



Santa Monica Green Business Certification Checklist

HOTEL/MOTEL

OFFICE USE ONLY: GBC Issue Date – _____

Santa Monica GREEN BUSINESS

- G** General
- WR** Waste Reduction
- EE** Energy Efficiency
- WE** Water Efficiency
- PP** Pollution Prevention
- SP** Sustainable Procurement
- TM** Transportation Management

REQUIRED ITEM

Bold items with a border indicate a required measure and must be completed, if applicable.

Email
smgbc@sustainableworks.org

Website
www.smgbc.org

GREEN NOTES

Assembly Bill (AB) 913 Statewide Program Expansion

The Green Business Certification Program has gone from local/regional to statewide! AB 913 in 2011 conferred official state status on member Green Business Programs around the state. California Green Business Program membership confers additional prestige on the environmentally responsible businesses our local programs certify.

Business Name: _____

Contact Name: _____ **Phone:** _____

Address: _____

Email: _____

Website: _____

Staff _____ (**# male** _____ **# female** _____) **No. of Rooms** _____

Total Square Ft. _____

Visit www.smgbc.org/process for detailed instructions on achieving Santa Monica Green Business Certification.

Mail or email 2 copies of your completed checklist with payment (smgbc@sustainableworks.org).

Check payable to: Community Partners, F.B.O. Sustainable Works:

Sustainable Works
Green Business Certification Program
1744 Pearl Street
Santa Monica, CA 90405
smgbc@sustainableworks.org

Green Business Certification Fee Schedule			
Type of Business	Size		
	Small	Medium	Large
Motel	<49 Rooms \$275.00	50-99 Rooms \$375.00	>100 Rooms \$450.00
Hotel	<99 Rooms \$375.00	100-149 Rooms \$500.00	>150 Rooms \$650.00

NOTE: Payment is non-refundable. If you do not pass on-site verification, you have 90 days to complete corrective measures.

* GBC is a two-year certification. For re-certification, payment required for subsequent two years.



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Assembly Bill (AB) 1826 Mandatory Organics Recycling

Mandatory organics recycling for all California commercial locations generating eight or more yards of waste per week. For more information, visit www.smgov.net/r3 or call (310)458-2223 to speak with the Zero Waste Coordinator.

What business sectors must comply?

- Restaurants and bakeries
- Grocery Stores
- Hospitals
- Schools
- Studios
- Food distributors
- Food courts or cafeterias
- Business that cook, serve, process or sell food

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General / Staff Education

Complete the 5 required measures below

- G-01** Track water and energy usage via utility bills. Report any inconsistent high usage immediately to General or Facilities Managers. Find source and repair the cause.
- G-02** Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Certification program. For example, incorporate Green Business into:
 - Performance appraisals, job descriptions, training programs, employee orientations.
 - Staff meeting discussions.
 - Your employee reference materials.
 - Your company newsletter or bulletins.
 - Your company suggestion and reward programs.
- G-03** Once you achieve certification, commit to informing customers about your environmental stewardship efforts and what you are doing to meet the certification standards. For example:
 - Post the Green Business Certification decal in a visible location.
 - Post conservation reminders and signs. Provided upon request.
 - Announce your certification on social media avenues.
 - Offer customers 'green' services or amenities options.
 - Highlight your Green Business efforts and/or certification on your website, upload the GBC logo and link it to your company listing on www.smgbc.org
- G-04** Train new employees on green business procedures and practices implemented by your business through your company's employee handbook.
- G-05** Join Buy Local Santa Monica campaign. Buy Local Santa Monica was created to support local businesses and strengthen our thriving community by raising awareness of the economic and environmental benefits of choosing local first. Membership is free. Must have physical location in Santa Monica and a valid City of Santa Monica business license. To sign up visit www.buylocalsantamonica.com/signup

Waste Reduction

Complete the 4 required measures below

For more information or to schedule pick-ups, contact City of Santa Monica Resource Recovery & Recycling at 310.458.2223 or visit www.smgov.net/r3

- WR-01** Perform a self-assessment of your waste using the Waste Assessment Form. See last page.
 - Identify the types and percentages of waste that are currently being generated and recycled on the form
 - Use the assessment information and checklist to create or improve on-site reuse and recycling programs

Select answer that best describes your business (please circle)

% of total materials diverted from landfill through composting/ recycling is: 25% 50% 75%
- WR-02** Recycle or reuse paper including cardboard (waxed or non-waxed corrugated cardboard boxes), mixed paper (junk mail, scrap and colored paper), newspaper, office paper.
- WR-03** Recycle all glass, plastic, and aluminum.
- WR-04** Provide recycling containers next to trash containers in reception, lobbies, kitchens, etc.



