

# Maricopa Green Business Program



## Program Description Qualification Guidelines and Application Materials

**CITY OF**  
**MARICOPA**  
PROUD HISTORY • PROSPEROUS FUTURE

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# Program Overview

## Introduction:

The Green Business program is a voluntary incentive program that is designed to encourage businesses to take an active part in reducing greenhouse gases and serve as a model for sustainable business in the City of Maricopa. The program will be based on measured actions that integrate environmental responsibility into their daily operations that is both sustainable and profitable. Below are the goals and objectives of the program:

- To promote environmental ethics in the City of Maricopa.
- To establish a positive relationship among businesses, the community, the City and the public.
- To help business integrate environmental responsibility into their operations in a manner that is sustainable as well as profitable.
- To provide public recognition.

Incentives and assistance will be provided to encourage businesses to implement proactive actions that protect, preserve and improve the environment. This program provides a checklist to businesses that are interested in becoming a certified green business via an on site evaluation and eventually will be rewarded with incentives from the City of Maricopa. Meeting the criteria of this program will certify a business as a Green Business.

A certified green business from the City of Maricopa demonstrates that a business has made great strides and a commitment to better the community and the future success of the business.

## Qualification Criteria:

To qualify for the Green Building Business Program, a business must meet the following:

- Business must be a retail, restaurant, or office use with an active Maricopa Business License
- Business must be compliance with all codes of the City of Maricopa

# Program Overview

## Process:

### **1. Submit application:**

Submit application with completed checklist and narrative describing how each measured has been met. Staff will review the application and verify the business is in compliance with all ordinances and regulations of the City of Maricopa.

### **2. Phone Consultation:**

Staff will schedule a phone consultation with the business within the first two (2) weeks of receiving the application and completed checklist. During the phone consultation staff will discuss the process in detail, review the checklist and set an on site visit appointment. Depending on the outcome of the phone consultation, staff may send a revised checklist and list of action items needed to complete.

### **3. Site Visit:**

Staff will conduct a walk-through and verify if the business is implementing the measures identified on the checklist.

### **4. Determination:**

If the business has implemented all necessary measures of the program, staff will certify the business as a Green Business, in which all incentives will be granted.

## Incentives for the Business:

### **1. City Recognition:**

Businesses will be promoted on the City website and in newsletters, and by an official window decals certifying the business as a green business (window decals and other promotional expenses shall be used from the EECBG grant) will be issued to qualifying businesses.

### **2. Fee Waiver:**

One (1) year fee reimbursement for any temporary banners submitted, as allowed under Article 22 – Sign Provisions. (Fees for temporary banners will be paid for from the EECBG grant)

# Waste Reduction

CITY OF MARICOPA  
**GREEN  
BUSINESS**

- A** Waste Reduction
- B** Energy Conservation
- C** Water Conservation
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## Required Item:

Bold items indicate a required measure in the City of Maricopa and must be completed, if applicable.

## General Requirements

### Complete the following general requirements:

- Designate time at staff meetings or other employee gatherings to cover existing and new environmental efforts.
- Track and post utility bills
- Inform your customers regarding your businesses environmental efforts and what you are doing to meet the Green Business Standards for the City of Maricopa. For example:
  - Post reminders listings the steps you are taking to be a Green Business
  - Post the Green Business logo, certification and pledge in a visible location

## Waste Reduction

Complete the required **Waste Diversion** measures in bold and two (2) additional measures.

- **Have a solid waste assessment done for the business to help indentify waste reduction, reuse and recycling practices that would best work for your business.**
- **Recycle or reuse paper including cardboard, mixed paper, newspaper, and office paper.**
- **Recycle all glass, plastic, and aluminum.**
- Designate a recycling coordinator to take responsibility for monitoring and maintaining recycling programs.
- Collect items that are prohibited from the garbage (batteries, CFL's (compact fluorescent lights), cell phones and other electronics, etc.) and establish a program for their safe disposal.
- Conduct on going education about recycling, waste reduction, and other environmental topics. Document dates and methods (emails, meetings, lunch presentations, etc.)
- Replace several similar products with one or two that do the same job. Give two (2) examples.

# Waste Reduction

## CITY OF MARICOPA GREEN BUSINESS

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### Required Item:

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Complete a minimum of three (3) **Source Reduction** measures.

- Retailers – Eliminate the use of plastic bags and utilize paper bags or offer durable, reusable bags for checkout.
- Retailers – Offer an incentive to customers who bring their own shopping bags, coffee mugs, etc, and/or use a disincentive such as charging a fee for disposable containers and bags.
- Keep a stack of previously used paper near printers for scratch paper of internal memos.
- Eliminate individual bottles of water for employees and guest. Install a water filtration unit or water cooler.
- Purchase used or refurbished equipment and/or furniture.

