



EnviroStars Application Instructions for Landscape Professionals

Congratulations on your interest in becoming an EnviroStars-certified business! EnviroStars is a regional program that recognizes businesses for taking steps to protect the natural environment and human health from hazardous chemicals.

Businesses qualify for the EnviroStars program by

- a) passing a site inspection, and
- b) completing an application form to demonstrate that they meet EnviroStars criteria.

Businesses are rated from 2 to 5 stars, with 5 stars being the highest rating.

Step 1. Site inspection

A prospective EnviroStar business must first pass a field inspection. At the inspection visit, an EnviroStar representative will review how your firm uses, stores, handles and disposes of chemicals and other potentially hazardous materials. The representative may make recommendations to meet compliance standards or commonly accepted Best Management Practices. For example, pesticide containers must be triple rinsed before being discarded.

Recommendations arising from the site inspection will be sent to you in a letter. In addition, the EnviroStar representative will be available to help you as you address the recommendations. We can provide resources, referrals and rebates for purchases you make.

Step 2. Application and review

After the field inspection is complete, you need to complete and submit the EnviroStar Application for Landscape Professionals. We are happy to provide assistance with this step, if needed.

For landscape professionals seeking certification at the 2-star level, there is a simple five-page application form. It asks for background information about your business, requires a goal statement, requires that seven basic best management practices are in place, and asks for permission to verify your business practices. Any business entering the program at the 2-star level must upgrade to the 3-star level within two years.

Certification at the 3-, 4- and 5-star levels requires that you complete a more detailed application form so that we can evaluate your business practices. If you enter at the 3-star level or above, future upgrades aren't mandatory. Certification at the 5-star level involves environmentally outstanding horticultural practice and environmental leadership.

You may want to read through the entire application form to aid in understanding future requirements.

Your application will be reviewed by EnviroStars staff to ensure that basic requirements are met for certification at the 2-star level. For consideration at the 3-, 4- and 5-star levels, the information you provide on the application form will be evaluated.

Note: We recognize that horticulture and landscaping involve complex processes. Because of this, we allow some flexibility in filling out the form. While you need to meet the intent of each requirement, you may have an alternative approach or the requirement may not be applicable to your particular business. Please use the comments section of each question to explain further.

Step 3. Certification

As described above, your application form will be evaluated according to criteria set for each star level. If you need to make minor changes to meet specific criteria, we will help you with this. In addition, any **required** improvements noted in the site inspection need to be implemented; in some cases, a second site visit will be done to verify this.

Once certification has been determined, you will be informed by letter and will receive a new member packet with helpful information and promotional materials. You will also receive a window decal and a certificate for framing signed by the King County Executive.

Annual renewal

EnviroStars certification must be renewed each year through an assessment of progress and verification of practices. For 2-star EnviroStars, the one-year renewal will be fairly extensive: we will ensure that the standards set by the EnviroStar program have been integrated and that the business is on the way to becoming a 3-star EnviroStar. Annual tracking information will be reviewed as part of the annual renewal process.

Verification

A challenge for the EnviroStars program is verifying that a company's "on the ground" practices correspond to their application materials. We need to be confident that the landscapers we certify are actually using practices that protect the environment. We appreciate your cooperation to this end.

If you have questions, call us at 1-877-220-7827.

To schedule a site inspection, call your county listing below.

To download an application form, go to: www.envirostars.com/

Jefferson County

EnviroStars
Environmental Health Department
615 Sheridan Street
Port Townsend, WA 98368
360-385-9444

Pierce County

EnviroStars
Tacoma-Pierce County Health Department
3629 South D Street, MS: 307
Tacoma, WA 98418-6813
253-798-4783

King County

EnviroStars
King County EnviroStars Program
130 Nickerson St. #100
Seattle, WA 98109
206-263-3080

Whatcom County

EnviroStars
Whatcom County Public Works Solid Waste
Division
322 North Commercial #220
Bellingham, WA 98225
360-676-7695

Kitsap County

EnviroStars Program
Kitsap County Health District
345 6th Street, Suite 300
Bremerton, WA 98337
360-337-5604