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GREEN NOTES

Recycling Education and Signs

Sustainable Works Business Greening Program provides upon request:

- Employee education session on Reduce, Reusing and materials accepted for Recycling
- Recycling signs for blue bin and Organics Collection
- Information on Zero Waste event services

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Waste Reduction

Complete the minimum measures as indicated

REDUCE – Choose 4 Measures

- WR-05** Eliminate disposable dishes and utensils for staff use. Stock reusable kitchenware.
- WR-06** Eliminate paper hand towels by installing air hand in public restrooms.
- WR-07** Eliminate individual bottle of water for employees and guests at your facility. Drink Santa Monica water. It's better than bottled and locally sourced!
- WR-08** Replace disposable cups and cutlery with durable items for room services.
- WR-09** Use electronic billing methods to invoice guests and receive payment.
- WR-10** Post daily specials on wipe or chalk boards instead of providing paper copies.
- WR-11** If providing paper napkins, for complimentary breakfast use a one-at-a-time napkin dispensing design, such as Xpressnap®, ensuring that patrons use fewer napkins.
- WR-12** For complimentary breakfast, use bulk packaged items rather than individually wrapped pastries, creamers, condiments, etc.
- WR-13** Eliminate paper documents by having electronic forms and contracts. Consider DocuSign for e-signatures. www.docusign.com
- WR-14** **Other** _____

REUSE – Choose 3 Measures

- WR-15** Purchase used or refurbished equipment and/or furniture.
- WR-16** Keep a stack of previously used paper. Use it for scratch paper, or make it into notepads for order taking, or designate a bypass tray on printer for printing draft single-sided documents.
- WR-17** Green your supply chain: Require vendors to take back reusable or single-use packaging, such as pastry boxes, and specify to pack in recyclable or compostable materials. Reject all polystyrene and Styrofoam. Work with vendors to minimize product packaging.
- WR-18** Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, office supplies, etc.) to local schools, churches, hospitals, non-profit organizations, etc. Document donations and sales of materials. www.clwmb.ca.gov/CalMax www.ireuse.com
- WR-19** Reuse old tablecloths, cloth napkins, and/or wash cloths (properly sanitized) as rags.
- WR-20** Purchase reusable mesh coffee filters replacing disposable paper filters.
- WR-21** Use bulk-dispensed shampoo and other amenities in guest rooms.
- WR-22** Reuse envelopes such as for cash deposits, and file folders.
- WR-23** **Other** _____

RECYCLE – Choose 3 Measures

- WR-24** Provide clear signage for recycling and/or organics collection containers indicating the materials accepted. Sustainable Works provides upon request.
- WR-25** Use clear bags for internal recycling and/or organics containers.
- WR-26** Designate a recycling coordinator (or coordinators) to take responsibility for monitoring and maintaining recycling and organics collection.

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Disposing of Hazardous Waste

A business that generates hazardous waste is considered to be a Conditionally Exempt Small Quantity Generator (CESQG) if it generates less than 220 pounds or approximately 27 gallons of hazardous waste per month, or a maximum of 2.2 pounds of acutely hazardous waste per month. CESQGs are required to manage hazardous waste in accordance with all state and federal regulations, although they have been granted special status to allow them to participate in the city's program. For details on proper hazardous waste disposal visit www.sustainable-sm.org/HHW

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Waste Reduction

Complete the minimum measures as indicated

- WR-27** Compost all organics including food scraps, coffee grounds, yard trimmings, soiled paper products, and compostable food containers. Call City of Santa Monica R3 310.458.2223 to schedule pick ups.
- WR-28** Recycle restaurant's used cooking oil for use as alternative fuel, such as biodiesel. Visit www.smgov.net/r3 or call 310.458.2223 for details.
- WR-29** Position recycling bins in each guest room.
- WR-30** Other _____

