



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



COMPLETE 12 ACTIONS



COMPLETE 25 ACTIONS



COMPLETE 45 ACTIONS

ELIGIBILITY REQUIREMENTS

- Our workplace is located in Multnomah County, within Portland City limits
- 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.

Reduce, Reuse, Recycle	COMPLETED
Paperless receipts or "no printed receipt" option is offered.	<input type="checkbox"/>
Paperless system is used for payroll.	<input type="checkbox"/>
Paperless system is used for vendors.	<input type="checkbox"/>
Product packaging and shipping materials are reused, donated or recycled.	<input type="checkbox"/>
Recycling bins are clearly labeled and regularly monitored, and education is provided when needed.	<input type="checkbox"/>
Unused and/or outdated electronic devices are donated for reuse or are properly recycled.	<input type="checkbox"/>
Purchasing decisions (consumer products, back room supplies, store fixtures, etc.) take environmental impact into account.	<input type="checkbox"/>
Fluorescent 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 properly recycled	<input type="checkbox"/>
At least two major office, packaging or marketing supplies have 30% or greater recycled content.	<input type="checkbox"/>
Green-certified cleaning products are used by staff.	<input type="checkbox"/>
High-efficiency electric hand dryers are used instead of paper towels in restrooms.	<input type="checkbox"/>



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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 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"/>
Twenty percent or more of our employees walk, bike, carpool, or take transit as their primary commute method.	<input type="checkbox"/>
Employees participate in a commuter challenge every year (Bike More Challenge , Drive Less Commute Challenge , etc.).	<input type="checkbox"/>
Alternative travel options (TriMet Trip Planner , bike parking, EV charging station, etc.) are displayed on our website for visitors.	<input type="checkbox"/>
Secure bike parking (sidewalk “staple” rack, custom rack, etc.) is available for customers.	<input type="checkbox"/>
Sheltered, secure bike parking is available for employees.	<input type="checkbox"/>
Bicycle tire repair kit, air pump and a spare lock are available for employees and visitors.	<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"/>
An electric vehicle charging station for employee and/or customer use is located onsite or nearby.	<input type="checkbox"/>
Deliveries to customers are made by bike, hybrids, EV or vehicles using low-carbon fuel.	<input type="checkbox"/>

Energy

COMPLETED

All electronic office equipment is set to sleep after 15 minutes of inactivity.	<input type="checkbox"/>
An energy audit has been conducted in our workplace within the past 5 years through either our electric utility or Energy Trust of Oregon .	<input type="checkbox"/>
Maintenance checks are regularly conducted on HVAC and other energy-intensive equipment.	<input type="checkbox"/>
Programmable thermostats automatically reduce heating and air conditioning during closed hours.	<input type="checkbox"/>
Water heaters are set to 120 degrees.	<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"/>
Display case lighting is LED or ceramic metal halide.	<input type="checkbox"/>
Occupancy sensors or timers are used for lighting in storage room, offices, restrooms and other common rooms.	<input type="checkbox"/>
Doors are weather-sealed.	<input type="checkbox"/>
Windows are double-pane or better.	<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"/>
Emergency EXIT lights use LED bulbs.	<input type="checkbox"/>
Garage or parking lot lighting is energy efficient.	<input type="checkbox"/>



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Water

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Restroom faucet aerators have a flow rate of 0.5 gallons per minute.	<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"/>
Our business has signed up as a Green Street Steward and adopted a bioswale in our neighborhood.	<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.