



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.

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 garbage and recycling containers are not stored on public sidewalks or streets.....
- Our organization recycles paper, metal, plastic and glass.....
- Our workplace does not distribute single-use plastic bags to customers.....
- Our workplace does not serve or package food in polystyrene foam containers.....

Food

COMPLETED

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

Reduce, Reuse, Recycle

COMPLETED

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



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.	
Employees are educated annually (at minimum) about sustainability best practices.	
Sustainability practices are communicated to customers (through menus, website, etc.).	
New employees are informed about sustainability best practices — including waste reduction, recycling, and commuting options.	
A sustainability plan and/or purchasing policy guides decision-making.	
A system is in place to gather employee feedback, comments and suggestions related to improvement of 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.	
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, electric vehicle or vehicles using low-carbon fuel.	
A “no idling” policy is promoted for vendors who deliver goods and services.	

Energy

COMPLETED

Staff is trained to ensure optimal airflow of refrigerated cases and walk-in coolers.	
Annual maintenance checks are conducted on HVAC system (or more often if recommended by manufacturer).	
The majority of cooking equipment is ENERGY STAR® qualified.	
Cooking equipment is turned down or off during slack periods and after hours.	
Automatic door closers and/or strip curtains are installed on walk-in cooler doors.	
Seals on walk-in coolers are in good working order.	
Refrigerated appliances are ENERGY STAR® qualified.	
Linear lighting uses either LED bulbs, T8 or T5 fluorescents.	
Track and spot lighting use LEDs or CFLs.	
Occupancy sensors or timers are used for lighting in storage room, offices, restrooms and other common rooms.	
Programmable thermostats automatically reduce heating and air conditioning during closed hours.	
An energy audit has been conducted in our workplace within the past 5 years through either our electric utility or Energy Trust of Oregon .	
Renewable energy is purchased for a portion of our electricity use. (If you're offsetting a full 100%, please let us know.)	
Doors are weather-sealed.	



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Water

COMPLETED

Dishwashing pre-rinse sprayer has a flow rate of 1.15 gallons per minute or less.	
All water-cooled equipment and dishwashers are regularly checked and adjusted for water efficiency.	
Restroom faucet aerators have a flow rate of 0.5 gallons per minute.	
Interior faucets and exterior hoses do not leak.	
Rinse water from equipment that is cleaned outside flows into a sanitary sewer, not storm drain.	
Toilets are WaterSense-approved or use 1.28 gallons per flush or less.	
Urinals are WaterSense-approved or use 0.5 gallons per flush or less.	
A majority of landscaping is native and drought tolerant.	
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.	
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)