



ENVIROSTARS

Be an EnviroStars Certified Business Get the recognition you deserve

EnviroStars Application/Worksheet

Program Requirements

- You do not generate large quantities of hazardous waste.
- You set a goal to reduce hazardous waste for the year.
- You receive a site visit from EnviroStars to verify that your waste is properly managed.
- You fill out the EnviroStars waste prevention opportunities application/worksheet.

Rating System

★ ★
To earn **2 stars**, outline your plans to reduce hazardous waste or maintain your current status by completing section 1.

★ ★ ★
To earn **3 stars**, identify ways you have reduced hazardous waste by completing sections 1-5.

★ ★ ★ ★
To earn **4 stars**, complete sections 1-8.

★ ★ ★ ★ ★
To earn **5 stars**, complete sections 1-10. Demonstrate that you are a proactive leader, committed to preventing and recycling waste.

Renewal

After one year you must renew your EnviroStars status by demonstrating how you made progress toward achieving your waste reduction goal. With renewal, you receive a new "year sticker" for your window decal and the use of the EnviroStars logo for one more calendar year. Continue to improve upon your pollution prevention programs and you may earn more stars and recognition.

Benefits

- Attract customers
- Boost employee morale
- Improve our environment
- Reduce insurance costs
- Protect your long-term economic viability
- Reduce your liability from property contamination and accidents

The EnviroStars **decal, logo, and certificate** help you communicate your commitment to protect the environment. More proactive efforts to reduce hazardous waste may result in additional recognition:

- Highlights in radio advertisements
- Profiles in local newspapers
- Achievement award nominations
- Website listings and links

How to Apply

Tell us how you have reduced hazardous waste at your business. Simply give examples of how you have reduced hazardous waste for each section in this worksheet. Decide what you will do to add to your efforts for the coming year and set a hazardous waste reduction goal. Develop a timeline to accomplish your plans. Attach additional sheets if necessary. *Be sure to keep a copy for yourself.*

If you would like help filling out this worksheet call your county's EnviroStars representative listed on the back of this page. On-site consultants can go through the worksheet with you in person while checking your business's hazardous waste management practices.

Send the completed worksheet to your county's EnviroStars program (address is on the back) or give it to the on-site consultant during their visit to your business.

Please mail your completed worksheet to the appropriate county EnviroStars address below, or give it to the on-site representative who visits your site.

Jefferson County

EnviroStars
c/o Environmental Health Dept.
615 Sheridan St.
Port Townsend, WA 98368

Questions or information: 360-379-4491 or
www.envirostars.org/jefferson/index.shtml

King County

EnviroStars
c/o Local Haz Waste Management Program
130 Nickerson St #100
Seattle, WA 98109

Questions or information: 206-263-3063 or
www.envirostars.com/

To schedule a site consultation call:
206-263-3080.

Kitsap County

EnviroStars
c/o Bremerton-Kitsap County Health District
P.O. Box 1076
Poulsbo, WA 98370

Questions or information: 360-337-5604 or
www.kitsapcountyhealth.com/environmental_health/solid_waste/envirostars.htm

Pierce County

EnviroStars
c/o Source Protection Program
Tacoma-Pierce County Health Department
3629 South D Street (MS:094)
Tacoma, WA 98408

Question or information: 253-798-4783 or
www.tpchd.org/eh/Envirostars/

Snohomish County

EnviroStars
c/o Snohomish County Public Works
Solid Waste Management Division
2930 Wetmore Ave. #101
Everett, WA 98201

Questions or information: 425-388-6473 or
www.co.snohomish.wa.us/publicwk/solidwaste/programs/commercial/envirostars.htm

Whatcom County

Whatcom County Public Works
Solid Waste Division
322 N. Commercial #220
Bellingham, WA 98225

Questions or information: 360-676-7695 or
360-380-4640
www.envirostars.org/whatcom/index.shtml

For general information about the EnviroStars program:
Call the EnviroStars Hotline 1-877-220-7827 (STAR) or consult www.envirostars.org.



