Green Choices. Healthy Communities.

EnviroStars Application/Worksheet
Dental Office

BE AN ENVIROSTARS CERTIFIED BUSINESS

Program Requirements

- You do not generate large quantities of hazardous waste.
- You set a goal to reduce hazardous materials/waste and improve practices.
- You receive a site visit from an EnviroStars representative to verify that you meet qualification standards.

Rating System

★★
To earn **2-Stars**, you must properly manage all wastes and outline a plan for reducing waste.

★★★
To earn **3-Stars**, you must have routine, on-going systems in place to reclaim and/or properly manage all materials and wastes.

★★★★
To earn **4-Stars,** you must inform customers and the public about your commitment to environmentally responsible practices and take steps to eliminate hazardous materials and wastes.

★★★★★
To earn **5-Stars,** you must demonstrate environment-related leadership among peers within your industry and/or the community, have a solid waste reduction program, and implement measures to save energy, protect air and water quality, and incorporate "greener" business practices.

Renewal

You must renew your EnviroStars status by demonstrating how you made progress towards achieving your stated goal(s). With renewal, you are able to continue using the EnviroStars logo. Continue to improve upon your "green business" practices and you may earn more stars and more recognition.

Benefits

- Create safer, healthier work environment
- Save on disposal and material costs
- Attract new patients
- Improve staff retention & awareness
- Increase efficiencies in operations
- Reduce liability from property contamination and accidents

The EnviroStars window decal, logo, and certificate help you communicate your commitment to protect the environment. More proactive efforts to reduce hazardous materials and waste may result in additional recognition:

- Highlights in radio advertisements
- Profiles in local newspapers
- Achievement award nominations
- Website listings and links

How to Apply

Tell us how you have reduced hazardous materials, emissions and waste at your business. Give examples and describe your practices for each section in this worksheet. Decide what you will do to add to your efforts for the coming year and set a goal to increase environmentally responsible practices. Develop a timeline to accomplish your plans. Attach additional sheets if necessary. *Be sure to keep a copy for yourself*.

Contact your county's EnviroStars representative listed on page 2 for a certification visit. On-site consultants can go through the worksheet with you in person while checking your business policies and practices.

Send the completed worksheet to your county's EnviroStars program (address on page 2) or give it to the on-site consultant during their visit to your business.

Please mail your completed worksheet to the appropriate county EnviroStars address below, or complete it with the representative who visits your site.

Jefferson County
EnviroStars
c/o Environmental Health Dept.
615 Sheridan St.
Port Townsend, WA 98368
Questions or information: 360-385-9444 or www.jeffersoncountypublichealth.org/index.php

King County
EnviroStars
c/o Local Haz Waste Management Program
130 Nickerson St #100
Seattle, WA 98109
Questions or information: 206-263-3063 or *www.envirostars.org*

To schedule a site consultation call:
206-263-8899

Kitsap County
EnviroStars
c/o Kitsap County Public Health Department
345 6th St #300,
Bremerton, WA 98337-1866
Questions or information: 360-337-5604 or *www.kitsapcountyhealth.com/environmenta_health/solid_waste/envirostars.htm*

Pierce County
EnviroStars c/o Environmental Health
Tacoma-Pierce County Health Department
3629 South D Street (MS:307)
Tacoma, WA 98418-6813
Questions or information: 253-798-6429 or *www.tpchd.org/envirostars*

Skagit County
EnviroStars
c/o Skagit County Public Health Department
700 S 2nd St #301
Mount Vernon, WA 98273
Questions or information: 360-336-9380

Spokane County
EnviroStars
c/o Spokane River Forum
2206 S Sherman St
Spokane, WA 99203
Questions or information: *509-847-4337 or* *www.spokaneenvirostars.org*
fax # 509-535-3986

Whatcom County
EnviroStars
Whatcom County Health Department
c/o Environmental Health
509 Girard St
Bellingham, WA 98225
Questions or information: 360-676-6724 x50870
www.whatcomcounty.us

General questions? Call the EnviroStars Hotline 1-877-220-7827 (STAR) or consult www.envirostars.org

EnviroStars DENTAL OFFICE Application Worksheet

Name of business _____

Owner _____

Phone ( ) _____ Fax ( ) _____

Email _____ Website _____

_____
Location Address Street City State Zip

_____
Mailing Address if different Street City State Zip

_____
Worksheet prepared by Name Title

Have you had a site visit yet from EnviroStars or the Local Hazardous Waste Management Program?
☐YES ☐NO ☐Not sure

_____
Name of site visit consultant

How did you hear about the EnviroStars program? Circle the answer(s) that apply.

Site visit Another business Tradeshow/trade publication Customer Radio

Phone Book Presentation/meeting Community event Busboard Website

Green Business Directory TV Partner/CoStar organization Newspaper article/ad

Other: (please describe)_____

Certification: I volunteer to uphold the standards of the EnviroStars Program by properly managing and reducing hazardous waste. If my business no longer meets program requirements, I will notify EnviroStars of the problem. I will also refrain from promoting my business as an EnviroStar to my customers and using the EnviroStars logo in promotional efforts until the problem is resolved. I understand that the use of the EnviroStars logo is a privilege and that the EnviroStars Program owns the rights to the logo.

