

Landscaping



Below are the sustainable actions Landscaping businesses must complete in order to be recognized along with resources, helpful links, and a description of the necessary documentation. In order to gain recognition, businesses must complete the 2 required actions and 8 additional actions for a total of 10 completed actions. For any more questions or assistance, please contact sustainability@cityofevanston.org.

Required		
Action	Resources	Documentation
<p>1. Provide clear sorting and signage for recycling program.</p> <p>Diverting waste from the landfill to recycling can conserve natural resources and landfill space, while also reducing disposal costs. Recycle responsibly by putting up appropriate signage.</p>	<p>Complete the Waste Generation Calculator with current service and proposed service options.</p> <p>Contact Groot to decide which recycling container size and collection frequency is right for your business depending on the Calculator. The City of Evanston website has signage you can put up with recycling bins and be sure to educate staff on what is and is not recyclable.</p> <p>Waste Generation Calculator</p> <p>Contact Groot</p> <p>City of Evanston Waste Services</p> <p>City of Evanston Recycling Signage</p>	<p>Groot invoice.</p> <p>Attach pictures of recycling bins with clear signage of allowable items.</p>
<p>2. Implement a composting program and achieve a 50% waste diversion rate.</p> <p>Composting provides businesses with a method to dispose of a large portion of waste in a way that benefits the environment. Utilizing both recycling and composting services, diverting 50% or more of waste created is attainable.</p>	<p>Complete the Waste Generation Calculator with current service and proposed service. Work with Collective Resource to choose a pick up plan that works for your business and be sure to educate staff, put up signage, and identify any waste that can be composted.</p> <p>Waste Generation Calculator</p> <p>Collective Resource</p> <p>What is Compost?</p> <p>EPA’s Food Waste Assessment</p>	<p>Collective Resource invoice and description of composting program.</p> <p>Completed Waste Generation Calculator demonstrating 50% waste diversion rate.</p>

Energy

Action	Resources	Documentation
<p>3. Get a free, on-site facility assessment for your business from ComEd, Nicor Gas, or a third party and implement at least one recommended action.</p> <p>ComEd and Nicor Gas can help your business find energy-saving opportunities by doing a walk through and providing a report detailing energy efficiency projects with estimated energy savings, cost savings, project cost, and incentives.</p>	<p>Contacting ComEd and/or Nicor Gas in the beginning of the recognition process will help your business achieve multiple sustainable actions and find long term money savings.</p> <p>Any facility assessment done within the last two years qualifies.</p> <p>ComEd Facility Assessment</p> <p>Nicor Gas Facility Assessment</p>	<p>The facility assessment report from ComEd and/or Nicor along with receipts or pictures of implemented action.</p>
<p>4. Utilize renewable energy for energy usage.</p> <p>Utilizing the City's renewable energy options helps the City meet our CARP goals and is the biggest way to reduce our emissions.</p> <p>Purchasing certificates is a simple way to offset your carbon footprint and support clean energy.</p>	<p>Use the City's energy options, when qualifying, to use renewable energy for your business's energy usage. Purchase 100% renewable energy. Find a certified renewable energy provider to ensure credibility and confirmation of the product's environmental value.</p> <p>City of Evanston Aggregation Program</p> <p>City of Evanston Solar Options</p> <p>EPA Guide to Purchasing Green Power</p> <p>Green-e</p> <p>Energy Sage Guide to Buying RECs</p>	<p>Energy bill.</p>

