



**VOORHEES TOWNSHIP
GREEN BUSINESS PROGRAM**

ENVIRONMENTAL PRACTICES
<p>More detailed information on the practices listed below can be found at: http://registry.njsbdc.com/resources</p>
Management and Leadership
1. Adopt an Environmental Policy Statement
<p>Action: Submit a comprehensive written environmental policy, signed by the current owner or senior manager of the company.</p>
2. Identify a Sustainability Leader / Create a Sustainability Team
<p>Action: Identify the individual leading this effort or describe your team (membership, mission, how often it meets, etc.) and how it works to identify and implement measures that improve the environmental performance of your facility and operations.</p>
3. Annual Environmental Goals
<p>Action: Provide an example of specific goals your organization has set to reduce its environmental impact.</p>
4. Develop an Environmentally Preferable Purchasing Plan
<p>Action: Describe your procurement policy or approach and provide example(s) of environmentally preferable product purchasing decisions or vendor contract language.</p>
5. Provide Environmentally Preferable Products and Services
<p>Action: Briefly describe the design, composition, packaging and other attributes of the product you produce and/or the service you provide that are designed to reduce environmental impacts and appeal to environmentally-conscious buyers.</p>
6. Implement an Environmental Management System
<p>Action: Identify the Environmental Management System (EMS) used and respective results.</p>
7. Aspirational Goals (AKA – Stretch Targets)
<p>Action: Identify and describe the sustainable aspirational goals for your business.</p>

Waste
1. Waste Reduction



a. Conduct a waste audit
Action: Provide results from your facility’s waste audit. Describe actions you will implement to reduce waste.
b. Improve the efficiency of your procurement process.
Action: Describe action taken and include results (e.g. lbs. of materials or waste reduced) and cost savings where available.
c. Improve the efficiency of your operations
Action: Describe action taken and include results (e.g. lbs. of materials or waste reduced) and cost savings where available.
d. Reduce packaging waste
Action: Describe action taken and include results (e.g. lbs. of materials or waste reduced) and cost savings where available.
2. Waste Reuse
a. Reuse, sell, or donate unwanted items and materials.
Action: Describe action taken and include results (e.g. lbs. of materials or waste reduced) and cost savings where available.
3. Waste Recycling
a. Implement an office recycling program for all waste materials that cannot be reduced or reused.
Action: List materials recycled by your facility and quantities (e.g. lbs.) and cost savings where available.
b. Recycle your computers, monitors, laptops, portable computers and televisions through an environmentally sound recycling program
Action: List materials recycled by your facility and quantities (e.g. lbs.) and cost savings where available.
c. Expand your recycling program to include non-office related materials (e.g. fats/oils/grease, food waste, construction materials, etc.).
Action: List materials recycled by your facility and quantities (e.g. lbs.) and cost savings where available.
4. Hazardous Waste/Toxic Use Reduction
a. Reduce hazardous waste generation by substituting with less toxic materials and products
Action: Describe and include results (e.g. lbs. of hazardous waste eliminated or lbs. of toxic material use reduced) and costs savings where available.



b. Reduce hazardous waste generation through equipment and process changes.
Action: Describe and include results (e.g. lbs. of hazardous waste eliminated or lbs. of toxic material use reduced) and costs savings where available.
c. Establish spill prevention and response procedures.
Action: Describe spill prevention and response procedures.

Energy
1. Energy Efficiency
a. Perform Energy Benchmarking for your facility
Action: Provide results from your facility's benchmarking study.
b. Conduct a comprehensive energy audit
Action: Provide results from your facility's energy audit. Describe actions you will implement to reduce energy.
c. Improve energy efficiency of building
Action: Describe measures taken to improve the energy efficiency of your facility and include results (e.g. kWh, Therms, or gallons of fuel reduced) and costs savings where available.
d. Improve efficiency of HVAC and other systems
Action: Describe measures taken to improve the energy efficiency of your facility and include results (e.g. kWh, Therms, or gallons of fuel reduced) and costs savings where available.
e. Improve efficiency of office & industrial equipment
Action: Describe measures taken to improve the energy efficiency of your facility and include results (e.g. kWh, Therms, or gallons of fuel reduced) and costs savings where available.
f. Improve efficiency of lighting
Action: Describe measures taken to improve the energy efficiency of your facility and include results (e.g. kWh reduced) and costs savings where available.
g. Use energy management software systems to control lighting, HVAC systems, and to turn off computers and printers, vending machines and other equipment
Action: Describe measures taken to improve the energy efficiency of your facility and include results (e.g. kWh, Therms, or gallons of fuel reduced) and costs savings where available.
h. Train employees on basic conservation practices such as turning off lights and equipment when not in use
Action: Describe educational program implemented to train employees and results (e.g. kWh, Therms, or gallons of fuel reduced) and costs savings where available.



