



# City of Dublin “Green Shamrock Program” Business Recognition Checklist



**Dublin Green Shamrock Program** – The City of Dublin wants to encourage every Dublin business to work toward environmental sustainability, and the City believes that it is a process to continuously work on and strive toward. Become a part of the solution and get recognition for your actions. The City of Dublin Green Shamrock Program consists of three program levels – Bronze, Silver, and Green.

Earn recognition for your business for each program level that you attain. There is no cost to become a Dublin Green Shamrock business. City and other local agencies will offer information and assistance through newsletters, the [www.GreenShamrock.org](http://www.GreenShamrock.org) webpage, and “Carbon & Coffee” workshop sessions. You will learn about money-saving rebates and smart business ideas to reduce your operating costs. In addition, being a green business attracts environmentally-minded customers to your door. Businesses will be listed on the City website and each business will receive a window decal that notes they are a Dublin Green Shamrock business.

### Instructions:

To be recognized as a Dublin Green Shamrock business, you must implement a variety of measures to save energy and water, reduce waste, etc. There are three recognition levels (**Bronze/Silver/Green**), and six environmental sections, listed below. Add up the points for measures that you have adopted by section to determine the level for which you qualify.

### Point System –

- In each section header, the points required are shown in color (**Bronze/Silver/Green**)
- The points possible for each activity are shown in parentheses at the end of each item
- If you meet the requirements for a particular activity, check the box in front of the item
- Add up the points for all checked items and input in the “Total points earned for each section” on page 4
- Print, sign, and return the entire form to the Environmental Services Division for review

You must meet the minimum points required for a level, and at least three of the section points required at that level or higher to qualify as a Dublin Green Shamrock business. If you have questions, contact the City of Dublin at (925) 833-6630.

**Note:** ★ *item numbers are also part of the Bay Area Certified Green Business Program.*

<b>Section 1: General Practices</b>	<b>3/6/8</b>	<i>points required</i>	<i>(14 points possible)</i>
-------------------------------------	--------------	------------------------	-----------------------------

\_\_\_\_\_ **Total points earned**

- ★  1-1 Track water and energy usage and solid and hazardous waste generation. (1 point each; 4 points total)  
*(For commercial buildings over 10,000 sq. ft., automated benchmarking required for **Green** status)*
- ★  1-2 Provide annual or on-going incentives or training opportunities to encourage management and employee participation in the Green Business program. (2 points)
- ★  1-3 Assist at least one other business in learning about becoming a Dublin Green Shamrock business. (2 points)
- ★  1-4 Complete a CO2 or eco-footprint calculator to determine your carbon footprint/greenhouse gas emissions. (3 points) (Try <http://coolclimate.berkeley.edu/business-calculator>.)
- 1-5 Attend a training class or seminar on how to green your business by the City of Dublin. (2 points)
- 1-6 Submit an environmental “success story” about your business at [www.greenshamrock.org](http://www.greenshamrock.org). (1 point)

<b>Section 2: Waste Issues</b>	<b>10/15/22</b>	<i>points required</i>	<i>(26 points possible)</i>
--------------------------------	-----------------	------------------------	-----------------------------

\_\_\_\_\_ **Total points earned**

#### **Waste Reduction Practices (A)**

- ★  2A-1 Set copier/printer defaults to print double-sided. (1 point)
- ★  2A-2 Reduce junk mail. Guidance and a PDF kit are available at <http://stopjunkmail.org>. (1 point)
- ★  2A-3 Work with vendors to minimize packaging. (3 points)

- ★  2A-4 Eliminate the use of non-recyclable packaging and containers, such as polystyrene - use reusable containers or compostable products, paper, cardboard instead. (2 points) (Mandatory for restaurants)
- ★  2A-5 In the lunch/break room, replace disposables with permanent items (e.g., mugs, dishes, utensils, towels/rags, coffee filters, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid single-use condiment packets. (2 points)
- ★  2A-6 Reduce or eliminate single-use plastic water bottles. (1 point)

**Reuse Practices (B)**

- ★  2B-1 Offer a small incentive to customers bringing their own shopping bags, coffee mugs, etc. (1 point)
- ★  2B-2 Have your toner cartridges refilled for reuse. (1 point)

**Recycle/Compost Practices /Waste Services (C)**

- 2C-1 If you generate more than 4 yards of waste a week, participate in free waste audit through City's waste hauler, AVI, to see if you can divert waste by using recycle, cardboard, and/or compost bins. (3 points possible. 1 point-audit, 2 points-reduce weekly waste service through audit results.)
- ★  2C-2 Cardboard container service. (1 point)
- ★  2C-3 Mixed Recycling container service - office/mixed paper, glass, cans, plastic containers. (1 point)
- ★  2C-4 Properly dispose of E-Waste: batteries, CFL's and old fluorescence tubes. (1 point)
- ★  2C-5 Food scrap and dirty paper composting container. (3 points)

**Buy/Sell Products made with Recycled Content (D)**

- ★  2D-1 Copier/printer paper with at least 30% post-consumer waste (1 point), **or** 100% post-consumer waste. (2 points)
- ★  2D-2 Envelopes/letterhead, business cards. (2 points)
- ★  2D-3 Recycled or remanufactured laser and copier toner cartridges. (1 point)

