



S U S T A I N A B L E  
P I T T S B U R G H  
S H O P

PROGRAM SELF-ASSESSMENT

# **Sustainable Pittsburgh Shop Designation**

Obtaining a Sustainable Pittsburgh Shop Designation involves participating in a voluntary program that recognizes businesses for implementing actions that are simultaneously good for their bottom line, the environment, and the social fabric of their communities. Businesses that incorporate sustainable practices into their operations are showing their intentions to improve their performance and as such stand out as valuable contributors to their local community business districts.

The Sustainable Pittsburgh Shop Designation helps consumers to identify and choose businesses who are committed to sustainability and who view sustainability as core to their mission and business model.

No two businesses are the same; with that in mind the Sustainable Pittsburgh Shop Designation Program provides varying small businesses the opportunity to achieve sustainable business designation. Simply complete the series of questions and criteria to qualify your business for one of four sustainable business certification levels.

**This program** is designed with small retail or "mom-and-pop" small businesses in mind. To derive the maximum benefit from the new Sustainable Pittsburgh Shop program, participating businesses should:

- Have at least one established storefront location in southwestern Pennsylvania or is a purveyor of goods produced in southwestern Pennsylvania
- Have no more than 50 locations nationwide
- Have 0-50 employees at each participating location
- Be an independently owned business
- Derive at least 75% of revenues from offerings not including tobacco, gasoline, and/or pornographic material
- Not sell automatic firearms

## Levels of recognition

The Sustainable Pittsburgh Shop program provides recognition at four achievement levels, creating a pathway for organizations to grow, build, and demonstrate their commitments and sustainability practices.



30–75 points



76–130 points



131–179 points



180+ points

**PLEASE SEND**

**your completed form to:**

Sustainable Pittsburgh

**VIA EMAIL:** [sbiz@sustainablepittsburgh.org](mailto:sbiz@sustainablepittsburgh.org)

**VIA MAIL:** 307 Fourth Avenue, Suite 1500  
Pittsburgh, PA 15222

## Contact Information

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Business name

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Contact name

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Business address

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Email

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Phone

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Date

## Sustainable Small Business Designation On-Ramp

Helping your business take the fast track toward sustainability. *Up to 35 points*

*These first 18 questions are the top most questions small business owners are able to answer “yes” to. If you answer “yes” to all of these questions, your business is already eligible for Bronze designation. If you cannot answer “yes” to all, don’t panic! The next section provides more opportunities to earn Bronze, Silver, Gold or Platinum designation.*

### ENERGY CONSERVATION AND MANAGEMENT

The business...	Pts.	Yes	No	N/A	Pledge
uses fans to reduce the use of air conditioning.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
turns the lights off in rooms when they are not occupied.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has installed daylight or motion/occupancy-sensing light switches	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has arranged its workspaces to take advantage of natural light.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### WATER CONSERVATION AND MANAGEMENT

The business...	Pts.	Yes	No	N/A	Pledge
uses low flow toilets. (Note: Any new toilets installed since 1994 will qualify as low-flow.)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### WASTE MANAGEMENT

The business...	Pts.	Yes	No	N/A	Pledge
prints and/or copies double-sided/duplex.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reuses waste paper for scrap paper/note-taking.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pays its bills electronically (when given the option).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
recycles paper, cardboard, plastic, metal, and wood products that are able to be recycled.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### PRODUCTS, SERVICES AND PURCHASING

The business...	Pts.	Yes	No	N/A	Pledge
has furniture and furnishings that are used and/or repurposed.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## TRANSPORTATION

The business...	Pts.	Yes	No	N/A	Pledge
is located in a historic and/or mixed-use business district that is walkable.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## BUSINESS OPERATIONS AND PRACTICES

The business...	Pts.	Yes	No	N/A	Pledge
markets and sells its products and services primarily to the community in which it resides.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is active in the community and engages with other businesses to improve the area in which it resides, by advocating for and fostering attractive sidewalks, trees, and benches and helping to make the area safer for pedestrians and bicyclists.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
supports local artisans, such as hanging up or displaying their work.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## OCCUPANCY

