



EnviroCertified
www.envirocertified.org

1201 N. Ash St. #201
Spokane, WA 99201
 509-535-7084 office

Protecting the Spokane River & Spokane Valley - Rathdrum Prairie Aquifer

Local Government Application

2-5 Stars Certification

Our Government Agency / Department is interested in Certification.

Name of Government Agency / Department:

Street Address:

City, State, Zip:

Phone:

Fax:

E-mail:

Web site:

Authorized Representative Name and Title:

Authorized Representative Signature: Date:

We agree to have a voluntary Pollution Prevention Assistance (PPA) visit from the Spokane Regional Health District.

PPA Technical Assistance Visit Date:

PPA Specialist's Name:

We have made and maintained the corrections required to be EnviroCertified as recommended by the Pollution Prevention Assistance Specialist.

Certification Date:

Re-certification Date:



Local Government Application

2-5 Stars Certification

www.EnviroCertified.org

Protecting the Spokane River & Spokane Valley - Rathdrum Prairie Aquifer
GOOD FOR OUR COMMUNITY. GOOD FOR THE ENVIRONMENT. GOOD FOR YOU.

EnviroCertified Requirements

- The Agency / Department generates less than 220 pounds of hazardous waste per month.
- Participate in a voluntary visit with an EnviroCertified representative to verify proper management & disposal of hazardous wastes.
- Set a goal to reduce hazardous materials or waste and conserve resources.

Star Rating System

★★

To earn **2-Stars**, properly manage all hazardous or dangerous wastes and set a goal to increase environmentally responsible practices.

★★★

To earn **3-Stars**, demonstrate best management practices for general housekeeping, inventory management and employee training for managing products & waste.

★★★★

To earn **4-Stars**, develop systems to reduce, reuse and/or recycle all wastes, conserve resources and educate customers about your commitment to environmentally responsible best practices.

★★★★★

To earn **5-Stars**, demonstrate environmental and community leadership among associations, peers, vendors, and/or training programs within your industry and practice comprehensive environmental protection.

Renewal

EnviroCertified certification is renewed every three (3) years by achieving your stated goal(s) and establishing practices that earn a higher star rating.

EnviroCertified Benefits

EnviroCertified Recognition

1. Provides free advertising and promotion.
 - ✓ EnviroCertified on-line Directory
 - ✓ EnviroCertified Certified logo to use in marketing
 - ✓ An EnviroCertified window decal
 - ✓ An EnviroCertified certificate of recognition
 - ✓ Website promotion on www.EnviroCertified.org and www.spokaneaquifer.org
 - ✓ Facebook promotion at Spokane River Forum and EnviroCertified pages
 - ✓ Promotion at community events
 - ✓ Feature in social media
2. Survey results show that 80% of residents want a reduction in the use of hazardous materials.
3. Provides access to technical assistance resources from sponsor organizations.
4. Increases efficiency and reduces material and disposal costs.
5. Creates a safer, healthier work environment.
6. Reduces regulatory burden.
7. Strengthens supplier and agency relationships.
8. Demonstrates a commitment to protecting our aquifer, river and environment

EnviroCertified 1201 N. Ash St. #201 Spokane, WA 99201
 509-535-7084 ▪ lauri@spokaneriver.net



EnviroCertified 2 Stars Certification: STEP ONE

Use the checklist below to determine certification eligibility.

You must be able to check all boxes or respond with NA (not applicable) in the Minimum Hazardous Waste Management Requirements below to qualify for recognition by the EnviroCertified program.