**Section 3 – Energy Efficiency & Conservation**

**4/9/15**

**points required**

**(25 points possible)**

\_\_\_\_\_ **Total points earned**

**Lighting (A)**

- ★  3A-1 Replace incandescent bulbs with more efficient compact fluorescents. (2 points)
- ★  3A-2 Replace older T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts. (3 points)
- ★  3A-3 Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms. (3 points)

**Heating, Ventilation & Cooling (B)**

- ★  3B-1 Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery, ceiling fans (use 98% less energy than central AC units), programmable thermostats for HVAC, and shade for AC condensers. (1 point each) (6 points possible – highlight each item you utilize)
- 3B-2 Set thermostat to 78° F for cooling, 68° F for heating and use thermostat's night setback. (2 points)

**Energy Conservation (C)**

- 3C-1 Institute formal policy that all electronic devices and lighting be turned off when not in use. (2 points)

**Energy- Efficient Equipment (D)**

- ★  3D-1 Use electrical equipment with energy saving features (e.g. Energy Star®) and ensure Energy Star settings are enabled. (3 points)
- ★  3D-2 Use computer and printer hardware and software programs that save energy by automatically going into energy savings mode after a short period of non-use. (2 points)
- ★  3D-3 Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and Refrigeration systems. (2 points)

**Section 4 Water Conservation****5/10/15****points required****(21 points possible)**\_\_\_\_\_ **Total points earned****Indoor Conservation (A)**

- ★  4A-1 Assign a person to monitor each water bill for sudden rises in water use. Call DSRSD should this happen. You can also ask for ways to save water. (2 points)
- ★  4A-2 Check regularly for and repair all leaks in your facility. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your local water provider. (2 points)
- ★  4A-3 Install low-flow aerators and showerheads (DSRSD offers these for free.) (1 point each, 3 points max)
- 4A-4 Set up annual program with water supplier to educate staff on benefits of efficient water use. (2 points)

**Outdoor Conservation (B)**

- ★  4B-1 Change window-cleaning schedule from “periodic” to “as required.” (1 point)
- 4B-2 Mulch all non-turf areas, install water-efficient plants. (2 points each, 4 points max)
- 4B-3 Modify your existing irrigation system to include drip irrigation. (3 points)
- 4B-4 Adjust sprinklers for proper coverage; optimize spacing, avoid runoff onto paved surfaces. (2 points)
- 4B-5 Install rain shut-off devices that turn off the irrigation system during wet weather. (2 points)

**Section 5: Pollution Prevention****4/8/12****points required****(19 points possible)**\_\_\_\_\_ **Total points earned****General (A)**

- ★  5A-1 Join the Air District’s “Spare the Air” program and notify staff of “Spare the Air” days. (1 point)
- ★  5A-2 Patronize services located close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same. (2 points)
- 5A-3 Link trips to run all errands in one outing. (2 points)

**Commute Alternatives (B)**

- ★  5B-1 Offer telecommuting opportunities and/or flex schedules so workers can avoid heavy traffic. (3 points)
- ★  5B-2 Hire locally. (2 points)
- ★  5B-3 Offer secure bicycle storage for staff and customers. (2 points)

**Greenhouse Gas Emissions (C)**

- 5C-1 Dispose of hazardous waste properly (paint, pesticides, oil, batteries, etc.) (2 points)
- 5C-2 Use formaldehyde-free paint and finishes. (2 points)

**Stormwater Pollution Prevention (D)**

- ★  5D-1 Label all on-site storm drain inlets with “No Dumping – Drains to Bay.” (1 point)
- ★  5D-2 Clean parking lots by sweeping or using equipment that collects dirty water, which must be disposed to sanitary sewer. (2 points)

**Section 6: Green Purchasing****2/4/6****points required****(6 points possible)**\_\_\_\_\_ **Total points earned**

- ★  6-1 Choose products using reduced packaging or recycled/recyclable packaging. (1 point)
- 6-2 Purchase “green” merchandise for business marketing (e.g., paper, pencils, etc.) (2 points)
- 6-3 Use one or few multipurpose cleaners rather than many special-purpose cleaners. (1 point)
- 6-4 Purchase biodegradable tableware. (2 points)

**One Last Step -  
Input your "Total points earned" for each section here:**

Section #	Section	Points Earned	Required Points	Possible Points
1	General	_____	<b>3/6/8</b>	14
2	Waste	_____	<b>10/15/22</b>	26
3	Energy	_____	<b>4/9/15</b>	25
4	Water	_____	<b>5/10/15</b>	21
5	Pollution Prevention	_____	<b>4/8/12</b>	19
6	Green Purchasing	_____	<b>2/4/6</b>	6
Total Points Earned			<b>28/52/78</b> (Bronze/Silver/Green)	111



If you have earned enough total points to meet a level (including the minimum required points for at least three sections in that level or higher), fill in your contact information and send in your completed form. If you submit it electronically, please send us your signed signature page separately by mail or email. You can email the entire form to us at [ES@dublin.ca.gov](mailto:ES@dublin.ca.gov) or mail it to:

City of Dublin  
Environmental Services Division  
100 Civic Plaza  
Dublin, CA 94568

If you have any questions, or if you are close to having enough points, call the Environmental Services Division at (925) 833-6630 for assistance. Thanks!

I certify that \_\_\_\_\_ (Business Name) has satisfied the required number of measures specified on the **Dublin Green Shamrock Program Checklist** as shown above.

**Program self-certification** – By signing below, you certify that this checklist form is true and complete.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Job Title

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_