



Vermont Business Environmental Partnership

Green Restaurant in the Green Mountain State Achievement Workbook

Electronic submittal preferred. The workbook may be filled out by hand if necessary, and then scanned for submittal. Prior to preparing this workbook, please review the attached instructions sheet. Use check box to indicate achievement then fill in any required information.

Business:

Type of Business:

By checking this box, I certify that the information provided in this workbook is accurate to the best of my knowledge.

Workbook Completed by:

Date:

Contact Name, Position, and Email Address (list others if desired):

If different from above, give same information to be used for official business:

General. Phone 1:

ext.

Phone 2:

ext.

Cell?

Contact Phone:

ext.

Cell?

Bus. Email Address:

Website:

Business Mailing Address:

Street and/or Post Box:

Town:

State:

ZIP:

-

Physical location(s) if different from the mailing address:

¹This is how the name(s) will appear on the website and in documents, please be precise.

Check list	Standards	Implementation. See ‘Tips For Greening Up Your Restaurant’ for ideas and clarifications.
I. <input type="checkbox"/>	<p>Designate an Environmental Team or Representative at each facility to ensure environmental standards are met, coordinate waste reduction and recycling, develop new initiatives and oversee employee training in facility environmental practices.</p>	<p>Contact’s name, phone number, and email. If more than one facility, and contact changes, list for each:</p> <p>Email(s) for announcements and resource information:</p>
II. <input type="checkbox"/>	<p>Adopt and communicate an Environmental Policy Statement.</p> <p><i>See sample language in Instructions Appendix 1.</i></p>	<p>Date of implementation:</p> <p>How communicated:</p> <p><input type="checkbox"/> A copy of the adopted policy is attached (required).</p>
III. <input type="checkbox"/>	<p>Adopt an Environmentally Preferable Purchasing (EPP) policy. Provide a description of where it is displayed plus how it is communicated to employees.</p> <p><i>See sample language in Instructions Appendix 2.</i></p>	<p>Date of implementation:</p> <p><input type="checkbox"/> A copy of the adopted policy is attached (required).</p>
IV. <input type="checkbox"/>	<p>Purchase for use three (3) environmentally preferable products of significant use, with the following qualities:</p> <ul style="list-style-type: none"> • maximized post-consumer recycled content, (%PC) • minimized toxicity, • minimized packaging, • greater durability, • reduced or renewable resources, or • other environmentally friendly attributes. <p>Note: Green cleaners can only be used in one product listing.</p>	<p>Describe Product:</p> <p>Item 1.</p> <p>Estimated quantity per year (including unit label):</p> <hr/> <p>Item 2.</p> <p>Estimated quantity per year (including unit label):</p> <hr/> <p>Item 3.</p> <p>Estimated quantity per year (including unit label):</p>

Check list	Standards	Implementation. See 'Tips For Greening Up Your Restaurant' for ideas and clarifications.
V. <input type="checkbox"/>	<p>Conserve resources and reduce wastes through elimination, reduction, reuse, or recycling for six (6) products and/or wastes in your business operations, where possible.</p> <p>Discuss with your program representative if you have difficulty reaching six.</p>	<p>Describe items and method for each.</p> <p>Item 1:</p> <p>Estimated quantity per year (including units):</p> <hr/> <p>Item 2:</p> <p>Estimated quantity per year (including units):</p> <hr/> <p>Item 3:</p> <p>Estimated quantity per year (including units):</p> <hr/> <p>Item 4:</p> <p>Estimated quantity per year (including units):</p> <hr/> <p>Item 5:</p> <p>Estimated quantity per year (including units):</p> <hr/> <p>Item 6:</p> <p>Estimated quantity per year (including units):</p> <hr/> <p>Please include other measures you take here if not included later in section VIII.</p>
VI. <input type="checkbox"/>	<p>Implement at least one (1) water conservation measure.</p>	<p>Describe:</p> <p>Estimated quantity per year (including units).</p> <hr/> <p>Please include other measures you take here if not included later in section VIII.</p>

Check list	Standards	Implementation. See 'Tips For Greening Up Your Restaurant' for ideas and clarifications.
VII. <input type="checkbox"/>	Implement at least three (3) energy efficiency measures.	<p>Describe.</p> <p>Measure 1:</p> <p>Estimated quantity per year (including units):</p> <hr/> <p>Measure 2:</p> <p>Estimated quantity per year (including units):</p> <hr/> <p>Measure 3:</p> <p>Estimated quantity per year (including units):</p> <hr/> <p>Please include other measures you take here if not included later in section VIII.</p>

Section	Check list	Environmental Best Management Practices and Description
VIII.		<p>Best Management Practices (BMPs) There are two sections. The first are required restaurant BMP's. The second are electives. You may propose others, which will need approval by a program representative.</p>
A.		<p>REQUIRED BMPs: all items must be completed.</p>
	1. <input type="checkbox"/>	Train all employees and management in facility environmental practices and relevant regulations. Include this education in new employee training.
	2. <input type="checkbox"/>	Replaced all T12 indoor lighting with T8/T5, CFL, LED, or other energy efficient lighting.
	3. <input type="checkbox"/>	No use of expanded polystyrene (Styrofoam™) for food containers and dinnerware. Alternatives include compostable paper, and bio-based plastics or recyclable plastics.
	4. <input type="checkbox"/>	Maintain a comprehensive recycling program with good signage and training.
	5. <input type="checkbox"/>	Installed low-flow toilets (≤1.6 gpf (gallons per flush)) and urinals ≤1.0 gpf).
	6. <input type="checkbox"/>	Installed low-flow aerators or faucets (≤ 1.5 gpm) on all non-pot filling kitchen faucets and on all hand wash sinks.
	7. <input type="checkbox"/>	Insulated all hot water, heating, and central air conditioning ducts/pipes, where feasible.
	8. <input type="checkbox"/>	Check/replace seals on cooler/freezer doors.
	9. <input type="checkbox"/>	Installed high efficiency pre-rinse spray valve(s) (≤1.28 gpm).
	10. <input type="checkbox"/>	Collect food waste for animal feed and/or on-site or off-site composting, where feasible. Where composted:
	11. <input type="checkbox"/>	Collect cooking oil for recycling or for biodiesel.

Section	Check list	Environmental Best Management Practices and Description
	12. <input type="checkbox"/>	Store, recycle, and/or dispose of hazardous waste, electronics waste (such as computers, computer monitors and peripherals, printers, and TVs of any type), and universal waste (such as fluorescent lamps and bulbs and mercury thermostats) in accordance with federal, state, and local laws.
	13. <input type="checkbox"/>	Continual Improvement: Next steps. Describe what BMP(s) will be evaluated or implemented in the coming year.
ELECTIVE BMP's: Implement at least 6 (six) of the following BMPs. THESE CANNOT DUPLICATE ANY ITEMS USED PREVIOUSLY. You may propose others, which will need approval by a program representative.		
WATER CONSERVATION		
	1. <input type="checkbox"/>	Installed high efficiency (≤ 0.5 gpm) aerators or faucets. Describe:
	2. <input type="checkbox"/>	Installed <u>motion activated</u> , low flow faucets in hand washing sinks. Describe including # installed with gpm:
	3. <input type="checkbox"/>	Toilets are high efficiency (≤ 1.28 gpf) or dual flush (≤ 1.1 gpf and ≤ 1.6 gpf).
	4. <input type="checkbox"/>	Installed urinals that are waterless or high efficiency (≤ 0.5 gpf).
	5. <input type="checkbox"/>	Provide drinking water only on request.
	6. <input type="checkbox"/>	Installed tankless or on-demand hot water heaters.
WASTE REDUCTION		
	1. <input type="checkbox"/>	Completed a waste assessment within the last five years. The assessment can be done in-house or by consultants. Solid waste districts often offer assistance.
	2. <input type="checkbox"/>	Participate in food recovery through the local food shelves or other organizations.
	3. <input type="checkbox"/>	Minimized waste from in house dining by using at least four of the following. Check all that apply: <input type="checkbox"/> durable dinnerware, <input type="checkbox"/> bulk condiments, <input type="checkbox"/> bulk drink dispensers (milk, soda, juices), <input type="checkbox"/> reusable or no placemats, <input type="checkbox"/> reusable or no coasters, <input type="checkbox"/> cloth napkins, <input type="checkbox"/> reusable metal or nylon coffee filters, and/or compost paper filters <input type="checkbox"/> no or unwrapped straws, <input type="checkbox"/> other .
	4. <input type="checkbox"/>	Established a zero waste policy and practice that achieves at least a 90% solid waste diverted from landfill through reduction, reuse, recycling, and composting. Attach a copy of the policy. http://www.grrn.org/page/zero-waste-business-principles

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	5. <input type="checkbox"/>	<p>Reuse at least three types of containers or packaging, by donating, requiring vendor take back, or selling it locally or by using a waste exchange program, such as Reuse Marketplace. http://www.reusemarketplace.org .</p> <p>Describe:</p>
	6. <input type="checkbox"/>	<p>Installed hand dryers instead of paper towels in common bathrooms (1500 watts or less) or compost paper towels.</p>
ENERGY CONSERVATION		
	1. <input type="checkbox"/>	<p>Completed a comprehensive energy efficiency assessment. This can be done in-house, working with an energy efficiency program, or by contract.</p> <p>Year completed. _____ Performed by _____</p>
	2. <input type="checkbox"/>	<p>Installed at least two of the following high efficiency, Energy Star appliances or equipment in the last five years. Check all that apply: <input type="checkbox"/> Clothes washer (for linens, clothing, and uniforms done in-house), <input type="checkbox"/> Dishwasher(s), <input type="checkbox"/> Refrigerator(s), <input type="checkbox"/> Fryer(s) , <input type="checkbox"/> Ice maker(s) , <input type="checkbox"/> Copying machine(s) , <input type="checkbox"/> Other:</p>
	3. <input type="checkbox"/>	<p>Purchased EPEAT (Electronic Product Environmental Assessment Tool) computers. Go to www.epeat.net .</p> <p>List:</p>
	4. <input type="checkbox"/>	<p>Purchased induction cooking units.</p>
	5. <input type="checkbox"/>	<p>Purchased electronic ignition commercial grill(s).</p>
	6. <input type="checkbox"/>	<p>Use timers on coffee makers so water is not heated when not in use.</p>
<u>HVAC Related.</u>		
	7. <input type="checkbox"/>	<p>Maintain an HVAC preventative maintenance schedule and procedures that include changing filters at prescribed intervals and keeping air discharge grills clear.</p>
	8. <input type="checkbox"/>	<p>Installed weatherization, such as weather stripping, foam, window covers, or air conditioner covers, to reduce air infiltration.</p> <p>Describe:</p>
	9. <input type="checkbox"/>	<p>Installed thermapane or low E windows (including low E films) on more than 75% of property.</p>
	10. <input type="checkbox"/>	<p>Completed a heating system upgrade on existing buildings that meets ENERGY STAR standards. (http://www.energystar.gov/index.cfm?c=products.pr_find_es_products)</p> <p>Year installed: Efficiency AFUE %</p>

Section	Check list	Environmental Best Management Practices and Description
	11. <input type="checkbox"/>	<p>Completed a cooling system upgrade on existing buildings that meets ENERGY STAR standards. (http://www.energystar.gov/index.cfm?c=lchvac.pr_crit_lchvac)</p> <p>Year installed: Efficiency: SEER , EER , IEER</p> <p>For further information see: http://energystar.supportportal.com/link/portal/23002/23018/Article/22536/What-is-SEER-EER-HSPF</p>
	12. <input type="checkbox"/>	<p>Completed a whole system upgrade that uses an air source or a geothermal heat pump on existing buildings that meets ENERGY STAR standards. (http://www.energystar.gov/index.cfm?c=lchvac.pr_crit_lchvac)</p> <p>Year installed: Efficiency: SEER , EER , HSPF , IEER , COP</p> <p>For further information see: http://energystar.supportportal.com/link/portal/23002/23018/Article/22536/What-is-SEER-EER-HSPF</p>
	13. <input type="checkbox"/>	<p>Installed high efficiency room air conditioning units that meet ENERGY STAR standards. See: (http://www.energystar.gov/index.cfm?c=roomac.pr_crit_room_ac)</p>
	14. <input type="checkbox"/>	<p>Installed low pressure-drop air filters.</p>
	15. <input type="checkbox"/>	<p>Installed exhaust heat recovery.</p>
	16. <input type="checkbox"/>	<p>Installed refrigeration heat recovery</p>
	17. <input type="checkbox"/>	<p>Installed variable frequency motor drives on ventilation (hood vent motor).</p>
		<p><u>Lighting</u></p>
	18. <input type="checkbox"/>	<p>Use lighting controls, such as timers, occupancy sensors, daylight sensors, and/or dimmers on <u>indoor</u> lighting.</p>
	19. <input type="checkbox"/>	<p>Use lighting controls, such as timers, daylight sensors and motion controls on <u>outdoor</u> lighting.</p>
	20. <input type="checkbox"/>	<p>Installed energy efficient outdoor lighting, such as CFLs and LEDs on the building/s and walkways.</p>
	21. <input type="checkbox"/>	<p>Installed LEDs in more than 50 percent of interior lighting.</p>
	22. <input type="checkbox"/>	<p>All parking lot lighting is LED.</p>
		<p><u>Refrigeration</u></p>
	23. <input type="checkbox"/>	<p>Recommission or retrocommission refrigeration units every two years.</p>
	24. <input type="checkbox"/>	<p>Retrofitted with Electronically Commutated Motors (ECMs) for fans.</p> <p>Year installed:</p>
	25. <input type="checkbox"/>	<p>Installed energy efficient compressors such as discus or scroll. Year installed:</p>
	26. <input type="checkbox"/>	<p>Installed pressure controls, such as floating head and liquid pressure amplifiers. Year installed:</p>
	27. <input type="checkbox"/>	<p>Installed variable speed/frequency drives on refrigeration motors.</p>
	28. <input type="checkbox"/>	<p>Installed strip curtains on walk-in units.</p>

Section	Check list	Environmental Best Management Practices and Description
	29. <input type="checkbox"/>	Installed energy efficient lighting in walk-in or reach-in coolers (e.g., fluorescent, cold cathode, or LED).
		<u>Transportation</u>
	30. <input type="checkbox"/>	Use significant local sourcing of food through the Vermont Fresh Network, from local farmers, and/or from a supplier who can document sources. Describe:
	31. <input type="checkbox"/>	Use significant local sourcing of non-food purchases from direct purchasing or from a supplier who can document sources. Describe:
	32. <input type="checkbox"/>	Use biodiesel for vehicles or heating. Describe (include type of biodiesel or % of biodiesel and estimate of quantity per year):
	33. <input type="checkbox"/>	Implemented an anti-idling policy, including appropriate signage.
	34. <input type="checkbox"/>	Provide employee and/or customer incentive to utilize alternative transportation (such as, provide bike rack, offer car pool incentives, and offer public transit incentives). Describe:
	35. <input type="checkbox"/>	Reduce energy use for transportation by purchasing electric or hybrid vehicles or otherwise increase fleet miles per gallon. Describe: Include yearly estimates of any measurable results.
ADMINISTRATIVE/OPERATIONS		
	1. <input type="checkbox"/>	Use any paper product that is 100% PC, unbleached or bleached with an alternative to chlorine.
	2. <input type="checkbox"/>	Clean uniforms and linens using environmentally friendly garment services, which use chlorine bleach-free or ozone wet-cleaning, or Perc-free dry cleaning, or use similar in-house cleaning methods.
	3. <input type="checkbox"/>	Use at least one (1) 3rd party certified green cleaners and detergents where ever possible (such as all-purpose cleaners, kitchen and bathroom cleaners, glass cleaners, floor cleaners, floor strippers, dishwasher and clothes detergent, and dish soap). List:

Section	Check list	Environmental Best Management Practices and Description
4.	<input type="checkbox"/>	<p>Adopted and practice grounds keeping or landscaping methods that achieve resource conservation. Check all that apply. Minimum two (2).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Integrated Pest Management plan/techniques in-house or through contract <input type="checkbox"/> Use environmentally preferable products for pest control or landscaping <p>List:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use companies that are third party green certified pest control companies for landscaping and maintenance. <p>Certifier:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use smart irrigation controls or schedule watering to minimize evaporation and overall water use. <input type="checkbox"/> Practice low maintenance, water efficient landscaping like Xeriscaping that reduces or eliminates the need for watering and irrigation. <input type="checkbox"/> Capture rainwater for reuse using cisterns, rain barrels, or irrigation bags. <input type="checkbox"/> Use alternatives to rock salt for de-icing. <input type="checkbox"/> Use compost in place of fertilizers. <input type="checkbox"/> Other:
5.	<input type="checkbox"/>	<p>Use green building materials and techniques for all new construction and renovation.</p> <p>Describe: Include yearly estimates of any measurable results.</p>
6.	<input type="checkbox"/>	<p>Purchased 100% PC recycled content parking stops (curbs), picnic tables, benches, chairs, bike racks and other outdoor items. List:</p>
STEWARDSHIP		
7.	<input type="checkbox"/>	<p>Participate annually in a community environmental project.</p> <p>Describe:</p>
8.	<input type="checkbox"/>	<p>Inform customers on website or in-house about environmental initiatives.</p>
9.	<input type="checkbox"/>	<p>Menus are printed with two (2) or more of the following.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where local food is coming from. <input type="checkbox"/> Composting initiative. <input type="checkbox"/> Other environmental initiatives. <input type="checkbox"/> Recycle logo and PC% content of paper. <input type="checkbox"/> Policy/mission statement.
10.	<input type="checkbox"/>	<p>Installed renewable energy sources, such as solar voltaics, solar hot water, or wind.</p> <p>Describe, including estimate of kWh generated or saved:</p>
11.	<input type="checkbox"/>	<p>Purchased renewable energy. Describe:</p>
12.	<input type="checkbox"/>	<p>Purchased carbon offsets. Describe:</p>
13.	<input type="checkbox"/>	<p>Received Leadership in Energy & Environment Design (LEED) certification for new or existing building.</p>
14.	<input type="checkbox"/>	<p>Complete a carbon footprint assessment. Available upon request.</p>

Section	Check list	Environmental Best Management Practices and Description
	15. <input type="checkbox"/>	Other BMP: Describe (Include estimates of any measurable results):

Please submit the completed workbook to your program representative.

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VBEP Green Restaurant Achievement Workbook Instructions

Instructions

This workbook is only for those applying for the Green Restaurants in the Green Mountain State designation for all types of eateries. Other programs have their own Achievement Workbooks.

This workbook is a MS-Word template. When opened, you will see check boxes and data (fill in) boxes. When used electronically, the data boxes will expand as you type. 'Enter' takes you to the next box. To add a paragraph, when needed, use 'shift enter'. **Electronic submissions are preferred.**

Complete this workbook to document how your business achieves program standards. For ideas on new initiatives, see "[Tips for Greening Up Your Restaurant](#)". Please estimate quantities when previous measurements are not available or are too difficult to obtain. Remember to include the units of measure (examples of units are lbs, reams, 8 oz bottles, rolls, volumes, etc.). Estimating quantities helps to get you thinking about how the initiative might be measured to track your achievements.

As part of the program requirements, your business needs to complete an annual survey. This requires your business put in a reasonable effort to measure or accurately estimate quantities for boxes checked in the Achievement workbook that requests quantity. An example of accurately estimating would be to measure compostables collected for a typical day and multiply by the number of days of collection for a year. The program representatives can provide ideas for what should be done by your size business to track its VBEP efforts.

Contact a program representative if you have not had the required on-site assessment. **There is no cost to participate in this program, including the site visit.** See www.vbep.org for more information about the program.

General Business VBEP Representatives:

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Achievement Workbook Instructions Appendix 1 (see Standard #2)

Environmental Policy Statement Sample

_____ (your company name) is committed to protecting the environment, the health and safety of our employees, and the community in which we conduct our business. It is our policy to seek improvements throughout our business operations to lessen our impact on the local and global environment by conserving energy, water and other natural resources; reducing waste generation; recycling and purchasing recycled-content products; and reducing our use of toxic materials or production of toxic products and/or byproducts. We are committed to environmental excellence and pollution prevention through continual improvement and meeting or exceeding all environmental regulatory requirements.

Note: You may adopt this policy statement verbatim or modify it to reflect your unique business situation and philosophy. However, any modification must include, at a minimum: pollution prevention, continual improvement, and compliance with all local, state and federal regulations (the three core ISO-14001 EMS commitments).

