

Presenting the 2009 First Annual

**DRAFT**

**Loudoun  
County  
Green  
Business  
Challenge**



## Take the Challenge!

Loudoun County is committed to ensuring a healthy and sustainable quality of life for all of its citizens. In order to more successful in our commitment, we have developed a Green Challenge for businesses in Loudoun County. **By taking this challenge, you are pledging to take action within your business to help both the community and the environment for future generations to come.**

If you would like to be our partner in reducing greenhouse gases in our region, read through the application and start implementing changes in your workplace today! Use the application self-assessment as a checklist to guide you in your changes. Helpful Tip: Gather fellow co-workers, who are also passionate about a greener way of life, and form a team to tackle the challenges in your business together. Also consult the "How to Guide for Green Businesses" for many local resources in Loudoun County to help you implement tasks such as a recycling program, sustainable landscaping, green procurement policies, and much more.

## Benefits for Your Company

- Increase Your Bottom Line with Energy and Cost Savings
- Recognition and Leadership in the Community
- Attract New Prospective Employees by Being a Green Business
- Increase Employee Morale and Retention
- Become Eligible for Many Other Awards Relating to Green Business
- Earn Great Publicity through Press Releases and Gain Advantage over Competitors

## Eligibility & Criteria





11	Train staff and security to shut off lights at night	5	
12	Install motion sensor lights	5	
13	Change thermostat settings to ASHRAE Standard 55	5	
14	Reduce water usage by 5% from the baseline	5	
15	Achieve a 10% energy reduction based on your baseline	10	
	<b>RECYCLE &amp; REUSE MATERIALS</b>	<b>Points Possible</b>	<b>Points Earned</b>
16	Show compliance with Loudoun County Recycling Ordinance	5	
17	Purchase 30% Post-Consumer Recycled Paper	5	
18	Post signs to remind people to recycle around workplace	5	
19	Use mugs and dishware instead of disposable plates/cups/utensils	5	
	<b>REDUCE VEHICLES EMISSIONS</b>	<b>Points Possible</b>	<b>Points Earned</b>
20	Purchase at least one hybrid corporate vehicle	10	
21	Adopt a formal telework policy for employees	5	
22	Install bicycle racks at office entrances and shower	5	
23	Create an employee benefits program for alternative transit	5	
24	Implement parking policies to favor hybrid cars	5	
	<b>EDUCATE EMPLOYEES &amp; THEIR FAMILIES</b>	<b>Points Possible</b>	<b>Points Earned</b>
25	Post posters to promote energy efficiency	5	
26	Add a "Green Topics" section to your company's website	5	
27	Hold one or more workshops to educate employees on green topics, current events, company policies/practices	5	
28	Advertise the company's green practices in recruiting prospective employees	5	
29	Create and distribute newsletter to employees regarding energy efficient practices and reminders	5	
30	Invite Loudoun County's Employer Services Rep to talk with you and your employees about	5	

	commuting options		
	<b>COMMUNITY OUTREACH</b>	<b>Points Possible</b>	<b>Points Earned</b>
31	Sponsor a community environmental event through monetary contribution	5	
32	Volunteer as a group for a community environmental event	5	
33	Hold events with 100+ people a LEED certified buildings in Loudoun	5	
34	Order food for large event from a "Green Restaurant Association" certified restaurant	5	
35	Send a representative to participate in Loudoun's Sustainability Working Group	5	
	<b>GREEN BUILDING (N/A if building leased)</b>	<b>Points Possible</b>	<b>Points Earned</b>
36	Earn Energy Star certification for your buildings	10	
37	Implement 3 building retrofits from LEED standards for existing buildings	10	
38	Introduce sustainable landscaping elements	5	
39	Decrease water heating energy usage (increase insulation where water heating is done and/or set the temperature to 120 degrees or lower)	5	
	<b>INNOVATION POINTS</b>	<b>Points Possible</b>	<b>Points Earned</b>
40	[For any other significant actions not listed in above categories but taken to help the environment]	20	
	<b>Total Possible Points</b>	<b>250</b>	

## Part II: Supporting References

### Establish Rules and Expectations

1. **Adopt Formal Company Energy Strategy and Improvement Plan** (Possible Pts = 2)

Come up with formal energy strategy and adopt as company policy.  
Come up with Energy Improvement Plan (EIP) that details how the

company will become more green. Demonstrate written proof of strategy and plan (i.e. document, company email, company website).

Status (Completed, Partially Completed, Incomplete):  
References:

2. **Create Internal Green Team** (Possible Pts = 2)

Form an informal group of employees who are interested in energy and willing to volunteer their time to promote green practices in the company. They are responsible for ensuring that company policies are adhered to and lead the company in implementing the Green Business Challenge items. Provide names of participants and accomplishments of the team.

Status (Completed, Partially Completed, Incomplete):  
References:

3. **Appoint Energy Manager** (Possible Pts = 2)

***[all 40 items will be explained in above format, not finished yet]***

## Part III: Signature of Company Executive

As a company executive of this business, I hereby verify that the information in this application for Loudoun County's Green Business Challenge is accurate to my knowledge.