The business...	Pts.	Yes	No	N/A	Pledge
has furniture or furnishings interior/exterior that are made from sustainable, recycled or salvaged materials.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has rehabilitated an existing space or structure instead of locating in a newly constructed building.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is located in a historic space (defined as 50 years or older) and is aware of and abides by of the guidelines, ordinances, and recommendations established to preserve such a place.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses sustainably-harvested (e.g., FSC-certified) or repurposed wood flooring, carpet that is made with recycled content and/or is Carpet and Rug Institute (CRI) Green Label certified for indoor air quality, and/or some other type of environmentally-friendly flooring material (please specify).	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Energy Conservation and Management

Up to 67 points

## BUSINESS-WIDE ENERGY USE

The business...	Pts.	Yes	No	N/A	Pledge
is aware of how much energy it uses and tracks its monthly progress on energy savings.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sets its water heater(s) to 120°F, if its water heater uses a tank.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>or</i> uses an on-demand or solar hot water heater (if answered NO to above).	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses ENERGY STAR Portfolio Manager to track its energy usage. (See <a href="http://portfoliomanager.energystar.gov">http://portfoliomanager.energystar.gov</a> .)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has purchased renewable energy certificates, carbon offsets, or clean energy credits.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>or</i> has assessed opportunities to purchase renewable energy certificates, carbon offsets, or clean energy credits (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has undergone a professionally-conducted energy audit or assessment in the past five years.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>and</i> has begun to implement recommendations from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>or</i> has conducted its own energy audit or assessment (e.g., using a checklist found on the internet) (if answered NO to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>and</i> has begun to address the results from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has purchased solar, wind or other renewable energy from a third-party provider.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has installed solar panels, wind turbines, or some other mechanism for harnessing renewable energy.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>or</i> has assessed opportunities to install solar panels, wind turbines, or some other mechanism for harnessing renewable energy (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## ELECTRIC EQUIPMENT

The business...	Pts.	Yes	No	N/A	Pledge
has adjusted the power settings on its computers to save energy.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
unplugs little-used appliances, electronic equipment, and lighting fixtures to avoid "phantom load."	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses at least one ENERGY STAR approved product, such as an HVAC unit, refrigerator, dishwasher, or computer. (Look for a blue ENERGY STAR logo on the product.)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

The business...	Pts.	Yes	No	N/A	Pledge
uses natural cooling (e.g., opening windows and doors) in place of air conditioning, when feasible.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses a programmable thermostat and sets it lower in the winter and higher in the summer.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>or</i> has energy-saving guidelines as to when to adjust its thermostat, such as what temperature should be set the end of the day or when the business is not open (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
replaces filters and/or cleans its HVAC system.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has sealed leaks around doors, windows, outlets, corners, and other joints ("weatherization").	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses multi-pane and/or energy-efficient windows.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has insulated its pipes and ducts, ceilings, and walls.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has installed an alternative heating system (i.e., one that does not heat with oil, gas, or electricity).	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>or</i> has assessed opportunities to install an alternative heating system (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## LIGHTING

The business...	Pts.	Yes	No	N/A	Pledge
has replaced fluorescent light bulbs or tubes (as they burned out) with low-mercury fluorescent light bulbs or tubes.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses task lighting and/or zone lighting instead of entire-room overhead lighting.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



The business...	Pts.	Yes	No	N/A	Pledge
has replaced its incandescent light bulbs (as they have burned out) with CFLs or LEDs.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has replaced its T12 fluorescent light tubes (as they have burned out) with T8 (or lower) tubes.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has replaced existing exit signs with LED models or has retrofitted an existing exit sign with LEDs.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses solar lights or timers for outdoor lighting.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Water Conservation and Management

