



Partners for a Greener Davis: Additional Measures

Items listed in **red** are required by law.

Solid Waste and Recycling

Eight additional measures are required for certification. Use this list of suggested measures or write-in measures specific to your business.

- Buy products in returnable, reusable or recyclable containers.
- Buy products in bulk or that are concentrated, durable, repairable, and/or recyclable.
- Use air hand dryers in restrooms instead of paper towels.
- Buy products shipped with less packaging.
- Replace several similar products with one or two that do the same job.
- Require vendors to take back unused samples or off-spec materials.
- Require vendors to take back empty crates and barrels.
- Eliminate inner-pack dividers in shipping containers for miscellaneous supplies.
- Store supplies to reduce degradation from temperature, humidity, etc.
- Arrange storage area/access to reduce potential for damaging stock.
- List specials/sales on a chalkboard or use less toxic, water-based white board markers.
- In the lunch/break room, eliminate disposables by using reusable items, such as mugs, dishes, utensils, towels/rags and coffee filters.
- Purchase reusable office items, such as refillable pens, erasable white boards & wall calendars.
- Use rechargeable batteries and appliances whenever possible, such as hand-held vacuum cleaners and flashlights.
- Donate old uniforms and linens to shelters or non-profits or reuse them as rags.
- Refill printer and copier toner cartridges when empty.
- Reuse packaging such as cardboard, bubble wrap and polystyrene packing peanuts. Shipping service centers will often accept packing materials for reuse.
- Donate or exchange usable items (furniture, supplies, electronics, scrap materials, computer disks, etc.).
- Leave grass clipping on mowed turf ("grass-cycling") rather than disposing. The mowing device should mulch grass clippings rather than just cut turf.
- Use the backside of printed sheets and outdated letterhead for draft use in the fax and/or the printer.
- Make two-sided printing and copying standard practice (set machines to default to two-sided printing).
- Use computer fax modems that allow faxing directly from computers without printing.
- Buy/lease copiers and printers with double sided copying capability.
- Set word processing defaults for smaller fonts and margins that minimize paper use without sacrificing legibility.
- Reuse office paper as scratch paper.
- Order supplies online, by e-mail, or telephone.
- Use a centralized bulletin board, email, or other paperless method to post office memos and messages (rather than making copies for multiple people or locations).
- Circulate one periodical (rather than multiple copies) for everyone.
- Discourage employees from printing email messages unless necessary.
- Reuse envelopes: cover up old addresses and postage, affix new.
- Reduce junk mail by requesting removal from direct mail marketing list (visit StopJunkMail.org for help).
- Help employees reduce junk mail at home; let them know about StopJunkMail.org.
- Eliminate duplicate mailings of magazine or catalogs by calling the individual companies.
- Purge your own mailing lists to eliminate duplication.
- Design marketing materials that require no envelope and can be mailed just by folding.
- Reduce forms by eliminating unnecessary ones; double siding or redesigning them to use less space; or using only electronic (no paper) forms.
- Eliminate fax cover sheets by using "sticky" fax directory notes.

Items Specific to Retail Stores

- Offer a plastic bag collection bin for your customers and recycle the plastic bags.
- Offer a discount per bag when customers bring their own reusable bags.



Partners for a Greener Davis: Additional Measures

Items listed in **red** are required by law.

Items Specific to Restaurants

- Donate excess food to local food banks or shelters (covered under Good Samaritan law) OR have an "employee use" policy for leftovers.
- Reuse old tablecloths, cloth napkins and washcloths as rags.
- Require laundry service to use reusable bags to transport dirty and clean linen.
- Replace disposable items with reusable ones (list the items that have been replaced): _____
- Buy ingredients (e.g., flour, salt) in bulk, packaged in unlined paper bags, which can be recycled.
- Buy eggs shelled in bulk.
- Replace individual condiment packets with approved, refillable containers. Refill from bulk.
- Check food deliveries for spoiled or damaged products before accepting.
- Store and rotate supplies to minimize loss through spoilage and damage.
- Use Environmental Health-approved straw dispensers instead of pre-wrapped ones (for self-service areas only).
- Replace polystyrene foam with paper, recyclable plastic or biodegradable containers for take-out orders.