Achievement Workbook Instructions Appendix 2 (see Standard #3) Environmentally Preferable Purchasing (EPP) Policy

Sample 1

Preference will be given to purchasing products and services that have the following environmentally friendly attributes with acceptable parameters for price, quality, and delivery:

- Maximizes post-consumer recycled content;
- Minimizes packaging and other wastes;
- Minimizes toxicity;
- Are durable and reusable;
- Are more locally available to minimize transportation;
- Are made from sustainably produced materials;
- Are compostable or biodegradable; and
- Conserves energy, water, and other natural resources.

Sample 2

The goal of this policy is to ensure that products and services purchased or contracted for conform to the goals of our company's environmental policy. We will strive, where feasible, to purchase environmentally preferable products and services to meet the company's office and operational needs. We will also favor suppliers who strive to improve their environmental performance, provide environmentally preferable products, and who can document the supply-chain impacts of their efforts

Wherever possible, purchasing decisions will favor products and feedstocks that:

- reduce greenhouse gas emissions.
- are made with renewable energy.
- reduce pollution from all discharges (releases to air, water, and land).
- reduce the use of toxic materials hazardous to the environment, employees, and public health.
- contain the highest possible percentage of post consumer recycled content, followed by percentage of recycled content.
- reduce packaging and other waste.
- are energy efficient.
- conserve water.
- are reusable and/or durable.
- minimize transportation (local sources, more concentrated products).
- serve several functions (for example, copier/printers, multipurpose cleaners) to reduce the overall number of products purchased.

Environmentally preferable products and services that are comparable in quality to their standard counterparts will receive a purchasing preference. In situations where the most environmentally preferable product is unavailable or impractical, secondary considerations will include production methods and the environmentally and socially responsible management practices of suppliers and producers. Environmentally preferable purchasing is part of our long-term commitment to the environment. By sending a clear signal to producers and suppliers about this commitment, we hope to support wider adoption of environmentally preferable products and practices.

Note: You may adopt one of these policy statements verbatim or modify it to reflect your unique business situation and philosophy. However, any modification must include, at a minimum, all the points in Sample 1.

Achievement Workbook Instructions Appendix 3

Resources

Tips for Greening Up Your Restaurant: <http://www.vbep.org/resources/VTGreenRestaurantTips.pdf>.

Efficiency Vermont: www.encyvermont.com/pages/Business/,

Environmental Paper Network paper calculator: <http://calculator.environmentalpaper.org>

Forest Stewardship Council: www.fsc.org

Green Design Build Links: <http://greendesignbuild.net/Links.aspx>

Green product guide by BuildingGreen, Inc.: <http://www.buildinggreen.com/menus/>

Green Electronics Council Registry: www.epeat.net

Green Seal: www.greenseal.org

Incentives (rebates, tax deductions, etc): www.dsireusa.org/ , then click on Vermont.

Junk mail management: <https://www.catalogchoice.org/>

Lower My Energy Bill: www.lower-my-energybill.com

Mercury: www.mercvt.org

National Biodiesel Board: www.biodiesel.org/

Reuse Market Place: <http://www.reusemarketplace.org>

Zero Waste: <http://www.grrn.org/page/zero-waste-business-principles>

US Dept. of Energy: www.energysavers.gov/ , www.fueleconomy.gov/

US EPA:

ENERGY STAR: <http://www.energystar.gov/>

ENERGY STAR Business Guides: http://www.energystar.gov/index.cfm?c=small_business.sb_index

Scroll down to bottom for business types. Use bar on left to find larger business links.

ENERGY STAR certified products: http://www.energystar.gov/index.cfm?fuseaction=find_a_product

Components of Green Building - <http://www.epa.gov/greenbuilding/>

Cooling System Upgrade:

<http://energystar.supportportal.com/link/portal/23002/23018/Article/22536/What-is-SEER-EER-HSPF>

Heating System Upgrade: http://www.energystar.gov/index.cfm?c=lchvac.pr_crit_lchvac

High Efficiency Room Air Conditioners: http://www.energystar.gov/index.cfm?c=roomac.pr_crit_room_ac

Green Vehicle Guide - www.epa.gov/greenvehicles/Index.do

National Pollution Prevention Resource Guide.-www.epa.gov/p2/pubs/assist/nationalguide.htm#sector

WaterSense - www.epa.gov/WaterSense/index.html