# **Green Business Challenge Verification Guidelines and Checklist**

**Business Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GBC Date Joined:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Updated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Updated By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Point Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Certification Level:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission guidelines:** In order to submit materials and receive points towards certification, please follow the instructions in the “Submission Criteria” column. To submit materials, please email sustainability@a2gov.org with the subject line “Green Business Challenge Submission: [Business Name]” where “Business Name” is the name of your business. Please label all attachments clearly to indicate what criteria it meets.

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| **ENERGY CRITERION** | **SUBMISSION CRITERIA** | **Points** | **Achieved? Y/N** |
| BASELINE (REQUIRED ACTION): benchmark & disclose energy usage (see OSI’s [“Commercial and Multifamily Benchmarking”](https://www.a2gov.org/departments/sustainability/Sustainability-Me/Businesses/Pages/Commercial-Benchmarking.aspx) as a resource) | Submit an energy/water benchmark report via [Ann Arbor benchmarking guidelines](https://www.a2gov.org/departments/sustainability/Sustainability-Me/Businesses/Pages/Commercial-Benchmarking.aspx#submitreport). | 5 |  |
| Create a plan to reduce energy usage and/or increase the amount of renewable energy used  | Submit plan as attachment | 5 |  |
| Create an inventory of all appliances used by the business, inclusive of type and age (year manufactured) | Submit inventory as an attachment | 2 |  |
| Research renewable energy options and present viable options to leadership (e.g., solar, geothermal, etc.) (Can reach out to Ann Arbor 2030 District for help) | Submit a summary of findings/recommendations as an attachment | 1 |  |
| Install renewable energy OR participate in green purchasing program (e.g., [MIGreenPower](https://solutions.dteenergy.com/dte/en/Products/DTE-CleanVision-MIGreenPower/p/MIGPGREEN), [Arcadia Power](https://www.arcadia.com/), Wheeler Center Solar Park)  | Generate/submit certificate from purchasing program OR share copy of interconnection agreement | 5 |  |
| At least 50% of your annual energy usage comes from renewable energy sources (either through onsite generation or via third party programs) (10 Points for 50% and 20 points for 100%) | Generate/submit certificate from purchasing program OR share copy of interconnection agreement | 10 |  |
| Electronics and lights are turned off nightly or when not in use (e.g., via a power switch, networked software, or other automatic control devices) | Honor system or submission of SOP document for closing procedures including turning off lights | 2 |  |
| All indoor and outdoor lighting is LED | Submit receipts of LED purchase, or pictures of LED lightbulbs in use  | 3 |  |
| Programmable thermostats are installed to reduce energy | Picture submission with model #  | 2 |  |
| Demonstrated reduction in energy usage by at least 5% from previous year | Submission of current years energy consumption compared to previous year | 10 |  |
| At least 10% of appliances have been switched to electric based on the baseline assessment | List of appliances, with a demarcation for those that are electric | 5 |  |
| Regularly (at least annually) monitor annual kWh electricity usage and maintain benchmarking report | OSI check of benchmarking report annually | 3 |  |
| Annually report greenhouse gas emissions to third party certification site | Sending OSI the email receipt of submission to third party | 10 |  |
| **OTHER**: Energy Innovation  | Submit documentation of innovation | 10 |  |

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| **WATER CRITERION** | **SUBMISSION CRITERIA** | **Points** | **Achieved? Y/N** |
| BASELINE (REQUIRED ACTION): Benchmark and disclose water usage  | Submit an energy/water benchmark report via [Ann Arbor benchmarking guidelines](https://www.a2gov.org/departments/sustainability/Sustainability-Me/Businesses/Pages/Commercial-Benchmarking.aspx#submitreport). | 5 |  |
| Create a plan to reduce water consumption | Submit plan as attachment | 5 |  |
| Sign-up for [AquaHawk](https://aquahawk.us/login) and receive water use alerts | Submission of AquaHawk registration confirmation | 3 |  |
| Inspect the following monthly: faucets, fixtures, and toilets for water leaks and then promptly fix them or notify management about the need for repairs | Honor system | 3 |  |
| Install water saving technologies (e.g., WaterSense labeled appliances, low flow faucet, aerators, shower heads, water efficient toilets, etc.) (2 points for each technology adopted) | Submission of receipts/invoices for new technologies | 10 |  |
| Ditch disposable water bottles and single-use cups and stock reusable glasses and mugs | If already doing, submit pictures of reusable stock. If not, submit receipts of purchases | 2 |  |
| Where possible, install microplastic filters | Submission of receipts/invoices | 3 |  |
| If applicable, install water conservation infrastructure in your outside space (e.g., rain gardens, green roof, native plants, rain barrels, bioswale etc.) | Submission of receipts/invoices or pictures | 10 |  |
| Other: Water Innovation | Submit documentation of innovation | 10 |  |

