



# Smart Business Checklist Version A

Applicant Name (Name of Business): \_\_\_\_\_

**This business has completed an energy audit with a certified entity (consultant, energy provider, government agency, etc.). Please note verification of an energy audit is required to take part in the Green Business Checklist Program.**

| Yes | No | If yes, list date and provider |
|-----|----|--------------------------------|
|     |    |                                |

| Tier Level | Section 1.1 - Energy Conservation - Lighting   | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|--|--------------------------|--------------------------|--------------------------|---|
| Gold       | Energy efficient lighting practices are required and in place in all applications, except those where no low-energy options are available.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | Energy efficient lighting practices and incorporating them (when possible) are a priority.   |                          |                          |                          |   |
| Bronze     | Energy efficient lighting options and opportunities are included in an awareness program. Information is provided about energy efficient lighting practices and how to incorporate them. |                          |                          |                          |   |

*Examples of energy efficient lighting practices include: audit of lighting use and system functionality, CFL, LED, T5, and T8 lighting applications, motion detectors, occupancy sensors, timers, and zone or individual workspace lighting control options.*

| Tier Level | Section 1.2 - Energy Conservation - Equipment   | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|---|--------------------------|--------------------------|--------------------------|---|
| Gold       | Energy efficient equipment use and practices are required and in place for all equipment, except those where no conservation options are available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | Energy efficient equipment use and practices and incorporating them (when possible) are a priority.   |                          |                          |                          |   |
| Bronze     | Energy efficient equipment use, practices and incorporation are included in an organizational awareness program.                                    |                          |                          |                          |   |

*Examples of energy conservation practices include: use of Energy Star products, computers and non-essential office equipment turned off at the end of the work day and on weekends, all computers and non-essential office equipment programmed for auto power down and standby modes to take effect within 30 minutes of inactivity, reduction of personal office equipment toward communal equipment (printers, scanners, coffee pots, refrigerators, etc.), and work stations with multiple devices are powered through power strips that are turned off at the end of the work day and on weekends.*

| Tier Level | Section 2.1 - Water Conservation - Indoor Water  | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|--|--------------------------|--------------------------|--------------------------|---|
| Gold       | Indoor water conservation practices are required and in place in all applications, except those where no options are available.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | Indoor water conservation practices and incorporating them (when possible) are a priority.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Bronze     | Indoor water conservation options and opportunities are included in an awareness program. Information is provided about water conservation and how to incorporate it into business operations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

*Examples of water conservation practices include: audit of water use and system functionality, low flow faucets and showers, auto shut-off or timed, faucets and showers, low flow or dual flush toilets, waterless urinals, auto shut-off or timed water features, and personal responsibility and behavioral commitment.*

| Tier Level | Section 2.2 - Water Conservation - Outdoor Water  | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|---|--------------------------|--------------------------|--------------------------|---|
| Gold       | Outdoor water conservation practices are required and in place in all applications, except those where no options are available.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | Outdoor water conservation practices and incorporating them (when possible) are a priority.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Bronze     | Outdoor water conservation options and opportunities are included in an awareness program. Information is provided about water conservation and how to incorporate it into business operations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

*Examples of practices include: low or no maintenance and irrigation landscaping, (if not prohibited) irrigation plan consisting of time of day and length of time, landscape maintenance plan noting schedule of maintenance and specific maintenance completed, stormwater capture and reuse, written stormwater management plan, mowing practices that promote water retention, and adopting City seasonal water conservation recommendations (up to and including dormancy of green space).*

| Tier Level | Section 3 - Transportation  | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|---|--------------------------|--------------------------|--------------------------|---|
| Gold       | Sustainability-minded transportation opportunities and practices are required and in place, except when no opportunities are available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | Sustainability-minded transportation opportunities and practices (when possible) are a priority.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Bronze     | Sustainability-minded transportation opportunities and practices are included in an organizational awareness program.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

*Examples of transportation practices include: develop incentives and create an environment to encourage employees to carpool (i.e. designated parking), use mass transit (i.e. subsidized bus passes), and ride their bikes to work (i.e. bike storage space and access to showering facilities); track and compare annual vehicle miles traveled and gallons of fuel consumed for company business; develop a plan and provide criteria for buying energy efficient vehicles; develop delivery routes and schedules to minimize driving time and fuel consumption; hold meetings via telecommunications and facilitate carpooling for offsite meetings where teleconferencing is not an option.*

| Tier Level | Section 4 - Indoor Environment   | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|--|--------------------------|--------------------------|--------------------------|---|
| Gold       | Indoor environmental quality and energy efficiency practices and incorporating them are required and in place, except when no opportunities are available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | Indoor environmental quality and energy efficiency practices and incorporating them (when feasibly possible) are a priority.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Bronze     | Indoor environmental quality and energy efficiency practices and incorporating them are included in an organizational awareness plan.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

Examples of practices include: HVAC energy efficiency operations plan, programmable thermostats or thermostat adjustment plan, inventory of indoor use hazardous chemicals and educational signage noting chemical name, uses, and safe handling and cleanup procedures, low or no phosphate detergents, proper disposal of fats/oils/greases, low VOC, and/or low emission paints, stains, cleaning supplies, and furnishings (carpet, furniture, etc), reduced or non-chemical pest control programs, and (if not prohibited) smoking is confined to a separate and emissions-controlled and monitored area.

| Tier Level | Section 5 - Outdoor Environment   | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|---|--------------------------|--------------------------|--------------------------|---|
| Gold       | Outdoor environmental quality and energy efficiency practices and incorporating them are required and in place, except when no opportunities are available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | Outdoor environmental quality and energy efficiency practices and incorporating them (when feasible) is a priority.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Bronze     | Outdoor environmental quality and energy efficiency practices and incorporating them are included in an organizational awareness plan.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