Items Specific to Auto Repair Shops

- Recycle tires
- Replace single use paper car seat/floor cover protectors with reusable cloth covers from a laundry service or reusable plastic covers.
- Use refillable and pressurized spray cans (e.g., brake cleaners, lubricants, engine degreasers).
- Reuse or recycle automotive fluids. IT IS ILLEGAL TO DISPOSE OF CAR FLUIDS (oil, gasoline, brake fluid, antifreeze, etc.) IN THE TRASH**
- Recycle and reuse all properly recovered refrigerants from air conditioning systems.**
- Reuse empty hazardous materials containers (including drums) by returning to the supplier for refill.
- Use reconditioned parts and components.
- Recondition hazardous materials containers onsite (permit requirements may apply) or contract with drum reconditioner.
- Become a State Certified Used Oil Collection Center. See CalRecycle.CA.Gov/UsedOil/CertCenters/ for details. If you become certified, the State reimburses 40 cents per gallon of used oil that you collect from the public and 16

cents for each gallon of used oil that your business generates.

Items Specific to Contractors

- Salvage materials by deconstructing instead of demolishing: reuse materials via Craigslist, material exchange databases, informal builder networks, etc.
- For worksites, prepare waste management plans identifying materials recycled and/or reused that meet at least a 65% C&D waste diversion rate.**
- Encourage clients to leave in place as many building components and fixtures as possible (such as high quality surfaces and bath fixtures).
- Use reusable aluminum scaffolding instead of single-use, site-built wooden scaffolding.
- Use reusable aluminum forms to replace wood forms in concrete work.
- Reuse cardboard or use reusable masonite instead of paper for protecting finish floors and reuse.
- Use advanced framing techniques.
- Reuse excess paint and paint solvents. Keep only what's needed for touch-ups, then donate the remainder to an anti-graffiti program, etc.
- Recycle wood (pallets, wood from remodeling)**
- Recycle scrap metal (from remodeling and replacing equipment).**
- Recycle asphalt and asphalt shingles for use as aggregate in walkways and pathways.**
- Build in a recycling and compost center (in the kitchen if applicable).
- Use recycled or reused materials.
- To Protect Forests, Use Wood Alternatives or Forest Stewardship Council (FSC)-Certified Wood.
- Use Environmentally Preferable Product Replacements (check all that apply):
 - Rapidly renewable materials such as bamboo, natural linoleum, and cork for flooring.
 - Durable fiber-cement siding in place of conventional wood, stucco or vinyl.
 - Engineered lumber in place of solid sawn lumber.
 - Finger-jointed studs.
 - Finger-jointed trim.
 - Exposed concrete as finish floor.
 - Wood I-joists for floors and ceilings (with engineer approval).
 - OSB (Oriented Strand Board) as an alternative to plywood for subfloor and sheathing.



Partners for a Greener Davis: Additional Measures

Items listed in **red** are required by law.

- Alternatives to PVC piping and windows.
- Alternatives to wood treated with chromium, arsenic or pentachlorophenol.
- Install air conditioner that does not use HCFC (hydrochlorofluorocarbon).
- Retrofit conventional wood-burning fireplaces with EPA-certified wood or pellet stoves. All units should have combustion air vented directly into them from the outside.

Energy Conservation

Eight additional measures are required for certification. Use list of suggested measures or write-in measures specific to your business.

- Use electrical equipment with energy saving features (e.g. Energy Star®) and ensure Energy Star® settings are enabled (list all the equipment that is Energy Star®, each item counts towards the required total).
 - _____
 - _____
 - _____
 - _____
- Rearrange workspace to take advantage of areas with natural light.
- Design for increased natural lighting when remodeling.
- Use a time switch to automatically turn off office equipment after working hours.
- Replace refrigerators that are more than 10 years old with new Energy Star® models.
- Use the standby mode on equipment (e.g., energy saver buttons on copiers).
- After existing facilities are upgraded to achieve optimal energy performance, add renewable energy generation (example: programmable thermostats, solar panels) for your facilities.
- Use renewable energy generation (example: solar panels) for your facility.
- Institute a formal policy that electronic charging cords be unplugged when not in use.
- Plug multiple electronic devices into a power strip and turn off the strip when not in use.

Lighting

- Clean lighting fixtures, diffusers and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- Always turn off lights when leaving a room or as otherwise unneeded.

- Check and adjust lighting control devices such as time clocks and photocells.
- Use light switch reminders to remind customers and staff to turn off lights when not in use.
- Use task lighting instead of lighting the entire area.
- Disconnect unused ballasts in delamped fixtures AND replace burned out lamps quickly to avoid ballast damage.
- During slower periods, group restaurant customers so that lights and heating/cooling can be turned off in unoccupied areas.
- Reduce the number of light fixtures.
- Replace incandescent bulbs with LED or other energy efficient bulbs.
- Replace older T-12 florescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or switch to LED if possible.
- Increase lighting efficiency by installing optical reflectors and/or diffusers.
- Improve exit sign efficiency by using energy efficient LED bulbs or other signs using energy efficient technologies.
- Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
- Use dimmable ballasts to dim lights to take advantage of daylight.
- Use daylight dimmers that turn off automatically when light is sufficient.
- Dispose of the fluorescent lamps and ballasts properly—they are considered hazardous waste.**
- Install photocells.

