

CONTRA COSTA COUNTY GREEN BUSINESS PROGRAM

Best Practices & Alignment With
Interdepartmental Climate Action
Task Force Goals

COUNTY STAKEHOLDERS

Department of Conservation and Development

- Facilitate department participation

Public Works

- Assess current procedures and policies
- Identify implementation gatekeepers and barriers (authorization, budget)
- Implement measures once authorized
- Administer Sustainability Fund

Green Business Program

- Identify highest value climate impact actions
- Provide technical language from vetted program checklists
- Support in technical capacity

Department Participation

- Prioritize sustainability action within departments
- Identify sustainability leaders
- Identify implementation barriers within department
- Assess completed and outstanding actions

CONTRA COSTA GREEN BUSINESS PROGRAM: PROGRAM HISTORY

- Contra Costa Green Business Program was established in 1998 in the Contra Costa Health Services Hazardous Materials Programs (CCHSHMP)
- Integrated into the Pollution Prevention Program for CCHSHMP's unified inspection and enforcement program (CA Health & Safety Code)
- Member of the [California Green Business Network](#) (non-profit, statewide network of 40+ Cities and Counties)
- Supported by 23 [Program Partners](#): municipalities, regulatory agencies and utility agencies
- Recertification required every 4 years



CAGBN Map



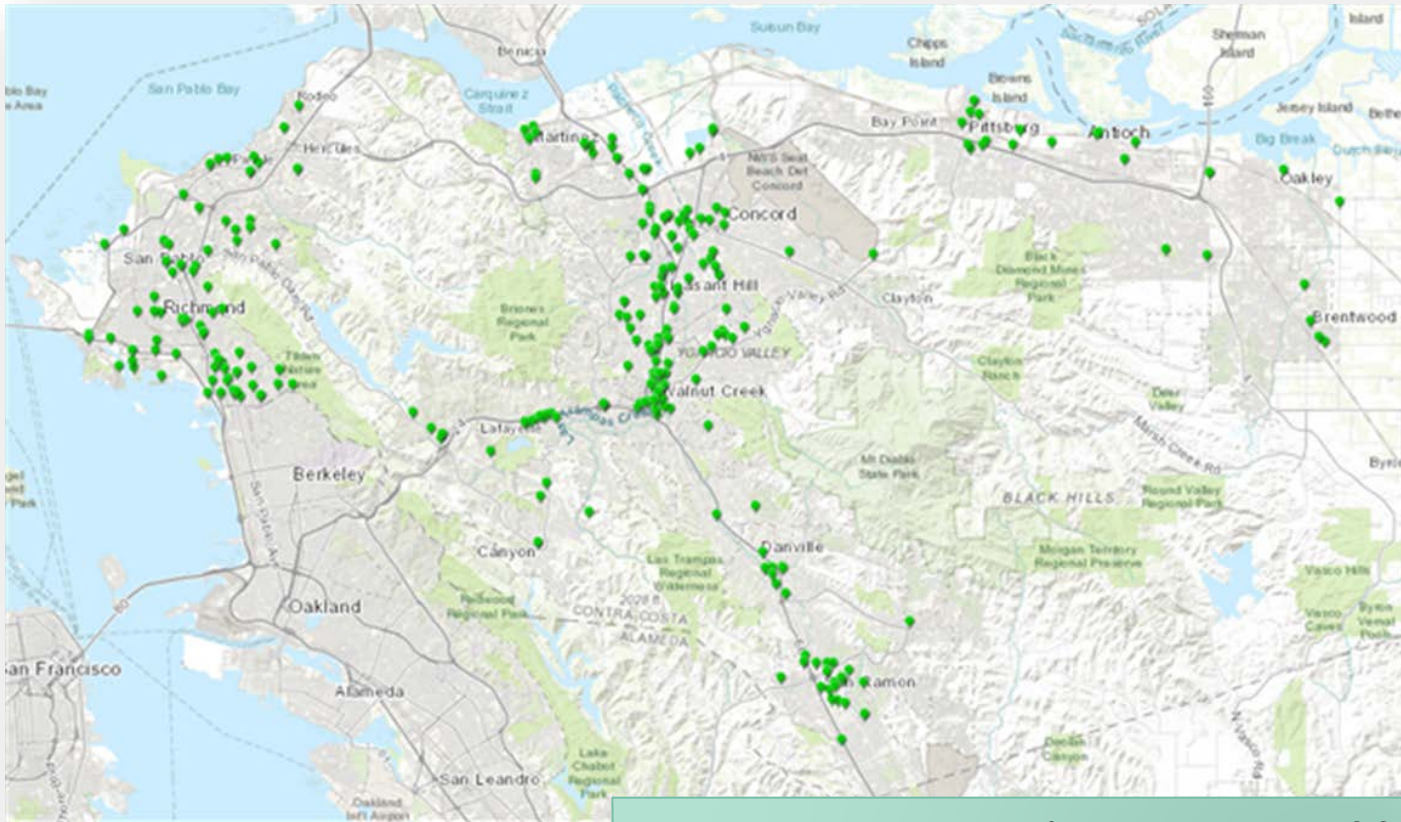
Original Logo



Current Logo

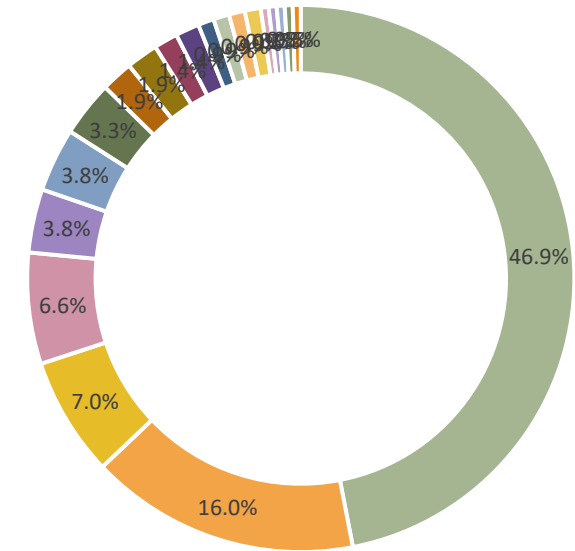


CONTRA COSTA GREEN BUSINESS PROGRAM: CERTIFIED BUSINESSES



Active Certified Businesses: 223
 Total Businesses Certified (all-time): 640

Active Green Businesses by Sector



- Office / Retail
- Auto Repair
- Small Manufacturer
- Construction / Remodel
- Landscape Services
- Restaurant
- Janitorial Services
- Garment Cleaning
- Printing Services
- Grocery
- Lodging
- Dental Services
- Efficiency
- Medical Services
- Schools
- Car Wash
- Food Manufacturer
- Municipal Operations
- Painting Services
- Winery

CONTRA COSTA GREEN BUSINESS PROGRAM: TECHNICAL EXPERTISE

- Certification checklist comprised of required and elective sustainability measures
- Checklists standardized through CAGBN's Performance & Standard Committee
- 27 sector-specific full checklists
- Entry level 'Efficiency' checklist guidance for prioritizing County climate action goals



The infographic consists of eight green circular icons arranged in a 2x4 grid, each with a corresponding title and description below it.