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| **CIRCULAR ECONOMY CRITERION** | **SUBMISSION CRITERIA** | **Points** | **Achieved Y/N** |
| BASELINE (REQUIRED)4: assess your annual waste to establish what items are being composted, recycled, and sent to landfills (this assessment can be up to 3 year old to qualify). The County’s Waste Knot program can help with these assessments | Submit completion of Waste Knot program completion | 10 |  |
| Use annual waste assessment baseline to establish a waste reduction goal that can include source reduction, reuse/repair, recycling, and composting goals | Submit formal goal as attachment | 5 |  |
| Reduce or eliminate single use plastics and bioplastics by at least 75% AND sign a [Zero Waste Pledge](https://www.a2gov.org/departments/sustainability/Newsletter-Events/a2zero-week/Pages/A2ZERO-Pledge.aspx) | Submission of pledge form to OSI | 5 |  |
| Commit to and contract for year-round composting | Submission of signed composting contract  | 3 |  |
| Commit to year-round recycling  | Submission of pictures of recycling bins | 2 |  |
| Install accessible recycling & composting bins | Submit pictures of bins in relation to environment to show accessibility  | 2 |  |
| Create an organizational policy (and implement) to keep technology resources (like computers, televisions, cell phones) in use for at least 6 years and donate them for reuse at end of life | Submission of the final policy to OSI | 5 |  |
| Use a certified electronic recycler, such as eSteward or R2 (for reference see [the EPA’s certified electronic recyclers](https://www.epa.gov/smm-electronics/certified-electronics-recyclers)), to recycle electronics | Submit proof of engagement with electronic recycler | 5 |  |
| Donate excess materials (e.g., office supplies, materials, edible excess food) to re-use centers and food rescue organizations (e.g., [Food Gathers](https://www.foodgatherers.org/)) | Submission of Donation Receipt  | 5 |  |
| Other: Circular Economy Innovation | Submit documentation of innovation | 10 |  |

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| **MOBILITY CRITERION** | **Submission Criteria** | **Points** | **Achieved? Y/N** |
| Provide employees with discounted bus passes (2 points) OR with free bus passes (5 points) | Submission of discounted/reimbursed bus pass receipt | 2/5 |  |
| Ensure employees and guests have access to a bike rack and other appropriate bike parking infrastructure (e.g., air pump, hand pump, etc.) (CommonCycle is a great resource for support on biking) | Photo of bike infrastructure near business | 5 |  |
| Ensure employees and guests have access to electric vehicle charging stations | Submission of photograph of EV charging station near business | 5 |  |
| If applicable, replace older vehicles with electric vehicles in your business fleet  | Submission of EV purchase documentation | 5 |  |
| Employees AND customers can access your business without having to drive (e.g., walking, public transit, bike, or via an online shopping site) | OSI verified | 2 |  |
| Participate in the 2030’s District’s annual transportation survey | Submission of completed survey  | 5 |  |
| Participate in annual “Bike to Work” days and celebrations (see Conquer the Cold) | Submission of registration | 5 |  |
| If applicable, business leverages virtual technologies (e.g., Zoom, Teams) to reduce driving for staff/clients/customers and allows telework for employees | Submission of telework policy | 5 |  |
| Other: Mobility Innovation | Submit documentation of innovation | 10 |  |

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| **RESILIENCE CRITERION** | **Submission Criteria** | **Points** | **Achieved? Y/N** |
| BASELINE (REQUIRED): Business has an emergency plan in the event of a natural disaster (e.g., ice storm, thunderstorm, snowstorm, etc.). | Submission of emergency plan as an attachment | 5 |  |
| Employees are trained on the business's emergency plan | Honor system | 5 |  |
| Support is provided to employees so they can create personal emergency plans AND emergency kits  | Submission of staff training materials | 5 |  |
| Business has a battery for back-up energy provision | Submission of photo or installation invoice | 5 |  |
| Business has researched AND installed indoor air quality monitoring devices  | Submission of installation invoice | 5 |  |
| Business becomes a warning and cooling center location during shock events by developing/signing an agreement with the Ann Arbor Office of Sustainability and Innovations | Indicate to OSI to verify agreement | 10 |  |
| Business provides free education to the public on resilience-related activities | Coordination with OSI to host events | 5 |  |
| Other: Resilience Innovation | Submit documentation of innovation | 10 |  |

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| **EDUCATION CRITERION** | **Submission Criteria** | **Points** | **Achieved? Y/N** |
| Support a business employee with participating in the City's [A2ZERO Ambassador Program](https://www.a2gov.org/departments/sustainability/Sustainability-Me/Families-Individuals/Pages/A2ZERO-Ambassadors.aspx) | Indicate to OSI to verify participation | 5 |  |
| Share information about the A2 GBC and A2ZERO with clients/customers/staff (e.g., flyers in store, info on website, etc.) | Submission of pictures documenting material availability  | 3 |  |
| Host an event with the A2ZERO Team for staff, management, clients, or the community | Indicate to OSI to verify event participation | 5 |  |
| Became an [A2ZERO Collaborating organization](https://www.a2gov.org/departments/sustainability/about/Pages/A2Zero-Community-Partners.aspx) | OSI to verify | 7 |  |
| Speak on a A2 GBC or other community panel about sustainability practices in your business | OSI to verify | 5 |  |
| Participate in a formal OSI event to share your sustainability-related experience | OSI to verify | 5 |  |
| Other: Education Innovation | Submit documentation of innovation | 10 |  |

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| **SUPPLY CHAIN CRITERION** | **Submission Criteria** | **Points** | **Achieved? Y/N** |
| Conduct supply chain study to identify areas for improvement | Submit study results as an attachment | 5 |  |
| Implementation of one improvement identified in the study above | Submit list of actions to OSI | 5 |  |
| Partner with neighboring businesses to identify shared improvements in overall supply chain for commonly used products and services | Honor system | 10 |  |
| Ask suppliers about their sustainability practices (2 points) AND/OR use suppliers/vendors that utilize sustainable practices (e.g., post-recycled content, local farm, and agriculture vendors) | Submit correspondence (2 pts)Submit documentation of sustainable practice (2 pts) | 4 |  |
| Require your vendors to have a sustainability plan | Submission of vendors’ sustainability plan | 10 |  |
| Create a supplier sustainability pledge and ask vendors to agree to the terms (consider using items from the A2 GBC as part of your pledge) | Submission of pledge language and correspondence to vendors | 5 |  |
| Other: Supply Chain Innovation | Submit documentation of innovation | 10 |  |