

# Environmental Leader Self-Certification Workbook



## Grocery Stores



Updated: January 2013

MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION  
17 State House Station | Augusta, Maine 04330-0017  
[www.maine.gov/dep](http://www.maine.gov/dep) | (800) 452-1942

# Maine's Environmental Leader Certification Grocery Businesses

## BECOME AN ENVIRONMENTAL LEADER AND RECEIVE BENEFITS

Become a certified Environmental Leader in the grocery sector and receive free **benefits**:

- Environmental Leader logo to display at your property and use for advertising (web site, literature, decals, etc.).
- Free on-going technical assistance from Maine Department of Environmental Protection on how to continue to reduce environmental impact while saving money.

## How the program works:

Complete the certification workbook by checking off all of the initiatives that your facility is currently undertaking. If you need assistance filling out the workbook, please call the Maine DEP Environmental Leader Program Manager or a Regional Office Director.

### **Maine DEP contact numbers:**

Central Maine Regional Office tel: 800-452-1942

Eastern Maine Regional Office tel: 888-769-1137

Northern Maine Regional Office tel: 888-769-1053

Southern Maine Regional Office tel: 888-769-1036

Please understand that not all of the items in the workbook are necessary; the workbook is a comprehensive list of the many different ways to generate points. Some designated sections require a minimum number of points. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.

1. Calculate your estimated score by adding up all of the checked boxes.
2. Send completed workbook to:

Environmental Leader Program  
Maine Departmental of Environmental Protection  
17 State House Station  
Augusta, ME 04333-0017

3. Your workbook will be reviewed and receive a final score.

Free technical assistance is available from the Environmental Leader Program to help any business achieve more points, regardless of point total. Low cost recommendations will be given to help businesses achieve more points.

# Self-Certification Workbook

(final score subject to finalization by the Maine DEP Sustainability Unit)

Business name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone number: \_\_\_\_\_

ph	crt	tri	lo
as	mt	ml	sc

Boxes for DEP use only

Business web address: \_\_\_\_\_  
Building square feet: \_\_\_\_\_ Email (for electronic logo) \_\_\_\_\_  
Parking lot square feet: \_\_\_\_\_ Does your business own your parking lot? \_\_\_\_\_  
Number of Full Time Employees: \_\_\_\_\_

## STORMWATER MANAGEMENT (minimum of 20 points required from this section)

- ✓ **Written and posted policy prohibiting discharges to storm drains and removing accumulated fluids from the parking lot.**  2 Points
  - ✓ **Map parking lot and identify hot spots, drains, and sheet flow**  5 Points
  - ✓ **Maintenance plan developed for parking lot and stormwater management. See link to: [DEP Template](#) for plan reference.**  5 Points
  - ✓ **Winter maintenance contract written to include contract by service rather than amount of material being placed to reduce waste and pollution.**  3 Points
  - ✓ **Storm drains stenciled identifying their drainage to water bodies**  2 Points
  - ✓ **Facility has a outside trash receptacles: Number: \_\_\_\_\_**  1 Point per
  - ✓ **Facility has cigarette butt disposal receptacle(s):**  2 Points
  - ✓ **Dumpsters or similar waste storage containers covered and non-leaking**  1 Point
  - ✓ **Hydraulic lines of compacter inspected and not leaking**  2 Points
  - ✓ **Vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc) from parking lots and driveways etc.**  2 Points
- Mulch or other erosion control measures on exposed soils?  
Describe buffer zone and how it is maintained:*
- ✓ **Facility does not use coal tar based asphalt sealants on parking lot surfaces.**  2 Points
- Product used:*

Page point total:

✓ Storm drain grate debris is removed. *Date of last 4 cleanings:*

Two times per year  
Four times per year  
Once per month

1 Points  
 3 Points  
 5 Points

✓ Storm drain catch basins in parking lot are cleaned out entirely on an annual basis

5 Points

*Date of last cleaning:*

*Next scheduled cleaning:*

*Where is this information located and how is it communicated:*

✓ Facility uses only dry cleaning methods (e.g. sweeping with a vacuum sweeper) to clean up or prevent the discharge of pollutants