Produced by



as part of the **Local Hazardous Waste
Management Program in King County**



EnviroStars Application/ Worksheet for Landscape Professionals

Name of business

Phone/ Fax

E-mail

Web site

Location address (street, city, state, zip)

Worksheet prepared by:

Name

Title

Have you had a site visit yet from EnviroStars? Yes No Not sure

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 the EnviroStars program by reducing and properly managing hazardous waste. If my business no longer meets program certification requirements, I will notify my EnviroStars representative. I will also refrain from promoting my business as an EnviroStar and will refrain from using the EnviroStars logo in promotional efforts until the issue is resolved. I understand that use of the logo is a privilege and that the EnviroStars program maintains full rights to the logo and its use.

Owner's signature

Date

Print name

Field representative approval

Date

EnviroStars representative approval

Date

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

(Rev: 3/06)

Business/Organization Information

These questions help us understand the scope of your activities. Some questions apply to design and others to maintenance.

Government agencies and other large facilities are eligible for the EnviroStars Program. For questions in this application relating to customer services, please consider each park, school, or site a 'customer'.

What service(s) is your business/organization currently offering to customers?

- | | |
|--|--|
| <input type="checkbox"/> Design landscapes | <input type="checkbox"/> Maintain turf (fertilize, overseed, aerate, etc.) |
| <input type="checkbox"/> Install landscapes | <input type="checkbox"/> Apply pesticides* to lawns |
| <input type="checkbox"/> Maintain landscapes | <input type="checkbox"/> Apply pesticides* to landscapes |
| <input type="checkbox"/> Fertilize landscapes | <input type="checkbox"/> Prune |
| <input type="checkbox"/> Install irrigation systems | <input type="checkbox"/> Mow |
| <input type="checkbox"/> Maintain irrigation systems | <input type="checkbox"/> Maintain golf courses |
| <input type="checkbox"/> Water/Irrigate | <input type="checkbox"/> Maintain athletic fields |

* 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.

List other landscape activities:

In general, what types of properties do you work with? (e.g., residential, commercial, institutional, golf courses; etc.)

How many employees work for your company during your busy season? _____

How many sites do you work on annually? _____

What is the *approximate* total acreage of these sites?

<1 acre ____ 11-100 acres ____
1 – 10 acres ____ >100 acres ____

What percentage of the above acreage is turf? _____

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

Pesticide application _____
Irrigation _____
Tree management _____
Turf maintenance _____
Other (please describe) _____

2-STAR Business

Post this EnviroStars Goal

Pollution Prevention Goal

Write a hazardous product, waste reduction, or pollution prevention goal for the year. Be as specific as possible. Explain how you intend to achieve your goal by outlining the steps you will take, a timeline, and who will be responsible. *Completing the application first may help you determine a goal that will help you move up in star levels.*

Example goals: Begin tracking chemical and fertilizer use. Send staff to licensing classes. Develop monitoring checklist to give to clients.

Our Goal:

Owner or authorized representative's signature

Date

Basic Practices

To qualify as a 2-Star EnviroStar, you must be able to answer “Yes” to the following questions. This ensures that basic and important practices are in place. If a question doesn’t apply to your business, explain this in the “Comments” section below.

Is a <i>written</i> Integrated Pest Management (IPM) or Organics policy or program established and in use? <u>Please attach a copy of it.</u>	Yes	No	
Do employees receive training on the company’s IPM /Organics program?	Yes	No	NA
When required, are those staff who apply pesticides licensed in accordance with Washington State Department of Agriculture regulations?	Yes	No	NA
Do you maintain pesticide application records in accordance with WSDA requirements?	Yes	No	NA
Do you apply pesticides <i>only</i> after specific diagnosis of a pest or disease problem—as opposed to calendar-based applications—and only after offering the customer a non-pesticide solution?	Yes	No	NA
Are all fertilizers in use currently registered in the State of Washington (and therefore meet heavy metals criteria)? <u>www.wa.gov/agr/PestFert/Fertilizers/ProductDatabase.htm</u>	Yes	No	NA
Do you have a water conservation policy and train your staff in its use, or, alternatively, do your landscape designs incorporate water conservation principles?	Yes	No	NA
Do you provide mulch mowing to at least half of your customers?	Yes	No	NA

NA = Not applicable

Comments:

Verification

A challenge for our agency is to verify that practices used by participating companies in the field correspond to their application/worksheet submissions. We need to be confident that landscapers we certify actually use practices that protect the environment. This section asks you to agree to show improvement over time and to help us verify that you remain qualified on an on-going basis. We appreciate your cooperation to this end.