<p>i. Contact your utility or a demand response management company about peak load management. Modify production schedules to limit peak energy use and save money.</p>
<p>Action: Describe actions taken to limit peak energy use and results (e.g. kWh, Therms, or gallons of fuel reduced) and costs savings where available.</p>
<p>2. Renewable Energy</p>
<p>a. Install on-site renewable energy systems such as photovoltaic or wind energy</p>
<p>Action: Describe renewable energy systems installed at your facility and include results (e.g. kWh generated) and cost savings where available. Describe type of renewable energy contract or credits purchased and include amount (e.g. kWh) where available.</p>

<p>Transportation</p>
<p>1. Minimize number of employee commute trips taken by single occupancy vehicles</p>
<p>Action: Describe measures taken to reduce the number of employee commute trips taken by single occupancy vehicles and include results (e.g. reduction in vehicle miles travelled or gallons of fuel reduced) where available.</p>
<p>2. Increase efficiency of business travel</p>
<p>Action: Describe measures taken to support efficient business travel through teleconferencing, ridesharing and other means and include results (e.g. reduction in vehicle miles travelled or gallons of fuel reduced) and cost savings where available.</p>
<p>3. Maximize efficiency of fleet vehicles</p>
<p>Action: Describe measures taken to conserve fuel use in fleet vehicles and include results (e.g. reduction in vehicle miles travelled or gallons of fuel reduced) and cost savings where available.</p>
<p>4. Encourage use of alternative fuel vehicles</p>
<p>Action: Describe measures taken to encourage the use of alternative fuel vehicles.</p>

<p>Water</p>
<p>1. Water Conservation</p>
<p>a. Conduct a water use audit to identify conservation opportunities</p>
<p>Action: Provide results from your facility's water audit. Describe actions you will implement to reduce water.</p>
<p>b. Install water efficient equipment, appliances, and plumbing fixtures</p>
<p>Action: Describe actions and include results (e.g. gallons of water conserved) and cost savings where available.</p>



c. Optimize water use for heating and cooling systems
Action: Describe actions and include results (e.g. gallons of water conserved) and cost savings where available.
d. Eliminate non-critical cleaning processes and maximize dry cleanup where feasible
Action: Describe actions and include results (e.g. gallons of water conserved) and cost savings where available.
e. Use harvested rain water for non-potable use (e.g. flushing toilets) or landscape irrigation
Action: Describe actions and include results (e.g. gallons of water conserved) and cost savings where available.
f. Landscape with native and drought-resistant plants and minimize turf
Action: Describe actions and include results (e.g. gallons of water conserved) and cost savings where available.
g. Optimize irrigation systems
Action: Describe actions and include results (e.g. gallons of water conserved) and cost savings where available.
2. Storm Water Management and Site Design
a. Reduce stormwater runoff through landscape design, reduction of impervious surfaces, and green infrastructure
Action: Describe projects implemented to reduce stormwater runoff.
b. Keep pollutants out of storm drains and waterways
Action: Describe projects implemented to keep pollutants out of storm drains and waterways.
c. Implement Integrated Pest Management (IPM) practices
Action: Describe Integrated Pest Management practices that were implemented.
d. Apply fertilizer only when necessary and at minimum rates
Action: Describe actions taken to minimize or eliminate the use of fertilizer.
e. Use best management practices to control ice on paved surfaces
Action: Describe actions taken to reduce the use of salt on paved surfaces to control ice.

Green Building
1. Other Green Building Practices independent of LEED
Action: Identify and describe the green building practice implemented



Environmental and Community Restoration
1. Environmental Restoration Projects
<p>a. Look for opportunities to restore or enhance your own property or help with community efforts</p> <p>Action: Describe participation or sponsorship of environmental restoration projects in your community (e.g. stream cleanups, enhancement of wildlife habitat, etc.). Provide measurable results, for example, acres restored or protected.</p>
2. Share your Environmental Successes
<p>a. Share your environmental successes and tips with business partners, trade association members, customers, vendors and the neighboring community</p> <p>Action: Describe opportunities where you shared your environmental successes and tips with business partners, trade association members, customers, vendors and the neighboring community.</p>

Emergency Preparedness
1. Be Prepared for Emergencies
<p>a. Take steps to better prepare for emergencies such as natural disasters</p> <p>Action: Identify actions implemented to be better prepared for emergencies.</p>
<p>b. Become involved with your local Community Emergency Response Team (CERT)</p> <p>Action: Describe participation or partnership formed through attendance of CERT workshops and classes.</p>

Community
1. Support the Well-being of your Employees
<p>Action: Describe the actions taken to implement the Workplace Wellness Campaign program. Provide measurable results, for example, sick days reduced and associated cost savings.</p>
2. Improve Indoor Air Quality
<p>Action: Identify and describe action taken to improve the indoor air quality for your employees.</p>
3. Serve Customers with Disabilities
<p>Action: Identify policies and practices that you have implemented to help to welcome customers with disabilities.</p>



4. Support Community Initiatives
Action: Describe participation or sponsorship of community environmental or social projects or events (outreach to citizen groups, schools, etc.).
5. Adopt a Cause or Project in your Community
Action: Describe actions you have taken to help your community by adopting a cause or project.
6. Sustainable Jersey
Action: Describe the steps you have taken to achieve recognition through your community's Green Business Recognition Program.

Other
Action: Share any additional information on environmental activities not covered in the categories above.

Certification Programs (Gold Level Requirement)
1. Environmental Stewardship Initiative Recognition
Action: Indicate if your business participates in the NJDEP Environmental Stewardship Program which is designed for regulated entities. Identify and describe the categories and actions for which your business is recognized.
2. Leadership in Energy and Environmental Design (LEED) Green Building Rating System
Action: Indicate if one or more of your buildings is LEED certified to a silver, gold or platinum level and identify the specific rating system used.
3. New Jersey Green Automotive Repair Program (GARP)
Action: Indicate if your automotive repair shop is certified by GARP.
4. Green Restaurant Certification Program
Action: Indicate if your foodservice operation is certified by the Green Restaurants Association.
5. Other Sustainability Certification/Recognition Programs
Action: Identify and describe other certification programs that your business participates in and any environmental awards or recognition received by your organization.