

Springfield Area Green Leadership Program Recognition Application



Welcome to the *Springfield Area Green Leadership Program*. Your organization may apply for recognition if it meets the goals in one or more of the three participation levels. You must complete the application to be considered for a recognition award.

To be considered for a recognition, please:

- Provide information for your organization including a contact person.
- Mark the participation level under which your institution seeks to enroll in the program.
- Describe your accomplishments by filling out the application below.

The *Green Leadership Program* operates on a year-round basis. There is no enrollment or application deadline to be accepted into the program.

Once the review committee approves your application, your recognition level will be posted on the Sustainable Springfield, Inc. website. You will also receive an award certificate and window emblem if you achieve Silver or Gold level status. At your request, we will notify the local media of your recognition award.

FOR QUESTIONS about the *Green Leadership Program*, please contact awards@sustainablespringfield.org

Electronic submissions of recognition applications are encouraged and preferred. Applications sent by email should be sent to awards@sustainablespringfield.org

PART 1. APPLICANT INFORMATION. Provide the following information for your organization.

Organization Name:

Address:

Contact Person & Title:

Electronic Signature:

Telephone & Email:

Website (optional):

Part 2. PARTICIPATION LEVEL. Identify the participation level under which your organization intends to enroll in the *Green Leadership Program* (Please check one).

Bronze

Silver

Gold

PART 3. BRONZE RECOGNITION LEVEL. To be recognized at this level, an organization must achieve all of the following practices and at least two (2) measures in the electives category. Please mark the boxes and provide documentation where requested to be considered for Bronze Level recognition.

We have:

- Designated an individual, team or committee to coordinate sustainability efforts at our facility (For tips on how to build a green team, see 10 Best Practices for Supporting Green Teams at: <https://www.triplepundit.com/2009/12/10-best-practices-for-supporting-green-teams/> Please describe:

- Notified our employees, customers or members about your sustainability program (e.g., posting information online, providing informational materials and offering facility tours). Please describe:

- Created opportunities for employees to offer sustainability recommendations (e.g., through employee orientation, staff meetings, training or incentives). Please describe:

- Looked at our garbage dumpster or waste containers quarterly to see if there are items that could be reduced, reused or recycled.
- Conducted an annual walkthrough or assessment of your facility to identify opportunities to reduce waste, save energy and conserve water.
- Monitored our utility bills monthly to track energy and water use over time.
- Electives Category. We have implemented at least two (2) of the measures below. Please mark the appropriate boxes and provide documentation where requested.
 - Sent staff to a class/seminar/training (local or online) on sustainability practices, tools or resources.
 - Provided support for a local community sustainability project or event (e.g., sponsorship, volunteers and materials). Please describe:

 - Educated your employees or members on opportunities to be more sustainable in their daily activities.
 - Notified suppliers of your sustainability program.

PART 4. **SILVER RECOGNITION LEVEL.** To be recognized at this level, your organization must have satisfactorily completed the requirements in the Bronze Level category and achieved the requirements outlined below. Please mark the boxes where requested to be considered for Silver Level recognition.

We have:

- Achieved the Bronze Level requirements.
- Completed the requirements in three (3) of the environmental sustainability categories listed below. The requirements for each sustainability category are outlined in Part 6 of the application. New initiatives are encouraged for fulfilling the requirements, though organizations will be credited for recent or existing initiatives. Please mark the box for each sustainability category that was targeted for achievement.
 - Energy Efficiency
 - Waste Reduction
 - Water Conservation

- Green Products/Services
- Vehicle Emissions
- Renewable Energy
- Biodiversity

PART 5. GOLD RECOGNITION LEVEL. To be recognized at this level, your organization must have satisfactorily completed the requirements in the Bronze Level category, as well as achieved the requirements outlined below. Please mark the boxes and provide documentation where requested to be considered for Gold Level recognition.

