



BULL CITY
WORKPLACE
CHALLENGE

Bull City Workplace Challenge Green Toolkit

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The Bull City Workplace Challenge and sponsors do not endorse any individual company listed in this toolkit.

Organizational Commitment

[Setting sustainability goals: 10 golden rules](#)

Sustainability Goals

[Best practices](#) to follow when setting your sustainability goals

How to form a [green team](#)

Green Team

[Green team checklist](#) from ENERGY STAR

Communication

[First steps to creating a corporate sustainability report](#)

[Sustainability reporting examples](#)

[Know these three Vs of sustainability communication](#)

[Engaging employees to create a sustainable business](#)

Employee Engagement

[Inside out: Sustainability communication begins in the workplace](#)

Carbon Footprint

Estimate your workplace's [carbon footprint](#)

Buildings

ENERGY STAR for buildings:

- [Resources for small businesses](#)
- [ENERGY STAR building certification](#)
- [How ENERGY STAR can help](#)

[LEED certification](#) for buildings

Biodiversity in Landscaping

Purchase [wildflower seed & birdhouses](#) from Durham County's Soil & Water Conservation District.

[Durham County Extension Master Gardeners](#) offer gardening consultation. Hotline: 919-560-0528

Turn your balcony container garden, work landscape, or roadside greenspace into a [Certified Wildlife Habitat®](#).

[Bee Downtown](#) installs and maintains sustainable bee communities in urban areas.

[Bee-friendly garden in NC](#) from Our State magazine
[Pollinator Conservation Guide](#) from NC State Extension

Documentation

Elsewhere the Challenge requests data on your workplace's energy and water use. To receive points for additional documentation of the impact of your Bull City Workplace Challenge efforts to bcwc@dconc.gov. Subject line: Additional documentation for [your organization's name]

You can choose what to document. Examples:

- Waste audit data with results from your quarterly checks.
- Quantified changes in purchases that meet a certification standard.
- Quantified changes in your workplace's use of pesticides.

Energy

Energy Use Tracking

To track & share your energy use data with the Bull City Workplace Challenge, we encourage you to use one of the following options:

- [ResiSpeak](#): A software service that tracks electricity, natural gas, and water use for buildings. After you create your account, ResiSpeak will automatically gather utility data so that it can be viewed and analyzed in one place. Please sign up through the Bull City Workplace Challenge portal.
- [EnergyStar's Portfolio Manager](#): Use [these instructions](#) to share your property's data with the Durham City-County Bull City Workplace Challenge (bcwc@dconc.gov). Use 'Read Only Access'!
- **Energy tracking template**: Download the template [here](#). Email your completed form to bcwc@dconc.gov by March 15, 2018. Subject line: Energy use data for [your organization's name]

Energy Policy

ENERGY STAR

- [Overview & examples](#) of energy policies
- Guidance for [building an energy program](#)

Energy Audits

Duke Energy

- [Energy assessments](#) for businesses
- [Small Business Energy Saver Program](#) with free assessment

[Waste Reduction Partners](#): Free audits, identifying areas for improvement.

[NC Building Performance Association](#): Energy audits, contractors, or building-related questions

Lighting

Regency Lighting: [Calculator](#) & [Guide](#) for lighting energy efficiency

Duke Energy

- [Lighting incentives](#)
- Store: [Discounts for Duke Energy customers on lighting and more](#)

Differentiating between bulb types:

- [Types of light sources and light bulbs](#)
- [Difference between T5, T8, and T12 bulbs](#)

Heating & Cooling

How to [select and set](#) your programmable thermostat

Energy Star

- [Duct sealing](#)
- [HVAC maintenance](#)
- [Seal & insulate](#)

Duke Energy incentives

- Rebates for [HVAC](#) improvements to electric & natural gas systems
- Rebates for [chiller](#) improvements
- [EnergyWise Business](#): Free web-programmable thermostat + incentives to participate in grid load-reduction program

PSNC incentives

- Energy-efficient natural gas [furnaces, boilers, and water heaters](#): Rebates

[Energy Star appliance](#) information

Appliances

Duke Energy rebates for specialized equipment

- [Food service equipment](#)
- [Commercial equipment](#)
- [Industrial equipment](#)
- Motors with [variable frequency drives](#) & [efficient pumps](#)
- [Equipment for poultry & dairy farms](#)

Energy Star [energy efficient practices with computers & electronics](#)

Electronics

[Duke Energy Smart \\$aver Information Technology Incentives](#): Rebates for computer room improvements & data centers