If you enter the program as a 2-star EnviroStar, you agree to upgrade to the 3-Star level within two years (see following sections for requirements).

Yes No

You agree to implement a product usage tracking system.

Yes No NA

Upon request, you will provide a daily work route to County staff to allow for field observation of work practices.*

Yes No NA

You agree that County staff or designees may contact you to verify your company's practices. You understand that these individuals would not identify themselves as representatives of the County or the EnviroStars program.*

Yes No NA

You agree to provide access to your documentation and business practices as requested by County staff to help verify that you meet these requirements.*

Yes No NA

**This section represents EnviroStars qualification requirements only. You will not be subject to fines or enforcement by the implementing agency of the EnviroStars Program based on this information.*

Comments:



3-STAR and 4-STAR Businesses

The following sections help us verify your work within an Integrated Pest Management context. We want to learn about your site assessment, monitoring and cultural pest management practices as well as your education and training in these areas. For each of the questions below, space is provided for comments. Please feel free to explain your answers more fully.

All the information you provide should refer to current practice. However, criteria which rely on numerical data, such as fertilizer and pesticide data, must be based on a period of a calendar year.

The 12-month period used in calculations on this application is from _____ (month and year) to _____ (month and year).

NA = Not Applicable

Site Assessment

Professional site assessments, including soil tests, give the landscape manager specific information regarding the site so that excessive or unneeded fertilizers and pesticides aren't put into the environment.

1. Are all new customers *offered* a complete site assessment – including soil type, drainage, visual inspection, slope, and sun? (This does not measure the number of customers who actually receive and pay for this service.)

Yes No NA

Comments:

2. Are as-builts and site plans reviewed prior to design and/or installation of landscapes and irrigation to determine locations of septic systems and septic reserve areas (if any)?

Yes No NA

Comments:

3. If you use fertilizer, how many of your customers are *offered* a soil test including macro and micronutrients and pH? (This does not measure the number of customers who actually receive and pay for this service.)

<10% All, or nearly all

Comments:

Fertilizer and Soil Amendments

Proper fertilization practices minimize damaging effects on water quality.

- 4.** On turf, nitrogen application rates are at or below 4 lb/1000 square feet/yr and 1 lb/1000 square feet/application. (Applies to general turf conditions, not athletic fields or golf courses.)
- Yes No NA**

Comments:

- 5.** To minimize unnecessary phosphorous application, what percent of your synthetic turf fertilizer is a “no phosphorous” fertilizer? (NA if fertilizers are organic or compost.)
- >10% >20% NA**

Comments:

- 6.** What percent of all nitrogen fertilizer applied to turf is organically derived? (This includes fertilizers derived from natural materials such as feathers and alfalfa, but does not include synthetic products like Isobutylidene Diurea [IBDU].)
- >25% >35% NA**

Comments:

- 7.** What percent of all nitrogen fertilizer applied to turf is non-soluble nitrogen (i.e., ‘slow release’)? This includes both organic and synthetic nitrogen sources.
- >60% >80% NA**

- 8.** Of those sites receiving fertilizer or lime, what percentage of sites receive a soil pH test at least every third year?
- >10% All, or nearly all NA**

Comments:

Integrated Pest Management Practices

IPM practices allow you to protect plant health using cultural, mechanical and biological options and to reduce pollution by minimizing or eliminating pesticides. 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.

While the goal of the Landscaper EnviroStars certification is to minimize all types of pesticide treatments, certain treatments are acceptable even at the 4 and 5-star levels. Please use the Comments section to explain your uses. Attach extra sheets if necessary.

