



PACE Retail Business Criteria for Certification

The criteria for recognition as a PACE retail business are separated into *Core Criteria* and three categories of *Environmental Criteria* including Waste Reduction, Energy Efficiency, and Water Conservation.

Core Criteria

Businesses must meet **all six** core criteria. Identify how your business has met these criteria on the Core Criteria Achievement Report.

1. Adopt a policy/mission statement that demonstrates your store's commitment to environmental stewardship, and communicate the policy to all employees.
2. Designate a coordinator and/or team to oversee and document your certification and on-going environmental improvements.
3. Educate all stakeholders (employees, customers, other businesses) about your store's environmental practices and the PACE-certification process.
4. Verify your organization is in compliance with all applicable environmental laws.
5. Demonstrate that you have achieved 35% waste diversion (excluding food waste). Determine your diversion by conducting a waste audit. Within 5 years, achieve 50% waste diversion.
6. Conduct an annual assessment to evaluate your operating practices and to identify opportunities for improvement in environmental practices (waste reduction, energy efficiency, and water conservation). Use the PACE Annual Environmental Assessment Checklist, and report your findings to PACE.

Resource Materials (hard copies available as needed)

Sample mission statements

Universal Waste Compliance Bulletin (Colorado Dept. of Public Health & Environment)

www.cdphe.state.co.us/hm/UWRgeneral.pdf

Stormwater Best Management Practices (BMPs) for Waste Management

Stormwater Best Management Practices (BMPs) for Mobile Cleaning and Pressure Washing

After the Storm: A Citizen's Guide to Understanding Stormwater

EPA Business Guide for Reducing Solid Waste (www.epa.gov/cgi-bin/claritgw) includes waste assessment approaches and worksheets

Environmental Criteria

Businesses must complete two projects in the areas of waste reduction, energy efficiency, and water conservation. Document projects and describe how they meet the environmental criteria using the Project Identification and Achievement Report.

Waste Reduction

Why is Waste Reduction Important?

Reduce, Reuse, and Recycle: Waste is lost profit. You pay twice – once to purchase the material and again to throw it away. Many materials such as packaging can be eliminated, reused or recycled. Whenever possible, have recyclable materials taken to the Boulder County Recycling Center.

Buy Recycled: Businesses can increase the demand for recycled products and drive improved quality and price. Recycled product quality has improved to meet, or even surpass, virgin equivalents.

Pollution Prevention (P2): Reduce or eliminate pollutants at the source by reducing the quantity or toxicity of materials. Check labels of products such as cleaners, paints, pesticides, and other building maintenance materials to see how hazardous they are and determine if less toxic alternatives are available.

Implement one of the project ideas listed below or identify another project that fits your store's needs and review how it meets the criteria with PACE staff.

No Cost Projects

1. Require all office paper to have at least 30% post consumer recycled-content.
2. Sell post-consumer recycled content products.
3. Donate outdated or unsold merchandise and supplies to nonprofit groups, schools, etc.
4. Give customers the choice of whether or not they want their purchases bagged.
5. Require suppliers to provide reusable shipping containers or back haul packaging such as pallets or boxes for reuse.
6. Replace toxic cleaners with less toxic alternatives. Do not use cleaners that contain carcinogens or chemicals identified by the Janitorial Products Pollution Prevention Project.
7. Specify the use of non-toxic alternatives in new or negotiated contracts.

Low to Moderate Cost Projects

8. Install electric dryers, linen roll towels, or roll paper towels in restrooms instead of C-fold paper towels.
9. Recycle all cardboard, mixed paper (office paper, opened mail, paperboard, phone books, magazines, and catalogs) and commingled containers (cans, bottles, glass, plastics #1 & #2 bottles and jugs).
10. Recycle or reuse packaging.
11. Utilize integrated pest management to address indoor and landscape pest problems.
12. Use low-toxic (low VOC) paint and sealants whenever possible.
13. Use the least toxic alternative for melting ice in the store entryway and parking lot to ensure clean stormwater runoff.
14. Replace a hazardous material used in the facility and with a less hazardous alternative.

Resource Materials (hard copies available as needed)

EPA Business Guide for Reducing Solid Waste (www.epa.gov/cgi-bin/claritgw)

Federal Government Recycled Content Purchasing Guidelines (www.epa.gov/cpg/products.htm)

Eco-Cycle Hard-to-Recycle Guide (found at www.ecocycle.org/htrg/)

Janitorial Products Pollution Prevention Project (www.westp2net.org/Janitorial/jp4.cfm)

Colorado Sustainable Resource Guide (found at www.conservaioncenter.org)

EPA WasteWise Program resources (www.epa.gov/wastewise)

EPA WasteWise Updates publications on calculating waste reduction, reducing packaging, employee education, and others (www.epa.gov/wastewise/wrr/updates.htm)

Packaging waste reduction: (www.ciwmb.ca.gov/packaging/retail)

Retail Hardware Best Practices for Waste Management – opportunities and case studies (www.moea.state.mn.us/berc/hardware.cfm)

Energy Efficiency

Why is Energy Efficiency Important?