- Reduced Water Use**
Low flow toilets and auto-off faucets
- Conserve Energy**
Upgrade lighting and equipment to save energy
- Commute Sustainably**
Promote and incentivize alternative transportation for employees
- Prevent Pollution**
Eliminate and/or properly dispose of harmful chemicals
- Use Non-Toxic Cleaners**
Use safer, environmentally preferable cleaning chemicals
- Avoid Waste**
Eliminate unnecessary packaging, printing, and purchasing
- Recycle Materials**
Divert waste from the landfill through reuse, recycling and composting
- Hire Local Vendors**
Working locally means less vehicle use

PRIORITY ACTION ITEMS

13 Highest-Value Actions Recommended by the
Green Business Program

Ideas from the Climate Action Task Force's March
2021 Report



EMPLOYEE PARTICIPATION

Employee Engagement

Encourage employee participation in sustainability efforts by adopting at least 2 of the following practices:

- Incorporate sustainability best practices into employee onboarding processes, documents, training and development.
- Establish a "Green Team" that meets regularly to co-create and integrate sustainability practices across the organization.
- Measure and communicate progress on sustainability initiatives to keep visibility high and reinforce the idea that achievements in sustainability are meaningful for the company
- Reward sustainability champions with financial and/or non-monetary incentives



Task Force Ideas

- Set up a suggestion box on County intranet site
- Identify sustainability leaders in each departments
- Each department should create its own sustainability plan
- Interdepartmental sustainability competitions
- Employee survey regarding sustainability effort awareness

ENERGY CONSERVATION

Install Energy Efficient Lighting (LEDs)

Use energy-efficient lighting. Replace all halogen, incandescent, T-12, high-pressure sodium, and metal halide lighting with LEDs.



Public Works

- Advises departments on opportunities to change lights
- Currently updating County building standards

Task Force Ideas

- More efficient technology to heat and cool County buildings
- Install lighting and motion detection in all County buildings



ENERGY CONSERVATION

Computers on Sleep Setting

Set computer and laptop monitor settings to turn off after 10 minutes of inactivity and go into a sleep mode after 15 minutes of inactivity.



