

RECYCLING, COMPOSTING, WASTE REDUCTION, AND DONATION INFORMATION

Please insure that all of your service providers have filled out the Service Information Form at the end of this application. This would include e-waste, hazardous waste and recycling.

		YES	NO	N/A
A1.	(R) Does your building have a recycling program (in accordance with San Francisco’s Universal Recycling & Composting Ordinance) that accepts all paper and cardboard along with glass, metal and plastic bottles/jars/containers/cans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.	(R) Does your building have a composting program (in accordance with San Francisco’s Universal Recycling & Composting Ordinance) for the collection of organic materials? If so, what percentage of your office tenants (by occupied square footage) participate? Enter percentage here:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3.	Do your building rules and regulations include language that requires the recycling of construction and demolition debris (in accordance with San Francisco’s Construction & Demolition Recycling Ordinance)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4.	Do all food service establishments participate in a composting program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5.	Does your composting program include the composting of hand towels in all restrooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A6.	Do all tenant employee workstations have a dedicated recycling can?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A7.	Do you have a compactor that is dedicated only for the collection of recyclables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A8.	Do you facilitate the donation, sale, or exchange of unwanted but usable items (furniture, electronics, office supplies, etc.) for your tenants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A9.	Do you maintain a regular electronic equipment recycling service for tenants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A10.	Do your janitors use a double caddy system to pick up landfill waste separate from recycling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A11.	Are your management office printers set for default double sided printing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A12.	Have you eliminated disposable food service ware in your own lunchroom by using permanent ware (mugs, dishes, utensils, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A13.	Do you keep a stack of previously used paper near your printers to be used for drafts and scratch paper?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A14.	Have you eliminated the use of bulk or individual bottled water in your management office (use filtered water in reusable glasses)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A15.	For your own catered events, do you exclusively use green caterers, that use only reusable and/or compostable dishes and/or purchases produce from local, organic vendors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For additional points, please explain any other actions you have taken to reduce waste at your facility.

ENERGY CONSERVATION

		YES	NO	N/A
B1.	(R) Have you replaced all T12 lamps and magnetic ballasts with T8 or T5 lamps and electronic ballasts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2.	(R) Have you established an Energy Star Portfolio Manager rating for your building? Please list your rating as of the date of this application:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3.	Do you participate in PG&E's Demand Response program or other utility Energy Efficiency programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4.	Have you completed an Energy Audit on your facility during the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5.	Do your air filters have a MERV rating of 13 or higher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B6.	Do you restrict smoking within 25 feet of your Building and/or outside air intakes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B7.	Does your Preventative Maintenance program and/or HVAC maintenance contract include cleaning HVAC system fans, coils and air intake rooms on a regular schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B8.	Does your Preventative Maintenance program include tasks that monitor and ensure the accuracy of HVAC systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B9.	Do you use "real time" electrical metering for load shedding practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B10.	Have you installed Variable Frequency Drives (VFDs) on all applicable motors and pumps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B11.	Do you use economizers to reduce the operation of the cooling systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B12.	Do your windows have window film?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B13.	Have you replaced all incandescent lamps in all types of fixtures (including exit signs) with energy efficient lamps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B14.	Do you use lighting controls such as time clocks, occupancy sensors, and/or photocells?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B15.	Do you perform maintenance of your lighting systems by group re-lamping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B16.	Do your janitorial specifications or PM programs include a written policy to clean lighting fixtures, diffusers and lamps on at least an annual basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B17.	Have you installed motion sensors in all building stairwells?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For additional points, please explain any other actions you have taken to reduce energy consumption at your facility

WATER CONSERVATION

		YES	NO	N/A
C1.	(R) Have you installed low flow faucet aerators (less than 0.5 gallons per minute) on all restroom sinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2.	(R) Are all toilets on premises low flow (1.6 gallons per flush)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3.	(R) Are all urinals on premises low flow (1.0 gallon per flush)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4.	(R) Do engineers keep water meter logs on at least a weekly basis to determine indications of leaks, spikes or other problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5.	Do engineers have replacement parts in stock so that leaks can be assessed and repaired immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6.	Have you installed any high efficiency toilets (1.28 gallons per flush) or urinals (0.5 gallons per flush or less)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C7.	Is a conductivity controller installed and monitored on your cooling tower(s) and are you getting at least 8 cycles of concentration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C8.	Are boiler total dissolved solids (TDS) maintained at 700 ppm or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C9.	Are signs posted in common area restrooms that promote water conservation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LANDSCAPING				
C10.	Do your non-turf areas have mulch added to reduce water evaporation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C11.	Does your landscaping include drip irrigation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C12.	Have you installed a separate irrigation meter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C13.	Does your irrigation include an automatic rain shut-off device?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C14.	Does your landscaping include native and/or drought resistant plants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C15.	Have you eliminated the use of color rotations (temporary flowers) in favor of perennials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For additional points, please explain here any other actions you have taken to conserve water in your facility.