Energy efficiency means using less energy to heat or cool a building, heat and circulate water, operate lights, run appliances, and run ventilation fans and motors without sacrificing productivity or comfort. Energy efficiency can increase profits, improve productivity, and make your business more competitive.

Implement one of the project ideas listed below or identify another project that fits your store's needs and review how it meets the criteria with PACE staff.

No Cost Projects

1. Use ambient day-lighting where possible by raising blinds, using skylights and opening curtains.
2. Educate staff and require that all non-essential machines to be turned off after business hours. All non-essential computers, cash registers, copiers should be turned off when the business is closed.
3. Turn off (or at least turn down) outside lighting at low traffic times.

Low to Moderate Cost Projects

4. Purchase wind power from your energy provider. Buying wind power is a low cost method of reducing air pollution at the source, and also is a good marketing opportunity for your organization.
5. Install motion detectors with timers in rooms that require intermittent lighting. The motion detectors will allow the light to turn on and off when needed, while avoiding lighting an unoccupied room.
6. Establish purchasing regulations to only purchase EnergyStar compliant equipment when available. EnergyStar is federal government program that tests products for energy efficiency. EnergyStar labeled products are on average 30% more energy efficient than non-labeled products.
7. Replace incandescent Exit signs with LED Exit signs. LED Exit signs require little or no maintenance and operate on 5 watts of electricity versus a 40-watt bulb in a standard incandescent Exit sign.
8. Use programmable thermostats to manage heating and cooling loads. Maintain appropriate temperature during operating and non-operating hours.
9. Replace all incandescent light bulbs with compact fluorescent bulbs. Compact fluorescent bulbs produce identical light but use 75% less energy and last up to 10 times as long as incandescent bulbs.
10. Encourage your employees to consider alternative transportation methods getting to and from work. Offer incentives such as free or discounted bus passes, commuter of the month awards, etc.
11. Change out all computer monitors to be flat LCD screens since they use less energy and give off less radiation than traditional monitors.
12. Purchase energy management software to help track utility usage, identify peaks, and find ways to lower overall demand.
13. Purchase energy efficient, alternative energy, or low emission vehicles for your fleet.
14. Install low-emissivity coatings on windows. Low-e windows help minimize the load on the heating and cooling system while letting in sunlight for day-lighting.
15. Replace older style T-12 fluorescent tubes with T-8 or T-5 fluorescent tubes, which use 30-40% less energy. The new lamps require new fixtures, but the cost/energy savings begin immediately.
16. Use or enhance metal halide HID lighting. This works well for large stores with large floor space. Switch mercury vapor HID lighting to metal halide HID lighting for improved efficiency. Use dimmable HID lights in combination with day-lighting to supply the right amount of light.
17. Use low-pressure sodium lights for outdoor lighting.

Resource Materials (hard copies available as needed)

EnergyStar for Retail Businesses (www.energystar.gov/index.cfm?c=retail.bus_retail)

Department of Energy Building Technologies Program – Retail (www.eere.energy.gov/buildings/retail)

Energy Efficient Lighting www.eere.energy.gov/erec/factsheets/eelight.html

Colorado Energy Efficiency Guide – section for retail businesses (www.coloradoefficiencyguide.com)

Energy Efficiency and Renewable Energy Information in Colorado – see their Tips & Information and Other Sites links (www.coloradoenergy.org)

Water Conservation

Why is Water Conservation Important?

Most businesses need water for bathrooms, cooling and heating, cleaning, and landscaping. Identify where your business uses or wastes the most water. When evaluating potential savings, include the cost of heating water and treating water either through an in-house treatment facility or sewer charges. For help identifying potential water savings, contact your local water department for a water audit.

Implement one of the project ideas listed below or identify another project that fits your store's needs and review how it meets the criteria with PACE staff.

No Cost Projects

1. Develop a system for identifying and repairing leaking water faucets, toilets, and pipes.
2. Post reminders directing staff and customers to "turn off the water" when not in use.

Low to Moderate Cost Projects

3. Adapt your landscape to Colorado's semi-arid climate by Xeriscaping.
4. Retrofit your appliances with water-saving devices and controls. Consider low-flow toilets, sensor-controlled sinks in store restrooms, etc.
5. Insulate hot water pipes, boilers, and water heaters. Any piping that carries heat should be insulated to ensure efficiency and reduce water waste from running water to get it to temperature.
6. Install a timed drip irrigation system for your landscape. Water during evenings and overnight.

Resource Materials (hard copies available as needed)

Stay in the Black by Being Green – Water Conservation chapter

(www.state.co.us/oemc/pubs/sbbg/Water.htm)

City of Boulder Water Conservation Program (www.bouldersaveswater.net)

Xeriscape Colorado (www.xeriscape.org)

Water Conservation web site sponsored by cities of Denver and Aurora and Colorado State University (www.watersaver.org)

Colorado State University drought resources (www.drought.colostate.edu)

American Water Works Association resources on water conservation (www.waterwiser.org)

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