Signature:

Date: Position Title:

## Part IV: Press Release of Company's Green Practices

Include a written summary (in press release format) of the experience of participating in Loudoun County's Green Business Challenge. This format should be ready to be released to the press for printing in local newspapers for recognition of your company's success with this challenge. Please include specific examples or stories of how green practices have influenced your company's way of business. We also suggest including quotes from your fellow employees and executives.

While your company is free to release this to the press, Loudoun County reserves the right to reproduce this document for purposes to promote the program and publicly recognize award winners.

## Step 3: Submit Application

Submit all parts of the application as 1 PDF document electronically sent to the following email address: [GreenBusinessAwards2009@loudoun.gov](mailto:GreenBusinessAwards2009@loudoun.gov).

While electronic submission is strongly encouraged, mail submission with supporting documentation is also acceptable. Please mail to the following address with postmark date no later than [insert date]:

Step 3: Submit Application

**Thank you for helping to  
improve the quality of life in  
Loudoun County.**



## Details

### **Action 1: Adopt a formal Energy Strategy & Improvement Plan for your company**

(Possible points=5)

#### **Description:**

An energy efficient plan outlines the measures a business has and will implement to become more energy efficient and reduce its energy consumption. To determine what types of energy efficient measures will be implemented, the jurisdiction must first assess the current energy consumption of municipal-owned and leased facilities. It generally applies to retrofitting existing buildings and sets standards for new municipal facilities to incorporate energy efficient and sustainable building techniques in their construction. Implementing energy efficient and conservation measures into daily operations are essential for reducing energy consumption. An energy improvement plan provides examples of energy efficient measures that can be applied in areas such as lighting, temperature control, infrastructure, purchasing/procurement, renewable energy, and alternative fuels. Employee awareness should be a fundamental part of the plan. By educating employees about the need for resource conservation and what they can do to make a difference, municipal facilities will become more energy efficient.

#### **Examples / Links:**

- [San Antonio, Texas, Energy Efficiency Plan](http://www.sanantonio.gov/swmd/?res=1024&ver=true)  
<http://www.sanantonio.gov/swmd/?res=1024&ver=true>
- [Department of Energy](http://www.energycodes.gov/links.stm)  
[http://www.energycodes.gov/links.stm,](http://www.energycodes.gov/links.stm)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

### **Action 2: Create an Internal Green Team (Possible Points= 5)**

#### **Description:**

Assign individuals within your organization to develop, track and implement Green Policies and initiatives within your organization. Entities do not have to create a new position in order to implement Green initiatives.

**Examples/Links:**

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 3: Appoint an Energy Manager** (Possible Points= 5)

**Description:**

An energy manager position/responsibility could be responsible for all or some of a wide range of energy management and environmental initiative duties, such as: Monitoring energy consumption in government facilities, tracking costs and trends, carbon emissions base line inventory, carbon emission reduction strategies and goals, maintaining a computer-based energy reporting and tracking system, meeting with electric and gas utilities, and evaluating utility rate schedules for current and future cost decisions, supporting the development of the building automation/energy management systems in existing and future facilities, collaborating on the performing life-cycle cost analysis for equipment used in local government buildings, collaborating on the development, implementation and monitoring of standards for construction, maintenance and operation of equipment in local government buildings, participating in policy group discussions and drafting policy statements and implementation documents, including the internal energy conservation program, and preparing support justification for efficiency and conservation program funding, providing advice and training to technical staff on the maintenance and operation of energy-related systems, and preparing and including reports on climate emissions, Energy Star program participation, EPA Green Power partnership participation, and related programs. The savings generated by the staff position often exceed the cost of the position. For those government entities that do not have a formal energy manager's position need to assign someone from their organization to be responsible for energy management

duties until they hire one. This individual can team up with representatives from all the departments in order to implement successful energy conservation and environmental programs (Loudoun County's Energy Conservation Cabinet that includes liaisons from every department can be used as a successful model).

**Example/Links:**

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 4: Adopt formal Green Office Equipment or Purchase Policy** (Possible points= 5)

**Description:**

By adopting a Green Office Equipment Purchase policy, businesses can take advantage of Energy Star rated appliances, office equipment and electronics. While each business should create a plan that suits its particular situation, the development and adoption of a Green Purchase Policy is an important exercise that can benefit businesses of any size and lead to demonstrable results.

**Examples / Links of Green Purchases:**

- [Energy Star Appliances](http://electrical.about.com/od/appliances/a/goinggreenst.htm)  
<http://electrical.about.com/od/appliances/a/goinggreenst.htm>
- [Energy Star Business Solution](http://www.californiagreenolutions.com/cgi-bin/gt/tpl.h,content=586)  
<http://www.californiagreenolutions.com/cgi-bin/gt/tpl.h,content=586>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 5: Establish a baseline for your energy consumption** (Possible points= 10)

**Description:**

Establishing your energy consumption baseline is the first step towards energy conservation. You can utilize the Energy Star Energy Portfolio Manager to establish your

baseline. Businesses may also choose to purchase an Energy Accounting Software to establish their baseline.

