



## Flagstaff Green Business Certification Program

The Green Business Certification is a Greater Flagstaff Chamber initiative that acknowledges environmental stewardship in business. By establishing a set of measures to encourage water and energy conservation, reduce waste and carbon output, the Chamber provides a criteria by which Flagstaff businesses can contribute to the well-being of our local environment and to the world environment as a whole. Certified Businesses receive a web and store-front display sticker in acknowledgment of their efforts and have their name included on a list of accredited businesses published by the Greater Flagstaff Chamber of Commerce.

### Instructions:

To be certified as a Flagstaff Green Business, the organization must commit to implementing the applicable sustainability strategies listed below. Complete and check the required number of items for each category, fill out the information listings, and return to [info@flagstaffchamber.com](mailto:info@flagstaffchamber.com)

### General: **Two (2) or more recommended implementations of general practices**

- Establish a Green Team that can help guide efforts to green your business.
- Inform your customers about your green practices (example: post a list of your efforts in a visible location, highlight your efforts on your website or in your company newsletter.)
- Assist at least one other business in becoming a Green Business.
- Submit an environmental success story which will be published by the Chamber.
- Tag the Greater Flagstaff Chamber of Commerce in a social media post that explains how your business implements green practices.

### Solid Waste Reduction, Recycling & Composting: **Mandatory waste reduction practices**

- Buy materials with recycled content**  
(Examples: paper towels, copier paper, letterhead, envelopes, business cards, toilet paper).
- Recycle materials**  
Recycle all items deemed acceptable by the City of Flagstaff. For a list of materials, go to: [recyclebycity.com/flagstaff/guide](http://recyclebycity.com/flagstaff/guide)
- Reduce waste**
  - Reduce printing of emails, attachments and documents.
  - Eliminate use of polystyrene such as Styrofoam.
  - Make two-sided printing and copying standard in your business (set copiers and printers to default to duplex printing).
  - Eliminate individual plastic water bottles for employees and guests.
- Reuse materials**
  - Use reusable dishware
  - Reuse garbage bag liners unless dirty. Reuse or eliminate recycling can liners.
  - Print on the back of previously printed paper.

## **Green Purchasing:** Three (3) or more recommended ways of making green purchases.

- Buy products in bulk
- Choose products using reduced packaging or recycled/recyclable packaging.
- Use certified green cleaning products or alternative natural non-toxic products.
- Purchase recyclable or compostable paper, plates, cups and utensils.
- Use services offered by other Flagstaff Green Businesses.

## **Energy Efficiency & Conservation:** Be more efficient with energy in three (3) or more ways.

*Energy Efficient Equipment and Facility Features:*

### **General**

- Use electrical equipment with energy saving features (e.g. Energy Star) and ensure Energy Star settings are enabled.
- Use computer and printer hardware and software programs that save energy by automatically going into energy saving mode after a short period of non-use.
- Complete regularly scheduled maintenance on HVAC (heating, ventilation and air-conditioning) and refrigeration systems.
- Share equipment and appliances
- Install solar panels

### **Lighting**

- Replace incandescent and fluorescent bulbs with more efficient fixtures such as CFLS or preferably LEDS.
- Use lighting controls such as occupancy sensors, bypass/delay timers, photocells or time clocks, especially in low occupancy areas such as closets and restrooms.
- Install light tubes or larger windows to rely on natural light.

### **Heating Ventilation & Cooling**

- Shade sun-exposed windows and walls: use awnings sunscreens, shade trees or shrubbery.
- Use ceiling fans rather than an AC unit (can use up to 98% less energy than central AC units).
- Shade AC condensers.

*Energy Conserving Practices:* Implement two (2) or more strategies

### **General**

- Institute a formal policy that all electronic devices and lighting be turned off when not in use.
- Rearrange workspace to take advantage of areas of natural light and design for increased natural lighting when remodeling.
- Timer switch to automatically turn off equipment when not in use.
- Set thermostat to 78° for cooling and 68° for heating and use the thermostat's night setback.

## **Water Conservation**

**Facility:** Conserve water in two (2) or more ways.

- Regularly check for and repair all leaks in your facility. Use signs in restrooms to encourage water conservation and to report leaks
- Install low-flow aerators and shower heads
- Use only dry methods to clean outdoor hard surfaces with water.
- Change window cleaning schedule from "periodic" to "as required".

**Landscaping (if applicable): Conserve water in at least five (5) ways**

- Mulch all non-turf areas.
- Modify your existing irrigation system to include drip irrigation.
- Install rain shut off devices that turn off irrigation system during rain.
- Plant drought-tolerant plants (xeroscape).
- Reduce irrigation system water pressure to no higher than 50 psi (install pressure reducing valves).
- Use gray water or reclaimed water for irrigation and other approved uses.
- Install a self-adjusting weather-based irrigation controller that automatically tailors watering schedules to match local weather, plant types and other site-specific conditions.
- Adjust sprinklers for proper coverage, optimize spacing and avoid runoff onto paved surfaces.

**Vehicle Trip Reduction & Pollution Prevention: Reduce vehicle emissions in five (5) or more ways**

- Link trips to run all errands in one outing.
- Install electric vehicle charging station(s).
- Pledge to be idle free.
- Set up a commuter benefits program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, van-pool or biking costs.
- Help employees ride-share by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g.) ride-share incentive programs, guaranteed ride home in emergency situations, etc.).
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes. Hire locally.
- Offer secure bicycle storage for staff and customers.
- Encourage employees and customers to bike and use public transport by posting FUTS trail maps and Mountain Line schedules/maps.
- Provide Employees with Mountain Line EcoPass (see <https://mountainline.az.gov/fares-passes-online/>).

Please Include a brief summary of the actions your business/non-profit has taken to increase measures of sustainability (to be used in recognition of efforts):

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website URL: \_\_\_\_\_

Facebook Account: \_\_\_\_\_ Instagram Account: \_\_\_\_\_

Twitter Account: \_\_\_\_\_ Other Social Media \_\_\_\_\_

