

**2016 ENVIRONMENTAL
EXCELLENCE AWARDS
Entry and Nomination Form**



City of Ventura • Environmental Sustainability Office • (805) 652-4595

Please complete the following:

(Please print or type. Check all that apply.)

Name of Organization: _____

Address: _____

City: _____ Zip: _____

Owner (or) Contact Name: _____ Phone: (____) _____

Email: _____

Website: _____

If you are a previous winner, list the year: _____

If you are nominating another business, please provide your contact information:

(Please print or type)

Name: _____

Phone: _____

Email: _____

Affiliation: _____

APPLICATION GUIDELINES:

- Who may apply? Any organization, business or non-profit entity within the City of Ventura.
- Self-nominations are accepted and encouraged.
- Anyone may nominate a business, organization or non-profit entity.
- There is no limit to the number of nominations you may submit.

APPLICATION REQUIREMENTS:

- Please email (or) mail your application to: City of Ventura, Environmental Sustainability, ldavenport@cityofventura.net or via postal mail to: P.O. Box 99, Ventura, CA 93002.
- Please include a copy of your business card.
- You may submit any photographs that help illustrate your activities.
- Submit no later than: **November 18th, 2016.**

AWARD RECOGNITION:

- Acknowledgement at the Ventura Chamber of Commerce, Poinsettia Awards Banquet.
- One-year membership to the Ventura County Chamber of Commerce.
- Acknowledgement in the media and on the City of Ventura's website.

APPLICATION QUESTIONS:

I. Business Sector:

- Retail Office Service Hotel/Motel Restaurant Utilities
 Finance/Insurance Construction Automotive Manufacturing Non-Profit

2. This organization, business or non-profit should be recognized for the following activities:

- Carbon Footprint Reductions
(energy and water conservation, resource conservation and transportation reductions)
 Recycling Program
 Waste Diversion Activities
 Donations and Reuse Programs
 Purchase of Recycled Products
 Manufacturing Process Improvements
 Other:

Please add additional comments here:

3. Carbon Footprint Reductions (environmental policies and practices for water and energy conservation, resource conservation and transportation reductions)

Energy Conservation

- Replace bulbs with high efficiency alternatives such as compact fluorescents (CFLS).
 Install occupancy sensors to reduce lighting costs.
 Use natural lighting or task lighting to directly illuminate work areas.
 Unplug office equipment when not in use (i.e., cell phone chargers, fans, coffeemakers, desktop printers, and radios.)
 Turn off office equipment and computer monitors at the end of the workday.
 Purchase efficient ENERGY STAR® products.
 Close or tilt window blinds to block sunlight and reduce cooling during warm months.

Water Conservation

- Provide filtered water and eliminate bottled water at events and meetings.
 Install dual flush toilets and waterless urinals.
 Reduce irrigation by incorporating drought tolerant plants.
 Adjust sprinklers frequently to improve efficiency.
 Water early in the morning to avoid unnecessary evaporation.
 Encourage grasscycling, compost use, and mulch application on grounds.
 Other:

Please add additional comments here:

Resource Conservation

- Purchase recycled content printer paper.
- Recycle and purchase remanufactured ink cartridges over virgin cartridges.
- Employee education program?

If so, please explain:

Transportation

- Encourage carpools, telework flex schedules and public transportation.
- Keep tires properly inflated to save gasoline.
- Purchase fuel-efficient vehicles.
- Create space and storage for bikes and alternative fuel vehicles.
- Attend lectures and conferences via webinars/internet.
- Other:

Please add additional comments here:

4. What materials are currently recycled?

Paper Products: Cardboard Mixed Paper Chipboard
 Newspaper Textbooks

Office Misc.: Copier & Toner Cartridges

Bottles/Cans: Glass Bottles Aluminum Cans Bi-metal Cans Plastic Bottles

Organics: Yard Debris Wood Scrap Cooking Grease
 Food Waste (i.e., worms bin composting)

Electronics: Computers Televisions Other

Other Materials: Metals Plastics Glass Lumber/Pallets Tires
 Vehicle Parts Oil Filters Paint

Hazardous: Fluorescent Light Tubes Batteries - Type: _____
 Paint (latex or oil based) Other

Other:

Please add additional comments here:

5. What has the organization done to encourage recycling?

- Provide desk side recycling containers for employees.
- Release memo from management to encourage recycling.
- Discuss recycling program with employees in staff meetings.
- Post educational signage.
- Offer recycling information in new employee's orientation packet.
- Provide clearly labeled recycling bins throughout the facilities:
 - Near copiers and printers
 - Lunch rooms
 - Shipping and receiving areas
 - Outdoor locations
- Update janitorial contract to include recycling services.
- Ensure janitors are aware and well trained on recycling program.
- We hold special events to promote environmental goals and recycling.
- Other:

Please add additional comments here:

6. Describe the waste prevention policies of your organization.

- Set up computers and printers to automatically print double-sided.
- Reuse envelopes by placing a label over the old address.
- Use outdated letterhead for in-house memos.
- Reuse packing materials and/or containers.
- Request deliveries be shipped in returnable containers.
- Return cardboard boxes to the distributor.
- Design mailers that avoid the need for an envelope.
- Advertise surplus items on the Ventura County Materials Exchange (VCMAX) on www.vcmx.com.
- Purchase materials in bulk, whenever possible.
- Ask employees to keep reusable cups, plates and silverware at their desks.
- Encourage employees to bring lunch to work in reusable containers.
- Work with cafeteria and food vendors to reduce food and packaging waste (i.e., provide condiments in bulk dispensers).
- Provide worm bins for indoor composting (Vermiculture).
- Implement low maintenance and drought tolerant landscaping.
- Encourage grasscycling, compost use, and mulch application.
- Other:

Please add additional comments here:

7. Does the organization have any donations and/or reuse programs?

- Donate surplus materials to non-profit organizations (i.e., Freecycle, Habitat for Humanity).
- Post surplus materials on Ventura County's Materials Exchange (VCMAX) at <http://www.vcmx.org/>.
- Donate unused food from business meetings and events to local food banks.
- Donate magazines and trade journals to libraries, schools, hospitals, or nursing homes.
- Other:

Please add additional comments here:

8. When purchasing supplies which items are made from recycled materials?

For Paper - List Percentage of Recycled Content

Paper Products: _____% Computer Paper _____% Letterhead _____% Envelopes
_____% Printing Paper _____% Boxes _____% Paper Towels/Tissue

Marketing Items: Premiums for trade shows

Office Purchases: Printer/Toner Cartridges

- Purchase products with less packaging, or reusable packaging.
- Purchase copiers/printers for two-sided copies.

Fleet: Re-refined Motor Oil Re-tread Tires Coolant

Facilities: Compost/Mulch Plastic Lumber Paint
 Tire Products (i.e., tires, playground/track surfaces, flooring, mats)
 Building materials (i.e., LEED-certified Green Buildings)

Other: _____

Please add additional comments here:

9. What has the organization done to reduce toxics in the workplace?

- Add indoor plants that filter pollutants from the air and improve oxygen.
- Update the janitorial contract to require non-toxic substitutions.
- Use rechargeable batteries instead of disposables.
- Reduce pesticides and incorporate an integrated pest management program.
- Use less toxic paint with zero-or-low volatile organic compounds (VOCs).
- Choose carpets with natural fibers, recycled nylon or low VOCs.
- Eliminate aerosol containers and replace with pump spray bottles.
- Other:

Please add additional comments here:

10. Does the organization manufacture any products? If so, does the company adhere to any of the following policies?

- Apply the precautionary principle before introducing new products and processes, to avoid products and practices that are wasteful or toxic.
- Offer the take-back programs for products & packaging and take physical responsibility for the products and packaging.
- Label paper products and packaging by designating the amount of post-consumer recycled content, if it is chlorine-free and if it uses forest-friendly materials.
- Prevent pollution and reduce waste by redesigning supply, production and distribution systems to reduce the use of natural resources and eliminate waste.

If yes, please explain: _____

11. Is there anything else you would like to share?

Submission Verification

- Applicants are encouraged to save an electronic copy of this document for their files.
- Please Certify Below:

“I, _____, certify that I have reviewed this application and the information contained within it. Therefore, to the best of my knowledge, the information submitted is true, accurate and complete.”

Name: _____ Date: _____

Title: _____ E-mail: _____

Submit completed form to:
Lars Davenport, Environmental Sustainability Office • (805) 652-4595 ldavenport@cityofventura.net
Or to:
Business Outreach Services City of Ventura Environmental Sustainability Office P.O. Box 99, Ventura, CA 93002