

Green Acorn Retail Certification Checklist



Name of Business: _____

Name of Business Contact: _____

Phone Number: _____

Email Address: _____

PEG Contact: Doug Miller
GreenAcornCertification@gmail.com
443-465-2931

All items in the Retail Standards are requirements

If a requirement is not applicable to your business (ex. your business does not have a refrigerator, so the requirement for refrigerators does not apply to your business), please record this in the Notes section below. Also, record any creative efforts being pursued. These notes will be verified by an on-site consultant.

Notes (list non-applicable requirements, creative efforts, etc.):

Green Acorn Retail Standards

Waste Management

Proper Waste Disposal

- Ensure that the practice of properly disposing all waste, both garbage and recyclables, is achieved and enforced

Minimize Production of Waste

- Educate all employees about recycling, composting, waste reduction, and other related environmental topics
- Eliminate purchasing/use of Styrofoam and plastic bags
- Choose recycled materials for all paper products (office paper, janitorial paper, etc.)

Maximize Reuse and Recycling

- Designate a recycling coordinator(s)
- Recycle or reuse paper (cardboard, paperboard, mixed paper, newspaper, and office paper)
- Recycle metal containers, glass containers, plastic containers (code 1 and 2), aluminum, clean cartons
- Collect items prohibited from the garbage (batteries, CFL's, electronics, cell phones, etc.) and ensure they are safely disposed of

Pollution Prevention

Outdoor Air Quality

- Identify actual and potential sources of pollutions, and ways to prevent it
- Establish a no-idling policy that requires fleet and personal vehicles to be turned off when loading and unloading

Indoor Air Quality

- Work with janitorial service, building maintenance staff, or other service providers to use green cleaning products/safer alternatives to potentially harmful products (low toxic cleaning products, such as Green Seal certified cleaning products)

Water Quality

- Regularly check and maintain storm drain openings and basins
- Keep litter, debris, and soil away from storm drains

Hazardous Materials

- Assess your business to develop an inventory of hazardous materials (cleaning products, pesticides, fertilizers) in use and identify ways to reduce their use
- Make safe disposal of hazardous substances part of business policy

Resource Conservation

Water Conservation

- Review water bill monthly and look for indications of irregularities (leaks, spikes, etc.) and check for leaks every 6 months (can use leak detecting tablets for toilets)

Energy Conservation

- Institute a written policy for turning off electronic devices, lighting, and room cooling units during non-work hours and for closing blinds during peak summer period or use ceiling fan to reduce A/C load
- Complete regularly scheduled maintenance on HVAC (heating, ventilation, and air conditioning), clean/change filters several times per year, and check entire system each year for coolant and air leaks, duct sealing, clogs, and obstructions of air intake and vents
- Inspect and repair economizers on AC systems
- Replace all incandescent bulbs with low-mercury compact fluorescents bulbs
- Replace all T-12 fluorescent lamps with T8 or T5 lamps with electronic ballasts, or lighting with equivalent performance
- Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows; block and/or insulate unneeded windows or other openings
- Set thermostat to 72° (or warmer) F for A/C and 68° (or cooler) for heating

- Set refrigerator temperature between 38°F and 41°F and the freezer between 10°F and 20°F*

Environmental Awareness

- Inform customers about your business' environmental efforts (post Green Acorn logo and certificate in visible location, post policy, etc.)*
- Inform customers about your business' environmental efforts (post Green Acorn decal and certificate in visible location, post policy, etc.)*
- Once adopted, keep employees informed and educated on Green Acorn practices and policies*
- Maintain business commitment to the Green Acorn program and this checklist upon signing contract*