Energy Efficiency

Complete the 5 required measures below

- EE-01** Contact the City of Santa Monica for a free inspection to ensure your business meets the minimum requirements for both the Energy and Water sections. Call 310.458.2238 to schedule. Receiving a pass for the inspection is valid for one year.
- EE-02** Replace all T-12 fluorescent lighting with energy efficient LED lamps with electronic ballasts. Energy efficient T-8 or T-5 lamps with electronic ballasts are acceptable.
- EE-03** Replace all non-dimming incandescent lamps with LED lamps.
- EE-04** Perform regular maintenance on your HVAC (heating, ventilation and air conditioning) system. If leasing your facility, ask the building owner or property manager to do the following:
 - Clean or change filters regularly
 - Clean evaporator coils of dust and lint
 - Check entire system each year for coolant and air leaks, duct sealing, clogs, and obstruction of air intake and vents
 - Inspect and repair economizers on A/C systems
 - Provide a copy of HVAC service records or Property Management contract to the GBC coordinator during onsite verification visit
- EE-05** Replace all incandescent Exit signs with fluorescent, LED, phot or electroluminescent signs.

Choose 4 Measures

- EE-06** If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with SoCal Edison or try Energy Star's Portfolio Manager). www.energystar.gov
- EE-07** Use lighting controls such as occupancy sensors or timers to automatically turn off lights in unoccupied spaces.
- EE-08** Remove lamps from fixtures in over-lit areas.
- EE-09** Purchase Energy Star (ES) rated equipment and appliances such as refrigerators, dishwashers, and printers. Ensure they are equipped with energy saving features. www.energystar.gov
 - Number of ES rated refrigerators _____
 - Number of ES rated dishwashers _____
- EE-10** Use energy efficient cooking equipment.
 - Number of ES rated electric steam cookers _____
 - Number of high efficiency electric combination ovens _____



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GREEN NOTES

Energy Rebates and Incentives

Check for rebates at www.sce.com and www.socalgas.com for any energy conservation measures pursued. Rebates and tax credits are available for many of the energy efficiency measures listed to the right.

For a comprehensive source of information on state, local, utility, and federal incentives that promote renewable energy and energy efficiency, visit www.dsireusa.org.

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Energy Efficiency

Complete the minimum measures as indicated

- EE-11** Install programmable thermostat(s) and properly set cooling to 74°F and heating to 68°F. Program the thermostats for unoccupied hours when the facility is closed with cooling set at 90°F at heating at 55°F.
- EE-15** Use a thermos or pump pot instead of electric burners or single serve coffee machines for serving coffee or tea.
- EE-16** Set the thermostat to deliver the minimum hot water temperature required by the health codes. Typically 140°F
- EE-17** To reduce solar heat gain during the warm season, on clear, single pane non-northern facing windows, apply window film or shade sun-exposed windows using awnings, screens, trees or shrubbery.
- EE-18** Install a solar electric system. Contractors will assist with available state rebates and federal tax credits. Contact Solar Santa Monica to schedule a free business assessment. www.solarsantamonica.com (Count as 2 measures)
- EE-19** Other _____

Refrigeration – Choose 2 Measures

- EE-20** Use automatic door closers or open door buzzers on walk-in refrigerator/freezer doors.
- EE-21** Install plastic strip curtains on walk-in refrigerator/freezer doors. Replace damaged strip curtains as needed. *Check for rebates.* See [Green Notes](#) below.
- EE-22** Set refrigerator temperature between 38°F and 41°F and freezer between 10°F and 20°F. *Check for rebates.* See [Green Notes](#) below.
- EE-23** Set refrigerator temperature between 38°F and 41°F and freezer between 10°F and 20°F.
- EE-24** Insulate all refrigeration cold suction lines.
- EE-25** Clean evaporator and condenser coils and ensure proper air-flow. Straighten damaged fins and remove objects that block air to the coils. Perform and document coil maintenance.
- EE-26** Install overnight curtains or covers for reach-in refrigerators and freezers.
- EE-27** Install LED lights for reach-in refrigerators and freezers.

Water Efficiency & Urban Run-off

Complete the required 12 measures below

- Several of the measures listed in this section are required as part Santa Monica's Urban Runoff Mitigation and No Water Waste ordinances. Check www.sustainable-sm.org for more information and available rebates!
- WE-01** **Only if responsible for all plumbing fixtures, contact the City of Santa Monica for a free inspection to ensure your business meets the minimum requirements for both the Energy and Water sections. Call 310.458.8972 or email savewater@smgov.net to schedule. Receiving a pass for inspection is valid for one year.**
- WE-02** **Provide building owner/manager with a letter advising them you are seeking SM GBC for your business. Download letter template from www.smgbc.org/process.**



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GREEN NOTES

A cleaner bay means a healthier marine ecosystem and improved quality of life for residents, and increases Santa Monica's appeal to visitor and businesses.

