



The San Francisco Green Business Program helps businesses operate in ways that are healthier for people, the planet, and the bottom line.

Hello and on behalf of the SF Green Business team, thank you for your interest in the Green Business Program!!

Over the course of the next few weeks, the SF Green Business team will be working very closely with you to help your business meet program standards. Below is an outline of the various steps that your business will need to go through as you embark upon this exciting journey to the Green Business Award. I will be your primary contact in this process. Please feel free to call me anytime to follow-up – Sushma Dhulipala, SF Green Business Program, (415) 355.3758.

STEP 1: Complete Enrollment Form

STEP 2: Environmental Health Pre-Inspection and Background Compliance Check

A representative from the Department of Public Health will visit your facility to do a brief screening for hazardous materials storage. We will also complete a background check to verify compliance over the last 3 years of operation. Our policies require that, if your business has not been inspected for compliance in the last year, you will receive compliance audits by the agencies listed below (#5).

STEP 3: Complete SF Green Business Checklist for your sector

Your business will receive a GB checklist appropriate for completion.

STEP 4: Initial Site Assessment

Once we receive a completed checklist from your business, we will conduct an Initial Site Assessment to gather information on the site, current environmental practices, permits held etc. During this visit, the team member may verify some measures listed in your checklist and take photographs for our files.

STEP 5: Compliance Verification and Checklist Verification Assessments

In order to be eligible for a Green Business Award, a business must be in compliance with all environmental laws and regulations. In San Francisco, your compliance will be verified by the following agencies –

1. *Health Code by SF Department of Public Health*
2. *Fire Code by SF Fire Department*
3. *Air Quality Regulations by Bay Area Air Quality Management District*
4. *Wastewater discharge Regulations by SF Public Utilities Commission*

Along with the compliance verification visits, your business will also receive the following conservation audits to verify the measures your business is implementing on the Green Business checklist:

1. *Water Conservation by SF Public Utilities Commission*
2. *Energy Conservation by SF Dept. of the Environment*
3. *Recycling and Composting by SF Dept. of the Environment*
4. *Pollution Prevention: wastewater by SF Public Utilities Commission*
5. *Pollution Prevention: toxics by SF Dept. of Public Health OR SF Dept. of the Environment*

STEP 6: Environmental Policy & Recognition

The last step in the Green Business process is to implement the practices required by the GB team members and to submit an environmental policy statement listing your environmental policies. Once this is complete, your business will receive an award packet and be listed on the program website, www.sfgreenbiz.org.

