



GREEN BUSINESS AWARD

2012

Johnson County, KS

APPLICATION

GREEN BUSINESS RECOGNITION

The Johnson County Solid Waste Management Committee is recognizing businesses that are leading the way to reduce waste and conserve resources. Green business practices save your business money and are valued by your customers and employees. Businesses with innovative recycling programs, green purchasing policies, conservation measures and/or employee education programs are encouraged to apply for the Green Business Recognition Award.

2012 AWARDS

This is a self-nominating and non-competitive award. Applications are due by January 31, 2012. The Solid Waste Management Committee will score the applications based on overall program effectiveness and the use of innovative approaches and activities. The awards will be announced around Earth Day, April 22, 2012.

ELIGIBILITY

Any Johnson County business or organization may apply. Previous awardees are encouraged to apply for a sustaining award. Applicants must be in compliance with all applicable environmental regulations. Applicants must meet the following:

- ✓ Submit a one page (minimum) written summary describing efforts.
- ✓ Provide actual waste and recycling metrics.
- ✓ Complete the attached application form.
- ✓ Submit a \$35 application fee (checks payable to JCED).

RECIPIENT BENEFITS

The winners will receive the following:

- A certificate and award presented by the Johnson County Solid Waste Management Committee.
- Recognition on the county's Environmental website.
- Local media attention including an announcement in our Eco Newsletter.
- Permission to use our "Green Business Award" logo on your website and on promotional documents.
- Official member of the Green Business Community that includes ongoing networking and education opportunities.

Submit your completed application and direct any questions regarding the program to the following:

Johnson County Environmental Department
11811 S. Sunset Dr. Ste. 2700
Olathe, KS 66061
Phone: 913-715-6900
Fax: 913-715-6970

JoCoRecycles.org





**GREEN
BUSINESS
RECOGNITION
AWARD**

APPLICATION

Johnson County, KS

Please complete this form and submit a one page written summary describing your waste reduction efforts. Include supporting documentation of your waste and recycling metrics. Submit the complete application to the Johnson County Environmental Department by January 31, 2012 to be eligible for the 2012 award cycle.

- NEW APPLICANT (never applied before)
- RENEWING APPLICANT (previously awarded)

Name of Business: _____

Business Contact: _____

Contact Phone #: _____ Contact Email Address: _____

Business Street Address: _____

City: _____ State: _____ Zip Code: _____

Summary of Services Provided: _____

of Employees: _____

How did you hear about this award?

- Chamber newsletter/email
- Local newspaper _____
- Referral by _____
- Presentation by Environmental Department
- Other _____

In the following section, please check each box where you have met the listed actions. In the space provided, briefly describe your business's approach to accomplishing these actions.

Sustaining Award - Businesses that have previously been awarded the Green Business Award are encouraged to reapply each year to achieve the sustaining award or achieve a higher level of recognition.

Emerald Award - To earn recognition, you must track your company's solid waste and recycling metrics, you must currently be undertaking all mandatory activities (shown in bold) and have met a minimum of 85% of actions overall.

Gold Award - To earn recognition, you must track your company's solid waste and recycling metrics, you must currently be undertaking all mandatory activities (shown in bold) and have met a minimum of 75% of actions overall.

Honorable Mention - If you have not quite reached the Gold Level Award, you still deserve to be recognized for your efforts. Staff is available to perform free consulting to assist with improving your waste reduction and recycling programs.

Progress and Tracking

- Track solid waste, recycling, and other diversion metrics.* Attach supporting documentation to this application. Metrics must be tracked using an approved method (one full calendar year preferred). EPA's program WasteWise is our suggested tracking tool but others may work upon approval.**

* Johnson County Environmental Department staff is available to assist you in establishing a tracking system. Please contact for assistance: 913-715-6900

- Conduct a waste evaluation or a professional waste audit.* Attach supporting documentation to this application.**

*Johnson County Environmental provides free waste evaluations from qualified staff, please inquire. Many local companies conduct waste audits.

Recycling and Waste Reduction

- Recycle paper, cardboard, and aluminum and plastic beverage containers (mandatory, must provide metrics and detailed information about disposal process and/or vendors).**

Describe your recycling program and list the recycling vendor who collects your recyclables:

- Recycle glass food/beverage containers. Our community now has access to Ripple Glass drop off locations.**

Describe your glass recycling program and list where you dispose of your glass for recycling:

- Recycle boxes, packing material, pallets, and pallet wrap and/or reuse packing and shipping materials.**

Describe your packing/shipping material recycling program and list any companies that you work with for recycling:

- Recycle toner and inkjet cartridges and purchase recycled cartridges.**

Describe your toner/cartridge recycling program and list any companies that you work with for recycling:

- Reduce copying: use electronic distribution to avoid unnecessary document printing, and set copier and printer defaults to double-sided (mandatory).**

Describe your paper reduction efforts here:

- Reuse paper that is still good on one side for scratch paper.**

- Use durable, reusable tableware rather than disposable (dishes, towels, boxes, bags, containers, cups, mugs, etc.).