**Examples / Links:**

- [Energy Star Portfolio Manager](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager)  
[http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliomanager](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager)
- [Energy Star, Establish a Baseline](#)

[http://www.energystar.gov/index.cfm?c=assess\\_performance.establish\\_baselinesportfolio\\_manager](http://www.energystar.gov/index.cfm?c=assess_performance.establish_baselinesportfolio_manager)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 6: Conduct an energy audit and implement 3 or more suggestions** (Possible points= 5)

**Description:**

An energy audit gives a snapshot look at government facility energy use trends, consumption, and potential opportunities to help better manage facilities. Such an audit evaluates energy consumption practices and provides an analysis that can be the foundation for continued business planning, especially in identifying areas for energy and cost savings within existing facilities.

The use of energy saving performance contracting is becoming increasingly attractive to businesses. This is when a an organization contracts with a private firm to assess and correct energy deficiencies - often with little or no actual cost to the entity as the long term energy savings offset the costs. Entities might want to choose performing such an audit by their qualified Facilities Manager.

**Examples / Links:**

- UEnergy Star Audits  
[http://www.energystar.gov/index.cfm?c=assess\\_performance.conduct\\_assessment\\_s](http://www.energystar.gov/index.cfm?c=assess_performance.conduct_assessment_s)
- Virginia Department of Mines, Minerals and Energy  
<http://www.dmme.virginia.gov/DE/StateAgencyProgs/performancecontracting.shtml>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 7: Obtain and use an Energy Accounting Software** (Possible points= 5)

**Description:**

One of the basic tools for entities to keep track of their utility consumptions is Energy Accounting Software. Entities typically save 10% by simply having energy management software. There are several tools available to assist businesses measuring and tracking their energy use and emissions generated from their building operations. EPA provides local and state governments, homeowners and businesses with a proven energy management tool called Portfolio Manager at no-cost to save energy and money and demonstrate their environmental leadership.

**Examples / Links:**

- Information on EPA's Energy Star Challenge  
<https://www.energystar.gov/istar/pmpam/>
- Track energy use and benchmark facilities using Portfolio Manager  
[http://www.energystar.gov/index.cfm?c=government.bus\\_government](http://www.energystar.gov/index.cfm?c=government.bus_government)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 8: Develop a carbon emission inventory of your facility** (Possible points= 5)

**Description:**

Nearly 10% of energy used to run typical government buildings goes to waste. There are several tools available to assist local governments in measuring and tracking their energy use and emissions generated by their facilities. Your entity can either do the carbon footprint of their facilities through their energy accounting software or through EPA's free tools offered at their website.

**Examples / Links:**

- [EPA Greenhouse Calculator](http://www.epa.vic.gov.au/GreenhouseCalculator/calculator/default.asp)  
<http://www.epa.vic.gov.au/GreenhouseCalculator/calculator/default.asp>
- [EPA Greenhouse Inventory](http://www.epa.gov/climatechange/emissions/index.html)  
<http://www.epa.gov/climatechange/emissions/index.html>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 9: Purchase "Green Power" from a renewable source or install renewable energy technology such as solar, geothermal, wind, etc.** (Possible points= 15)

**Description:**

As large consumers of electricity, entities' choice of electricity sources can have a significant effect on the environment. Currently, our electricity in Virginia comes from a mix of sources, including coal, nuclear, natural gas, and a small amount of renewable energy. Some entities, however, have chosen to power a certain percentage of their buildings with clean renewable sources like wind and solar.

There are several ways to approach this opportunity. In some cases, it's possible to actually generate clean energy on site by installing solar panels on the roof of a new or existing building. In other cases, entities have supported the construction of new clean energy facilities such as biomass (burning organic matter), small hydroelectric or geothermal power.

The most common approach to serving a government building with clean energy, however, is to buy existing available clean energy through your normal provider.

Contact your local utility to find out what clean energy options they offer. In some cases, municipalities may choose to sign long-term contracts with new facilities coming online, and their dedicated support can often provide much needed security for this growing industry. Regardless of whether clean energy is generated on site or purchased through the grid, every kilowatt-hour that comes from clean renewable sources decreases the carbon footprint of the city.

**Examples / Links:**

The Town of Warrenton, Va., in Fauquier County has created a new green initiative to reduce its carbon footprint, or as Mayor George Fitch puts it, "low carbon diet." The goal is to "make Warrenton energy independent where its electricity and fuel come exclusively from renewable resources." Their short-term approach includes powering a new 25,000-square-foot indoor recreation center with solar panels and gathering methane gas at a nearby sewage treatment plant. The long-term vision includes shifting to power the city from a biomass energy facility just outside the town limits.

