates. For more information on their products, visit [http://www.simplegreen.com/products\\_msds.php](http://www.simplegreen.com/products_msds.php)

★ *Note: Annapolis City Code 2.48.350 states: "...all surfactants shall meet EPA standards as "readily biodegradable." No detergents shall contain phosphates, " and "Where available, no janitorial cleaning or disinfecting products shall contain ingredients that are identified by United States Environmental Protection Agency or the National Institute for Occupational Safety and Health as carcinogens, mutagens, or teratogens."*

**Code 2.48.350 is the standard for city-owned assets. Please follow our lead.**

★ *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:*

*(A) The minimum level of sanitizer provided is:*

- (1) 50 parts per million (ppm) chlorine with a minimum water temperature of 75°F and a minimum contact time of 7 seconds; or*
- (2) 12.5-25 ppm iodine with a minimum water temperature of 75°F and a minimum contact time of 30 seconds; or*
- (3) The concentration indicated on the manufacturer's label with a minimum contact time of 30 second of quaternary ammonium compound.*

*(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"*

*Describe which product brands are used and for which purpose.*

glass cleaner: \_\_\_\_\_  
 floor cleaner: \_\_\_\_\_  
 bathroom cleaner: \_\_\_\_\_  
 counter top cleaner: \_\_\_\_\_  
 laundry soap: \_\_\_\_\_  
 other: \_\_\_\_\_

- 2 Points
- Points

<p>✓ <b>Use janitorial paper products and plastic garbage bags consisting of a minimum for 50% post-consumer content.</b></p> <p>★ <i>Note: Annapolis City Code Chapter 2.48.350 states: “All janitorial paper products and plastic garbage bags shall consist of a minimum of fifty percent post-consumer content.” Code 2.48.350 is the standard for city-owned assets. Please follow our lead.</i></p>	<p><input type="checkbox"/> <b>2 Points</b></p>
<p>✓ <b>Clean windows and mirrors with newspaper.</b></p> <p>Mirrors and windows will be streak-free and lint-free when using newspaper and a non-toxic, biodegradable cleaner. Replace paper towels with newspaper.</p> <p>A cheap non-toxic formula for streak-free glass surfaces: 1 part water, 1 part distilled white vinegar, 2-5 drops dish soap. Put contents in a spray bottle and wipe with cloth or newspaper.</p>	<p><input type="checkbox"/> <b>2 Points</b></p>
<p><b>Facts and Resources</b></p> <ul style="list-style-type: none"> <li>○ Institutional users report that, in general, green cleaners are cost competitive and perform just as well as their conventional counterparts.</li> <li>○ Social and environmental benefits can be gained by switching to green cleaners; Use products certified by Green Seal <a href="http://www.greenseal.org/">http://www.greenseal.org/</a> or products certified “Designed for the Environment” (DfE) by the EPA <a href="http://www.epa.gov/dfe/pubs/projects/formulat/label.htm">http://www.epa.gov/dfe/pubs/projects/formulat/label.htm</a></li> <li>○ For technical information about a product’s safety, look at its Material Safety Data Sheet (MSDS), a form containing data regarding the properties of a particular product or substance. It contains comprehensive information including toxicity and health effects, to assist in switching to less hazardous chemicals. Most manufacturers put their MSDS online.</li> <li>○ Use “Green Seal certified” or “Design for the Environment” cleaning materials throughout your home. 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. Visit <a href="http://greenseal.org/findaproduct/index.cfm">http://greenseal.org/findaproduct/index.cfm</a> and <a href="http://www.epa.gov/oppt/dfe">http://www.epa.gov/oppt/dfe</a> for more information.</li> <li>○ The Center for Disease Control’s National Ag Safety Database provides an online webpage (developed by Clemson University Cooperative Extension) that suggests ways to reduce hazardous cleaning products in the home. It gives suggestions to make household cleaners from kitchen products. For more information, visit the webpage at <a href="http://www.nasdonline.org/document/1449/d001243/reducing-hazardous-products-in-the-home.html">http://www.nasdonline.org/document/1449/d001243/reducing-hazardous-products-in-the-home.html</a></li> </ul>	
<p><b>Section 5: Cleaning &amp; Maintenance Category point total:</b> _____</p>	

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## SECTION 6: INDOOR AIR QUALITY

