



Sustainability Task Force Agenda

A Committee of the Chico City Council
Mayor Ann Schwab, Chair

Meeting of September 10, 2012 – 5:30 p.m. to 7:30 p.m.
Conference Room No. 1 in the Council Chamber Building, 421 Main Street, Chico

1. TASK FORCE MEMBERSHIP.

Chair Schwab will inform the Task Force of the resignation of Julian Zener and recognize him for his service and contributions to the Task Force.

2. APPROVAL OF MINUTES OF THE 8-6-12 SUSTAINABILITY TASK FORCE MEETING. (Exhibit "A").

3. CONSIDERATION OF THE CHICO SUSTAINABLE BUSINESS RECOGNITION PROGRAM.

The Business Outreach Ad-Hoc Committee will report on its efforts to finalize the application, marketing brochure, and resource guide for the Sustainable Business Recognition Program. The Task Force will also discuss a possible date for a "kick-off" event for the program. Copies of the draft application and promotional materials for the program are attached at Exhibit "B".

4. REPORTS AND COMMUNICATIONS -The following information is provided for the Task Force's information. No action can be taken unless the Task Force agrees to include them on a subsequent posted agenda.

- a. **Citizen Request Regarding Reducing Junk Mail** - At the 8/6/12 meeting, the Task Force considered a request from Juanita Sumner that the Task Force consider sending a letter to the Enterprise Record requesting that they provide an opportunity for a person to "opt out" from receiving the weekly "Market Value Place" distribution in the mail. Staff and Task Force member BT Chapman will provide an update on the status of this request.
- b. **Plastic Bag Ordinance** - Chair Schwab and staff will provide an update on the City Council's consideration of the Task Force's and Internal Affairs Committee's recommendations regarding a potential plastic bag ordinance.
- c. **Climate Action Plan Update** - Staff will provide an update on the development of the environmental review documents for the Climate Action Plan and the schedule for the Task Force and City Council consideration. The Task Force may also consider scheduling an additional or rescheduling the regular October meeting to consider the environmental review of the CAP.

5. BUSINESS FROM THE FLOOR

Members of the public may address the Task Force at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The Task Force cannot take any action at this meeting on requests made under this section of the agenda.

6. ADJOURNMENT – The meeting will adjourn no later than 7:30 p.m. to a regular meeting scheduled for 5:30 p.m. on Monday, October 1, 2012, unless otherwise noticed.

ATTACHMENTS:

Exhibit "A": Minutes of 8/6/12 Meeting
Exhibit "B": Sustainable Business Program Materials

Agenda available from the General Services Department or the City website at www.ci.chico.ca.us under "**Meetings/Agendas**"

Prepared: 9/5/12

Posted : 9/5/12

Prior to: 5:30 p.m.

General Services Department
965 Fir Street, Chico, CA 95928
(530) 896-7800



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Members:

Dwight Aitkens
Jon Luvaas
Toni Scott

BT Chapman
Sara Morford
Jon Stallman

Cheri Chastain
Jim Pushnik
Krystle Tonga

Robyn DiFalco
Valerie Reddemann
Tammy Wichman

Tom DiGiovanni
Ann Schwab, Chair
Scott Wolf

EXHIBIT "A"
CITY OF CHICO
SUSTAINABILITY TASK FORCE (STF)

**Minutes of
August 6, 2012 Regular Meeting**

<u>Member Present:</u>				
Dwight Aitkens	BT Chapman	Tom DiGiovanni	Jon Luvaas	Sara Morford
Ann Schwab	Valerie Reddemann	Jon Stallman	Scott Wolf	Julian Zener
<u>Members absent:</u>				
Cheri Chastain	Robyn DiFalco	Jim Pushnik	Toni Scott	Krystle Tonga
				Tammy Wichman
<u>Staff present:</u>				
Linda Herman, General Services Administrative Manager				

1. **TASK FORCE MEMBERSHIP:** Chair Schwab introduced Sara Morford as a new Task Force member and announced that Cheri Chastain, who was absent from the meeting, has been appointed to replace Ken Grossman.

Chair Schwab also recognized and thanked resigning member Scott Wolf for his participation and over 5 years of service on the Task Force.

ITEMS REQUIRING ACTION:

2. **APPROVAL OF MINUTES OF THE 6-4-12 TASK SUSTAINABILITY TASK FORCE MEETING**

Action: A motion by Valerie Reddenmann to approve the minutes was seconded by Tom DiGiovanni and approved by the Task Force (10-0-6).

3. **DISCUSSION OF AD-HOC COMMITTEE ASSIGNMENTS AND MEETING DATES.**

Chair Schwab requested that the Task Force discuss assignments for the six Ad-Hoc Committees and requested that each Committee select a chair and set future meeting dates. Valerie Reddemann indicated that due to her busy schedule and time commitments that she can no longer serve on the Solid Waste Committee. Scott Wolf also suggested that if or when the City Council approves the Climate Action Plan, that the Task Force consider forming an Ad-Hoc Committee to help guide and monitor the implementation of the Plan.

Action: Tom DiGiovanni volunteered to replace Valerie Reddemann on the Solid Waste Committee and Scott Wolf on the Business Outreach Ad-Hoc Committee.

NON ACTION ITEMS:

3. **REPORTS AND COMMUNICATIONS** - No Action Required

- a. **Citizen Request Regarding Reducing Junk Mail** -

The Task Force considered whether to agendize Juanita Sumner's request that the Task Force send a letter to the Enterprise Record (E-R) requesting that they provide an opportunity for a person to "opt out" from receiving the weekly "Market Value Place" distribution in the mail. After much discussion about ways to unsubscribe to "junk mail" and the difficulty in getting a response from the E-R, BT Chapman offered to contact the newspaper directly to address this issue and report back to the Task Force at its September meeting.

- b. **Citizen Request Regarding WWF Earth Hour City Challenge** - Jerry Peavy requested by email that the City consider joining the World Wildlife Foundation Earth Hour City Challenge. The Task Force discussed whether what options there were to participate in this event and also whether it

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would take too much staff time. Staff replied that it looked like there were some reporting requirements only regarding the City's climate action efforts, but would investigate to see if there was more commitment involved.

