



**List of Accepted Documents
To
Verify Green Certification**



IRVINE CHAMBER GREEN BUSINESS CERTIFICATION PROGRAM

Applicants may submit documents from the following list as proof for certification of the ICC green business program:

Section 1: Waste Reduction & Recycling (5 of 11)

Recycle Paper, Cardboard, Newspaper:	Photo of on-site recycling bins or copy of company statement directing employees to utilize the recycling options
Recycle Glass, Metal, Plastic:	
Recycle Green-waste:	
Recycle E-Waste:	
Compost Food Waste:	
Use Electronic Billing Methods:	Copy of invoice or billing program or photo
Print double-sided copies:	Notice to employees (i.e. photo of sign) or copy company statements
Use recycled content paper with soy or low volatile organic (VOC) inks:	Copy of company statement or invoice or receipts
Use re-usable rather than disposable products:	Notice to employees (i.e. photo of sign) or copy of company policy or photo
Reuse packing and shipping materials:	Copy of company statement or photo of recycled cartridges
Recycle print cartridges or use refillable toner cartridges	
Other:	

Section 2: Green Purchasing (3 of 6)

Buy products in bulk that are concentrated:	Copy of purchasing department's company policy or invoice or receipts
Purchase products from local, green vendors:	
Use green cleaning products:	
Use green building materials:	
Purchase toilet paper, seat covers, paper towels made from post-consumer recycled content:	
Use paper with at least 30% post-consumer waste:	
Other:	

Section 3: Energy Efficiency & Conservation (5 of 8)

Participate in free energy audit from SCE	Copy of SCE audit report
Replace bulbs with compact fluorescent bulbs	Copy of company policy or photos of devices in stand-by status
Use motion sensors and lighting controls	
Shut down computers and use standby mode	
Turn off electronic devices when not in use	
Use Energy Star products	Photo
Install dimmer switches	Photo
Adjust heat/air	Copy of company statement or photo
Other:	

Section 4: Staff Training & Public Awareness (3 of 5)

Offer customer green service or amenity options	Copy of company statement or photo
Incorporate green items into company newsletter, bulletins or marketing materials	Copy of current newsletter, or flyer, etc.
Incorporate green items into performance appraisals, job descriptions, and/or employee orientation and training	Copy of company statement or photo
Establish employee green committee to further green business efforts	Copy of committee mission statement & minutes, agendas, projects, etc.
Participate in local green events like tree planting, cleanups, etc.	Photo of event or proof of event registration
Other:	

Section 5: Green Transportation (1 of 6)

EV Charging Station	On-site verification required
Carpooling/Ride Share Program	On-site verification or copy of company policy
Alternative Transportation (public trans, bicycle, etc.)	Copy of company policy or photograph
City of Irvine iShuttle Program	Copy of company policy or photograph
Participation in Green Commute Challenge	Copy of company policy or photograph
Policy to encourage rideshare/carpool	Copy of company policy
Other:	