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<p>✓ <b>Pledged to take part in Annapolis Clean Air Initiatives.</b>  Annapolis' Clean Air Campaign is designed to educate citizens at a grass-roots level about how ways dirty air can harm us and how we can reduce our negative impacts. For more information, visit  <a href="http://www.eannapolis.us/upload/images/government/depts/mayor/CleanAir.pdf">http://www.eannapolis.us/upload/images/government/depts/mayor/CleanAir.pdf</a></p>	<input type="checkbox"/> <b>1 Points</b>
<p>✓ <b>Maintain a relative humidity between 30% and 60%.</b>  Keeping the relative humidity quite low will prevent the growth of molds. Prevent growth by “venting bathrooms, dryers, and other moisture-generating sources to the outside; using air conditioners and de-humidifiers; increasing ventilation; and using exhaust fans whenever cooking, dishwashing, and cleaning.” (source: epa.gov) For more information, please visit <a href="http://www.epa.gov/mold/moldresources.html">http://www.epa.gov/mold/moldresources.html</a></p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Regularly check air filters to ensure maximum allergen filtering.</b>  Approximately 35 Million Americans suffer from upper respiratory tract symptoms that are allergic reactions to airborne allergens. Those who suffer from asthma (approximately 11 million Americans) are often provoked by airborne allergens. For more information on airborne allergens, visit  <a href="http://www3.niaid.nih.gov/topics/allergicDiseases/PDF/airborne_allergens.pdf">http://www3.niaid.nih.gov/topics/allergicDiseases/PDF/airborne_allergens.pdf</a>  For information on High Efficiency Particulate Air (HEPA) filters, visit  <a href="http://www.hss.energy.gov/csa/csp/hepa/">http://www.hss.energy.gov/csa/csp/hepa/</a></p>	<input type="checkbox"/> <b>3 Points</b>
<b>Section 6: Indoor Air Quality Category point total:</b> _____	

## SECTION 7: TRANSPORTATION

<p>✓ <b>We perform regular maintenance of cars and other vehicles.</b>  Tires should be properly inflated and checked frequently. Check oil levels approximately every 3000 miles. Keep track of your average miles-per-gallon by calculating:</p> <p style="text-align: center;">_____ Miles-per-gallon = _____ Miles driven ÷  _____ Gallons of gas used</p> <p>For maintenance information, visit <a href="http://www.edmunds.com/maintenance/select.html">http://www.edmunds.com/maintenance/select.html</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Use a fleet of hybrid or alternative fuel vehicles.</b>  Cars that perform well and produce the least air pollution and greenhouse gas emissions are listed here: <a href="http://www.epa.gov/fueleconomy/basicinformation.htm">http://www.epa.gov/fueleconomy/basicinformation.htm</a></p> <p style="text-align: center;"><b>10 Points per vehicle. Up to 40 points total</b>  <b># hybrid/alternative fuel vehicles _____</b></p>	<input type="checkbox"/> <b>__ points</b>
<p>✓ <b>Refrain from idling and “warming up” cars.</b>  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. (sources: <a href="http://www.drivewiser.ca">www.drivewiser.ca</a>, <a href="http://www.nrdc.org">www.nrdc.org</a>)</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Incentives are given to employees who carpool.</b></p> <p><b>Describe:</b> _____</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>A program is in place to encourage employees and guests to use alternate transportation such as buses, walking, biking, or to drive alternative fuel vehicles.</b>  Examples: provide bus shelters to encourage the use of public transportation, give special parking privileges to those who drive hybrids, incentives to use public transportation and/or bike to work.  For more information, visit <a href="http://www.ci.annapolis.md.us/info.asp?page=2613">http://www.ci.annapolis.md.us/info.asp?page=2613</a></p> <p><b>Describe:</b> _____</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Provide bike racks to encourage biking.</b></p>	<input type="checkbox"/> <b>5 Points</b>

<p>✓ <b>Staff let customers know about the many transportation programs and options available in Annapolis.</b>  Annapolis' "Free Fare Zone" allows anyone to board any Annapolis Transit bus from Compromise Street (on the Annapolis side of the Spa Creek Bridge) to Westgate Circle for free. This includes Duke of Gloucester Street, Main and West Streets, and Church Circle. Free Wheelin' Bike Program allows individuals to "rent" a bicycle for free. Use of these programs will reduce the number of cars going downtown, thus reducing emissions downtown. For route information on the Free Fare Zone, visit <a href="http://www.ci.annapolis.md.us/info.asp?page=7615">http://www.ci.annapolis.md.us/info.asp?page=7615</a> For more information on the Free Wheelin' Bike program, visit <a href="http://annapolis.gov/info.asp?page=10943">http://annapolis.gov/info.asp?page=10943</a></p>	<input type="checkbox"/> <b>1 Point</b>
<p>✓ <b>A program is in place to encourage customers and employees to park at the Navy-Marine Corps Memorial Stadium parking lot and take the shuttle into town.</b></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Our employees' carbon footprint is offset from flying and/or commuting.</b>  For more information on your carbon footprint, visit <a href="http://www.carbonfund.org/site/pages/how_it_works">http://www.carbonfund.org/site/pages/how_it_works</a></p>	<input type="checkbox"/> <b>5 Points</b>
<b>Section 7: Transportation Category point total:</b> _____	