- c. **Climate Action Plan Update** - Staff provided an update on the Planning Commission's review of the Draft Climate Action Plan and the next steps toward City Council consideration for approval. Staff informed the Task Force that Planning staff will be helping prepare the environmental review for the document, with the hope to bring it to Council in November or December.
 - d. **Sustainable Business Program**: The Ad-Hoc Committee provided an update on the refinement of the application package and potential launch date for the program and indicated that the draft documents will be presented to the Task Force at its September meeting.
 - e. **Update on the PG&E Innovator Pilot Chico Energy Pioneers Project**: The PG&E Pilot Innovator Ad-Hoc Committee updated the Task Force on the status of the program, and the presentation of the program to the Statewide Energy Efficiency Collaborative (SEEC) forum in Los Angeles on July 19, 2012. Jon Stallman provided a detailed overview of the lessons learned and experiences he is having with the audit process and the positive interaction with the homeowners. Public member Steve Bautista, who participated in the audit training offered through this grant, also shared his experiences and information about the program.
4. **BUSINESS FROM THE FLOOR**: **None**
5. **ADJOURNMENT** – The Task Force adjourned to a regular meeting scheduled for 5:30 p.m. on Monday, September 10, 2012.



City of Chico
Sustainable Business Program
Program Application



Introduction

The Chico Sustainable Business Program was created as a collaborative effort by: educational, governmental, and private sector individuals to support businesses that want to begin to voluntarily change current business practices to those that account for not only economic, but environmental and social related issues.

In order to help businesses become more sustainable we have developed a comprehensive self-monitoring program comprised of six distinct categories. Each of the six categories offers many beneficial and practical solutions to solving your business' sustainability questions.

The six categories are: **energy conservation, pollution prevention, social equity, transportation, waste reduction and water conservation.** We have tailored the program so that your business may finish one or more of the six categories over time, or complete all six categories at once. Either way, your business will be recognized and included in the Chico Sustainable Business Program. We look forward to collaborating with your business.

If you have any suggestions or questions regarding the Chico Sustainable Business Program please contact: tisdstudent4@csuchico.edu.

Why should you participate in the Chico Sustainable Business Program?

We have crafted an easy to use checklist and reference guide to enable a quick and simple way for your business to become more sustainable. By changing some of your current business practices, the Chico Sustainable Business Program foresees that your business will begin to benefit in many ways. These benefits include:

- Monetary Benefits
- Enhanced Brand Image
- Increased Competitive Advantage
- Improved Productivity
- Elimination of Inefficiency Up and Down Your Supply Chain
- Increased Employee Retention and Recruitment
- Increased Visibility of your Business' Commitment to the Prosperity of the Local Community
- Recognition as a Sustainable Leader

Chico Sustainable Business Program Resource Guide

A comprehensive resource guide is available to find ways to accomplish your desired sustainability business initiatives within the Chico Sustainable Business Program Checklist. **The resource guide is available at (still in development).**

The Chico Sustainable Business Program is proudly sponsored by the following organizations:



INSTITUTE FOR
SUSTAINABLE
DEVELOPMENT



Application

DATE:	
FACILITY OR COMPANY NAME:	
TYPE OF BUSINESS:	
NUMBER OF EMPLOYEES:	
OWN OR LEASE:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
CONTACT PERSON:	
PHONE / FAX:	
EMAIL:	
WEB SITE:	

If there are additional practices you are doing at your place of business that you believe to be sustainable business practices, but the measures aren't found on our checklists, please indicate the practice in the "other" box within each sustainable business category.

We highly encourage businesses to **include any practice that may have been omitted**. If needed, feel free to attach additional pages to the document submittal.

~IMPORTANT~

Before you undertake facility and practice changes, contact your local utilities to determine what no-cost programs and rebates are available.

In many cases there are generous rebates available and many utilities require that you contact them first prior to making facility changes. Making facility changes before applying for a rebate will often make your business ineligible for rebates.

Energy

All prerequisites must be completed, if applicable. If not applicable, please mark N/A in the box.
In addition, **at least five (5)** additional actions must be completed.

Prerequisites

ALL must be completed, if applicable.

✓	(1) Obtain a free onsite PG&E energy assessment at your facility, track monthly gas and electricity consumption, and utilize your business' PG&E smart meter.
✓	(2) Replace traditional incandescent bulbs with compact fluorescent lamps, LEDs or other more energy efficient lights.
✓	(3) Use weather stripping to close air gaps around doors and windows.
✓	(4) Perform regularly scheduled maintenance on your HVAC filters.
✓	(5) Create and implement a written policy to turn off lights and equipment when not in use.
✓	(6) Remove extra lights, (e.g., lamps, light bulbs, fluorescent tubes, etc.), where possible.
✓	(7) Create and implement a written policy focusing on energy efficient practices.

Additional Actions

AT LEAST five (5) must be completed from any of the following sections.

Equipment Changes	
	(8) Complete a more thorough energy assessment, such as one by the Building Performance Institute or ASHRAE.
	(9) Install and use computer programs that save energy by automatically turning off idle computer monitors and printers.
	(10) Install dimmable ballasts to dim lights when daylight is available.
	(11) Install economizers on an existing AC system to increase air flow.
	(12) Install occupancy sensors for lighting in low occupancy areas.
	(13) Install a programmable thermostat to control heating and air conditioning.
	(14) Insulate hot water heaters and hot water pipes.
	(15) Replace major appliances and electronic equipment with Energy Star models.

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DRAFT

	(16) Replace or supplement an existing AC system with a unit that has a greater EER rating.
	(17) Retrofit exit signs with LEDs or fluorescent bulbs.
	(18) Shut-off water-cooled air conditioning units when not needed.
	(19) Upgrade existing fluorescent lighting with more energy efficient (T-5 or T-8) fluorescent lamps with electronic ballasts.
	(20) Use an energy management software system to control lighting.
	(21) Use an energy management software system to control the HVAC system.
	(22) Use an ink jet printer instead of a laser printer.
	(23) Use task lighting to directly illuminate a work area rather than light an entire area.
	(24) Utilize solar energy sources / equipment.
	(25) For outdoor lighting, utilize two tier motion sensors, barring security concerns.
	(26) For outdoor lighting, cap outdoor lights to minimize light pollution.
	(27) Purchase and utilize smart power strips and/or timers.

Facilities Changes

	(28) Install double-paned windows.
	(29) Apply a film or solar screens for windows to reduce heat gain.
	(30) Install a cool roof or a cool roof coating that is certified by Energy Star.
	(31) Install solar carports to generate power and shade cars.
	(32) Install tankless, on-demand hot water heater(s) .
	(33) Rearrange your workplace to take advantage of natural sunlight and other passive solar design principles.
	(34) Provide shading for outdoor HVAC condenser(s).

