

STATE OF HAWAII  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

# Green Business Program

## Green Office and Retail Enrollment Application



2009

### *Steps to Green Business Recognition:*

1. Enrollment Application
2. Checklist
3. Onsite Verification
4. GREEN BUSINESS RECOGNITION!

Upon completion of each Step, the Hawaii Green Business Program (HGBP) will notify you of your results. Your business must Pass each Step in order to proceed to the next.

### **Benefits**

Networking  
Public Relations  
Publicity  
Advertising  
Increased Productivity  
Cost Reduction  
SAVING THE WORLD



# Enrollment Application

In order to be recognized as a Hawaii Green Business, applicants must complete and meet all measures in this Enrollment Application. When completed, please submit this Application to [gsuzuki@dbedt.hawaii.gov](mailto:gsuzuki@dbedt.hawaii.gov). If all measures are met, applicants may continue the process toward recognition by filling out the Hawaii Green Business Program Checklist. 😊

**Mark Each Measure to Continue**

**If a measure does not apply or your business does not have exclusive control, skip that Section by checking N/A**

## Recycling and Waste Reduction:

YES---N/A

- 1. Encourage two-sided printing and copying (duplex) .....
- 2. Cardboard, paper, aluminum, glass, and plastic containers are recycled .....
- 3. The following items are purchased with at least 30%-100% recycled post consumer waste:
  - Copy, computer, or fax paper .....
  - Folders/letterheads, envelopes, and business cards .....
  - Toilet paper, tissues, and paper towels .....

## Energy Conservation:

YES---N/A

- 1. Filter, coil, and general air conditioning maintenance is conducted regularly (quarterly).....
- 2. Exit Signs are LED or electroluminescent.....
- 3. Light bulbs are compact fluorescent or LED .....

## Water Conservation

YES---N/A

- 1. The water bill, water meter, and plumbing are checked regularly to preempt leaks .....
- 2. Sweeping with a broom, water efficient spray brooms, or low flow spray nozzles are used for cleaning ground surfaces .....
- 3. Use or create a renovation procurement policy for:
  - Toilets which flow at 1.28 gpf (Water Sense) .....
  - Urinals which flush at no more than 1.0 gpf.....
  - Low flow aerators (less than 2.2 gpm for lavatory, 2.5 gpm for kitchen, and 2.5 gpm for showerheads).....
- 4. Water conservation is encouraged .....
- 5. Irrigation is tested and repaired at least four (4) times per year to prevent leaks and maximize efficiency.....
- 6. Irrigation timing is adjusted according to season .....

## Pollution Prevention

YES---N/A

- 7. Harmful products are restricted/reduced in use. (e.g. chlorine is used monthly).....
- 8. Pest control uses an Integrated Pest Management system .....
- 9. Cleaners are low-toxic and waste/expired material are properly disposed of.....

10. The following wastes are recycled, donated, or reused:

- Grease, oil, and solvents .....
- Excess paint .....
- Compact Fluorescent Lights .....
- Electronic Equipment .....
- Rechargeable non-alkaline batteries .....
- Ink toner cartridges .....

11. Wastewater/pollutant runoff is prevented by:

- Covering dumpsters .....
- Keeping outdoor areas clean from litter and debris .....
- Checking and cleaning storm drains .....
- Checking/repairing vehicle leaks.....

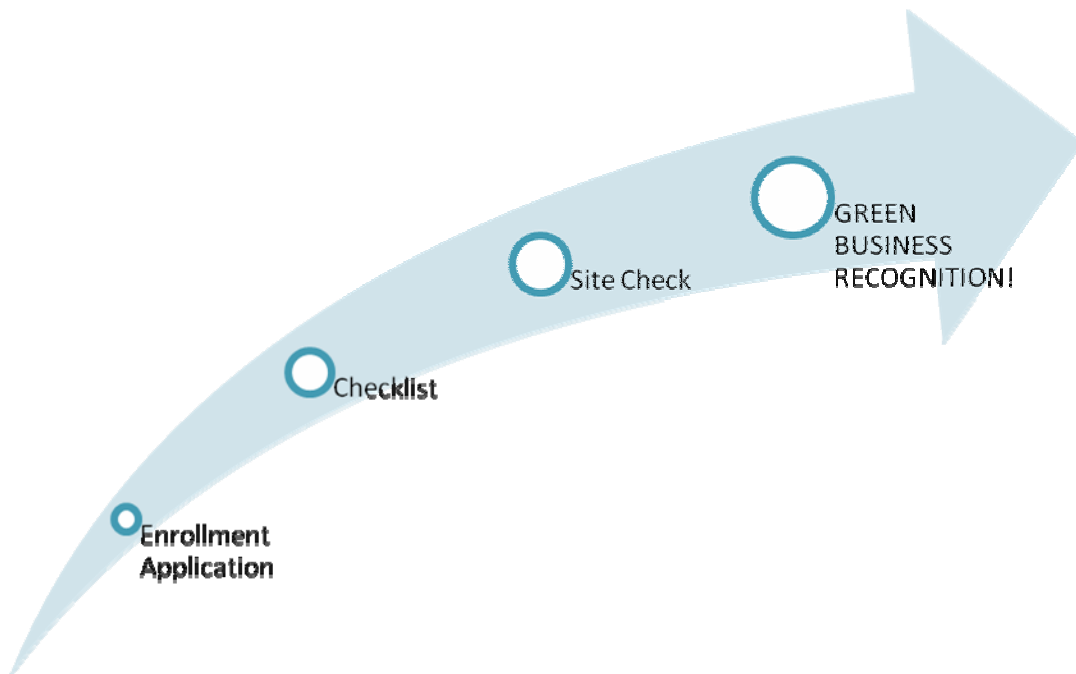
12. Our business is registered with Vanpool Hawaii – which benefits commuting employees.

- See: [www.vanpoolhawaii.com](http://www.vanpoolhawaii.com) .....

**CONGRATULATIONS!**

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*If your business complies with all the above measures, you have completed the first step in Green Business recognition! Please read AND sign the attached document for our records and then proceed to complete the Hawaii Green Business Program Checklist.*





**DBEDT**  
 THE DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM  
**STATE OF HAWAII**



I ACKNOWLEDGE THAT:

1. OUR BUSINESS COMPLIES WITH ALL FEDERAL, STATE AND CITY PERMITS AND LAWS.
2. ALL THE MEASURES CHECK MARKED ON THIS ENROLLMENT APPLICATION ARE IMPLEMENTED BY OUR BUSINESS.
3. ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

NAME OF BUSINESS REPRESENTATIVE:

BUSINESS NAME:

BUSINESS ADDRESS:

BU

PHONE/FAX:



EMAIL:

POSITION OF BUSINESS REPRESENTATIVE:

SIGNATURE OF BUSINESS REPRESENTATIVE:

DATE:



The HGBP logo may only be used by recognized businesses and by the State of Hawaii.