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## SECTION 8: LANDSCAPING & OUTDOOR

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<p>✓ <b>Refrain from using 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.</b>  Organic insecticides, fertilizers, and biocides are naturally-derived chemicals developed to kill and/or repel insects and other living pests. IPM is an approach to pest management using a combination of techniques to manage pest damage by using the most economical means and with the least possible hazard to people, property, and the environment. For more information on IPM, visit <a href="http://www.epa.gov/pesticides/factsheets/ipm.htm">http://www.epa.gov/pesticides/factsheets/ipm.htm</a>  Visit the MD Home &amp; Garden Center website for more information <a href="http://www.hgic.umd.edu">http://www.hgic.umd.edu</a>  ★ <i>Note: Annapolis City Code 10.34.040 states: "no person shall apply on any lawn fertilizer that is labeled as containing more than zero percent phosphorous or other compound containing phosphorous, such as phosphate."</i> For exemptions, see Annapolis City Code 10.34.050.</p>	<input type="checkbox"/> <b>5 Points</b>
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<p>✓ <b>Manages garden pests naturally and safely.</b></p> <p>Try to avoid the use of pesticides, if possible. Search online or DIY yard and garden hint books for ways to get rid of earwigs, slugs, nematodes, and other pests.</p> <p>To get rid of root nematodes, plant marigolds among your beans, spinach, tomatoes and celery. The roots of marigolds produce a chemical in the soil that kills nematodes when they try to eat the roots, or when they come into close contact with the soil surrounding the root system. To get rid of earwigs that are killing your young plants, dampen newspaper and roll tightly. The next morning, it should be full of earwigs – bag it up well and discard. Repeat each day until there are no more earwigs. For slugs and snails, fill a pie tin with 1 inch of flat beer. The slugs and snails will drink it, pass out, and drown. To get rid of aphids, attract ladybugs by growing marigold, dill, and cilantro. (source: <i>Household Hints &amp; Handy Tips</i> by Reader’s Digest)</p> <p>For more information on how to get rid of pests naturally, visit <a href="http://www.hgic.umd.edu/content/onlinepublications.cfm#Pest%20Control">http://www.hgic.umd.edu/content/onlinepublications.cfm#Pest%20Control</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Planted native trees and plants on our property.</b></p> <p>Planting trees initially uses a lot of water, but over time, native trees require less water, less maintenance, and less fertilizer than either exotic trees or grass lawns.</p> <p>For more information on the types of trees and plants that are suitable for your property, take a look at the “Native Plants for Wildlife Habitat and Conservation Landscaping” booklet. The booklet also gives information of the types of wildlife the trees will attract.</p> <p>A free copy is available by visiting <a href="http://www.nps.gov/plants/pubs/chesapeake/">http://www.nps.gov/plants/pubs/chesapeake/</a> Maryland Department of Natural Resources has a simplified list of trees that are acceptable to plant in MD that can be found by visiting <a href="http://www.trees.maryland.gov/pickatree.asp">http://www.trees.maryland.gov/pickatree.asp</a>. A coupon for \$25 is provided for trees purchased from the list provided on DNR’s website. <a href="http://www.trees.maryland.gov/pdfs/coupon.pdf">http://www.trees.maryland.gov/pdfs/coupon.pdf</a></p> <p>Plant trees for major milestones and celebrations.</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Attract pollinators by planting wildflowers in your gardens.</b></p> <p>Animals and insects account for the pollination of 75% of all flowering plants. They promote biodiversity which reduces occurrences of genetic defects and sweeping diseases. Examples of crops that are pollinated include apples, squash, and almonds.</p> <p>For more information on pollinators, visit <a href="http://www.fws.gov/Pollinators/">http://www.fws.gov/Pollinators/</a></p>	<input type="checkbox"/> <b>4 Points</b>
<p>✓ <b>We use hardwood mulch for trees, vegetable, and flower beds. We use TreeGator<sup>R</sup> bags for newly planted trees.</b></p> <p>Using mulch for your plants will help keep moisture in and around the root system instead of being lost to evaporation. Use of the TreeGator<sup>R</sup> bags allows maximum water to reach the tree, and minimum water waste. For more information, visit <a href="http://www.treegator.com/">http://www.treegator.com/</a></p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Installed a “green roof”</b></p> <p>A green roof or ecoroof replaces conventional roofing with a vegetated roof system consisting of a layer of vegetation growing over a synthetic, waterproof membrane. Green roofs reduce stormwater runoff and cools urban heat island effects among other benefits. For more information, visit <a href="http://portlandoregon.gov/bes/index.cfm?c=44422">http://portlandoregon.gov/bes/index.cfm?c=44422</a></p>	<input type="checkbox"/> <b>10 Points</b>

