

**GREAT BUSINESS CERTIFICATION**  
**Criteria to Earn a GREAT Business Award from the City of Gresham**



By focusing on water conservation, solid waste and recycling, stormwater and wastewater pollution prevention, and energy efficiency, your business can become one of Gresham's finest. The hard work will pay off with lower bills and recognition in the community. Our Recycling Specialists provide free onsite assistance, offering the help you need to get certified. For certification, fill out the form below, and submit it to our specialists, who will call to set up an appointment for verification.

- Scan and email [GREATBiz@greshamoregon.gov](mailto:GREATBiz@greshamoregon.gov)
- Fax: (503)661-5927

Be prepared to provide examples of actions your business is engaged in, and to show the recycled content products your business is purchasing.

Have questions or need assistance? Contact us at 503.618.2525.

To receive the *GREAT Businesses Award* from the City of Gresham the following criteria must be met. The recipient must not have any current enforcement actions against them, or if they have had code violations then they cannot be certified for 6 months following the resolution.

**SOLID WASTE AND RECYCLING**

All three of the following solid waste minimization and recycling criteria need to be met.

- 1) Recycle regularly and comply with the Business Recycling Practices as set forth by the City of Gresham (checklist on back)
- 2) Prevent waste with at least three ongoing activities (see back for examples)
- 3) Our business, when purchasing regularly used supplies, includes two or more recycled content items.

Those items are:

- \_\_\_\_\_
- \_\_\_\_\_

**WATER CONSERVATION**

Each business should implement a total of three methods from the following water conserving categories.

- Install Water Saving Equipment: \_\_\_\_\_
- Improve processes that utilize water (i.e. reuse water, fix leaks, reduce irrigation frequency, audit sprinkler system)

**ENERGY CONSERVATION**

Each business should implement one method from each of the following energy conserving categories.

- Install Energy Efficient Equipment: \_\_\_\_\_
- Change Processes to improve energy conservation: \_\_\_\_\_

**STORMWATER POLLUTION PREVENTION**

**If you are responsible for maintaining the grounds and infrastructure for the facility in which your business resides.**

Maintain the grounds and infrastructure by completing as many of the following as are applicable:

- Cleaning the catch basin(s) once each year
- Sweeping sidewalks and parking areas instead of washing them; then dumping the debris in the trash
- Making sure any dumpsters and grease storage containers are covered and not leaking; move them away from stormdrains—if not possible, cover and berm them
- Maintaining any water quality facilities in accordance with a maintenance agreement; provide a copy of the agreement to the City
- Increasing native plantings
- Permanently mark stormdrains to provide pollution prevention education to the public
- Reducing use of chemical fertilizers and pesticides

Provide annual training to your employees to:

- Prevent and respond to spills of chemicals (including oils, detergents, fertilizers, solvents, etc.)
- Avoid dumping or washing pollutants and debris into the stormwater system
- Clean mats, grates, and other large items in a manner that doesn't introduce pollutants to the storm system

**If you are not responsible for maintaining the grounds and infrastructure for the facility in which your business resides, you must show that your property manager does the aforementioned maintenance by requesting documentation from them, and providing it to the City.**

**❑ WASTEWATER POLLUTION PREVENTION**

Each business should implement one method from each of the following wastewater pollution prevention methods.

- ❑ Install/maintain wastewater prevention equipment.
- ❑ Improve processes that minimize wastewater pollution.
- ❑ Environmental surveys must be completed and returned if required for the business to have on file with Wastewater Division.

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**Business Recycling Practices  
A Guide for Businesses to Establish Effective Recycling Systems**

Implemented of these BRPs establishes compliance with the Business Recycling Requirement.

1. Work with your hauler to establish a two-sort recycling service (at a minimum) where glass is collected in one container and all other recyclables are collected in another container.
2. Make internal and external recycling containers at least as conveniently located as garbage containers.
3. Correctly label all interior and all exterior recycling containers and provide accurate signs and instructions that identify the materials the business must source separate for recycling.
4. Conduct training of new employees/new tenants and educate all employees/tenants at least once annually.
5. Work with your property management, janitorial, and maintenance agreements in order to meet these recycling program goals.

In order for these BRPs to be considered complete, management must commit to maintaining the system and designate a point of contact for the recycling and waste prevention activities in the business.

**WASTE PREVENTION EXAMPLES**

- ❑ We prevent waste with at least **three** ongoing activities. Examples include:
  - ❑ Our business has identified our largest sources of waste (this includes both garbage and recycling) and has designed a campaign to increase staff participation in the reduction of that waste. This may include gaining pledges, holding a competition, or circulating instructional and motivational resources.
  - ❑ All of our printers/copiers are set to duplex and/or we have systems in place to effectively use the blank side of all paper printed single-sided (as confidentiality needs permit).
  - ❑ Use electronic alternatives for internal paper use, such as “track changes” for editing and document sharing.
  - ❑ Re-using packaging; e.g. mailing envelopes, boxes, wrapping, packing peanuts, using shredded paper for packaging.
  - ❑ Provide paperless options for customers through e-billing, and an interactive Web site.
  - ❑ Use software to encourage paper reduction.
  - ❑ Recycle hard to recycle items; e.g. toner/ink cartridges, plastics, Styrofoam, etc.
  - ❑ Consistently remove business and employees names from unwanted mail lists.
  - ❑ Use durable dishware.
  - ❑ Purchase products in bulk.
  - ❑ Employ sustainable catering practices (ex: food donation and reduced packaging).
  - ❑ Have a system in place to consistently reuse or donate surplus office supplies, computers, furniture, shipping containers and/or packaging.
  - ❑ Re-using commonly trashed or recycled items such as: \_\_\_\_\_

Other: \_\_\_\_\_