ENERGY CONSERVATION

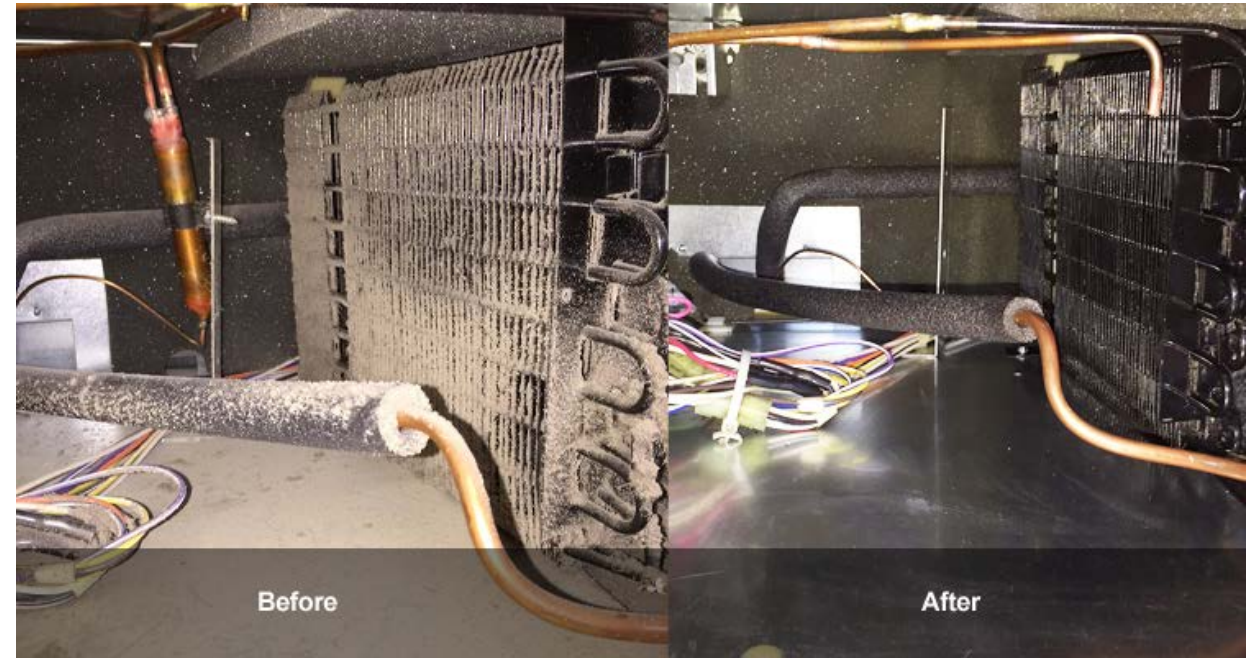
HVAC Maintenance

Complete regularly scheduled maintenance on your HVAC (heating, ventilation, and air conditioning) and refrigeration systems at least twice a year. This includes: cleaning or replacing filters, inspecting damaged suction lines, addressing leaks, checking condenser and evaporator coils for proper airflow and ice build-up, and maintaining the proper function of economizers (found in AC/package units).



Public Works

- Follows manufacturers recommended maintenance schedule



ENVIRONMENTALLY PREFERABLE PURCHASING

Environmental Policy Statement

Have an environmental policy statement that outlines the organization's commitment to sustainability. Have the owner(s) or management sign and distribute the environmental policy to all employees.

The policy must address the following sections: waste reduction, toxins elimination, environmentally preferable purchasing, water/energy conservation, and education of employees.



Purchasing Division preparing to update County's EPP Policy.

Task Force Ideas

- Public Works should develop a menu of options that are available to departments
- Employee survey regarding sustainability effort awareness
- Educate County employees and community about County's ongoing sustainability efforts



POLLUTION PREVENTION

Universal Waste Management

Properly store and dispose of hazardous and "universal waste" as required by law. Label a storage area and notify employees.

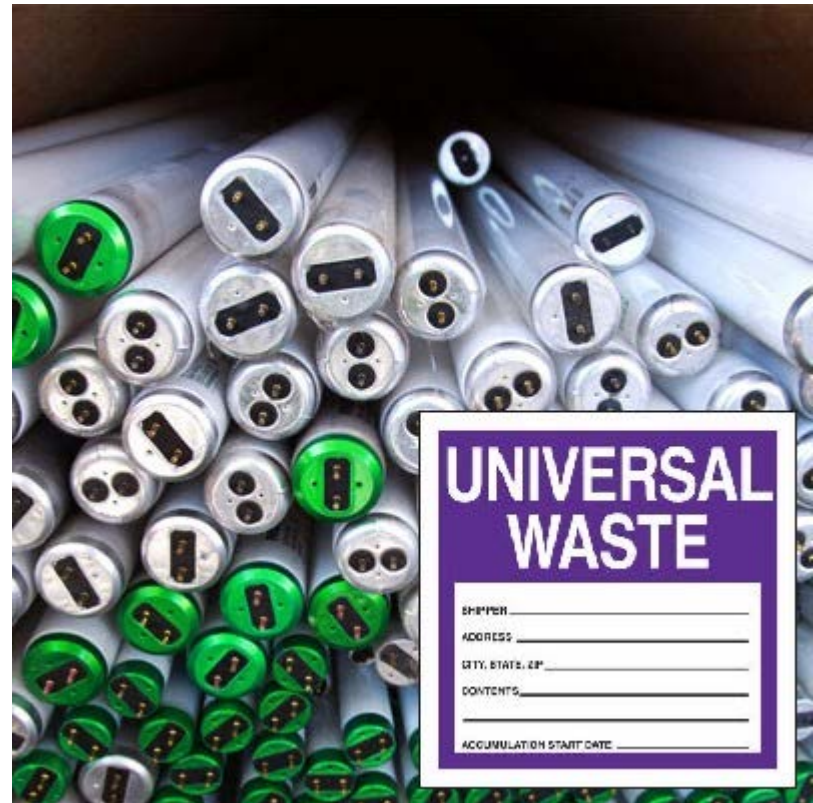
These types of waste include: fluorescent bulbs/tubes, aerosol cans, paint, electronic equipment (e-waste), and batteries. Ensure ink/laser toner cartridges are recycled.