Heating, Ventilation & Cooling

- Set thermostat to 78° F or higher for cooling, 68° F or lower for heating, and use the thermostat's night setback.
- Turn room-cooling units off when the weather is cooler.



Partners for a Greener Davis: Additional Measures

Items listed in **red** are required by law.

- Use building design features for improved or more efficient ventilation or heat conservation. Describe:

- Use a programmable thermostat to control heating and air conditioning.
- Use bypass timers and/or clocks.
- Use ceiling fans for air circulation.
- Replace or supplement an A/C system with an evaporative cooler.
- Use economizers on A/C to increase air circulation.
- Replace single or package A/C unit with one with a greater Energy Efficient Rating (EER). Be sure that the new system is appropriately sized and sealed when installing a new EER unit.
- Provide shade for HVAC condenser, especially roof-top fixtures.
- Use occupancy sensors to control air conditioning and heat.
- Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery.
- Apply window film to reduce solar heat gain, if applicable.
- Use energy-efficient double paned windows.
- Close blinds and curtains to keep room cooler and warmer seasonally. Use thermal curtains for large areas of exposed glass.
- Seal off unused areas. Block and insulate unneeded windows and other openings.
- When repainting building exterior and roofs, choose light colors to reflect more sunlight.

Hot Water Use

- Insulate all hot water pipes, hot water heaters and storage tanks (R-12 or greater, see building code).**
- Use a solar water heater or pre-heater.
- Use a booster heater for appliances and equipment that require high temperature water.
- Replace or supplement electric hot water heaters with instantaneous/on-demand units or approved PV or solar thermal water heaters.
- Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale build-up and deposits (this can reduce heating efficiency).
- Check pilot lights for proper adjustment (gas /hot water).
- Set hot water heaters to a standard 140°–150° F or less.

- Use only solar water heaters that are SRCC (Solar Ratings and Certification Corporation) certified. Federal tax credits are available.
- Insulate all exposed water pipes. Note: hot water pipe insulation is required by code.
- Install solar hot water system for domestic hot water and space heating.

Building Design

- Use an energy management system to control lighting, HVAC and other mechanical systems.
- Install white or light-colored roofing material or reflective and radiant barriers in place of conventional roof sheathing. ENERGY STAR® lists cool roof products.
- Install ENERGY STAR® reflective material to the underside of rafters and decking. Paint exterior surfaces with light colors or reflective pigments. (ENERGY STAR®)
- Install skylights and clerestory windows with a Solar Heat Gain Coefficient (SHGC) rating of 0.40 or less to increase natural lighting.
- Install energy efficient windows with a Solar Heat Gain Coefficient (SHGC) rating of 0.40 or less.
- Install low-SHGC window film on single-pane windows.
- Replace inefficient or broken windows with double pane energy-efficient windows.
- Install reflective film on west windows.
- Install pan flashing at sills of all exterior windows and doors.
- Upgrade wall and ceiling insulation to exceed Title 24 requirements. Inform client of findings and recommendations. (For example: Installing R-60 attic insulation instead of R-30, or installing a radiant foil barrier in floors, walls and ceiling in addition to insulation).
- Seal cracks and penetrations in building envelope with insulating foam or caulk.

Refrigeration

- Set refrigerator temperature between 38 and 42 degrees F; freezer between 0 and 5 degrees F.
- Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- Insulate refrigeration cold suction lines.
- Use plastic strip curtains on walk-in refrigerator/freezer doors.
- Use open-door buzzers on walk-in refrigerators.



Partners for a Greener Davis: Additional Measures

Items listed in **red** are required by law.

- Ensure freezer defrost time clock is set properly to avoid peak energy use periods (noon to 6 p.m.).

Industrial Equipment

- Control compressor system to ensure operation only during working hours
- Install engineered nozzles and fittings to reduce “waste” compressed air.
- Choose a 220-volt electric motor over a 110-volt motor (more powerful and efficient).
- Install an outside air intake (cool air takes less energy to compress).

Items Specific to Restaurants

- Turn off exhaust hoods and hood lights when appliances below are off (these must be on when appliances are on).
- Use timers on hood, exhaust systems and hood lights.
- Use sensors on vending and ice machines and place machines in shaded areas.