TOXICS / AIR QUALITY

		YES	NO	N/A
D1.	(R) Do you have a program and/or policy that provides safe disposal of all hazardous waste types?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2.	(R) Does your janitorial service company use only low toxic cleaning products such as those meeting Green Seal certification standards in your facility? www.greenseal.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D3.	(R) Does your pest control contractor maintain an integrated pest management (IPM) program for your property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D4.	Does your cleaning program include microfiber dusters, towels and mops?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D5.	Do you have a microfiber cleaning program that includes color coding to discourage transfer of germs and minimize cross contamination between surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D6.	Is your building in good standing with HMUPA (Hazardous Materials Unified Program Agency), San Francisco Fire Department and Bay Area Air Quality Management District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D7.	Do you have a current MSDS binder onsite for all janitorial, pest control and engineering products used in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D8.	Do you organize hazardous waste collection events or have a system set up to help your tenants safely recycle universal waste? Universal waste items that can be easily collected onsite include batteries, cell phones, electronics, and fluorescent lamps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D9.	Do you use vacuum cleaners meeting the Carpet and Rug Institute "Green Label" Testing Program Vacuum Cleaner Criteria for improved indoor air quality? www.carpet-rug.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D10.	Have you eliminated the use of VOC or aerosol chemical air fresheners in your building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For additional points, please explain any other actions you have taken to reduce your hazardous waste and materials in your facility

ENVIRONMENTALLY PREFERABLE PURCHASING

		YES	NO	N/A
E1.	(R) Are your building standard janitorial paper products (toilet tissue, hand towels) elemental chlorine free and made with post consumer recycled content (minimums: 20% for toilet tissue and 40% for hand towels)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2.	Do you purchase minimum 50% post consumer recycled content office paper?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3.	Do you print your business cards, envelopes, and marketing material (brochures, fliers, etc.) on minimum 50% post consumer recycled content paper with vegetable based inks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4.	Do you purchase trash can liners that are minimum 10% postconsumer plastic resin? www.green.ca.gov/EPP/building/PlasticBags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5.	Did your recent improvement projects use eco-friendly flooring options such as recycled ceramic tiles or Forest Stewardship Council harvested wood? To see if your material qualifies: www.stopwaste.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E6.	Do you purchase Electronic Product Environmental Assessment Tool (EPEAT) registered and Energy Star qualified desktop computers, notebooks and monitors? www.epeat.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E7.	Do you recycle your printer and copier toner cartridges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E8.	Do your construction guidelines require low VOCs products be used for painting and refinishing? www.builditgreen.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For additional points, please explain any other actions you have taken towards environmentally preferable purchasing.

TRANSPORTATION

		YES	NO	N/A
F1.	(R) Do you have a commuter benefits program that offers pre-tax savings for commuting employees? www.commuterbenefits.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F2.	(R) Are you signed up for Spare the Air email alerts and do you notify tenants of these days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F3.	Does your building host or are you in partnership with a car share program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F4.	Do you provide parking for vanpool / rideshare vehicles in your garage or parking area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F6.	Do you provide secure parking for bicycles, such as lockers or areas within the building premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F8.	Do you provide bicycles for employee use during work hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F9.	Are transit passes for public transportation available for purchase in your building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For additional points, please explain any other actions you have taken to promote sustainable transportation practices.