Energy

Action	Resources	Documentation
<p>5. Replace all applicable lighting with LED light bulbs.</p> <p>Energy efficient lighting can help reduce your energy consumption and save your business money since efficient lighting technologies require significantly less energy and have a longer lifespan.</p>	<p>Conduct a lighting audit or get a ComEd facility assessment. ComEd also offers discounts and rebates on energy efficient lighting.</p> <p>ComEd Facility Assessment</p> <p>ComEd Lighting Incentives</p>	<p>Receipt of a ComED Facility assessment, bills that total your energy usage from the previous operating year, and receipts of the purchase of LED lighting. Have on your website information about more energy efficient choices such as LED lighting.</p>
<p>6. Install lighting controls, such as occupancy sensors in spaces of variable occupancy, daylighting controls, or time clocks.</p> <p>Turning off unnecessary lighting can save energy and money.</p>	<p>Identify the most appropriate areas for lighting sensors – think about common areas such as a bathroom, closets, conference rooms, kitchens, lounges, etc.</p> <p>Daylighting controls can be helpful in spaces with reasonable amounts of sunlight and can adjust artificial lighting levels automatically.</p> <p>ComEd Choosing the Right Bulbs</p> <p>ComEd Lighting Incentives</p>	<p>Receipts of lights purchased, installation receipts, and photographs of the lighting controls.</p>
<p>7. Make a policy requiring the purchase of ENERGY STAR, EPEAT, and WaterSense qualified equipment.</p> <p>The ENERGY STAR labeling program helps identify the most efficient models for equipment. EPEAT registered products address material selection, design for product longevity, energy conservation and end of life management. WaterSense aims to protect the water supply and promote and enhance the market for water-efficient products. Efficient equipment can save energy, water, and money.</p>	<p>Meet with staff who are responsible for purchasing appliances and discuss ENERGY STAR, EPEAT, and WaterSense equipment with vendors. Draft a purchasing guideline and implement the new practice when it is time to purchase new equipment or appliances.</p> <p>ENERGY STAR</p> <p>EPEAT</p> <p>WaterSense</p>	<p>A copy of the policy.</p> <p>Show receipt of purchase of any new product purchased, and receipt of scrap metal transaction or special pickup from the City of Evanston.</p>

Energy

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<p>8. Replace at least one leaf blower/lawn mower with an electric version and dispose of at least one fossil-fuel powered leaf blower/lawn mower.</p> <p>Electric leaf blowers reduce air pollutants, improving employee and local environmental health and safety.</p>	<p>Research electric leaf blowers and purchase one best suited to the business's needs.</p> <p>The 8 Best Electric Leaf Blowers</p> <p>The Best Electric Lawn Mowers You Can Buy</p>	<p>Show receipt of purchase of the new product, and receipt of scrap metal transaction or special pickup from the City of Evanston.</p>
<p>9. Recommend no/minimal blower use.</p> <p>Heavy leaf blower use is an air and noise pollutant, decreases ground cover for local species, and prevents a natural mulching process from occurring.</p>	<p>Research the negative impacts of heavy leaf blower use and implement low blower use guidelines for business practices.</p> <p>NY Leaf Blowers Impact</p> <p>Yale Climate Connections Q&A</p>	<p>Demonstrate an emphasis on your website/hand-outs of low levels of leaf blower use in landscaping offerings.</p>

Water & Toxins

Action	Resources	Documentation
<p>10. Provide customers with the City requirements for irrigation systems and regulations.</p> <p>Regulated irrigation decreases the stress on water supply with sustainable water use.</p>	<p>Distribute any information on irrigation from either the Office of Sustainability or Public Works.</p> <p>Restrictions Lawn Sprinkling Ordinance</p>	<p>Provide a copy of the distribution method and example.</p>
<p>11. Install low flow faucet aerators on all restroom sinks.</p> <p>Demand for water has increased, but the supply is vulnerable and unstable. Replacing equipment with low flow equipment can achieve cost savings and reduce risk</p>	<p>Install low flow faucet aerators with a target flow rate at 1.5 gallon per minute (gpm) maximum and a minimum of 0.8 gpm.</p> <p>If you do not own the building, consider connecting with fellow tenants and your property manager to discuss the benefits and low cost of switching to low flow products.</p> <p>EPA’s WaterSense Bathroom Faucets</p> <p>Free products from Nicor Gas</p> <p>EPA Water Assessment Tools</p>	<p>Receipt of brand and model of sink faucet aerators.</p>
<p>12. Install low flush / WaterSense toilets</p> <p>Demand for water has increased, but the supply is vulnerable and unstable. Replacing equipment with low flow equipment can achieve cost savings and reduce risk.</p>	<p>Replace old toilets with WaterSense labeled flushometer-valve toilets, a high-performance, water-efficient option.</p> <p>EPA’s WaterSense Commercial Toilets with a Product Search Option</p> <p>EPA Water Assessment Tools</p>	<p>Receipt of brand and model of low flush / WaterSense toilets.</p>