Items Specific to Auto Repair Shops

- Institute a compressed air maintenance program that includes inspecting and evaluating system components.

Items Specific to Contractors

- Use foams, weather stripping, and caulking to create an air barrier between the garage and living areas.
- Install insulation with no gaps or voids. Size insulation correctly to fill the cavity side-to-side, top-to-bottom and front-to-back, cut or fill batts to fit around wiring and plumbing without compression.
- Behind faceplates of electrical outlets and heating/cooling registers, apply caulk where the outlets meet the drywall.
- Install at least 16-inch overhangs with gutters to shade walls and windows.
- Use insulated concrete forms (ICFs) for foundations and above grade walls. Provide high R-value, low air infiltration, thermal mass.
- Install gas forced air furnaces with 90% or greater efficiency.
- Test furnace blower door cabinet for leaks around blower motor, and repair if needed.
- Install zoned, hydronic (hot water), radiant heating or air conditioning system.
- Test performance of thermal envelope and HVAC systems and fix air leaks. Check with the Pacific Energy Center (PGE.com/pec) for more information and testing equipment rentals.
- Insulate and seal ducts to reduce waste.

Water Conservation

Five additional measures are required for certification. Use this list of suggested measures or write-in measures specific to your business.

- Replace water-cooled equipment, such as air conditioning units, or ice machines, with air-cooled.
- Use kitchen rinse water and/ or residual drinking water to irrigate indoor plants.
- When cleaning with water is necessary, only use budgeted amounts.
- Use dry floor cleaning methods indoors, followed by damp mopping, rather than spraying or hosing with water.
- Provide additional urinals in men’s restroom and reduce number of toilets (urinals use less water than toilets).
- Replace shower heads or sink aerators with low-flow components. Check specific application(s) below (each checked item counts towards the required total):
 - 0.5 gpm or less lavatory sinks
 - 2.2 gpm or less kitchen sinks
 - 2.0 gpm or less shower heads
- Install metering faucets (0.25 gallon/cycle).
- Change window cleaning schedule from “periodic” to “as required.”
- Reduce water pressure to no higher than 50 psi by installing pressure reducing valves.
- Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures’ specifications.
- Retrofit cooling tower to use a cooling tower conductivity controller.
- Recover condensate from air conditioners, refrigerators, freezers, and ice machines; use it as make-up water.
- Post signs in restrooms and break rooms encouraging water conservation.



Partners for a Greener Davis: Additional Measures

Items listed in **red** are required by law.

If you have landscaping/irrigation:

- Install a weather or soil-moisture based irrigation controller that automatically adjusts irrigation in response to weather conditions. Controller must include a rain sensor or a rain sensor must be added as a separate component.
- Convert existing landscape to drought tolerant plants (water efficient landscape information is available at SaveDavisWater.org).
- Modify your existing irrigation system to drip irrigation, where feasible.
- Install matched precipitation rate sprinkler heads in turf areas.
- Install water efficient shrubs, ground cover, or mulch in place of turf.
- Hydrozone: Group plants with similar water requirements together on the same irrigation line and separate plants with different water requirements on separate irrigation lines.
- Remove plants from landscaping that require large amounts of water to thrive.
- Plant drought-tolerant trees that will provide shade to the landscape.
- Use reclaimed water for irrigation and other approved uses.
- Install and use rain barrels for collecting rainwater for irrigation.
- Reduce irrigation system water pressure to no higher than 50 psi by installing pressure-reducing valves.
- Avoid water runoff, especially on sloped areas, by using the “cycle and soak” method. Run your sprinklers for half of the required time; turn them off for 30 minutes to 1 hour to allow water to soak into the soil and then continuing watering for the remainder of the time.
- Increase the mowing height for your grass to help decrease the water consumption.
- Limit fertilizing your landscaping. Fertilizer applications increase the need for water.
- Install a water catchment basin to collect water for landscape irrigation.
- Pre-plumb for a grey-water system.

Items Specific to Auto Repair Shops

- Increase pressure and decrease water flow in (non-recirculating) flush systems.

- Add fresh water only to the test tank—as the test tank becomes unusable, transfer it to the recirculating flush system, then to the hot tank/ultrasonic cleaner for use in radiator pre-cleaning.
- Recover test tank water, recirculated flush system water, and spilled water with chemically-assisted filtration rather than adding to hot tank. Dispose of filters, flush water, and hot tank sludge using appropriate hazardous material procedures (contact Public Works at 757-5686 or call 1-800-CLEANUP for disposal information).
- Capture water spills with a wet/dry vacuum and transfer to the hot tank.
- Use hot tank only when necessary—use smaller tanks with ultrasonic cleaning for light jobs.
- Pre-rinse radiator over hot tank using pressurized spray.