- [Dominion Virginia Power - Renewable Energy](http://www.dom.com/news/elec2008/pr0529a.jsp)  
<http://www.dom.com/news/elec2008/pr0529a.jsp>
- [Arlington County - "Buying Green Power"](http://www.gogreenva.org/?/challenge/participate/id/1/p/score/l/208/gk/5UvezaDAPhu2#mce_temp_url#)  
[http://www.gogreenva.org/?/challenge/participate/id/1/p/score/l/208/gk/5UvezaDAPhu2#mce\\_temp\\_url#](http://www.gogreenva.org/?/challenge/participate/id/1/p/score/l/208/gk/5UvezaDAPhu2#mce_temp_url#)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 10: Replace 20% of your incandescent lights with CFLs (Possible points= 5)**

**Description:**

An Energy Star qualified compact fluorescent bulb (CFL) will save about \$30 over its life time and pay for itself in about 6 months. It uses 75% less energy and lasts about 10

times longer than an incandescent bulb. Therefore, your business can have great energy savings with a quick payback by retrofitting its inefficient lights with CFLs.

**Examples / Links of Green Purchases:**

- [Energy Star Appliances](http://www.energystar.gov/index.cfm?c=cfls.pr_cfls)  
[http://www.energystar.gov/index.cfm?c=cfls.pr\\_cfls](http://www.energystar.gov/index.cfm?c=cfls.pr_cfls)
- [ELight Bulb Savings Calculator](https://touchstoneenergy.cooperative.com/public/programs/EnergyEfficiency/Lightbulbcalculator.htm)  
<https://touchstoneenergy.cooperative.com/public/programs/EnergyEfficiency/Lightbulbcalculator.htm>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 11: Train staff and security to shut off lights at night** (Possible points= 5)

**Description:**

Businesses can have the most energy efficient light bulbs however, if they leave lights on in unoccupied spaces on they will be simply wasting energy. Therefore, it is important to provide your staff, security and cleaning crew energy awareness training. It is also recommended to install TURN OFF LIGHTS stickers to remind staff to turn lights off.

**Examples / Links of Green Purchases:**

- [EPA Turn Off Lights](http://www.energysavers.gov/your_home/lighting_daylighting/index.cfm/mytopic=12280)  
[http://www.energysavers.gov/your\\_home/lighting\\_daylighting/index.cfm/mytopic=12280](http://www.energysavers.gov/your_home/lighting_daylighting/index.cfm/mytopic=12280)
- [Does Turning CFLs Save Energy?](http://www.scientificamerican.com/article.cfm?id=turn-fluorescent-lights-off-when-you-leave-room)  
<http://www.scientificamerican.com/article.cfm?id=turn-fluorescent-lights-off-when-you-leave-room>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 12: Install motion sensor lights** (Possible points= 5)

**Description:**

Consider installing motion sensors or timed lighting because this is an inexpensive energy and cost reduction measure. These lights switch on automatically in someone's presence and switch off automatically when no being is detected. Other than saving electricity and money, it also serves as a security feature. Consider adding these in rooms that are occasionally used; such as: bathrooms and kitchen(s).

Like the CFLs, motion sensor lights can be found in any hardware store and can easily be installed.

- [Elights.com](http://www.elights.com/floodsen.html) <http://www.elights.com/floodsen.html>
- [Wall Mounted Motion Sensors](http://www.espenenergy.com/wall_mounted_motion_sensor.htm)  
[http://www.espenenergy.com/wall\\_mounted\\_motion\\_sensor.htm](http://www.espenenergy.com/wall_mounted_motion_sensor.htm)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 13: Change thermostat settings to ASHRAE Standard 55** (Possible points= 5)

**Description:**

Changing the thermostat settings to ASHRAE leads to a greater ergonomic, a more comfortable, productive, flexible and a user friendly environment. It also leads to greater energy and ventilation efficiency.

The thermostat is usually in a central location and can be adjusted easily using the up or down arrows. Program the thermostat to ASHRAE Standard 55 setting. This setting is the most comfortable for the employees and the most efficient for the building.

**Examples/ Links:**

[ASHRAE Standard 55](http://www.rockymtnashrae.com/wp-content/uploads/2009/03/ashrae55.pdf) <http://www.rockymtnashrae.com/wp-content/uploads/2009/03/ashrae55.pdf>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 14: Reduce water usage by 5% from the baseline** (Possible Points= 5)

**Description:**

Reducing the water usage by 5% means that the amount of water that is withdrawn or produced from the freshwater sources is reduced by 5%. Determine the baseline by using water usage bills collected over 12 months.

Minimizing the amount of water being used unnecessarily is a good start. Possibly even installing water-conserving faucets, toilets, and dishwashers will help.

