



MANUFACTURING OR INDUSTRIAL CHECKLIST

Business Resource Champion of Cuyahoga County

Checklist for goods producers, construction, repair, and maintenance companies

For certification, follow the checklist to note the points earned for each category including:

- Best Practices
- Waste Reduction/Reuse
- Recycling
- Purchasing
- Food Service Related
- Organics/Food Donation
- Landscaping

Certification Levels	
Platinum	76-100 points
Gold	61-75 points
Silver	51-60 points
Green	42-50 points

CATEGORY: BEST PRACTICES (Minimum Requirements)		POINTS	
<u>ALL</u> items in this section are required.		Available	Earned
	Have support from administration/management for waste reduction/recycling/composting initiatives.	1	
	Established staff Green Team.	1	
	Perform a waste audit (where applicable).	3	
	Elicit input from staff regarding waste reduction priorities/strategic planning.	1	
	Identify the metrics for the priorities you have established.	1	
	Have a published waste reduction/recycling/composting plan in place.	1	
	Offer regular waste reduction training for staff/visitors.	1	
	Incorporate waste reduction policies into new staff orientations and trainings.	1	
	Have an incentive program for staff to reduce waste/recycle/compost.	1	
	Provide environmental related volunteer opportunities to staff i.e., beach or area clean up, hold collection opportunities like clothing, shoes.	1	
	Have a succession plan for your program – make it sustainable long term.	1	
TOTAL POINTS		13	





CATEGORY: WASTE REDUCTION/REUSE		POINTS	
		Available	Earned
	Paperless policy.	1	
	All copiers/printers set to double sided printing.	1	
	Print only as needed.	1	
	Use both sides of paper to take notes.	1	
	Office supply reuse policy and program in place, including a share area.	1	
	Office equipment and furniture repair and donation policy.	1	
	Donate, sell, or exchange reusable items.	1	
	Repair program for office furniture.	1	
	Reusable water bottle refill stations.	1	
	Provide reusable water bottles to employees.	1	
	Provide reusable mugs to employees.	1	
	Eliminate the use of Styrofoam trays, plates, and cups.	1	
	Reusable service ware, glasses, and cutlery in cafeteria/staff break room.	1	
	High efficiency hand dryers to replace paper towel dispensers in restrooms.	1	
	Refillable soap at sinks.	1	
	Online magazine subscriptions.	1	
	Encourage staff to pack their lunches in reusable containers.	1	
	Eliminate offering disposable bottled water for meetings.	1	
	Provide recycling program for K-cups, Nespresso coffee pods, or Alterra Coffee Service.	1	
	Donation program for lost and found items.	1	
	Host one zero or reduced waste event annually.	1	



Take back or reuse pallets in shipping.	1	
Ship products in reusable or recyclable packaging.	2	
Have a circular manufacturing policy in place.	2	
Have a circular manufacturing program in place.	3	
Reuse manufacturing ingredients where appropriate.	3	
Use PCR in manufacturing or produce recycled content products.	3	
Buy back or have a take back program for used products for resale.	3	
Eliminate use of K-cups, Nespresso coffee pods, or Alterra Coffee Service.	3	
TOTAL POINTS	41	

CATEGORY: RECYCLING		POINTS	
		Available	Earned
Paper	1		
Cardboard	1		
Batteries	1		
Electronics	1		
Ink/toner cartridges	1		
Hazardous waste (where applicable)	1		
Fluorescent light bulbs/tube recycling, recycling of universal waste	1		
Plastic film recycling	1		
Bottle and jug recycling	1		
Carton recycling	1		
Can recycling	1		



Scrap metal recycling	1	
Pallet recycling (Where applicable)	1	
Clear, concise, easy to read compost, landfill, and recycling signage on bins.	1	
Other (where applicable, 2 bonus points each) – ex. super sacks, shrink wrap, plastic banding, off spec products.	2+	
Track waste and recycling over time.	2	
Deskside recycling bins (1), extra point for waste sidecar (1).	1 or 2	
Centralized recycling station rather than at desks.	3	
Design products for recyclability.	4	
TOTAL POINTS	27+	

CATEGORY: PURCHASING		POINTS	
		Available	Earned
Sustainable purchasing policy, ex. copy paper must have 30% or more recycled content.	1		
EPEAT electronics only can be purchased.	1		
Buy reusable over disposable.	1		
Centralized office supply ordering and bulk buying when possible.	1		
Purchase remanufactured ink and toner cartridges.	1		
Purchase Green Seal or other 3 rd party certified green cleaning products.	1		
Dilution system for cleaning in janitorial closet.	1		
Furniture must have recycled content.	2		
Deliveries must have minimal and all recyclable packaging.	2		
TOTAL POINTS	11		



CATEGORY: ORGANICS/FOOD DONATION		POINTS	
		Available	Earned
	Communicate waste diversion success to staff.	1	
	Track food waste and have staff participate in a food waste reduction challenge.	2	
	Compost program	3	
TOTAL POINTS		6	

CATEGORY: LANDSCAPING		POINTS	
		Available	Earned
	Mulching mower – leave grass clippings on lawn.	1	
	Mulch leaves and leave on grass or compost other leaves and yard waste.	1	
TOTAL POINTS		2	

**BUSINESS RESOURCE CHAMPION OF CUYAHOGA COUNTY
CERTIFICATION LEVEL FOR MANUFACTURING OR INDUSTRIAL**

[CHECKLIST SUMMARY]		POINTS	
		Available	Earned
	CATEGORY: BEST PRACTICES	13	
	CATEGORY: WASTE REDUCTION & REUSE	41	
	CATEGORY: RECYCLING	27+	
	CATEGORY: PURCHASING	11	
	CATEGORY: ORGANICS & FOOD DONATION	6	
	CATEGORY: LANDSCAPING	2	
	CATEGORY: OTHER		
[GRAND TOTAL POINTS]		100	

