

Knoxville Chamber GREEN BUSINESS Recognition Program

The Knoxville Chamber's Green Business Recognition Program showcases the environmental efforts of your business and encourages green business practices throughout the community.

As a participating business, you can receive recognition in several ways, including:

- In an article about the program in the Chamber's monthly newsletter, *Commerce*, which is published in the Greater Knoxville Business Journal and distributed to more than 13,500 readers
- On the Knoxville Chamber's website
- At an annual green-focused a.m. Exchange
- With a "Knoxville Chamber Green Business" window cling for your business

To be considered for recognition, you must be a member of the Knoxville Chamber, be doing business in the Knoxville area, and demonstrate green business practices in each of several major areas. Your business may also be recognized for a specific project or initiative that can be used as a model for other organizations.

To participate in the program, you must commit to several basic green business practices. These are the minimum requirements for all participants. Your business must demonstrate at least one green business practice in each of the following categories. Based on those practices, your company must earn a total of at least 20 points. The categories are:

- Solid Waste Prevention
- Recycling
- Purchasing
- Energy and Water Conservation
- Involving Stakeholders (employees, customers, and/or suppliers) in greening your business

To participate in the Knoxville Chamber Green Business Recognition Program, complete the application form below (it can be completed electronically) and submit it to Garrett Wagley at gwagley@knoxvillechamber.com. (Email is the preferred method for submission because it saves paper.)

If you have any questions, please call 865-637-4550

Green Business is good business! In addition to helping the environment, it can save your business money and your customers and employees value your efforts. We look forward to your participation in the Knoxville Chamber Green Business Recognition program.

GENERAL INFORMATION:

Business name: _____

Contact person: _____

Phone: _____

E-mail: _____

Mailing Address: _____

Number of Employees: _____ Date: _____

REQUIREMENTS:

Check each box where you have met the listed requirement. To earn recognition, you must meet at least one requirement in each category, and at least 20 total points.

Waste Prevention

- Reduce copying: use electronic distribution to avoid unnecessary document printing, and set copier and printer defaults to two-sided (1 point)
- Regularly update/purge your mailing list (1 point)
- Contact catalogue senders and others to reduce the amount of bulk mail and duplicate mailings you receive (1 point)
- Use marketing materials that require no envelope (1 point)
- Reuse packaging and shipping materials (1 point)
- Offer reusable shopping bags and/or discounts for those who use them (2 point)
- Replace individual containers with larger, refillable dispensers (1 point)
- Use reusable rather than disposable products- dishes, towels, boxes, bags, containers (1 point)
- Install motion towel dispensers or air dryers near all sinks (2 point)
- Install motion activated soap dispensers (2 point)
- Prohibit littering at the workplace or while on duty, including the improper disposal of cigarette butts (1 point)
- Other (describe): _____

Recycling

- Recycle paper (1 point)
- Recycle glass (1 point)
- Recycle aluminum and other metals (1 point)
- Recycle plastic bottles, utensils, wrappers and other materials (1 point)
- Recycle boxes and other cardboard materials (1 point)
- Recycle pallets, pallet wrap, and any other wood debris (1 point)
- Recycle toner and inkjet cartridges (2 point)
- Recycle or properly dispose of all used batteries (2 points)
- Recycle used cooking oil (2 point)
- Install signs and distribute instructions on recycling to staff (1 point)
- Compost food and landscape waste (2 point)

Other (describe): _____

Purchasing

- Buy office copy paper with at least 30% recycled content (1 point)
- Print letterhead and business cards on 100% recycled stock (2 point)
- Purchase and use safer, more eco-friendly alternative(s) to previously used products for janitorial, pest control, and/or facility maintenance (for example, Green Seal products) (2 point)
- Purchase recycled/re-manufactured toner cartridges (2 point)
- Purchase biodegradable or compostable “to go” food containers (2 point)
- Purchase more materials in bulk (1 point)
- Use low-emission building materials when remodeling (2 point)
- Purchase used furniture, equipment, or materials (2 point)
- Exchange or donate unwanted furniture, equipment, scrap materials, etc. (1 point)
- Purchase from other “green” vendors or service providers (1 point)
- Purchase more materials and supplies locally to reduce transportation emissions (1 point)
- Other (describe): _____

Energy and Water Conservation

- Perform the online energy profile provided by KUB (free of charge) (1 point)
- Have a professional perform an on-site audit of your energy use (2 point)
- Track energy usage and share data with employees (1 point)
- Replace incandescent bulbs with compact fluorescents (2 point)
- Replace old T12 fluorescents with energy efficient lighting (2 point)
- Use motion sensors, timers, or other lighting controls in appropriate rooms (2 point)
- Unplug chargers when not in use (1 point)
- Use “Energy Star” equipment (1 point)
- Update insulation or windows (includes tinting) (1 point)
- Use programmable thermostat (1 point)
- Get an HVAC tune-up or refrigeration tune-up (2 point)
- Set all computer monitors to turn off after 10 minutes of inactivity (1 point)
- Turn all computers off at the end of each business day (1 point)
- Use renewable energy (e.g. solar) or purchase “Green Power” from local utility (3 point)
- Use aerators and/or auto shut-off on faucets (1 point)
- Install commercial ultra low-flow toilets (2 point)
- Install waterless urinals (3 point)
- Install pre-rinse spray nozzle in kitchen (2 point)
- Regularly check for and repair leaks in restroom (1 point)
- Install low-water or no-water landscaping (2 point)
- Clean outdoor areas with a broom instead of a hose (1 point)
- Use recovered wastewater and/or rainwater (3 point)
- Other (describe): _____

Involving Stakeholders

- Involve employees in developing your green business plan; get their input (1 points)
- Establish a “green committee” of employees to make the green business plan and to regularly identify new strategies (2 points)

- Provide training for employees on implementing green business practices (1 points)
- Institute a green business policy in the employee handbook, making participation in the practices a condition of employment (3 points)
- Inform suppliers and/or customers about your green business interests and efforts; solicit their suggestions (1 points)
- Encourage “green” practices by your customers (1 points)
- Participate in a local clean-up event (Great American Cleanup, Adopt-A-Road, etc) (2 point)
- Attend training/information sessions on green practices (i.e. upcoming audit training from KUB/TVA, US Green Building Council meetings, etc)
- Other (describe): _____

Transportation *(This category is not mandatory for recognition, but will be considered in your point total)*

- Implement policies/practices to encourage employee walking, biking, carpooling, transit, and/or telecommuting (1 point)
- Provide an incentive or reimburse employee travel on public transportation (3 points)
- Provide an incentive to employees that use alternative transportation (3 points)
- Use teleconferences or web conferences rather than traveling for face-to-face meetings (1 points)
- Schedule regular tune-ups for business vehicles; check tire pressure regularly; check for “ground staining” regularly (1 points)
- Recycle all vehicle fluids, oils, etc (2 points)
- Use hybrid or alternative fuel vehicle(s) (3 points)
- Other (describe): _____

Optional: *Knoxville Chamber businesses are also eligible to be recognized under this program for a specific project, process change, or initiative that can be used as a model for other organizations. Please attach a description of your efforts. Such programs will also be considered for highlight articles in Commerce, the Chamber’s monthly newsletter. Please describe your project below (attach additional sheets if necessary).*
