

Date: Contact: Phone: Email:

Business Name:

## Sustainable Business Designation

Obtaining a *Sustainable Business Designation* involves participating in a voluntary program that recognizes businesses for implementing actions that are simultaneously good for their bottom line, the environment, and the social fabric of their communities. Businesses that incorporate sustainable practices into their operations are showing their intentions to improve their performance and as such stand out as valuable contributors to their local community business districts.

The "Sustainable Business" designation helps consumers to identify and choose businesses who are committed to sustainability and who view sustainability as core to their mission and business model.

## What Businesses are Eligible for "Sustainable Business" Designation?

Downtown First, in collaboration with Sustainable Pittsburgh, provides the designation to businesses who can answer yes to the following Sustainable Business Essentials criteria and who can provide documentation backing their claims if chosen to be reviewed for verification.

**Please take a minute to review the checklist below. Businesses must meet at least one criterion in each set of the Sustainable Business Essential topics, or meet at least 15 total criteria in order to be given the designation.**

**If your business qualifies, please send your completed form to:**

**Sustainable Pittsburgh**

**Via email: [sbiz@sustainablepittsburgh.org](mailto:sbiz@sustainablepittsburgh.org)**

**Via Fax: 412-258-6645**

**Via mail: Sustainable Pittsburgh**

**425 Sixth Avenue, Suite 1335**

**Pittsburgh, PA 15219**

## Energy Conservation

- In the past five years, the business has undergone an energy audit or assessment.
- The business is aware of its energy usage and tracks its progress on energy savings on a monthly basis.
- The business has installed some Energy Star approved HVAC systems and/or appliances.
- The business has assessed the purchase of renewable energy certificates.
- The business has assessed the purchase of carbon offsets.
- The business has assessed opportunities to install solar panels, wind turbines, geothermal, or other source of renewable energy.
- The business is in discussions with its local utility's PA Act 129 program.
- Over the course of the past year, the business has implemented a strategy, has begun to install equipment for reducing energy consumption in the operation of the business, or has begun to implement recommendations from a recent energy audit.
- The business uses Portfolio Manager software to track its energy usage

## Occupancy

- The business has rehabilitated an existing space or structure instead of moving into a new building.
- The business has constructed or resides in a LEED certified green building or facility.
- The business resides in a facility with a green roof.
- The business's building has been audited for improving its efficiency.
- The business's building has been improved through the installation of insulation, the sealing of leaks around windows, doors, outlets, corners, and other joints.
- The business has transformed and occupies a formerly blighted or abandoned property, putting it back into productive use.
- The business occupies a historic, environmentally sensitive, and/or civically significant space and is aware of and abides guidelines, ordinances, and recommendations the community has established to preserve such a place.

## Transportation

- The business has chosen to locate in a walkable, community business district.
- The business rewards its employees for using public transportation, ride sharing, walking, and bicycling as part of their commute to and from work and or during their business-related travel.
- The business has deployed a green vehicle fleet program for its employee travel and or/for the shipping and handling of goods and services.
- The business has deployed a program that uses alternative fuels for its employee travel and or/for the shipping and handling of goods and services.
- The business participates in a program with Commute Info to encourage ride sharing.
- The business participates in ZipCar programs.

## Programs to Promote Diversity, Equity and Inclusion

- The business has a written policy prohibiting discrimination and valuing diversity and inclusion.
- The business has established a committee and program promoting diversity and inclusion.
- The business has established procedures to ensure a wide range of candidates are interviewed for all job openings.
- The business is a minority and/or women-owned business.
- The business offers diversity training to its employees

# Sustainable Business Designation Program Checklist



## Community-Serving Business Practices

- The business is active in its community and engages with other local business leaders in the community to bolster its business district by fostering attractive sidewalks, trees, and street furniture and making the area safe for pedestrians and bicyclists.
- The business markets and sells its products and services to a local market in the community where the business resides.
- The business has a "buy local" program or policy to purchase its supplies from locally owned and operated enterprises and other green businesses.

## Business Policies and Governance

- The business has established a written code of ethics to guard against corruption.
- The business offers a healthcare program to its employees.
- The business pays a living wage to its employees.
- The business has established a sustainability policy, sustainability goals, and sustainability principles.
- The business has conducted a sustainability assessment/audit of its facilities and operations.
- The business has designated a staff member responsible for coordinating, overseeing, implementing, and updating sustainability initiatives as part of the regular duties of that staff member.
- The business has established a sustainability team, which is responsible for providing guidance on sustainability initiatives.
- The business has on-going training employees and officials and the HR function is accountable to advance organizational capacities to accelerate the sustainability program.
- The business's goal setting and budget processes are used to advance the sustainability program.
- The business has established a greenhouse gas inventory and mitigation plan.
- The business offers an employee wellness program to its employees.
- The business encourages or has established employee exercise programs.

## Waste Management and Recycling

- The business recycles its materials.
- The business uses recycled paper (minimum 30% post consumer content) for the bulk of its operations.
- The business composts its organic waste materials.
- The business has conducted a recent waste audit of its operations.
- The business has written waste reduction and recycling policy and has trained its employees in waste reduction and recycling practices.
- The business has established and implemented an environmentally preferable purchasing program, encouraging the purchase of environmentally preferable cleaning supplies and other procurement items.
- The business has implemented a duplex printing policy.
- The business is aware of its solid waste disposal quantities and tracks its progress on reducing solid waste on a monthly basis.

## Water Conservation

- The business has installed low-flow faucets, toilets, and other water flow control equipment.
- The business has written water use reduction policy and has trained its employees in water conservation practices.
- The business is aware of its water usage and tracks its progress on water savings on a monthly basis.

## Stormwater Management

- The business is aware of what happens to its stormwater.
- The business has created and implemented a stormwater management plan for its site.
- The business has deployed technologies to detain and encourage infiltration of stormwater on its site (porous pavements, curb cuts, sunken island with vegetation).
- The business has ensured that its stormwater system is not connected to its septic sewer system.
- The business has installed a rain barrel system to capture its storm water.
- The business has installed a gray water system to capture and use its storm water.

## Products and Services

- The business sells products made in local markets.
- The business supports fair trade practices.
- The business chooses local suppliers for its products and services where possible.
- The business **uses local materials** where possible for its products.

