

Sustainability at Work Certification

RETAIL & SERVICES 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 and recycling containers are not stored on public sidewalks or streets.

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

Our workplace does not distribute single-use plastic bags to customers.



Sustainability at Work

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

Reduce, Reuse, Recycle

Yes ✓

- | | |
|--|--------------------------|
| Paperless receipts or “no printed receipt” option is offered. | <input type="checkbox"/> |
| Paperless system is used for payroll. | <input type="checkbox"/> |
| Paperless system is used for vendors. | <input type="checkbox"/> |
| Product packaging and shipping materials are reused, donated or recycled. | <input type="checkbox"/> |
| Recycling bins are clearly labeled and regularly monitored, and education is provided when needed. | <input type="checkbox"/> |
| Unused and/or outdated electronic devices are donated for reuse or are properly recycled. | <input type="checkbox"/> |
| Purchasing decisions (consumer products, back room supplies, store fixtures, etc.) take environmental impact into account. | <input type="checkbox"/> |
| Fluorescent tubes and compact fluorescent lightbulbs (CFLs) are safely stored and properly recycled. | <input type="checkbox"/> |
| Potentially hazardous products such as paints, solvents and cleaners are safely stored and properly recycled | <input type="checkbox"/> |
| At least two major office, packaging or marketing supplies have 30% or greater recycled content. | <input type="checkbox"/> |
| Green-certified cleaning products are used by staff. | <input type="checkbox"/> |
| High-efficiency electric hand dryers are used instead of paper towels in restrooms. | <input type="checkbox"/> |

Employee Engagement

Yes ✓

- | | |
|---|--------------------------|
| An employee or green team is supported by management in implementing sustainability efforts. | <input type="checkbox"/> |
| Employees are educated annually (at a minimum) about sustainability best practices. | <input type="checkbox"/> |
| Sustainability practices are communicated to customers (through website, signage, etc.). | <input type="checkbox"/> |
| New employees are informed about sustainability best practices — including waste reduction, recycling, and commuting options. | <input type="checkbox"/> |
| A system is in place to gather employee feedback, comments and suggestions related to sustainability actions at work. | <input type="checkbox"/> |

Water

Yes ✓

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|--|--------------------------|
| Restroom faucet aerators have a flow rate of 0.5 gallons per minute. | <input type="checkbox"/> |
| A majority of landscaping is native and drought tolerant. | <input type="checkbox"/> |
| Toilets are WaterSense-approved or use 1.28 gallons per flush or less. | <input type="checkbox"/> |
| Our business has signed up as a Green Street Steward and adopted a bioswale in our neighborhood. | <input type="checkbox"/> |

Transportation

Yes ✓

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|--|--------------------------|
| Only tap water is provided at our workplace; no water delivery service or single-serve plastic bottles. | <input type="checkbox"/> |
| 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 (TriMet Trip Planner , bike parking, EV charging station, etc.) are displayed on our website for visitors. | <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"/> |
| Bicycle tire repair kit, air pump and a spare lock are available for employees and visitors. | <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, EV or vehicles using low-carbon fuel. | <input type="checkbox"/> |

Energy

Yes ✓

- | | |
|---|--------------------------|
| All electronic office equipment is set to sleep after 15 minutes of inactivity. | <input type="checkbox"/> |
| An energy audit has been conducted in our workplace within the past 5 years through either our electric utility or Energy Trust of Oregon . | <input type="checkbox"/> |
| Maintenance checks are regularly conducted on HVAC and other energy-intensive equipment. | <input type="checkbox"/> |
| Programmable thermostats automatically reduce heating and air conditioning during closed hours. | <input type="checkbox"/> |
| Water heaters are set to 120 degrees. | <input type="checkbox"/> |
| Linear lighting uses either LED bulbs, T8 or T5 fluorescents with electronic ballasts. | <input type="checkbox"/> |
| Track and spot lighting use LEDs or CFLs. | <input type="checkbox"/> |
| Display case lighting is LED or ceramic metal halide. | <input type="checkbox"/> |
| Occupancy sensors/timers are used for lighting in storage room, offices, restrooms and other common rooms. | <input type="checkbox"/> |
| Doors are weather-sealed. | <input type="checkbox"/> |
| Windows are double-pane or better. | <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"/> |
| Emergency EXIT lights use LED bulbs. | <input type="checkbox"/> |
| Garage or parking lot lighting is energy efficient. | <input type="checkbox"/> |

Community Engagement Yes ✓

- Sponsorship, in-kind services or products are donated to community organizations.

- One or more employees serve a community leadership role (business association, 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.

- Employees are allowed to volunteer in the community on paid work time.

- A charitable giving campaign, matching funds or similar program is in place to support charitable donations by employees.

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.