Examples of practices include: use of environmentally-sensitive maintenance and lawn products (deicer, cleaning products, fertilizers, herbicides, fungicides, etc.), reduced or non-chemical pest control programs (pesticides, insecticides, rodenticides, etc.), inventory of outdoor use hazardous chemicals and educational signage noting chemical name, uses, and safe handling and cleanup procedures, and (if not prohibited) smoking is confined to a separate and emissions-monitored area.

| Tier Level | Section 6 - Purchasing  | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|---|--------------------------|--------------------------|--------------------------|---|
| Gold       | Sustainability-minded purchasing processes and products for business operations and services are required and in place, except when no opportunities are available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | Sustainability-minded purchasing processes and products for business operations and services (when feasible) are a priority.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Bronze     | Sustainability-minded purchasing processes and products for business operations and services are included in an organizational awareness plan.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

Examples of practices include: products that are made from recycled content, reusable, non-disposable, recyclable, green manufactured, local, energy efficient, utilize reduced packaging, and have a green certification (Green Seal, Energy Star, etc.), on-site recycling, "swap" opportunities for office supplies and equipment, donation policy for unneeded office supplies and equipment, leasing options for new equipment, and paperless procurement and inventory system.

| Tier Level | Section 7 - Waste Diversion and Responsible Waste Management   | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|--|--------------------------|--------------------------|--------------------------|---|
| Gold       | Waste diversion and responsible waste management practices and incorporating them are required and in place, except when no opportunities are available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | Waste diversion and responsible waste management practices and incorporating them (when feasible) are a priority.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Bronze     | Waste diversion and responsible waste management practices and incorporating them are a part of an organization awareness plan.                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

Examples of practices include: waste diversion plan for all waste generated on-site or as a result of products or services provided, on-site or participate in diversion (including reuse, recycling and/or composting), in-house or intra-company "swap" opportunities for business supplies and equipment, and donation policy for unneeded business supplies and equipment.

| Tier Level | Section 8 - Carbon Footprint  | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|---|--------------------------|--------------------------|--------------------------|---|
| Gold       | A carbon footprint assessment has been completed for the business and a carbon emission reduction plan has been put into place with specific time-sensitive goals and action step requirements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | A carbon footprint assessment has been completed for the business and a carbon emission reduction plan has been put into place with specific time-sensitive goals and action step priorities.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Bronze     | A carbon footprint assessment has been completed for the business and a carbon emission reduction plan with goals and action steps is a part of an organizational awareness program.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

Examples of goals and action steps include: reduction goals for carbon emissions related to business operations (production of product, providing of services, delivery of products, etc.), electronic meetings rather than in person meetings, telecommuting options for employees, use of electric and/or hybrid vehicles, increasing efficiencies in business operation energy demand, and incorporation of renewable energy sources and services.

| Tier Level | Section 9 - Customer Relations  | Yes                      | No                       | Pending                  | Description of Tier Activities (Planned or Current) |
|------------|---|--------------------------|--------------------------|--------------------------|---|
| Gold       | Sustainability-minded customer service practices are required and in place, except when no opportunities are available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Silver     | Sustainability-minded customer service practices (when feasibly possible) are a priority.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Bronze     | Sustainability-minded customer service practices are included in an organizational awareness program.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

Examples of practices include: discounts for reusable bag use, minimal product packaging, paperless ordering, return, and/or accounting, environmentally-conscious products/merchandise (recycled content, reusable, recyclable, green manufactured, local, energy efficient, etc.), on-site recycling, and education and awareness resources about green business practices (website, in-store/business signage, public events, newsletters, publications, etc.).

| Tier Level | Section 10 - Community Relations   | Yes | No | Pending | Description of Tier Activities<br>(Planned or Current) |
|------------|--|-----|----|---------|--|
| Gold       | Collaborative community opportunities related to sustainability-minded activities and awareness are required and in place, except when no opportunities are available. |     |    |         |  |
| Silver     | Collaborative community opportunities related to sustainability-minded activities and awareness (when feasibly possible) are a priority.                               |     |    |         |  |
| Bronze     | Collaborative community opportunities related to sustainability-minded activities and awareness are included in an organizational awareness program.                   |     |    |         |  |

Examples of opportunities include: events (hosting, planning, facilitation, or volunteerism), education materials and resources, charitable contributions (in-kind or monetary), and community service.

**Tier Level**      **Section 11 - Additional or Innovative Actions**  
**After achieving gold level ranking your business can go above and beyond to achieve platinum**

Platinum

Describe any additional processes(s), practice(s), initiative(s) or activity(ies) that you business has implemented that you feel enhances your sustainability commitment, that is not otherwise covered in this checklist. This might include actions that are unique to your facility or industry, industrial process improvements, significantly lower emissions or discharge than permitted levels, land conservation, product life cycle analysis, super-efficient HVAC systems such as geo-thermal, environmental advocacy, etc. Platinum designation can be achieved commensurate with the scope and impact of these additional actions.

I verify that the information provided above is accurate and representative of our business practices.

Signed (please print name) \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_  
 Contact Address \_\_\_\_\_  
 Contact City, State, Zip \_\_\_\_\_  
 Phone and Email \_\_\_\_\_

**Return Completed Checklist to Merry Rankin via:**  
**Email - mrankin@iastate.edu**  
**Fax - 515-294-4593**  
**Mail - 108 General Services Building, Ames, IA 50011-4001**