Practice Changes

	(35) Shift energy consumption to off peak times and/or during time varying pricing.
	(36) Clean lighting fixtures and lamps as needed to increase efficiency.
	(37) Drain and flush hot water tanks every six months.
	(38) Plug all office equipment into a timer switch to turn off after working hours.
	(39) Routinely close blinds and curtains to reduce heat gain.
	(40) Schedule routine janitorial services during the day instead of at night to save lighting energy.

(41) Seal off unused areas and insulate unneeded windows.
(42) Set refrigerator temperature between 38 and 42 degrees F, freezer between zero and five degrees F.
(43) Set thermostat to 78 degrees F maximum for cooling and 68 degrees F maximum for heating, use thermostat's night setback, and lock thermostat.
(44) Use light switch reminders to remind guests and staff to turn off lights.
(45) When possible, use laptop computers instead of desktop computers (consume 90% less energy).
(46) Use lighting control devices such as time clocks or photocells.
(47) Use small fans and heaters outside normal business hours and when occupancy is low in lieu of central HVAC.
(48) Take advantage of incentives and rebates mentioned after the completion of your facilities energy audit.
(49) Form an Office Sustainability Team and create action items to improve the facility.
(50) Only operate dishwashers when full.
(51) Reduce temperature for hot water in dishwashers, clothes washers, and other appliances to the lowest temperature allowed by health regulations.
(52) Clean coils on fridge every six months.
(53) Purchase renewable energy credits (RECs) or offsets.
(54) Make monthly goals to reduce your electricity and gas use within your business by utilizing the PG&E Smart Meter data available online.
(55) Provide energy conservation tips to employees and customers for their home/office.

Other Actions

Please **describe any other energy conservation related action** that your business undertakes which is not described above. Please feel free to attach extra pages to this application, if necessary.

My company's other energy conservation actions include...

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Pollution Prevention

Check all that apply. All **prerequisites must be completed**, if applicable. If not applicable, please mark N/A in the box. In addition, **at least five (5)** additional actions must be completed.

Prerequisites

ALL must be completed, if applicable.

✓	(1) Post a sign above sink area for employees that reads, "Don't dump hazardous chemicals, fats, oils, or grease down the sink or sewer" and educate employees on proper disposal methods.
✓	(2) Prevent potential company pollution by cleaning litter around your facility, providing adequate ash trays, routinely checking and maintaining company vehicles, and limiting access to hazardous products.
✓	(3) Distribute educational materials on storm water pollution prevention to employees and customers.
✓	(4) Use cleaning and landscaping supplies that are either green seal certified or non-toxic, if available. Ensure that management is trained on the differences between safe and unsafe cleaning products.

Additional Actions

AT LEAST five (5) must be completed from any of the following sections.

Equipment Changes

	(5) Keep storm drain protection devices on hand for quick spill response.
	(6) Replace equipment containing mercury with non-mercury alternatives. Properly dispose of mercury-containing equipment as hazardous waste.
	(7) Replace standard fluorescent lights with low or mercury free fluorescent lights.
	(8) Ensure that dumpsters are maintained and leak free. Repair when needed.
	(9) Use rechargeable batteries in appliances instead of disposable batteries.
	(10) Change HVAC air filters every three months.

Facilities Changes

	(11) Label on-site storm drains with, "No dumping, flows to creek", message.
	(12) Install secondary containment or berm around outdoor liquid storage and transfer areas to capture spills or leaks.
	(13) Install a storm water capture system.

	(14) Install a grease trap or interceptor at your facility.
	(15) Use low emitting materials when making facility changes including: adhesives, carpets, coatings, paints, and sealants.
	(16) Install and utilize a carpet tile system.
	(17) Install shut-off valves at storm drains on property or keep temporary storm drain plugs on hand for quick spill response.
	(18) For facility maintenance buy recycled paint and low VOC products when available.

Practice Changes

	(19) Post signs at dumpster to remind employees to keep the lids closed.
	(20) Post signs at all trash cans and dumpsters discouraging the disposal of liquids.
	(21) Have a storm water pollution prevention plan and storm water monitoring program.
	(22) Keep a log of daily best management pollution prevention practices.
	(23) Store deliveries, supplies and equipment kept outdoors under a roof or cover.
	(24) Use a certified green gardener and/or pesticide agent for landscaping and building maintenance.
	(25) Use landscaping to prevent erosion.
	(26) Routinely clean dumpster area and dispose of spent wash water appropriately.
	(27) Participate in a local storm drain marking program.
	(28) Eliminate the use of chemical pesticides by correcting and eliminating attractants or harborage for pests.
	(29) Regularly check and maintain storm drain openings and basins that are located on the property. Keep litter, debris, and soil away from storm drains. Ensure a thorough inspection prior to the first rain.
	(30) Buy paper products that are unbleached (no chlorine).
	(31) Purchase necessary hazardous products in the smallest quantities possible.
	(32) Require in janitorial contracts that safer and less toxic cleaning products are used to clean your facility.
	(33) Provide a household battery collection box for employees in your office and dispose of them properly.
	(34) Use a chalkboard or whiteboard with VOC free water based markers to list specials.
	(35) Use recycled or remanufactured laser and copier toner cartridges.
	(36) Reuse or recycle all "Universal Waste" at a proper disposal site.
	(37) Utilize a resource such as www.GoodGuide.com when purchasing products to ensure sustainable sourcing.
	(38) Utilize the City of Chico Clean Water Businesses.

Other Actions

Please **describe any other pollution prevention action** that your business undertakes which is not described above.
Please feel free to attach extra pages to this application, if necessary.

My company's other energy conservation actions include...

Social Equity

All prerequisites must be completed, if applicable. If not applicable, please mark N/A in the box. In addition, **at least three (3)** additional actions must be completed.

Prerequisites

ALL must be completed, if applicable.

✓	(1) Develop a company diversity policy and promote cultural awareness through workshops, trainings, and mixers.
✓	(2) Promote or participate in philanthropic opportunities, (e.g., community creek clean-up, Adopt-a-Highway, and/or open space clean-up program).
✓	(3) Familiarize yourself with and consider ways you might incorporate Extended Product Responsibility (EPR) into your company's purchasing practice and policy.
✓	(4) Provide education on sustainability via bulletin boards for employees.
✓	(5) Provide a way in which employees may provide constructive feedback on your business practices.

Additional Actions

AT LEAST three (3) must be completed from any of the following sections.

Facilities Changes

	(6) Provide on-site day care facility/services.
	(7) Provide an on-site café.
	(8) Provide healthy choices in vending machines.
	(9) Create an on-site employee garden.
	(10) Provide lactation stations.
	(11) Provide an on-site health clinic.