**Examples/Links:**

- [Tips on reducing water usage](#)

<http://www.sustainability.govt.nz/goal/reduce-water-usage>,

<http://www.aboutmyplanet.com/environment/reduce-water-money>,

<http://www.greenlivingtips.com/articles/242/1/Saving-water-in-the-garden.html>

- [Cheap and efficient way of reducing water](#)

[http://homerepair.about.com/od/plumbingrepair/ss/hwh\\_tips\\_2save.htm](http://homerepair.about.com/od/plumbingrepair/ss/hwh_tips_2save.htm)

[http://homerepair.about.com/od/plumbingrepair/ss/hwh\\_tips\\_2save\\_3.htm](http://homerepair.about.com/od/plumbingrepair/ss/hwh_tips_2save_3.htm)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 15: Achieve a 10% energy reduction based on your baseline** (Possible points= 10)

**Description:**

Using utility bills from the past 12 months, determine a baseline. Based off on that, plan on reducing 10% of energy use either by conducting a light audit, purchasing CFLs, assessing heating, ventilating, air conditioning system (HVAC) efficiency strategies, getting rid of inefficient energy appliances/ equipments, modifying computer and printer/copier power saving mode and purchasing emission offsets. Also, don't forget about the ducts, insulation, the roof, and the windows.

**Examples/Links:**

- US DOE Energy Efficiency and Renewable Energy website (different types of insulation) [http://www.gaepd.org/Files\\_PDF/Water\\_Reduction\\_FAQ.pdf](http://www.gaepd.org/Files_PDF/Water_Reduction_FAQ.pdf)
- Case studies <http://www.sustainability.govt.nz/energy>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 16: Show compliance with Loudoun County Recycling Ordinance** (Possible points= 5)

**Description:**

Recycle! The Loudoun County Recycling Center accepts the following:

Materials Accepted	
Plastic Bottles and Jugs*	Glass Bottles and Jars
Aluminum Cans	Steel Cans
Newspapers	Magazines and Catalogs
Cardboard and Paperboard	Phonebooks
Office Paper	Junk Mail
*Leesburg Recycling Centers accept most plastic containers #1-7	

Courtesy of

LoudounCounty.gov

You can set up a pickup with a private recycling company or drop off the recycling materials at the 11 drop of locations. This allows for re-generation of the already used materials into matter that can be re-used by only using marginal amount of energy to reproduce the product.

Recycling is the best and easiest way to make a difference. All you have to do is separate the trash components into different sub components such as plastic, paper and non-recyclable trash.

**Examples/Links:**

- Some recycling tips for the season  
<http://inter4.loudoun.gov/Default.aspx?tabid=2705>
- Tips, Case studies, Featured information <http://www.sustainability.govt.nz/rubbish>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 17: Purchase 30% Post-Consumer Recycled Paper** (Possible points= 5)

**Description:**

Recycled paper results from paper recycling, yet it has more significant environmental advantages. For example, recycled paper has less impact on forest resources, produces less air pollution, contributes to less water pollution, as well as less water consumption, less energy consumption, and less production of solid waste. The quality of recycled paper is generally similar to the typical paper with the only difference of being more environmentally friendly.

30% Post-Consumer Recycled Paper can be found in any stationary store such as Staples or Office Depot, or it could also be ordered online.

**Examples/Links:**

- Compare impacts of specific recycled paper vs. non-recycled paper  
<http://www.edf.org/papercalculator/>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 18: Post signs to remind people to recycle around workplace** (Possible points= 5)

**Description:**

Recycling signs and labels should be placed as a constant, friendly reminder to all employees to recycle and help with the efforts on going green.

Post these reminders in strategic locations such as: on the doors of restrooms, near trash cans, outside the cafeteria, in the entrances and the exits, etc.

**Examples/Links:**

- [Tips on recycling](#)

<http://your.kingcounty.gov/solidwaste/garbage-recycling/best-workplaces.asp>

- [Examples of plans implemented by some businesses](#)

[www.awma.org/files\\_original/CalendarForOffice08.pdf](http://www.awma.org/files_original/CalendarForOffice08.pdf)

[http://www.awma.org/files\\_original/CalendarForOffice.pdf](http://www.awma.org/files_original/CalendarForOffice.pdf)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 19: Use mugs and dishwasher instead of disposable plates/cups/utensils**

(Possible points= 5)

**Description:**

Using mugs and dishwashers is much more economically beneficial than it is to use disposable items. On face value it may seem that disposable items are cheaper, but the cost eventually adds up as you throw away and purchase these items continuously that require a lot of energy to re-process.

Encourage everyone in your office to bring in their own mugs for coffee. Provide dishwashing soap and a scrubber. Also encourage your employees to efficiently load the dishwasher and only switch it on when it is a full load. This will save money and energy.

**Examples/Links:**

- [Tips on recycling in office](#)

<http://www.businesscreditcards.com/bootstrapper/working-green-50-tips-to-reduce-your-offices-waste/>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 20: Purchase at least one hybrid corporate vehicle** (Possible points= 10)

**Description:**

Hybrid cars are known to be eco- friendly as they use electric power and very little fuel. Besides from the obvious benefits and the government benefits, it helps keep the costs low (in the long run on fuel, car maintenance, oil changes etc.). By adopting a hybrid as a corporate vehicle, you are encouraging and setting an example for your employees to buy an eco-friendly means of transportation.

