

Office/Retail



Sustain
Evanston
2021

Below are the sustainable actions Office/Retail 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 and proposed service options. Contact Groot to decide which recycling container size and collection frequency is right for your business depending on the Calculator.</p> <p>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>
<p>5. Utilize power saving mode on all applicable equipment/appliances.</p> <p>Power saving mode is an easy switch that reduces energy use.</p>	<p>Configure devices to automatically enter low-power mode when idle. It also uses more energy to have a screen saver than having the screen switch off after 10 minutes of inactivity.</p>	<p>A copy of any office policies or screenshots of your default computer, printer, and other applicable equipment settings.</p>

Energy

Action	Resources	Documentation
<p>6. 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.</p>
<p>7. 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>8. 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>

Water & Toxins

Action	Resources	Documentation
<p>9. 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 Free products from Nicor Gas EPA Water Assessment Tools</p>	<p>Receipt of brand and model of sink faucet aerators.</p>
<p>10. 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>
<p>11. Utilize green infrastructure to decrease total volume of stormwater runoff.</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>This can be accomplished with native plantings, planter boxes, rain gardens, permeable pavers, or rain barrels.</p> <p>Extensive EPA Green Infrastructure Overview and Tools</p> <p>Native Plant List</p>	<p>A picture and description of green infrastructure on your property.</p>

Water & Toxins

Action	Resources	Documentation
<p>12. Use EPA recommended non-toxic cleaners for hard surfaces (GreenSeal, EcoLogic, EPA Safer Choice, 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, ECOLOGO, or GoodGuide 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>Picture of products or receipt of purchase, and purchasing policy document highlighting non-toxic product directive.</p>
<p>13. Install water bottle fill-up stations to encourage use of reusable containers</p> <p>Single-use water bottles contribute to plastic pollution and add up in cost over time.</p>	<p>Water bottle fill-up stations can be installed as part of water fountains already in place, and encourage the use of reusable water bottles.</p> <p>Example of Model Options</p>	<p>Receipt of purchase with product name and model.</p>

Materials

Action	Resources	Documentation
<p>14. Retailers—Eliminate the use of plastic bags checkout bags and encourage customers to bring their own bag.</p> <p>Plastic bags cost retailers more than \$4 billion dollars and are used on average for 12 minutes. They are hard to recycle, become litter, and break down into toxic smaller pieces.</p>	<p>Be sure to ask customers first if they want their purchase bagged and if so, provide a paper bag made of post-consumer waste or a BPI-certified compostable bag.</p> <p>Information on Plastic Bag Bans</p>	<p>Pictures of paper bags being used and policy description of customer interaction.</p>
<p>15. Calculate the amount of paper your business uses and implement at least one strategy to reduce paper usage and cost.</p> <p>Reducing paper usage can reduce unnecessary paper waste, save storage space, and money. Producing paper is economically and environmentally costly.</p>	<p>Here are suggested ways to reduce paper use:</p> <ul style="list-style-type: none"> · Make double-sided printing default · Collect a pile of scrap paper for people to use for notes · Eliminate printing of emails and other resources unless absolutely necessary · Circulate documents and memos electronically instead of using hard copies · Put up signs at printers to remind employees to only print what is necessary <p>Paper Calculator</p> <p>WWF Paper Impacts</p>	<p>A copy of any office policies, screenshots of your default printer settings, or pictures.</p>
<p>16. 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</p> <p>Procurement Guidelines</p>	<p>A copy of a recycled content purchasing policy, and show an example receipt of purchase.</p>

Materials

Action	Resources	Documentation
<p>17. 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>18. 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>19. 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>20. 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>21. Implement 3 strategies that show you are an Age-Friendly Business.</p> <p>Older adults are the fastest-growing segment of the population in the country. Make your business Age-Friendly at little to no cost.</p>	<p>Read Evanston’s Age-Friendly Business Handbook and complete any of the 3 items on the checklist on page 3.</p> <p>Age-Friendly Business Handbook</p>	<p>A list of the Age-Friendly actions listed on page 3 of the handbook that your business is doing with pictures from your business demonstrating them.</p>

Community

Action	Resources	Documentation
<p>22. 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>23. 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>24. 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>