



Get the Recognition You Deserve

ENVIROSTARS CHECKLIST AND WORKSHEET FOR DENTISTS

The EnviroStars Program recognizes businesses that are protecting the environment. This worksheet answers common questions about the EnviroStars Program and explains how to qualify at each star level.

How Do I Qualify: What does it take to be an EnviroStar?

To enter the program at the two-star level, your business must:

- Be located in Jefferson, King, Kitsap, Pierce, Snohomish or Whatcom counties;
- *Not* be illegally disposing of waste amalgam, X-ray fixer, fluorescent lamps, lead foils and other lead wastes (that is, not putting these wastes into the garbage or red bag, or down the drain or into septic systems). Liquid wastes such as amalgam wastewater, spent chemiclave solution and waste gluteraldehyde disinfecting solutions must be handled as hazardous waste unless they have been cleared for discharge by your local Waste Water Treatment Plant (WWTP).
- Set a goal to improve waste management practices or to reduce waste during the next year.
- Participate in a site visit from a King County EnviroStars representative. To schedule a visit, call the EnviroStars program at 206-263-3080.
- Provide proper labeling for all hazardous wastes.
- Document proper recycling or disposal of all hazardous wastes (vendor receipts etc).

****Please note: ALL King County EnviroStars dentists will be required to have amalgam wastewater treatment units in place by December 31, 2002.**

Rating System: How do I earn more than two stars?

To earn three stars you must have an ongoing system to reclaim or properly manage all key wastes. For dental offices, these wastes are scrap amalgam, vacuum filter waste, chairside trap waste, X-ray fixer, lead foils, and certain disinfectants and cleaners, such as spent chemiclave solutions, X-ray processor cleaners, and fluorescent lamps.

Four-star dentists inform patients and the public about their environmental management practices and take steps to reduce the amount of waste they generate.

Five-star dentists must demonstrate leadership among peers and/or the community, have a solid waste recycling program, and implement measures to save energy or protect natural resources such as air and water quality through utility programs or other measures.

Benefits: What are the benefits of being an EnviroStar?

The EnviroStars Program offers public recognition to businesses that do the "right thing" - prevent pollution and properly manage hazardous waste. Businesses with more stars receive more recognition.

2-star EnviroStars receive a certificate signed by the County Executive, a window decal indicating your EnviroStar status, an EnviroStars logo to use in your own marketing efforts, and promotion on the EnviroStars website, www.envirostars.org/king/.

3-star EnviroStars receive the above, plus radio promotions and mention in newspaper articles.

4-star EnviroStars receive all of the above and are profiled in success stories distributed to local media.

5-star EnviroStars receive all of the above, are featured in special promotions, including phone book yellow pages advertising and community events, and are considered for environmental achievement awards.

How do I sign up?

1. Fill out this worksheet. Each section corresponds to a star level. Go as far as you think you can.
2. Call for a certification visit: 206-263-3080. An on-site consultant from the EnviroStars Program will visit you to go through your office and can assist you with the worksheet.

If you want more information about the EnviroStars Program, call 206-263-3063 or see our website, www.envirostars.org/king/.



EnviroStars DENTAL OFFICE Application Worksheet

Name of business _____

Owner _____

Phone () _____ Fax () _____

Email _____ Website _____

Location Address _____ Street _____ City _____ State _____ Zip _____

Mailing Address if different _____ Street _____ City _____ State _____ Zip _____

Worksheet prepared by _____ Name _____ Title _____

Have you had a site visit yet from EnviroStars or the Local Hazardous Waste Management Program?
YES NO Not sure

Name of site visit consultant _____

Certification:

I certify that the information presented in this application is correct to the best of my knowledge and that I will uphold the standards of the EnviroStars program. If my business is found to have an environmental problem that could jeopardize its status as an EnviroStar, I will inform the EnviroStars program representative and will refrain from promoting my business as an EnviroStar until the problem is resolved.

Owner signs here _____ Date _____

Print Name _____

Field representative approval _____ Date _____

Audit Form: sections 1, 2, 4 & 5 have no minus ratings.
Consultation Form: sections 1, 2, 3, & 4 have no minus ratings.

EnviroStars representative approval _____ Date _____

Mail your application/worksheet to:

EnviroStars c/o Local Hazardous Waste Management Program, 130 Nickerson St, Ste 100, Seattle, WA 98109-1658 or fax it to 206-263-3070. An EnviroStars representative will call you to schedule a site walk-through to see if we can suggest any new pollution prevention or waste management measures. We will then review your application and notify you of your star rating.