Practice Changes

	(12) Eliminate purchases from companies that utilize sweatshop or slave labor.
	(13) Provide benefits packages for employees.
	(14) Purchase and promote local (within 250 miles from Chico) products and services.
	(15) Become a Fair Trade Certified business or organization.

Education

- (16) Hold workshops on sustainability related issues.
- (17) Explain the importance of sustainability during your new hire orientation.
- (18) Provide professional training in regards to sustainability related issues.
- (19) Provide tuition assistance for employees interested in classes on sustainability related issues.
- (20) Provide education on sustainability via bulletin boards for customers.

Health and Wellness

- (21) Provide a program which challenges and incentivizes employees to improve their health and wellness.
- (22) Provide either a lunch and learn series on health and wellness or other online learning services.
- (23) Provide free health screenings for employees.
- (24) Provide counseling and/or programs for employees in any of the following topics: nutrition, weight management, stress reduction, physical activity, tobacco cessation, substance abuse, massage therapy, ergonomics training, and/or support blood drives.
- (25) Provide flexible work schedules for employees.
- (26) Promote volunteer programs to both customers and employees.
- (27) Provide sponsorships for people and/or organizations that promote sustainability related causes.

Other Actions

Please **describe any other social equity related action** that your business undertakes which is not described above.
Please feel free to attach extra pages to this application, if necessary.

My company's other energy conservation actions include...

Transportation

All prerequisites must be completed, if applicable. If not applicable, please mark N/A in the box. In addition, **at least three (3)** additional actions must be completed.

Prerequisites

ALL must be completed, if applicable.

✓	(1) Provide employees with general information regarding alternative transportation options including bike and bus route maps and actively promote both programs to employees.
✓	(2) Designate an employee who will act as the point of contact for the following opportunities: manage alternative commute programs and to disseminate alternative transportation information to the office at large.
✓	(3) Encourage conference calls and phone meetings rather than in-person meetings to reduce travel time and auto use.
✓	(4) Make commuter ride sharing information available to all employees and encourage the use of ride sharing within your business.
✓	(5) Commit your business to joining an alternative transportation campaign to minimize vehicle impact.
✓	(6) Ensure that some form of bike parking is provided close to the entrance of your business.

Additional Actions

AT LEAST three (3) must be completed from any of the following sections.

Equipment Changes

	(7) Provide a fleet of bicycles for company employees to use.
	(8) As needed, purchase new fleet vehicles and equipment that are highly fuel-efficient, use alternative fuels, or electricity, allowing flexibility for maintenance, safety, and other special use vehicles.
	(9) Provide a shuttle to nearest transit hub.

Facilities Changes

	(10) Provide bicycle-support facilities, such as personal lockers, showers, and water refill stations.
	(11) Create safe, convenient, and attractive bicycle parking, including covered and well-lit spaces and customer bicycle racks.
	(12) Provide preferential parking to customers who use carpools/vanpools, hybrids, and or alternative fuel vehicles.
	(13) Provide park and ride parking spaces.

Practice Changes

- | | |
|--|---|
| | (14) Provide incentives for employees to commute in modes other than single-occupant vehicles. Examples may include: subsidize transit passes for residents and employees and provide carpool incentives. |
| | (15) Offer alternative and /or flexible work schedules to employees to reduce commute time. An example may include: allowing employees to shorten their work week by working longer hours each day. |
| | (16) Offer employees the option of "flexing" their arrival/departure times and expand work at home programs to reduce the demand for office space and parking facilities. |
| | (17) Reduce vehicle commute trips and emissions by offering employees the option of "cashing out" their subsidized parking space and utilizing transit, biking, walking or carpooling for travel to work. |
| | (18) Choose to work with other businesses that use sustainable transportation. |
| | (19) Enact a policy to minimize vehicle idling. |
| | (20) Plan work trips in advance so that a single trip rather than multiple trips are required to complete the same task(s). |
| | (21) Encourage bicycling to work by offering rebates on bicycles bought for commuting. |
| | (22) Provide facilities for employees on-site to eliminate the need for employees to have their cars at work every day. |
| | (23) Provide bonus vacation time for employees that commute using sustainable practices. |
| | (24) Join the USEPA Smartway Transport Partnership. Info at http://www.epa.gov/smartway . |
| | (25) Enact an internal or external carbon offset program within your business. |
| | (26) Check tire pressure regularly and inflate to specifications monthly. |

Other Actions

Please **describe any other social equity related action** that your business undertakes which is not described above.
Please feel free to attach extra pages to this application, if necessary.

My company's other energy conservation actions include...

Waste Reduction

All prerequisites must be completed, if applicable. If not applicable, please mark N/A in the box. In addition, at least seven (7) additional actions must be completed.

Prerequisites

ALL must be completed, if applicable.

✓	(1) Conduct a waste assessment to identify ways to reduce waste, reuse where applicable, recycle when able, compost organic matter, and purchase products which reduce your company's impact on the environment.
✓	(2) Reuse supplies to eliminate the need to purchase new supplies.
✓	(3) Provide recycling containers beside or near staff locations and couple trash and recycling containers in common or public areas.
✓	(4) Recycle cardboard, glass, metals, mixed paper, office paper, plastic, and wood.
✓	(5) Set computer printing default settings to double-sided printing and require double-sided printing for all documents with multiple pages.
✓	(6) Properly dispose of hazardous waste (see resource guide for information regarding hazardous waste and proper waste disposal).

Additional Actions

AT LEAST seven (7) must be completed from any of the following sections.

Equipment Changes

	(7) Eliminate disposable dishware and utensils in the office and replace with reusable.
	(8) Use optical scanners for tracking inventory to allow for more precise ordering and less waste.
	(9) Make the trash containers smaller than the recycling containers.

Practice Changes

Purchasing Practices

	(10) Centralize purchasing within your company to eliminate unnecessary purchases and control what is being bought.
	(11) Participate in a cooperative buying program.
	(12) Eliminate purchase of disposable items.
	(13) Order supplies electronically rather than in paper form.

