



# 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 OFFICE APPLICATION

Save this form to your computer first and open with the most recent version of [Adobe Reader](#).

Complete and email to [sustainabilityatwork@portlandoregon.gov](mailto: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      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 garbage and recycling containers are not stored on public sidewalks or streets. ....
- Our organization recycles paper, metal cans, plastic bottles, and glass bottles/jars. ....



COMPLETE 12 ACTIONS



COMPLETE 25 ACTIONS



COMPLETE 45 ACTIONS

### Reduce, Reuse, Recycle

COMPLETED

Paperless alternatives are used whenever possible (paystubs, invoicing, orientation materials, etc.).	
Centralized printers are used. (No more than 1 per 10 employees.)	
The majority of copier paper is used on both sides.	
At least one additional material (batteries, plastic bags, plastic take-out containers, etc.) is recycled beyond basic mixed recycling.	
Unused and/or outdated electronic devices are donated for reuse or are properly recycled.	
Recycling bins are clearly labeled and regularly monitored, and education is provided when needed.	
Copier/printer paper contains at least 30% recycled content.	
Food scraps are composted.	
Only reusable dishware is available for day-to-day office use.	
Caterers follow sustainable practices (reusable dishware, buffet style serving, minimal packaging, etc.).	
Green-certified cleaning products are used by employees.	
Green-certified cleaning products are used by janitorial staff.	
Fluorescent light tubes and compact fluorescent lightbulbs (CFLs) are safely stored and properly recycled.	
Potentially hazardous products such as paints, solvents and cleaners are safely stored and recycled properly.	
High-efficiency electric hand dryers are used in restrooms rather than paper towels.	



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## Employee Engagement

COMPLETED

An employee or green team is supported by management in implementing sustainability efforts.	
Employees are educated annually (at minimum) about sustainability best practices.	
Sustainability practices are communicated to customers.	
New employees are informed about sustainability best practices — including waste reduction, recycling, and commuting options.	
A sustainability plan and/or purchasing policy guides decision-making.	
A system is in place to gather employee feedback, comments and suggestions related to sustainability actions at work.	

## Transportation

COMPLETED

Alternative transportation is used for work-related trips whenever possible (walk, bike, transit, carshare, carpool, and/or electric vehicle).	
An annual commute survey is conducted as part of promoting low-carbon commuting.	
Twenty percent or more of our employees walk, bike, carpool, or take transit as their primary commute method.	
Reimbursement, raffles or other incentives are offered to employees who bike, walk or carpool to work.	
Emergency ride vouchers or taxi reimbursements are available to employees who commute by foot, bike, transit or carpool.	
Alternative travel options ( <a href="#">TriMet Trip Planner</a> , bike parking, EV charging station, etc.) are displayed on our website for visitors.	
Bicycle tire repair kit, air pump and a spare lock are available for employees and visitors.	
Employees participate in a commuter challenge every year ( <a href="#">Bike More Challenge</a> , <a href="#">Drive Less Commute Challenge</a> , etc.).	
Sheltered, secure bike parking is available for employees.	
A transit pass program is offered to all employees.	

## Energy

COMPLETED

Computers, computer monitors, printers and copiers are set to sleep after 15 minutes of inactivity.	
Lighting is dimmed or turned off when adequate sunlight is available.	
Maintenance checks are regularly conducted on HVAC and other energy-intensive equipment.	
Windows are double-pane or better.	
Doors are weather-sealed.	
Programmable thermostats automatically reduce heating and air conditioning during closed hours.	
Occupancy sensors or timers are used for lighting in storage room, offices, restrooms and other common rooms.	
Linear lighting uses either LED bulbs, T8 or T5 fluorescents with electronic ballasts.	
Track and spot lighting use LEDs or CFLs.	
Emergency EXIT lights use LED bulbs.	
“Smart” power strips are used at workstations that have three or more peripherals (monitor, printer, speakers, etc.).	
Janitorial services are scheduled during business hours.	
Water heaters are set to 120 degrees.	
An energy audit has been conducted in our workplace within the past 5 years through either our electric utility or <a href="#">Energy Trust of Oregon</a> .	
Renewable energy is purchased for a portion of our electricity use. <i>(If you're offsetting a full 100%, please let us know.)</i>	
Garage or parking lot lighting is energy efficient.	



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## Water

COMPLETED

Only tap water is provided at our workplace; no water delivery service or single-serve plastic bottles.	
Kitchen faucet aerators have a flow rate of 1.5 gallons per minute or less.	
Restroom faucet aerators have a flow rate of 0.5 gallons per minute.	
Our business has signed up as a <a href="#">Green Street Steward</a> and adopted a bioswale in our neighborhood.	
A majority of landscaping is native and drought tolerant.	
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.	

## Community Engagement

COMPLETED

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

COMPLETED

We understand every business is different. You are welcome to describe additional environmental, economic and/or social sustainability actions that your business has taken. Your sustainability advisor will review these actions for additional credit towards certification.	

Total actions: \_\_\_\_\_

### Goal Setting:

Set a sustainability goal to work on during 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)**