ENVIROSTARS APPLICATION WORKSHEET

Name of business _____ Phone / Fax _____

Email _____ Website _____

Location address: Street _____ City _____ State _____ Zip _____

Mailing Address (if different) _____

Worksheet prepared by _____ Title _____

Have you had a site visit yet from EnviroStars? yes no

Name of site visit consultant _____

I certify that the information presented in this application is correct to the best of my knowledge. I volunteer to uphold the standards of EnviroStars by properly managing and reducing hazardous waste. If my business/organization no longer meets program certification requirements, I will notify my EnviroStars representative. I will also refrain from promoting my business/organization as an EnviroStar, and from using the EnviroStars logo in promotional efforts until the issue is resolved. I understand that the use of the EnviroStars brand is a privilege and that the EnviroStars program maintains full rights to the logo and its use.

Owner signs here _____ Date _____

Print name _____

EnviroStars representative approval _____ Date _____

Mail your checklist and worksheet to your county's EnviroStars program. An EnviroStars representative will call you to schedule a site walk-through if you have not had one in the past 12 months. We will review your application and notify you of your star rating.

**For more information about the EnviroStars Program call 1-877-220-7827 (STAR)
or see our website at www.envirostars.org**

EnviroStars Worksheet Checklist

The following are the **steps** for EnviroStars certification:

1. Check **all** of the minimum hazardous waste management requirements below.
2. Submit a completed EnviroStars worksheet.
3. Schedule an on-site visit with an EnviroStars representative from your county. Call 877-220-STAR to schedule a visit or contact your county directly (see cover page for contact numbers).

Minimum Hazardous Waste Management Requirements

Your business must be 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. NOTE: When recycled, some materials, such as oil and antifreeze are not counted when determining your generator status. This increases your chances of being a conditionally exempt SQG.

All hazardous wastes are handled appropriately including:

- Solvents, thinners, and paint wastes are recycled or handled as hazardous waste.
- Fluorescent lamps are recycled or handled as hazardous waste.

Store hazardous waste 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 over a drain.

Contain hazardous waste with secondary containment that is:

- Made of durable and leak-proof material (such as a bermed room, containment pallet, sump, or horse trough), compatible with the waste it is meant to hold, and capable of holding the largest potential spill.

Label each hazardous waste container with:

- The name/description of the waste, its hazards (toxic, flammable, etc.), and the words "Hazardous Waste" clearly marked on the label.

Provide and maintain the following documentation:

- Spill materials and a spill response plan
- Material Safety Data Sheets (MSDSs) for hazardous products
- Documentation for all hazardous wastes being handled off-site (receipts, manifests, bills of lading, DOT shipping papers, vendor certificates, solid waste clearances)

You must be able to check **all** boxes in the Minimum Hazardous Waste Management Requirements above to qualify for recognition by the EnviroStars program. ***The next step is to identify what you are already doing, or what you might be able to start doing, to prevent pollution beyond these requirements by completing sections 1-10 of the worksheet.***

Rating System

- 2 stars: Complete section 1. Outline your plans to reduce hazardous waste or maintain your current status.
- 3 stars: Complete sections 1-5. Identify ways you have reduced hazardous waste.
- 4 stars: Complete sections 1-8. Identify ways you have changed your operations to prevent, reduce, and recycle waste.
- 5 stars: Complete sections 1-10. Demonstrate that you are a proactive leader, committed to preventing, reducing, and recycling waste.

Waste reduction requirements and waste prevention opportunities in this worksheet were compiled in part from businesses that have become EnviroStars. Use our ideas for future waste reduction ideas, or add your own. *We can make recommendations during your on-site consultation on how to qualify by improving your practices.*

- When you notice your check marks are becoming sparse as you go through the worksheet, this is a sign that you've probably reached your highest possible star level at this time.
- You do not need to check every box within a section on the worksheet to qualify.



2-Star Certification

<<POST THIS GOAL>>

SECTION 1: Goal

- Requirement:** Write (a) hazardous waste-related goal(s) for the year. Be as specific as possible. Explain how you intend to achieve your goal by outlining the steps you will take, including a timeline, and specifying who will be responsible.

We recommend that you look for an item as you fill out this worksheet which will help you move up in star rating, as your goal. Did you check items in the "Future" column?

