

Sustainability at Work Certification

RESTAURANT APPLICATION

Complete and email to sustainabilityatwork@portlandoregon.gov



SAVE THIS FORM TO YOUR COMPUTER FIRST AND OPEN WITH THE MOST RECENT VERSION OF [ADOBE READER](#).

Business name _____ **Date of application** _____

Street address _____ **Portland, OR Zip** _____

Contact person _____ **Title** _____

Phone number _____ **Email** _____

Our business: owns our workspace -or- leases our workspace. **Number of employees at this location:** _____

Certification Levels



complete
12
Actions



complete
25
Actions



complete
45
Actions

Eligibility Requirements (Required actions do not count towards certification)

Yes ✓

We are located in Multnomah County, within Portland city limits.

Our workplace has two or more employees and is not a home-based business.

Our garbage, recycling and food scrap containers are not stored on public sidewalks or streets.

We recycle paper, metal cans, plastic bottles, and glass bottles/jars.

We do not distribute single-use plastic bags to customers.

We do not serve or package food in polystyrene foam containers.



Sustainability at Work

Have questions or need help along the way?
sustainabilityatwork@portlandoregon.gov or 503-823-7037

Food

Yes ✓

Vegetarian and/or vegan meals are available.

Seafood is purchased from sustainable sources ([Marine Stewardship Council](#) or [Seafood Watch](#)).

Food is purchased from certified organizations working for environmental and economic justice throughout the supply chain ([Food Alliance](#), [Fair Trade USA](#), etc.).

Reduce, Reuse, Recycle

Yes ✓

Food scraps are monitored, and actions are taken to reduce food waste.

Excess edible food is donated to staff and/or food donation program.

Food scraps are composted.

Cooking fats, oils, and grease are recycled.

Reusable dishware, silverware, and cups are provided for customers and employees.

Major paper supplies (paper towels, toilet paper, to-go containers) are made with recycled content.

Specials are listed on a chalk/white board or shared verbally rather than printed.

Electronic alternatives to paper are used whenever possible (invoicing, payroll, orientation materials, etc.).

Purchasing decisions (food & beverage, office supplies, décor, etc.) take environmental impact into account.

Green-certified cleaning products are used in areas not used for food prep.

Sustainable catering practices are offered to customers (minimal packaging, buffet style serving, etc.).

Food and/or supplies are delivered in reusable containers.

High-efficiency electric hand dryers are used in restrooms rather than paper towels.

Employee Engagement

Yes ✓

An employee or green team is supported by management in implementing sustainability efforts.

Employees are educated annually (at a minimum) about sustainability best practices.

Sustainability practices are communicated to customers (through website, signage, etc.).

New employees are informed about sustainability best practices — including waste reduction, recycling, and commuting options.

A sustainability plan and/or purchasing policy guides decision-making.

A system is in place to gather employee feedback, comments and suggestions related to improvement of sustainability actions at work.

Transportation

Yes ✓

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Twenty percent or more of our employees walk, bike, carpool, or take transit as their primary commute method. | <input type="checkbox"/> |
| Employees participate in a commuter challenge every year (Bike More Challenge , Drive Less Commute Challenge , etc.). | <input type="checkbox"/> |
| Alternative travel options are displayed on our website for visitors. (TriMet Trip Planner , bike parking, EV charging station, etc.) | <input type="checkbox"/> |
| Secure bike parking (sidewalk “staple” rack, custom rack, etc.) is available for customers. | <input type="checkbox"/> |
| Sheltered, secure bike parking is available for employees. | <input type="checkbox"/> |
| Reimbursement, raffles or other incentives are offered to employees who bike, walk or carpool to work. | <input type="checkbox"/> |
| Emergency ride vouchers or taxi reimbursements are available to employees who commute by foot, bike, transit or carpool. | <input type="checkbox"/> |
| An electric vehicle charging station, for employee and/or customer use, is located onsite or nearby. | <input type="checkbox"/> |
| Deliveries to customers are made by bike, hybrids, electric vehicle or vehicles using low-carbon fuel. | <input type="checkbox"/> |
| A “no idling” policy is encouraged for deliveries to and from your restaurant. | <input type="checkbox"/> |

Energy

Yes ✓

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Staff is trained to ensure optimal airflow of refrigerated cases and walk-in coolers. | <input type="checkbox"/> |
| Annual maintenance checks are conducted on HVAC system (or as often as recommended by manufacturer). | <input type="checkbox"/> |
| The majority of cooking equipment is ENERGY STAR® qualified. | <input type="checkbox"/> |
| Cooking equipment is turned down or off during slack periods and after hours. | <input type="checkbox"/> |
| Automatic door closers and/or strip curtains are installed on walk-in cooler doors. | <input type="checkbox"/> |
| Seals on walk-in coolers are in good working order. | <input type="checkbox"/> |
| Refrigerated appliances are ENERGY STAR® qualified. | <input type="checkbox"/> |
| Linear lighting uses either LED bulbs, T8 or T5 fluorescents. | <input type="checkbox"/> |
| Track and spot lighting use LEDs or CFLs. | <input type="checkbox"/> |
| Occupancy sensors or timers are used for lighting in storage rooms, offices, restrooms and other common rooms. | <input type="checkbox"/> |
| Programmable thermostats automatically reduce heating and air conditioning during closed hours. | <input type="checkbox"/> |
| An energy audit has been conducted in our workplace within the past 5 years (through electric utility or Energy Trust of Oregon). | <input type="checkbox"/> |
| Renewable energy is purchased for a portion of our electricity use. (If you're offsetting a full 100%, please let us know.) | <input type="checkbox"/> |
| Doors are weather-sealed. | <input type="checkbox"/> |

Water **Yes** ✓

- Dishwashing pre-rinse sprayer has a flow rate of 1.15 gallons per minute or less.
- All water-cooled equipment and dishwashers are regularly checked and adjusted for water efficiency.
- Restroom faucet aerators have a flow rate of 0.5 gallons per minute.
- Interior faucets and exterior hoses do not leak.
- Rinse-water from equipment that is cleaned outside flows into a sanitary sewer, not the storm drain.
- Toilets are WaterSense-approved or use 1.28 gallons per flush or less.
- Urinals are WaterSense-approved or use 0.5 gallons per flush or less.
- A majority of landscaping is native and drought tolerant.
- Our restaurant has signed up as a [Green Street Steward](#) and adopted a bioswale in our neighborhood.

Community Engagement **Yes** ✓

- Sponsorship, in-kind services or products are donated to community organizations.
- One or more employees serve a community leadership role (business assoc., government advisory committee, etc.).
- A formal policy promotes contracting with women- and minority-owned businesses.
- A social responsibility mission statement guides our work and is shared with the public.

Additional Actions **Yes** ✓

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TOTAL ACTIONS: _____

Goal Setting: Set a sustainability goal for the coming year. Include your goal, intermediate steps and a target date.

OUR WORKPLACE HAS COMPLETED ENOUGH ACTIONS TO ACHIEVE:

- Certified** (12-24 actions)
- Silver** (25-44 total actions)
- Gold** (45 or more actions)

We will review your application and schedule an on-site verification visit. Please be prepared to show evidence or documentation for all practices. Once verified, your certification lasts for three years. At the end of that period, you will need to submit a new checklist and meet the latest program standards for renewal.