# Arts:Earth Partnership Cultural Facility / Theater / Museum / Art Gallery / Studio Certification Requirements & Guide for Larger Facilities in the Greater Los Angeles Area



Arts:Earth Partnership is constantly researching and updating our Vendor's Resource Guide (VRG). This guide is used to assist you in accomplishing your goals associated with the measures in this certification. AEP is committed to working with sustainable and environmentally conscious manufacturers and product vendors. In some cases you will find rebates or free products available through various outlets. In your Welcome Pack and on AEP's website you can view the VRG which will make specific suggestions of products and companies to contact in order to complete your certification and become a certified member of AEP. Contact us with any questions. We are here to help you to transform your organization into a Sustainable Arts Organization!

	DATE	
FACILITY NAME	-	
CONTACT PERSON		
Address		
CONTACT NUMBER	EMAIL	

H = Honor Item. These measures are not 'provable' during a routine audit and yet integral to becoming a sustainable organization and required for certification. Upon Certification, all required and elected honor items will be itemized on a "Letter of Commitment" for your organization to sign as a pledge to adhere to these measures moving forward.

# Section 1 - Operations & Culture

### **Required Measures:**

- 1-1 H 

  Members will designate time at board and staff meetings to cover new and existing sustainable practices and environmental efforts.
- 1-2 H 

  Members will commit to going as "far" beyond the minimum certification requirements as their time, finances and capacity will allow.
- 1-3 

   Member will commit to displaying the AEP Certificate in a location readily visible to the public.
- 1-5H Designate an employee to be in charge of AEP requirements as a sustainable liaison / leader.

### Elective Measures - Choose at least 1 'New' or 'Existing':

- 1-6 Inform your audience and visitors about your environmental efforts by posting examples of the steps you've taken to become certified as a green business. (on-line, in venue or both.)
- 1-7 H 

  Upon AEP Certification, encourage another arts organization or individual artist to join AEP and/or encourage a neighboring retail business or resident to contact Sustainable Works in Santa Monica or GREEN LA in Los Angeles for info on their greening programs.

# Section 2 - General Practices

### Required measure:

- 2-1 H 

  Look in your garbage dumpster twice monthly to see if there are items that could instead be reused by someone else or recycled.
- 2-2 H 

  Discontinue use of all non-recyclable plastic products and food service containers. The following polymers and there descriptions that may be recyclable are below: See local ordinances for more info. See page 12 for more info on recyclable plastics.

### Elective Measures - General Practices - Choose at least 3 'New' or 'Existing':

- 2-17 H 

  Check with the AEP Materials Exchange, the California Materials Exchange <a href="http://www.lashares.org/">www.ciwmb.ca.gov/CalMAX</a>, LA Shares <a href="http://www.lashares.org/">http://www.lashares.org/</a> and or other materials exchange programs before purchasing any "new" supplies or equipment.
- 2-18 H □ Inform your main supplier's sales rep that you prefer eco-friendly products and request that they start carrying these products if they do not currently do so or switch to a supplier that does.
- 2-19 H 

  Reguest that deliveries come in returnable or reusable containers.
- 2-20  $\ \square$  Purchase condiments (milk, sugar, cream, etc.) in bulk.

2-21		Purchase supplies (toilet paper, hand soap, etc.) in bulk.
2-22		Sell products made with recycled content and/or organic materials (if applicable).
2-23		Purchase only organic, shade grown or fair-trade coffee.
2-24		Use biodegradable or compostable "to-go" containers such as paper or bio-based plastics.
		(some options are; 100% renewable and reclaimed material (sugar cane, bagasse, bamboo, etc.)
2 25	_	Othor

# Section 3 - Solid Waste: Purchasing - Reduce, Reuse, Recycle

### Required Measures - Reduce, Reuse, Recycle

3-1 H  $\,\Box$  Recycle all paper, glass, metal, cardboard and plastics accepted in your area.