Minimum Hazardous Waste Management Requirements

YES NA

- Agency / Department is a small quantity generator (SQG) of hazardous waste.**
 SQGs generate less than or equal to the following in a calendar month 220 lb (100 kg) of dangerous waste that is not acute hazardous waste and/or WT01 EHW, or 2.2 lb (1 kg) of acute hazardous waste and/or WT01 EHW; WAC 173-303-040.
- All hazardous wastes are handled appropriately, including but not limited to the following:** Petroleum, solvent, paint and metal are recycled or handled as hazardous waste.
- Fluorescent/HID lamps, batteries, mercury thermostats, and other mercury-containing equipment are recycled or handled as hazardous waste. WAC 173-303-573
- All hazardous waste is stored in containers that are:**
 Compatible with the waste, kept closed when not in use, kept inside or under cover, and or not in direct contact with soil or located near a drain. WAC 173-303-630
- Hazardous waste is stored within secondary containment that is:** WAC 173-303-630
 Made of durable, leak-proof material (e.g., a bermed room, containment pallet, sump, or trough),
- Compatible with the waste it is meant to hold,
- Capable of holding the largest potential spill. Sufficient in capacity to contain 10% of the volume of all containers or the volume of the largest container, whichever is greater.
- Each hazardous waste container is labeled with:** WAC173-303-630 (3)(ab)
 The name/description of the waste, its hazards (toxic, flammable, etc.), and the words "Hazardous Waste, Dangerous Waste or Universal Waste" are clearly marked on the label.
- The Agency / Department maintains Spill Response materials:** WAC 173-303-145
 Spill clean-up and containment materials are available on site and in transporting vehicles.
- A Spill Response Plan with emergency phone numbers is posted.
- Personnel Training:** WAC 173-303-330 The facility owner or operator trains facility personnel on dangerous waste management procedures.
- The Agency / Department also maintains and can provide the following documentation:** Safety Data Sheets (SDSs) for hazardous products.
- Documentation for all hazardous waste disposal and recycling are available (e.g., receipts, manifests, bills of lading, DOT shipping papers or vendor certificates).



Check all services that apply.

	Table 1: Equipment / Vehicle Maintenance	Page 5
	Table 2: Recyclable Materials Collection	Page 6
	Table 3: Hazardous Waste Disposal	Pages 7-8
	Table 4: Painting	Page 8
	Table 5: Pool Maintenance	Page 8
	Table 6: Printing	Page 9
	Table 7: Landscape Maintenance	Pages 10-11

Pages 5-11 contain criteria for each service area. Please respond to the requested information for each service you checked above.



3 – 5 Stars Certification

Pages 11-16 contain criteria that apply to the overall government agency or department. Each section indicates a minimum requirement. Criteria, not currently met, can become continual improvement goals.

EnviroCertified**2 Stars Certification: STEP TWO**

Check **YES** or **NA** to the Equipment/Vehicle Maintenance Best Practices below to qualify for certification.

Table 1: Equipment / Vehicle Maintenance Waste Management & Disposal

YES	NA	
		Emissions, wastes and property perimeter are routinely checked to avoid contamination problems for neighbors.
		Vehicle fueling is done on a covered space, away from or protecting catch basin, drywells or storm drains.
		All vehicle wash water is discharged to sanitary sewer.
		An oil/water separator is installed and operational.
		Detergents are not discharged into the oil/water separator system.
		The oil/water separator is checked regularly for oil and sludge and pumped as needed. Sludge is disposed as hazardous waste or tested prior to disposal as solid waste.
		A written Environmental Management Plan or Operations and Maintenance Plan is followed, periodically inspecting shop equipment and repairing defects.
		Vehicles are checked for leaking fluids and drained or contained immediately.
		Used oil filters are punched or crushed and drained (at least 24 hours) to reclaim the maximum amount of oil.
		Spigots, pumps, and funnels are used when pouring solvents and cleaners. Waste and product container lids are kept closed unless in active use. (Self-closing funnels are recommended).
		A dishwasher style (aqueous spray cab) washer is used rather than or with a solvent parts washer.
		A solvent parts washer, covered, closed to reduce evaporation, and with an effective filter system, is used to reduce the amount of cleaning product.
		Lower flash point solvents or aqueous solutions are used to reduce evaporation and fire hazards.
		Parts are cleaned, in closed containers, using a two stage process 1) pre-soak with used solvent, 2) wash with new solvent.
		Parts cleaner service is scheduled to fit volume and frequency needs. Waste sludge is disposed of as hazardous waste
		Solvents are recycled or handled as hazardous waste and not discharged into the oil/water separator system.
		On-site solvent recycling equipment meets air quality and fire codes.
		Flammable materials (including used rags) are stored in closed, fireproof safety units, or as directed by the Fire Department.
		Hazardous products and materials are used sparingly, and according to manufacturers' directions.
		Employees are trained to properly handle all mercury containing items.
		Company vehicle travel is managed for fuel efficiency (i.e. planned routes).
		Systems to minimize air emissions are implemented (i.e. A No-Idle Policy is in place and includes parking lots, maintenance yard, and whenever feasible). For Free "No idling" signs go to www.spokanecleanair.org
		Air Quality Permit and Conditions of Approval, if required, are available.

EnviroCertified	2 Stars Certification: STEP TWO
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Table 2: Recyclable Materials Collection/Sorting. Check the services provided below:

Residential NA

Commercial NA

<input type="checkbox"/>	Curbside Single Stream
<input type="checkbox"/>	Curbside Source Separated
<input type="checkbox"/>	Drop Off Source Separated

<input type="checkbox"/>	Curbside Single Stream
<input type="checkbox"/>	Curbside Source Separated
<input type="checkbox"/>	Drop Off Source Separated

<input type="checkbox"/>	Cardboard
<input type="checkbox"/>	Catalogues
<input type="checkbox"/>	Cereal boxes
<input type="checkbox"/>	Glass bottles
<input type="checkbox"/>	Glass jars
<input type="checkbox"/>	Junk Mail
<input type="checkbox"/>	Magazines
<input type="checkbox"/>	Metal Aluminum
<input type="checkbox"/>	Metal scrap
<input type="checkbox"/>	Metal steel
<input type="checkbox"/>	Newspaper
<input type="checkbox"/>	Paper
<input type="checkbox"/>	Paper non-coated
<input type="checkbox"/>	Plastic bottles
<input type="checkbox"/>	Plastic Jars
<input type="checkbox"/>	Plastic milk jug
<input type="checkbox"/>	Plastic tubs
<input type="checkbox"/>	Soda cans
<input type="checkbox"/>	Telephone books
<input type="checkbox"/>	Tin can
<input type="checkbox"/>	Yard waste
<input type="checkbox"/>	
<input type="checkbox"/>	

<input type="checkbox"/>	Cardboard
<input type="checkbox"/>	Catalogues
<input type="checkbox"/>	Cereal boxes
<input type="checkbox"/>	Glass bottles
<input type="checkbox"/>	Glass jars
<input type="checkbox"/>	Junk Mail
<input type="checkbox"/>	Magazines
<input type="checkbox"/>	Metal Aluminum
<input type="checkbox"/>	Metal scrap
<input type="checkbox"/>	Metal steel
<input type="checkbox"/>	Newspaper
<input type="checkbox"/>	Paper
<input type="checkbox"/>	Paper non-coated
<input type="checkbox"/>	Plastic bottles
<input type="checkbox"/>	Plastic Jars
<input type="checkbox"/>	Plastic milk jug
<input type="checkbox"/>	Plastic tubs
<input type="checkbox"/>	Soda cans
<input type="checkbox"/>	Telephone books
<input type="checkbox"/>	Tin can
<input type="checkbox"/>	Yard waste
<input type="checkbox"/>	
<input type="checkbox"/>	

Describe the process for accepting recyclable materials.

EnviroCertified **2 Stars Certification: STEP TWO**

Table 3: Hazardous Waste Disposal Services: Check the hazardous waste disposal services provided for residential and/or commercial customers below.

Residential NA

adhesives
aerosol cleaners
aerosol paint
air conditioners
ammonia
antifreeze
batteries (lead, acid, mercury, NiCad, lithium)
bleach
brake fluid
capacitors
CFCs/refrigerants
computers
coolant
corrosive liquids (acid alkaline)

disinfectants
electronics
fire extinguishers
fluorescent lights
fuels: gasoline/diesel
garden chemicals
herbicides
ink/toner cartridges
mercury
mercury thermometers
needles
oil
oil based paint
oil filters
oven cleaner
paint thinner
parts washer solvent

PCB light ballasts
pesticides
photo developer
photo fixer
pool & spa chemicals
propane
refrigerators
road flares
sharps
solvents
syringes
toilet cleaner
window washer fluid

Commercial NA

adhesives
aerosol cleaners
aerosol Paint
air conditioners
amalgam
ammonia
antifreeze
batteries (lead, acid, mercury, NiCad, lithium)
bleach
brake fluid
capacitors
CFCs/refrigerants
computers
coolant
corrosive liquids (acid alkaline)

disinfectants
electronics
fire extinguishers
fluorescent lights
fuels: gasoline/diesel
garden chemicals
herbicides
ink/toner cartridges
mercury
mercury thermometers
needles
oil
oil based paint
oil filters
oven cleaner
paint thinner
parts washer solvent

PCB light ballasts
pesticides
photo developer
photo fixer
pool & spa chemicals
propane
refrigerators
road flares
sharps
solvents
syringes
toilet cleaner
window washer fluid



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Table 3: Hazardous Waste Disposal Services continued:

Describe the disposal process for accepted materials.

Provide the name(s) of the Hazardous Waste Hauler(s)

Table 4: Painting

Check Yes or NA to all Painting Best Practices below to qualify for certification

YES	NA	
<input type="checkbox"/>	<input type="checkbox"/>	Water based paint is used whenever possible.
<input type="checkbox"/>	<input type="checkbox"/>	Oil-based paint is used sparingly and disposed of as hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	Solvents are used sparingly and disposed of as hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	Paint brushes or paint rinse water is never dumped into a street, gutter, or storm drain.
<input type="checkbox"/>	<input type="checkbox"/>	Painting products are stored in a covered area away from storm and floor drains.
<input type="checkbox"/>	<input type="checkbox"/>	Water-based paint brushes are rinsed in a sink that drains to the sanitary sewer after as much paint has been removed as possible.
<input type="checkbox"/>	<input type="checkbox"/>	Left over paint is donated or saved for use on a future project.
<input type="checkbox"/>	<input type="checkbox"/>	Empty water-based paint containers are dried and put in the trash.
		List all hazardous products used:

Table 5: Pool Maintenance

Check Yes or NA to all Pool Maintenance Best Practices in below to qualify for certification.

YES	NA	
<input type="checkbox"/>	<input type="checkbox"/>	All chemicals are labeled (in the original containers) and properly stored.
<input type="checkbox"/>	<input type="checkbox"/>	If there is a floor drain in the pool room with chemicals, a spill kit is maintained near the drain.
<input type="checkbox"/>	<input type="checkbox"/>	All wastewater must be disposed in a manner approved by the local authority or the Washington State Department of Health (DOH)
<input type="checkbox"/>	<input type="checkbox"/>	All filter backwash water is disposed to sewer
		List all pool chemicals used:

EnviroCertified	2 Stars Certification: STEP TWO
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Table 6: Printing - Check Yes or NA, mark all that apply and provide requested information.

YES	NA					
		Printing services performed at this facility include:				
		Digital	Offset Lithography	Flexography	Screen Printing	Gravure/Rotogravure
		Other (please specify)				
		Please list all chemicals used or stored on the premises. Please check “goes to sewer” if any of a chemical goes down the drain, regardless of dilution. If necessary, please continue listing chemicals on a separate piece of paper. Chemicals of interest include:				
		Solvents such as benzene, paint thinner, acetone, MEK, alcohol				
		Fountain Solution (specify contents)				
		Lubricants such as mineral, machine, and motor oil				
		Cleaning agents such as detergents, bleach and ammonia				
		Caustic or corrosive agents such as acids, bases and drain cleaners				
		Miscellaneous items such as pesticides, paints and dyes				
		Chemical	# Containers	Container Volume	Goes to Sewer	
		Chemical	# Containers	Container Volume	Goes to Sewer	
		Chemical	# Containers	Container Volume	Goes to Sewer	
		Chemical	# Containers	Container Volume	Goes to Sewer	
		Chemical	# Containers	Container Volume	Goes to Sewer	
		Chemical	# Containers	Container Volume	Goes to Sewer	
		Chemical	# Containers	Container Volume	Goes to Sewer	
		Chemical	# Containers	Container Volume	Goes to Sewer	
		Chemical	# Containers	Container Volume	Goes to Sewer	
		Chemical	# Containers	Container Volume	Goes to Sewer	
		Floor drains in the production or process area have been sealed or are protected by:				
		This facility uses water from the following sources.				
		Reclaimed Water	Gallons Per Day (GPD)			
		Public Water	GPD			
		Private Well	GPD			
		Surface Water	GPD			
		This facility uses water for the following purposes:				
		Domestic uses: restrooms, showers, kitchens, laundry rooms etc.	GPD			
		Boilers, cooling, or other unpolluted waste waters	GPD			
		Non-Domestic activities. Describe the activities.	GPD			
		Wastewater from this facility goes to the following: Check all that apply.				
		Sanitary Sewer				
		Storm Sewer				
		Ground (drain fields, wet well)				
		Open Waters				
		Waste Haulers				
		Evaporation				
		Other means of disposal? Please describe.				
		Process water from this facility is treated prior to discharge into sanitary sewer.				
		Oil/Water Separator	Grease Trap	Filtration	pH Adjustment	
		Other				