We have:

- Achieved the Bronze Level requirements
- Set environmental sustainability objectives or targets (including a time frame for meeting the objectives) for three or more significant environmental impacts (*Example:* Reduce energy use by 10% by 2025). Please describe:
- Completed the requirements in five (5) of the sustainability categories listed below. The requirements for each sustainability category are outlined in Part 6 of the application. New initiatives are encouraged for fulfilling the requirements, though organizations will be credited for recent or existing initiatives. Please check the box for each sustainability category that was targeted for achievement.
 - Energy Efficiency
 - Waste Reduction
 - Water Conservation
 - Green Products/Services
 - Vehicle Emissions
 - Renewable Energy
 - Biodiversity

PART 6. ENVIRONMENTAL SUSTAINABILITY CATEGORIES. Your organization must successfully satisfy the requirements in three (3) of the environmental sustainability categories below to be considered for Silver Level recognition. The requirements in five (5) categories must be satisfied to be considered for Gold Level recognition.

Waste Reduction

We have:

- Created a program to recycle at least three (3) of the following items: paper, glass bottles, metal cans, plastic containers, used motor oil, dry cell batteries, compact fluorescent bulbs, electronics, or cardboard (For a list of local recycling/reuse vendors, visit the Sustain Springfield Green Map web site at: <https://www.ilcc.edu/career-training/green-center/local-resources/sustain-springfield/> Please list the items:
- Implemented at least three (3) measures from the list below. Mark the appropriate boxes and provide documentation where requested.
 - If copiers and printers have duplex printing capability (double-sided copying), enable duplex printing.
 - Reuse paper or plastic packaging materials in your shipments.

- Reduce unnecessary packaging by buying in bulk or only what is needed.
 - Request that suppliers or vendors use reusable containers instead of disposable items.
 - Donate or use an equipment resale program allowing another business or institution to make use of your unwanted items (<https://www.springfield.il.us/Departments/PublicWorks/Documents/RoomtoRoomGuide1016.pdf>).
 - Offer employees alternatives to individual bottled water (<https://www.container-recycling.org/index.php/zero-beverage-container-waste/62-issues/zero-waste/336-bottled-water-alternatives>).
 - Offer incentives for staff or customers who bring their own reusable bags, coffee mugs, etc. (See Fun Ways to Get Employees to Recycle at Work at: https://business.officedepot.com/a/content/articles/recycleatwork/%3Fcm_sp%3Dgreener-articles-fun_ways-to_get_employees_to_recycle_at_work)
 - Sell products made with recycled content material. Please describe:
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- Centralized purchasing where feasible to eliminate unnecessary purchases.
 - Keep a set of washable cups, glasses, plates and utensils in the break room or kitchen.
 - For office meetings or gatherings and workshops, use re-usable cups, plates and utensils.
 - Arrange for compostable items for, and from, special events (food scraps, food-soiled paper, compostable food service ware, etc.) to be collected for composting.

Energy Efficiency

We have implemented at three (3) measures from list below. Mark the appropriate boxes and provide documentation where requested.

- Institute a policy that all electronic devices and lighting fixtures are turned off when not in use and place signs near light switches to remind staff to turn off when not in use (<https://www.constellation.com/solutions/for-your-small-business/goals/employee-engagement-ideas-for-the-office-that-save-energy.html>).
 - Use power management features on computers and printers (https://www.energystar.gov/products/low_carbon_it_campaign/put_your_computers_sleep).
 - Have your HVAC (heating, ventilation & air conditioning) equipment checked by a professional yearly. If you do not control energy, solicit cooperation of your property manager to conserve energy.
 - Purchase products (e.g., computers, monitors, lighting, appliances, windows, heating and cooling, ceiling fans and other equipment) that have earned the U.S. DOE designated-Energy Star label and meet specifications for energy efficiency and performance (<https://www.energystar.gov/>). Please describe:
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- Use energy efficient lighting, such as T-8, T-5 or light-emitting diodes (LED) fixtures with electronic ballasts (<https://www.energy.gov/energysaver/save-electricity-and-fuel/lighting-choices-save-you-money>). Please describe:
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- Use LED light bulbs for desk lamps.
 - Remove unnecessary lamps (de-lamp) in over-lit areas.