<p>✓ <b>Adjusted irrigation schedules to account for seasonal rain variation.</b>  When watering landscape and plants, keep in mind the time of year and do not water plants in seasons with adequate rainfall. “Although the heaviest precipitation occurs in the summer, this is the season when severe droughts are most frequent. Summer precipitation is less dependable and more variable than in winter.” Don’t water during droughts. Your lawn can go dormant and will be green again as soon as the fall rains come. (source: meto.umd.edu)</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Do not water gardens mid-day.</b>  “It is best to irrigate one hour before sunrise or early morning as the temperature is rising to catch transpiration at its most active period and give the foliage a chance to dry before the heat of midday.” (sources: gardeners.com, novatoadvanced.com)</p>	<input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Use “grey” water for watering landscape.</b>  “Grey water” is a term for water from your shower, bath, spa, sinks, and fish bowls that you can use to water your gardens and reduce your water bills. “Grey water” does not include water from toilets, urinals, or bidets. (source: dwe.nsw.gov.au)  Be creative in ways to collect your “grey water”: save water used to boil vegetables, pasta, eggs; collect water used to rinse fruits and vegetables. Think of ways to use your “grey water” such as watering your outdoor plants.</p>	<input type="checkbox"/> <b>3 Points</b>
<p>✓ <b>Installed rain barrels and/or rain gardens as stormwater management facilities.</b>  Rain barrels trap water from your downspouts and store it for future use (like watering your garden). For more information on rain barrels, visit <a href="http://www.arlingtonecho.net/Restoration-Projects/Rain-Barrels.html">http://www.arlingtonecho.net/Restoration-Projects/Rain-Barrels.html</a>  Rain gardens are plots of land that are used to decrease the amount of polluted stormwater going directly into the Bay. They clean the water by absorbing it into the soil and changing the chemistry of the polluted water. For more information on rain gardens, visit <a href="http://www.annapolis.gov/info.asp?page=13037">http://www.annapolis.gov/info.asp?page=13037</a></p>	<input type="checkbox"/> <b>10 Points</b>
<p>✓ <b>Keep current on the Air Quality Index (AQI).</b>  “The AQI is an index for reporting daily air quality. It tells you how clean or polluted your air is, and what associated health effects might be a concern for you. The AQI focuses on health effects you may experience within a few hours or days after breathing polluted air.”  The EPA calculates AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution/particulate matter, carbon monoxide, sulfur dioxide, and nitrogen dioxide. In unhealthy conditions, refrain from excessive exposure to the air, and try not to use motorized vehicles as this will contribute to unhealthy air quality levels. For more information, visit <a href="http://www.airnow.gov/">http://www.airnow.gov/</a></p>	<input type="checkbox"/> <b>1 Points</b>
<p><b>Section 8: Landscaping &amp; Outdoor Category point total:</b> _____</p>	

## SECTION 9: LIGHT POLLUTION

<p>✓ <b>Reduce the light pollution emitted from our outdoor lighting by addressing glare, spillover, and sky glow.</b></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. 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 (sources: <a href="http://www.windows.ucar.edu">www.windows.ucar.edu</a>, <a href="http://www.indiana.sierraclub.org">www.indiana.sierraclub.org</a>, <a href="http://www.alabama.sierraclub.org">www.alabama.sierraclub.org</a>, Ecological Light Pollution. <i>Front Ecol Environ</i> 2004; 2(4): 191–198)</p>	<input type="checkbox"/> <b>5 Points</b>
<b>Section 9: Light Pollution Category point total:</b>	