We never use any type of pesticide.
If you check this box, you can skip to question #15.

9. On what percent of your sites did you use weed and feed-type products? **0 - 5%** **6 - 25%** **26 - 100%**

Comments:

10. Did you refrain from using fungicide for red thread disease on turf during the specified year? **Yes** **No** **NA**

Comments:

11. On your turf areas, did you keep applications of fungicide treatments for diseases other than red thread to less than one-tenth of one percent (0.1 %) of total turf acreage. (This question does not apply to golf courses). **Yes** **No** **NA**

Comments:

12. How often do you monitor sites for signs or symptoms of pest and disease problems so that they can be prevented or treated early? **Once/year** **At least 2x/year** **NA**

Comments:

13. When trees in your landscape required treatment, what percentage of the time did you use aerial spray applications?

0 - 5% 6 - 25% 26 - 100% NA

Please explain why you chose aerial application instead of technologies that have less pesticide drift. Include uses for Dutch Elm Disease, Phytophthora, etc. (Attach extra sheets if necessary.)

14. List the alternatives (products and treatments) to registered pesticides you are using to improve plant health and/or manage pests. Do not include fertilizers. (Examples: compost tea; compost top dressing; kelp; “soft” pesticides like neem oil, fatty acid soap; off-season dormant oil sprays; flameweeding; nematodes, lace wings; etc.)

Comments:

Soil Care

Healthy soil with the proper organic content produces healthy plants that are better able to resist drought, disease and insect damage. In many jurisdictions, stormwater codes now require incorporation of compost to improve water retention rates on new construction sites.

15a. Compost is specified/used as top dressing and/ or incorporated during the planting process. **Yes** **No** **NA**

Comments:

b. Where do you get most of your compost?

16. If you purchased commercial grade compost, does it come from facilities that are permitted by WA Department of Ecology (WDOE)? **Sometimes** **At least 50% of the time** **NA**
www.ecy.wa.gov/biblio/0207024.html .

Comments:

17. Naturally derived materials, such as chipped tree trimmings, are used as mulch. **Yes** **No** **NA**

Comments:

18. Turf Areas: Do you scarify or rototill to a depth of 8 inches or more, then add at least 1.75 inches of compost and till it into the top 6.25 inches of soil, for a total depth of 12 inches of uncompacted soil with an organic content of 5 percent?* **Frequently** **Sometimes** **Rarely** **NA**

Comments:

19. Planting Beds: Do you scarify or rototill to a depth of 8 inches or more, then add at least 3 inches of compost and till it into the top 5 inches of soil, for a total depth of 12 inches of uncompacted soil with an organic content of 10 percent?*

Frequently Sometimes Rarely NA

Comments:

**These figures come from the “Guidelines & Resources for Implementing Soil Depth & Quality BMPs.”
See http://compostwashington.org/pdf/soil_manual.pdf.*

20. Planting Beds: On beds that you regularly maintain, how often do you renew mulch?

No regular schedule Once/year Twice/year

Comments:

Tree Care

Trees are a significant and long-lived component in the landscape. Tree care practices can improve or compromise tree health.

21. A one-foot radius (at least) of plant-free, mulched soil is maintained around newly planted trees.

Yes No NA

Comments:

22. Are International Society of Arboriculture (ISA) certified arborists* used for

a) large pruning jobs?

Frequently Sometimes Rarely NA

b) diagnosing problems?

Frequently Sometimes Rarely NA

c) hazards evaluations?

Frequently Sometimes Rarely NA

* See: www.isa-arbor.com/arborists/arbsearch.html

Comments:

23. Are pruning wastes either a) taken to composting facilities (or to transfer stations that send them to composting facilities); b) composted on site; or c) used for mulch?

Frequently Sometimes Rarely NA

Comments:

24. In construction areas, are the root zones of existing trees protected with fencing through the end of the construction process?