Four times per year  
Once per month  
Weekly

5 Points  
 7 Points  
 10 Points

✓ Minimize use of pesticides, fertilizers and irrigation water on landscaped areas. Practice integrated pest management (IPM) techniques to treat pest problems. Plant low input and sustainable grasses and ornamental plants that demand less fertilizer and pesticide use. Use pesticides as a last resort and when needed use the least toxic products that pose the lowest risk of exposure to people and animals. Use slow release or timed-release nitrogen fertilizer products. Use phosphorus free fertilizers unless a soil test indicates need or planting a new lawn or over seeding. *What is your facility (or contractor) doing to reduce pesticides and fertilizers?*

2 Points

- Describe low input plant species used and list fertilizer and pesticides used and;

✓ Stormwater/polluted runoff management and/or structural treatment systems in place

Catch basin insert  
Absorbents (drop inlet pillows)

5 Points  
per unit

Tree box filters  
Level Spreaders into Vegetated Buffers  
Vegetated Dry Swales

10 Points  
per unit

Bio-retention (rain garden) areas  
Wet Ponds  
Installed infiltrators for roof runoff collection  
Installed underdrain soil filter  
Porous Pavement

Up to 30  
Points

✓ Stormwater storage and/or treatment systems maintained in accordance with a regular schedule?

2 Points

✓ Developed plans for installing additional structural stormwater storage and treatment systems to reduce polluted runoff?

5 Points

Page point total:

## ADMINISTRATIVE OFFICES

- ✓ **Adopt and display an environmental policy.** Sample is at back of workbook.  10 Points
- \*\*\*\*\*Attach a copy of the written environmental policy.\*\*\*\*\*
  - Describe where it is displayed to employees and customers:
- ✓ **Create an environmental team/ task force and meet at least quarterly.**  3 Points
- List meeting dates and attendees for past 3 meetings and attach minutes.
- ✓ **Commitment letter signed by all employees.** Contact the Environmental Leader Program Manager for details.  Up to 10 Points
- ✓ **Facility uses printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% post-consumer recycled content OR tree-free fiber content; coated paper shall contain a minimum of 10% post-consumer recycled content OR tree-free fiber content.**  3 Points
- \*\*\*\*\*Attach description from packaging and brand\*\*\*\*\*
- ✓ **Computer disks and ink jet cartridges are recycled.**  1 Point
- Method:
- ✓ **Computers and lap tops disposed of in a manner that ensures the components will be recycled.** Describe:  2 Points

Page point total:

## CLEANING CHEMICALS

✓ Use cleaners and detergents that are environmentally preferable, readily biodegradable and do not contain certain chemicals. Some commonly used chemicals to avoid are listed below, however this list is incomplete and other chemicals may have environmentally preferable alternatives.

- chlorine bleach
- phosphates
- ethylene diamine tetraacetic acid or ethylene dinitrilotraacetic acid (EDTA)
- nitrilotriacetic acid (NTA)
- monoethanolamine (MEA)
- 2-butoxyethanol or ethylene glycol monobutyl ether (EGBE) or butyl cellusolve
- 2-Methoxyethoxy ethanol or diethylene glycol monomethyl ether (DEGME)
- Alkylphenol ethoxylates (APE)
- Dibutyl phthalate (DBP)

Or use “Green Seal, EcoLogo” cleaning materials throughout property.

<http://www.greenseal.org/findaproduct/i&icleaners.cfm>

[http://www.ecologo.org/en/certifiedgreenproducts/?category\\_id=21#21](http://www.ecologo.org/en/certifiedgreenproducts/?category_id=21#21)

*Describe which environmentally preferable product brands are used and for which purpose.*

Glass cleaner: \_\_\_\_\_

floor cleaner: \_\_\_\_\_

bathroom cleaner: \_\_\_\_\_

all purpose/ counter top cleaner: \_\_\_\_\_

other: \_\_\_\_\_

2 Points

2 Points

2 Points

2 Points

2 Points

**Disinfectants are not considered environmentally preferable but are required by law to be used in some areas. The Environmental Leader Program encourages businesses to use disinfectants only where absolutely necessary and to ensure disinfectants are used minimally by training staff and by having a written procedure or policy for what gets disinfected and how to do it.**

✓ Have a documented Standard Operating Procedure for disinfection. This should include use of safety equipment per the manufacturer’s recommendations.