Compliance Measure



Public Works

- Collects batteries and used toner cartridges
- Recycles computer equipment, e-waste & metals
- Fleet recycles used oil



TOXICS REDUCTION



Low-toxicity Janitorial Products

Use certified non-toxic laundry, cleaning and building maintenance products in non-aerosol containers such as Green Seal certified, Environmental Working Group, with an 'A' or 'B' rating, Safer Choice, SF Approved, EcoLogo.



Public Works

- County is a Green Cleaning Agency



WASTE REDUCTION

Recycling & Composting Container Labels

Set up easily accessible waste stations with landfill, compost, and recycle bins co-located. Add clearly marked educational signage.



Public Works

- Collects bottles and cans at some central County Offices
- Recycles and shreds office paper

Task Force Ideas

- Ensure departments are implementing existing programs such as composting and recycling.
- Modify default printing (margins, double-side)
- Refillable ink cartridges
- Paperless systems (cloud-based, DocuSign)



Photo: Contra Costa Water District, Concord

WASTE REDUCTION

Eliminate Styrofoam

Eliminate the use of polystyrene, such as Styrofoam in breakrooms, food/beverage to-go ware, packaging materials, and during any company events.

Compliance Measure

2019 County Styrofoam Ban



SMART TRANSPORTATION

Employee Commute

Offer employees (3+) commuting options:



Task Force Ideas

- Electric bus operation during peak work times
- Satellite offices in East and West County

- Offer a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs.
- Offer a guaranteed ride home program which provides a free or low-cost ride home in cases of emergency for employees that bike to work.
- **Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.**
- Encourage bicycling to work by offering rebates on bicycles bought for commuting or provide employees a stipend or subsidy for bicycle maintenance.
- Provide secure bicycle storage for staff and customers.**
 - Set aside carpool/vanpool/rideshare parking spaces.
 - **Offer a shuttle service to and from bus, train, and/or light rail stops.**
 - Have a bike kit for employees who may have bicycle emergencies.
 - Offer electric vehicle recharge ports for visitors and employees.
- Offer lockers and showers for staff who walk, jog or bike to work.
 - Provide one or more company bicycles for employee use.
 - Ensure that at least 20% of staff walk, bike, or carpool to get to work.
 - Subsidize a shared bike membership for employees.

SMART TRANSPORTATION

Electrify County Fleet

Convert company vehicles to low emission vehicles such as electric, hybrid, natural gas or alternative fuels.



Admin bulletins regarding fleet currently being updated to designate EVs as default new or replacement fleet vehicles.

Task Force Ideas

- Department Electric Vehicle Adoption
- Use County purchasing power to help employees buy EVs for personal use
- Install more public-facing EV charging stations
- Hybrid vehicle adoption for long routes or trips

