

California Green Business Program

Checklist preview

Program: Santa Clara

Sector: Home Office



General

DESCRIPTION

1. Adopt a written environmentally preferable (or green) purchasing policy. Ask your Green Business Coordinator for templates.

YES NO N/A Post

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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DESCRIPTION

1. Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website, and offer tours that highlight your green-ness.

YES NO N/A Post

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Waste

1. Purchase office/copier paper with 100% post consumer waste.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Purchase or obtain previously used furniture, supplies or materials (freecycle.org, Craigs List).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Use refilled or remanufactured laser and copier toner cartridges.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Purchase garbage bags with the highest recycled content available.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Purchase tissues with the highest recycled content available.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. Purchase letterhead with the highest recycled content available.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7. Purchase envelopes with the highest recycled content available.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Purchase folders or other paper products with the highest recycled content available.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. Remodel/build with materials containing recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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10. Purchase carpet, carpet undercushion, or flooring. with recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11. Purchase toilet seat covers and toilet paper with recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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