- Use task lighting instead of lighting an entire area to focus the light where you need it in work areas.
- Coordinate with vending machine vendor to turn off advertising lights.
- Open or close blinds to make the best use of natural daylight and take advantage of skylights or other natural daylight sources to reduce lighting during daytime hours.
- Use lighting controls (e.g., dimmers, motion sensors and occupancy sensors) to automatically turn lights on and off as needed (<https://www.energy.gov/energysaver/save-electricity-and-fuel/lighting-choices-save-you-money/lighting-controls>).
- Plug electronics into a "smart" power strip that let you designate which electronics should always be on, and which ones do not need power when they're not in use (<https://www.energy.gov/energysaver/articles/choose-right-advanced-power-strip-you>).
- Set back the thermostat in the evenings and other times when the building isn't occupied.
- Seal your heating and cooling ducts (https://www.energystar.gov/ia/products/heat_cool/ducts/ES_Duct_Sealing_flyer.pdf).
- Get help with saving energy by utilizing City Water, Light & Power's technical assistance and/or equipment rebate programs (<https://www.cwlp.com/ConservationHome/ConservationInformation/EnergyAudits.aspx>) and (<https://www.cwlp.com/ServicesHome/ServicesInformation/AllRebates.aspx>).

Water Conservation

We have implemented at least three (3) measures from the list below. Mark the appropriate boxes and provide documentation where requested.

- Ensure that leaks are checked for regularly and repaired promptly. You can obtain tablets to detect leaks in toilets can be from CWLP or use food coloring (For more information see: <https://www.conserveit20.org/water-lost-toilet-leaks>).
- Post signage to encourage water conservation in restroom and kitchen facilities (e.g., Stop Water Waste; Observe Water Leaks and Report Them; Think Water Conservation, and Finished? Turn Off Tap and Conserve Water).
- Use smart watering techniques for plants (e.g., limit overspray, water around plant bases, group plants according to their water needs, use drip irrigation and water during early morning hours).
- If you have an irrigation system, adjust irrigation schedules to account for seasonal rain variation or use rain sensors.
- Use products (e.g., toilets, showerheads, urinals, irrigation controllers and pre-rinse spray valves) that have earned the U.S. EPA-designated Water Sense label and meet specifications for water efficiency and performance (<https://www.epa.gov/watersense/product-search>).
- Use only dry methods to clean outdoor hard surfaces. Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- Evaluate feasibility of rainwater harvesting (<https://web.extension.illinois.edu/cfiv/homeowners/130516.html>).
- Install water-efficient shrubs, trees, ground cover, cobblestones, brick or mulch in place of turf grass (See Conservation Foundation, Earth Friendly Landscaping at: <https://www.theconservationfoundation.org/page.php?PageID=47> and Wild Ones, Native Plants, Natural Landscapes at: <https://illinoisprairie.wildones.org/resources/handouts-and-guides/>)
- Apply at least three (3) inches of mulch in non-turf areas, preferably with recycled wood chips (<https://www.mortonarb.org/trees-plants/tree-and-plant-advice/horticulture-care/mulching-trees-and-shrubs>).

Green Products/Services

We have implemented at least three (3) measures from the list below. Mark the appropriate boxes and provide documentation where requested.

- Reduce both your organization's and your customers' environmental impact through your goods or services. Please describe:

- Use low toxic cleaning products, such as those that are Green Seal certified (<https://www.green Seal.org>), SF Approved (<https://www.sfapproved.org>) and Safer Choice (<https://www.epa.gov/saferchoice>).
- “Close the loop” by buying two or more of products made with at least 25% post-consumer recycled content, such as paper towels; printer paper; envelopes/folders, letterhead or business cards; garbage bags; and toilet paper (<https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>).
- Purchase EPEAT certified (<https://www.EPEAT.net>) computers, laptops and monitors.
- Use refilled or remanufactured laser and copier toner cartridges (<https://www.epa.gov/fec/presentation-reducing-paper-ink-and-toner-usage>).
- Use low-emissions building materials, carpeting, or furniture (Visit U.S. EPA’s Sustainable Marketplace at: <https://www.epa.gov/greenerproducts>).
- Use locally grown food for events and support eco-friendly caterers (<https://www.ilstewards.org/local-food-promotion/buy-fresh-buy-local-central-illinois/>).
- Utilize a pest control service that prioritizes non-toxic and least toxic pest control measures (<https://www.epa.gov/managing-pests-schools/introduction-integrated-pest-management>).