Restroom

Kitchen (cutting boards, counters etc)

Silverware

2 Points

2 Points

2 Points

Page point total:

## WASTE MANAGEMENT (REDUCTION, REUSE, RECYCLING)

✓ **Recycling and waste prevention/reuse of:** *Describe your recycling and waste prevention/reuse procedures. Who performs them? How often? Can customers separate waste?, etc.:*

Paper \_\_\_\_\_  2 Points

Cardboard \_\_\_\_\_  2 Points

Glass \_\_\_\_\_  2 Points

Metal \_\_\_\_\_  2 Points

Plastic \_\_\_\_\_  2 Points

Wood Pallets \_\_\_\_\_  2 Points

### Universal Waste (State Law)

### REQUIRED

✓ **Store fluorescent lamps and CRT's (computer monitors and televisions) stored in a central accumulation area. Send YEARLY to a consolidation or recycling facility. This is a LEGAL obligation for all businesses within the State of Maine. Points will be awarded with proof of proper disposal of this type of waste.**

in compliance

need compliance assistance, please

**Documented Standard Operating Procedure to ensure conformance with this legal obligation:**  2 Points

✓ **Proper disposal of any waste that may be hazardous (State Law)** *(examples: leaking quarts of oil, leaking containers of pesticide, disinfectants).*  required

Pharmaceutical Waste:  required

Documented Standard Operating Procedure:  3 Points

Conformance to the two initiatives above are expected as it is a legal obligation for all businesses in Maine to dispose of Hazardous Waste and Universal Wastes properly.

need compliance assistance, please

**If you need further assistance complying with this law, please contact the Pollution Prevention Program Manager to assist you.**

**Page point total:**



## WASTE MANAGEMENT continued

✓ Reducing, reusing, and recycling offer significant potential to decrease greenhouse gas (GHG) emissions. You can track your progress and measure the GHG reductions achieved by your waste management program by using the tracking tools offered by EPA's Wastewise Program. See link: [www.epa.gov/wastewise](http://www.epa.gov/wastewise).  10 Points

✓ Donation of food to a local food pantry or soup kitchen. Describe:

Does the Good Shepherd Food-Bank pick up food donations at your facility?  
Yes \_\_\_\_\_ No \_\_\_\_\_  up to 7 Points

✓ Establish a program to compost organic kitchen wastes for use as soil amendment in gardens or for farm animal feed.  3 Points

Where does it go? (Required to receive points) \_\_\_\_\_  
Estimate of quantity? \_\_\_\_\_

✓ Elimination of Styrofoam food containers:

Does your store purchase Styrofoam? Yes \_\_\_\_\_ No \_\_\_\_\_

Elimination of Styrofoam for "to-go" orders

2 Points

in produce department

2 Points

from meat department

10 Points

✓ Waste vegetable oil or brown grease:

Collected for conversion to bio-fuels  5 Points

Routinely collected and properly handled, stored, and disposed of  1 Point

✓ Enrolled in "Got your Bags, Maine" Program  5 Points

Contact: Shelley Doak, Executive Director of Maine Grocers Association  
at [sdoak@mainegrocers.com](mailto:sdoak@mainegrocers.com) or tel: 207-622-4461

• Display signs to remind customers to bring in re-usable bags in parking lot  3 Points

• Provide reusable bags for purchase  1 Point

In store

At check out  1 Point

See also: [www.gotyourbagsmaine.org](http://www.gotyourbagsmaine.org)

Page point total:

## MAINTENANCE

✓ State law.

required

Notification to employees and customers (signage) if pesticide spraying has occurred.

For a reference to this state law see:

[http://www.maine.gov/agriculture/pesticides/chapter\\_26/index.htm](http://www.maine.gov/agriculture/pesticides/chapter_26/index.htm)

✓ Practice integrated pest management (IPM) techniques to treat pest problems inside facility.

3 Points

Describe pesticides used inside the building(s):

✓ Use of Green Shield certified Pest contractor for IPM:

5 Points

Name of certified contractor:

✓ Purchase paint products with “low” VOC or “no” VOC content.

Interior Flat paint: less than 50 g/l VOC content

5 points

Exterior paint: less than 1000 g/l VOC content

5 points

- Describe brand of paint and VOC content and percent purchased:
- How many gallons have been purchased or used?

Interior:

Exterior:

✓ Paint roof white for minimizing summer heat gain as opposed to heat absorbing black roofs.

3 points

✓ Launder uniforms by “wet cleaning” as opposed to dry cleaning.