Room	Size(S_M_L)	Quantity

- 3-2 Utilize clearly labeled recycle bins and trash receptacles of appropriate size in all point of sale areas, near exits, bathrooms, office, dressing rooms and employee areas. Exceptions are made for rooms that do not allow food and drink.
- 3-3 H 

  Pay absolute attention to getting the recyclables into the proper bins and set up a process if not serviced by the city to get recyclables to the recycle center in your area.
- 3-4 H 

  Recycle and or reuse all sets & displays when finished with installation / exhibition / production and list all applicable materials on the AEP Materials Exchange.
- 3-5 H 
  List all other unwanted furniture, supplies, electronics, scrap materials, sets, screws, paints, linens, etc. on the AEP Materials Exchange. (If no one claims the materials, members will donate to schools, churches, hospitals, libraries or nonprofit organizations. Feel free to contact AEP for guidance/suggestions on how and where to donate.)
- 3-6 

  All Office / Copy paper must be a minimum 30% post-consumer recycled content.
- 3-7 

  All Napkins & Paper Towels must be a minimum 30% post-consumer recycled content.
- 3-8 

  □ Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.
- 3-9 Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags made from 100% recycled material instead of plastic.

- 3-10 □ If copiers and printers have duplex printing capability, duplex printing must be enabled. New machines must have duplex printing capability. (Two sided-printing)
- 3-11 

  Eliminate individual bottles of water for employees, resident companies and temporary artists.

Elective Measures – Recycled Products / Choose at least 7 'New' or 'Existing' recycled-content products you will stock: (Paper Products require a MINIMUM 30% recycled and ≥30% post-consumer recycled content 100% recycled overall is preferred)

3-12 

Letterhead 3-13 □ Business cards 3-14 □ Envelopes 3-15 □ Post-it notes 3-16 □ Toilet paper 3-17 H 

Remanufactured toner cartridges. 3-18 H 

Use refurbished or remanufactured furniture. 3-19 H □ Use refurbished or used office equipment and electronics. 3-20 H \( \precedentrightarrow\) Use recycled carpet, carpet under cushion, rugs or floor mats. 3-21 H 

Use recycled, refurbished or reclaimed construction materials. (For building or remodeling. Paint, insulation, concrete, wood, screws/nails, flooring, tile, other.) 3-22 H 

Use recycled and/or reused boxes and bags for shipping or retail use. 3-23 

Use reusable rather than disposable office items, such as refillable pens, erasable white boards & wall calendars. 3-24 

Replace all white napkins and paper towels with one or more of the following alternatives: 100% Recycled and ≥30% Post Consumer Recycled multifold hand towels or

# Elective Measures – Reduce / Choose at least 5 'New' or 'Existing' measures:

3-26 H 

Design marketing materials that require no envelope.

Energy efficient air dryers

3-25 

Other:

- 3-27 H □ Contract with your waste hauler to have a separate bin for recyclables and save money (single stream systems have lower recycling rates due to polluted waste streams) ZERO WASTE CREDIT
- 3-28 H □ Contract with your waste hauler to have a separate bin for compostables and save money -ZERO WASTE CREDIT
- 3-29 H 

  Reduce junk mail by removing business name from national databases at: <a href="www.stopjunkmail.org">www.stopjunkmail.org</a>
- 3-30 H 

  Eliminate duplicate mailings of subscriptions by contacting the subscriptions department to request that all but one be removed.
- 3-31 H □ Utilize E-MAIL based mailing lists and communication wherever possible, reducing the need for paper. (Contact paper mailing lists and ask for their e-mail address.)
- 3-32 H □ When faxing, use a fax label on first page instead of a full-page cover letter, or use E-Fax.
- 3-33  $H_{\square}$  Reduce junk faxes by contacting number listed on bottom of faxes and requesting permanent deletion of our number.
- 3-35 H  $_{\square}$  Offer an incentive to customers who bring their own shopping bag, water bottles, etc.
- 3-36 

  Replace disposable utensils and tableware with reusable alternatives.

### Elective Measures – Reuse – Choose at least 4 'New' or 'Existing' measures:

3-38 H 

Purchase only used, recycled, reclaimed or FSC-certified lumber for all set and exhibition construction and avoid use of old growth or endangered woods including lauan.

