



Pictured: Spain Salinas of Global Gourmet Catering

## San Francisco Green Business Program

# EMPLOYER GREEN RESOURCE GUIDE

This guide provides business owners with resources and information to obtain Green Business certification. Please read through this guide for best practices in sustainable business operations.



**SF Environment**

**Our home. Our city. Our planet.**

A Department of the City and County of San Francisco



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# 1.0 Email Template to Employees – Green Business Program Introduction

Your company's involvement in the Green Business Program is something that all your employees should be proud of and actively engage in. Use this email template to introduce your employees to the program and explain how they should use the Employee Green Resource Guide and contribute to your green policies.

**Subject:** [Business Name] is becoming a Green Business!

Dear all [Business Name] employees,

[Business Name] has enrolled in San Francisco's Green Business Program to improve the environmental sustainability of our business operations and better communicate our green-efforts to consumers.

In order to become recognized, we need everyone to engage in our sustainability commitments outlined in our company's Environmental Policy Statement [include location of file in the company's network]. Please review this document to see all of the ways in which our company is going green!

Also, attached to this email is the Employee Green Resource Guide, which has been provided by the Green Business Program to help our employees go green both at work and at home. Some of the tips covered in this guide include:

- Powering your home with 100% renewable energy through [CleanPowerSF's SuperGreen program](#).
- Using [RecycleWhere.org](#) when you're not sure where to dispose of something.
- Taking advantage of the City's free [Emergency Ride Home Program](#) if you commute sustainably to work.

[Business Name] is proud to partner with the Green Business Program to further align and integrate our sustainability goals with our operations. We invite all employees to be a part of this process by thinking of new ways to conserve our natural resources.

Thank you all for your participation in our organization's new, green chapter!

Best regards,

[Name]

## 2.0 Sustainability Action Plan Template (*Innovator Level*)

This template assists businesses in outlining their sustainability goals as well as their related outcomes, required resources, timeline, budget, etc. Please feel free to adapt this template to your own needs. Creating a sustainability action plan is only required for businesses pursuing the Innovator-level, but we encourage all businesses to adopt.

### **Sustainability Goals**

- Pick two or three goals. Goals are broad in scope, while outcomes are specific and measurable.
- **Examples of goals include:** conserve resources (water, energy, waste), reduce business's carbon footprint, install/purchase renewable energy.

### **Outcomes**

- Create specific program objectives to meet each goal.
- Identify measures to track the progress and success of each outcome.
- Set monthly and yearly objectives.

### **Project Lead**

- Identify who will direct sustainability efforts and implement the action plan.

### **Stakeholder Engagement**

- Identify stakeholders that are necessary for program success.
- Build relationships with stakeholders and engage them throughout program implementation.

### **Budget/Necessary Resources**

- Identify budget line items necessary to implement action plan.
- Allocate both fiscal resources and staff resources to implement action plan.

### **Timeline**

- Develop goals/objectives (Months 1-3)
- Stakeholder engagement (Month 4)
- Outline program cost (Month 4)
- Develop workplan and tasks (Months 5-7)
- Execute action plan (Month 8- onward)

## 3.0 How to Form a Green Team

Establishing a Green Team in your organization is essential to engaging employees in your green practices and generating creative ideas and support for your sustainability goals. Read below for tips on forming your own Green Team.

### Why You Need a Green Team

- It's an effective way of engaging employees at work.
- You'll get a greater diversity of ideas and support for your sustainability initiatives.
- It will ensure continuation of sustainability goals even if an employee leaves.

### How to Recruit Employees to the Green Team

- **Let your employees know that your company is starting a green team and ask for volunteers –** Allowing people to self-select is a great way of empowering your employees.
- **Use a “bring a buddy” strategy –** Encourage people who show up at the first meeting to bring someone new with them to the next meeting.
- **Seek out people who will be champions and bring a positive attitude to the team –** Gaining momentum at the early stage will help set you up for a successful launch.
- **Make sure that you have representation from throughout the company –** Sustainability cannot be run from just one department. It's especially important to have representation from facilities, janitors, building engineers, and management.



