



TOWN OF
CUTLER BAY
**Environmental
Stewardship
Program**





Town of Cutler Bay ENVIRONMENTAL STEWARDSHIP PROGRAM

Program Application

The Town of Cutler Bay is committed to becoming a sustainable Town, which is why the Environmental Stewardship program was created. Adopted by the Town Council in 2019, the program enhances the [Town's Green Master Plan](#), which aims to protect and improve the Town's built and natural environment.

The program encourages and recognizes businesses that conserve natural resources, such as water, electricity, and fuel; reduce, reuse and recycle materials; reduce the hazardous materials and generation of hazardous waste; take affirmative steps to prevent pollution; and implement many other green-friendly initiatives listed on this application.

We thank you and congratulate you on your decision to become a Town of Cutler Bay Certified Environmental Steward!

Completed applications may be submitted via email to dducasa@cutlerbay-fl.gov or mailed to:
Town of Cutler Bay | Attn: Desiree Ducasa | 10720 Caribbean Blvd. Suite 105 | Cutler Bay, FL 33189

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email: _____

Business Category:

- Beauty/Spa
- Hotel/Tourism
- Medical
- Office/Administrative
- Restaurant/Catering
- Retail
- Other, please specify:

Number of Employees:

- 5 or less
- 6-10
- 11-25
- 26-50
- 51-100
- 101 or more

My business currently has sustainable/green practices in one or more of the following categories*:

- Energy Conservation
- Waste Reduction
- Water Conservation
- Pollution Prevention
- Indoor Air Quality
- Transportation and Delivery
- Communication/Education/General

**Please identify activities conducted in each category on pages 3-9 of this document and add up the total points in each category on page 9 to determine which green tier certification your business earned.*





Town of Cutler Bay

ENVIRONMENTAL STEWARDSHIP PROGRAM

Energy Conservation

Best Practices (2 points)

- Schedule regular maintenance for high electricity use appliances (e.g., air conditioner or refrigerator)
- Replace light bulbs (T-12 fluorescent) with energy-efficient (T-8 or T-5) bulbs or other equivalent efficiency lighting
- Reduce number of lamps/fixtures where appropriate
- Improve sign efficiency by using efficient signs (e.g. LED)
- Replace equipment with energy efficient design (e.g. Energy Star®)
- Use or invest in renewable energy
- Use power management software/plug load to save energy
- Use dual occupancy sensors in low occupancy areas

Standard Practices (1 point)

- Regularly clean and inspect HVAC and refrigerator systems
- Monitor electricity bills for unexpected increases
- Turn off lights while daylight is sufficient and when leaving the room
- Turn off power when leaving room or after hours (use reminders)
- Use sleep or stand-by mode on equipment (set defaults)
- Increase lighting efficiency by installing optical reflector or diffuser
- Use appliances to promote air circulation (e.g. ceiling fan)
- Use window film to reduce solar heat
- Set thermostat to 76° F for cooling and 68° F for heating
- Conduct annual energy audits
- Change A/C filters frequently
- Use tankless water heater

Restaurant Practices (1 point)

- Use low-flow pre-rinse nozzle for dish scraping and pre-cleaning
- Set refrigerator temperature between 38° to 41° F and freezer to 10° to 20° F

Garment Cleaning Practices (1 point)

- Use task lighting instead of lighting the entire area
- Insulate all hot water pipes and cold suction lines
- Set hot water heater between 125° to 130° F

Dental Practices (1 point)

- Use task lighting instead of lighting the entire area

TOTAL ENERGY CONSERVATION SCORE



Town of Cutler Bay ENVIRONMENTAL STEWARDSHIP PROGRAM

Waste Reduction

Best Practices (2 points)

- Compost organics such as food and yard discards
- Eliminate use of disposable wares by using only permanent wares and use refillable containers for condiments
- Purchase post-consumer recycled materials (50% for marketing materials and 35% for janitorial paper)
- Use tap water instead of bottled water
- Reduce use of plastic bags (use paper bags with minimum 40% post-consumer product)
- Eliminate use of plastic straws and expanded polystyrene
- Have a recycling station/program and train staff about recycling
- Collect hazardous waste (batteries, electronics, or fluorescent light bulbs) and create a procedure for proper disposal
- Make two-sided printing or copying the default practice
- Donate, sell, or exchange unwanted but useable items instead of throwing them away

Standard Practices (1 point)