Describe your specific efforts here (i.e. provide employees reusable coffee mugs rather than providing disposable mugs)

- Minimize disposable bottled water purchases by providing durable cups and a central water dispenser or water filtration system.

Describe your efforts to reduce the use of bottled water:

- Recycle used cooking oil and/or motor oil.
- Not Applicable (and will not count against your total)

Describe your used cooking oil or motor oil recycling program and list any companies that you work with for recycling:

- Compost food waste and/or donate excess food. You don't have to be a restaurant to qualify for this one. No matter what your business, chances are employees generate food waste throughout the work day.

Describe your food waste reuse/composting program here:

- Recycle fluorescent light bulbs, rechargeable batteries, or hazardous materials/waste.

List any vendors that you work with to recycle fluorescent light bulbs, rechargeable batteries, or hazardous materials/waste:

- Manage yard waste on-site by leaving grass clippings with a mulching mower and/or composting.
- Not Applicable (and will not count against your total)

Describe how you manage yard waste and your methods for mulching/composting:

- Offer reusable shopping bags to your customers and/or discounts for those who use them.
- Not Applicable (and will not count against your total)

Describe your reusable bags program:

- Properly recycle electronic waste.

Describe the electronic materials that are recycled in your recycling program and list any vendors who your work with for recycling e-waste material:

- Work with vendors to minimize product packaging and on take-back options at end of use.

Describe any success stories that you have in working with vendors to minimize waste:

Responsible Purchasing

- Buy office paper with 30 to 100% post-consumer recycled content (mandatory).**

Describe your paper purchasing policy and indicated if you purchase 30, 50, or 100% post-consumer recycled paper:

- Purchase post-consumer, recycled content materials and products and supplies.

Describe products or policies for purchasing post-consumer or recycled materials:

- Purchase biodegradable, compostable or recyclable "to go" food containers.
- Not Applicable (and will not count against your total)
- Purchase recycled content toiletries such as paper towels and tissue paper and use environmentally friendly products for janitorial facility maintenance.
- Request a description of the green business practices from vendors and/or contractors.

Describe your policy or include the language for requesting green business practices from vendors and/or contractors:

Education and Outreach

- Regularly communicate with staff about the company's waste reduction, reuse and recycling programs (mandatory).**

Describe your companies communication plan for disseminating information about your waste reduction program:

- Start a green team to involve employees in developing green business practices and goals.
- Adopt waste reduction goals as part of a mission statement, business plan or sustainability plan.

Provide the specific language included in your mission statement, business plan or sustainability plan that describes your commitment to reducing waste:

- Include training about your green business practices in new employee training guides.

Provide examples of how your green business practices are included in training for new employees:

Additional Sustainability Efforts – This section will not count against your total criteria, it will only help

- Replace incandescent light bulbs with energy efficient compact fluorescent bulbs or LED lights.

Describe your efforts to convert to energy efficient lighting and list any energy savings you have observed:

- Use Energy Star approved equipment and choose the maximum energy saving settings.

List the Energy Star approved equipment you use and list any energy savings you have observed.

- Turn off equipment and lights when not in use especially on nights and weekends.

- Install a programmable thermostat.

- Update your fleet to hybrids, alternative fuel or vehicles with higher efficiency.

Describe your fleet efficiency efforts and highlight any energy savings you have observed:

- Check your HVAC system: seal any duct leaks, remove obstructions from intakes and regularly replace filters.

- Implement water conservation measures.

Describe your water conservation efforts and any success stories that you have observed:

- Conduct an energy audit.

List the date of the energy audit and list the company that conducted the audit or indicate if it was conducted with internal staff. Also provide any improvements made based on the audit:

Additional comments and sustainable actions

- Other, please describe:

For Official Use Only

Total criteria met: _____

Total criteria possible: _____

Total %: _____

Application Checklist:

- \$35 application fee
- Written summary of efforts
- Metrics provided
- Completed application

Recommended for the following award:

- Emerald Level
- Gold Level
- Honorable Mention