Items Specific to Medical/Dental Offices

- If you use steam sterilizers choose newer water efficient models that operate for preset cycles and utilize automatic shutoff devices.
- Convert from a pass through X-ray processor to one which recirculates water or convert to fully digital equipment.
- Install and use waterless hand sanitizers at each sink.
- Use full loads in sanitizer, sterilizer, dishwasher and washing machines consistent with infection control requirements.

Items Specific to Restaurants

- Use a water-conserving dishwasher to save on both heating and water costs. Operate the dishwasher at the minimum flow rate and water pressure required.
- Use a low-flow (1.28 gpm or less) pre-rinse spray valve for dish scraping/pre-cleaning.
- Operate dishwashers only when full.
- Hand-scrape dishes before loading into dishwasher.
- Soak dirty pots and pans instead of cleaning with running water.
- Do not use running water to melt ice in bar sinks.
- Turn off food preparation faucets when not in use.
- Serve guests drinking water only upon request.
- Shut off water-cooled air conditioning units when not needed.
- Minimize or eliminate use of garbage disposal by using a strainer or trap device to collect food waste.
- Install and use foot/knee triggers at kitchen sinks.



Partners for a Greener Davis: Additional Measures

Items listed in **red** are required by law.

Pollution Prevention

Six additional measures are required for certification. Use this list of suggested measures or write-in measures specific to your business.

Prevent and Control Spills

- Inspect inventory and storage areas for potential spill hazards.
- For small spills use shop towels, rags, or squeegees that are cleaned at an industrial laundry facility.
- Inspect inventory, storage and/or shipping areas for potential spill hazards.
- Keep a spill kit clearly labeled and easily accessible around activities that have the potential to spill pollutants.
- Use "dry" cleanup methods inside the shop and at fuel-dispensing islands.
- Store any potentially hazardous materials securely, control access and rotate stock to use oldest material first.
- Design berms or grading to prevent run-off or rain water from flowing across industrial areas where it could be contaminated.

Indoor Spills:

- Place baskets in drains to catch solids which then can be placed in the garbage or composted.
- Scrape fats, oils and grease from cookware and dishes into the trash or grease bin instead of down the drain.
- Do not place leftover beverages or other liquids in the dumpster.
- Use dry surface cleaning methods rather than hosing down. Finish clean-up with damp mop or wipe.
- Check for leaks regularly on all refrigeration and air conditioning equipment.
- Do not "top off" refrigerant on refrigeration and air conditioning equipment.
- Use U.S. Environmental Protection Agency certified technicians to conduct repairs on all refrigeration and air conditioning equipment.
- Do not place leftover beverages or other liquids in the dumpster.

Outdoor Spills:

- Keep receiving, loading docks, dumpster and parking areas free of litter, grease and oil. For proper outdoor

surface cleaning practices, contact Public Works (757-5686).

- Place instructional postings at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices to prevent pollutants from reaching storm drains.
- Keep a spill kit clearly labeled and easily accessible around activities that have the potential to spill pollutants.
- Use shut-off valves at storm drains or keep temporary storm drain plugs at loading docks or outdoor areas for quick spill response.
- Clean private catch basins annually before the first rain, and as needed thereafter.
- Maintain recycling and refuse containment areas to prevent leaks or spills to storm drain.
- Do not wash cars, equipment, floor mats or other items outside where run-off water flows straight to the Storm drain; this wash water should be directed to a sewer drain.
- Use landscaping or erosion control practices (ground cover, weed barrier fabric, vegetated swales, etc.) to prevent erosion problems, especially during construction or remodeling. Contact Public Works (757-5686) for more information.
- Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint; avoid chemical paint stripping.
- Have an outdoor ashtray or cigarette "butt" can for smokers. Keep these items from mixing with rainwater.
- Use secondary containment or berms in liquid storage and transfer areas to capture spills. Keep a spill kit in areas where these activities occur.
- Redirect drainage from loading areas to drain to the sanitary sewer.
- Use dry surface cleaning methods (i.e. absorbent materials and broom) rather than hosing down. Finish clean-up with damp mop or wipe.
- Prevent soil from exposed areas from washing any into storm drain.
- Drain roof gutters from structures to landscaped areas that are designed to receive rainwater to recharge groundwater, filter pollutants, and water vegetation.

Practicing Good Housekeeping

- Locate all potential pollutants away from sewer and storm drains.