### What Should Your Green Team Do?

Some projects that green teams work on include:

- Organizing brown bag lunches on topics related to waste & recycling, climate change, water conservation, etc.
- Identifying and organizing volunteer opportunities for the staff
- Working on Green Business and B Corp certifications
- Organizing activities for Bike to Work Day and Earth Day

- Setting up green purchasing policies and evaluating the company's purchases to identify more sustainable alternatives
- Setting up channels of communication to solicit ideas from other employees, such as posting information on the company intranet or sending out a staff newsletter
- Establishing sustainability policies for suppliers
- Doing waste audits to identify items that are still going to the landfill and evaluating recyclable/compostable options



### Green Team Meetings

The team should establish a regular meeting schedule; monthly or quarterly are most common. Here are a few things you can do during your meetings:

- **Provide food and an agenda** – Don't overlook these! Food creates a welcoming environment and an agenda ensures you are respecting everyone's time.
- **Discuss two topics during your first meeting** – Why you're setting up a green team and why sustainability is important for your organization.
- **Use short video clips to spark conversation** – Check out these [videos](#) for a start.
- **Brainstorm possible areas of focus** – If there aren't any obvious areas of focus, your team can use the Green Business Program and [B Corp](#) certification questions as a starting point.
- **Share successes and celebrate wins!** – Invite all employees to celebrate your green accomplishments and recognize the Green Team's efforts by hosting parties, including successes in company newsletters, or giving a green trophy to sustainable employees

This section is a summary of an article provided by **Cultivating Capital**. Learn more about establishing a Green Team by reading the [full article here](#).

## 4.0 Environmental Policy Statement

The environmental policy statement (EPS) outlines the commitments your business is currently making to become more sustainable. Creating an EPS is required for all levels of recognition. Please read this template thoroughly to make sure you know what you are signing. Write a short introduction about your business at the top and fill in any 'Add your own' areas or remove where not applicable. Make sure to delete these directions after you have finished.

### **Introduction**

Write about why you are a Green Business and what you do specifically as environmental leaders.

(Business Name) incorporates sustainability into our core business operations through internal and external efforts. Specifically, we shall adopt the following policies and practices:

1. Reduce, Reuse and Recycle
2. Purchase environmentally preferable products
3. Conserve energy, water and natural resources
4. Practice green business policies on checklist
5. (Add your own)

### **Employee Education**

We educate employees on resource conservation and pollution prevention through:

- Training programs or brown bag sessions to educate employees on proper recycling & composting practices, resource conservation ideas, importance of low-toxic purchasing, and (Add your own)
- Informing employees about environmental resources by distributing the Employee Green Resource Guide
- Using clear signage for compost, recycling, landfill, water conservation, and energy conservation
- Hosting only zero waste events (i.e. ensuring that no waste is generated during company picnics, meetings, etc.)
- (Add your own)

### **Reduce, Reuse and Recycle**

We reduce our footprint by:

- Reducing waste by printing double sided, buying in bulk, and eliminating disposable products such as single serve water bottles and (Add your own)

- Reusing equipment such as furniture, or donating usable items to charity
- Striving for 90% waste diversion by recycling all resources such as paper, plastics, cardboard, glass, and aluminum AND composting all food and plant discards.
- (Add your own)

## **Toxics Reduction**

We reduce the use of toxic materials to protect employee health and the environment.

Specifically we:

- Only purchase low toxic **janitorial cleaning** products certified Green Seal, UL/Ecologo, Safer Choice, and/or meet criteria on [www.sfapproved.org](http://www.sfapproved.org).
- Avoid purchasing toxic substances and any aerosol cans. Minimize the use of disinfectants in routine cleaning.
- **Lighting** – Purchase LEDs, T8 or T5 low mercury fluorescent lamps.
- Implement an Integrated Pest Management (**IPM**) program for controlling pests.
- Dispose of hazardous materials safely.
- (Add your own)

## **Green Purchasing**

We purchase/use:

