

# Sustainable Business Recognition

## APPENDIX

*The Sustainable Business Recognition program, administered by the Falmouth Recycling and Energy Advisory Committee, highlights outstanding commitment to sustainability by Falmouth businesses. This Appendix accompanies the Sustainable Business Recognition Guidelines to serve as a comprehensive list of actions businesses can take to become more sustainable and receive recognition. This Appendix will continually be added to as new sustainable actions are identified. REAC encourages businesses to review this Appendix and be inspired to take more sustainable action now and into the future.*

### SUSTAINABLE ACTIONS BY CATEGORY

#### ADMINISTRATIVE

- Discuss waste reduction and other sustainability practices while training new employees and continue these discussions with staff on a regular basis.
- Train staff to provide single-use items on-demand only.

#### COMMUNITY STEWARDSHIP

- Lead by example: offer insight and assistance to other local businesses that are interested in adopting more sustainable practices.

#### ENERGY CONSERVATION

- Track, understand, and review utility bills to identify any inconsistent high usage.
- Utilize renewable energy to support operations, such as electric, heating and EV charging.
- Reduce energy use by installing LED lightbulbs or Air Source Heat Pumps.
- Enable automatic “sleep mode” on computers and printers
- Have a policy encouraging employees to unplug electronics at the end of the workday or use smartplug surge protectors
- Had an energy audit performed or complete energy waste walkthroughs on a scheduled basis
- Have a policy to purchase and use energy-efficient products, like Energy Star appliances
- Have a programmable or smart thermostat set to reduce HVAC usage after hours
- Have a policy to turn off lights after leaving a room or use occupancy sensors
- Install LED or other energy efficient lighting
- Have dimmers or make use of natural lighting instead of full lighting

#### INDOOR AIR QUALITY (IAQ) PRACTICES

- Work with your HVAC specialist to determine the correct level of outdoor air needed to provide your space with a recommended minimum air quality.
- Enact a green cleaning policy.
- Meet minimum IAQ performance
- Utilize Environmental Tobacco Smoke Control
- Follow a IAQ management program

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### INDOOR AIR QUALITY (IAQ) PRACTICES (continued)

- Practice enhanced IAQ strategies
- Utilize thermal comfort
- Optimize interior lighting
- Offer daylight and quality views
- Incorporate these elements into green cleaning - custodial effectiveness assessment, products and materials, equipment
- Practice integrated pest management
- Perform occupant comfort survey

### TRANSPORTATION

- Provide bike racks, bike storage for employees, and/or have EV chargers available.
- Encourage/incentivize employees to carpool.
- Provide Greater Portland Metro bus passes to employees.
- Allow employees to telecommute or work a condensed schedule.
- Regularly use teleconferencing or webinars instead of requiring meeting attendance
- Be an idle free workplace

### WASTE DIVERSION ACTIONS

#### Recycling

Recycle the following items:

- Batteries
- Hazardous waste
- Light bulbs
- Rigid plastics
- Electronics
- Ink/Toner Cartridges
- Plastic film
- Scrap metal
- Offer clearly labeled recycling bins for customers and staff.
- Contract with waste hauler(s) to collect and separate trash, recycling, and food waste.
- Have single stream recycling service
- All landfill, recycle, and/or compost bins are clearly labeled
- Have performed a waste audit
- Have deckside recycling bins with a smaller waste bin or no waste bins at desks
- Track and measure waste and recycling
- Have regular communication or training with the employees that collect recycling
- Requiring supplies when possible to be delivered with minimal/recycled packaging
- Having a centralized office supply ordering system and/or buying in bulk when possible

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### WASTE DIVERSION ACTIONS (continued)

#### Reduce & Reuse

- Commit to not using plastic straws, utensils, stirrers, picks, single-serve coffee pods, or unnecessary packaging. Instead, providing reusable, compostable, or recyclable straws, utensils, stirrers, picks, or coffee pods.
- Use reusable dishware or encourage employees to bring in their own reusables
- Designate a sharing and reuse area for office supplies
- Have a policy, guidance document, and/or goal encouraging employees to use less paper
- Have a plan to donate usable office supplies, products, equipment, or furniture
- Host events that aim for zero-waste
- Track the amount of solid waste, recycling, and food waste, as applicable, generated at our business.

#### Purchasing

Have a sustainable purchasing policy or recommendations, including practices such as:

- Buying from local vendors first
- Requiring products with recycled content
- Buying reusable or durable goods over disposable

#### Organics

- Offer clearly labeled food waste bins to compost food scraps, food waste, and/or compostable products in the front and back of house, as applicable.
- Have an excess food donation policy or program
- Track food waste or have employees participate in a wasted food reduction challenge
- Communicate waste diversion successes and metrics to employees

### WASTE DIVERSION ACTIONS FOR RESTAURANTS

- Recycle frying oil to be reused in biodiesel manufacturing.
- Commit to not using plastic straws, utensils, stirrers, picks, single-serve coffee pods, or unnecessary packaging. Instead, providing reusable, compostable, or recyclable straws, utensils, stirrers, picks, or coffee pods.
- Use only refillable containers for condiments like half & half, ketchup, syrup, and jam
- Do not provide or sell packaged water. If you are a lodging business or food business that carries packaged water, provide a water refill station(s) instead and/or post signs offering to refill reusable bottles.
- Use reusable cups, plates, bowls, and utensils for all sit-down customers.
- For to-go orders, provide only cups, cup carriers, and containers that are certified compostable or widely recyclable (#1 or 2 plastic or aluminum.) Do not provide compostable plastic as this does not break down unless it is industrially composted.
- Donate unconsumed, perishable food to a food shelter, homeless shelter, or other non-profit organization on a regular basis.
- Source 10% of our food purchases from within the State of Maine, taking into consideration factors like growing practices, sustainable fisheries, animal welfare, fair labor practices, transport distance, and packaging.
- 10% of the menu offerings are either vegetarian or vegan as plant-based alternatives that reduce climate impact.

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### WATER CONSERVATION

- Reduce water use by using low flow pre-rinse spray valves or aerators in kitchen and bathroom sinks.
- Track, understand, and review utility bills and water meter for any indications of leaks or other problems.

Perform a water waste walkthrough on a scheduled basis, which could include:

- Check for pooling water and rust under known pipes and floor drains
- Check faucets for drips
- Listen for running water and conduct a dye test to check for leaks
- Check sprinkler heads for drips
- Check for moisture on walls, ceilings, and floors
- Have a policy to purchase and use water-conserving products, like WaterSense approved products
- Have green infrastructure and/or use green irrigation systems
- Have a water bottle refill station or keep a pitcher of water cooled in the refrigerator
- Encourage employees to use dry cleaning methods like sweeping floors
- Encourage employees to use cold water over warm water whenever possible
- Use non-potable water for cleaning, rinsing, spraying sidewalks
- Only run dishwashers when fully loaded or presoak dishes before washing them in running water
- Limit water usage during rain storms
- Communicate water conservation information and progress to employees