- Recycle or reuse paper (including cardboard and office paper)
- Recycle glass, plastic, and aluminum
- Minimize packaging (e.g. individually wrapped items)
- Place signs by trash bin that encourage employees to use less disposable items
- Reduce paper used for communication (use email when possible)
- Recycle wood pallets
- Recycle printer toners
- Conduct Pollution Prevention assessments or waste audits
- Stock or sell products made with recycled content
- Reduce the number of garbage bin liners by reusing bags and having unlined bins (recycle bin should not have liner bags)
- Use corrugated or recyclable board in place of foam core board

Restaurant Practices (1 point)

- Reduce the use of disposable to-go food service ware
- Serve water only on request and use tap water unless bottled water is requested

TOTAL WASTE REDUCTION SCORE



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Water Conservation

Best Practices (2 points)

- Schedule water meter readings monthly
- Replace appliances with EPA WaterSense efficient models (e.g. toilets, faucets, showerheads, and urinals)
- Post signs in restrooms and lounge room to encourage water conservation and reporting of leaks
- Monitor and reduce use of continuous flow fixtures
- Adjust irrigation system for proper coverage and less runoff and limit hours of irrigation
- Switch from periodic cleaning to 'as required' cleaning schedule
- Replace water-cooled equipment with air-cooled
- Install self-closing faucets (not to exceed 0.5 gpm)
- Install a sub-meter for outdoor water usage to monitor leaks and excessive use
- Plant Florida-Friendly (native, drought tolerant) plants
- Use reclaimed water or harvested rainwater for plant irrigation

Standard Practices (1 point)

- Review water bills monthly for indication of leaks
- Clean surfaces using dry sweeping methods, where allowed
- Reduce water pressure to less than 50 psi by installing pressure-reducing valves
- Adjust, monitor, and maintain water use for cooling tower; Increase the number of cycles in the cooling tower if possible

Restaurant Practices (1 point)

- Operate dishwashers only when fully loaded
- Provide cleaning schedule to employees
- Replace food steamer with a connectionless model
- Use dry floor cleaning methods followed by damp mopping for indoor areas

_____ **TOTAL WATER CONSERVATION SCORE**



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Pollution Prevention

Best Practices (2 points)

- Periodically evaluate actual and potential sources of pollution
- Reduce or eliminate the use of toxic cleaning products
- Reduce or eliminate the use of chemical pesticides (only use green-certified products)
- Replace all aerosols with pump dispensers, if available
- Have adequate absorbent material to contain all possible spills
- Keep outside garbage or containers covered and away from storm drains
- Locate all potential pollutants away from service and storage area
- Have clear safety signage in pertinent languages
- Keep and maintain products Material Safety Data Sheet readily available for employees
- Conduct periodic safety refreshers for proper handling of bulk chemicals and emergency/spill procedures

Standard Practices (1 point)

- Use low or no mercury fluorescent lights
- Use environment friendly products (less toxic or biodegradable)
- Use safer alternatives to potentially harmful products
- Use certified organic or sustainable products
- Use rechargeable batteries
- Use unbleached or chlorine-free paper products
- Use vegetable or other low-Volatile Organic Compound (VOC) inks for printing
- Use water-based, high solids, low or no-VOC paint products
- Use recycled or remanufactured products (like refilled cartridges)
- Use electric (not gas) powered tools
- Use natural or low emission building materials or furniture
- Replace toxic permanent ink markers/pens with water-based ones
- Regularly check and maintain storm drain openings and basins
- Establish pollution prevention Best Management Practices (BMP) and train staff on BMPs
- Develop leak and spill prevention measures and train all staff on procedures

(continued on next page)



Town of Cutler Bay ENVIRONMENTAL STEWARDSHIP PROGRAM

Pollution Prevention (continued)

Restaurant Practices (1 point)

- Minimum 25% of all food and beverages must come from certified organic, sustainably harvested, or locally grown products
- Practice fats, oils, and grease reduction BMPs (e.g. keep greases out of the drain)
- Clean catch basins annually

Garment Cleaning Practices (1 point)

- Display a statement of which technology you use for cleaning
- Properly label and dispose of spotters, detergents, and other chemical products
- Properly dispose of antistatic agents and water and stain repellants that contain methylene chloride and/or Perchloroethylene (PCE)
- Use oxygen-based bleach instead of chlorine bleach in laundry
- Use POG spotting agents that do not contain PCE, Trichloroethylene, or methylene chloride

Dental Practices (1 point)

- Do not let wastewater (wash equipment, floor mats or other items) flow to the storm drain

_____ **TOTAL POLLUTION PREVENTION SCORE**

Indoor Air Quality

Standard Practices (1 point)