Only 1% of water on earth is drinkable.

A faucet with a slow leak can waste more than 10 gallons of water a day! A single leaky toilet can waste as much as 100 gallons per day!

For more water saving tips and rebate information visit www.smgov.net/water

Santa Monica Green Business Certification Checklist **HOTEL/MOTEL**

Water Efficiency & Urban Run-off

- WE-03** In restaurants and bars, serve water only upon request. This is a Santa Monica ordinance. The City will provide you with FREE signage to educate your customers. Call 310.458.8972.
- WE-04** Regularly check for and repair leaks.
- WE-05** Replace pre-1992 toilets which use 3 or more gallons per flush (gpf) with more efficient alternatives that use 1.28 gpf or less.
- WE-06** Replace pre-1992 urinals that flush more than 1 gpf with high-efficiency 0.125 gpf wall-mounted, 0.5 gpf floor-mounted or water free urinals.
- WE-07** Regularly clean all outdoor areas, with a broom and damp mop instead of a hose. This includes parking lots, sidewalks, alleys or patios. NEVER hose off outdoor hardscapes or use soap outside. For more alternatives, call the City's Water Resources Protection Office at 310.458.8235.
- WE-08** Do not hose off or wash cars, equipment, floor mats or other items where runoff water flows into the storm drain; if possible direct water to landscaped areas.
- WE-09** Keep receiving areas and dumpsters clear of litter. Ensure tight fitting lids. Call 310.458.2223 for more.
- WE-10** Install standard faucet aerators or flow restrictors facility-wide. Flow rates must not exceed 0.5 gallons per minute (gpm) for hand-washing sinks in common areas; 1.5 gpm for guest room sinks; 1.5 gpm for kitchen sinks; and 1.75 gpm showerheads. Pot filling faucets are exempt.
- WE-11** Operate dishwashers only when fully-loaded.
- WE-12** Commercial Kitchens - monitor continuous flow fixtures:
 1. Soak dirty pots and pans versus cleaning with running water
 2. Hand scrape dishes before loading into dishwasher
 3. Turn off food preparation faucets not in use
 4. Educate staff about the benefits of efficient water u

Equipment & Facilities – Choose 2 Measures

- WE-13** Install water efficient pre-rinse spray nozzle in kitchen for dishes.
 - how many _____ flow rate _____ gpm
- WE-14** Replace water-cooled equipment with energy efficient air-cooled alternative (i.e., ice machines). Rebates at SoCalWaterSmart.com.
- WE-15** Provide an outdoor receptacle for cigarette butt disposal.
- WE-16** Install high efficiency toilets (1.28 gpf or less) and urinals (0.125 gpf or water free). Rebates at www.SoCalWaterSmart.com
- WE-17** Replace a standard food steamer with a connectionless model and get a rebate at SoCalWaterSmart.com

Employee Practices – Choose 2 Measures

- WE-18** Educate staff regarding the hazards caused by urban runoff and how to prevent them. Post information from Heal the Bay or have a Heal the Bay volunteer speaker present at staff meeting. www.healthebay.org
- WE-19** Post signs in restrooms and kitchens encouraging water conservation and to report leaks. Sustainable Works provides free signs upon request. 310.458.8716 x2 or email smgbc@sustainableworks.org
- WE-20** Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- WE-21** Understand your water bill and review it for indications of leaks or other problems.

Landscaping

If your company manages your landscaping, download the LANDSCAPE checklist .



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GREEN NOTES

Visit www.sustainablem.org/HHW for additional information on hazardous materials. The following is a sample list of hazardous materials accepted by the household hazardous waste program:

- Batteries—rechargeable and alkaline
- Paint
- Used toner and ink-jet cartridges
- Cleaning and maintenance chemicals
- Compact fluorescent lamps and fluorescent tube
- Electronics
- Aerosol cans that are not completely empty of contents
- Pesticide products

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Pollution Prevention & Chemical Use

Complete the required and minimum measures below

Evaluate areas of your business to identify actual and potential sources of pollution, and ways to prevent it. Inventory chemical products, including all products that come with a material safety data sheet used at your business and explore ways to eliminate unnecessary products, reduce the amount you use, or substitute the product with a less-toxic or harmful one.