Partners for a Greener Davis: Additional Measures

Items listed in **red** are required by law.

- Provide secondary containment for large amounts of liquid supplies and store in an enclosed area.
- Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints, and cleaners; repair any deficient items found.
- Use U.S. Environmental Protection Agency certified technicians to conduct repairs on all refrigeration and air conditioning equipment.
- Check for leaks regularly on all refrigeration and air conditioning equipment.
- Do not “top off” refrigerant on refrigeration and air conditioning equipment.
- Store any potentially hazardous materials securely, control access and rotate stock to use oldest material first.

Employees

- Train your employees on ways to prevent pollution (using this checklist!).
- Offer bonuses/prizes for safety-violation free months.
- Post photographs of poor/good employee work areas.
- Use employee spill accident record in employee evaluations.
- Form an employee volunteer work party to participate in a local Storm Water Detention Pond/Channel Clean Up Day.
- Contact the Public Works Department (757-5686) for details.

Reducing Vehicle Emissions

- Set aside car/van pool parking spaces.
- Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
- Offer lockers and showers for staff who walk, jog or bicycle to work.
- Offer employee incentives for carpooling or using mass transit (e.g. guaranteed ride home or subsidized transit passes).
- Make transit schedules, commuter ride sign-ups, etc., available to staff. Get help from SacRegion511.org using their “Ridematch Tool.”
- Join the Yolo/Solano Air Quality Management District’s “Spare the Air” program to notify staff of “Spare the Air” days. See SpareTheAir.org for more information.
- Locate your business within a business park or a business core (example: downtown Davis).
- Hire locally or assist staff in finding local housing.

- Use or invest in renewable energy (ask your local utility or the Center for Resource Solutions at 415-561-2100 or ResourceSolutions.org).
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- Combine deliveries and errands all into one trip, when feasible.
- When possible, arrange for a single vendor who makes deliveries for several items.
- Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- Do business with other “green” vendors or services.
- Convert or replace company vehicles with low-emission cars (electric, hybrid, natural gas or alternative fuels).
- Increase the use of email, video conferencing, and telephones to eliminate travel time.
- Provide employees with driver training and incentives for driving efficiently.
- Educate customers that keeping their car well-tuned will reduce air pollution (e.g. in-shop newsletter/mailings, poster/sign or Air District pamphlets in waiting area).
- Offer a shuttle service to and from bus, train and/or light rail stops.
- Offer rebates/incentives to employees on bicycles bought for commuting.

Reducing Chemical Use

- Buy low Volatile Organic Compound (VOC) products when available (paint, paint removal products, etc.) Each checked item counts towards the required total.
 - _____
 - _____
- Eliminate aerosol dispensers (cleaners, room fresheners, etc.).
- Use rechargeable instead of single-use batteries.
- Replace burned out standard fluorescent lights with low or no mercury energy efficient lights (example: LED lights).
- Use or invest in renewable energy (ask your local utility or the Center for Resource Solutions at 415-561-2100 or Resourcesolutions.org).
- Use high-efficiency paint spray equipment.
- Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- Print promotional materials with soy or other low Volatile Organic Compound (VOC) inks.



Partners for a Greener Davis: Additional Measures

Items listed in **red** are required by law.

- Use natural or low emissions building materials, carpets or furniture.
- Use electric or pneumatic (not gasoline) powered tools.

Integrated Pest Management (IPM)

- Use less toxic pesticides (such as soaps, oils, microbials and baits) and apply on an as-needed (vs. set) schedule.
- Inspect and repair any exterior holes or gaps to prevent pests from accessing your business.
- If your business sells pesticides, participate in the Our Water Our World (OWOW) alternative pesticide outreach program. For more information about participating in OWOW contact the Public Works Department at 757-5686.
- Set up storage procedures (e.g., properly seal food containers) to minimize pest attractants and harborage
- Set up sanitation procedures (e.g., clean food spills) to minimize pest attractants and harborage
- Set up planting procedures (e.g., pest-resistant plants) to minimize pest attractants and harborage
- Set up irrigation procedures (e.g., avoid over-irrigating to discourage pests) to minimize pest attractants and harborage.
- Set up Cultivation procedures (mow or weed to prevent pests) to minimize pest attractants and harborage.
- Participate in a local "Adopt-a-Park" program to control weeds using alternatives to pesticides. Contact Parks and General Services (757-5656) for more information.
- Sponsor the installation of artificial nesting boxes for natural predators (ex. barn owl) in near-by trees or structures. Contact Public Works (757-5686) for more information.
- Inspect and repair any exterior holes or gaps to prevent pests from accessing your business.
- Participate in a local "Adopt-a-Park" program to control weeds using alternatives to pesticides. Contact Parks and General Services (757-5656) for more information.
- Sponsor the installation of artificial nesting boxes for natural predators (ex. barn owl) in near-by trees or structures. Contact Public Works (757-5686) for more information.
- Quickly clean up outdoor dining tables of any uneaten food items. Dispose of crumbs in the trash or compost bin.