Pollution & Pest Control

Action	Resources	Documentation
<p>13. Demonstrate that your company has the ability to implement green infrastructure and utilize on property.</p> <p>Stormwater runoff is a major cause of water pollution since it carries trash, bacteria, heavy metals, and other pollutants from the urban landscape. Green infrastructure uses vegetation, soils, and other natural processes to manage water.</p>	<p>Implementation can be accomplished with native plantings, bioswales, planter boxes, rain gardens, permeable pavers, or rain barrels. Research Evanston-specific infrastructure requirements. Decide on one utilization method on business property.</p> <p>Evanston Green Infrastructure Design & Planning Committee</p> <p>Evanston Commercial Project Information</p> <p>Extensive EPA Green Infrastructure Overview and Tools</p>	<p>Show proof of a meeting with the Design and Project Review Committee (DAPR) as well as written receipt of the Zoning Department permission and your permit to do so. Contact the Community Development Department's Building and Inspection Services Division. A picture and description of green infrastructure on your property.</p>
<p>14. Replace synthetic fertilizers for organic alternatives</p> <p>Synthetic fertilizers contaminate downstream water sources and lead to harmful algal blooms and dead zones in large bodies of water.</p>	<p>Dispose of synthetic fertilizers and add the use of organic alternatives to offerings.</p> <p>Reasons to use organic over synthetic fertilizers</p> <p>Organic fertilizer alternatives</p>	<p>Demonstrate the addition of organic fertilizer use in business offerings. Show the receipt of organic fertilizer purchase, and receipt of disposal of synthetic fertilizers (see list for harmful pesticides).</p>
<p>15. Compost removed yard waste</p> <p>Composting provides businesses with a method to dispose of a large portion of waste in a way that benefits the environment. Organic material is converted into a soil conditioner that has valuable nutrients.</p> <p>Utilizing both recycling and composting services, diverting 50% or more of waste created is attainable.</p>	<p>Implement a policy to compost yard waste, either through CRC or yard waste drop-offs.</p> <p>Collective Resource</p> <p>What is Compost?</p>	<p>Demonstrate the composting of removed yard waste through CRC invoice or receipts of drop-off.</p>

Pollution & Pest Control

Action	Resources	Documentation
<p>16. Clean landscaping tools to reduce the transfer of invasive species</p> <p>Proper decontamination of landscaping tools prevents the transfer of invasive species between properties, allowing for the survival of native species.</p>	<p>Demonstrate proper cleaning methods to staff and make sure that a cleaning process is added to employee best practices.</p> <p>Management of Invasive Plants and Pests of Illinois</p>	<p>Show somewhere in your employee manual a cleaning process for equipment and mandate how often it is to be done.</p>
<p>17. Engage in proper tree and vegetation pruning</p> <p>Pruning removes dead and/or infected branches, allowing trees and vegetation to thrive. Pruning also ensures increased community safety through the removal of loose branches at risk of falling.</p>	<p>Research and incorporate proper pruning practice into your training.</p> <p>Pruning</p> <p>Pruning Trees</p>	<p>Show somewhere in your internal documents that you have trained your staff on these practices.</p>
<p>18. Prioritize plants native to the region as well as pollinator plants in your landscaping offerings</p> <p>Native plants and local pollinators have evolved together, and support genetic diversity and healthy ecosystems.</p>	<p>Research local plants for landscaping offerings and teach appropriate staff proper use.</p> <p>Northern Illinois Trees & Plants</p> <p>EPA Landscaping Tips</p> <p>5 Reasons Native Plants Help You Save Money and the Planet</p> <p>Illinois Standard Pollinator Garden</p>	<p>Have these offerings central on the website/ hand-outs.</p>
<p>19. Properly store and dispose of chemical waste</p> <p>Proper disposal of chemical waste and toxins ensures local environmental health.</p>	<p>Review regulations around chemical waste storage and disposal. Research locations for disposal.</p> <p>SWANCC</p>	<p>Provide receipts of transactions between you and the chemical disposal companies.</p>