Go to a car dealership today and ask for immediate delivery on your new corporate vehicle. Use this car for any business trips or meeting appointments that you or your employees make.

**Examples/Links:**

- [Advantages of hybrid vehicles](#)

<http://www.allhybridcars.com/advantages-of-hybrid-cars.html/>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 21: Adopt a formal telework policy for employees** (Possible points= 5)

**Description:**

Teleworking is an arrangement that allows employees to enjoy flexibility in working locations and hours that is different from ones' traditional workplace. Instead of commuting long distances daily and using fuel, money or other resources, it allows employees to work from home or some other location via conference calls, e-mails etc. It helps provide for a more comfortable and convenient setting for the employee with fewer distractions of the common work setting as it also helps reduce traffic problems. Implement a plan (such as teleworking 2 days per week) and make this option available to as many employees as it is possible.

**Examples/Links:**

- [Teleworking Advantages](http://www.eto.org.uk/faq/faq03.htm) <http://www.eto.org.uk/faq/faq03.htm>
- [Pros and Cons of teleworking](http://www.ivc.ca/proteleworkers.html) <http://www.ivc.ca/proteleworkers.html>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 22: Install bicycle racks at office entrances and shower** (Possible points= 5)

**Description:**

Encourage your employees to commute via bikes. Instead of spending unnecessary cash on fuel, provide this eco-friendly, yet safe alternative to them. Not only do the employees get a chance to enjoy a wonderful weather, they get some exercise and some extra cash in their pockets. Also, install a few shower stalls so that the employees can freshen up after their new form of commute to work.

Call in a handyman to install a few bicycle racks and shower stalls.

**Examples/Links:**

- [Bike rack options](http://www.parknpool.com/bike-racks/commercial-bicycle-racks.php?gclid=COm0iZaX9psCFdZM5QodVA1Y_Q)  
[http://www.parknpool.com/bike-racks/commercial-bicycle-racks.php?gclid=COm0iZaX9psCFdZM5QodVA1Y\\_Q](http://www.parknpool.com/bike-racks/commercial-bicycle-racks.php?gclid=COm0iZaX9psCFdZM5QodVA1Y_Q)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 23: Create an employee benefits program for alternative transit** (Possible points= 5)

**Description:**

Providing the opportunity to carpool or even making use of the transit system is the goal of this action. Giving this opportunity to employees will help reduce congestion and car emissions. We are talking about over 80,000 tons of pollutants and 62.5 pounds of carbon monoxide that would not continue to contribute to our atmosphere.

Offer little incentives such as carpool parking which is closer to the building or discounted/free passes for the public transportation.

**Examples/Links:**

- [More about the benefits](#)

[http://www.transitcenter.com/uploadedFiles/Transit\\_Resources/IndustryInformation/Employee\\_Benefit\\_Plan\\_Review\\_072007.pdf](http://www.transitcenter.com/uploadedFiles/Transit_Resources/IndustryInformation/Employee_Benefit_Plan_Review_072007.pdf)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 24: Implement parking policies to favor hybrid cars** (Possible points= 5)

**Description:**

Hybrid cars are beneficial to our society because they don't use up as much fuel and create less pollution compared to the regular cars. Because hybrid cars are more eco-friendly and we want to encourage a more green environment, implementing policies that favor hybrid cars ensures that the people who are already green, are getting an incentive to continue on as it is also prodding the other non-green fellow employees to embrace the "green".

Offer parking that is closer to the building (right after the handicapped parking) to the employees who already own a hybrid and commute via that. If parking is not under the company's jurisdiction, you may have to write a letter to the landlord regarding this issue.

**Examples/Links:**

- [Green Parking News](#)

[http://blog.syracuse.com/news/2007/08/preferred\\_parking\\_goes\\_to\\_fuel.html](http://blog.syracuse.com/news/2007/08/preferred_parking_goes_to_fuel.html)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 25: Post posters to promote energy efficiency** (Possible points= 5)

**Description:**

Making people more subtly aware about all the things they can be doing to improve is the best way to help decrease our carbon footprint. The more people know, the more they will let the word out and the more people will practice. Post posters that provide tips on how to become more energy efficient.

Post these all around the building- near the light switches, the restroom doors and stalls, the kitchen etc.

**Examples/Links:**

- **Energy Star Posters** <http://www.eto.org.uk/faq/faq03.htm>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 26: Add a "Green Topics" section to your company's website** (Possible points= 5)

**Description:**

By adding a "Green Topics" section to your company's website, you are spreading the word about the environment and encouraging the other companies and loyal consumers to participate as well. It sets a model for others as well as a model to your fellow employees.

On your website, go to editing and add the "Green Topics". Provide tips and prod others by detailing all that you have accomplished as well as all that you plan to accomplish. Example about items to include under this section are your green events (any workshops the company is holding, guest speakers), the teleworking policy, detail the company's progress and the goal your company wants to reach.

