



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 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.



COMPLETE 12 ACTIONS



COMPLETE 25 ACTIONS



COMPLETE 45 ACTIONS

Reduce, Reuse, Recycle

COMPLETED

Paperless receipts or "no printed receipt" option is offered.	
Paperless system is used for payroll.	
Paperless system is used for vendors.	
Product packaging and shipping materials are reused, donated or recycled.	
Recycling bins are clearly labeled and regularly monitored, and education is provided when needed.	
Unused and/or outdated electronic devices are donated for reuse or are properly recycled.	
At least one additional material (batteries, plastic bags, plastic take-out containers, etc.) is recycled beyond basic mixed recycling.	
Purchasing decisions (consumer products, back room supplies, store fixtures, etc.) take environmental impact into account.	
Fluorescent 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 properly recycled	
At least two major office, packaging or marketing supplies have 30% or greater recycled content.	
Green-certified cleaning products are used by staff.	
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 system is in place to gather employee feedback, comments and suggestions related to sustainability actions at work.	

Transportation

COMPLETED

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

Energy

COMPLETED

All electronic office equipment is set to sleep after 15 minutes of inactivity.	
An energy audit has been conducted in our workplace within the past 5 years through either our electric utility or Energy Trust of Oregon .	
Maintenance checks are regularly conducted on HVAC and other energy-intensive equipment.	
Programmable thermostats automatically reduce heating and air conditioning during closed hours.	
Water heaters are set to 120 degrees.	
Linear lighting uses either LED bulbs, T8 or T5 fluorescents with electronic ballasts.	
Track and spot lighting use LEDs or CFLs.	
Display case lighting is LED or ceramic metal halide.	
Occupancy sensors or timers are used for lighting in storage room, offices, restrooms and other common rooms.	
Doors are weather-sealed.	
Windows are double-pane or better.	
Renewable energy is purchased for a portion of our electricity use. <i>(If you're offsetting a full 100%, please let us know.)</i>	
Emergency EXIT lights use LED bulbs.	
Garage or parking lot lighting is energy efficient.	



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Water

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Only tap water is provided at our workplace; no water delivery service or single-serve plastic bottles.	
Restroom faucet aerators have a flow rate of 0.5 gallons per minute.	
A majority of landscaping is native and drought tolerant.	
Toilets are WaterSense-approved or use 1.28 gallons per flush or less.	
Our business has signed up as a Green Street Steward and adopted a bioswale in our neighborhood.	

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)