



V.O.P.G.B. GUIDANCE DOCUMENT

INTRODUCTION:

This guidance document will assist you in completing the business application for membership into the Village of Patchogue Green Business (VOPGB) program. The document will explain each requirement in detail along with resources to help achieve them. If you have any questions about the application process please contact the Protecting the Environment of Patchogue Committee (PEP) at pep@patchoguevillage.org before submission.

The VOPGB program is voluntary to all Village of Patchogue Businesses. To apply, please complete the program application which can be found at www.patchoguevillage.org. The application must be signed by the establishment owner or their designee, then emailed to pep@patchoguevillage.org. A confirmation email will be provided. There is no application fee.

VOPGB OVERVIEW:

Upon completion of the application, a scheduled site visit with a PEP committee member will be conducted. The establishment will visually demonstrate compliance to the PEP committee members, which will determine program acceptance.

VOPGB membership, gives your establishment a 2 year term membership. At the end of the term the business must submit a renewal application which can be found at the following www.patchoguevillage.org. The PEP committee will review if a renewal site visit is necessary.

PROGRAM BENEFITS:

The following is a list of benefits your business will receive upon acceptance into the program:

- VOPGB decal to place in your establishment's window
- Permission to use the VOPGB logo on any business promotion (website, social media, etc.)
- Recognition of your establishment's participation on the Village Of Patchogue's website.
- Recognition of your establishment becoming an environmental leader on the PEP's social media pages.
- Access to sustainable business resources such as:
 - environmental education/resources
 - sustainable product options
 - resources showing how your sustainable efforts produce cost savings
- Networking opportunities for best practice sharing between participating businesses
- Long term business cost savings when using sustainable options
- Entry for Green Business of the Year nomination by the Protecting the Environment of Patchogue (PEP) Committee

PROGRAM REQUIREMENTS/ APPLICATION:

The following section is provided for guidance in completing the VOPGB application. Please be clear and concise in your responses. Write your responses as if your customers will read them. Contact the PEP committee at pep@patchoguevillage.org with any questions during the process.

Applications are accepted by the PEP committee until September each year. Site visits will be scheduled between September and December to determine program eligibility. Your acceptance status will be announced by January.

Section 1: Background Information

This section is designed for you to tell us your establishment's story. Please provide a brief description and history of the business including size and industry. Please use this section to inform us of any sustainability initiatives and projects that go beyond the basic requirements of VOPGB.

Section 2: Commitment to Compliance

In order to become a member of VOPGB an environmental compliance screening will be completed to review if there are any major federal, state, or local environmental violations within the past three years. Violations within this period does not disqualify you, but will require submission of corrective actions taken.

Section 3: Company Sustainability Statement

To satisfy this requirement please input your establishment's sustainability statement. If your establishment does not have this statement, this is an opportunity to create one. Such a statement is mandatory for the PEP to review. This statement is one that shows your business' commitment to lowering its environmental impact, and operate in a sustainable manner. The commitment must be communicated to your employees, and the public. The means of communication is the choice of the establishment. Review this link for guidance: <http://gogreenplus.org/sustainability-vision-statements/>

Section 4: Business Recycling Program

A recycling program must be established to obtain program membership. This program must include recycling of the following items: Plastics, Paper/Cardboard, Glass, Metals, and Universal Wastes. A tracking system is also required. For this, your business may track internally using invoices, excel, or by your waste hauler. In this section you will include a detailed description of your current recycling operations or initiatives. Contact your waste hauler for guidance on starting recycling. Review this link for guidance: <https://www.epa.gov/smm/managing-and-reducing-wastes-guide-commercial-buildings#Track>

Section 5: No Single-use Plastic Bags

The Village of Patchogue has banned the use of single-use plastic bags. Your establishment must comply with legislation in [Chapter 315 of the Village of Patchogue Code](#). In this section you will provide details of your alternative. Also, the purpose of the plastic bag ban is to encourage people to bring their own bag to the store. Please describe your store policy to educate and encourage shoppers to BYOB! Review this link for guidance: <https://plasticbagfreensw.squarespace.com/solutions/>

Section 6: Energy Efficiency

To fulfill this requirement, your business must have or plans to install energy efficient lighting, defined as light emitting diodes (LEDs), 2 or 4 pin non-linear compact fluorescent lights (CFLs), or T-5 fluorescent lamps in all fixtures. Any combination of these types of lights can be used. This requirement does not include marquee and accent lighting, such as neon signs or lights designed to highlight the businesses brand. Please describe your businesses lighting. If your property is a leased space and the landlord has not upgraded the lights please include a statement that you have requested that the lights will be upgraded.

Renewable Electricity can be any renewable energy or credits from solar, wind, hydropower, or etc. If your business has any of the above use this section to explain. To calculate the systems offset take the system output divided by your electricity consumption.

Energy Star labeled appliances are required to be purchased once you become a member. Existing appliances will be exempt from this requirement. Please provide information on your current energy star labeled appliances. You may be asked to show this during your site visit. Please see www.energystar.gov for more information.