Frequently Sometimes Rarely NA

Comments:

25. If a tree shows symptoms of a persistent problem, do you counsel clients to consult with a certified arborist?

Frequently Sometimes Rarely NA

Comments:

Mowing

Natural lawn care principles promote healthy growing conditions and minimal chemical input. Even if you don't provide these services, you should be promoting these practices with your sub-contractors and clients.

26. Mowing height is adjusted for the grass type. **Yes No NA**

Comments:

27. A minimum mowing height of 2" is used. (This requirement does not apply to athletic fields, golf courses or bent grass turf.) **Yes No NA**

Comments:

28. On what percentage of your turf sites is mulch mowing the standard practice? **50 - 75% >75% NA**

Comments:

Irrigation/Watering

Water conservation can be achieved through good design, maintenance and scheduling.

29. How often do you change irrigation programs to adapt to changing water demands during the growing season? **≥ 2** **≥ 4** **NA**

Comments:

30. Is drip or soaker irrigation specified/ installed in shrub beds when feasible? **Yes** **No** **NA**

Comments:

31. How frequently is a rain shut-off device specified/installed in irrigation systems? **At least sometimes** **At least 75% of time** **NA**

Comments:

32. Does at least one staff member have specialized training in irrigation management and/or design? **Yes** **No** **NA**

List the individual and the training below:

Name

Training/classes

Comments:

Design/Installation

Plant selection is important in creating healthy landscapes.

33. How frequently are native plants specified/
installed?

Sometimes **Often** **NA**

Comments:

34. List three or more native plants you are
currently working with:

a.

b.

c.

35. How frequently are pest or disease resistant
plants specified / installed?

Sometimes **Often** **NA**

Comments:

36. List three or more pest or disease resistant
plants you are currently working with:

a.

b.

c.

37. How frequently are drought tolerant plants
specified/installed?

Sometimes **Often** **NA**

Comments:

38. List three or more drought tolerant plants you are currently working with:

- a.
- b.
- c.

39. List at least one address where you have used some of the above plant selections (include city):

40. In your landscape design work, how often do you actively work with clients to create landscapes where sustainability is a priority?

Frequently Sometimes Rarely NA

Please provide an example.

41. Does at least one staff member have specialized training in landscape design and/or horticulture?

Yes No NA

Name

Training/classes

Comments:

Tracking*

Quantitative information about the products you use help track your efforts to reduce pollution. We will be checking to verify these data at your annual renewal visit.

42. Annual usage data (in pounds) is available for all traditional fertilizers and pesticides. **Yes** **No** **NA**

Comments:

43. Annual usage data (in pounds) is available for additional horticultural products and materials, such as compost tea, mycorrhizal fungi, dormant oils, horticultural soaps, etc. **Yes** **No** **NA**

Comments:

44. Annual usage data is available for compost and other soil amendments. **Yes** **No** **NA**

Comments:

* Please let us know if you are not yet tracking products used but will begin this year.

Training

Staff who are knowledgeable about horticulture and plant pests and diseases are better able to implement IPM programs and use sound cultural practices.

45. You discuss emerging horticultural issues with staff through the season and agree on a common approach for each issue. **Yes No NA**

Comments:

46. Staff are provided with routine opportunities to attend outside training on topics such as pest identification, IPM, soil building, etc. **Yes No NA**

Comments:

47. At least one member of the staff 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.). **Yes No NA**

Comments:

Provide the names of these individuals:

Name (include owner)

Degree/Certification/Training

a. _____

b. _____

c. _____

Customer Communication

It is important for EnviroStar businesses to communicate with customers or clients regarding their environmental protection efforts. "Customers" may include the general public, agency staff, facility managers, etc.

48. We provide written documentation of our work to clients. This includes assessments, products applied, treatments used and other actions taken on site.

Yes No NA

Comments:

49. Horticultural concerns, such as pests or plant diseases, are communicated to the customer in writing. (This can include email.)

Yes No NA

Comments:

50. What percent of your customers receive *written* information about low impact landscaping and/or maintenance.

<5% 5 - 50% >50%

(Written information about low impact landscaping includes information about the importance of accurate diagnosis and soil testing, alternatives to registered pesticides, minimizing water use, mulch mowing, soil amendments and other related materials that stress Integrated Pest Management ([IPM], sound cultural practice, and proper diagnosis.)