Vehicle Emissions

We have implemented at least three (3) measures from the list below. Mark the appropriate boxes and provide documentation where requested.

- Establish no-idling zones to help protect people where they may collect (<https://www.onestl.org/toolkit/practice/no-idling-zone>).
- Provide bicycle parking or storage for employees and customers (<https://www.americantrails.org/files/pdf/bikerack.pdf>).
- Provide information or incentives for employees to bike, carpool or use public transit (<https://thecityfix.com/blog/seven-ways-encourage-sustainable-transport-workplace-employers-active-bike-commute-health-alyssa-fischer/>).
- Use phone, video and Web conferencing and training capabilities instead of travel where appropriate.
- Install a workplace charging station for electric vehicles of employees and visitors (https://www.greencarreports.com/news/1098401_electric-car-charging-the-basics-you-need-to-know).
- Convert vehicle fleet to electric, hybrid, and/or alternative fuel vehicles (<https://www.epa.gov/greenvehicles>).
- For goods and services, plan your routes to minimize the number of trips.
- Encourage or incentivize employees to carpool to meetings and events.
- Utilize services close to your facility (food/catering, copy center, etc.).

Renewable Energy

We have implemented at least one (1) measures from the list below. Mark the appropriate box and provide documentation where requested.

- Generate renewable energy onsite, such as solar panels and geothermal systems (<https://www.illinoissolar.org/Commercial-Industrial-Developers>) and (<https://www.gaoi.org/>). Please describe:
- Purchase renewable energy credits from a local utility such as the CWLP Renewable Choice Program (<https://www.cwlp.com/ServicesHome/ServicesInformation/RenewableChoice.aspx>).
- Subscribe or purchase a portion of your electricity through a shared solar project or community solar farm (<https://citizensutilityboard.org/community-solar-illinois/>).

Biodiversity

We have implemented at least three (3) measures from the list below. Mark the appropriate boxes and provide documentation where requested.

- Create and maintain a wildlife habitat on your property, such as a prairie, green roof and rain garden (<https://www.museum.state.il.us/muslink/prairie/htmls/ga.html>), (<https://www.dnr.illinois.gov/education/pages/plantlistroof.aspx>) and (<https://www.epa.gov/soakuptherain/soak-rain-rain-gardens>)
- Incorporate native plants into existing landscaping that attract butterflies and pollinators (To find out which plants are appropriate for your landscaping, visit the Illinois Native Plant Society web site at: <https://www.inhs.illinois.edu/~kenr/prairienativelinks.html> Also see 10 Ways to Add Biodiversity to Your Garden at: <https://www.missouribotanicalgarden.org/gardens-gardening/your-garden/help-for-the-home-gardener/advice-tips-resources/visual-guides/adding-biodiversity-to-your-garden.aspx>
- Use potted plants to add greenery and habitat to hard surface areas, choosing plants that will attract pollinators and other beneficial insects (<https://sustainable.springfield.org/2018/03/21/attracting-pollinators/>).
- Plant one or more trees on your property or donate to a tree planting project in the community (<https://sustainable.springfield.org/proposal-for-urban-tree-canopy-program/>).
- Attract birds by installing nesting boxes, bird baths and feeding stations (<https://blog.nwf.org/2011/01/for-beginners-four-cant-miss-ways-to-attract-birds-to-your-yard-or-deck/>).
- Reduce the need for pesticides and chemical fertilizers on your property (<https://cfpub.epa.gov/npstbx/files/reducewastepesticides.pdf>).
- Arrange for employees to volunteer in a community project that helps restore habitat for native species and eliminates invasive species (For a list of local habitat restoration workdays and events, visit Friends of the Sangamon Valley at: <https://fosvdotorg.wordpress.com/workdays-and-events/> Please describe: