



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

Businesses Protecting the Spokane River & Spokane Valley - Rathdrum Prairie Aquifer

Residential Property Management Application
 EnviroCertified 2-5 Stars Certification

Our business is interested in Certification.

Business Name:

Street Address:

City, State, Zip:

Phone:

Fax:

E-mail:

Web site:

Authorized Business Representative Name:

Authorized Business Representative Signature:

Date:

Our business agrees to have a voluntary Pollution Prevention Assistance (PPA) visit from the Spokane Regional Health District.

PPA Technical Assistance Visit Date:

PPA Specialist's Name:

Our business has made and maintained the corrections required to be EnviroCertified as recommended by the Pollution Prevention Assistance Specialist.

Certification Date:

Re-certification Date:



Residential Property Management

2-5 Stars Certification

www.EnviroCertified.org

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

EnviroCertified Requirements

- Generate 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 business 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 demonstrating progress towards 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 Business 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. Attracts customers. Survey results show that 80% of consumers want the businesses they patronize to reduce their 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 1206 N. Ash St. #201 Spokane, WA 99201
 509535-7084 ▪ 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

The business is a small quantity generator (SQG) of hazardous waste.

SQGs generate less than 220 pounds per month (or about 27 gallons/half a drum of hazardous waste per month) and accumulate no more than 2,200 pounds (or about 5 drums) of hazardous waste on site at any time.

All hazardous wastes are handled appropriately, including 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.

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.

Hazardous waste is stored within secondary containment that is:

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. Reference WAC 173-303-630 (7) (iii)

Each hazardous waste container is labeled with:

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 business maintains Spill Response materials:

Spill clean-up and containment materials are available on site and in transporting vehicles.

A Spill Response Plan with emergency phone numbers is posted.

The business 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).



EnviroCertified 2 Stars Certification: STEP TWO

Answer **YES** or **NA** to all waste management and disposal best practices below.

Residential Property Management Specific Certification Requirements

YES	NA	CARPET CLEANING
		Carpet cleaning service provider is monitored to ensure that wastewater is never discharged to streets, gutters, parking lots, storm drains, lawns, ditches, groundwater or surface water. Even cleaning fluids and soaps labeled “non-toxic” or “biodegradable” can be harmful to the environment and aquatic life.
		Carpet Cleaning wastewater is never discharged to an on-site septic system.
		Carpets are vacuumed before cleaning to reduce lint. Contract with carpet cleaning company states that waste water is screened or filtered, solids are disposed of in approved solid waste containers and waste water is discharged to sanitary sewer.
YES	NA	CAR WASHING
		Tenants are encouraged take their vehicles to a commercial car wash where the water is filtered and separated from oily residues prior to discharge to the sanitary sewer.
		A grassy or graveled area, away from storm drains, is provided for car washing.
YES	NA	CLEANING PRODUCTS
		Hazardous cleaning materials are used sparingly, and according to manufacturers’ directions.
		Phosphate free and environmentally preferable cleaning products are used when possible.
		Cleaning wipes labeled “Flushable” are disposed of in the trash not the toilet.
		Our rental policy informs tenants that only toilet paper and human waste may be flushed.
YES	NA	KITCHEN GREASE
		Tenants are educated to: pour kitchen grease into a container; scrape or wipe off greasy dishes; throw the grease into the trash; use drain strainers; and use in-sink food disposals sparingly.
YES	NA	PAINTING ACTIVITIES
		Paint brushes or paint rinse water is never dumped into a street, gutter, or storm drain.
		Water-based paint brushes are rinsed in a sink that drains to the sanitary sewer after as much paint has been removed as possible.
		Left over paint is donated or paint containers are dried and put in the trash.
		Painting products are stored in a covered area away from storm and floor drains.
YES	NA	PET WASTE
		Pet waste pick-up policy is included in the rental policy.
		Pet waste disposal bags and disposal sites are easily available.
		Pets are not allowed.
YES	NA	POOL MAINTENANCE AND OTHER CHEMICALS
		All chemicals are labeled (in the original containers) and properly stored. If there is a floor drain in the pool room with chemicals, a spill kit is maintained near the drain.
YES	NA	WATER USE
		Dishwashing equipment and processes minimize water use. (Describe process on page 10)
		Laundry processes minimizes water use. (Describe process on page 10)
		Water leaks are repaired as soon as detected.
		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.

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Maintenance & General Housekeeping – Mark all that apply. Minimum Requirement - 5
Our business follows Best Management Practices

Yes Goal NA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recycling containers are available to tenants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside trash and recycling containers remain closed when not in use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solid waste and recycling containers are checked weekly for leaks. If containers are leaking contact your waste management company for replacement bins.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater drainage system is known and understood by the management and maintenance department. It is inspected quarterly and maintained as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floors are swept and spot-cleaned for drips and spills, in place of mopping with detergent and water, using a floor machine, or using a hose.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flat mops are used instead of traditional mops to conserve water, minimize cleaners, and contain contaminants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reusable cloth wipes are laundered by a permitted industrial laundry and replace disposables.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable materials are stored in fireproof safety units or as directed by the Fire Department.

Purchasing & Inventory Management – Mark all that apply. Minimum Requirement - 4
Our business uses the least hazardous products available and manages product inventory.