Items Specific to Auto Repair Shops

- Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint; avoid chemical paint stripping.
- Use high-efficiency paint spray equipment.
- Eliminate the use of cleaners and lubricants containing n-hexane (e.g. aerosol brake cleaners and degreasers).
- Use a water-based brake washing method.
- Do not contaminate cleaning solution by washing parts sprayed with chlorinated cleaners or petroleum distillates.
- Use no- or low-copper brake pads whenever possible.
- Use longer-lasting synthetic oils.
- Use a detergent-based rather than caustic-based solution in a hot tank.
- Use an industrial laundry service for shop rags and uniforms (Keep rags in a covered container and do not saturate).
- Use a rag/uniform service that recycles its wastewater.
- Crush or puncture used oil filters to recover as much oil as possible for recycling.
- Filter and reuse parts cleaning liquid onsite.
- All auto repairs should take place indoors under a solid roof cover with no ability for rainwater to drain across the surface and no ability for spills on the floor to drain the storm drain system.
- Have no open floor drains in the shop floor. (A requirement in many areas.)
- Seal shop floor with an impermeable coating.
- When removing hot tank solids, reuse the liquid and reconstitute the solution for process tanks.
- Solder over a drip pan (not test tank) and recycle drips.
- Use only zinc-free flux and lead-free solder.
- Regularly inspect and clean out separators (at least every six months).
- Use drip pans, indoors and outdoors, to control fluid leakage from vehicles, equipment and chemical storage.
- Store parts washers near work areas to avoid spills and drips
- Design berms or grading to prevent run-off or rain water from flowing across paved working and auto circulation areas where water could be contaminated.
- To prevent spills when adding fluids to waste drums, use a spout and funnel.
- Keep a clearly labeled spill kit clearly accessible to catch/collect spills from leaking vehicles.



Partners for a Greener Davis: Additional Measures

Items listed in **red** are required by law.

- To prevent spills when dispensing new product, use a pump and/ or spigot. Drain residual from pump back into original container.
- Use fully enclosed waste transfer system for waste liquids.
- Post a sign (at least 8½" x 5½") above a shop sink area notifying employees: "Do Not Discharge Hazardous Wastes or Chemicals Down Drains or Outside Storm Drains"
- Use a closed loop vehicle washing system.
- For small spills use shop towels, rags, or squeegees that are cleaned at an industrial laundry facility.
- For medium and large spills do all of the following:
 - Clean oil spills with a hydrophobic mop, absorbent pad or squeegee/dust pan. Wring out into a dedicated mop bucket labeled as "Waste Oil."
 - Use a regular mop for spills containing antifreeze. Wring out into a dedicated mop bucket labeled as "Waste Antifreeze."
 - Use a shop towel to clean up any residuals on the floor.
- Floors may be wet mopped only after using the above methods. Dispose of mop water to the sanitary sewer as long as it meets local discharge limits (pH is not too high).
- Dispose of all spill materials and absorbents as hazardous waste.**

