



W O R K P L A C E C E R T I F I C A T I O N

GREEN BUSINESS CERTIFICATION APPLICATION

Complete this form and submit your application to
mary.croopenbaker@hamilton-co.org

We will review your application and schedule an on-site verification visit. **Please be prepared to show or explain all checked items during your visit.**

For clarification or examples of metrics, visit the resources section of the 513 Green website: <https://www.513green.com/>

BUSINESS INFORMATION

Name _____ Type _____
Street Address _____
City _____ State _____ Zip _____
Contact Person _____ Title _____
Phone _____ Email _____

FOR OFFICE USE ONLY

Evaluated By _____ Date _____

A network of
sustainable
workplaces in
Ohio's 513 Region

mary.croopenbaker@hamilton-co.org

CERTIFICATION CREDITS



/19



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513GREEN

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Sustainable Actions

Have an established green team or green office program	/2
Have a public commitment to sustainability or defined sustainability goals	/1
Have a sustainability plan and/or publish a sustainability report	/2
Obtain support from management for sustainability initiatives and/or goals	/1
Elicit input from employees about sustainability priorities for the office	/1
Have an incentive program for employees and/or customers to perform sustainable actions	/1
Offer regular sustainability trainings for employees	/1
Incorporate sustainability into employee orientation	/1
Send regular sustainability tips and updates to employees	/1
Incorporate sustainability into job descriptions or performance reviews	/1
Provide environmental-related volunteer opportunities for employees	/1
Be an active member of Green Umbrella	/1
Have a sustainability certification or are a part of the 2030 District	/2
Identify at least three new metrics that you aim to achieve over the next three years	/1
Other _____	/2

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Waste Diversion

Recycling

RECYCLES ANY OF THE FOLLOWING:

Batteries	Hazardous Waste	Light Bulbs	Rigid Plastics
Electronics	Ink/Toner Cartridges	Plastic Film	Scrap Metal
Other _____			

/9

Have single stream recycling service

/1

All landfill, recycle, and/or compost bins
are clearly labeled

/1

Have performed a waste audit

/2

Have desktide recycling bins with a smaller
waste bin or no waste bin at desks

/2

Track and measure waste and recycling

/1

Have regular communication or training with the
employees that collect recycling

/1

Reduce & Reuse

Use reusable dishware or encourage employees
to bring in their own reusables

/2

Designate a sharing and reuse area for office supplies

/2

Have a policy, guidance document, and/or goal
encouraging employees to use less paper

/1

Have a plan to donate usable office supplies,
products, equipment, or furniture

/1

Host events that aim for zero-waste

/1

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Waste Diversion

Purchasing

Have a sustainable purchasing policy or recommendations /1

Additional points for:

Buying from local vendors first

Requiring products with recycled content

Buying reusable or durable goods over disposable

Requiring supplies when possible to be delivered with
minimal/recycled packaging

Having a centralized office supply ordering system
and/or buying in bulk when possible /5

Organics

Have an excess food donation policy or program /1

Track food waste or have employees participate
in a wasted food reduction challenge /1

Provide access to compost opportunities /2

Communicate waste diversion successes
and metrics to employees /1

Other _____ /2

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Transportation & Air Quality

Provide secure bike racks, bike storage for employees, and/or have electric charging spots	/2
Promote safe and sustainable driving habits to employees	/1
Complete a commuter survey to understand how employees get to work or have a commuter plan	/1
Encourage / incentivize employees to carpool	/1
Ask or require employees to plan routes to reduce driving time and fuel usage	/1
Allow employees to telecommute or work a condensed schedule	/1
Regularly use teleconferencing or webinars instead of requiring meeting attendance	/1
Participate in Metro's Transit Benefit Plan	/2
Be a smoke-free workplace or provide incentives for employees not to smoke	/1
Be an idle free workplace	/1
Use non-toxic cleaners and/or have a welcome mat to reduce unwanted chemicals and dirt	/1
Have office plants in areas commonly used by employees	/1
Have an air quality office plan for days with air quality alerts	/2
Communicate transportation and air quality information to employees	/1
Other _____	/2

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Water Conservation

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Perform a water waste walkthrough on a scheduled basis. /1

Additional points if the policy includes:

Check for pooling water and rust under known pipes and floor drains

Check faucets for drips

Listen for running water and conduct a dye test to check for leaks

Check sprinkler heads for drips

Check for moisture on walls, ceilings, and floors /5

Track, understand, and review utility bills and water meter for any indications of leaks or other problems /1

Have a policy to purchase and use water-conserving products, like WaterSense approved products /1

Have an ongoing system for employees to report leaks or inefficient irrigation /1

Only run dishwashers when fully loaded or presoak dishes before washing them in running water /1

Have a water bottle refill station or keep a pitcher of water cooled in the refrigerator /1

Encourage employees to use dry cleaning methods like sweeping floors /1

Encourage employees to use cold water over warm water whenever possible /1

Use non-potable water for cleaning, rinsing, spraying sidewalks /1

Have green infrastructure and/or use green irrigation systems /2

Limit water usage during rain storms /1

Communicate water conservation information and progress to employees /1

Other _____ /2



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Energy Conservation

Track, understand, and review utility bills to identify any inconsistent high usage	/1
Enable automatic "sleep mode" on computers and printers	/1
Have a policy encouraging employees to unplug electronics at the end of the workday or use smartplug surge protectors	/2
Had an energy audit performed or complete energy waste walkthroughs on a scheduled basis	/2
Have a policy to purchase and use energy-efficient products, like Energy Star appliances	/1
Have a policy to close blinds and curtains after hours	/1
Have a programmable or smart thermostat set to reduce HVAC usage after hours	/1
Have a policy to turn off lights after leaving a room or use occupancy sensors	/1
Install LED or other energy efficient lighting	/1
Have dimmers or make use of natural lighting instead of full lighting	/1
Encourage employees to use task lighting instead of lighting entire areas	/1
Clean lighting fixtures and lamps regularly	/1
Have on-site renewable energy or purchase a percentage of renewable energy	/2
Encourage employees to dress appropriately for the weather and discourage the use of individual space heaters	/1
Communicate energy conservation information and progress to employees	/1
Other _____	/2

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Waste Diversion	/37
Transportation & Air Quality	/19
Water Conservation	/20
Energy Conservavtion	/20

Innovative Ideas

We encourage innovative and new ideas to addressing sustainability and conservation. If your business has an innovative way of addressing sustainability that doesn't fit into one of the above categories, please submit it here:

Bonus: +1 for each idea, up to 5 Bonus

GRAND TOTAL: /115

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