EXAMPLE:

Goal: *We will incorporate hazardous waste reduction into our company's purchasing agreements.*

Steps: *Discuss the goal of waste reduction with employees (by Feb). Assign an employee (who?) to make a list of materials necessary to operations (by Mar). Search for two less hazardous alternatives to priority products by talking with suppliers and other shops (by June). Test less hazardous products in our processes (by Sep). Revise purchasing contracts and return inventory (by Dec).*



3-Star Certification

Can you clean more efficiently, less often, using less hazardous materials? How do you prevent spills, leaks, and contamination of non-hazardous materials? Are you minimizing the number of hazardous products used and/or wasted? What do you do to train, educate, inform or involve employees in reducing wastes and preventing pollution?

SECTION 2: Cleaning and Spill Prevention

Yes

- Requirement:** We use hazardous cleaning materials sparingly (such as solvents, detergents, and disinfectants).
- Requirement:** We use spigots, pumps, and funnels for dispensing and transferring liquids.

Yes Future

- Additional waste/pollution prevention activities:**
- We keep spill containment materials near potential spill sites.
- We sweep floors and spot-clean drips and spills, instead of mopping them with detergent and water or using a floor machine.
- We select less toxic cleaners for restrooms and working areas.
- We have eliminated cleaning items for appearance only and/or eliminated cleaning practices that are not critical to operations.

Please Describe:

How else do you control spills or prevent excess cleaning in your facility?

SECTION 3: Product and Waste Storage

Yes

- Requirement:** We train employees regularly to keep different waste types separated for reuse, recycle, or proper disposal.

Yes Future

- Additional waste/pollution prevention activities:**
- We keep flammable materials in chemical safety storage units and/or as directed by our local fire department.
- We avoid mixing hazardous and non-hazardous materials by identifying and labeling all products and workstation containers.
- We use the Industrial Materials Exchange (IMEX) to get rid of extra materials, relocate discontinued stock, and/or to purchase inexpensive raw materials. What materials? _____

(For information about IMEX call 1-888-TRY-IMEX.)

Please Describe

Other ways we (could) prevent leaks and spills or mixing of hazardous & non-hazardous wastes:

SECTION 4: Purchasing and Inventory Management

Yes

Requirement: We use a centralized inventory system and/or “just in time” purchasing to minimize excess waste.

Requirement: “Think before you buy”. All people that purchase products in our business ask vendors to provide alternatives to hazardous products, review MSDSs to avoid re-ordering unnecessary hazardous products, and/or write this into purchasing contracts.

Yes Future

 Additional waste/pollution prevention activities:
We refuse free samples from vendors unless unused portions can be returned.

 We use an inventory check-out system to assure that hazardous materials are not removed from the site for use elsewhere by employees.

 We enforce a policy of allowing only “approved,” least hazardous products to enter the site.

Please Describe: Other ways we (could) reduce our use of hazardous materials; alternative products we plan to try or have tried:

SECTION 5: Employee Involvement

Yes

Requirement: We educate employees about pollution prevention, conservation, and recycling in our routine meetings, training sessions, and/or newsletters.

Yes Future

 Additional waste/pollution prevention activities:
We post our EnviroStars goal(s) and/or pollution prevention policy statement.

 We reward or offer incentives to employees for hazardous waste reduction and pollution prevention innovations and suggestions.

 We include employees in product selection to reduce the introduction of unapproved or more hazardous materials.

Please Describe: Other ways we (could) involve employees in hazardous waste reduction:



4-Star Certification

How much waste do your processes generate? Can more be prevented, reduced or recycled? What have you done to share your environmentally responsible actions with your customers, your community and your industry? Do you know how much time, money, training, and paperwork it takes to manage your hazardous wastes? Do you have enough information to chart a course for improvement?

SECTION 6: Operations

Yes

- Requirement:** We have cut hazardous waste disposal quantities by changing our operations or practices. How?

- Requirement:** We explore the prevention, reuse, and/or recycling potential of **all** of our wastes produced and systematically take action to improve our practices. Which wastes? (*Write N/A for wastes that you do not generate.*)

___ Batteries ___ Coolants ___ Fixer ___ Fuels ___ Greases
___ Inks ___ Mercury ___ Metals ___ Oil ___ Oil filters
___ Paints ___ Paper products ___ Pesticides ___ Rags ___ Solvents

Others: _____

Yes Future

- Additional waste/pollution prevention activities:**
We reclaim, reuse, or recycle some of our waste streams on site. Which waste streams, and how?