TENANT EDUCATION

		YES	NO	N/A
G1.	Does your building's website promote environmentally sustainable practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G2.	Do you have a method of notifying tenants and/or individuals of their recycling program performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G3.	Do you provide presentations, fairs or educational events to promote environmentally sustainable practices for tenants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G4.	Is there a recognition program to recognize the tenant undertaking the best conservation efforts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G5.	Are your building newsletters distributed in an electronic format?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For additional points, please explain any other actions you have taken to promote tenant education of sustainability

OTHER

		YES	NO	N/A
H1.	Did you attend the Earth Award Workshop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H2.	Did you participate on an Audit Committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submittals

1. Three (3) high quality pictures of the exterior of the Property in JPEG format must be submitted with the application.
2. A property description outlining sustainable “best practices” must be submitted with the application (500 words maximum).

DECLARATION

I verify by my signature below that the above information is correct and may be further substantiated by an onsite visit.

Signature: _____ Date: _____

Print Name _____ Title _____

Please note: in lieu of an electronic signature, please type your initials in the above Signature line to indicate that the above information is correct.

2010 EARTH Award Application and Program Guidelines

- **Application Intent:** The EARTH Award application contains a series of questions based on resource conservation and environmental criteria that target Recycling/Waste Reduction, Energy Conservation, Water Conservation, Toxics/Air Quality, Transportation, and Tenant Education. The application draws from the BOMA International EARTH Award, USGBC LEED, and SF Green Business program applications. Questions on the application directly correlate with at least one of these applications.
- **Eligibility:** Only_SF BOMA member buildings within the city of San Francisco are eligible to submit an application.
- **Building Categories:** 1st, 2nd & 3rd place awards are awarded for each building category. Categories are based on Building Square Footage:
 - Small (Under 300,000 sq/f)
 - Medium (300,000 – 600,000 sq/f)
 - Large (Over 600,000 sq/f)
- **Auditing – Site Reviews:** Site visits of the qualified top performing properties will be conducted by a BOMA Audit Committee within four (4) weeks after application due date.
- **Application Supporting Documentation:** Back-up documentation for each question marked “Yes” is required to be available and provided at the time of the site inspection to the BOMA Audit Committee. Please take the time to read and understand each question and ensure you have hard copies of your documentation available to prove your “yes” responses.
- **Application Details:** 1.) (R) Indicates that a measure is required and must be completed. 2.) A “Not Applicable” designation applies only to measures unable to be implemented due to physical restraints. Documentation supporting property’s N/A response must be submitted with application.
- **Application Submittals:** 1.) Three (3) high quality pictures of the exterior of the Property in JPEG format must be submitted with the application. 2.) A property description outlining sustainable “best practices” must be submitted with the application (500 word maximum).
- **Scoring Process:** Top performing properties scheduled for review are selected as follows:
 - Total score for each property is determined by calculating the total scores for each section of the application as submitted and adding them together.
 - Applications are reviewed to determine compliance of all required line items identified by the symbol (R) (unless marked as “N/A”).
 - The five properties in each category with highest point total are identified. (However, due to the competitive nature of the EARTH Award program, properties within five (5) points of the top five performers will also be scheduled for an onsite visit.)
 - A review is conducted of additional points. Additional measures are only recognized for additional points if the measure is innovative and such practice is not included in established point categories. There is no limit to additional points. Additional points are reviewed and voted on by the Audit Committee.
 - The Department of Public Health will conduct an independent review of the final group, prior to notification of site visit, to confirm there are no outstanding violations on record with the City in accordance with question D6. All finalists must be in good standing with the Department of Public Health prior to final consideration for award selection.
 - A minimum of 90% implementation of required physical installations must be completed for point qualification.
 - Building policies must be implemented and/or in practice between January 1, 2009 and December 31, 2009.
- **Auditing Process and Required Documentation:** If selected for a site visit, you will be required to have all of your documentation available at the time of inspection to support your “yes” responses. Please have your back up documentation organized by section of the application: Recycling/Waste Reduction, Energy Conservation, Toxics/Air Quality, Transportation and Tenant Education. Following the review of your documentation, the Audit Committee will tour your property to verify the remaining “yes” responses on your application. Any additional documentation needed to verify a “yes” response will be accepted within 24 hours of the property audit.

- **Auditing Recommendations:** At the time of the scheduled inspection, the person(s) most knowledgeable with the required documentation, sustainable processes and operational procedures (i.e. Property Manager and Engineer) should be available to meet with the BOMA audit committee. After the EARTH Award Luncheon Program applicants may request the final point calculation for their property.