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DRAFT

	(14) Purchase Forest Stewardship Council paper products.
	(15) Purchase office products made out of recycled materials.
	(16) When building or remodeling, purchase recycled construction materials and office supplies.
	(17) Purchase recycled or remanufactured printer and copier toner cartridges and ensure that they are reusable.
<i>Habitual Changes</i>	
	(18) Implement a composting service and/or vermicompost.
	(19) Eliminate unnecessary forms or re-design forms and if not applicable encourage the use of electronic avenues.
	(20) Encourage employees to share company catalogs, manuals, and phonebooks.
	(21) Provide incentives to your customers to return bags/boxes or bring their own bags/boxes.
	(22) Encourage employees to use re-useable containers when bringing food from home.
	(23) Reuse packaging materials or find someone who can.
	(24) Store and rotate supplies to minimize loss through spoilage and damage.
	(25) Implement a program that allows for electronic payment stubs instead of hard copy payment stubs.
	(26) Use a bulletin board or email instead of hard copies of company announcements or memos.
	(27) Adopt and implement a Zero Waste policy (90 % diversion).
	(28) Use direct mailing marketing materials that require no envelope.
	(29) Make scrap paper available for employees and customers for office use or donate to the scrap paper to another organization that uses it.
	(30) Collect landscape trimmings for composting.
	(31) Donate or recycle unwanted, usable, office computers, furniture, supplies, etc. to non-profit organizations, schools, or appropriate websites.
	(32) Reuse and recycle packing and shipping materials.
	(33) Stock and/or sell products with recycled content.
	(34) Provide on-going incentives or training opportunities to encourage management and employee participation in waste reduction.
	(35) Inform your customers about ways to reduce their own waste or recycle more.
	(36) Reduce incoming junk mail at your facility.

Other Actions

Please **describe any other waste reduction related action** that your business undertakes which is not described above.
Please feel free to attach extra pages to this application, if necessary.

My company's other energy conservation actions include...

Water Conservation

All prerequisites must be completed, if applicable. If not applicable, please mark N/A in the box. In addition, **at least three (3)** additional actions must be completed.

Prerequisites

ALL must be completed, if applicable.

✓	(1) Install water efficient aerators: 1.5 gallons per minute (gpm) for sink faucets; 2.5 gpm for kitchen sinks.
✓	(2) Install water efficient toilets: 1.6 gallons per flush, if feasible.
✓	(3) Install signs encouraging water conservation in break rooms, kitchens, and restrooms.
✓	(4) Have a regularly scheduled time to review your water bill and conduct monthly maintenance checks for plumbing leaks.
<i>If Outdoor Irrigation Exists</i>	
✓	(5) Set computer printing default settings to double-sided printing and require double-sided printing for all documents with multiple pages.
✓	(6) Properly dispose of hazardous waste (see resource guide for information regarding hazardous waste and proper waste disposal).
✓	(5) Repair all defective irrigation lines and sprinkler heads.
✓	(6) Irrigate between 9 PM – 7 AM.
✓	(7) Adjust sprinkler heads for proper coverage and check monthly.
✓	(8) Prevent runoff by scheduling multiple short run times with at least one hour breaks.
✓	(9) Adjust irrigation times and durations to: three days per week in summer, two days per week in spring and fall, and none in winter.

Additional Actions

AT LEAST three (3) must be completed from any of the following sections.

Equipment Changes

✓	(10) Install water efficient urinals: non-flushing or 0.5 gallons per flush or less.
✓	(11) Install high efficiency aerators: 1.0 gallons per minute (gpm) for sink faucets; 1.5 gpm for kitchen sinks.

	(12) Install high efficiency toilets: 1.3 gallons per flush and/or dual flush toilets.
	(13) Install automatic shutoff faucets in restrooms.
	(14) Install foot triggers on food preparation sink faucets.
	(15) Install Energy Star and/or water efficient equipment.
	(16) Install water recirculation devices.
	(17) Install water efficient irrigation system with drip irrigation, soaker hoses and/or matched precipitation rate heads.
	(18) Install "smart" irrigation controllers that adjust watering schedules according to weather conditions.
	(19) Reduce water pressure to no higher than 70 psi.

Facilities Changes

	(20) Landscape with drought resistant plant species or water permeable pavers, stone, or other landscape material.
	(21) Install a graywater system to supplement outdoor irrigation (ensure all codes and permits are met).
	(22) Install a rain harvesting system to supplement the irrigation system.
	(23) Route rainwater from gutters to landscaping areas or rain gardens.
	(24) Use ground cover plants or a minimum of two inches of mulch on all non-turf areas to prevent water evaporation.

Practice Changes

	(25) Use dry surface cleaning methods, followed by damp mopping or wiping, instead of hosing indoor and outdoor areas.
	(26) Wash vehicles using a "zero discharge" method.
	(27) Change window washing schedule from "periodic" to "as needed."
	(28) Implement hydrozoning.

Other Actions

Please **describe any other water conservation related action** that your business undertakes which is not described above.
Please feel free to attach extra pages to this application, if necessary.

My company's other energy conservation actions include...

Completion Verification

Thank you for participating in the Chico Sustainable Business Program. Your effort toward sustainability ensures that your business is a leader within the Chico community. Additionally, your efforts are a step towards a more socially conscious community and a more inclusive economic outlook (triple bottom line).

In the coming weeks, a Chico Sustainable Business Program representative will begin the verification process to ensure that your business meets the necessary requirements to become an officially recognized Chico Sustainable Business. The approval process may entail an on-site visit to verify your business' completed prerequisite and some additional checklist items. The Chico Sustainable Business Program representative will need some form of evidence that your business has completed the checklist items. Appropriate verification evidence may include receipts and/or photos. Once the checklist items and evidence have been assessed the Chico Sustainable Business Program representative will contact your business.

If your business didn't initially meet the criteria, the Chico Sustainable Business Program representative will give you feedback on why your business wasn't approved and how your business can continue working towards getting approved.

If your business was found to be approved by the Chico Sustainable Business Program representative, your business will be issued an official Chico Sustainable Business Program certificate, added to the Chico Sustainable Business Program website, and will be recognized by the Sustainability Task Force.

Upon verification and approval by the Chico Sustainable Business Program, your business will be recognized as a Chico Sustainable Business for up to three years. After three years, your business will need to resubmit a Chico Sustainable Business Program application.

Completion Verification

I hereby certify that all information provided on the Chico Sustainable Business Program application is truthful. I agree to maintain my businesses commitment to the aforementioned checklist items for the entire three years that my business is a part of the Chico Sustainable Business Program. In addition, I will ensure that my business, to the best of my knowledge, will be in compliance with all local, state, and federal environmental regulations for the entire three years that I am a part of the Chico Sustainable Business Program.

*If any of the aforementioned items are deemed to be out of compliance by a Chico Sustainable Business Program representative, the Chico Sustainable Business Program reserves the right to revoke your business' affiliation as a recognized Chico Sustainable Business Program member.

CHICO SUSTAINABLE BUSINESS PROGRAM VERIFIER:

NAME (PRINTED):	DATE:
SIGNATURE:	DATE:

CHICO SUSTAINABLE BUSINESS PROGRAM PARTICIPANT:

NAME (PRINTED):	DATE:
SIGNATURE:	DATE:

Thank you!