Pollution & Pest Control

Action	Resources	Documentation
<p>20. Suggest to clients that grass should be kept at a minimum of 3 inches</p> <p>Longer grass provides shade to the ground beneath it, keeping it cool and reducing the time it takes to dry out as well as water required for maintenance. Additionally, lawns mowed too short can result in increased herbicide and insecticide usage.</p>	<p>Review City Code regulations and explain the environmental importance of longer lawns.</p> <p>City code</p> <p>Reasons to keep lawn 3 inches long</p>	<p>Demonstrate citation on your website/hand-outs of City code grass regulations.</p>
<p>21. Use EPA recommended non-toxic cleaners for hard surfaces (GreenSeal, EcoLogic, EPAsaferchoice, etc.)</p> <p>Avoiding toxic cleaners can reduce or eliminate health hazards for employees, improve indoor air quality, and protect the environment. Many cleaning products contain ammonia, chlorine, and phosphate.</p>	<p>Any Green Seal, Safer Choice, or ECOLOGO product rated 8 and above meet guidelines to be non-toxic, but also offer the same cleaning performance as toxic counterparts.</p> <p>EPA's Safer Choice Product List</p> <p>Green Seal Certification</p> <p>ECOLOGO</p>	<p>Put this in your purchasing policy and share photos of a product with certification.</p>

Materials

Action	Resources	Documentation
<p>22. Work with vendors to minimize/take back product packaging and purchase in bulk, when available.</p> <p>Finding products with less packaging and purchasing in bulk will reduce the amount of waste you have to pay to dispose of. Some vendors are even willing to take back product packaging.</p>	<p>Ask your supplier if they have a take back policy, alternate/reduced packaging, or if purchasing in larger quantities is an option. Also, consider reusing the packaging in your own operations.</p>	<p>A copy of the policy or a picture with a description of the waste reduction, reuse, or take-back program with vendors. Share the sizes/quantities of the products available and verify that you bought in bulk.</p>
<p>23. Properly dispose of landscaping machinery (i.e. leaf blowers, hedge trimmers, etc)</p> <p>Scrap metal can often be diverted from landfills through reprocessing and recycling. Reprocessing is also less energy intensive than harvesting new resources for the same end product.</p>	<p>Research proper disposal facilities or special collection of machinery.</p> <p>Midwest Industrial Metals</p> <p>SWANCC Search</p> <p>Evanston Special Pickups</p>	<p>Show us receipts of transactions at the scrap metal facility, a special collection, or a waste company.</p>
<p>24. Ensure paper products are at least 30% post-consumer recycled content (e.g. printing paper, paper towels, envelopes, notepads, boxes, bags, etc.).</p> <p>Buying napkins, toilet paper, office paper, and other paper products made of recycled content reduces the use of raw materials.</p>	<p>Meet with your procurement department and draft a new policy for purchasing paper products. Ask suppliers to help you find eco-friendly paper products.</p> <p>EPA's Paper and Paper Products Procurement Guidelines</p>	<p>A copy of any recycled content purchasing policies, receipts and/or photographs of 3 recycled paper products.</p>
<p>25. Eliminate individual, single-use bottles/cartons/etc. of water for employees and guests.</p> <p>Water bottles are costly and the majority end up in the landfill.</p>	<p>Implement a policy to not purchase bottled water for employees, meetings, and/or events. If you have meetings, buy water pitchers and encourage reusable water bottles.</p>	<p>A copy of a business-wide communication that states a policy prohibiting the use of single use plastic water bottles. Purchasing policy documentation prohibiting the use of single-use materials for water.</p>

