

BANKS CHAMBER OF COMMERCE GREEN TEAM BUSINESS GREEN AWARD

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Think globally, Act Locally
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To be recognized by the Banks Chamber of Commerce for your voluntary business recycling efforts we invite you to submit this application for the Banks Chamber of Commerce '**Business Green Award**'. Please complete the application below and submit it to: Banks Chamber Green Team, c/o Banks Chamber of Commerce Executive Director, P.O. Box 206, South Main Street, Banks, OR 97106 or as an email attachment to rayk7vdq@jps.net

Once your application has been received, a Banks Chamber of Commerce Green Team member will contact you to and arrange a site visit to learn more about your business. We look forward to providing this important service to Banks Chamber of Commerce members and other interested businesses.

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Reduce, Reuse, Recycle
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BUSINESS GREEN AWARD APPLICATION

BUSINESS INFORMATION

Date: _____
Business Name: _____
Address: _____
Contact Person: _____
Title: _____
Phone Number: _____ Cell or Alt # _____
E-mail: _____

Business Operations

___ Our business has a Recycling Coordinator or Green Team.

Name(s): _____

Responsibilities: _____

RECYCLING

___ Our business has recycling available at all workstations.

Our business collects all of the following materials for recycling curbside:

- Paper (office, colored, magazines, newsprint, scrap)
- Aluminum Tin
- Cardboard Plastic bottles and tubs Glass

Optionally, our business also collects the following materials for recycling and takes them to a depot: (For nearest Depot and details call 503-234-3000 Metro Recycling)

- Batteries Plastic Films/bags etc Electronics
- Other? _____

PURCHASE RECYCLED PRODUCTS

Our business has adopted a written purchasing policy supporting the purchase of recycled content products. (See sample purchasing policy template attached).

Our business purchases all printer/copier paper with at least 30% post-consumer, recycled content.

Our business purchases at least three additional recycled content items. Please note all that qualify below:

- Business cards Company letterhead Envelopes
- File Folders Paper Towels Print Cartridges
- Toilet tissue Writing pads Sticky notes
- Promotional Material Binders Colored Paper
- Other? _____

WASTE PREVENTION

Recycling is one of the requirements of a ***'Business Green Award'*** business. To qualify for the Award, a business must also practice waste prevention. The list below provides examples; please list the activities that your business practices (minimum of five waste prevention activities.) Other prevention activities may also meet the requirements. Please list additional activities under Other or attach an additional sheet.

Our business practices waste prevention by accomplishing the following:

- We set copy machine default to double-sided printing
- We set printer defaults to double-sided printing
- We collect and reuse single-sided draft paper
- We provide incentives for paper reduction
- We use durable, or compostable, dishware and utensils
- We regularly use "Green" caterers and request waste-free services, such as durable dishware
- We designate location to collect office supplies for reuse
- We reuse packaging
- We compost / "grasscycle" yard clippings
- We have a system in place to consistently donate unwanted office supplies,

- _____ computer equipment, and furniture
- _____ We donate food
- _____ We provide waste prevention educational outreach to our employees
- _____ Other? _____

BEYOND RECYCLING

In addition to reducing waste and recycling, Business Green Award businesses participate in one additional activity that increases the livability of the Banks community and enhances our overall Environmental Sensitivity.

Below are a few examples.

*Use green power. Portland General Electric offers renewable energy such as solar, wind, and geothermal to all of its business customers. http://www.portlandgeneral.com/renewables_efficiency/default.aspx

*Purchase office equipment with the ENERGY STAR label. This label indicates it meets energy efficiency standards. www.energystar.gov

*Conduct an energy audit. The Energy Trust of Oregon has an energy expert available to examine your building and make recommendations on opportunities to cut energy bills, 877-510-6800. This service is normally free.

*Provide a subsidy or benefit to employees who walk, bicycle, carpool, or take public transportation to work.

*Replace company vehicles with hybrid vehicles.

*Invite outside educators to address sustainability at staff meetings.

_____ Our additional livability and Environmental Sensitivity business efforts include: _____

ELECTRONIC NEWSLETTER

_____ Our business receives Banks Chamber of Commerce Emails (if not, please provide business e-mail in the space provided below).

_____ Email

MEMBERSHIP SERVICES

The Banks Chamber of Commerce '**Business Green Award**' is a service and recognition that we provide to our members. If a business is not a member when submitting this Business Green Award application we ask that you become a member for at least the first year of the Award. Membership is \$50.00 per year, beginning on October 1st of each year. The Chamber also accepts donations (suggested \$20) to cover the cost of '**Business Green Awards**'.

Sustainable Purchasing Policy *Template (Use of this policy template is not a requirement of the Banks Chamber or the Chamber Green Team. Please review this template carefully and modify, edit or discard for your own policy as your business sees fit.)*

I. POLICY

As part of ongoing efforts to make our community a healthier place to live, work and do business, *(your business name)* will work to the extent possible to purchase equipment or materials that are recyclable, made of recycled content, and reduce waste.

II. PURPOSE

To provide guidelines for purchasing activities to maximize the purchase of recycled content products that are recyclable and reduce waste, where performance and cost will not be compromised.

Much business waste can be reduced through the use of reusable products, the implementation of recycling and careful waste segregation. Buying products with recycled content also helps create a market for these materials and drives their prices down.

In complying with this, *(your business name)* will request that suppliers specify whether there is an alternative product that has recycled content or is recyclable that could be substituted.

III. GUIDELINES

A. Responsibilities

1. Purchasing Department

In an effort to minimize waste, staff involved in purchasing decisions shall adhere to the guidelines set forth in this policy when making purchasing decisions. The Purchasing Department will participate in establishing goals to increase the number of recyclable products or products that are made of recycled content used by *(your business name)*.

2. Department Managers and End Users

Individuals in all departments must work with purchasing to evaluate the feasibility of recyclable products, products that are made of recycled content and products that reduce waste in application.

B. Purchasing Guidelines

1. Establish a waste minimization policy with vendors.

Whenever possible the use of equipment and products that are recyclable, made of recycled content and/or reduce waste should be maximized. These products should be purchased whenever such alternatives exist and performance or cost is not compromised.

Vendors should be contacted and provided information regarding *(your business name)* waste minimization goals.

2. Select those vendors who are willing to meet waste minimization goals.

Purchasing agents shall request from vendors information relating to recycled content and recyclability of products and equipment, and the opportunities these items offer to prevent waste. Purchasing agents will then develop a preferred list of vendors based on those who are willing to help provide such alternatives.