 $\underline{\text{http://www.rainforestrelief.org/What\_to\_Avoid\_and\_Alternatives/Rainforest\_Wood/What\_to\_Avoid\_What\_to\_Choose/By\_Product/Plywood.html}$ 

3-39 Durchase reusable kitchenware (silverware, mugs, plates, etc.) for staff use. 3-40 H □ Reuse envelopes and file folders. 3-41 H 

Train custodial staff to reuse clean trash liners. 3-42 

Keep a stack of previously used paper for fax machines and/or printers and reuse the backsides for notes, drafts, internal memos, etc. 3-43 H 

Reuse packaging (bubble wrap, cardboard boxes, polystyrene peanuts) or donate to a local shipping company. 3-44 □ Other: Section 4 - Water Efficiency & Urban Runoff Required measures: 4-1 H \( \simeq \) Assign a person to monitor water bill, to review it for indications of leaks or other problems and to track usage over time. Call your water company should sudden rises in usage occur. 4-2 H 

Regularly check for and repair leaks. 4-3 H 

Clean all outdoor areas, with a broom and damp mop instead of a hose. This includes parking lots, sidewalks, alleys or patios. Never use soap outside. (For more alternatives, check the AEP Vendor Resource Guide) 4-4 H 

Do not hose off or wash cars, equipment, floor mats or other items where runoff water flows into storm drains; if possible direct water to landscaped areas. 4-5 Keep receiving areas and dumpsters clear of litter. Ensure tight fitting lids. 4-6 H 

Do not water exterior landscaping between 9am and 4pm. Check local regulations. 4-7 H 

Post information visible to staff from SM Baykeeper or Heal the Bay about the hazards caused by urban run-off and how to prevent them. (included in Welcome Pack) 4-8 H 

Regularly clean litter and debris in front of your business. Attempt to minimize the amount of litter entering the storm drain. 4-9 □ Install low-flow aerators in faucets and showerheads according to water district specifications. AEP assessor can check with your water district, which may provide them for free. (.5 GPM is recommended for bathroom sinks and 1.5 GPM for kitchen sinks) Room Replacement Fixture (Type of Sink) Quantity **Existing** Aerator Aerator

4-10 
Replace pre-1992 toilets which use 3 or more gallons per flush (gpf) with more efficient alternatives that use 1.6 gpf or less.

Room	Quantity of Toilets to Replace

### Elective Measures - Choose at least 1 'New' or 'Existing':

4-11		Replace pre-19	92 urinals wi	th more efficient	alternative s	such as 1	.0 gpf or	water free u	rinals.
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Room	Quantity of Urinals to Replace

- 4-12 Install water filters on tap(s) or install an inline water machine to use as drinking water for all staff, eliminating the purchase and use of plastic water bottles. (traditional water coolers will accomplish this measure as well)
- 4-13 □ Place "use water wisely" stickers or other signage near faucets. Educate staff on the critical need for water efficiency. (AEP can provide stickers upon request.)

# <u>Section 5</u> – Energy Efficiency

### Required measures:

- 5-1 

  Assign a person to monitor energy bills for sudden peaks and to track use over time.
- 5-2 H  $\ \square$  Perform regular maintenance on your HVAC (heating, ventilation and air conditioning) system. If leasing your facility, ask the building owner or property manager to do the following:
  - Clean or change filters every 2-4 months.
  - · Check entire system annually for coolant and air leaks, clogs and obstructions of air intake.
- 5-3 Convert ALL non-exhibition and non-performance lighting fixtures to energy efficient alternatives, such as compact fluorescents lights (CFLs), LED's, ceramic metal halide, or high intensity discharge lighting. Energy savings will rise dramatically if exhibition lights are upgraded.

Below is a list of lighting that needs to be replaced:

Room	Current Bulb/Lamp	Replacement Bulb/Lamp	Quantity

	·

- 5-4 H 

  Limit the use of performance or exhibition lighting as much as possible by limiting warm-up time and rehearsal usage. Install or use energy efficient work lights for rehearsals.
- 5-5 Upgrade or install energy-efficient T-8 or T-5 fixtures with electronic ballasts for your fluorescent lighting. (T-12's *must be* switched out due to a regulatory phase out statewide)

### Elective Measures - Equipment and Facilities - Choose at least 5 'New' or 'Existing':

- 5-6 Install occupancy (indoor) motion sensors or timers for all lighting in low traffic areas such as storage, bathrooms and offices.
- 5-7 Convert a minimum of your facility's power / energy to 20% "green power" i.e. 'renewable power'. using the inexpensive, easy signup 'DWP's Green Power Program' on the www.ladwp.com website. The link for small businesses is: (for Los Angeles DWP customers only)

  http://www.ladwp.com/ladwp/rebates/GreenPowerRes.ladwp?act=init&contentId=LADWP\_GRNPWRRES\_SCID.
  For larger facilities go to:
  http://www.ladwp.com/ladwp/rebates/GreenPowerCom.ladwp?act=init&contentId=LADWP\_GRNPWRCOM\_SCID.

Below is a list of fluorescent lighting that needs to be replaced:

Room	Current Bulb/Lamp	Replacement	Needs New Ballast(s)?	Quantity

5-8 Reduce the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers in fluorescent fixtures. 5-9 □ Use energy efficient exit signs (<5watts/sign), such as LEDs. 5-10 H 

Program computer monitors to sleep mode after 15 min or less. 5-12 Uhen replacing equipment and appliances we will make sure they are Energy Star rated and/or equipped with energy saving features. www.energystar.gov 5-13  $\Box$  Insulate water heaters, storage tanks and hot water pipes (or replace with a waterless or an instant 'on demand' type heater). 5-14 Use a thermos or pump pot instead of electric burners to maintain hot liquids. 5-15 

Sign up for your local power companies Flex Alert -Demand Response Program- in order to offset brown and blackouts during extreme weather days- a list of providers can be found here: http://flexalert.org/save-energy/dr-programs 5-15 🛛 Install solar panels or other renewable energy source. Visit the AEP "Vendor Resource Guide" for more information. 5-16 

Obtain a free assessment of our facility's energy use, and will review their suggestions annually to identify additional opportunities to improve energy savings. (AEP will facilitate an appointment with LA DWP or the appropriate agency in your area.) 5-17 Use a total of 50% renewable energy (25% additional REC's). 5-18 Use a total of 75% renewable energy (50% additional REC's). 5-19 Use a total of 100% renewable energy (75% additional REC's). 5-20 Gool roof - Add a reflective coating to your roof, product detail choices are at www.coolroofs.org, (can decrease cooling demand by 10-30%). 5-21 

Other: Elective Measures - Heating, Ventilation & AC Units - Choose at least 2 'New' or 'Existing': 5-22 H \( \to \) Use natural ventilation instead of mechanical air conditioning. (Open windows at opposite ends of room to facilitate cross breezes.) 5-23 

Install or use ceiling fans. 5-24 H 

Install or use a programmable thermostat and set to 68° in winter and 78° in summer with a night time set back of 55 degrees in winter and fall and 90° in summer and spring. 5-25 

Replace leaky, inefficient or broken windows with double pane, low-E, energy-efficient windows. 5-26 

Apply window film to reduce solar heat gain. 5-27 □ Shade sun-exposed windows and walls during the warm season (use awnings, sunscreens, shade trees or shrubbery). 5-28 Use caulk and/or weather-stripping around windows and doors. 5-29 

Other: Elective Measures - Employee Practices - Choose at least 3 'New' or 'Existing': 5-30 H \( \propto \) Implement a policy that encourages staff to turn off equipment and lights when not in use. 5-31 

Place "turn off light" labels or other signage on appropriate switches facility wide. 5-32 H □ Clean light fixtures and diffusers regularly for optimal light output. 5-33 H 

Clean skylights annually in late spring to maximize incoming light. 5-34 H 
Rearrange the workspace to take advantage of areas with natural sunlight. (Design future spaces with natural lighting opportunities in mind.) 5-35 H 

Use "task" lighting where extra light is needed, rather than lighting an entire area. 5-36 

Other: \_\_\_\_

# **Section 6 - Chemical Use & Pollution Prevention**

### **Required Measures:**

- 6-1 □ Store all chemical products in their original containers or properly labeled secondary containers with tight fitting lids. Chemical products shall be stored in secure, controlled areas, away from ignition sources and food storage areas.
- 6-2 H 

  Utilize your City's Hazardous Waste Drop-off facility. In L.A. visit this site for instructions: http://www.lacitysan.org/solid\_resources/special/business\_hazardous\_waste/index.htm You can also contract through your waste hauler.
- 6-3 H 

  Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes & bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries (RBRC recycles these for free! http://www.call2recycle.org/locator/).

These materials shall never be thrown in the trash or poured down a drain:

- Used toner and ink-jet cartridges
- Cleaning and maintenance chemicals
- Compact fluorescent lamps and fluorescent tubes
- Electronics
- Aerosol cans that are not completely empty of contents
- Batteries-rechargeable and alkaline
- 6-4 Stock only non-toxic, biodegradable cleaners and maintenance products for daily use such as those that are SF Approved (<a href="http://www.sfapproved.org">http://www.greenseal.org</a>), or receive at least an 8.1 rating on the Good Guide (<a href="www.goodguide.com">www.goodguide.com</a>), in non-aerosol containers.

Below is a list of products that need to be replaced, as well recommendations for how to store such products, according to requirement 6-1.

Such products, according	Toxic/Hazardous Products and Recommendations for Rearranging
Room Name	Safely
	Type Recommendations Here ie. Replace Clorox, Raid, etc. Rearrange two free standing closets: Separate paper products in one, and cleaning supplies/chemicals in the other

- 6-5 Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.
- 6-6 

  Replace all aerosols with pump dispensers. (bathroom fresheners, hairsprays, etc.)

### Elective Measures - Equipment & Facilities / Choose 5 'New' or 'Existing':

- 6-7 Use recycled content, low or no VOC (Volatile Organic Compound) and EG free paint products.
- 6-8 Use non-toxic, low VOC office supplies, such as white out, white board pens, etc.
- 6-9 H 

  When remodeling, use low-emitting / low-polluting building materials, carpets, furniture to improve indoor air quality and reduce down time. (Look for products certified by GreenGuard or the Carpet and Rug Institute.)
- 6-10 
  Install at least 6' of permanent entry way mats, grills, grates to control outdoor pollution from entering the space at all public entryway points. Add these mats to your cleaning plan.
- 6-11 H □ Educate and inform cleaning staff of your eco-friendly preferences.

6-12 □ Discontinue the purchase of glass cleaner and replace with vinegar and water or green glass cleaners for cleaning windows.
 6-13 □ Use less-toxic graffiti removers.
 6-14 □ Use rechargeable batteries, instead of disposable alkaline.
 6-15 □ Have materials printed using soy or vegetable based ink.
 6-16 □ Other:

### Required Measure - Integrated Pest Management (Where Applicable)

- 6-17 

  Eliminate pesticides by using Integrated Pest Management (IPM), which includes good sanitation, acting only when needed, making physical changes to keep pests out, and, lastly, using non-toxic pesticides. Implement all 3 applicable measures:
  - Keep kitchen, waste storage and other areas clean to avoid attracting pests.
  - When pest control is necessary, use barriers (such as caulking/sealing holes), traps, and lastly, non- toxic pesticides (such as soaps, oils, microbials and baits). Apply only as needed (rather than on a routine schedule).
  - If you contract with a pest control operator, choose one that is EcoWise Certified
     (<a href="http://www.ecowisecertified.com">http://www.ecowisecertified.com</a>), or specify in the contract that IPM and methods
     including non-chemical pest prevention and pest exclusion be used. Do not allow any
     outdoor perimeter spraying.

### Elective Measures - Integrated Pest Management - Choose 1 New or Existing Measures:

6-18	Address situations that attract and harbor pests, such as improperly stored foods, open trash
	bins, and dense foliage around your building.
6-19	If needed, use traps, containerized baits, gels and/or barriers for ants and cockroaches.
6-20	Other:

# Section 7 - Transportation

### **Required Measures:**

- 7-1 Dest routes or links to alternative transportation such as LA Metro on your website for the benefit of your patrons and employees.
- 7-2 H 

  Think creatively and implement ways to encourage and increase the use of alternative transportation among your patrons/audience members.
- 7-3 H 

  Create and Implement a carpool survey to have staff assess rideshare possibilities for your employees. (Ask AEP Programs Director for more info if needed) We recommend using Survey Monkey for this.

### Elective Measures - Transportation / Audience Outreach - Choose 5 'New' or 'Existing':

- 7-5 □ Facility / Venue offers incentives, such as admission and or product discounts, for patrons who use alternative transport to and from the facility / event (e.g. bus, train, carpool with three or more passengers, bike or walk-ins).
- 7-6 □ Track audience utilization of such incentives for the sake of environmental impact data gathering, and provide such data to AEP.
- 7-7 □ Provide a secure location for staff to store bicycles or install a bike rack in or near facility. (You can request a bike rack from the city of Los Angeles at:

  <a href="http://www.bicyclela.org/RackRequest.htm">http://www.bicyclela.org/RackRequest.htm</a>
  Other cities have similar online forms.)
- 7-8 □ Provide ridesharing information on carpooling, vanpooling, bicycling, walking and public/mass transportation on a bulletin board for our employees.

7-9		Encourage alternative modes of transportation via incentives for your employees, i.e. bus pass or
7 10	_	small bonus.
7-10 7-11		Offer a parking cash-out program for our employees.  Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic.
7-11 7-12		Perform local errands on bike or foot.
7-12 7-13		Shop at local businesses within close proximity.
7-13 7-14		Shop at local businesses within close proximity.  Shop at local businesses using the Shop LA Credit Card program. Click on link to apply.
7-14	ш	http://www.shoplacity.com/whyshopla.html (must open an account at Los Angeles Federal
		Credit Union)
7-15		Use low emission, biodiesel or alternative fuel vehicles for business errands.
7-16		Provide company commuter van.
7-17		Provide shower facilities for employees who walk, jog, or bike to work. Consider contracting with a
		nearby health facility for the use of their showers.
7-18	П	Provide preferential parking with signage for alternative modes of transit such as carpools,
		electric, hybrid.
7-19		Other:
Sec	tic	on 8 - Landscape
Requ	irec	<u>d measure</u> :
8-1		Test irrigation system to ensure proper operation and watering schedule. Ensure all spray heads
0 1	ш	are functioning and not over spraying onto hardscape. (If your building's landscaping is overseen
		by a landlord, A:EP will provide a standard letter you can provide him/her to communicate your
		environmentally friendly preferences. (Included in the Welcome Pack)
		(
Flecti	Ve	Measures – Choose 3 'New' or 'Existing':
_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	••	modeline choose a new or Existing.
8-2		Pick weeds by hand rather than using herbicides (weed killers).
8-3		In place of turf, install water efficient shrubs or ground cover.
8-4		In place of turf, install lead free synthetic grass.
8-5		Remove hardscape and install permeable paving, such as porous concrete, decomposed granite
		or pavers.
8-6		Install drip irrigation.
8-7		Install a smart irrigation controller that uses weather data to irrigate appropriately.
8-8		Plant drought-tolerant and native plants.
8-9		Apply mulch to all exposed landscape to increase moisture retention, reduce weeds, and prevent
		soil erosion.
8-10		and the second of the second o
8-11		Install a cistern or Rain Barrel to catch rainwater.
8-12		Other:
Notes		
Notes		

# CONGRATULATIONS FOR COMPLETING THE FIRST STEPS TOWARDS YOUR AEP SUSTAINABLE ARTS CERTIFICATION



# **DEFINITIONS & DESCRIPTIONS**

**Cistern** - Cisterns and rain barrels can collect and store rainwater from rooftops to be used for irrigation. This reduces stormwater runoff – and lowers your water bill. from <a href="http://www.treepeople.org/install-cistern-or-rain-barrel">http://www.treepeople.org/install-cistern-or-rain-barrel</a>

### **Plastic Polymers**

**#1 PET** (Polyethylene terephthalate) – This plastic is used in soft drink bottles and other blow-molded containers.

strapping, molding compounds, and food and non food containers. (American Plastics Council, adapted from *Modern Plastics Encyclopedia, 1995.*) Fizzy drink bottles, oven-ready meal trays and water bottles

**#2 HDPE** (High-density polyethylene) – Examples include milk jugs, juice bottles, film (trash bags, agricultural film, T-shirts, bags), trash cans, and toys. (American Plastics Council, adapted from *Modern Plastics Encyclopedia*. 1995)

Milk bottles, detergent bottles, yogurt and margarine tubs, cereal box liners and grocery, trash and retail bags

**#3 PVC** (Polyvinyl chloride) – Vinyl products can be broadly divided into rigid and flexible materials. Rigid applications, accounting for 60 percent of total vinyl production, are concentrated in construction markets, which include pipe and fittings, siding, carpet backing, and windows. Bottles and packaging sheet are also major rigid markets. Flexible vinyl is used in wire and cable insulation, film and sheet, floor coverings, synthetic leather products, coatings, blood bags, medical tubing and many other applications. (American Plastics Council, adapted from *Modern Plastics Encyclopedia*, 1995).

**#4 LDPE** (Low-density polyethylene) – Dry cleaning bags, produce bags, trash can liners, bread bags, frozen food bags and squeezable bottles, such as mustard and honey

**#5 PP** (Polypropylene) – is found in everything from flexible and rigid packaging to fibers and large molded parts for automotive and consumer products. (Adapted from *Modern Plastics Encyclopedia, 1995*; Plastic Packaging Opportunities and Challenges, American Plastics Council, 1992.) Ketchup bottles, medicine bottles, aerosol caps and drinking straws

**#6 PS** (Polystyrene) – Typical applications include protective packaging, containers, lids, cups, bottles, trays and tumblers ("Plastic Packaging Opportunities and Challenges," American Plastics Council, 1992).

**#7 Other -** Three- and five-gallon reusable water bottles, certain kinds of food containers and Tupperware, everything else.

### Parking cash-out program - http://www.agmd.gov/trans/doc/park\_cashout.pdf

Parking Cash-Out programs are not only regulated by State law, but also are an option available to employers for compliance with SCAQMD's Rule 2202 – On-Road Motor Vehicle Mitigation Options. State law requires certain employers who provide subsidized parking for their

employees to offer a cash allowance in lieu of a parking space. This law is called the parking cash-out program (Assembly Bill 2109, Katz; Chapter 554, Statutes of 1992), and the main provision of the law is California Health & Safety Code Section 43845.

**REC** – Renewable Energy Credit – purchasing alternative clean power to offset dirty power usage. "Buying RECs helps build a market for renewable electricity. It also has other local and global environmental benefits including reducing greenhouse gas emissions and air pollution; stabilizing energy costs by reducing price volatility in the energy markets; improving energy reliability from distributed generation; strengthening America's energy independence and diversity; creating jobs in rural areas; and promoting sources of unlimited, emissions-free domestic energy." quote from <a href="http://www.green-e.org/learn\_dictionary.shtml">http://www.green-e.org/learn\_dictionary.shtml</a>

**Vendor Resource Guide** – AEP's online guide that directly correlates to certification document. It gives you guidance on products you can use and details about how to accomplish various measures. You will receive this after your initial assessment.

**Zero Waste -** "Zero Waste is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and practices to emulate sustainable natural cycles, where all discarded materials are designed to become resources for others to use.

Zero Waste means designing and managing products and processes to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them.

Implementing Zero Waste will eliminate all discharges to land, water or air that are a threat to planetary, human, animal or plant health."