2 points

- Name of launderer:

Page point total:

## REST ROOMS

✓ Use the following water conserving fixtures or retrofits:

2.2 gpm faucets and aerators with shut off valves;

2 Points

1.6 gpf toilets;

1 Point

1.28 gpf toilets

3 Points

✓ Men's restrooms include waterless urinals OR fractional low flow flush.  
Number of urinals and fractional gpm: \_\_\_\_\_

5 Points  
per unit

✓ Use amenities that:

- *List all ingredients*
- *Do not contain palm oil*
- *Do not test on animals*

1 Point

1 Point

1 Point

Brand:

Page point total:

## ENERGY

- ✓ **Contact Efficiency Maine for a :**  3 Points
- Walk Through Analysis (\$250)**
- Energy Survey & Analysis (\$500)**  5 Points
- Scoping Audit (\$800)**  10 Points
- <http://www.energymaine.com/at-work/for-small-business/energy-audit-program>
- ✓ **Facility lighting shall be energy-efficient (compact fluorescent bulbs to T-8 fluorescent incentives are available for this from Efficiency Maine). Efficient flood lamp spot lighting (less than 40 watts or ceramic metal halides) will qualify.**
- 95% to 100% of the property  7 Points
- 75% to 95% of property  3 Points
- ✓ **Shut down or light dimming:**  Up to 5 Points  
*Describe:*
- ✓ **Fill out EPA's "Energy Star" Portfolio Manager.** *Contact DEP Program Manager for details.*  10 Points
- ✓ **Vending Misers on vending machines.** approx # \_\_\_\_\_  3 Points
- No outside vending machines**  5 Points
- ✓ **Natural light substituting for electrical light, or use of the daytime dimming sensor.**  Up to 5 Points  
Incentives are available for this from Efficiency Maine:  
*Describe:*
- ✓ **LED or electroluminescent EXIT signs through out 100% of the property.**  3 Points  
**approx # \_\_\_\_\_**
- ✓ **Purchase zero emission electricity.**  Up to 50 Points  
[http://apps3.eere.energy.gov/greenpower/buying/buying\\_power.shtml?state=ME](http://apps3.eere.energy.gov/greenpower/buying/buying_power.shtml?state=ME)  
# of kilowatt hours \_\_\_\_\_  
Type of purchase (RECs, Green Tags, Direct purchase)

**Page point total:**

# REFRIGERATION

- ✓ **Participate in EPA's GreenChill Program to manage refrigeration chemicals**  **10 Points**

<http://www.epa.gov/ozone/partnerships/greenchill/index.html>

Working with EPA, GreenChill Partners:

- Transition to non-ozone-depleting refrigerants;
- Reduce refrigerant charges;
- Reduce both ozone-depleting and greenhouse gas refrigerant emissions; and
- Promote supermarkets' adoption of advanced refrigeration technologies.

- ✓ **Variable speed/ frequency drives installed on motors (not running motors at full speed all the time).** *Describe how many and when the replacement took place:*  **5 Points Per VFD**

- ✓ **Heat recovery from refrigeration systems.** *Describe:*  **7 Points**

- ✓ **LED lighting in refrigeration units instead of fluorescent tubes.** *Percentage of LED lighting fixtures:*  **up to 10 Points**

- ✓ **Refrigeration curtains**

- Always pulled down
- Closed at night
- Standard Operating Procedure describing this responsibility

- 7 Points**
- 5 Points**
- 2 Points**

- ✓ **Butcher area separately zoned**  **5 Points**

- ✓ **Ice making**

- No ice making (use of refrigerated display cases)
- Energy Star labeled ice maker

- 5 Points**
- 3 Points**

Water cooled \_\_\_\_\_

or

Air cooled \_\_\_\_\_

- 1 Points**
- 3 Point**

**Page point total:**

## HEATING VENTILATION A/C (HVAC)

- ✓ **Routine maintenance performed. Filters changed regularly.** *Dates of last 3 filter changes:*  **1 Point**
- Use of pleated Merv 8 rated filters. Not metal mesh filters.*  **3 Points**
- ✓ **Variable speed/ frequency drives installed on motors (not running motors at full speed all the time).** *Describe how many and when the replacement took place:*  **5 Points Per VFD**
- ✓ **Dehumidification system**  **3 points**  
*Describe:*
- ✓ **Install high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater** *(incentives are available for this from Efficiency Maine).*  **10 Points**
- ✓ **New heating system.** **Year:**  **Points negotiable**