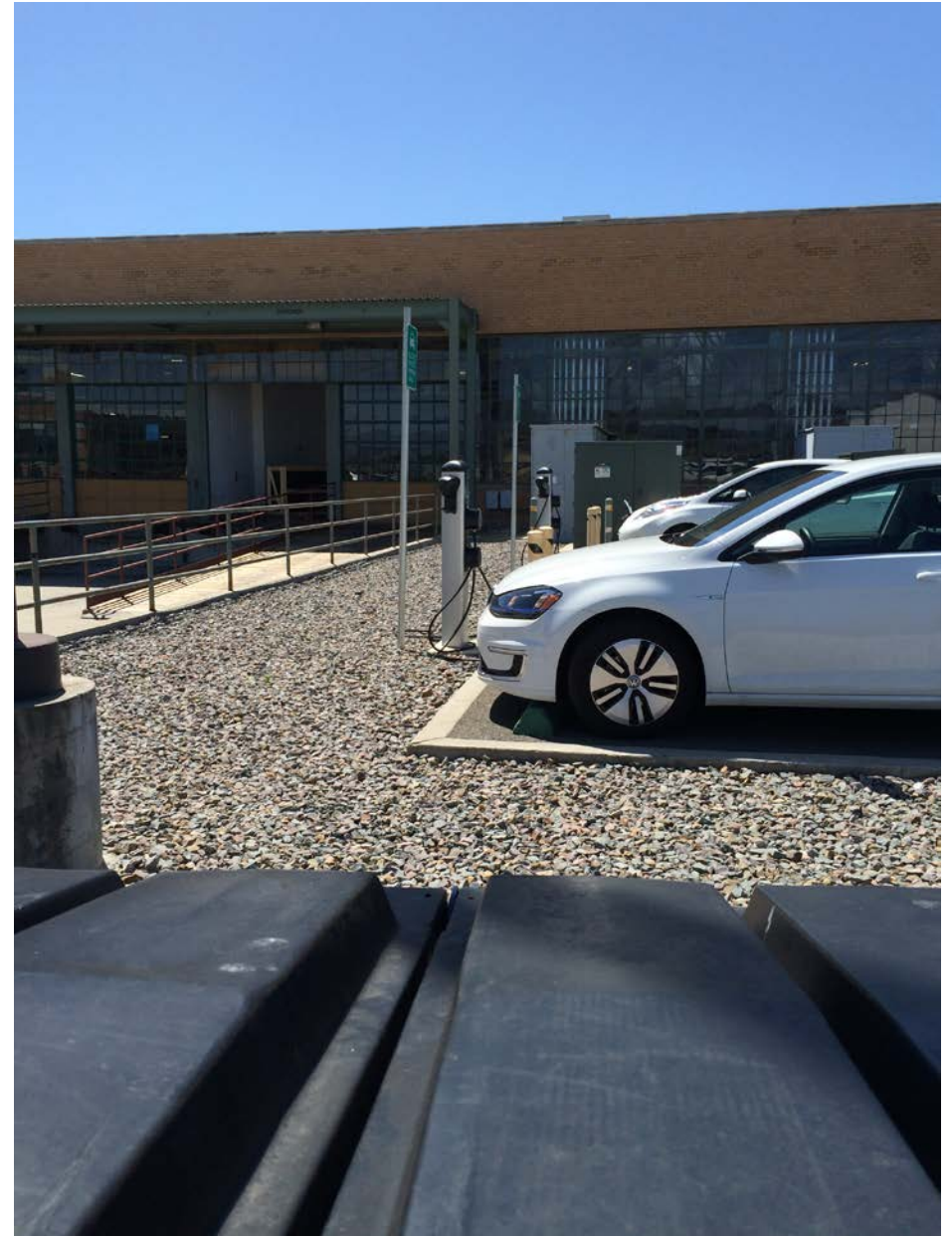


Photo: Sun Power, Richmond

WATER CONSERVATION

Drought Tolerant Landscaping

Use plant material that is California native or drought-tolerant for 75% of landscaping.



Public Works

- Drought tolerant landscaping installed at Pittsburg Health Center
- Recycled water is used when able to water landscaping by truck

Task Force Ideas

- Drought resistant landscaping
- Low-flow water fixtures in all County facilities



Photo: Walnut Creek Ford

WATER CONSERVATION

Efficient Indoor Water Fixtures

Replace all existing faucet aerators and showerheads with low flow fixtures.

- Bathroom aerators should not exceed 0.5 GPM
- Kitchen sinks should not exceed 1.5 GPM
- Showerheads with flow rates higher than 1.8 GPM should be replaced with high-efficiency showerheads with rates of 1.5 GPM or less.
- Retrofit toilets flushing at higher than 1.6 gallons

OR targeted overall water reduction

- ex. Reduce overall water consumption 20%



Public Works

- Water efficient fixtures installed as toilets and faucets are replaced



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*Contra Costa Health Services Hazardous
Materials Programs*

Contra Costa Green Business Program

www.GreenBusinessCA.org/ContraCostaCounty

QUESTIONS?