EnviroCertified**2 Stars Certification: STEP TWO**

Table 7: Landscaping Management & Policies - Check YES or NA to the Best Practices below to qualify for certification.

YES NA

		A <i>written</i> Integrated Pest Management (IPM) or Organics Only policy or program is established and in use. (Please attach a copy)
		Employees receive training on the IPM / Organics program.
		Staff who apply pesticides, are licensed in accordance with Washington State Department of Agriculture regulations.
		Pesticide application records are maintained in accordance with WSDA requirements.
		Pesticides are applied <i>only</i> after specific diagnosis of a pest or disease problem, as opposed to calendar-based applications, and only after trying non-pesticide solutions.
		All fertilizers used are currently registered in the State of Washington and meet the heavy metals and phosphorus criteria. www.wa.gov/agr/PestFert/Fertilizers/ProductDatabase.htm .
		Phosphorus use is minimized. Turf fertilizer with phosphorous (P), <i>whether synthetic or organic</i> , is not used as a stand-alone treatment for existing turf. Fertilizer containing phosphorus is used only in conjunction with establishing grass or repairing damaged grass, using either seeds or sod, or when soil tests indicate a need for supplemental phosphorus. Organic sources or bridge sources of phosphorus in fertilizers is used wherever possible. (See RCWs > Title 15 > Chapter 15.54 > Section 15.54.500)
		A water conservation policy is in place and staff is trained in conservation and/or landscape designs incorporate water conservation principles.
		Mulch mowing is used where possible.
		Airborne dust is minimized and storm drains are protected by using rakes and brooms to collect dirt and debris rather than using leaf blowers or hoses. Potential dust is prevented or controlled in compliance with the Spokane Regional Clean Air Agency regulations (e.g., emissions, dust & particulate matter minimized, no mud and dirt on public roadways, loads covered and controlled, etc.).
		Usage data is or will be tracked annually for: fertilizers, pesticides, compost tea, mycorrhizal fungi, dormant oils, horticultural soaps, compost, mulch mowing and/or soil amendments. Data is or will be used for decision making. <i>Please describe</i> .

EnviroCertified	2 Stars Certification: STEP TWO
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Landscape Services Information Check yes below for the services you provide.

YES	YES
<input type="checkbox"/> Design landscapes	<input type="checkbox"/> Rake
<input type="checkbox"/> Install landscapes	<input type="checkbox"/> Maintain turf (fertilize, over seed, aerate, etc.)
<input type="checkbox"/> Maintain landscapes	<input type="checkbox"/> Apply pesticides* to lawns
<input type="checkbox"/> Fertilize landscapes	<input type="checkbox"/> Apply pesticides* to landscapes
<input type="checkbox"/> Install irrigation systems	<input type="checkbox"/> Maintain golf courses
<input type="checkbox"/> Maintain irrigation systems	<input type="checkbox"/> Maintain athletic fields
<input type="checkbox"/> Water/Irrigate	<input type="checkbox"/> Maintain parks
<input type="checkbox"/> Prune	<input type="checkbox"/> Maintain swales
<input type="checkbox"/> Mow	<input type="checkbox"/> Compost
<input type="checkbox"/> Edge	<input type="checkbox"/> Other?

** Pesticides include fungicides, insecticides, herbicides and other pest control products, including combination products like 'weed and feed,' and 'soft' pesticides like neem oil, vinegar, herbicides and others. Pesticides are registered in the State of Washington.*

Types and number of properties and employees.

#	#	#	#
<input type="checkbox"/> Parks	<input type="checkbox"/> Commercial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Golf Courses
<input type="checkbox"/> Sport Fields	<input type="checkbox"/> County	<input type="checkbox"/> State	<input type="checkbox"/> Swales
<input type="checkbox"/> Total # of annual sites		<input type="checkbox"/> Approximate total acreage of site(s)	
<input type="checkbox"/> # of employees		<input type="checkbox"/> % of above acreage that is turf	

Which of the following activities do you currently subcontract to other companies?

