



## 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, a representative for the business must attend the Green Business workshop and must commit to implementing the applicable sustainability strategies listed below.

### General: **Two (2) or more general practices required**

- ☐ 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](https://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:** Implement three (3) or more 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".

## **Water Conservation** *(continued)*

**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/>).

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



Greater Flagstaff  
*Chamber of Commerce*