Energy Star: [Strategies & incentives to finance energy efficiency improvements](#)

Financing Energy Efficiency

Duke Energy

- [Smart \\$aver Prescriptive Incentive Program](#): Rebates
- [2018 Incentive List](#)
- [Smart \\$aver Custom Incentive Program](#): Rebates
- [Small Business Energy Saver Program](#): Duke Energy pays up to 80% for improvements
- [EnergyWise Business](#): Incentives for remote control of AC during periods of high demand
- Store: [Discounts for Duke Energy customers on lighting and more](#)

PSNC

- Discounts for [LEED-certified commercial buildings](#)

Loans

- Your workplace's financial institution may offer loans at reasonable terms.
- Self-Help Credit Union offers [small business loans](#), including a suite of [loans for workplace environmental improvements](#). Contact John "JJ" Froehlich, (919) 794-6792, John.Froehlich@self-help.org.

[NC GreenPower](#): Support alternative energy projects around NC. Sign up to [pay on your utility bill!](#)

Renewable Energy

Financial incentives:

- [Property Tax Abatement for Solar Electric](#) (North Carolina): 80% of the appraised value for solar thermal electric & solar photovoltaics
- [Federal Business Energy Investment Tax Credit](#): 30% of the appraised value for solar, fuel cells, small wind; 10% for geothermal, microturbines and combined heat & power

Water

Water Use Tracking

To track & share your water use data with the Bull City Workplace Challenge, we encourage you to use one of the following options:

- [ResiSpeak](#): A software service that tracks electricity, natural gas, and water use for buildings. After you create your account, ResiSpeak will automatically gather utility data so that it can be viewed and analyzed in one place. Please sign up through the Bull City Workplace Challenge portal.
- ENERGY STAR's [Portfolio Manager](#): Use [these instructions](#) to share your property's data with Greener Durham. Use 'Read Only Access'!
- Water tracking template: Download the template [here](#). Email your completed form to bullcityworkplacechallenge@TBD.com by March 15, 2018. Subject line: Water use data for [your organization's name]

Water Audit

Assessments:

- [Waste Reduction Partners](#) (free)
- [N.C. Division of Environmental Assistance and Customer Service](#)

An introduction to [self auditing](#), plus an [in-depth guide](#) for facility managers (PDF)

City of Durham: [Water use & efficiency assessments](#)

[Sample water audit forms](#) from EDF+Business

Water Planning

WaterSense: [Water management for commercial properties](#)

[WaterMAPP](#): Tool developed by the EDF to assess your workplace's water efficiency and estimate potential financial savings opportunities

[Commercial, Industrial, and Institutional \(CII\) Water Assessment Tool and Benchmarking Study](#) from City of Boulder

[Indoor visual leak inspection](#)

Water Use Efficiency: Indoors

[Water efficiency in commercial bathrooms](#) (PDF)

City of Durham [Water efficiency kits](#)

[WaterSense product search](#) and [ENERGY STAR water-saving appliances](#)

[City of Durham toilet rebate program](#): non-residential exclusive for BCWC participants. For information about how to qualify, contact Laine Roberts: laine.roberts@durhamnc.gov, (919) 560-4381 x35259.

EDF+Business Cooling System Efficiency [Guide](#) & [Videos](#)

Contact: James Lim, james.lim@durhamnc.gov

Water Use Efficiency: Landscape Management

[Durham's odd-even watering schedule](#) - follow the law!

[Outdoor visual leak inspection](#)

WaterSense: Outdoor [irrigation controllers](#) & [sprinkler bodies](#)

[WaterWise landscaping](#) (PDF)

Rain barrels [from the City of Durham](#) or [from Durham County](#)

Contact: James Lim, james.lim@durhamnc.gov

[Pollution prevention for businesses](#)

Water Quality Protection

City of Durham [Stormwater STARS Program](#): Free consultation and practical guidance for managing your stormwater impacts. Register [online](#); contact stormwatereducation@durhamnc.gov with questions.