Two Stars

Part 1. Waste management

Your office must refrain from disposing of hazardous wastes in a manner that is illegal. (If you don't know what to do with certain wastes and are collecting them on-site, this is okay.)

Waste checklist: Please check the wastes in the left column below that your clinic/office generates. To qualify for 2 stars, you must also be able to check the corresponding minimum requirements in the right column.

- | | |
|---|---|
| <input type="checkbox"/> Amalgam wastewater | ___ doesn't go to septic; WWTP* approval to discharge to sewer |
| <input type="checkbox"/> Amalgam separator sludge | ___ doesn't go into garbage, red bag or down the drain |
| <input type="checkbox"/> Scrap amalgam | ___ doesn't go into garbage, red bag or down the drain |
| <input type="checkbox"/> Chairside traps | ___ don't go into garbage, red bag, or down the drain |
| <input type="checkbox"/> Vacuum filter wastes | ___ don't go into garbage, red bag, or down the drain |
| <input type="checkbox"/> Spent X-ray fixer | ___ doesn't go into drain without adequate treatment as required by your WWTP |
| <input type="checkbox"/> Lead foils and other lead wastes | ___ don't go into the garbage or red bag |
| <input type="checkbox"/> Spent chemiclave solution | ___ doesn't go to septic; WWTP approval to discharge to sewer |
| <input type="checkbox"/> Cold sterilant (gluteraldehyde) | ___ doesn't go to septic; WWTP approval to discharge to sewer |
| <input type="checkbox"/> X-ray cleaner | ___ doesn't go to septic; WWTP approval to discharge to sewer |
| <input type="checkbox"/> Fluorescent lamps | ___ are recycled through vendor |

* WWTP is Waste Water Treatment Plant, which is your local sewer district. In King County, call the Industrial Waste Pretreatment Program at 206-263-3000.

Standard field visit items to be verified:

- Hazardous waste storage and labeling (accumulation start date)
- Hazardous waste disposal and recycling
- MSDSs, record keeping and documentation
- Spill management

Part 2. Goal statement

Set a waste management goal for the year. You should try to reclaim or properly manage wastes that aren't currently managed or find a way to reduce the amount of waste you generate. Be as specific as possible. Examples: *I will set up a contract with a hazardous waste firm to collect and manage my amalgam wastes.* Or: *I will buy a steam sterilizer to eliminate all chemiclave wastes.*

Three Stars

Part 1. Waste management and storage

Your office must have an ongoing system to reclaim or properly manage hazardous wastes listed below, or have approval from the WWTP for discharge. Beside each waste, list the firm or other method you use to handle the waste (Examples: *scrap amalgam - mail to Amalgaway; lead foils - give to a metal recycler; cold sterilant - approval from WWTP to discharge.*)

Amalgam wastewater _____

Amalgam separator sludge _____

Scrap amalgam _____

Chairside trap wastes _____

Main vacuum filter _____

Spent X-ray fixer _____

Lead foils _____

Spent chemiclave solution _____

Cold sterilant (gluteraldehyde) _____

X-ray cleaner _____

Spent fluorescent lamps _____

Other _____

Other _____

Yes No Future N/A

We store hazardous products and wastes according to best management practices, providing secondary containment to prevent the possible escape of spills or leaks.

We periodically dispose of expired products and pharmaceuticals through hazardous waste vendors or suppliers.

Other _____

Part 2. Waste tracking

How do you keep track of where your wastes are going? Do you have enough information to chart a course for improvement?

Yes No Future N/A

We maintain a filing system for waste receipts and hold all receipts for at least five years.

We take steps to ensure that the final destinations for our wastes are appropriate. (Look at the "Handling Dental Waste" poster for a list of vendors or call the Business Waste Line, 206-296-3976.)

If we drive our waste to a reclamation facility (e.g., take fixer to a photo shop), we ensure that our automotive insurance will cover costs of a spill clean up.

We track the quantity of hazardous waste we generate per month or year.

If we recycle lead, fluorescent lamps, fixer or other items, we require receipts to document how the materials were properly handled.

We check with regulatory agencies to make sure the firms we contract with have insurance, required permits or ID #'s. (Such as Department of Ecology, 425-649-7000.)

Other: _____

Four Stars

Part 1. Staff involvement and patient education

How do you let patients, staff and others know that doing "the right thing" is a priority?