The sponsors of the Chico Sustainable Business Program sincerely appreciate your business' commitment to sustainability.



INSTITUTE FOR
SUSTAINABLE
DEVELOPMENT



The Institute for Sustainable Development

California State University, Chico

Chico, CA 95929-0633

Chico Sustainable Business Certification

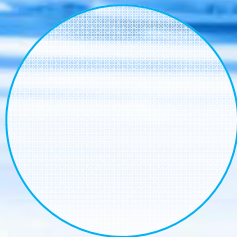
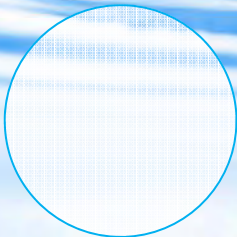
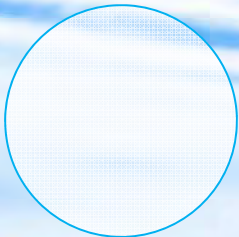
Certificate of Achievement

(Insert Business Name)

In Recognition of Leadership in Sustainable Business Practices

Mayor, City of Chico

Date of Recognition





City of Chico
Sustainable Business Program
Resource Guide Overview



Welcome

This Resource Guide is available to you to accomplish your desired sustainability business initiatives within the Chico Sustainable Business Program Checklist. This complementary guide is going to be the point of reference for any checklist item in the program packet.

While accomplishing a checklist item be sure to look at the item in the resource guide for already researched information. In addition, incentives and rebates may also be available. Please note, the entire resource guide is not necessarily to be used at one time, as it will provide information for each category.

The general information pages will provide useful local contact information along with general information about each category. We recommend that you post the general information section from the resource guide somewhere visible in your business to quickly refer back to.

General Information

Local Contact Information		
Pacific Gas & Electric (PG&E)	PG&E Chico Office: 350 SALEM STREET CHICO, CA. Open Monday-Friday: 8:30 am to 5:00 pm	www.pge.com/mybusiness/
Cal Water	Cal Water: Provides local water service. Customer Center located on 2222 Dr. Martin Luther King Jr. Pkwy. Chico, CA. Open 8 a.m. to 5 p.m.	www.calwater.com/ (530) 893-6300 infoCH@calwater.com
Waste Management	Waste Management: Provides local waste disposal. Located at 2569 Scott Avenue Chico, CA	www.wm.com/business/commercial-waste-and-recycling-collection.jsp (530) 893-4777
Recology	Recology: Provides residential and commercial recycling and garbage collection. Nearest facility is located at 2720 South Fifth Ave in Oroville, CA. Open Monday-Friday 8:00am-4:30pm.	www.recologybuttecolusa.com/ (530) 342-4444
Butte County Recycling	Butte County Recycling: Provides recycling guides and tips on how to recycle eWaste, backyard compost, hazardous household waste, and the use of the oil program.	www.buttecounty.net/recyclebutte.aspx
City of Chico, General Services	City of Chico: Protect and manage public resources for the enjoyment of the citizens of Chico. Office located at 965 Fir Street Chico, CA.	www.chico.ca.us/general_services_department/home_page.asp Contact: Ruben Martinez, (530) 896-7800 rightofwaymaintenance@ci.chico.ca.us
Butte County Association of Governments, Butte Regional Transit	BCAG is responsible for development of federal and state transportation plans and programs that secure transportation funding for the region's highways, transit, streets and roads, pedestrian and other transportation system improvements. Located at 2580 Sierra Sunrise Terrace, Suite 100 Chico, CA	www.bcag.org/ Phone: (530) 879-2468 Fax: (530) 879-2444
Institute for Sustainable Development (ISD)	ISD is the primary CSU Chico campus department responsible for guiding the direction of sustainability commitments. Located on the CSU Chico campus in the Student Services building room 464.	www.csuchico.edu/sustainablefuture/ (530) 898-3333 tisdstudent4@csuchico.edu

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CHICO SUSTAINABLE BUSINESS PROGRAM RESOURCE GUIDE 3

Energy

<i>Resource</i>	<i>Source & Description of Information</i>	<i>Website</i>
Energy Star Equipment	Energy Star: Provides basic information on a multitude of Energy Star equipment and provides information on how to find them	www.energystar.gov/index.cfm?c=products.pr_find_es_products
PG&E Business Home	PG&E: Sign your business up on the PG&E website to receive important information on your businesses: Energy Usage, Billing History, Rate Comparison Tools, Energy Outage and Restoration Status, Detail of Bill, Account Aggregation and information on PG&E business rebates	www.pge.com/mybusiness/
Federal Energy Tax Credits, Rebates, and Savings	DOE: Information on various tax credits, rebates and savings available to the public through the US Department of Energy	energy.gov/savings?rebate_eligibility=0&rebate_savings_for=0&rebate_provider=0&rebate_state=2317
State Energy Tax Credits, Rebates, and Savings	DSIRE: Database of state incentives for renewables and energy efficiency	www.dsireusa.org/incentives/index.cfm?getRE=1?re=undefined&ee=1&spv=0&st=0&srp=1&state=CA

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CHICO SUSTAINABLE BUSINESS PROGRAM RESOURCE GUIDE 4

Pollution Prevention

<i>Resource</i>	<i>Source & Description of Information</i>	<i>Website</i>
Pollution Prevention Best Management Practices	City of Chico: Best management pollution prevention practice manual	www.chico.ca.us/document_library/departments/building_development/Sewer_Storm_Drain/Best Practices Manual/Complete_Manual.pdf
Information regarding hazardous waste	California department of Toxic Substances Control: A detailed guideline of hazardous waste materials	www.dtsc.ca.gov/HazardousWaste/upload/HWMP_DefiningHW11.pdf
Third party product ratings (environmental and social) for commercially available products	Good Guide: User friendly database that allows an individual to informatively decipher between commercially available products environmental and social equity efforts	www.goodguide.com

Social Equity

<i>Resource</i>	<i>Source & Description of Information</i>	<i>Website</i>
Local philanthropic opportunities	City of Chico: Volunteer opportunities through the City of Chico	www.chico.ca.us/general_services_department/park_division/volunteering.asp
EPA's Extended Producer Responsibility	EPA: Basic information and case studies	www.epa.gov/epawaste/consERVE/tools/stewardship/basic.htm