**Page point total:**

## RECEIVING BAY

- ✓ Utilize EPA's Smartway Transport Partnership. See link to: [www.epa.gov/otag/smartway](http://www.epa.gov/otag/smartway).  10 Points
  
- ✓ Unnecessary idling:
  - Idle reduction policy documented  2 Points
  - Signage and outreach to suppliers regarding deliveries?  2 Points
  - Is there signage encouraging customers to avoid unnecessary idling?  2 Points
  
- ✓ Infrared heating  5 Points

## ENVIRONMENTAL EDUCATION

- ✓ Maintain environmental information (display, brochure, etc) for customers and staff with current information on what your business is doing to reduce environmental impact. Can include tips and solicit suggestions from customers.  
  
\*\*\*This is separate from posting the environmental policy \*\*\*  Up to 10 Points

## KITCHEN/ DELI

- ✓ High Temperature (low flow) dish machine (as opposed to low temperature dish machines that use more chemicals). Must also be low flow. *List type:*  5 Points
  
- ✓ Low flow pre-rinse spray valve for pre cleaning dishes (.65 gpm or less)  2 Points  
[www.foodservicewarehouse.com/education/going-green/low-flow-pre-rinse.aspx](http://www.foodservicewarehouse.com/education/going-green/low-flow-pre-rinse.aspx)

Page point total:

## FOOD

### ✓ Produce

Store requires proof of certification for organic produce items from supplier/farm

2 Points

At the height of the season (or most at any given time), what percentage of produce items on the shelf come from Maine or within 250 miles of the store?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

### ✓ NON- produce food items (food and beverage items)

Store requires proof of certification for organic items from supplier

2 Points

At the height of the season (or most at any given time), what percentage of NON-produce food items on the shelf come from Maine or within 250 miles of the store?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

### ✓ Organic products:

Measures are taken to prevent co-mingling or cross-contamination of organic products with non-organic products, describe:

1 Point

### ✓ Eggs

Percentage of eggs on the shelf are organic?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

At the height of the season (or most at any given time), what percentage of eggs on the shelf come from Maine or within 250 miles of the store?

10%-20%

1 Point

20%-80%

2 Points

80%- 100%

5 Points

Page point total:



## FOOD continued

✓ **Seafood and shellfish**

**At the height of the season (or most at any given time), percentage of displayed seafood comes from Gulf of Maine?**

- 10%-20%
- 20%-80%
- 80%- 100%

- 1 Point
- 2 Points
- 5 Points

1 Points

**Maine shrimp is prioritized as an alternative to other shrimp.**

*Highlighted, describe:*

1 Points

**Gulf of Maine Seafood is prioritized and emphasized in display**

*Highlighted, describe:*

✓ **Meat**

**What percentage of available meat products are certified organic?**

- 10%-20%
- 20%-80%
- 80%- 100%

**Poultry**

**Pork**

**Beef**

- |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  |
| <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points |
| <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points |

**What percentage are certified as humanely raised?**

- 10%-20%
- 20%-80%
- 80%- 100%

- |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  |
| <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points |
| <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points |

**What percentage were raised in Maine or within 250 miles of the store?**

- 10%-20%
- 20%-80%
- 80%- 100%

- |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  | <input type="checkbox"/> 1 Point  |
| <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points | <input type="checkbox"/> 2 Points |
| <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points | <input type="checkbox"/> 5 Points |

**Page point total:**

## FOOD continued

✓ Dairy

Growth hormone (rBst) free?  
 20%-80%  
 80%- 100%

What percentage comes from Maine or within 250 miles of the store?  
 10%-20%  
 20%-80%  
 80%- 100%

Milk

1 Point  
 3 Points

1 Point  
 2 Points  
 5 Points

Cheese and other dairy products

1 Point  
 3 Points

1 Point  
 2 Points  
 5 Points

## PRODUCT DISPLAYS

For this section, local means from Maine or within 250 miles of the store

✓ Local NON-food items:

*Highlighted? Describe display:*

Up to 5 Points

✓ Environmentally Preferable Products

Displayed in a separate "natural goods" area

Displayed in a separate area AND/ or integrated with other like goods, but not highlighted:

Integrated with other similar goods AND HIGHLIGHTED, describe:

Separate area AND integrated AND HIGHLIGHTED, describe:

Cleaning Chemicals

2 Points

3 Points

5 Points

5 Points

Body Products

2 Points

3 Points

5 Points

5 Points

Paper Products

2 Points

3 Points

5 Points

5 Points

*Other products???? Describe below:*

Page point total:

## Sample Stormwater Policy:

*The following is a sample stormwater policy that can be used for your business. Note the frequency options for drain debris removal, total cleanout and dry sweeping of lot. Please customize as appropriate for your business.*

**“Business Name”** parking lots and travel ways have several storm drains to divert the flow of water and prevent dangerous situations that can arise from flooding. These drains protect our stores as well our customers and associates.