Staff involvement:

Yes No Future N/A

We have written procedures for handling scrap and trap amalgam waste, vacuum filters, spent X-ray fixer, lead foils and used chemiclave solution.

We hang the "Handling Dental Waste" poster in our office.

We discuss waste management and waste reduction in our staff meetings.

We encourage employees to think of ways to manage and reduce waste.
How? _____

Other staff education and training activities: _____

Patient education:

Yes No Future N/A

We inform patients about what we're doing through a newsletter or other literature.

We inform patients about environmental issues and what we're doing in other ways (e.g., billing inserts). Describe these: _____

We keep EnviroStars "thank you" bookmarks in our waiting room.

Other patient education activities: _____

Part 2. Waste reduction

Have you thought about ways to reduce the amount of hazardous waste your office generates?

Yes No Future N/A

We use an autoclave instead of a chemiclave to disinfect instruments.

When we clean the X-ray film processor, we use a non-aerosol spray cleaner or one that can be discharged into the sewer (in other words, it meets chrome, flammability, pH and other discharge limits set by your WWTP).

We use digital radiography instead of film processing.

We don't mix waste fixer and developer together.

We refuse samples from vendors unless unused portions can be returned.

We use as few different products as possible to avoid accumulating many different wastes.

We use less toxic cleaning products. Which ones? _____

We purchase products with long shelf-lives.

We reward employees who find ways to cut down on cleaning supplies/wastes.

We maintain at least one chair for work that does not involve placing or removing amalgam (e.g. hygiene chair).

Other: _____

Five Stars

Part 1. Leadership

How have you demonstrated leadership within the dental community on environmental issues?

Yes No Future N/A

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We raise environmental issues for consideration in dental study clubs, workshops, conferences and/or other presentations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We work with the dental society and/or dental association through committees and continuing education events on waste management issues. Which issues? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We promote the inclusion of waste management in the training of dental professionals, including the dental school and training programs for dental hygienists and assistants. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We publish articles about dentists and environmental issues in professional and other publications. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We share information with other dental offices: encourage them to become EnviroStars, provide information about waste management services and equipment, share strategies to reduce waste, provide written materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We organize group waste collections ("milk runs") among offices in close proximity to each other. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We maintain a dialogue with local government and other agencies/organizations on environmental issues that relate to dentistry. |
| <input type="checkbox"/> | <input type="checkbox"/> | | | Other leadership activities: <i>(describe above activities in more detail)</i> |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |

Part 2. Environmental Protection

Do you incorporate management of hazardous wastes into a total waste management program? Five-star EnviroStars need to show that they reduce and recycle other wastes and preserve natural resources.

Yes No Future N/A

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Requirement: We have a recycling program for solid waste (paper, plastic, etc.). |
| <u>Additional waste prevention activities:</u> | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We minimize vehicle travel to work by taking the bus, biking, carpooling, or walking (for assistance visit www.RideshareOnline.com). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have sponsored a neighborhood cleanup, tree-planting, storm drain stencilling or other environmental project in the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have developed a program to educate our employees and/or customers about steps they can take to prevent pollution at home. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We conserve water by using a dry turbine vacuum pump or have retrofit our water jet vacuum pump with an efficient water recirculator. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have adopted storm and surface water management practices to protect nearby water bodies and salmon. (See www.salmoninfo.org for more information). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We conserve energy by participating in lighting retrofit and conservation programs (Seattle City Light Conservation Hotline 206-684-3800; Puget Sound Energy 1-800-562-1482) or EPA Green Lights/Energy Star program (call 202-775-6650 for more information). |
| <input type="checkbox"/> | <input type="checkbox"/> | | | <i>Are there any other future plans or things you are doing now to reduce waste comprehensively that you'd like to mention?</i> _____ |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |

**DON'T FORGET TO RETURN TO SECTION 1
FILL OUT YOUR GOAL AND SIGN THE APPLICATION**

***Congratulations! We look forward to adding your clinic or office to the
EnviroStars Program!***

Mail your application to:

EnviroStars

c/o King County Local Hazardous Waste Management Program

130 Nickerson St, Ste 100

Seattle, WA 98109-1658

Or fax to: 206-263-3070

An EnviroStars representative will call you to schedule a site visit. The purpose of the visit is to verify your current practices and to suggest possible pollution prevention measures. Then we will review your application and notify you of your star rating.