- Printer paper, business cards, marketing materials, collateral, etc. with minimum of 50% post-consumer waste (PCW) recycled content.
- Janitorial paper with post-consumer waste (PCW) recycled content (toilet paper and facial tissues minimum 20% PCW, paper towels minimum 40% PCW).
- Specialty or large format paper with minimum 30% PCW.
- Chlorine-free paper products.
- Remanufactured or refillable toner cartridges.
- Promotional materials with vegetable or low-VOC inks.
- Energy Star rated refrigerators, appliances and office equipment.
- EPEAT verified computers, laptops, and monitors (<http://epeat.net/>).
- The most water efficient toilets, urinals, showerheads and faucet aerators.
- The most environmentally friendly vehicles for business use.
- (Add your own)

## **Resource Conservation**

We conserve fossil fuels and other resources by:

- Sourcing renewable energy through CleanPowerSF.
- Investing in carbon offset projects to mitigate and sequester carbon.
- Promoting the use of public transit and commuter alternatives.
- Offering commuter benefits and employee commuting options.
- Participating in the Emergency Ride Home program.
- Using energy-conserving software programs and unplugging equipment.
- Reusing and refusing packaging materials.
- Emphasizing repurposing of items in lieu of purchasing new items.
- Remodeling using LEED Green building standards.
- (Add your own)

(Business Name) and the below signed commit to the policy outlined in this environmental policy statement for at least the 4 year duration of our Green Business recognition. We promise to uphold this policy to the best of our ability and knowledge, and pledge to train our staff, contractors, building management and janitorial staff as necessary to maintain our commitment to this policy.

WHO IS RESPONSIBLE?

---

SIGNATURE

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DATE OF ADOPTION \_\_\_\_\_ POSITION \_\_\_\_\_

## 5.0 Green Business Program Referral Email Template

Referring a business to the Green Business Program is a great way to encourage the community to go green and tout your own sustainability efforts. Use this template to email a referral and remember to 'CC' your Green Business Coordinator for verification.

**Subject:** Green Business Program Referral

Hi [Name],

I wanted to refer you to the San Francisco Green Business Program. As you may or may not know, [Business Name] is a recognized San Francisco Green Business and I think [Referral Business] would be a great addition to the Green Business community!

If you are unfamiliar with the program, the SF Green Business Program is a free recognition, run by the City and County of San Francisco, that helps businesses operate in an environmentally responsible manner and recognizes them for their efforts. The program connected us with City resources, such as free energy and water assessments, listed our business on the [California Green Business database](#), and worked with us every step of the way to go “green.”

*If your referral is located in the same building as your business:* There are items on the Green Business checklist that involve the physical building space, such as lighting and water fixtures. Since we are tenants in the same building, those building measures that were checked off for us will also be checked off for your business. With those measures already completed, the Green Business recognition process will likely be easy for you to complete! I highly recommend that you become a SF Green Business so we can have more Green Businesses in our building!

*If your referral might be interested in the program:* If you want to market your business as “green” and receive an official recognition from the City and County of San Francisco, consider becoming an SF Green Business!

The SF Green Business Program is a great opportunity to connect with other businesses and receive free environmental consulting. For more information, check out the program website at [www.sfgreenbusiness.org](http://www.sfgreenbusiness.org). I hope you will join San Francisco’s growing Green Business community!

Best,

[Name]

## 6.0 Zero Waste Signmaker

Want to make your own waste signs that show the items you have in your business? Use the Signmaker tool to create your own signs and improve your waste operations.

The SF Recycling Signmaker helps residents and businesses make their own signs to show what goes in their recycling, composting, or landfill bins. Select from a variety of images to show your employees what goes where.

[SFRecycles.org/signmaker](https://SFRecycles.org/signmaker)



**Make your own compost, recycle, and landfill signs!**

You can also access Recology's waste signs by visiting [SFRecycles.org/signs](https://SFRecycles.org/signs). Make sure you post these signs (or your own custom signs) near all waste stations in your business so employees never have to guess what goes where!



## 7.0 Green Business Landscaping Checklist

If landscaping exists on the business property, businesses are required by the City to implement the following measures.