Offering an incentive to your employees to use mass transit or carpooling options, and sourcing local consumables will encourage reducing your businesses carbon footprint. Use this section to explain how many employees walk, bike, or use mass transit and where your business sources consumables.

*If you are interested in receiving more information on energy efficient lighting benefits please contact the PEP committee at pep@patchoguevillage.org.

Section 7: Sustainability Communications and Training

As a VOPGB member, you are expected to communicate your commitment to sustainability to your customers and employees. Please include a description on how this requirement will be completed. You also must have means to receive feedback on any environmental related issues that someone may find with your operations (this can be fulfilled by providing a submission for questions or comments through establishment's website).

Your employees are the ones who will be responsible for maintaining your sustainability commitment. Please include a description of your method of training for recycling, not using more resources than necessary, utilizing certain cleaning methods, etc. Review this link for guidance: <http://gogreenplus.org/nuts-and-bolts-guide/performance-nuts-and-bolts-guide/raising-awareness/sustainability-training-dialogue/>

Section 8: Best Practice

Please provide **one** best practice that your business has in place to show your commitment to sustainability. This best practice will be showcased to the members of this program, and the public upon your businesses approval.

ADDITIONAL REQUIREMENTS:

Depending on the type of industry your business is, the following includes additional requirements. Look **below** for guidance on requirements for your establishments industry.

A: Restaurants, Food Establishment, Beverage Establishment

Section 1A: No polystyrene or Polystyrene Foam (Styrofoam)

The Village of Patchogue has a ban on the use of polystyrene items. Your establishment must comply with legislation in [Chapter 315 of the Village of Patchogue Code](#). Polystyrene foam does not break down in the environment and often ends up as litter. There are many alternatives to these products that exist on the market, including ones that are recyclable or compostable. For this requirement, polystyrene foam must not be used for food and beverage containers. This requirement is for internal and to go use. Please provide information on what your establishment uses as an alternative. Review this link for guidance: <https://documents-takomapark.s3.amazonaws.com/public-works/polystyrene-ban/PW-20150624-product-and-cost-list.pdf>

Section 2A: Plastic Straw Alternatives

Restaurants, Food and Beverage Establishments are to eliminate the use of plastic straws. Alternatives may be used such as paper, metal, glass, or compostable. Use this section to explain your alternative to plastic straws. Review this link for guidance: <https://earth911.com/food/straw-alternatives/>

Section 3A: Diverting Food Waste

Food establishments must have and demonstrate their system for recycling Waste Kitchen Oil. Use this section to explain your system.

Diverting food waste from landfills options to consider are: donating to food pantries, sending to a composting facility, or sent to anaerobic digestion. For information about this topic please contact PEP at pep@patchoguevillage.org.

Section 4A: Preventive Maintenance on Refrigeration and Freezer Units

Refrigeration and freezer units have the potential to be a main energy consumer of your business. For this requirement you must have a preventative maintenance plan in place to ensure that these units work properly and continue to operate at their expected efficiency. Use this section to describe your preventative maintenance plan.

Examples: Recording daily freezer temperatures, inspecting unit operation cycles, quarterly maintenance or inspections on freezer seals, preventive maintenance schedules for units.

Section 5A: Non-disposable items

Your establishment must implement the use of non-disposable flatware and cups. This includes items such as: plastic cups, plastic plates, plastic eating utensils, etc.; reusable items must be used to fulfill this requirement. Please describe your establishment's alternatives in detail.

If you must use disposable cups or flatware based on: local health code, law, or a safety requirement you are allowed to versions that are either recyclable or compostable. Please describe if you are using any of these items, and your system of recycling.

B: Breweries, Distilleries, Alcoholic Production Facilities

Section 1B: Diverting Spent Grain from Landfill

One of the largest by-products in alcohol production is spent grain. This material must be diverted from landfills and reused in other applications. Spent grain can be used for: animal feed, compost, anaerobic digestion, baking, etc. Use this section to explain how this by-product is being reused. Please contact PEP at pep@patchoguevillage.org for guidance on this requirement.

Section 2B: Heat Recovery

There are many opportunities to recover and reuse heat throughout the alcohol production process. For this requirement explain one way that your establishment recovers heat. Please contact PEP at pep@patchoguevillage.org for guidance on this requirement.

Section 3B: Insulated Production Tanks

The facility must have insulated production tanks. This will reduce energy usage for during temperature control. Please describe how your tanks are insulated.

Section 4B: Sustainable Packaging

To fulfill this requirement, your business must use sustainable packaging. No single use or disposable kegs are allowed. Along with that your brewery must use one or more of the following, please use this section to describe:

- Alternative to hi-cone carriers
- Program for customers to bring in a re-usable container

If your business has a practice that you believe fulfills this requirement other than the above, please describe in detail.

Section 5B: Non-disposable containers

Your establishment must implement the use of non-disposable flatware and cups. This includes items such as: plastic cups, plastic plates, plastic eating utensils, etc.; re-useable items must be used to fulfill this requirement. Please describe your establishment's alternatives in detail.

If you must use disposable cups or flatware based on: local health code, law, or a safety requirement you are allowed to versions that are either recyclable or compostable. Please describe if you are using any of these items, and your system of recycling.