## SECTION 10: MERCHANDISE AND TRANSACTIONS

*\*Note: Retail establishments must a minimum of 10 points in this section of be certified.*

<b>Sell local items and materials as much as possible.</b>	
<p>Selling products from local manufacturers, crafters, and artists has many benefits to the environment and the consumer: Less fossil fuel is expended towards packaging and transporting; It supports the local economy – more money goes to the artist, designer, and/or manufacturer (which supports local employment rates) instead of suppliers, processors, and marketers; It is more honest – since the source is local, we know the quality of the product. Please provide documentation.</p>	
<p>✓ <b>Percentage of our items: (<i>Select one.</i>)</b></p> <p style="padding-left: 40px;"><b>made or created by a manufacturer or artist within a 100 mile radius</b></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: 80px;">10%-24%</p> <p style="padding-left: 40px;"><b>made or created by a manufacturer or artist within a 300 mile radius</b></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: 80px;">10%-24%</p>	<input type="checkbox"/> <b>20 Points</b> <input type="checkbox"/> <b>15 Points</b> <input type="checkbox"/> <b>10 Points</b> <input type="checkbox"/> <b>5 Points</b>  <input type="checkbox"/> <b>15 Points</b> <input type="checkbox"/> <b>10 Points</b> <input type="checkbox"/> <b>5 Points</b> <input type="checkbox"/> <b>3 Points</b>

<p>✓ <b>Note cards of origin are displayed next to products.</b>  By allowing customers to be knowledgeable of product origin, it will make them have a connection with the item.</p>	<input type="checkbox"/> <b>2 Points</b>
<p>✓ <b>Percentage of items sold containing at least 30% post-consumer recycled or re-used materials: (Select one.)</b>  There are different types of recycled material including post-consumer, pre-consumer, and “recycled”. For information on the types of recycled materials, please visit <a href="http://www.ftc.gov/bcp/edu/pubs/consumer/general/gen02.shtm">http://www.ftc.gov/bcp/edu/pubs/consumer/general/gen02.shtm</a>  There are many new innovations today that can be used to change, for example, a plastic water bottle into a polyester shirt. When choosing items to sell in your establishment, consider the life cycle of that product, and think about the energy it takes to create, manufacture, and transport it. For the product life cycle of a CD or DVD, visit <a href="http://www.epa.gov/waste/education/pdfs/finalposter.pdf">http://www.epa.gov/waste/education/pdfs/finalposter.pdf</a> to get an idea of the energy it takes to create a product and keep it usable. If you have a life cycle analysis of the products sold, please provide documentation.</p> <p style="text-align: center;"> <b>76%-100%</b>  <b>51%-75%</b>  <b>25%-50%</b> </p>	<input type="checkbox"/> <b>10 Points</b> <input type="checkbox"/> <b>7 Points</b> <input type="checkbox"/> <b>5 Points</b>
<p>✓ <b>Percentage of items sold made from sustainable and/or recycled materials: (Select one.)</b>  “Sustainable” can have a lot of different definitions, but sustainable materials are the raw materials that are produced with minimal long-term effect on the environment. Being aware of what your products are made from is a step in the right direction. By asking the manufacturer or trader specifically about the products will allow you to become more knowledgeable about your products and who you’re buying from. Please attach documentation.</p> <p style="text-align: center;"> <b>76%-100%</b>  <b>51%-75%</b>  <b>25%-50%</b>  <b>10%-24%</b> </p>	<input type="checkbox"/> <b>20 Points</b> <input type="checkbox"/> <b>15 Points</b> <input type="checkbox"/> <b>10 Points</b> <input type="checkbox"/> <b>5 Points</b>

