



# 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 at this location      Our business  owns our workspace.  leases our workspace.

### ELIGIBILITY REQUIREMENTS

- Our workplace is located in Multnomah County, within Portland City limits. ....
- 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.).	<input type="checkbox"/>
Centralized printers are used. (No more than 1 per 10 employees.)	<input type="checkbox"/>
The majority of copier paper is used on both sides.	<input type="checkbox"/>
Unused and/or outdated electronic devices are donated for reuse or are properly recycled.	<input type="checkbox"/>
Recycling bins are clearly labeled and regularly monitored, and education is provided when needed.	<input type="checkbox"/>
Copier/printer paper contains at least 30% recycled content.	<input type="checkbox"/>
Food scraps are composted.	<input type="checkbox"/>
Only reusable dishware is available for day-to-day office use.	<input type="checkbox"/>
Caterers follow sustainable practices (reusable dishware, buffet style serving, minimal packaging, etc.).	<input type="checkbox"/>
Green-certified cleaning products are used by employees.	<input type="checkbox"/>
Green-certified cleaning products are used by janitorial staff.	<input type="checkbox"/>
Fluorescent light tubes and compact fluorescent lightbulbs (CFLs) are safely stored and properly recycled.	<input type="checkbox"/>
Potentially hazardous products such as paints, solvents and cleaners are safely stored and recycled properly.	<input type="checkbox"/>
High-efficiency electric hand dryers are used instead of paper towels in restrooms.	<input type="checkbox"/>



## Sustainability at Work

Have questions or need help along the way?

Contact us:

sustainabilityatwork@portlandoregon.gov

or call 503-823-7037

### Employee Engagement

COMPLETED

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

### Transportation

COMPLETED

Only tap water is provided at our workplace; no water delivery service or single-serve plastic bottles.	<input type="checkbox"/>
Alternative transportation is used for work-related trips whenever possible (walk, bike, transit, carshare, carpool, or electric vehicle).	<input type="checkbox"/>
An annual commute survey is conducted as part of promoting low-carbon commuting.	<input type="checkbox"/>
Twenty percent or more of our employees walk, bike, carpool, or take transit as their primary commute method.	<input type="checkbox"/>
Reimbursement, raffles or other incentives are offered to employees who bike, walk or carpool to work.	<input type="checkbox"/>
Emergency ride vouchers or taxi reimbursements are available to employees who commute by foot, bike, transit or carpool.	<input type="checkbox"/>
Alternative travel options ( <a href="#">TriMet Trip Planner</a> , bike parking, EV charging station, etc.) are displayed on our website for visitors.	<input type="checkbox"/>
Bicycle tire repair kit, air pump and a spare lock are available for employees and visitors.	<input type="checkbox"/>
Employees participate in a commuter challenge every year ( <a href="#">Bike More Challenge</a> , <a href="#">Drive Less Commute Challenge</a> , etc.).	<input type="checkbox"/>
Sheltered, secure bike parking is available for employees.	<input type="checkbox"/>
A transit pass program is offered to all employees.	<input type="checkbox"/>

### Energy

COMPLETED

Computers, computer monitors, printers and copiers are set to sleep after 15 minutes of inactivity.	<input type="checkbox"/>
Lighting is dimmed or turned off when adequate sunlight is available.	<input type="checkbox"/>
Maintenance checks are regularly conducted on HVAC and other energy-intensive equipment.	<input type="checkbox"/>
Windows are double-pane or better.	<input type="checkbox"/>
Doors are weather-sealed.	<input type="checkbox"/>
Programmable thermostats automatically reduce heating and air conditioning during closed hours.	<input type="checkbox"/>
Occupancy sensors or timers are used for lighting in storage room, offices, restrooms and other common rooms.	<input type="checkbox"/>
Linear lighting uses either LED bulbs, T8 or T5 fluorescents with electronic ballasts.	<input type="checkbox"/>
Track and spot lighting use LEDs or CFLs.	<input type="checkbox"/>
Emergency EXIT lights use LED bulbs.	<input type="checkbox"/>
Janitorial services are scheduled during business hours.	<input type="checkbox"/>
Water heaters are set to 120 degrees.	<input type="checkbox"/>
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> .	<input type="checkbox"/>
Renewable energy is purchased for a portion of our electricity use. (If you're offsetting a full 100%, please let us know.)	<input type="checkbox"/>
Garage or parking lot lighting is energy efficient.	<input type="checkbox"/>



# Sustainability at Work

Have questions or need help along the way?

Contact us:

sustainabilityatwork@portlandoregon.gov

or call 503-823-7037

## Water

COMPLETED

Kitchen faucet aerators have a flow rate of 1.5 gallons per minute or less.	<input type="checkbox"/>
Restroom faucet aerators have a flow rate of 0.5 gallons per minute.	<input type="checkbox"/>
Our business has signed up as a <a href="#">Green Street Steward</a> and adopted a bioswale in our neighborhood.	<input type="checkbox"/>
A majority of landscaping is native and drought tolerant.	<input type="checkbox"/>
Toilets are WaterSense-approved or use 1.28 gallons per flush or less.	<input type="checkbox"/>
Urinals are WaterSense-approved or use 0.5 gallons per flush or less.	<input type="checkbox"/>

## Community Engagement

COMPLETED

Sponsorship, in-kind services or products are donated to community organizations.	<input type="checkbox"/>
One or more employees serve a community leadership role (business association, government advisory committee, etc.).	<input type="checkbox"/>
A formal policy promotes contracting with women- and minority-owned businesses.	<input type="checkbox"/>
A social responsibility mission statement guides our work and is shared with the public.	<input type="checkbox"/>
Employees are allowed to volunteer in the community on paid work time.	<input type="checkbox"/>
A charitable giving campaign, matching funds or similar program is in place to support charitable donations by employees.	<input type="checkbox"/>

## 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.	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

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)**

Once verified, your certification lasts for three years. At the end of that period, you will need to submit a new checklist and meet the latest program standards for renewal.