1. **Install check valves** to eliminate low head drainage.
2. **Install rain shut-off devices** to turn off irrigation during rain.
3. **Water during early morning hours.**
4. **Match sprinklers** with precipitation rates.
5. **Apply two to three inches of mulch** in non-turf areas.
6. **Repair all broken or defective** sprinkler heads/nozzles, drip meters, water pipe, lines and valves.

Additionally, if a landscape project has 500 square feet or more of new or modified area must comply with the Water Efficient Irrigation Ordinance. Project must use low water-use plantings, design, install, and maintain efficient irrigation systems, and set a Maximum Applied Water Allowance, or an annual water budget. For more information, visit [SF Water's website](https://www.sfwater.org/your-water/your-world/your-landscaping).



There are also additional (non-required) measures you can take to maintain and update existing landscapes:

- Choose pollinator-friendly and drought-tolerant plants that work in San Francisco (available at [SFplantfinder.org](https://sfplantfinder.org))
- Work with a Bay-Friendly Certified landscaper that help reduce water and toxic chemicals use (see the directory at [rescapeca.org/directory](https://rescapeca.org/directory))
- Choose least-toxic methods to address pest problems (see [OurWaterOurWorld.org](https://ourwaterourworld.org))

## 8.0 Hazardous Waste Disposal

State law requires that hazardous waste items be disposed of properly to protect our health and the environment. Use Recology's Very Small Quantity Generator (VSQG) Program to dispose of these items at a discounted rate or find a local waste hauler.

### Take your waste to Recology using the VSQG Program

Businesses that generate less than 220 pounds or 27 gallons of most hazardous wastes each month are eligible to use the City's low-cost hazardous waste disposal program called the Very Small Quantity Generator (VSQG) Program.

**The VSQG program is available by appointment only.** Contact Recology at 415.330.1425.

Make sure you have the name of your business, the type and amount of hazardous waste you will be bringing, and how you will bring it.

An identification number issued by the state ("EPA ID number") is required to use the program. Contact Recology at 415.330.1425 for assistance.

Disposal fees vary by type and volume of waste, but are heavily subsidized by the city and minimal.

- [Find out disposal fees.](#)
- [Learn more about the Very Small Quantity Generator \(VSQG\) Program.](#)



### Find a certified hazardous waste hauler

Use [RecycleWhere](#) to find certified local hazardous waste haulers providing on-site pick-up or drop-off locations, including resources for pick-up or drop-off of Batteries, Car Batteries, Coolants, Fluorescent Bulbs & Tubes (CFLs), Oils, Latex Paint, Oil based Acrylic or Lead Paint, Printing Ink, Solvents, and other waste. Empty aerosol cans, when both product and propellant have been completely discharged, can be recycled in your blue bin.

## 9.0 Green Cleaning at Work

The Green Business Program requires businesses use safer cleaning products. Use the following green practices and products to ensure a safe work environment.

Green cleaning products contain ingredients that are generally safer for your health, the health of your clients and the environment. Most green cleaning products work just as well as traditional products. Here are a few suggestions to make the transition to green cleaning in your office easier.

### Green Cleaning Practices & Products

- **Use microfiber cloths and mops.** For most situations, cleaning with soap, water, and a microfiber cloth is good enough to remove 99% of germs.
- **Place a screen over sink drains.** This will help catch debris and reduce the need for drain cleaners.
- **Place a mat at every entrance point.** 85% of all dirt enters a building through the entry ways via foot traffic. Proper matting can help reduce dirt and maintain floors.



- **If available, use concentrated products with automatic dilution systems.** Concentrated products are cheaper and easier on the environment, but more hazardous if used incorrectly. Protect yourself by using automatic dilution systems, which prepare the right amount of product for you.
- **Follow recommended dilution rates.** Some products need to be diluted (mixed with water). Adding the right amount of water will help you use less product and save money.
- **Read the product label.** It is important to note and apply instructions for all cleaning products. For disinfectants, note proper dwell times, dilution rates, application and rinsing procedures.
- **Take safety precautions.** Always ventilate the space by opening doors and windows, and wear rubber gloves.