Maintaining these storm drains not only ensures the safety of our customers and associates, but also the safety of the environment. Proper maintenance ensures that hazardous pollutants do not enter the water supply, ground water, or streams creating an environmental threat to our community.

To maintain the effectiveness of these drains and to minimize our footprint on the environment the following steps will be followed regularly;

- The operations manager in charge will visually inspect and remove debris from drain grates when entering and exiting the building and or during a lot inspection.
- The drains will be inspected monthly as part of the safety committee inspections including removing debris from the grate (**Once per month, or 4 times per year**).
- The drains are to be cleaned out (on an annual basis or other) by a contracted company.
- Dry sweeping will be performed (**Once per month, or 4 times per year**).
- A log for parking lot inspections will be available at the service desk.
- **Nothing is to be dumped into the drains by any employee, contracted employee or customer.**

## Sample Environmental Policy:

ABC Grocery is committed to reducing our impact on the environment. We believe that there are many small steps that can be taken to reduce our carbon footprint.

As a user of natural resources such as paper, water and energy it is our responsibility to use those resources in the most efficient ways possible. We will educate our associates and customers on ways that they too can help.

- ABC Grocery recycles over X tons of cardboard annually, over X tons of food items, and several tons of plastic and mixed office paper.
- We are taking extra steps to reduce our energy consumption, waste generation, and eliminate hazardous wastes.
- We buy and sell locally when possible and place extra emphasis on local grown, locally made and organic products.
- We will utilize recycled and or remanufactured resources whenever possible, some examples are office paper, toner for printers and paper product for cleaning and sanitation.
- We will relentlessly eliminate unnecessary use of all resources.

## Sample Commitment Letter:

ABC Grocery business is participating in the Maine DEP Environmental Leader Program. Please join us in trying to reduce our environmental impact by signing below:

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etc, etc...add more lines if needed. Employees shouldn't be forced to sign, if some employees don't want to, that is fine, simply have as many that are willing to sign the letter and submit with your workbook

## Energy and Resource Tracking (additional points!)

This section is designed to help you track your waste generation, energy usage and water usage. The emphasis of this section is to find value in tracking these aspects of your business.

If you have had an increase please do not get discouraged from using this section, but describe why the increase occurred (expansion, more customers, etc) and if there was a decrease, please describe what you attribute the decrease to.

**Business activity (has your business increased or decreased?)**

**Please enter a percentage (estimates are acceptable) \_\_\_\_\_ %**

Category	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
----------	------	------	------	------	------	------	------	------	------	------

Pounds (or yards) of waste***										
-------------------------------	--	--	--	--	--	--	--	--	--	--

Pounds or yards of recycled material***										
---	--	--	--	--	--	--	--	--	--	--

\*\*\* = Businesses may need to be creative in tracking waste and recycling. If your hauler will not give you amounts by weight, try coming up with your own method to determine amounts and describe how you do it, like making an estimation of how full a dumpster is before it is emptied or how many bags are generated before disposing of them.

kWh of electricity used										
-------------------------	--	--	--	--	--	--	--	--	--	--

Gallons of fuel (oil) used										
----------------------------	--	--	--	--	--	--	--	--	--	--

Gallons of fuel (propane) used										
--------------------------------	--	--	--	--	--	--	--	--	--	--

Cubic feet or Therms of natural gas used										
--	--	--	--	--	--	--	--	--	--	--

Gallons of water used										
-----------------------	--	--	--	--	--	--	--	--	--	--

**2 points awarded for each completed Category.**

**A completed category requires 2009 and at least one other year filled in for comparison purposes.**

**Page Point total:**

**OTHER INITIATIVES (points negotiable)**

✓ Other environmental certifications and awards.

Points negotiable

✓ Other activities to reduce environmental impact.

Points negotiable

Comments or additional thoughts:

**Add up points and enter the total.....**

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**Total Points**