

Sustainability at Work Certification

GROCERY APPLICATION

Complete and email to sustainabilityatwork@portlandoregon.gov



SAVE THIS FORM TO YOUR COMPUTER FIRST AND OPEN WITH THE MOST RECENT VERSION OF [ADOBE READER](#).

Business name _____ **Date of application** _____

Street address _____ **Portland, OR Zip** _____

Contact person _____ **Title** _____

Phone number _____ **Email** _____

Our business: owns our workspace -or- leases our workspace. **Number of employees at this location:** _____

Certification Levels



complete
12
Actions



complete
25
Actions



complete
45
Actions

Eligibility Requirements (Required actions do not count towards certification)

Yes ✓

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 cans, plastic bottles, and glass bottles/jars.

We do not distribute single-use plastic bags to customers.

We do not serve or package food in polystyrene foam containers.



Sustainability at Work

Have questions or need help along the way?
sustainabilityatwork@portlandoregon.gov or 503-823-7037

Food

Yes✓

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

Yes✓

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.

Catering orders are provided family style; plastic utensils, straws, etc. are provided only on request, not by default.

Reusable dishware, silverware, and cups are provided for customers and employees eating on site.

A waste audit has been conducted within the past three years.

Three major supplies or products are received in reusable shipping containers.

Green cleaning products are used.

Hazardous supplies and waste (bulbs, cleaners, paint, etc.) are stored safely and disposed of properly.

High-efficiency electric hand dryers are used in restrooms rather than paper towels.

Major paper supplies (paper towels, toilet paper, to-go containers) are made with recycled content.

Paperless systems are used for payroll and vendors.

Employee Engagement

Yes✓

An employee or green team is supported by management in implementing sustainability efforts.

Employees are educated annually (at a minimum) about sustainability best practices.

Sustainability practices are communicated to customers (through website, signage, etc.).

New employees are informed about sustainability best practices — including waste reduction, recycling, and composting.

A sustainability plan and/or purchasing policy guides our decision-making.

Transportation

Yes ✓

- | | |
|--|--------------------------|
| Twenty percent or more of our employees walk, bike, carpool, or take transit as their primary commute method. | <input type="checkbox"/> |
| Alternative travel options are displayed on our website for visitors. (TriMet Trip Planner , bike parking, EV charging station, etc.) | <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"/> |
| An electric vehicle charging station, for employee and/or customer use, is located onsite or nearby. | <input type="checkbox"/> |
| Emergency ride vouchers or taxi reimbursements are available to employees who commute by foot, bike, transit or carpool. | <input type="checkbox"/> |
| Employees participate in a commuter challenge every year (Bike More Challenge , Drive Less Commute Challenge , etc.). | <input type="checkbox"/> |
| Transit pass program is available to all employees. | <input type="checkbox"/> |
| Deliveries 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 our store. | <input type="checkbox"/> |

Energy

Yes ✓

- | | |
|--|--------------------------|
| Cooking equipment is regularly cleaned and maintained. | <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"/> |
| 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"/> |
| Cooking equipment is turned down or off during slack periods and after hours. | <input type="checkbox"/> |
| The majority of cooking equipment is ENERGY STAR ® qualified. | <input type="checkbox"/> |
| Open refrigerated cases are covered at night. | <input type="checkbox"/> |
| Refrigerated appliances are ENERGY STAR ® qualified. | <input type="checkbox"/> |
| Linear fluorescent lighting uses LEDs, or T8s (or better) with electronic ballasts. | <input type="checkbox"/> |
| Occupancy sensors or timers are used for lighting in storage rooms, offices, and restrooms. | <input type="checkbox"/> |
| Parking lot lighting is LED. | <input type="checkbox"/> |
| Refrigerated case lighting is LED with motion sensors. | <input type="checkbox"/> |
| Refrigerated cases have doors. | <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"/> |
| An energy audit has been conducted in our workplace within the past 5 years (through electric utility or Energy Trust of Oregon). | <input type="checkbox"/> |

Water **Yes** ✓

- Dishwashing pre-rinse sprayer has a flow rate of 1.15 gallons per minute or less.

- Restroom faucet aerators have a flow rate of 0.5 gallons per minute.

- Interior faucets and exterior hoses do not leak.

- Ice machines are air-cooled.

- All water-cooled equipment and dishwashers are regularly checked and adjusted for water efficiency.

- 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.

- Rinse-water from equipment that is cleaned outside flows into a sanitary sewer, not the storm drain.

Community Engagement **Yes** ✓

- A social responsibility mission statement guides our work and is shared with the public.

- 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.).

Additional Actions **Yes** ✓

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TOTAL ACTIONS: _____

Goal Setting: Set a sustainability goal for 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)

We will review your application and schedule an on-site verification visit. Please be prepared to show evidence or documentation for all practices. 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.