Transportation

<i>Resource</i>	<i>Source & Description of Information</i>	<i>Website</i>
City of Chico Bicycle Home	City of Chico: Provides information regarding bike maps, safety tips, CA bicycle laws, and additional informational links.	www.chico.ca.us/building_development_services/traffic/bicycles.asp
Butte Regional Transit (B-Line)	Butte Regional Transit (B-Line): Information regarding bus schedules	www.blinetransit.com/Schedules/index.html
	Butte Regional Transit (B-Line): Information regarding bikeroutes	www.blinetransit.com/Resources/Bike-Maps/index.html

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CHICO SUSTAINABLE BUSINESS PROGRAM RESOURCE GUIDE 5

Waste Reduction

<i>Resource</i>	<i>Source & Description of Information</i>	<i>Website</i>
Butte County Recycling	Butte County: Information regarding recycling at work program	buttecounty.net/RecycleButte/Recycling%20at%20Work.aspx
	Butte County: Recycling tips for your business	buttecounty.net/RecycleButte/Recycling%20Tips.aspx
Recology	Recology: Products and services	www.recologybuttecolusa.com/residentialChicoYardWaste.htm
Waste Management	Waste Management: Products and services	www.wm.com/business
Waste Management Lamp Tracker	Waste Management: Information regarding how to properly recycle various home and business supplies	www.wmlamptracker.com/v2/index.cfm
EPA	EPA: Ideas on how to reduce, reuse, and recycle at work	www.epa.gov/osw/wycd/atwork.htm

Water Conservation

<i>Resource</i>	<i>Source & Description of Information</i>	<i>Website</i>
State of California's Department of Water Resources homepage	CA Department of Water Resources: Information regarding various topics (water quality, public records, flood management, etc.) relevant to water issues in California	www.water.ca.gov/



City of Chico
Sustainable Business Program

Energy Resource Guide



Energy

Prerequisites

#	ChecklistItem	Source & Description of Information	Website
1	PG&E On-site Energy Use Assessment	Energy Star: Advice on performing an energy use assessment	www.energystar.gov/index.cfm?c=assess_performance.assess_performance_index
		PG&E: Advice on performing an energy use assessment	www.pge.com/mybusiness/energysavingsrebates/analyzer/
2	Replace traditional incandescent light bulbs	Energy Star: Information on the costs savings, specifications, buying guides, and FAQs associated with replacement of incandescent light bulbs	www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=LB
		Earth Easy: A plethora of information on energy efficiency lighting including bulb types, cost/savings analysis, available products, and various other information	eartheasy.com/live_energyeff_lighting.htm
3	Use weather stripping	Energy Star: Tips on how to effectively seal and maintain your facility to save energy	www.energysavers.gov/your_home/insulation_airsealing/index.cfm/mytopic=11280
4	Perform regular HVAC maintenance	Energy Star: Tips on how to perform simple maintenance on your HVAC systems	www.energystar.gov/index.cfm?c=heat_cool.pr_maintenance
		Energy Star: 10 tips to hiring an appropriate HVAC contractor	www.energystar.gov/index.cfm?c=heat_cool.pr_contractors_10tips
5	Create and implement a written policy to turn off lights and equipment when not in use	Standby Power: Information about the significant energy impacts that are incurred due to standby power	standby.lbl.gov/
6	Remove extra lights	Habitat for Humanity of Butte County: Provides a great local place to donate extra lamps	www.buttehabitat.org/ 220 Meyers Street, Chico (530) 895-1271
7	Create and implement a written policy focusing on energy efficient practices	PG&E: Information regarding how to save energy in your business	www.pge.com/mybusiness/energysavingsrebates/tips/

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Additional Items - Equipment Changes

#	Checklist Item	Description of Information	Website
8	Complete a more thorough energy assessment (BPI or AHRAE)	Building Performance Institute: Energy assessment	www.bpi.org/home.aspx
		ASHRAE: Energy assessment	www.ashrae.org/home/
9	Install and use computer energy management programs	Energy Star: Information on the certification of products that save energy and reduce emissions	www.energystar.gov/index.cfm?fuseaction=find_a_product
		Verdiem: Provides a great example of an energy management computer program	www.verdiem.com/
		Faronics: Provides a great example of an energy management computer program	www.faronics.com/enterprise/power-save/
		HP: Printer/Computer program (Intent-on Technology)	h20271.www2.hp.com/SMB-AP/cache/380437-0-0-14-121.html
10	Install a dimmable light system	Nema: Which dimmable light systems there are and which ones are good	www.nema.org/Standards/Pages/Fluorescent-Dimming-Standards-Development-Report.aspx
		CEEL: Prices and information	www.ceel.org/com/com-lt/com-lt-faqs.php3
11	Install economizers for AC system	Energy Star: Information on economizer	www.energystar.gov/index.cfm?c=power_mgt.datacenter_efficiency_economizer_airside
12	Install occupancy lighting	SMUD: Incentives program offered for installing occupancy lighting	www.smud.org/en/business/save-energy/rebates-incentives-financing/lighting/express-incentives-lighting.htm
13	Install a programmable thermostat	Energy Savers: Information on programmable thermostat	www.energysavers.gov/your_home/space_heating_cooling/index.cfm/mytopic=12720
	(14) Insulate heaters/pipes	Energy Savers: Advice on insulating hot water pipes	www.energysavers.gov/your_home/water_heating/index.cfm/mytopic=13060
		Energy Savers: Advice on heat traps for a water heater tank	www.energysavers.gov/your_home/water_heating/index.cfm/mytopic=13100
14	Insulate hot water heaters/pipes	Energy Savers: Advice on insulating a water heater tank	www.energysavers.gov/your_home/water_heating/index.cfm/mytopic=13070

