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
RETAIL AND SERVICES 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.	☐

CERTIFIED SUSTAINABILITY AT WORK
COMPLETE 12 ACTIONS

SILVER SUSTAINABILITY AT WORK
COMPLETE 30 ACTIONS

GOLD SUSTAINABILITY AT WORK
COMPLETE 45 ACTIONS

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.	☐
Sustainability-related information, including actions that employees can take at work, is regularly provided to all employees.	☐
A written sustainability plan or policy guides decision making (including purchasing).	☐

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MATERIALS & WASTE	COMPLETED
Green cleaning products are used.	☐
Two major supplies have 30% or greater post-consumer recycled content.	☐
Product packaging and shipping materials are reused.	☐
Garbage and recycling are measured and monitored.	☐
Promotional materials indicate that post-consumer recycled content is used.	☐
Recycle one additional material beyond basic mixed recycling.	☐
Paper is used on both sides.	☐
Electronic devices are donated for reuse or recycled.	☐
Fluorescent light bulbs are properly handled as hazardous waste.	☐
Hazardous waste is stored safely and disposed of properly.	☐
Paperless systems are used for payroll and vendors.	☐
Paperless systems are used for receipts.	☐
Product packaging and shipping materials are reduced either through condensed orders or durable containers.	☐

ENERGY	COMPLETED
Programmable thermostats are set back when space is typically unoccupied.	☐
Computers, computer monitors, printers, and copiers are set to sleep after 15 minutes of inactivity.	☐
Non-emergency indoor lights are turned off in unoccupied spaces and/or each night.	☐
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.	☐
Appliances are ENERGY STAR® qualified or equivalent.	☐
Computers are turned off each night.	☐
Office equipment is ENERGY STAR® qualified or equivalent.	☐
Signs indicating “Open” or “Closed” are LED or do not use electricity.	☐
Water heaters are set no higher than 120 degrees.	☐
Case lighting is LED or ceramic metal halide.	☐
Emergency EXIT signs use LED bulbs.	☐
Linear fluorescent lighting uses LEDs, or T8s (or better) with electronic ballasts.	☐
Occupancy sensors are installed in common areas.	☐
Parking lot lighting is energy efficient.	☐
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.	☐

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TRANSPORTATION	COMPLETED
Employees' commute methods are measured and monitored.	☐
Bicycle tire repair kit, lock and air pump are available for employees and visitors to use.	☐
Entry and participation in a bike commute challenge.	☐
Sustainable transit options are used for work-related trips.	☐
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).	☐
Compensation is offered to employees that bike, walk, or carpool to work.	☐
Electric vehicle charging station is available for employees or customers.	☐
Emergency rides home are available to all employees.	☐
Deliveries to customers are made by bike or electric vehicle.	☐
Regional products are sold.	☐
Regional materials and products are used as supplies or inputs.	☐

WATER	COMPLETED
Restroom faucet aerator has flow rate of 0.5 gallons per minute.	☐
Tap water is consumed at workplace rather than bottled water.	☐
Water use is measured and monitored.	☐
Exterior hoses have auto-shutoff nozzles that don't leak.	☐
Kitchen faucet aerator has flow rate of 1.5 gallons per minute or less.	☐
Toilets are WaterSense-approved or use 1.28 gallons per flush or less.	☐
Property has a bioswale or ecoroof.	☐
Landscaping is designed to use water efficiently.	☐
Landscaping, trees and/or pervious pavement are used to replace paved surfaces.	☐
Mature tree canopy is adjacent to paved areas and/or adjacent to the street.	☐

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	☐
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)