- We have designed our product or service with waste reduction in mind. How?

- We schedule our hazardous waste hauling service to fit our volume and frequency needs and create a tailored contract with our vendor.

Please describe: Other ways we (could) reduce hazardous waste in our production processes or new equipment purchases:

SECTION 7: Marketing/Public Relations

Yes

Requirement: We communicate our commitment to reduce hazardous waste and protect the environment. How? (e.g. post your environmental policy, itemize and explain haz waste fee to customers, report in company literature, include in bids for clients, etc....)

Please

Describe:

Requirement: We monitor our facility to prevent impacts to our neighbors and will work with them to resolve any waste-related problems that occur.

Yes Future

Additional waste/pollution prevention activities:

We share what we have learned with other like industries, customers, environmental groups, trade associations, etc. (i.e. through tours of your facility, presentations, articles, ...)

We advertise our certification/environmental awards in our ads, the phone book, on letterhead, on business cards, and/or other marketing avenues.

Please

Describe:

Other ways we (could) market or promote reduction of waste:

SECTION 8: Management and Accounting Systems

Yes

Requirement: We keep disposal and recycling records and compare the amount of waste generated and shipped with past years to monitor progress.

Yes Future

Additional waste/pollution prevention activities:

We identify the actual costs of labor, training, and waste management regulation and reporting permits associated with specific wastes.

We review activities of vendors, consultants, and contractors that we hire, and require documentation of any waste disposal activities they provide.

Please

Describe:

Other ways we (could) keep track of the time and money we save by reducing or avoiding waste all together:



5-Star Certification

How does your business compare with others in your industry? What makes you stand out? Are you creating changes? Are you providing encouragement to others? Do you consider impacts on air, water, land and municipal waste systems?

SECTION 9: Leadership

Yes

Requirement: We demonstrate leadership on environmental/waste prevention issues within our profession. Please explain or give examples:

Yes Future

You must be able to check YES for at least two of the items listed below:

We share successes, cost savings and environmental tips through trade association meetings, trade publications, or industry-related conferences.

We educate the industry leaders of tomorrow by discussing waste management and pollution prevention in training, voc-tech programs, or colleges.

We work with our suppliers and manufacturers to play an active role in demonstrating and introducing environmentally responsible products.

We have developed or adopted a new technology, product, or service innovation that resulted in reduced hazardous waste.

IMPORTANT!

Please

describe

checked

items in

more detail:

Other leadership activities and details of items checked above:

SECTION 10: Comprehensive Environmental Protection

Yes

- Requirement:** Incorporate a recycling program for solid waste. You must be able to check **at least 5 items** from this list as routine practices in your facility.

Communicate electronically Make double-sided copies
 Reuse packaging materials Use rechargeable batteries
 Repair vs. replace equipment Use durable containers for shipping
 Purchase recycled products Set up a materials reuse/exchange station
 Reuse office supplies such as file folders/envelopes
 Provide recycling containers such as glass, aluminum, plastic, cardboard
 Member of EPA WasteWise program (www.epa.gov/wastewise)

Other: _____

- Requirement:** We protect water quality by (*you must check both items*):

Not allowing washwater with soaps or detergents to enter storm drains.
 Covering and containing outdoor stored materials to prevent runoff into storm drains.

Yes Future

- Additional waste/pollution prevention activities:**
We minimize vehicle travel to work by encouraging employees to take the bus, bike, carpool, or walk.
- We have participated in or sponsored a neighborhood cleanup, tree-planting, or other project in our community to spread the ethic of environmental stewardship.
- We conserve energy by using compact fluorescent lighting, participating in the EPA Green Lights/Energy Star or ClimateWise programs, or our local utility's conservation program.

(Call 202-775-6650 or see www.energystar.gov/ for more information.)

Please Describe: **Are there any other things that you are doing now, or future plans you have to reduce waste or emissions that you'd like to mention?**

DON'T FORGET TO RETURN TO SECTION 1 TO COMPLETE YOUR GOAL.

Congratulations! We look forward to adding your company/organization to the EnviroStars Program!