Visit www.sustainablem.org/buygreen for useful information on alternative cleaning solutions such as cleaning products and graffiti removers. Click on the Green Office Buying Guide.

- PP-01** **Stock at least one daily use cleaner, such as a multipurpose, restroom, or dishwashing detergent certified by Green Seal (www.greenseal.org), Safer Choice (www.epa.gov/saferchoice) or Ecologo (www.ecologo.org) programs are preferred. Or one that receives at least 8.1 rating on GoodGuide.com**
- PP-02** **Store all chemical products in their original containers or properly labeled secondary containers with tight fitting lids.**
- PP-03** **Eliminate the use of chemical and aerosol air fresheners/deodorizers. To freshen air, use non-aersols, trigger spray bottles, and/or naturally scented deodorizers like citrus/lavender that receive at least an 8.0 rating on GoodGuide.com.**
- PP-04** **Hazardous materials should never be thrown in the trash or poured down a drain. To safely discard of hazardous materials, contact the Hazardous Waste Drop-Off Center for Small Business and schedule an appointment. 310.458-8255 or email recycling@smgov.net. More details in [Green Notes](#) below.**
- PP-05** **If contracting with a pest control operator, specify the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying). Get their commitment in writing. For more information on IPM strategies visit www.sustainablem.org/pestcontrol**

Choose 3 Measures

- PP-06** Use non-chlorinated abrasive powders i.e., Bon Ami instead of chlorine bleach based cleaners.
- PP-07** Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing, and cleaning.
- PP-08** Print promotional materials with vegetable or other low VOC inks.
- PP-09** When remodeling, use low-emitting building materials, carpet, furniture, and other materials that do not pollute the indoor air that employees and customers breathe. Choose products certified by GreenGuard (www.greenguard.com) or the Carpet and Rug Institute (www.carpet-rug.org)

Use additional certified green cleaning products (preferred certifications are listed in PP-01). You may list up to TWO products for a total of TWO measures.

- PP-10** _____
- PP-11** _____
- PP-12** Use recycled paint or low VOC paint products.
- PP-13** Other _____



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GREEN NOTES

Join Santa Monica's Sustainable Food Commitment

- Eat organic
- Reduce meat and dairy consumption
- Avoid processed foods
- Eat locally grown
- Reduce packaging and food waste

Visit www.sustainablem.org/food for more info or contact the Office of Sustainability and the Environment at 310.458.2255

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Sustainable Procurement

Complete the required and minimum measures below

SP-01 Purchase office paper that is FSC (Forest Stewardship Council) certified and /or contains minimum 30% post-consumer recycled content.

SP-02 Number of reams purchased annually

SP-03 Adopt a written Environmental Policy statement stating your business' commitment to operate and give preference to purchasing sustainable and local food choices in addition to products containing post-consumer recycled content. Download standard Environmental Policy templates on www.smgbc.org

SP-04 If hotel has a bar/restaurant onsite that offers foodservice to hotel guests, consult with Monterey Bay Aquarium's most current Seafood Watch Guide. Do not serve any seafood from the 'Avoid' column on their list. (Seafood guides are updated every six months). Visit www.seafoodwatch.org - Seafood Recommendations.

Choose 4 recycled content products regularly stocked in your business

SP-05 Letterhead and business cards

SP-06 Envelopes

SP-07 Menu

SP-08 Paper Towels - minimum 40% post-consumer recycled content

SP-09 Paper Napkins – minimum 30% post-consumer recycled content

SP-10 Toilet Paper - minimum 20% post-consumer recycled content

SP-11 Facial tissue paper – minimum 10% post-consumer recycled content

Choose 3 Measures

SP-12 Use unbleached and/or chlorine-free paper products (paper towels, napkins, coffee filters, etc.)

SP-13 Use refillable and/or remanufactured laser or copier /toner cartridges.

SP-14 Support local economy and organic farmers by purchasing produce at the local Farmers Market. www.smgov.net/farmers_market

SP-15 Purchase USDA certified organic produce and mention "organic" in menu or advertise Farmers Market daily specials.

SP-16 Purchase organic, fair trade, and bird friendly certified coffee and teas.

SP-17 Join the Meatless Monday campaign by regularly offering a vegetarian special menu item special. Visit www.sustainablem.org/food for more information.

SP-18 When remodeling, use natural or low emitting building materials or furniture.