- Maintain ventilation of a minimum air exchange rate of 35% per hour
- Open windows when vacuuming
- Avoid use of chemical air fresheners and non-organic scented candles
- Test for mold in the indoor area
- Use covered garbage containers to avoid smell and pests
- Use fan or air purifier to increase air exchange rate

_____ **TOTAL INDOOR AIR QUALITY SCORE**



Town of Cutler Bay ENVIRONMENTAL STEWARDSHIP PROGRAM

Transportation and Deliveries

Best Practices (2 points)

- Keep company vehicles well-maintained and encourage employees to do the same
- Offset company's transportation CO2 emissions
- Arrange a single vendor to make deliveries for several items
- Cut shipping, packaging, and transportation wastes by purchasing supplies from local vendors
- Have company-owned vehicle to provide transportation service (shuttle to and from bus, train, or metro stops)
- Convert company vehicles to low emission ones (electric or hybrid)
- Offer golf cart and electric vehicle parking and charging stations at your business location to encourage both employees and customers to drive energy efficient vehicles
- Chose business locations that are close to public transportation
- Convert company vehicles to use alternative fuel (i.e. biofuel) that comply with the [EPA renewable fuel regulations and standards](#), including GHG lifestyle reduction requirements

Standard Practices (1 point)

- Encourage employees to bicycle to work by offering rebates
- Enroll in a car share program and/or provide carpool parking spaces
- Carefully plan delivery routes or commuter routes to avoid unnecessary trips
- Offer telecommuting opportunities and/or flexible schedules so that workers can avoid heavy traffic and idling in traffic
- Track fuel consumption for your fleet according to make, model, year, fuel type, annual vehicle miles travelled, and gallons of fuel type for one year

TOTAL TRANSPORTATION AND DELIVERIES SCORE





Town of Cutler Bay ENVIRONMENTAL STEWARDSHIP PROGRAM

Communication/Education/General

Best Practices (2 points)

- Track and disclose water and energy usage [using the EPA EnergyStar Portfolio Manager](#)
- Track solid and hazardous waste generation
- Market your green business efforts to existing and potential customers
- Adopt an environmental policy statement as a business commitment
- Promote source reduction among employees
- Encourage employees to make suggestions on green business practices
- Established a Task Force or “Green Team” to identify opportunities and maintain your green business practices
- Commit resources to implement changes
- Obtain Florida Green Building Coalition Green Building Certification
- Implement the [nine principles of Florida Friendly Yards](#) in landscaping projects

TOTAL COMMUNICATION/EDUCATION/GENERAL SCORE

TOTALS

- Energy Conservation Score
- Waste Reduction Score
- Water Conservation Score
- Pollution Prevention Score
- Indoor Air Quality Score
- Transportation and Delivery Score
- Communication/Education/General Score

YOUR TOTAL SCORE

GREEN TIERED CERTIFICATION SYSTEM:

Gold Certified:

145+ points

- Recognition during Town Council Meeting with proclamation plaque
- Story in Community Newspapers Center Pages
- Recognition on Town’s Social Media Platforms (Facebook, Instagram, Twitter)
- Recognition in Town’s monthly E-newsletter
- Certificate of Stewardship

Silver Certified:

109-144 points

- Recognition during Town Council Meeting
- Recognition on Town’s Social Media Platforms (Facebook, Instagram, Twitter)
- Recognition in Town’s monthly E-newsletter
- Certificate of Stewardship

Bronze Certified:

73-108 points

- Recognition during Town Council Meeting
- Recognition in Town’s monthly E-newsletter
- Certificate of Stewardship





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Completed applications may be submitted via email to dducasa@cutlerbay-fl.gov or mailed to:

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Attn: Desiree Ducasa
10720 Caribbean Blvd., Suite 105
Cutler Bay, FL 33189

Resources

Please find additional resources below for more information on becoming a green-friendly business:

Town's Green Master Plan:

<http://cutlerbay-fl.gov/home/showdocument?id=11867>

EPA renewable Fuel Regulations and Standards

<http://www.epa.gov/otaq/fuels/renewables/regulations.html>

EPA EnergyStar Portfolio Manager

<https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/get-started>

Nine Principles of Florida Friendly Yards

<https://ffl.ifas.ufl.edu/FFL/principles.html>

Miami-Dade County's Green Initiative

<https://www.miamidade.gov/green>





OUR GREEN MISSION STATEMENT:

To protect and improve the Town's built and natural environment through the use of land in a manner that enhances existing neighborhoods, conserves resources, ensures the availability of public facilities and services, and realizes the community's vision for its future.

Follow us on social media!



@townofcutlerbay