Implement at least three (3) **General Purchasing** measures from the list below:

- Buy local products to reduce vehicle miles traveled.
- Select products shipped with less packaging or in returnable, reusable or recyclable containers.
- Work with vendors to minimize and/or take back non-recyclable product packaging and used or damaged products for reuse and recycling. Or, choose vendors that already offer these services.
- Have all employees use reusable mugs and cups. In the lunch/break room, eliminate disposable by using permanent ware (mugs, dishes, utensils, rags, coffee filters, etc.) and using refillable containers of sugar, salt and pepper, etc. to avoid individual condiment packets.



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Purchase at least three (3) **post-consumer recycled content products** from list below.

- Disposable drinks and food items (e.g., paper plates, paper, napkins, plastic cups)
- Storage bins and containers for recyclables
- Trash containers
- Floor mats
- Toiler seat covers
- Paint
- Office supplies (e.g., business cards, writing instruments, file folders, and other desk accessories)
- Buy products in bulk that are concentrated, durable, repairable, and/or recyclable, making sure that you need ALL you are ordering
- Office paper – minimum 30% post consumer recycled content
- Letterheads and business cards
- Envelopes
- Post-it notes
- Paper towels
- Refurbished or remanufactured furniture and equipment
- Boxes and bags for shipping retail
- Other: \_\_\_\_\_

# Energy Conservation

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**Required Item:**

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## Energy Conservation

Complete the required **Energy** measures in bold.

- **Complete regularly scheduled maintenance on your HVAC and refrigeration system at least twice a year (documentation required)**
- **Clean permanent filters with mild detergents every two months**
- **Assign a person to monitor each energy bill for sudden rise in energy use**

Complete a minimum of five (5) **Energy Reduction** measures.

- Purchase Energy Star qualified refrigerators
- Program computer monitors to sleep mode after 15 minutes or less
- Install ceiling fans
- Install occupancy sensors or timers in low traffic areas such as storage, bathrooms and offices
- Rearrange the workspace to take advantage of areas with natural sun light, design future spaces with natural lighting opportunities in mind
- Use “task” lighting where extra light is needed, rather than lighting an entire area
- Install programmable thermostat and set to no higher than 65 degree and cooled to no lower than 82 degrees
- Retrofit all incandescent bulbs with compact fluorescent lights (CFL’s) or light emitting diodes (LED)
- Use weather stripping to seal air gaps around all doors and windows.
- Improve exit sign light efficiency by replacing incandescent signs with LED signs or similar energy saving technology
- Shade sun exposed windows and walls: use awnings, sunscreens, or native shade trees or shrubbery
- Institute a formal written policy that all electronic devices and lighting be turned off when not in use, and that the standby mode will be enacted on all equipment
- Use light switch reminders to remind customers and staff to turn off lights
- Apply window film to reduce solar heat gain.
- Create and hold a bi-annual training for staff on energy conservation.

# Water Conservation

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**Required Item:**

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## Water Conservation

Complete a minimum of three (3) **Water Conservation Reduction** measures.

- Understand your water bill and review it monthly for indications of leaks, spikes or other problems
- Check the property for leaks every 6 months; Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your water company.
- Take weekly meter reads and log into a spreadsheet to be submitted on a monthly basis.
- Document any changes and repairs made to plumbing fixtures and devices and keep maintenance logs on file (you are required to submit these documents upon recertification)
- Instruct landscapers and staff that hosing off hard surfaces wastes water and to simply dry sweep the area.
- Educate staff on the need for water efficiency.
- Dry sweep store frontage areas.



# Pollution Reduction

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**Required Item:**

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## Pollution Prevention

Complete a minimum of three (3) **Pollution Reduction** measures.

- Whenever possible, arrange for a single vendor who makes deliveries for several items.
- Cut shipping, packaging and transportation wastes by buying supplies from local vendors. List at least 2 local vendors.
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees stipend or subsidy for bicycle maintenance.
- Encourage commuter alternatives by informing customers and other who visit your office/retail about alternative transportation options e.g. Maricopa Xpress.
- Enroll in a car share program.
- Have a bike kit for employees who may have bicycle emergencies or problems.
- Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).

Additional measures for Company-owner vehicles: complete the required **Pollution Prevention** measures in bold.

- Keep company vehicles well maintained to prevent leaks and minimize emissions: encourage employees to do the same.
- Maintain an inventory of the company fleet. The inventory must include make, model, year, fuel type, annual vehicle miles traveled and gallons of fuel type for one year (i.e. 50,000 gallons of gasoline etc).
- Develop a fleet greening plan. Provide a copy of your plan
- Provide the criteria used for buying new vehicles
- Develop a plan that outlines strategies to reduce vehicle miles traveled (VMT) and provide a copy. If you do not have a plan, provide a description of how you will incorporate VMT reduction plans into your policies in the future.

# Green Business Incentive: Application

Business Location: \_\_\_\_\_

Business type:  Retail  Restaurant  Office  Other \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Description: \_\_\_\_\_

Contact/Applicant Name \_\_\_\_\_

Contact Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Owner/Authorized Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Return this completed application form to:

**Planning Division**  
**City of Maricopa**  
45145 West Madison Avenue  
P.O. Box 610  
Maricopa, AZ 85139  
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