- **Application Scoring Details:** Calculation of Points
 - The total number possible points (not including additional measures): 99.
 - One point per line item
 - One point per additional measure
 - Energy Star (verified) provides up to 10 pts (per LEED allocation guide)
 - Diversion Rate provides up to 10 points (per allocation guide - GG/DOE)
 - There are no weighted questions
 - One point will be awarded for property representation on an Audit Committee (in a category other than the one your property is entered.
 - One point will be awarded for verifiable EARTH Award Workshop attendance (one point maximum per property).
 - One point deduction for submitting a hard copy of the application.
 - One point deduction for a late submission.

- **EARTH Award Recipient Exemption:**
 - A property that earns an EARTH Award for two consecutive years is exempt from competing in the EARTH Award Program for two years. The property will be recognized, for the two years of the exemption, at the annual EARTH Award Ceremony and SF Business Times Supplement for their continued excellence in the implementation of sustainable practices.

BOMA SAN FRANCISCO 2010 EARTH AWARD APPLICATION

SERVICE INFORMATION FORM

To be completed by **Golden Gate Disposal & Recycling** or **Sunset Scavenger**
 (SEE NEXT PAGE FOR SERVICE PROVIDED BY OTHER VENDORS)

Service Provider Name _____ Contact Name/Title _____

Phone _____ Fax _____ E-Mail _____ Date _____

CURRENT SERVICE INFORMATION

Name of Client _____ Address _____

Date Service Started: _____ Date of Last Change In Service _____

Type of Service Provided: Waste Disposal Recycling Hazardous Waste

Indicate All Materials Included In Recycling/Hazardous Waste Program

- White Paper Mixed Paper Shredded Paper Newspaper Cardboard Glass, Plastic, Aluminum Containers Construction and Demolition Debris Food / Compostables Waxed Cardboard Scrap Metals Wood Pallets / Crates Cooking Oil / Grease Carpet / Padding Landscape Trimmings / Flowers Paint Fluorescent Lights Batteries Electronics Computers/Monitors/TVs Cell Phones
 Toner Cartridges Furniture Uniforms Office Supplies Lost & Found Items
 Other (list items) _____

Reporting Period - From: _____ To: _____

For **WASTE DISPOSAL** Service, List Service Details For All Service Types (e.g. toters, frontloader, compactor, open top etc.)

Note: For compactor or open top roll-off service, please provide information on number of loads hauled and total weight

	Container Type	Container Size	No. of Containers	Frequency of Service
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

For **RECYCLING, COMPOSTING** and/or **HAZARDOUS WASTE** Service, List Service Details For Each Material Type

	Material Type	Container Type	Container Size	No. of Containers	Frequency of Service
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

SERVICE INFORMATION FORM FOR OTHER VENDORS

Service Provider Name _____ Contact Name/Title _____

Phone _____ Fax _____ E-Mail _____ Date _____

CURRENT SERVICE INFORMATION

Name of Client _____ Address _____

Date Service Started: _____ Date of Last Change In Service _____

Type of Service Provided: Recycling Hazardous Waste

Indicate All Materials Included In Recycling/Hazardous Waste Program

- White Paper Mixed Paper Shredded Paper Newspaper Cardboard Glass, Plastic, Aluminum Containers Construction and Demolition Debris Food / Compostables Waxed Cardboard Scrap Metals Wood Pallets / Crates Cooking Oil / Grease Carpet / Padding Landscape Trimmings / Flowers Paint Fluorescent Lights Batteries Electronics Computers/Monitors/TVs Cell Phones
 Toner Cartridges Furniture Uniforms Office Supplies Lost & Found Items
 Other (list items) _____

Reporting Period - From: _____ To: _____

Use Table 1 for items collected in standard containers (e.g. totes, cubic yard containers, open tops, compactors).

Table 1

Material Type	Container Type	Container Size	Number of Containers	Frequency of Service	Total Weight

Use Table 2 for items collected in non-standard containers (e.g. loose items, gaylords, custom bins).

Table 2

Material Type	Collection Method (Container/Loose)	Container Size	Total Collected Containers	Number of Items Collected	Total * Weight

* **If exact weight is not available, please provide Estimated weight** (See the California Integrated Waste Management Board Conversion Factor Tables at <http://www.ciwmb.ca.gov/Iglibrary/dsg/apndx.htm#Conversion>)

(Photocopy and use additional sheets if necessary)