Comments:



5-STAR Business

5-star EnviroStars lead their industry in awareness of environmental issues, and they are among the first to take steps to reduce pollution. To qualify as a 5-Star EnviroStar, you must

- (a) meet the three requirements listed below, and
- (b) demonstrate that you are a leader in environmental stewardship.

Requirements for 5-Star Businesses

51. All of your customers receive written information about your environmental protection efforts. ('Written' information may include brochures, fact sheets, emails, newsletters, Web site, ads, etc.)

Yes No NA

Comments:

52. All of your customers receive written information about low impact landscaping and/or maintenance. (See question #50 for details.)

Yes No NA

Comments:

54. You always use organic or "no phosphorous" turf fertilizer unless tests show that levels of available phosphorus in soil are <25 ppm .

Yes No NA

Comments:

Leadership

5-Star EnviroStars go beyond their own business interests to provide leadership within their industry, their community and/or their client base. Please describe how your company has demonstrated its environmental leadership. Examples of what other companies have done are provided below: check all activities that apply to your company. In addition, please describe other efforts you have made to promote environmental stewardship.

Recycling and waste reduction:

- Set up recycling programs for paper, plastics, pots, etc.
- Recycle pots for customers.
- Use recycled products when possible. Examples: plastic lumber, used pots, recycled paper.

Resource conservation:

- Take emissions into account when purchasing vehicles, motorized equipment, etc.
- Maintain fleet vehicles on a regular basis to reduce air and water pollution.
- Employ innovative ways to reduce energy emissions (hybrid vehicles, 4-cycle or electric equipment; biodiesel, etc.)
- Actively encourage employees to minimize vehicle travel to work by taking the bus, biking, FlexCar, carpooling or walking (see www.RideshareOnline.com).
- Protect nearby water bodies and salmon by adopting storm and surface water best management practices (see www.dnr.metrokc.gov/topics/salmon/).
- Conserve energy by using compact fluorescent lighting and/or participating in lighting retrofit and conservation programs.

Industry leadership:

- Share successes, cost savings and environmental tips with the industry—through association meetings, publications, and/or industry-related conferences.
- Educate members of our industry by discussing IPM and pollution prevention in training, certification, public forums, and/or voc-tech programs.
- Work with suppliers and manufacturers to promote the introduction of environmentally responsible products.
- Reduce environmental impact by developing or adopting a new technology, product, or service innovation. Describe this:

Customer education:

- ___ Offer classes, lectures, seminars and other training to customers about low impact landscaping and maintenance, horticultural concerns, and/or the natural world.
- ___ Bid on jobs that specify low impact landscaping and/or maintenance.
- ___ Educate our employees and/or customers about steps they can take to prevent pollution at home.
- ___ In landscape design work, we work actively with most clients to create landscapes where sustainability is a priority.
- ___ In landscape maintenance, we work actively with most clients to maintain landscapes for long term sustainability.

General Public Education:

- ___ Sponsor a neighborhood cleanup, tree-planting, storm drain stenciling and/or other community-based environmental effort.
- ___ Promote our environmental initiatives on our Web site, in advertisements and/or using other methods.
- ___ Make environmental education materials available to the public.
- ___ Make IPM practices and sustainability a priority in discussions with contractors, contractees, supervisors, staff, etc.—that is, anyone we have an opportunity to educate during the course of business.

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

Mail your application/worksheet to:

Jefferson County: EnviroStars, 615 Sheridan St., Port Townsend, WA 98368

King County: EnviroStars, 130 Nickerson St. #100, Seattle, WA 98109

Kitsap County: EnviroStars, 345 Sixth St., Suite 300, Bremerton, WA 98337

Pierce County: EnviroStars, 3629 South D St. MS: 307, Tacoma, WA 98418-6813

Whatcom County: EnviroStars, 322 North Commercial St., #220, Bellingham, WA 98225

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