YES Goal NA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Data Sheets (SDS) are reviewed before purchasing products.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vendors/jobbers are informed of our commitment to using environmentally preferable cleaning products (e.g., non-chlorinated, butyl-free, pH between 5 and 12, low or no-VOC).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An inventory system streamlines product purchasing and prevents overstock.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shipments are inspected for leaks or damage before they are accepted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stock is organized to be used or sold by purchase or expiration date. Long shelf-life is considered when purchasing products.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records are kept of all mercury, vinyl and PVC containing devices within our facility. A plan to systematically replace such products is in place.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office furniture is free of halogenated flame retardants, e.g., PBDE-free polyurethane foam.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchased computers and electronics are rated in conformance with EPEAT (Electronic Product Environmental Assessment Tool) Product Registry www.epa.gov/epeat .

Tenant /Employee Training & Involvement - Mark all that apply. Minimum Requirement - 4
Our business educates, informs and involves our employees in reducing waste and pollution.

YES Goal NA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular meetings are held to generate and implement pollution and waste reduction ideas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper product storage, disposal and spill cleanup training is provided to employees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnviroCertified goals are posted and discussed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste management or pollution prevention publications are made available to employees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One staff member is responsible for routine inspections of product/ waste/recycling containers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New Tenant Welcome Packet, bulletin boards, newsletter and other communications include educational materials for energy and water conservation, proper disposal of hazardous materials, e-waste, pet waste, fats, oils and greases and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tenants are referred to www.SpokaneWasteDirectory.org for waste disposal information.



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Systematic Waste Reduction Operations - Mark all that apply. Minimum Requirement - 4

YES	Goal	NA	
			Electronic communications are used when possible to reduce paper waste, including appointment reminders, internal memos, and e-newsletters.
			Lobby magazines are recycled or given to a charity organization, schools, neighbors, etc.
			Landscape maintenance employs integrated pest management (IPM), using least hazardous methods first, to prevent and control pest or weed problems.
			Contracted services specify use of the least toxic products available. List on page 10.
			Carpet, which can collect deep dust contaminants, is replaced with linoleum, cork, bamboo, concrete, marmoleum, Forestry Stewardship Certified (FSC) wood, or other flooring.
			Hazardous waste hauling service is scheduled to fit volume and frequency needs.
			Systems to minimize air emissions are implemented. Employees are encouraged to take the bus, bike, carpool, walk and/or are hired locally. Company vehicle travel is managed to conserve fuel.
			Reduction, reuse, recycling or elimination of all wastes produced has been explored and systematic actions have improved our practices. <i>Explain how and by how much</i> on page 10.

Recycling - Our business recycles all of the items marked in the yes columns. Wastes that are not generated are marked with NA.

YES/NA	YES/NA	YES/NA	YES/NA	YES/NA
	Ink/Cartridges		Scrap Metal	
	Batteries		Mercury	
	Tires		Cardboard	
	Paints		Photo Fixer	
	Glass		Aluminum	
			Fuels: Gasoline/Diesel	
			CFCs/Refrigerants	
			Pesticides/Herbicides	
			Computers/Electronics	
			Paper	
			Oil	
			Oil filters	
			Rags	
			Greases	
			Plastic	

Marketing & Education - Mark all that apply. Minimum Requirement - 3

Our business markets environmentally responsible actions to our customers, community and industry.

YES	Goal	NA	
			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.
			Our environmental awards appear on our website, Facebook, blog and/or print marketing.
			Materials to educate employees and residents about steps they can take to prevent pollution and conserve resources at home are provided.
			Storm drains are stenciled with a message i.e., "Dump no waste, drains to aquifer & river".

Policies, Management & Accounting Systems - Mark all that apply. Minimum Requirement - 2

Our business accounts for all waste management costs and is implementing an improvement plan.

YES	Goal	NA	
			Disposal and recycling records are analyzed yearly to monitor the amount of waste generated and evaluate progress in waste reduction.
			No-idling policy for company fleet and/or delivery vehicles is implemented. For free "No idling" signs go to www.spokanecleanair.org .
			Vendors, suppliers, and contractors are checked for insurance and required permits from regulatory agencies before contracts are signed. (https://fortress.wa.gov/ecy/hwfacilitysearch/)
			Energy consumption is monitored and conserved. We participate in EPA Green Lights, Energy Star or local rebate and incentive programs.

EnviroCertified	5 Stars Certification
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Leadership - Mark all that apply. Minimum Requirement - 3

Our business works within our industry to promote environmental stewardship.

For * items please provide requested details on page 10 or attach additional information.

YES Goal NA

			Our successes, cost savings and environmental tips are shared with others through trade association meetings, trade publications or industry-related conferences. <i>*Which ones?</i>
			We write articles for informal publications, like newsletters, fliers and facebook, discussing environmental protection, health, safety, green business strategies, and/or other ideas. <i>*Attach a copy.</i>
			We work with our suppliers, manufacturers, government agencies or non-profit organizations to play an active role in promoting environmentally sensitive products and technologies. <i>*Describe.</i>
			We research, purchase and stay up to date on new technology, product, or service innovations that reduce wastes or prevent pollution. <i>*Describe.</i>
			We participate in or sponsor neighborhood clean-up, or other projects in our community to encourage environmental stewardship. <i>*Describe.</i>
			Businesses are being encouraged to become EnviroCertified. <i>*Please provide the business name and contact person.</i>
			Other Leadership activities:

Comprehensive Environmental Protection - Mark all that apply. Minimum Requirement – 7

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



Please Describe Other Innovations, Leadership Actions or Environmental Stewardship.

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

EnviroCertified 2 Stars Certification: STEP TWO

*Post your goal and the steps you and your company 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 industry specific permit requirements and maintaining a current business license. If my business no longer meets program requirements, I will notify EnviroCertified of the change. I will also refrain from promoting my business 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 the rights to the logo.

Please Sign Below

Business Owner or Representative :

Date:

EnviroCertified Representative:

Date:

GOT WASTE?



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.