North Carolina's [Community Conservation Assistance Program](#) - Assistance with up to 75% of the cost of specific measures that reduce nonpoint source pollution. Contact Heather Dutra, HDutra@dconc.gov

Durham County's [Voluntary Nutrient Reduction Program](#) - Contact Heather Dutra, HDutra@dconc.gov

Waste

General Waste Reduction Contacts

City of Durham - for workplaces located within the city limits

- Carlos Lyons, Recycling Specialist, carlos.lyons@durhamnc.gov
- Patricia Fossum, Assistant Solid Waste Manager, patricia.fossum@durhamnc.gov

Durham County- for workplaces in Durham County, outside of the city limits

- Chrissie Koroivui, Waste Reduction Supervisor in the County's Solid Waste Division, mkoroivui@dconc.gov

[10 step program for office recycling](#)

Recycling at Work

[City of Durham Recycling Laws](#)

[City of Durham Recycling Guide](#) (PDF)

Recycling vendors for businesses, including pickup, located within the Triangle:

- [Orange Recycling Services Inc.](#)
- [Philco Services](#)
- [Shimar Recycling](#)
- [Waste Industries](#)
- [Raleigh Metal Recycling](#) (scrap metal only)

For additional recyclers that serve the Durham area see the [NC Recycling Markets Directory](#).

[Keep Durham Beautiful](#)

Paper Reduction

[Going paperless? Legal guidelines & tips for a paperless HR department](#)

[14 tips for creating a paperless office](#)

[7 print management solutions that reduce printing costs](#)

Waste Reduction

EPA: [Managing & reducing wastes: A guide for commercial buildings](#)

[Don't Waste Durham](#)

[Keep Durham Beautiful](#)

K-Cups:

- The inventor of [K-Cups regrets his invention](#)
- [11 reasons K-cups are not good](#)
- [SocialBull Coffee](#): Local company offering waste free, single-serve alternative to K-Cups

Bottled water:

- [Tap water vs bottled water](#)
- [7 reasons not to drink bottled water](#)

Donate usable items:

- Offer items on the [NC Waste Trader](#) clearinghouse.
- Donate furniture, building materials, and other items to the [Habitat ReStore](#).

Electronic Waste

Why recycle electronics responsibly? [The human and environmental effects of e-waste.](#)

[Find an E-Steward certified recycler](#)

[Find an R2 Recycler](#)

Companies located within the Triangle:

- [Triangle Ecycling](#) - materials are repurposed or disposed of through an R2/E-Steward recycler
- [GEEP North Carolina, Inc.](#)
- [Computer Recyclers of North Carolina](#)

For additional R2 or E-Steward certified recyclers that serve the Durham area see the [NC Recycling Markets Directory](#).

Composting

Composting companies in the Triangle:

- [Brooks Contractor](#)
- [CompostNow](#)
- [Food FWD](#)
- [Full Circle Recycle](#)
- [SMART Recycling U.S.](#)
- [Tilthy Rich Compost](#)

Additional composters that serve the Durham area may be found in the [NC Recycling Markets Directory](#).

Set up your own worm bin

- [New Soil](#): A vermicomposting company

[DIY waste stream audit](#)

Waste Stream Audit & Monitoring

[Waste Reduction Partners](#)

Food Waste

[10 tips to minimize food waste at events](#)

Organizations that accept leftover food donations:

- [Urban Ministries of Durham](#). Please call before donating to verify. Contact: Gin Jackson 919-682-0538
- [Immanuel Temple Soup Kitchen](#) operates on Sundays. Contact 919-957-0032

Transportation

Employee Survey

Contact: Stephanie Loyka, Durham County Mobility Management & Outreach Coordinator, GoTriangle: sloyka@gotriangle.org

Commuter Benefits Plan

[Develop a commuter benefits plan](#) for your worksite

Contact: Stephanie Loyka, sloyka@gotriangle.org

ShareTheRideNC

[Share the Ride NC](#)

- Ride-matching services for [carpool](#) and [vanpool](#)
- [GoPerks](#): Trip tracking and rewards program for your sustainable commutes
- FREE [Emergency Ride Home](#): [Register your company](#) so that employees can participate

Contact: Paul Straw, Sustainable Travel Services Specialist, GoTriangle: pstraw@gotriangle.org

Carpooling

SharetheRideNC: Ride-matching services for [carpool](#) and [vanpool](#)

Signs such as these can label carpool-only parking spaces:



Efficient Vehicles

The US Department of Energy's [Workplace Charging Challenge](#) for electric vehicles

Bicycling

[Bicycling maps](#) for Durham & Orange Counties

[Bike](#) routes, safe bicycling tips, and other cycling resources

Become a bicycle friendly workplace

- [Tips](#)
- [Recognition](#)

[Bicycle Parking Guidelines](#) from the Association for Pedestrian & Bicycle Professionals, to help you install useful and effective bicycle parking.

Check back for links to Durham's National Bike Month in May as they become available.