<p>✓ <b>Percentage of items sold is “Fair-trade”: (Select one.)</b></p> <p>Fair-trade is a labeling organization that creates a “fair” market for producers and traders in developing countries by setting product standards and giving the producers and traders more publicity to be able to sell their products to countries that do not see products being made first hand. Fair-trade also creates fair labor conditions, community development, and environmental sustainability. For more information, visit <a href="http://www.fairtrade.net/">http://www.fairtrade.net/</a> and <a href="http://www.transfairusa.org/">http://www.transfairusa.org/</a></p> <p style="text-align: center;"> <b>76%-100%</b>  <b>51%-75%</b>  <b>25%-50%</b>  <b>10%-24%</b> </p>	<p><input type="checkbox"/> <b>20 Points</b></p> <p><input type="checkbox"/> <b>15 Points</b></p> <p><input type="checkbox"/> <b>10 Points</b></p> <p><input type="checkbox"/> <b>5 Points</b></p>
<p>✓ <b>Jewelry sales:</b></p> <p>Gold mining traditionally uses chemicals such as cyanide to extract the metal from other substances. The effects of cyanide in the environment creates hazards to animals and plants, especially aquatic flora and fauna (source: <a href="http://ncbi.nlm.nih.gov">ncbi.nlm.nih.gov</a>) Conflict diamonds fund violent military and political activities through the sale and mining of diamonds within countries affected by armed conflict. For more information on conflict diamonds, please visit <a href="http://www.royce.house.gov/UploadedFiles/RL30751.pdf">http://www.royce.house.gov/UploadedFiles/RL30751.pdf</a> Laboratory-created diamonds are just that: lab-created with the same chemical and physical properties as mined diamonds. Reconditioned jewelry is simply jewelry that was previously used for another, but can be designed differently such as different gems or the metal bands can be melted down and made into another piece of jewelry.</p> <p style="text-align: center;"><b>Gold mined by Haber Gold Process, placer mining, or other methods that do not use cyanide:</b></p> <p style="text-align: center;"><b>Conflict-free and/or laboratory-created diamonds (including certificates):</b></p> <p style="text-align: center;"><b>Reconditioned jewelry or reused precious metals and/or stones:</b></p>	<p><input type="checkbox"/> <b>10 Points</b></p> <p><input type="checkbox"/> <b>10 Points</b></p> <p><input type="checkbox"/> <b>10 Points</b></p>
<p>✓ <b>Don’t use plastic bags.</b></p> <p>Use alternatives to plastic bags for customers such as paper, or sell reusable shopping bags.</p>	<p><input type="checkbox"/> <b>5 Points</b></p>
<p>✓ <b>Staff always asks customers if they want a retail bag with their purchase.</b></p> <p>Give incentives to customers that won’t take a bag or who use their own reusable bags to hold their merchandise. According to an EPA study, the United States generated 1.14 million tons of paper bags and 4.19 million tons of plastic bags in 2007 alone. That year, 4.53 million tons of the paper and plastic bags were discarded in landfills or can be found flying around. (source: <a href="http://epa.gov">epa.gov</a>)</p>	<p><input type="checkbox"/> <b>2 Points</b></p>

<p>✓ <b>Use environmentally responsible hangers for display.</b></p> <p>In the fashion world, wire and plastic hangers are not good for the integrity of the products hanging from them. In the environmental conservation world, wire and clear acrylic plastic are not good for the integrity of the waste stream. Look for other materials to display your clothing items and other items such as FSC-approved wooden hangers, biodegradable cardboard hangers, or even post-consumer recycled plastic tubular hangers. When changing your hanger inventory, make sure to check with a local donation center to see if they need hangers or your waste hauler to ask if you can recycle your hangers.</p>	<p><input type="checkbox"/> <b>5 Points</b></p>
<p>✓ <b>Installed two-sided receipt printers.</b></p> <p>Two-sided thermal receipt printing has become popular with the development of several different brands of printers creating choices for consumers. Two-sided receipts can cut paper cost and waste in half, less energy being consumed by paper production and distribution, as well as less waste disposal, air emissions and wastewater. For more information on the impact of two-sided receipts, see the following article: <a href="http://www.reuters.com/article/pressRelease/idUS125858+11-Mar-2009+BW20090311">http://www.reuters.com/article/pressRelease/idUS125858+11-Mar-2009+BW20090311</a> For more on brand information, type in “two-sided thermal receipt printers” into a search engine.</p>	<p><input type="checkbox"/> <b>10 Points</b></p>

**Section 10: Merchandise & Transactions Category point total:** \_\_\_\_\_

Section 1. Administrative Category point total	_____
Section 2. Energy Category point total	_____
Section 3. Waste Management Category point total	_____
Section 4. Water Quality & Conservation Category point total	_____
Section 5. Cleaning & Maintenance Category point total	_____
Section 6. Indoor Air Quality Category point total	_____
Section 7. Transportation Category point total	_____
Section 8. Landscaping & Outdoor Category point total	_____
Section 9. Light Pollution Category point total	_____
Section 10. Merchandise & Transactions Category point total (Need 10 points for retail)	_____

✓ **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 [SustainableAnnapolis@Annapolis.gov](mailto:SustainableAnnapolis@Annapolis.gov). We will consider all suggestions although we will not promise that they will be included.**

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<b>Add up ALL points, and enter the total.....</b>	_____
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