- **Use fragrance-free products.** Some people have physical reactions to fragrances.
- **Avoid using aerosol products.** Aerosols can cause eye and respiratory irritation. Trigger sprays are safer, but make sure you spray directly onto the cloth.



- **Purchase institutional-grade cleaning products if possible.** They cost significantly less, usually come with dilution systems, and it is easier to find products that are certified (see below).
- **Use least toxic cleaning products** that are:
  - Green Seal certified ([greenseal.org](https://greenseal.org)), or
  - Safer Choice certified ([epa.gov/saferchoice](https://epa.gov/saferchoice)), or
  - UL/Ecologo certified (<https://industries.ul.com/environment/certificationvalidation-marks/ecologo-product-certification>), or
  - Listed on SF Approved ([SFApproved.org](https://sfapproved.org))



## Disinfecting Surfaces

- **Minimize the use of disinfectants.** Many common disinfectants (e.g. bleach) can trigger asthma or cause other significant health concerns.
- **When disinfectants are necessary:**
  - Restrict their use to high-touch surfaces, such as door knobs, communal keyboards, faucets, common area telephones, refrigerator handles, etc.
  - Clean off all dirt, oil, and grease from surfaces before applying.
- **Avoid using disinfectant products with these chemicals:**
  - Quaternary Ammonium Chloride Compounds (“Quats”)
  - Ortho-Phenylphenol
  - Sodium Hypochlorite (Chlorine Bleach)



- **Use these chemicals for surface disinfecting instead:**
  - Hydrogen peroxide (H<sub>2</sub>O<sub>2</sub>)
  - Lactic acid
  - Caprylic acid
  - Thymol
  - Citric acid
- **Wash your hands and stay home when sick.** The most important way to reduce the spread of germs is through proper hand washing and staying home when sick.
- **If you work at a commercial food facility or child care center, note these additional rules:**
  - Kitchen surfaces must be cleaned with an EPA registered food contact surface sanitizer in order to pass Department of Public Health inspections.
  - Child care centers are also allowed to use certain disinfectants in high-touch areas. Checkout the [EPA's resources on green cleaning for child care](#) for more information.
  - For these businesses, use of “quats” and chlorine bleach may be required.



## 10.0 Email Template to Janitorial Staff – Minimize the Use of Disinfectants

It is important to communicate your business's sustainability policies to all of your staff. Use the following template to encourage your janitorial staff to minimize the use of disinfectants.

**Subject:** ATTN - Policy to Reduce Use of Disinfectant Chemicals in Routine Cleaning

Hello All,

[Business Name] is implementing a policy to reduce its use of disinfectants in its cleaning operations. Disinfectant chemicals are known to trigger asthma and cause other significant health concerns.

Going forward, [Business Name] will only use disinfectant chemicals on high-touch surfaces (or to comply with Department of Public Health food sanitizing requirements). High-touch surfaces include door knobs, communal keyboards, faucets, common area telephones, refrigerator handles, etc. Additionally, be sure to read the product label for specifics regarding proper dilution, application and rinsing procedures, and dwell time. For routine cleaning, [Business Name] will use all-purpose cleaners or plain water, preferably with microfiber cloths.

If you have any questions about this policy, do not hesitate to ask.

Best,

[Name]

## 11.0 Pest Prevention

Integrated pest management (avoiding use of pesticides to prevent pests) is the secret to safe and effective pest management. Pesticides can harm humans, pets, and the environment, and should be considered only as a last resort. The following are tips to prevent pests without using pesticides.

### Food

- Put away food to avoid attracting pests.
- Seal food using hard plastic, glass, or metal containers. Many pests can chew through materials like paper, cardboard, and thin plastic.
- Routinely clean up all crumbs and spills.
- Rinse all food and beverage containers before recycling.
- Rinse garbage and recycling bins frequently.
- Clean up plant debris, such as fallen fruit under fruit trees.

### Water

- Fix leaky pipes.
- Clean out drains and rain gutters.
- Drain or treat puddles.
- Turn off all garden hoses completely when not in use.