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15	Replace major appliances with EnergyStar products	Energy Star: Advice on Energy Star products and tax credit	www.energystar.gov/index.cfm?fuseaction=find_a_product
16	Replace/ supplement AC system with greater EER rating	PG&E: Advice on EER ratings and AC systems	www.pge.com/includes/docs/pdfs/myhome/saveenergymoney/savingtips/centralair/techsheet_eer.pdf
17	Retrofit signs with LEDS/ fluorescent bulbs	Energy Star: Information on LED bulbs	www.energystar.gov/index.cfm?c=lighting_pr_what_are
		Energy Quest: Information on Florescent bulbs	www.energyquest.ca.gov/saving-energy/fluorescent_facts.html
18	Turn off AC when not in use	Saving Electricity: Tips on AC usage/ to cool off	michaelbluejay.com/electricity/cooling.html
19	Upgrade existing fluorescent lighting	Lighting Research Center: Information on T-8 bulbs	www.lrc.rpi.edu/programs/NLP/IP/lightinganswers/pdf/view/LAT8.pdf
		Small Business Administration: Information regarding lighting technology and design	www.sba.gov/content/lighting
20	Use an energy management software to control lighting	DOE: Software and analytical tools available for energy efficiency projects	www1.eere.energy.gov/fe/mp/information/access_tools.html
21	Use an energy management software to control the HVAC system	PG&E: Information on Automated Demand Response Program	www.pge.com/mybusiness/energysavingsrebates/demandresponse/adrp/
22	Use an inkjet printer instead of a laser jet printer	Inkjet Superstore Shipping Codes	www.freeshipping.org/stores/inkjet-superstore/
23	Utilize task lighting	NC DENR: Tips and information on task lighting	portal.ncdenr.org/c/document_library/get_file?uuid=73033f14-72f4-4192-a762-8a3127513bfa&groupId=38322
24	Utilize solar energy resources	PG&E: Provides tips on solar and renewable energy installations	www.pge.com/myhome/saveenergymoney/solarenergy/
25	Utilize two-tier motion sensors for outdoor lighting	eHow: Information on how to reduce energy waste with motion sensors on your exterior lights	www.ehow.com/how_12207289_reduce-energy-waste-motion-sensors-exterior-lights.html
26	Utilize cap outdoor lights for outdoor lighting	Pacific Life Sciences: Types of cap lighting and usage information	www.mass-communitiesofcare.org/life-science-technology/black-cap
27	Purchase and utilize smart power strips/timers	Energy Federation: Type of smart power strips and prices	www.energyfederation.org/consumer/default.php/cPath/39_3_042

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Additional Items - Facility Changes

#	Checklist Item	Description of Information	Website
28	Install double-paned windows	Kawneer: Provides a description of double-paned windows	www.kawneer.com/kawneer/north_america/en/info_page/home.asp?traco=1#
29	Apply solar film/solar screen	Florida Solar Energy Center: Information on why one should install solar films	www.floridaenergycenter.org/en/consumer/buildings/homes/windows/films.htm
		Window Screening: Types of solar screens and usage information	window-screen.org/news-140.htm
30	Install an EnergyStar cool roof	Consumer Energy: Information on cool roofs and benefits	www.consumerenergycenter.org/coolroof/
		Nachi: Information on cool roofs	www.nachi.org/cool-roofs.htm
31	Install a solar carport(s)	PV Tech: The benefits of using a solar carport	www.pv-tech.org/news/spg_solar_sees_activation_of_pair_of_pv_power_systems_in_napa_san_diego
32	Install a tankless hot water heater(s)	Energy Savers: Information on tankless hot water heaters	www.energysavers.gov/your_home/water_heating/index.cfm/mytopic=12820
33	Take advantage of natural sunlight/solar designs	Go Solar California: Information on the California Solar Initiative Rebate available for your business	www.gosolarcalifornia.org/csi/index.php
34	Provide shading for outdoor HVAC condenser(s)	Environment Victoria: Information regarding HVAC maintenance	environmentvictoria.org.au/content/heat-up-cool-down

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Additional Items - Practice Changes

#	Checklist Item	Description of Information	Website
35	Shift energy consumption to off peak hours	Action may vary at company's discretion	
36	Clean lighting fixtures/lamps	Action may vary at company's discretion	
37	Drain/flush hot water tanks every six months	Energy Savers: Tips on how to keep a clean tank	www.energysavers.gov/tips/water_heating.cfm
38	Plug all office equipment into a timer switch	Home Energy Pros: Tips on electric timer	homeenergypros.lbl.gov/profiles/blogs/three-steps-to-get-you-started-on-do-it-yourself-smart-home?xg_source=activity
39	Routinely close blinds and curtains to reduce heat gains	TEEIC: Tips on how to reduce heat gains	teeic.anl.gov/er/conserv/save_bldg/index.cfm
40	Schedule janitorial services during the day	Action may vary at company's discretion	
41	Seal off unused areas and insulate unneeded windows	Action may vary at company's discretion	
42	Set fridge temperature to 38-42 F, freezer 0-5 F	Iwilltry.org: Information on why to change temperature in your refrigerator and freezer	www.iwilltry.org/b/projects/adjust-your-freezer-thermostats/
43	Set thermostat: 78F max for cooling, 68F max for heating, thermostat's night setback, and lock thermostat	Iwilltry.org: Information on why to change thermostat temperature	www.iwilltry.org/b/projects/adjust-your-freezer-thermostats/
44	Install light switch reminders	Watt Watchers: Light switch reminder ideas	wattwatchers.org/pages/lightswitchstickers.htm
45	When possible use laptop computers over desktop computers	Action may vary at company's discretion	
46	Use lighting control devices (time/clock or photocells)	LCA: Available lighting control products	lightingcontrolsassociation.org/?s=lighting+control
47	Use small fans/heaters outside business hours	Action may vary at company's discretion	
48	Utilize incentives/rebates after facilities energy audit	Mass Save: Available incentives and rebates	www.masssave.com/
		DOE: Available incentives and rebates (DOE)	energy.gov/savings?rebate_eligibility=0&rebate_savings_for=0&rebate_provider=0&rebate_state=2317
		DSIRE: Available incentives and rebates	www.dsireusa.org/incentives/index.cfm?getRE=1?re=undefined&ee=1&spv=0&st=0&srp=1&state=CA Exhibit B-32

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CHICO SUSTAINABLE BUSINESS PROGRAM RESOURCE GUIDE 7

49	Forman office sustainability team	CCRPC: Officesustainability tips	www.ccrpc.org/sustainability/pdf/SustainableOfficePoster_hires.pdf
50	Use dishwasher only when full	Action may vary at company's discretion	
51	Reduce hot water temperature (health regulation allowable) in all appliances	Action may vary at company's discretion	
52	Clean refrigerator coil every 6 months	High Desert Real Estate: Information on importance of cleaning fridge coils	Error! Hyperlink reference not valid. www.consumerenergycenter.org/clean-your-fridge-s-coils.html
		Consumer Energy Center: Information regarding refrigerators	www.consumerenergycenter.org/home/appliances/refrigerators.html
53	Purchase renewable energy credits or offsets	RPU: Information on why have credits and support RECs	www.rpu.org/your-home/rebates-programs/renewable-energy-credits.html
54	Utilize PG&E Smart Meter data available online	PG&E: Information about the PG&E smart meter	www.pge.com/smartmeter/
55	Provide energy conservation tips to employees and customers	NRDC: Energy conservation tips	www.nrdc.org/air/energy/gene/rgy.asp