Community

Action	Resources	Documentation
<p>26. Demonstrate a prioritization of employee health.</p> <p>Prioritizing the health and safety of employees leads to happier, safer, and more fulfilled employees. Prioritizing employee health also means prioritizing environmental health.</p>	<p>Workplaces differ in the best methods to prioritize employee health, but can often include: decreasing ergonomic or musculoskeletal hazards (i.e aches and pains from repetitive movements), decreasing exposure to hazardous substances (e.g., requiring employees to wear filtering face piece respirators such as N95 masks or half mask respirators with cartridges), or decreasing repetitive loud noises.</p> <p>CDC Workplace Health Resources</p> <p>Ergonomic Workplace Guide</p>	<p>Mandate an employee health measure in your employee manual and share a picture of this mandatory measure in the handbook and resources provided to fulfill the requirement.</p>
<p>27. Conduct a survey of employee commute and implement one method of making employee commutes more sustainable (installation of a bike rack, enrollment in RTA Transit Benefit Fare Program, employee incentive for not driving).</p> <p>Encouraging employees to take eco-friendly modes of transportation can ease traffic congestion and reduce emissions from car tailpipes.</p>	<p>Ask employees how they commute to work and how you can help encourage public transportation, biking, or walking. If many employees use public transportation, consider enrolling in the RTA Transit Benefit Fare Program. If a lot of employees bike to work, call 311 for a bike rack to be installed for free.</p> <p>RTA Transit Benefit Fare Program</p> <p>City of Evanston Transportation</p> <p>Shared-Use Mobility Center's Mapping Toolkit</p>	<p>Employee survey results and proof of bike rack, RTA enrollment, or other measure.</p>
<p>28. Purchase at least 30% of compost or organic soil amendments from a local vendor.</p> <p>Buying locally and sustainably increases community well-being and environmental health.</p>	<p>Research local vendors who can provide compost or organic soil amendments.</p> <p>Evanston Organics</p>	<p>Calculate how much compost you used in the previous year and then show us a receipt for the purchase of 30% of that quantity.</p>

Community

Action	Resources	Documentation
<p>29. Implement a hiring recommendation that prioritizes Evanston residents and have 30% of your business’s payroll include Evanston residents.</p> <p>A local hiring policy enhances local economic development and helps Evanston grow as a community, while reducing the environmental impact of extended commutes.</p>	<p>Consider hiring an Evanston resident next time you need laborers, apprentices, or journeymen.</p> <p>M/W/EBE’s Local Employment Program</p>	<p>A list of your employees and an indication of who is an Evanston resident.</p>
<p>30. Provide business marketing & communication material in multiple relevant languages.</p> <p>Providing multiple languages for communication increases the accessibility of the business for all Evanstonians.</p>	<p>Talk to appropriate staff about standardizing multilingual communication materials and identify which material would be most important for translation.</p> <p>Example Evanston-based translation service</p>	<p>Send links on where to find the translated material. If you utilize a translation company, send in receipts.</p>
<p>31. Have a day of community service for your staff. It can be part of a larger community service event or an event created by your business.</p> <p>Outreach to the community sustains a sense of community togetherness and can help support community members most in need. Utilizing your business's specific skill set can be incredibly valuable to the community.</p>	<p>Find an event that your business can volunteer with or create an event that can provide a business-specific service to the community.</p> <p>Volunteer Evanston</p>	<p>Put community service in your employee manual and show us a picture of you all at the event. Have the event organizer email us of your participation.</p>