### Shelter

- Clean up clutter.
- Remove cardboard boxes, crates, used tires, piles of wood, and overgrown plant material.
- Seal all cracks and crevices where pests can hide.

### Access

- Screen all vents and entryways into buildings to keep pests outside.
- Seal out pests by caulking and installing door sweeps or other barriers.

Find more information on integrated pest management by reviewing SF Environment's [Pest Prevention by Design guide](#) or visiting [OurWaterOurWorld.org](http://OurWaterOurWorld.org).

## 12.0 Email Template to Property/Building Managers – Green Business Program Requests

It is important to collaborate with your property or building managers to achieve your business's environmental efforts. Use the following email template to make property management requests that align with the SF Green Business Program's checklist items. **Please edit the email as needed according to your Green Business checklist needs.**

**Subject:** [Business Name] / SF Green Business Program Facilities Request

Hello [Property Manager],

[Business/Organization name] has enrolled in San Francisco's Green Business Program to improve the environmental sustainability of our business and facilities operations. If you are unfamiliar with the SF Green Business Program, it is a program run by the City and County of San Francisco that recognizes businesses that make improvements around energy efficiency, water conservation, landfill diversion, toxics reduction, and clean transportation.

There are some requirements on the Green Business Program checklist that involve the physical space, such as lighting and water fixtures. Thus, as part of the process to get certified, we have been requested by the Green Business Program to contact property management to ask a few questions and to make requests regarding our business-specific and shared spaces.

***Would you kindly review the relevant requests and criteria and get back to me with any confirmation or documentation you might have available?*** (Edit/Delete the following list to your own checklist needs)

- Use online tracking and/or bill pay account that shows monthly water and energy usage.
- Use energy-efficient lighting (LED, CFL, T-8, or T-5) in our office. Otherwise, replace all halogen, incandescent, T-12, high-pressure sodium, and metal halide lighting **with LEDs**.
  - (If you need to replace lights with LEDs) Please let me know if it is possible to switch out the lights to LEDs. I can schedule a free energy assessment with SF Energy Watch to get an estimate on the financial and energy savings of switching our lights to LEDs if you like.
- Complete regularly scheduled maintenance on HVAC (heating, ventilation and air conditioning) and refrigeration systems at least twice a year. This includes: cleaning or replacing filters, addressing leaks, checking condensers and evaporator coils, and maintaining proper function of economizers (found in AC/package units). If our contract does not state the provision of HVAC maintenance at

least twice a year, can we add that to comply with the Green Business standards? Please send me our HVAC maintenance contract for verification.

- Use a 365-day programmable thermostat to control heating and air conditioning. Requested thermostat settings include 74F for cooling, 68F for heating.
- Use low toxic cleaning and building maintenance products in non-aerosol containers, such as Green Seal-, or EPA Safer Choice-, or UL EcoLogo-certified products. Additionally, products found on SFAApproved.org, or rated highly on the Environmental Working Group website ([ewg.org/guides/cleaners](http://ewg.org/guides/cleaners)) satisfy this requirement. Please send me a list of all our cleaning products (including hand and dish soaps) so the Green Business Team can check toxicity levels.
  - **(If products need to be changed)** *The Green Business Team has verified that the following products are toxic for the health of our employees and the environment. Please let me know if we can swap out the following:*
    - **[List toxic products]**
- Minimize the use of disinfectants (hydrogen peroxide-based) to only surfaces in the restrooms or on door handles. If the disinfectants are not hydrogen peroxide-based, please see if we can switch. Please send me a list of the disinfectants that are currently being used in our work space and request that our janitorial company state in their contract that they will only use disinfectants on restroom surfaces and door handles.
- Use Integrated Pest Management (IPM). Pest control operators should (1) be IPM-certified, and (2) include in your contract that they will use IPM services in the building. You can find a list of IPM-certified companies at [ecowisecertified.com](http://ecowisecertified.com). Please send me our pest management contract.
- Use BPI-certified compostable bags for compost bins. If they are not BPI-certified, please let me know if you can make the switch.
- Keep workspace recycling bins unlined. For the kitchen, the bin(s) may be lined; however, any linings/bags used must be *clear*. Please include ask our janitorial company to comply with this standard and to have it written in our contract.
- Use the following with a minimum of 30% post-consumer recycled waste content: **kitchen and bathroom paper towels, napkins, toilet seat covers, toilet paper, and facial tissue**. If they are not at 30% post-consumer recycled waste content already, can we make that switch? Please also send me a list of our paper products to the Green Business Coordinator can check that they meet their standards.