YES	YES
<input type="checkbox"/> Pesticide application	<input type="checkbox"/> Irrigation
<input type="checkbox"/> Tree management	<input type="checkbox"/> Turf maintenance
<input type="checkbox"/> Subcontracted companies are checked to ensure they use the least hazardous products. Please provide the names of companies:	



EnviroCertified Landscaping	3 Stars Certification
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Landscaping: Water Conservation – Mark all that apply. Minimum Requirement (5)

YES	GOAL	NA	
			Landscape watering system is adjusted seasonally to use the least amount of water possible.
			Sprinklers are adjusted so that water is kept off sidewalks, driveways, streets & hardscapes.
			Irrigation sprinklers are adjusted at least 4 times a year or more, based on weather conditions.
			Drip or soaker irrigation is installed in shrub beds when feasible.
			Rain shut-off devices are installed in irrigation systems at 50% or more of the new design sites.
			Design & Installation: drip irrigation, rain sensors, rain shut off device, evapotranspiration or water budgeting clocks, pervious surfaces or other low impact landscaping ideas are applied. *Please Describe.
			Mowing height is adjusted for grass type. A minimum mowing height between 3 – 4 inches is used. This does not apply to athletic fields, golf courses or bent grass turf.
			Mulch mowing is implemented at 50% or more of the sites.
			Native, drought tolerant, disease and/or pest resistant plants are recommended as a part of all landscape designs. *Which plants?

Landscaping Tree Care - Mark all that apply. Minimum Requirement (1)

YES	GOAL	NA	
			At least a one-foot radius of open, plant-free, mulched soil is maintained around newly planted trees.
			International Society of Arboriculture (ISA) certified arborists are frequently used for diagnosing problems, evaluating hazards, large pruning jobs, or consulting with employees. (www.isa-arbor.com/arborists/arbsearch.html)
			Root zones of existing trees are protected during construction.

Landscaping Maintenance and Education – Mark all that apply. Minimum Requirement (4)

YES	GOAL	NA	
			Knowledgeable staff is available to answer employee questions about plant problems and horticultural concerns, such as pests or diseases and the least toxic treatment alternatives.
			At least one staff member is degreed, certified or formally trained in horticultural practices or plant pests and diseases. (Horticulture, botany, IPM, arboriculture, urban forestry, plant pathology, landscape design, etc.)
			At least one staff member has specialized training in water/irrigation management/design.
			Sustainable landscaping practices are a major priority in the design and maintenance work we discuss with contractors, suppliers and residents. Which practices?
			Use of chemicals, fertilizer, herbicides and pesticides is monitored.
			Staff are trained on all chemical applications to reduce over spraying on paved surfaces.
			Residents receive billing inserts, door hangers or mailers about low impact landscaping, irrigation maintenance and disposal options for pruning wastes.

EnviroCertified All Agencies / Departments	3 Stars Certification
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Maintenance & General Housekeeping – Mark all that apply. Minimum Requirement (4)

YES	GOAL	NA	
			One staff member is responsible for routine inspections of product/waste/recycling containers
			Hazardous cleaning materials are used sparingly, and according to manufacturers’ directions.
			Environmentally preferable cleaning products and vehicle washing soaps are used. (e.g., phosphate free, bio-degradable, Green Seal, EcoLogo, DFE, etc.)
			Floors are swept and spot-cleaned for drips and spills, in place of using a floor machine, or hose.
			Microfiber mops are used instead of traditional mops to conserve water, minimize cleaners and contain contaminants.
			Reusable cloth wipes are laundered by a permitted industrial laundry and replace disposables.
			Water leaks are repaired as soon as detected.