*Up to 48 points*

### WATER CONSERVATION

The business...	Pts.	Yes	No	N/A	Pledge
has a water use reduction policy and has informed its employees about proper water conservation techniques (e.g., not leaving the faucet running when water is not being used, ensuring that faucets are completely off and not dripping, etc.).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is aware of its water use and tracks its monthly progress on water usage.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has put water savers in its toilet tanks (e.g., Toilet Tummy).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is aware of what happens to the stormwater leaving its property.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has installed at least one WaterSense approved water fixture, such as a faucet, toilet, urinal, or related accessories. For more information on WaterSense labeled products, visit the EPA website here: <a href="https://www.epa.gov/watersense">https://www.epa.gov/watersense</a>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses dual flush toilets or has converted a standard toilet to dual-flush.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses waterless urinals.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has undergone a professionally-conducted water audit or assessment in the past five years.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>and</i> has begun to implement recommendations from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>or</i> has conducted its own water audit or assessment (e.g., using a checklist found on the internet) (if answered NO to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>and</i> has begun to address the results from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## OUTDOOR WATER AND STORMWATER MANAGEMENT

Answers required only for businesses with green space on their property.

The business...	Pts.	Yes	No	N/A	Pledge
waters its outdoor plants and/or grass before 10 am or after 6 pm.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses a timer on its sprinklers or hose when watering outdoor plants and/or grass.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has eliminated the use of any unnatural chemicals on its green spaces or outdoor plants.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses rain barrels to capture rainwater for irrigation.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses gravel in place of non-porous concrete or asphalt.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has planted native and/or drought-tolerant plants to reduce watering needs.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a rain garden, bioswale, wetland, or other naturally-filtering catchment system on-site (not including rain barrels) to minimize the amount of stormwater that reaches the sewer system.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
or has assessed opportunities to install a rain garden, wetland, or other naturally-filtering catchment system on-site (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses permeable/pervious paving in place of non-porous concrete or asphalt.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
or has assessed opportunities to install permeable/pervious paving (if answered NO to above).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Business Operations and Practices

Up to 36 points

### BUSINESS POLICIES AND GOVERNANCE

The business...	Pts.	Yes	No	N/A	Pledge
has policies and/or a code of ethics that guards against corruption.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is up-to-date with its bookkeeping and accounting, cash flow, workplace health and safety, licenses and permits, and insurance policies.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>The business...</b>	<b>Pts.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Pledge</b>
is compliant with all applicable laws and regulations (e.g., taxes, health code, etc.).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a marketing plan.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a written customer service policy/philosophy and follows it (includes refund/return policies, etc.).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a strategic, future-oriented business plan in place.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a designated staff member or team responsible for the oversight and implementation of sustainability initiatives (may include the business owner).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
includes sustainable practices in the training of new and existing employees.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
encourages its employees to exercise and/or stay healthy and fit.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
markets itself (e.g., on its website) as a local and sustainability-oriented business.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has pursued grants for energy efficiency or other sustainability projects, façade improvements, and/or anything else that seeks to improve the business's performance.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a written sustainability policy, sustainability goals, or sustainability principles to guide its operations.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **COMMUNITY-SERVING BUSINESS PRACTICES**

<b>The business...</b>	<b>Pts.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Pledge</b>
has chosen an independent, small community bank or credit union to maintain at least one of its business-related checking or savings accounts (To find an independent community bank, visit: <a href="http://www.icba.org/go-local/take-part/bank-locator">http://www.icba.org/go-local/take-part/bank-locator</a> )	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sponsors community and/or school events.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
encourages its employees to engage in community service, or has designated "volunteer days" or activities for employees (may include business owner).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
owner participates in/is a member of a community-oriented committee, board or local business association.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## DIVERSITY, EQUITY, AND INCLUSION

The business...	Pts.	Yes	No	N/A	Pledge
prohibits discrimination in both hiring and customer service, and values inclusion and diversity.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ensures that a wide range of candidates are interviewed for job openings.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pays at least the minimum living wage to all of its employees. (See <a href="http://livingwage.mit.edu/states/42/locations">http://livingwage.mit.edu/states/42/locations</a> for the living wage rate in your community.)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is a minority, LGBT, and/or woman-owned business.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
offers health benefits to its full-time employees, if it has more than two employees.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Occupancy