- Replace all urinals flushing at greater than 1.0 gallon with high-efficiency urinals, flushing at less than 0.125 gallons, or waterless urinals.
  - **(If urinals need to be changed)** *Please let me know if it is possible to change out our urinals. I can schedule a free Water Wise Evaluation with the SFPUC to get an estimate of the financial and water savings from making the switch if you like.*
- Replace toilets flushing at higher than 1.6 gallons per flush with high efficiency toilets (1.28 GPF or less).
  - **(If toilets need to be changed)** *Please let me know if it is possible to change out our toilets. I can schedule a free Water Wise Evaluation with the SFPUC to get an estimate of the financial and water savings from making the switch if you like.*
- Replace all bathroom faucet aerators to have a max flow rate of 0.5 GPM.
  - **(If aerators need to be changed)** *Our aerators currently do not meet this standard. With your permission, I can get free aerators from the Green Business Team or SFPUC and change them out to reduce our water use and costs.*

Thank you for your help and cooperation – we really appreciate the collaboration in making our shared spaces and planet healthier and more sustainable!

Best,

**[Your Name]**

## 13.0 CleanPowerSF

Powering your business with renewable energy is one of the easiest and most effective things you can do to lower the environmental impact of your business and help San Francisco meet its climate action goals. CleanPowerSF can help you make the switch.



CleanPowerSF is a not-for-profit program of the San Francisco Public Utilities Commission (SFPUC) that launched in 2016 with a mission to provide San Francisco electricity customers with the choice of having their electricity supplied from clean, renewable sources at a competitive price. In partnership with PG&E, CleanPowerSF is now serving cleaner energy to more than 100,000 San Francisco customers (and growing).

CleanPowerSF provides two electricity products, Green and SuperGreen, which are available to commercial customers at rates that are competitive with PG&E. The average monthly cost of CleanPowerSF and PG&E service for a typical small commercial customer in San Francisco (on the A1 rate schedule) is shown in the cost comparison table below. By choosing SuperGreen service, your business can receive 100% renewable and greenhouse gas-free energy.

CleanPowerSF Green 43% Renewable Energy*		CleanPowerSF SuperGreen 100% Renewable Energy*	
Electricity Generation	\$154.11	Electricity Generation	\$169.85
PG&E Electricity Delivery	\$221.44	PG&E Electricity Delivery	\$221.44
Additional PG&E Fees	\$39.79	Additional PG&E Fees	\$39.79
Average Total Cost per Month	\$446.94	Average Total Cost per Month	\$463.86

  

PG&E 33% Renewable Energy*		PG&E Solar Choice 100% Renewable Energy*	
Electricity Generation	\$197.85	Electricity Generation	\$171.93
PG&E Electricity Delivery	\$221.44	PG&E Electricity Delivery	\$221.44
Additional PG&E Fees	n/a	Additional PG&E Fees	\$38.81
Average Total Cost per Month	\$451.19	Average Total Cost per Month	\$465.05

On July 1, 2018, the SFPUC began automatically enrolling eligible commercial electricity customers citywide into CleanPowerSF's Green product offering, which provides customers with at least 43% renewable energy from sources like wind, solar and geothermal, at rates that are comparable to PG&E's.

Commercial customers selected for the enrollment began receiving notices via U.S. mail in May. The SFPUC anticipates enrolling all eligible San Francisco customers in CleanPowerSF by July 2019.

## How It Works

As a CleanPowerSF customer, your electricity will still be delivered over PG&E's poles and wires. PG&E will still maintain the power grid, respond to outages and send you your monthly bill. What changes is that the City and County of San Francisco will now source your electricity from cleaner resources at more competitive rates.