Employee Training & Involvement – Mark all that apply. Minimum Requirement (5)

YES	GOAL	NA	
			Proper product storage, disposal and spill cleanup training is provided to employees.
			Regular opportunities to attend outside training on topics such as industry BMPs, proper waste disposal, water conservation, stormwater protection, and etc. are provided to employees.
			Waste management or pollution prevention publications are made available to employees. (e.g., ASA's Washington Dateline, NACE, NAIT, I-CAR, Shop Talk, etc.)
			Regular meetings are held to generate/implement pollution prevention and waste reduction ideas.
			Unapproved products are not brought to work by employees.
			EnviroCertified goals are posted and discussed.
			Cleaning wipes labeled “Flushable” are disposed of in the trash not the toilet.
			“Only toilet paper and human waste may be flushed” policy is observed by employees.
			A “no grease down the drain” policy is observed by employees.

Marketing & Education - Mark all that apply. Minimum Requirement (2)

YES	GOAL	NA	
			Our Agency / Department markets environmentally responsible actions and provides materials to educate employees, residents and businesses about steps they can take to prevent pollution and conserve resources at home.
			Tours of the facility are available to trade associations, customers, or environmental groups.
			Our billing insert, newsletter, postcard, e-mail, blog, website, and /or Facebook page includes environmental or waste management features for residents.
			Our environmental awards appear on our website, Facebook, blog and/or print marketing.

Recyclable Materials Collection – Mark all items your agency / department collects for recycling.

YES		YES		YES		YES	
	Toner		Scrap Metal		Fuels: Gasoline/Diesel		Oil
	Paper		Mercury		CFCs/Refrigerants		Oil filters
	Batteries		Condensers		Window washer fluid		Rags
	Tires		Radiators		Parts washer solvent		Greases
	Paint		Aluminum		Pesticides/Herbicides		Plastic parts
	Glass		Core parts		Computers/Electronics		Cardboard

EnviroCertified All Agencies / Departments**4 Stars Certification****Purchasing & Inventory Management** – Mark all that apply. Minimum Requirement (5)

YES	GOAL	NA	
			Safety Data Sheets (SDS) are reviewed before purchasing products.
			An inventory system streamlines product purchasing and prevents overstock.
			Stock is organized to be used by purchase or expiration date.
			Long shelf-life is considered when purchasing products.
			Shipments are inspected for leaks or damage before they are accepted.
			Vendors and/or jobbers are informed of our commitment to use environmentally preferable products (e.g., non-chlorinated brake cleaners, cleaners without MEK, butyl-free, pH between 5 and 12, low or no-VOC, no phosphate fertilizer, herbicides for general broadleaf control rather than noxious weed chemicals).
			Records are kept of all mercury, vinyl and PVC containing devices within our facility. A plan to systematically replace such products is in place.
			Furniture purchased is free of halogenated flame retardants, e.g., PBDE-free polyurethane foam.
			Purchased computers and electronics are rated in conformance with EPEAT (Electronic Product Environmental Assessment Tool) Product Registry www.epa.gov/epeat .

Systematic Waste Reduction Operations & Accounting Systems Minimum Requirement (5)

YES	GOAL	NA	
			Our Agency/Department regularly analyzes expenses for hazardous waste disposal, recycling, and waste management.
			Hazardous waste hauling service is scheduled to fit volume and frequency needs.
			Reduction, reuse, recycling or elimination of all wastes produced has been explored and systematic actions have improved our practices. Explain how and by how much on page X
			Electronic communications are used when possible to reduce paper waste, including, appointment reminders, internal memos, emails and e-newsletters.
			Energy consumption is monitored and conserved.
			Employees are encouraged to take the bus, bike, carpool, walk and/or are hired locally.
			Vendors, suppliers, and contractors are checked for insurance and required permits from regulatory agencies before contracts are signed. (https://fortness.wa.gov/ecy/hwfacilitysearch/)
			Carpet, which can collect deep dust contaminants, is replaced with linoleum, cork, bamboo, concrete, marmoleum, Forestry Stewardship Certified (FSC) wood, or other flooring.

Stormwater - Mark all that apply. Minimum Requirement (5)

YES	GOAL	NA	
			Stormwater drainage system is mapped, inspected quarterly and maintained as needed.
			Storm drains, catch basins and drywells on the property are cleaned annually.
			Storm drains are stenciled with a message i.e., "Dump no waste, drains to aquifer & river".
			Agency vehicles are washed at a car wash or in a facility where all wash water is discharged to sewer.
			Routine checks for leaking automotive fluids in agency parking lots are conducted.
			All leaked fluids are removed using absorbents.
			Parking lots are swept rather than hosed into storm drains, swales or onto the street.
			Airborne dust is minimized, and storm drains are protected by using rakes and brooms to collect dirt, leaves and debris rather than using leaf blowers.

