



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 GROCERY 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.



COMPLETE 12 ACTIONS



COMPLETE 30 ACTIONS



COMPLETE 45 ACTIONS

ELIGIBILITY REQUIREMENTS

Our workplace is located in Multnomah County, within Portland city limits.	<input type="checkbox"/>
Our workplace has two or more employees and is not a home-based business.	<input type="checkbox"/>
Our workplace recycles paper, metal, plastic and glass.	<input type="checkbox"/>
Our garbage and recycling containers are not stored on public sidewalks or streets.	<input type="checkbox"/>
Our workplace does not distribute single-use plastic bags to customers.	<input type="checkbox"/>
Our workplace does not serve or package food in polystyrene foam containers.	<input type="checkbox"/>



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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.	<input type="checkbox"/>
Sustainability accomplishments are communicated internally and externally.	<input type="checkbox"/>
Sustainability best practices, including internal operations and commuting options, are communicated to new employees.	<input type="checkbox"/>
A written sustainability plan or policy guides decision making (including purchasing).	<input type="checkbox"/>
Sustainability-related information, including actions that employees can take at work, is regularly provided to all employees.	<input type="checkbox"/>

MATERIALS & WASTE	COMPLETED
Food is composted.	<input type="checkbox"/>
Recycle one additional material beyond basic mixed recycling.	<input type="checkbox"/>
Excess edible food is donated to a food donation program.	<input type="checkbox"/>
Fluorescent light bulbs are properly handled as hazardous waste.	<input type="checkbox"/>
Fats, oil or grease management devices are installed and maintained.	<input type="checkbox"/>
Garbage, recycling and composting are measured and monitored.	<input type="checkbox"/>
Fresh seafood is purchased from sustainable sources.	<input type="checkbox"/>
Green cleaning products are used.	<input type="checkbox"/>
Promotional materials indicate that post-consumer recycled content is used.	<input type="checkbox"/>
Supplies and products are shipped/received in a way that minimizes/reuses packaging.	<input type="checkbox"/>
Sustainable catering practices are offered to customers for in-house orders.	<input type="checkbox"/>
Three major supplies have 30% or greater post-consumer recycled content, one of which must be copy paper.	<input type="checkbox"/>
Customers are reminded to bring reusable bags for shopping.	<input type="checkbox"/>
Durable service ware is provided for customers and employees.	<input type="checkbox"/>
Paper is used on both sides.	<input type="checkbox"/>
Perishables are delivered in reusable containers.	<input type="checkbox"/>
Electronic devices are donated for reuse or recycled.	<input type="checkbox"/>
Hazardous waste is stored safely and disposed of properly.	<input type="checkbox"/>
Electric hand dryers are used in restrooms.	<input type="checkbox"/>
Paperless systems are used for payroll and vendors.	<input type="checkbox"/>



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ENERGY

COMPLETED

Programmable thermostats are set back when space is typically unoccupied.	<input type="checkbox"/>
Cooking equipment is regularly cleaned and maintained.	<input type="checkbox"/>
Refrigeration equipment is regularly maintained.	<input type="checkbox"/>
Energy use is measured and monitored.	<input type="checkbox"/>
HVAC system is regularly tuned and maintained.	<input type="checkbox"/>
Roof is a certified Cool Roof.	<input type="checkbox"/>
Rooftop economizers are used for cooling.	<input type="checkbox"/>
Windows are energy-efficient.	<input type="checkbox"/>
Windows have UV coating or are shaded to reduce solar heat gain.	<input type="checkbox"/>
Cooking equipment has a start up and shut down schedule posted.	<input type="checkbox"/>
Cooking equipment is ENERGY STAR® qualified.	<input type="checkbox"/>
Doors, closers, strip curtains and gaskets on coolers, freezers and cases are in good working order.	<input type="checkbox"/>
Open refrigerated cases are covered at night.	<input type="checkbox"/>
Refrigeration appliances are ENERGY STAR® qualified.	<input type="checkbox"/>
Staff is trained to ensure optimal airflow in refrigerated cases.	<input type="checkbox"/>
Emergency EXIT signs use LED bulbs.	<input type="checkbox"/>
Lighting is dimmed or turned off when adequate sunlight is available.	<input type="checkbox"/>
Linear fluorescent lighting uses LEDs, or T8s (or better) with electronic ballasts.	<input type="checkbox"/>
Non-emergency indoor lights are turned off in unoccupied spaces and/or each night.	<input type="checkbox"/>
Occupancy sensors are installed in common areas.	<input type="checkbox"/>
Parking lot lighting is energy efficient.	<input type="checkbox"/>
Refrigerated case lighting is LED with motion sensors.	<input type="checkbox"/>
Track lighting and spot lighting use energy efficient light bulbs.	<input type="checkbox"/>
Building generates solar or wind power.	<input type="checkbox"/>
Renewable energy is purchased for at least 50% of energy use.	<input type="checkbox"/>

TRANSPORTATION

COMPLETED

Employees' commute methods are measured and monitored.	<input type="checkbox"/>
15% of employees or more walk or bike as their primary commute method.	<input type="checkbox"/>
Alternative transportation options are displayed on website.	<input type="checkbox"/>
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).	<input type="checkbox"/>
Bicycle tire repair kit, lock, and air pump are available for employees and visitors to use.	<input type="checkbox"/>
Electric vehicle charging station is available for employees or customers.	<input type="checkbox"/>
Emergency rides home are available to all employees.	<input type="checkbox"/>
Entry and participation in a bike commute challenge.	<input type="checkbox"/>
Transit pass program is available to all employees.	<input type="checkbox"/>
Deliveries to customers are made by bike or electric vehicle.	<input type="checkbox"/>



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WATER	COMPLETED
Pre-rinse sprayer has flow rate of 1.15 gallons per minute or less.	<input type="checkbox"/>
Restroom faucet aerator has flow rate of 0.5 gallons per minute.	<input type="checkbox"/>
Water use is measured and monitored.	<input type="checkbox"/>
Exterior hoses have auto-shutoff nozzles that don't leak.	<input type="checkbox"/>
Ice machines are air cooled.	<input type="checkbox"/>
Kitchen faucet aerator (in break room) has flow rate of 1.5 gallons per minute or less.	<input type="checkbox"/>
Refrigerators are air cooled.	<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"/>
Property has a bioswale or ecoroof.	<input type="checkbox"/>
Landscaping is designed to use water efficiently.	<input type="checkbox"/>
Landscaping, trees and/or pervious pavement are used to replace paved surfaces.	<input type="checkbox"/>
Mature tree canopy is adjacent to paved areas and/or adjacent to the street.	<input type="checkbox"/>
Water run-off from washing stations and waste containers flows into the sanitary sewer.	<input type="checkbox"/>

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	<input type="checkbox"/>
Additional Action	<input type="checkbox"/>
Additional Action	<input type="checkbox"/>

Bolded actions: _____ (a minimum of 12 must be completed for all certification levels.)

Total actions: _____

Our workplace has completed enough actions to achieve:

_____ **Certified** (12 or more bolded actions) _____ **Silver** (30 total actions) _____ **Gold** (45 total actions)