**Sign-up for CleanPowerSF** by visiting [CleanPowerSF.org](https://CleanPowerSF.org). Have your PG&E account number ready.

## 14.0 Commuter Benefits Program

The San Francisco Commuter Benefits Ordinance requires employers to provide a commuter benefits program that supports and encourages their employees to bike, take transit and rideshare to work. The goal is to reduce traffic congestion and decrease greenhouse gas emissions by focusing on a reduction in single-occupancy driving trips.

### Who Needs to Comply?

The following businesses are subject to the Ordinance:

- Businesses with a location in San Francisco **and**
- Businesses with 20 or more employees nationwide

For businesses with more than 50 employees across the Bay Area:

- You will need to register with the [Bay Area Commuter Benefits Program](#) (for additional information or help email [commuterbenefits@511.org](mailto:commuterbenefits@511.org), call 511 or from outside of the Bay Area call 510-285-3182)
- You will not need to comply with the San Francisco Ordinance or report to the Department of the Environment

### How to Comply

Businesses are required to offer one of the following transportation benefits:

1. **Pre-Tax Benefit** – A monthly pre-tax deduction, up to \$260/month, to pay for transit or vanpool expenses
2. **Employer-Paid Benefit** – A monthly subsidy for transit or vanpool expenses equivalent to the price of the San Francisco Muni Fast Pass (including BART travel)
3. **Employer-Provided Transportation** – A company-funded bus or van service to and from the workplace
4. Any combination of the above

### How to Set Up a Commuter Benefits Program

Please visit [sfenvironment.org/commuter-benefits-ordinance-sf](https://sfenvironment.org/commuter-benefits-ordinance-sf) for directions on setting up your Commuter Benefits Program.



## 15.0 SF Climate Action Goals: 0-80-100-Roots

The Green Business Program is committed to helping meet San Francisco's climate action goals.

0-80-100-Roots is San Francisco's climate action framework that will help us meet the challenge of climate change through innovative policies, programs, and partnerships.



### Zero Waste

- [Reduce your waste.](#)
- [Reuse what you can.](#)
- [Recycle & compost.](#)

### 80% Sustainable Trips

- [Reduce your solo car trips.](#)
- [Make most of your trips on public transit – or by carpooling, biking or walking.](#)

### 100% Renewable Energy

- [Choose to use renewable energy through CleanPowerSF.](#)
- [Make your next car purchase an electric vehicle.](#)
- [Make your business more energy efficient.](#)

### Roots

- [Protect our urban green spaces.](#)
- [Grow the urban forest.](#)
- [Garden with native plants.](#)
- [Protect our local pollinators \(birds, bees, butterflies & bats\).](#)

## 16.0 Additional Resources

Check-out these additional resources to learn about other ways you can make your business sustainable, such as energy and water evaluations, solar incentives, and eco-friendly products.

### **SF Energy Watch**

SF Energy Watch is a free City program that has partnered with PG&E to provide energy efficiency rebates and advice to commercial businesses. Schedule a free energy assessment [here](#).

### **Water-Wise Evaluation**

The San Francisco Public Utilities Commission offers business customers free water evaluations to identify leaks, replace inefficient fixtures and provide tips for more efficient indoor and outdoor use. See how you can reduce your water bill and usage by scheduling a Water-Wise Evaluation [here](#).

### **PG&E Food Service Technology Center**

The PG&E Food Service Technology Center (FSTC) provides nationally-recognized energy efficiency consulting services to the commercial food service industry. PG&E commercial customers can schedule a free site survey to analyze your energy and water systems. Visit [fishnick.com](http://fishnick.com) for more information.

### **GoSolarSF**

GoSolarSF is a City program helping residents and businesses install solar panels by lowering the cost of investment. To be eligible for a GoSolarSF incentive, customers must be enrolled in [CleanPowerSF](#). Get a free estimate of how much can be saved by switching to solar [here](#).

### **[SFApproved.org](#)**

A resource to find environmentally preferable products. Products listed include cleaning products, office supplies, furniture, and much more.