EnviroCertified All Agencies / Departments	5 Stars Certification
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Leadership - Mark all that apply. Minimum Requirement (4)

For * items please provide requested details on page X or attach additional information.

YES	GOAL	NA	
			Our successes, cost savings and environmental tips are shared with others through government association meetings, publications or conferences. *Which ones?
			Our commitment to leadership includes educating the industry leaders of tomorrow by discussing waste management, pollution prevention and/or materials choices in on-the-job training, voc-tech or college programs. *Where?
			We work with our suppliers, manufacturers, government agencies or non-profit organizations to play an active role in promoting environmentally sensitive products and technologies. *Describe.
			We research, purchase and stay up to date on new technology, product, or service innovations that reduce wastes or prevent pollution. *Describe.
			We write articles for professional/informal publications discussing environmental protection, health, safety, green business strategies, and/or other ideas. *Attach a copy.
			We participate in or sponsor neighborhood clean-up, or other projects in our community to encourage environmental stewardship or support worthy causes. *Describe.
			We have developed a NEW technology, product, or service innovation that resulted in eliminating hazardous materials use, greenhouse gas emissions, or other environmental impacts. *Please detail the innovation.
			We encourage other Agencies or Departments to become EnviroCertified. *Please provide the business name and contact person.

Comprehensive Environmental Protection - Mark all that apply. Minimum Requirement (8)

YES	NA		YES	NA	
		Double-sided copies made.			Office supplies reused.
		Shipping materials/containers reused.			Materials reuse/exchange station set up.
		Rechargeable batteries used.			Recycled products purchased.
		Equipment repaired vs. replaced.			EPA Waterwise / Wastewise program member
		Low flow toilets installed			Energy Star rated products are purchased.
		Motion-sensors, LED or natural lighting			Hybrid, electric, biodiesel or car-share vehicles used
		Low Impact Development Building e.g., roof garden, solar panels, white roof, ...			Low Impact Development Landscaping e.g., grassy swale, drought resistant plants, pervious surface, ...
		LEED Certified – Specify level.			Kitchen supplies are reusable or compostable.
		Food composting available.			Worm bins used for composting.
		Other:			Other:

Please Describe Other Innovations, Leadership Actions or Environmental Stewardship.

List pertinent subcontractors or service providers that were not previously identified in the application.

Congratulations! Receive the recognition you deserve as an EnviroCertified Local Government
E-mail your completed application to lauri@spokanriver.net

EnviroCertified	GOALS
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Post your goal and the steps you and your employees will take to accomplish it. Describe your progress on your goals and one new goal for the coming year.

Begin Date	Steps, Tasks or Action Items	Responsible Person	End Date

Certification: I volunteer to uphold the standards of the EnviroCertified Program by properly managing and reducing hazardous waste, meeting all permit requirements and maintaining required licenses. If our Agency / Department no longer meets program requirements, I will notify EnviroCertified of the change. I will not promote our Agency / Department as EnviroCertified until the issue is resolved. I understand that the use of the EnviroCertified logo is a privilege and that the EnviroCertified Program owns rights to the logo.

Please Sign Below

Local Government Agency / Department Representative: Date:

EnviroCertified Representative: Date:



GOT WASTE?

Put it in the right place!



www.SpokaneWasteDirectory.org
www.KootenaiWasteDirectory.org

Spokane Waste and Recycle Directory has disposal options for hundreds of waste types like: acetone, acids, aerosols, amalgam, antifreeze, antistatic brushes, aqueous cleaners, asbestos, asphalt, batteries, biohazard medical waste, brakes and brake fluids, CFL, compressed gas cylinders, compressor oil, computers, contaminated fuel, contaminated soil, fiberglass resins, film, flares, FOG (fats, oils & grease), formaldehyde, freon, grease trap interceptors, HID lamps, hot tanks, lead acid batteries, lead aprons, mercury containing waste, neon light bulbs, paint, parts washer, PCBs, plating solutions, pool chemicals, sheetrock, solvents, televisions, tires, transformer oil, transmission fluid, used oil, x-ray materials and more.