



## 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	
<b>TOTAL POINTS</b>		<b>13</b>	





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	
<b>TOTAL POINTS</b>	<b>41</b>	

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	
<b>TOTAL POINTS</b>	<b>27+</b>	

<b>CATEGORY: PURCHASING</b>		<b>POINTS</b>	
		<b>Available</b>	<b>Earned</b>
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 <sup>rd</sup> 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		
<b>TOTAL POINTS</b>	<b>11</b>		



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	
<b>TOTAL POINTS</b>		<b>6</b>	

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	
<b>TOTAL POINTS</b>		<b>2</b>	

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**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		
<b>[GRAND TOTAL POINTS]</b>		<b>100</b>	



**Other:** Please list any other metrics you have achieved not previously listed for which you would like to have considered as credits.

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**Vendors:** Name all vendors you are using for waste, recycling, and composting and what they are picking up.

<u>MATERIAL TYPE</u>	<u>VENDOR NAME</u>