**Examples/ Links:**

- **Green Topics** <http://www.buildinggreen.com/menus/topics.cfm>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 27: Hold one or more workshops to educate employees on green topics, current events, company policies/practices** (Possible points= 5)

**Description:**

Holding a workshop or two is important because this gives an opportunity to educate. Through workshop(s), you and your employees will learn of better ways to be eco-friendly. Workshops give room for instruction and putting theory into practice; which is truly the best way to learn.

Call and invite a "green" representative that can help encourage and provide more information on ways of going green, the new green technology, energy efficiency, environmental stewardship, etc.

**Examples/ Links:**

- [Arlington County Green Policy](#)

<http://www.arlingtonva.us/DEPARTMENTS/EnvironmentalServices/epo/EnvironmentalServicesEpoGreenBuildings.aspx>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 28: Advertise the company's green practices in recruiting prospective employees** (Possible points= 5)

**Description:**

Going green is for the better of our community. When advertising these high values, you are more likely to attract employees who understand, practice and want to be a part of these values. Sharing this high common interest is for the better for the face of the company as it not only allows you to stand as a model, but also attracts the best of future employees.

When recruiting, ask the interviewees about their outlook on going green. Ask them for ways they will want to implement energy efficiency...

**Examples/ Links:**

- [Launching Green Campaign](#)

<http://www.moderncarcare.com/articles/green-campaigns-begin-with-self-discovery.html>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 29: Create and distribute newsletter to employees regarding energy efficient practices and reminders** (Possible points= 5)

**Description:**

This action serves as another friendly reminder to employees and possibly even their families about energy efficient practices. Unlike the poster, it is a more detailed piece of work that covers a greater base on ways to be more eco-friendly.

In your (electronic) newsletter, state the new goal you wish to achieve, detail how you plan on doing that, ask for support...Also, detail some other energy efficient tips, what all your company has accomplished, track down all that you have been successful in implementing, etc.

**Examples/ Links:**

- [Chesapeake County Schools Energy Newsletter](#)

<http://www.cpschools.com/departments/schoolplant/newsletters.php>

- [Energy Conservation Newsletter Example](#)

<http://lightly.chelanpud.org/index.php/category/energy-conservation/>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 30: Invite Loudoun County's Employer Services Rep to talk with you and your employees about commuting options** (Possible points= 5)

**Description:**

Inviting a Loudoun County Services Rep to talk about commuting options is an easy way to get points. Not only do you and your employees get an insight into other options, but you and your employees also get a chance to ask questions and in turn implement the options that work the best for all of you. This is also a way to spike the interest of all your employees and get them involved in this process of going green. Call the Loudoun County Employer Outreach representative to discuss commuting possibilities as well as making arrangements for a site visit.

**Examples/ Links:**

- Employer Services [www.loudoun.gov/commute](http://www.loudoun.gov/commute)
- Commuting Options <http://www.loudoun.gov/Default.aspx?tabid=984>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 31: Sponsor a community environmental event through monetary contribution**

(Possible points= 5)

**Description:**

By sponsoring a community environmental event, you and your fellow employees are now extending the invite of going green to the entire community! Sponsoring a great event not only raises awareness, but also encourages many people to come out for a great cause.

Post announcements in the newsletter(s), make phone calls, post flyers, send e-mails or go door-to-door to inform the community of your environmental event. At the event educate people on ways they can go green. Have a little interactive sector for young kids. Make the event a family friendly place to be.

**Examples/ Links:**

- October Energy Awareness Month  
[http://www.energystar.gov/index.cfm?c=energy\\_awareness.bus\\_energy\\_awareness](http://www.energystar.gov/index.cfm?c=energy_awareness.bus_energy_awareness)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 32: Volunteer as a group for a community environmental event** (Possible points= 5)

**Description:**

If unable to host an event (or if you want to do more to give back to the community), volunteer as a group to help out with one! Remember the more people know about eco-friendly ways, the more likely it is that we can make a huge impact in our community.

Look around for posters, flyers and/or e-mails that talk about hosting an environmental event. Ask the director if you can help out with the event.

**Examples/ Links:**

- [Environmental Activity Ideas](#)

[http://www.energystar.gov/index.cfm?c=energy\\_awareness.bus\\_energy\\_awareness](http://www.energystar.gov/index.cfm?c=energy_awareness.bus_energy_awareness)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 33: Hold events with 100+ people in LEED certified buildings in Loudoun** (Possible points= 5)

**Description:**

A LEED (Leadership in Energy and Environmental Design) certified building is a structure that has received standards for environmentally sustainable structure. Holding an event with 100+ people in a LEED certified building is a statement on its own about your company going green as well as an encouragement to others.

Go to the LEED website and search for places in your area that are LEED certified. Set up an appointment and host an event in this certified building.

