



building
sustainable
connections

Certification Levels



15 – 25 actions



26 – 35 actions



36 – 45 actions

BUILDING SUSTAINABLE CONNECTIONS

Green Business Certification Application

Download a copy of this application and edit with the most recent version of Adobe Reader. Complete and email to amber@buildingsustainable.sd.org

Name of Organization: _____

Street Address: _____

Contact Person: _____

Title: _____

Phone Number: _____

Email: _____

Our Business:

- Owns our workspace -or-
- leases our workspace

Number of employees at this location:

To be recognized as a Green Standard Certified entity, all applicants must meet the following eligibility requirements. Please certify that your workplace:

- Has two or more employees and is not a home-based business
- Participates in a qualifying recycling program that removes items banned from local landfills (refer to Sioux Falls City Ordinance 57.028 for more information).
- Educates staff and/or volunteers about internal company initiatives to reduce waste and conserve energy.

The following checklist has been created for self-evaluation of your organization's sustainable business practices. Use this checklist to assess your business practices and calculate a green rating score based on best management practices for sustainability. Certification is awarded based on the number of actions your organization has successfully implemented at the time of submission.



building
sustainable
connections

Certification Levels



15 – 25 actions



26 – 35 actions



36 – 45 actions

BUILDING SUSTAINABLE CONNECTIONS

Green Business Certification Application

Energy Reduction and Conservation

- “Lights off” policy or occupancy sensors in use
- Use of LED, T-5, or T-8 lighting throughout linear lighting structures, track and spot lighting, and Emergency EXIT lights
- Programmable/smart thermostat set to reduce HVAC outside of operational hours
- Use of Energy Star appliances
- Weather-sealed doors and windows
- Double pane, Low-E windows
- An annual energy audit is conducted by our organization as a part of our commitment to reduce emissions and identify inefficiencies.
- Maintenance checks are regularly conducted on HVAC and other energy-intensive equipment
- Insulate hot water pipes, hot water heaters, and storage tanks
- Implementation of green roof/rooftop garden that occupies more than 60% of rooftop
- Participation in utility demand reduction programs (**Xcel Energy**: Load Management Standard Offer Program; **MidAmerican Energy**: Curtailment Program)
- Renewable energy is purchased for a portion of our electricity use
- Use of onsite renewable energy for building (e.g.: electric heat pump)
- Building structure utilizes sustainable, non-VOC, and low-emissions materials
- Building is Certified under a program such as BREEAM, LEED, etc.

Energy Reduction and Conservation Total: _____



building
sustainable
connections

Certification Levels



15 – 25 actions



26 – 35 actions



36-45 actions

BUILDING SUSTAINABLE CONNECTIONS

Green Business Certification Application

Waste Diversion

- Paperless alternatives are used or accessible (paystubs, invoicing, orientation materials, etc.)
- Centralized printers are used (no more than 1 per 10 employees)
- Unused and/or outdated electronic devices are donated for reuse or are properly recycled
- Offer reusable, non-plastic recyclable, or compostable shopping bags/to-go containers
- High efficiency hand dryer or reusable towels accessible in place of paper towels
- Water bottle refill station installed
- When printing is utilized, “two-sided” printing or copying is the default practice
- Use of paper that contains at least 20% recycled content
- Use of recycled packaging or compostable packing/package materials
- Supply chain life cycle assessment conducted annually
- Reusable and/or compostable dishware is available for day-to-day office use
- Food scraps are composted
- Environmentally preferable purchasing:
 - Products and supplies purchased locally, in bulk quantities, and at standard ground rates to reduce the carbon footprint associated with travel and transport

Waste Diversion Total: _____



building
sustainable
connections

Certification Levels



15 – 25 actions



26 – 35 actions



36 – 45 actions

BUILDING SUSTAINABLE CONNECTIONS

Green Business Certification Application

Water Conservation and Pollution Control

- Green infrastructure present (rain gardens, permeable pavement, water harvesting, etc.)
- Low-flow faucets and toilets installed
- Regularly scheduled water leak checks or installation of water leak monitors
- Drought tolerant native grasses or wildflowers used in landscaping
- Potentially hazardous products such as paints, solvents, and cleaners are safely stored and recycled properly
- Green-certified, bio-based, or environmentally friendly cleaning products used by employees; Use of eco-friendly insecticides or pest control mechanisms
- Chemical-free landscaping and maintenance
- Collection of rainwater or recycled water for use in irrigation
- Regular pollution prevention assessments or waste audits

Water Conservation and Pollution Total: _____

Community Engagement

- Establishment of an internal Sustainability/Green Steering Committee to maintain and identify green business practices
 - This committee should be open to participation from all interested parties within the organization; consist of members that span across all aspects of operation; and have a designated president/director who leverages the suggestions of the committee. Emphasis on social equity within the company policy/green policy is encouraged.
- Presence of community garden or onsite community food source (ex: fruit trees, pantry with locally grown produce, etc.)
- Organization supports and organizes annual community cleanup events to reduce waste

Community Engagement Total: _____



building
sustainable
connections

Certification Levels



15 – 25 actions



26 – 35 actions



36-45 actions

BUILDING SUSTAINABLE CONNECTIONS

Green Business Certification Application

Transportation

- An annual commute survey is conducted by our organization as a part of our commitment to promote low-carbon commuting options
- Our work fleet is greater than 90% electrified or utilizes alternative fuels
- Alternative transportation is promoted by our organization
 - This includes internal promotion of carpool programs, incentives for walking or biking to the workplace, and public transit pass programs provided by the organization.
- Electric vehicle charging stations are present
- Virtual/Remote work participation encouraged for longer commutes or conference attendance

Transportation Total: _____

TOTAL ACTIONS: _____



building
sustainable
connections

BUILDING SUSTAINABLE CONNECTIONS

Green Business Certification Application

Certification Levels



15 – 25 actions



26 – 35 actions



36-45 actions

Additional Measures:

Please use this section to outline additional measures your organization is incorporating into your sustainable business plan. Attach as additional document if necessary.

Date of Application: _____

Thank you for completing the Green Standard Certification application!

Your application will be reviewed for certification, and someone will be in contact to schedule an on-site visit within 30 days of review.