Businesses: Offer [Bicycle Benefits](#) to biking customers.

Extras

- [Durham Bicycle and Pedestrian Advisory Commission](#)
- [Bike Durham](#)
- [Durham Bike Coop](#)

Contact: Dale McKeel Dale.McKeel@durhamnc.gov

[Regional and local trip planning, bus schedules and fares](#)

Transit

[Transloc Rider App](#): Real time transit arrival information [for all Triangle routes](#)

Offer a [free or discounted transit benefit](#) for employees with a GoPass:

Contact Stephanie Loyka, sloyka@gotriangle.org

Alternative Schedules

Summary of [alternative schedule types](#)

[Example alternative work schedule policy & procedures](#)

Video Conferencing

[How to Secure Your Company's Videoconferencing System](#)

No-idling Policy

[IdleBox Toolkit for Idle Reduction Projects](#) - includes educational materials

[Sample Idle Reduction Policy for Fleet Vehicles](#)

Fleet Vehicles

[EPA SmartWay certified vehicles](#) (SmartWay Elite is preferred)

Additional Recognition

[Best Workplace for Commuters](#): Membership program that provides qualified employers with national recognition and an elite designation for offering outstanding commuter benefits.

Purchasing

Policies

[Green Purchasing Model Policy](#)

Guidance

[Green Procurement Compilation](#) - Sustainable Facilities Tool, US General Services Administration

[Solution Strategies for Sustainable Purchasing](#)

[Green Purchasing Guides & Resources](#)

Life Cycle Assessment

[Life Cycle Assessment Overview](#)

Furniture, Electronics, & Other Equipment

Sources for secondhand equipment:

- [Habitat ReStore](#)

3rd Party Green Certification:

- [Greenguard Certification](#) ([Product search](#))
- [Forest Stewardship Council](#)
- [EPEAT](#) for sustainable electronics

Food

[Food Purchasing: The Green Seal™ Guide for Restaurants and Food Services](#)

Tips for sustainable food purchasing:

- [Produce](#)
- [Meat, dairy, & eggs](#)
- [Seafood](#)
- [Bottled Beverages](#)

Toxics

Volatile Organic Compounds

[CRI Green Label Plus](#)

[Health effects of VOCs](#)

[Are air fresheners bad for your health?](#)

Non-toxic Cleaners

[Implementing environmentally preferable cleaning practices: An eight step plan](#)

[Greenseal](#) certified cleaning products

[SaferChoice](#) cleaning products

The [case against antibacterial soaps](#)

Pest Control

EPA's [Introduction to integrated pest management](#)

[IPM: A Common Sense Approach to Managing Pests in Your Landscape](#)

EPA's guide [Integrated pest management in buildings](#) (PDF)

[Example action thresholds for common pests](#)

Product Development (Bonus)

[How Companies are Committing to Reduce Toxic Footprints](#) - a three-part article for manufacturers & retailers on reducing the toxic footprint of their products

Extra Resources

Are you eager for more? The start you have made with the Bull City Workplace Challenge can also help you achieve certification or recognition by green industry leaders. Below we identify general & industry-specific recognition programs, as well as additional industry-specific advice on green practices.

General Recognition Programs

[B corporation certification](#) for environmental & social performance

Get [recognized](#) as a bike-friendly business

Industry-Specific Recognition Programs

[NC GreenTravel Initiative Program](#) recognition for tourism & travel-related businesses, including accommodations, eateries, destinations, activities, event spaces, & more. Applications are industry-specific.

[Green Restaurant Certification](#)

[Eco-Dentistry Association's GreenDOC™ Dental Office Certification Program](#)

[U.S. Department of Education Green Ribbon Schools](#)

Green cleaning businesses: Get recognized through the [Safer Detergents Stewardship Initiative](#)

[WaterSavers Car Wash Program](#)

[ARCHITECT 50](#) nationwide ranking of architecture firms based on performance in business and profitability, sustainability, and design

Industry-Specific Resources

American Society of Landscape Architects [Sustainable Design Guides](#)

National Institute of Building Sciences [Whole Building Design Guide - Sustainable Design Objectives](#)

[Brewers Association for small & independent craft brewers](#): Sustainability guidance, including energy, solid waste, water, building design, and mentoring

[10 Ways to Green Your Retail Store](#)

Industry-Specific Commentary

[Interview with a green veterinary practice](#)

[Green Hotelier](#) - web publication by the International Tourism Partnership

Advice from Raleigh-based Creech Import Repair on [green auto repair](#)