**Examples/ Links:**

- [Energy Star Environmental Event Ideas](http://www.energystar.gov/index.cfm?c=spread_word.sample_event)  
[http://www.energystar.gov/index.cfm?c=spread\\_word.sample\\_event](http://www.energystar.gov/index.cfm?c=spread_word.sample_event)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 34: Order food for large event from a “Green Restaurant Association” certified restaurant** (Possible points= 5)

**Description:**

The “Green Restaurant Association” or the GRA is a national non-profit organization that helps provide services in research, consulting, education, marketing and community organizing. It has many strategies of promoting sustainability and GRA certifying restaurants is one of them. The “Green Restaurant Association” certified restaurants represent 10% of the U.S. economy, to become more environmentally sustainable. Their goal is also to promote an eco-friendly environment by shrinking our “food footprint”.

Ordering food from a “Green Restaurant Association” certified restaurant is a subtle, yet simple way of promoting green. This also gives you and your fellow employees a chance to learn how to go green in your kitchens at home!

Search for GRA certified restaurants in your area and order food from this restaurant for a large event.

**Examples/ Links:**

- [Online tool calculator](http://www.epa.gov/solar/energy-resources/calculator.html) [www.epa.gov/solar/energy-resources/calculator.html](http://www.epa.gov/solar/energy-resources/calculator.html)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 35: Send a representative to participate in Loudoun's Sustainability Working Group** (Possible points= 5)

**Description:**

Loudoun's Sustainability Working Group is an organization that is based on environmental stewardship and sustainable use of resources. They participate in public education and outreach programs such as Earth Day@Loudoun, energy summits and other such events. Instead of absorbing all eco-friendly practices in theory, the representative from your company will get a chance to do things hands on and learn of more energy efficiency tips.

Call Loudoun's Sustainability Working Group and go in one day to help out with this group.

**Examples/ Links:**

- [More information about Loudoun Sustainability Working Group](http://www.lccss.org/campaigns.html)  
<http://www.lccss.org/campaigns.html>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 36: Earn Energy Star certification for your buildings** (Possible points= 10)

**Description:**

To earn an Energy Star certification for your buildings, you must achieve a rating of 75 or higher. This certification lets everyone know that the company is superior as well as an eco-friendly organization.

Go onto the Energy Star website and follow the directions on how to earn your certification. It requires that you set everything up using their Profile Manager.

**Examples/ Links:**

- [Instructions on how to earn the certification](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager_intro)  
[http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliomanager\\_intro](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager_intro)
- [More information regarding LEED buildings](#)

<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=222>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 37: Implement 3 building retrofits from LEED standards for existing buildings**

(Possible points= 10)

**Description:**

Retrofitting is making improvements and making your building more efficient through modifications or upgrades to existing equipment and technology. It is an easy and very feasible way of making a difference in sustainability goals and getting a more competitive edge in the green industry, as the projects are smaller in scale and affordable.

In order to make retrofits, go about the office and see what needs improvement. Is it the lighting or that ancient, inefficient copier? Change the things that will make your company more energy efficient.

**Examples/ Links:**

- LEED [http://en.wikipedia.org/wiki/Leadership\\_in\\_Energy\\_and\\_Environmental\\_Design](http://en.wikipedia.org/wiki/Leadership_in_Energy_and_Environmental_Design)

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 38: Introduce sustainable landscaping elements** (Possible points= 5)

**Description:**

Having a well maintained garden or lawn is a great way of going green because there are so many opportunities within. Plant your own edible selection- grow herbs, cilantro or even fruits and vegetables. Plant other native-water saving plants, use organic fertilizers, have a garden just for composting, implement drip irrigation and increase

shade. A happy, green garden gives off fresh air as it converts the carbon dioxide into oxygen. Make use of the resources and maximize their effects into a healthy green garden.

Ask your professional landscaper to plant an edible selection or even encourage a company earth day, where you and your employees work on setting up a healthy, green garden.

**Examples/ Links:**

- Landscaping tips <http://www.sustainability.govt.nz/gardening>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 39: Decrease water heating energy usage (increase insulation where water heating is done and /or set the temperature to 120 degrees or lower) (Possible points= 5)**

**Description:**

Water heating requires a lot of energy from direct resources such as fossil fuels, natural gas, liquefied petroleum gas, solid fuels, etc. Decreasing water heating energy usage is one of the key ways to cut down on our prime resources for energy. So instead of using our prime resources, follow the suggestions given above or use an innovative idea to decrease the water heating energy usage.

Ask your plumber to install more insulation around the water heating system. Instead of using warm water to wash your hands, use the cold water setting instead.

**Examples/ Links:**

- Water Heater Temperature Control  
<http://www.naturalhandyman.com/iip/infwaterheater/infwhadjust.html>

Status (Completed, Partially Completed, Incomplete):

Points earned:

References:

**Action 40: Innovation Points [For any other significant actions not listed in above categories but taken to help the environment] (Possible points= 20)**

**Description:**

Be innovative and come up with a whole new idea ongoing green! Fresh new ideas are always welcome in making our community a safe, happy place to be.

Make sure you document the innovative idea and the steps so it can be used by other companies as well or can be added as a list of requirements in our challenge itself!

Status (Completed, Partially Completed, Incomplete):

Points earned:

References: