



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 RESTAURANT 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.

Business 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

- We are located in Multnomah County, within Portland city limits
- Our garbage, recycling and food scrap containers are not stored on public sidewalks or streets
- We recycle paper, metal, plastic and glass
- We do not distribute single-use plastic bags to customers
- We do not serve or package food in polystyrene foam containers

Food

COMPLETED

Vegetarian and/or vegan meals are available.	<input type="checkbox"/>
Seafood is purchased from sustainable sources (Marine Stewardship Council or Seafood Watch).	<input type="checkbox"/>
Food is purchased from certified organizations working for environmental and economic justice throughout the supply chain (Food Alliance , Fair Trade USA , etc.).	<input type="checkbox"/>

Reduce, Reuse, Recycle

COMPLETED

Food scraps are monitored, and actions are taken to reduce food waste.	<input type="checkbox"/>
Excess edible food is donated to staff and/or food donation program.	<input type="checkbox"/>
Food scraps are composted.	<input type="checkbox"/>
Cooking fats, oils, and grease are recycled.	<input type="checkbox"/>
Reusable dishware, silverware, and cups are provided for customers and employees.	<input type="checkbox"/>
Major paper supplies (paper towels, toilet paper, to-go containers) are made with recycled content.	<input type="checkbox"/>
Specials are listed on a chalk/white board or shared verbally rather than printed.	<input type="checkbox"/>
Electronic alternatives to paper are used whenever possible (invoicing, payroll, orientation materials, etc.).	<input type="checkbox"/>
Purchasing decisions (food & beverage, office supplies, décor, etc.) take environmental impact into account.	<input type="checkbox"/>
Green-certified cleaning products are used in areas not used for food prep.	<input type="checkbox"/>
Sustainable catering practices are offered to customers (minimal packaging, buffet style serving, etc.).	<input type="checkbox"/>
Food and/or supplies are delivered in reusable containers.	<input type="checkbox"/>
High-efficiency electric hand dryers are used in restrooms rather than paper towels.	<input type="checkbox"/>



COMPLETE 12 ACTIONS



COMPLETE 25 ACTIONS



COMPLETE 45 ACTIONS



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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 (through menus, website, etc.).	<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 improvement of sustainability actions at work.	<input type="checkbox"/>

Transportation

COMPLETED

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"/>
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, electric vehicle or vehicles using low-carbon fuel.	<input type="checkbox"/>
A “no idling” policy is encouraged for deliveries to and from your restaurant.	<input type="checkbox"/>

Energy

COMPLETED

Staff is trained to ensure optimal airflow of refrigerated cases and walk-in coolers.	<input type="checkbox"/>
Annual maintenance checks are conducted on HVAC system (or as often as recommended by manufacturer).	<input type="checkbox"/>
The majority of cooking equipment is ENERGY STAR® qualified.	<input type="checkbox"/>
Cooking equipment is turned down or off during slack periods and after hours.	<input type="checkbox"/>
Automatic door closers and/or strip curtains are installed on walk-in cooler doors.	<input type="checkbox"/>
Seals on walk-in coolers are in good working order.	<input type="checkbox"/>
Refrigerated appliances are ENERGY STAR® qualified.	<input type="checkbox"/>
Linear lighting uses either LED bulbs, T8 or T5 fluorescents.	<input type="checkbox"/>
Track and spot lighting use LEDs or CFLs.	<input type="checkbox"/>
Occupancy sensors or timers are used for lighting in storage rooms, offices, restrooms and other common rooms.	<input type="checkbox"/>
Programmable thermostats automatically reduce heating and air conditioning during closed hours.	<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"/>
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"/>
Doors are weather-sealed.	<input type="checkbox"/>



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Water

COMPLETED

Dishwashing pre-rinse sprayer has a flow rate of 1.15 gallons per minute or less.	<input type="checkbox"/>
All water-cooled equipment and dishwashers are regularly checked and adjusted for water efficiency.	<input type="checkbox"/>
Restroom faucet aerators have a flow rate of 0.5 gallons per minute.	<input type="checkbox"/>
Interior faucets and exterior hoses do not leak.	<input type="checkbox"/>
Rinse-water from equipment that is cleaned outside flows into a sanitary sewer, not the storm drain.	<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"/>
A majority of landscaping is native and drought tolerant.	<input type="checkbox"/>
Our restaurant 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"/>

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.