Sustainability at Work

Have questions or need help along the way?

Contact us:
sustainabilityatwork@portlandoregon.gov
or call 503-823-7037

SUSTAINABILITY AT WORK CERTIFICATION
GROCERY APPLICATION

Save this form to your computer and open with the most recent version of Adobe Reader.

Complete and email to **sustainabilityatwork@portlandoregon.gov.**

We will review your application and schedule an on-site verification visit. Please be prepared to show evidence or documentation for all practices.

Organization name _____ Date of application _____

Street address _____

City _____ State _____ Zip _____

Contact person _____ Title _____

Phone number _____ Email _____

_____ # of employees in organization Our business ☐ owns our workspace. ☐ leases our workspace.

ELIGIBILITY REQUIREMENTS

Our workplace is located in Multnomah County, within Portland city limits.	☐
Our workplace has two or more employees and is not a home-based business.	☐
Our workplace recycles paper, metal, plastic and glass.	☐
Our garbage and recycling containers are not stored on public sidewalks or streets.	☐
Our workplace does not distribute single-use plastic bags to customers.	☐
Our workplace does not serve or package food in polystyrene foam containers.	☐

CERTIFIED SUSTAINABILITY AT WORK

COMPLETE 12 ACTIONS

SILVER SUSTAINABILITY AT WORK

COMPLETE 30 ACTIONS

GOLD SUSTAINABILITY AT WORK

COMPLETE 45 ACTIONS

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Bolded actions — 12 or more bolded actions must be completed for all certification levels.

Indicates you may need to ask your property manager if the action is in place or can be implemented.

INFORMATION & EDUCATION	COMPLETED
An employee or green team is supported by management and staff in implementing sustainability efforts.	☐
Sustainability accomplishments are communicated internally and externally.	☐
Sustainability best practices, including internal operations and commuting options, are communicated to new employees.	☐
A written sustainability plan or policy guides decision making (including purchasing).	☐
Sustainability-related information, including actions that employees can take at work, is regularly provided to all employees.	☐

MATERIALS & WASTE	COMPLETED
Food and food-soiled papers are composted.	☐
Recycle one additional material beyond basic mixed recycling.	☐
Excess edible food is donated to a food donation program.	☐
Fluorescent light bulbs are properly handled as hazardous waste.	☐
Fats, oil or grease management devices are installed and maintained.	☐
Garbage, recycling and composting are measured and monitored.	☐
Fresh seafood is purchased from sustainable sources.	☐
Green cleaning products are used.	☐
Promotional materials indicate that post-consumer recycled content is used.	☐
Supplies and products are shipped/received in a way that minimizes/reuses packaging.	☐
Sustainable catering practices are offered to customers for in-house orders.	☐
Three major supplies have 30% or greater post-consumer recycled content, one of which must be copy paper.	☐
Customers are reminded to bring reusable bags for shopping.	☐
Durable service ware is provided for customers and employees.	☐
Paper is used on both sides.	☐
Perishables are delivered in reusable containers.	☐
Electronic devices are donated for reuse or recycled.	☐
Hazardous waste is properly inventoried for disposal with supporting documentation.	☐
Electric hand dryers are used in restrooms.	☐
Paperless systems are used for payroll and vendors.	☐

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ENERGY	COMPLETED
Programmable thermostats are set back when space is typically unoccupied.	☐
Cooking equipment is regularly cleaned and maintained.	☐
Refrigeration equipment is regularly maintained.	☐
Energy use is measured and monitored.	☐
HVAC system is regularly tuned and maintained.	☐
Roof is a certified Cool Roof.	☐
Rooftop economizers are used for cooling.	☐
Windows are energy-efficient.	☐
Windows have UV coating or are shaded to reduce solar heat gain.	☐
Cooking equipment has a start up and shut down schedule posted.	☐
Cooking equipment is ENERGY STAR® qualified.	☐
Doors, closers, strip curtains and gaskets on coolers, freezers and cases are in good working order.	☐
Open refrigerated cases are covered at night.	☐
Refrigeration appliances are ENERGY STAR® qualified.	☐
Staff is trained to ensure optimal airflow in refrigerated cases.	☐
Emergency EXIT signs use LED bulbs.	☐
Lighting is dimmed or turned off when adequate sunlight is available.	☐
Linear fluorescent lighting has T8 or T5 lamps with electronic ballasts (installed since 2000).	☐
Non-emergency indoor lights are turned off in unoccupied spaces and/or each night.	☐
Occupancy sensors are installed in common areas.	☐
Parking lot lighting is energy efficient.	☐
Refrigerated case lighting is LED with motion sensors.	☐
Track lighting and spot lighting use energy efficient light bulbs.	☐
Building generates solar or wind power.	☐
Renewable energy is purchased for at least 50% of energy use.	☐

TRANSPORTATION	COMPLETED
Employees' commute methods are measured and monitored.	☐
15% of employees or more walk or bike as their primary commute method.	☐
Alternative transportation options are displayed on website.	☐
At least 3 short-term and 3 long-term bike parking spaces are provided (or 25% more than is required by Portland Code; whichever is greater).	☐
Bicycle tire repair kit, lock, and air pump are available for employees and visitors to use.	☐
Electric vehicle charging station is available for employees or customers.	☐
Emergency rides home are available to all employees.	☐
Entry and participation in a commuter competition.	☐
Sheltered bike parking is provided for employees.	☐
Transit pass program is available to all employees.	☐
Deliveries to customers are made by bike or electric vehicle.	☐

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WATER	COMPLETED
Pre-rinse sprayer has flow rate of 1.2 gallons per minute or less.	☐
Restroom faucet aerator has flow rate of 0.5 gallons per minute.	☐
Water use is measured and monitored.	☐
Exterior hoses have auto-shutoff nozzles that don't leak.	☐
Ice machines are air cooled.	☐
Kitchen faucet aerator (in break room) has flow rate of 1.5 gallons per minute or less.	☐
Refrigerators are air cooled.	☐
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.	☐
Bioswale or ecoroof support stormwater management.	☐
Landscaping is designed to use water efficiently.	☐
Landscaping, trees and/or pervious pavement are used to replace paved surfaces.	☐
Tree canopy adjacent to paved areas and/or adjacent to the street supports stormwater management.	☐
Water run-off from washing stations and waste containers flows into the sanitary sewer.	☐

ADDITIONAL ACTIONS	COMPLETED
We understand every business is different. You are welcome to describe additional actions your business has taken to reduce its environmental impact and/or positively impact its community. Your Sustainability Advisor may be able to award credit for one or more of the actions, depending on its comparability to the actions listed above.	
Additional Action	☐
Additional Action	☐
Additional Action	☐

Bolded actions: _____ **(a minimum of 12 must be completed for all certification levels.)**

Total actions: 0

Our workplace has completed enough actions to achieve:

_____ **Certified** (12 or more bolded actions) _____ **Silver** (30 total actions) _____ **Gold** (45 total actions)