Items Specific to Dental/ Medical Offices

- Switch to instrument sterilization via a steam autoclave or dry heat oven.
 - Evaluate the use of a work surface disinfectant containing less-hazardous active ingredients that are not subject to hazardous waste disposal regulations, such as quaternary ammonium compounds.
 - Use digital x-ray equipment.
 - Replace older x-ray film processing equipment that mixes fixer with developer to equipment that keeps them separate.
 - Switch to mechanical x-ray cleaners.
 - Investigate the major reasons why x-ray images are spoiled in your practice, and take steps to reduce this spoilage.
 - Evaluate the frequency with which your practice changes its photo processing chemistry. Extend the time between chemistry changes if feasible (i.e., in such a way that images are not lost through being processed in worn out chemistry.)
 - Replace mercury thermometers with digital ones. **Dispose of mercury thermometers as hazardous wastes.**
- Purchase sealants, adhesives, restorative materials, and other medical materials in package sizes that will result in all the contents being used during the procedure (i.e., with minimal waste).
 - Purchase pharmaceuticals and other medical materials in small quantities so that products do not exceed their shelf life.
 - Evaluate the potential health, safety and environmental impacts of alternative new products before accepting samples from your medical supplier.
 - Switch to an enzyme or detergent type cleaner for your ultrasonic instrument cleaning bath.
 - Educate patients on disposing of excess or expired pharmaceutical wastes safely by taking them to a household hazardous waste day at the Yolo County Central Landfill for free.
 - Educate patients on the proper disposal of used sharps (state law forbids these to be thrown away in the trash). See DavisRecycling.org for disposal options.
 - Provide a sharps collection container to patients.
 - Eliminate all use of bulk elemental mercury. **Any bulk mercury must be recycled or disposed of as hazardous waste.** (By State law, it must never be placed in the regular trash, placed with infectious waste (red bag) or poured down the drain.)
 - Install plastic disposable chair-side amalgam traps in both the vacuum system and the cuspidor of each operatory where restoration work is done. Change these chair-side traps frequently. Never rinse these traps in the sink.
 - Change vacuum pump filters and screens at least once per month or as directed by the manufacturer. Carefully seal the vacuum screen in its plastic container, including any water that may be present, and store it in an airtight container with other amalgam.
 - If your practice has a dry turbine vacuum unit, then have a licensed amalgam recycler or hazardous waste disposal service pump out and clean the air-water separator at least once every 6 months. Perform this service more frequently if necessary to maintain suction or as directed by the vacuum system manufacturer.
 - Have a licensed recycling contractor, mail-in service, or hazardous waste hauler remove your amalgam wastes.** Recycling is the preferred method. As an alternative you may have a licensed hazardous waste hauler remove your amalgam waste for disposal. You may also transport small quantities yourself to your local Hazardous Waste Collection Facility as a Small Quantity generator. Amalgam waste includes:



Partners for a Greener Davis: Additional Measures

Items listed in red are required by law.

- Non-contact amalgam (scrap);
- Contact amalgam (e.g., extracted teeth containing amalgam);
- Amalgam or amalgam sludge captured by chair-side traps, vacuum pump filters, screens, and other devices, including the traps filters and screens themselves;
- Used amalgam capsules; and
- Leaking or unusable amalgam capsules.
- Maintain a written log of amalgam waste that you generate, and of amalgam waste that you remove from your vacuum system or plumbing. In addition, obtain receipts or other certified documentation from your recycler or hazardous waste hauler of all amalgam waste recycling and disposal shipments that you make. Keep these records on file for at least three years, and make them available to authorized City inspectors upon request.**
- Use a licensed hauler for off-site recycling of spent fixer solution or for disposal as a hazardous waste.
- Reduce or completely stop placing amalgam fillings. When judged to be medically appropriate, use mercury-free alternatives to amalgam (e.g., gold, ceramic, porcelain, composites, polymers, glass ionomers, cold silver, gallium).
- Install clear plastic, easily removable under-sink bottle-traps, and have the contents recycled or disposed of as hazardous waste if they contain inadvertently spilled mercury containing material.
- Obtain one or more mercury spill kits, place them in appropriate easy to access locations, and immediately use them as directed by the manufacturer for any spill of mercury-containing material. All spilled mercury-containing material must be recycled or hauled away as hazardous waste.
- Store amalgam waste in airtight containers. Follow recycler's or hauler's instructions, if any, for disinfection of waste and separation of contact and non-contact amalgam. Do not use disinfectant solutions with oxidizers, such as bleach, to disinfect amalgam. Do not add water or waste fixer to the waste containers.

Items specific to Contractors

- Install sealed combustion furnaces and water heaters.
- Clean all HVAC system ducts before occupancy.
- Substitute standard particleboard with formaldehyde-free alternative materials for panels, millwork and cabinetry.
- Substitute formaldehyde-based Medium Density Fiberboard (MDF) with formaldehyde-free alternative materials.
- Install formaldehyde-free fiberglass, cotton or cellulose insulation.
- Use exterior grade plywood for interior use to reduce formaldehyde exposure.
- Use formaldehyde-free paint and finishes.
- Install separate garage exhaust fan.
- Use pre-finished materials to help limit off-gassing during installation and protect the material during construction.
- Use alternatives to PVC piping and windows.
- Use alternatives to wood treated with chromium, arsenic or pentachlorophenol.
- Install air conditioner that does not use HCFC (hydro chlorofluorocarbon).

Retrofit conventional wood-burning fireplaces with EPA-certified wood or pellet stoves. All units should have combustion air vented directly into them from the outside.

Items specific to Restaurants

- Vent cooking range hood to the outdoors.
- Buy organically/sustainably/locally grown foods or beverages for the kitchen. List specific product replacements below:
 - _____
 - _____