SP-19 Other _____



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GREEN NOTES

Transportation Management Assistance

The Santa Monica TEAM (Transportation Engineering & Management) office is available to assist you regarding achieving compliance for TMP ordinance 1604. For more information or assistance, contact TEAM at 310.458.8956 or 310.458.8957 www.smgov.net/departments/transportation

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Transportation Demand Management

Complete the required and minimum measures below as indicated

All Businesses with 10+ employees are required to submit for review a Worksite Transportation Plan (WTP). These plans are required as part of Santa Monica's Transportation Demand Management Ordinance. For more information see [Green Notes](#) below.

Check the appropriate selection below for REQUIRED TDM measures:

- TM-01** Employers with 9 or less employees: Complete 5 or more measures below
- Employers with 10 to 29 employees: Submit Worksite Transportation Plan plus complete 5 or more measures below
- Employers with 30 to 249 employees: Submit Emissions Reduction Plan plus complete 5 or more measures below
- Employers with 250 + employees: Submit Emissions Reduction Plan to SCAQMD plus complete 5 or more measures below

Employee Practices and Facilities: Choose 5 Measures

- TM-02** Provide a secure location for staff and customers to store bicycles or install a bike rack in or near facility.
- TM-03** Provide tire air pump and flat tire repair kit for on-site use
- TM-04** Provide transportation information to employees on walking, biking, skateboarding, carpooling and public transit.
- TM-05** Present local transportation choices as well as any incentives programs at new employee orientations or include in company manual.
- TM-06** Provide bicycle, Breeze Bikeshare, Big Blue Bus and Metro maps and information for employees and patrons. Call Big Blue Bus to request materials 310.451.5444.
- TM-07** Encourage walking, biking, skateboarding, carpooling, and public transit via prize incentives such as: bus pass subsidies, free or partial cost Bike Center membership, monthly or quarterly prize drawing, gift card, or small bonus.
- TM-08** Give discounts to employees who walk, bike, skate, carpool, or ride public transit to work.
- TM-09** Include information about walking, biking, skateboarding, carpooling and public transit in your employee manual and provide information to employee upon hire. Contact the Santa Monica Bike Center for bicycle commuter programs.
- TM-10** Perform local errands on bike or foot.
- TM-11** Shop at local businesses within close proximity.
- TM-12** Use bicycles, low emission, biodiesel or alternative fuel vehicles for business errands.
- TM-13** Provide shower facilities for employees who walk, jog, or bike to work.
- TM-14** Provide preferential parking for people who carpool or drive electric, hybrid or alternative fuel vehicles.
- TM-15** Utilize the free services of GoSaMo TMO for matching carpools; planning transit, bike, and walking routes; communicating with employees; and much more. Visit www.gosamo.org for more information.
- TM-16** Other _____

###



Santa Monica Green Business Certification (GBC)

WASTE ASSESSMENT FORM

Company: _____ Contact Name: _____ Contact Phone: _____

Waste Hauler Company Name: _____ Phone: _____

Waste Assessment Instructions		Bin Size:	#Bins:	ASSESSMENT DAY #1	ASSESSMENT DAY #2	Recycling Program Available	
<p>This process will help you identify and quantify the items in your company's waste stream.</p> <p>1. If applicable, obtain your waste hauling invoice. <i>If you lease your space and/or share your dumpsters with other businesses, go to #2.</i> Write down your trash bin/s size (measured in 'yards. '), number of bins, and how many times trash is picked up per week in spaces provided.</p> <p>2. Perform two waste assessments:</p> <ul style="list-style-type: none"> • Choose two different days to assess your company's trash and write in the dates. • NOTE: Pick days/times where bin is more than half full. If your company does not have its own dumpster (e.g. you share with other businesses), write N/A and use trash bins around your office to obtain the info. • Look in your trash. What items do you see? • Write down the estimated percentages of the items you see in the trash (e.g. if you do not see any glass items, write '0%'). • If you have a lot of one particular item in your trash (e.g., 30% mixed paper) consider setting up recycling programs for these items. 	BASELINE	# Pick-ups per week:		Date:	Date:	*If you have more than 25% of any item below ask your Waste Hauler if recycling programs are available.	
		List % of the following items found in trash:	How full is trash bin? _____ %		How full is trash bin? _____ %		
		Mixed paper?					
		Cardboard?					
		Cans?					
		Plastic?					
		Glass?					
		Compost or vegetable/fruit trimmings?					
		OTHER? _____					

Notes: _____