*Up to 22 points*

The business...	Pts.	Yes	No	N/A	Pledge
has eliminated the use of harmful chemicals for pest control, both inside and outside its building.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
occupies a formerly blighted/abandoned property, putting it back into productive use.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
only uses or has only used paints, finishes, coatings, stains, primers, adhesives, and sealants that are low-emitting (i.e., low in volatile organic chemicals [VOCs]).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a cool/white roof.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a green/vegetated roof.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
resides in a building that has attained Silver certification or better under any LEED rating system. To learn more about LEED, visit the LEED website at: <a href="http://www.usgbc.org/">http://www.usgbc.org/</a>	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>or is seeking to attain Silver certification or better under LEED (if answered NO above).</i>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Transportation

Up to 15 points

The business...	Pts.	Yes	No	N/A	Pledge
has employees who share car or van rides to commute to and from work.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is owned by a proprietor who lives within 5 miles of his or her business.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has employees who use public transit or hybrid, electric, or alternative fuel vehicles to commute to and from work.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has employees who bike or walk to and from work.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a bike rack outside its building for customer and employee use, or covered/indoor bike storage space.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses hybrid, electric, or alternative fuel vehicles for its business-related travel.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Waste Management

Up to 23 points

### BUSINESS-WIDE WASTE MANAGEMENT

The business...	Pts.	Yes	No	N/A	Pledge
uses "print preview" on their word processor to reduce wasteful printing.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is aware of the amount of waste it produces and disposes of and tracks its progress on waste reduction.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a waste reduction and recycling policy and has informed its employees about waste reduction and proper recycling practices.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
recycles larger items that are able to be recycled (e.g., refrigerators, furniture, etc.).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
donates usable items, such as furniture, shelving, etc. to organizations such as Pittsburgh Center for Creative Reuse, Construction Junction, Goodwill, or others.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sells used, antique or "upcycled" items, or specializes in repairing items, diverting them from landfill and putting them back into productive use.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>The business...</b>	<b>Pts.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Pledge</b>
has eliminated the use of plastic bags for customer transactions.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
or asks customers if they would like a bag before bagging their items (if answered NO to above).	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has undergone a professionally-conducted waste audit or assessment in the past five years.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
and has begun to implement recommendations from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
or has conducted its own waste audit or assessment (e.g., using a checklist found on the internet) (if answered NO to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
and has begun to address the results from the audit/assessment (if answered YES to above).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Products, Services, and Purchasing

Up to 26 points

### SUSTAINABLE PURCHASING AND PRODUCTS

<b>The business...</b>	<b>Pts.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Pledge</b>
sells products of which at least 25% are made in local markets (defined as within the commonwealth of Pennsylvania or a 150-mile radius from the business).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses locally-produced materials when possible, if it manufactures or produces goods (excluding food).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
chooses to purchase at least 25% of its operating supplies from locally-owned suppliers.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uses biodegradable, environmentally-friendly cleaning supplies (if allowed by law for its industry/sector).	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
buys paper products (e.g., printing paper, toilet paper, paper towels, etc.) made with at least 30% post-consumer recycled content.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
buys paper products that are free of bleach and/or chlorine.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
supports fair-trade items.	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has a sustainable/environmentally-preferable purchasing policy (e.g., it seeks out and buys environmentally-friendly cleaning supplies, furniture, and other items).	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>The business...</b>	<b>Pts.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Pledge</b>
engages in cooperative purchasing with other local businesses or organizations.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
only purchases products and services that are Green Seal®-certified, when possible. (See <a href="https://www.greenseal.org/certified-products-services">https://www.greenseal.org/certified-products-services</a> .)	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Innovation Bonus**

Tell us about a sustainable initiative not listed in the questionnaire. We might even add it to future revisions of the assessment!

*Up to 6 points*

<b>List sustainable practice:</b>	<b>Pts.</b>
	3

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3

**CONNECT WITH US!**

**ShopSustainably.org**

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 Sustainable Pittsburgh

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*Sustainable Pittsburgh affects decision-making in the Pittsburgh region to integrate economic prosperity, social equity, and environmental quality as the enduring accountability, bringing sustainable solutions for communities and businesses.*