



Dear Rock Hill Workplace,

Have you jumped on the Green Business Bandwagon? Are your employees turning off lights and carpooling to works? If so we want to recognize your workplace! We are proud to announce the Clean City, Green City Workplace Certification Program. The City of Rock Hill, Rock Hill Clean and Green and the Clean City, Green City Coalition want to highlight those organizations in our area who have taken steps to improve our environment.

How do you become a Clean City, Green City Workplace?

It's easy! Just fill out the attached form and return it to the City of Rock Hill. We will evaluate the form to ensure that you have met **at least eight criteria, with at least one action checked in each category**. After that, we will certify you as a Clean City, Green City Workplace. Organizations will be certified for two years, and then eligible for re-certification. Need more ideas on how you can reduce waste, save energy or conserve water? Look for helpful information on the following websites:

SC DHEC's Smart Business Recycling Program:

http://www.scdhec.net/environment/lwm/recycle/smart_business/index.htm

SC DHEC's Green Guide: <http://www.scdhec.net/administration/library/ml-025396.pdf>

EPA's WaterSense Program: <http://www.epa.gov/watersense/index.htm>

EPA Workplace Energy Efficiency: <http://www.energystar.gov/index.cfm?fuseaction=bygtw.showSplash>

SC DHEC's Bureau of Air Quality: <http://www.scdhec.net/environment/baq/>

Why should I become a Clean City, Green City Workplace?

More and more customers are looking for companies that not only meet their needs, but improve our community. By taking easy steps to reduce energy usage, conserve water and reduce waste you are not only saving money, but improving our environment. As a Certified Clean City, Green City Workplace you will receive a window sticker, access to the Certified Green Workplace logo for letterhead or advertising, a certificate and recognition on City Channel 19 and the City of Rock Hill website. In addition, we will print an ad in the Rock Hill Herald thanking our Certified Workplaces by name. The free advertising and certification will make your company more marketable and give you an edge over your competition.

If you have any questions, please don't hesitate to contact me. I hope to hear from you soon!

Sincerely,

Elizabeth Morgan
City of Rock Hill
803.329.7027
emorgan@cityofrockhill.com



Clean City, Green City Workplace Certification Application

Organization Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Organization Website: _____

Please Check-off All That Apply:

Please provide explanations for multi-site locations or activities that are underway but not complete.

Energy Conservation:

- Use compact fluorescent light or LED bulbs.
- Use power strips.
- Require employees to turn off power strips or unplug appliances when leaving for the day*.
- Use T-8 Ballasts.
- Have motion sensor lighting.
- Have dimmer switches on lights.
- Require employees to turn off lights when not in a room*.
- Require employees to turn off computers when leaving for the day*.
- Use a programmable thermostat.
- Use EPA Energy Star[®] Appliances.
- Participate in an energy audit. Include how you plan to address concerns.
- Use alternative energy fleet vehicles. How many? _____ What kind? _____
- Other? _____
- Comments-

***All policy related criteria must have a written documentation**

Water Conservation:

- Use low-flow or waterless toilets.
- Use automatic flush toilets.
- Use low-flow faucets.
- Use automatic faucets.
- Have a rain garden.
- Use rain barrels.
- Use rain water for irrigation.
- Have drought tolerant landscaping.
- Use a drought tolerant irrigation system.
- Use EPA Water Sense[®] Appliances.
- Provide information to employees on water conservation for when they are at home*.
- Fix all leaky faucets or running toilets.
- Install water saving tip signs in employee and customer restrooms.
- Other? _____
- Comments-

Solid Waste Reduction:

- Encourage employees to correspond through emails*
- Recycle in your office. What do you recycle? _____
- Compost at your office.
- Use reusable cups, plates, utensils for meetings.
- Eliminate the use of polystyrene (Styrofoam) products
- Encourage employees to use water bottles or reusable cups*.
- Produce double sided documents.
- Have a recycled content products purchasing policy*
- Purchase recycled content products. Which ones? _____
- Other? _____
- Comments-

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Air Quality Measures:

- Encourage employees to car pool*. How? _____
- Encourage employees to stay in for lunch*. How? _____
- Have a no idling policy*.
- Encourage employees to walk/bike to lunch or "brown bag" lunch*.
- Encourage employees to walk/bike to work*.
- Provide bike racks or other bike storage for employees.
- Provide flex-schedules, telecommuting or virtual meetings*.
- Use low-emission paints or solvents.
- Use green cleaning products.
- Other? _____
- Comments-

Other:

- Are LEED Certified. What level? _____
- Have filled out the York County Recycling Survey.
- Other? _____
- Comments-

***All policy related criteria must have a written documentation**

Mail, Fax or Email to:

Clean City, Green City Workplace Certification
Attn: Elizabeth Morgan
PO Box 11706
Rock Hill, SC 29731

Fax: 803.325.2526

Email: emorgan@cityofrockhill.com

***All policy related criteria must have a written documentation**