_____ _____
Owner signs here Date

_____
Print Name

_____
EnviroStars representative approval Date

★★ Two Stars

Section 1. Waste management

Your office must not dispose of hazardous wastes in a manner that is illegal. (If you do not know what to do with certain wastes and are collecting them on-site, this is okay. Our consultants can advise you.)

Waste checklist: The following wastes must be handled in the appropriate manner as outlined below. You must be able to answer "Yes" or "N/A" to qualify for 2-Stars. For a directory of vendors by waste type, see www.lhwmp.org/home/Yellowbook/materials.aspx.

Yes	Future	N/A	
❑	❑	❑	Amalgam wastewater does not go to a septic/on-site sewage system (OSS), and needs Waste Water Treatment Plant (WWTP)* approval to discharge to sewer. In most cases, approved amalgam wastewater treatment units must be in place**. **Manufacturer/Model of treatment unit**:
❑	❑	❑	Amalgam wastewater treatment sludge does not go into garbage, red bag or down the drain; it is managed as hazardous waste. We have the system maintained routinely and keep documentation (at least once per year is recommended). **Name of vendor**:
❑	❑	❑	Scrap amalgam does not go into garbage, red bag or down the drain; it is managed as hazardous waste or sent to a reclamation company.
❑	❑	❑	Chairside traps used where amalgam is placed or removed do not go into garbage, red bag, or down the drain; they are managed as hazardous waste.
❑	❑	❑	Vacuum filter wastes do not go into garbage and are treated as a hazardous waste, unless filter exists (in-line) *after* the amalgam separator unit.
❑	❑	❑	Cold sterilants, such as glutaraldehyde, do not go to OSS; and need WWTP approval to discharge to sewer (in King County <4% glutaraldehyde is approved by WWTP).
❑	❑	❑	Spent chemiclave solution (such as Harvey's VapoSteril) is not discharged to OSS, or sanitary sewer. It is managed as hazardous waste.
❑	❑	❑	Dental film lead foils and other lead wastes do not go into the garbage or red bag; they are managed as hazardous waste or reclaimed through a vendor.
❑	❑	❑	Spent X-ray fixer does not go to OSS, and needs WWTP approval to discharge to sewer following proper treatment; or it is managed as hazardous waste
❑	❑	❑	Sharps, biomedical and red bag wastes are disposed of with a permitted biomedical transporter or at a solid waste facility with approval.
❑	❑	❑	Fluorescent tubes from overhead lights and fluorescent microscopes are recycled (www.takeitbacknetwork.org).
❑	❑	❑	Electronic wastes (e.g. computers and batteries) are recycled (www.takeitbacknetwork.org).

WWTP = Waste Water Treatment Plant (your local sewer district) *OSS = On-site sewage system (septic system); In some counties there are exceptions for on-site septic - your consultant can advise you.Offices such as pediatric dentists, orthodontists, and periodontists, who can demonstrate placing/removing amalgam 10 calendar days or less per year are not required to have amalgam wastewater treatment.*

Section 2. Goal statement

Set a goal for improvement. Try to prevent or reduce any waste you generate. Be specific; assign someone to implement. Examples: *We will systematically replace vinyl, PVC and mercury-containing products; OR we will purchase digital radiography equipment to replace x-rays by Dec of this year.*

_____

_____

_____

★★ CONGRATULATIONS! ★★

Successful completion of the preceding section, along with a successful site visit, qualifies you as a 2-Star EnviroStar business. Continue for higher star-ratings.

★★★ Three Stars

Section 3. Cleaning and spill prevention

Required Elements:

Yes	Future	N/A	
❑	❑	❑	If we have mercury-containing products, we have a mercury-specific spill prevention and response plan posted. We have a mercury spill kit for spills of less than 2 tablespoons. Larger mercury spills (> 2 tablespoons) are cleaned up by trained professionals (http://www.ecy.wa.gov/pubs/0203048.pdf).
❑	❑	❑	We use environmentally preferable cleaning products. Such as those with a Green Seal, EcoLogo or Design for the Environment (DfE) certification. Examples: _____
❑	❑	❑	We *let vendors know* we are committed to using environmentally preferable cleaning products (e.g., non-chlorinated, butyl-free, pH between 5 and 12, low or no-VOC), and we *review Material Safety Data Sheets* (MSDSs) prior to purchasing.
❑	❑	❑	We ensure that hazardous cleaning materials are used sparingly, and according to manufacturer's directions.

Additional Activities:

Yes	Future	N/A	
❑	❑	❑	When we clean the X-ray film processor, we use a non-aerosol spray cleaner or one that can be discharged into the sewer (it meets chrome, flammability, pH and other discharge limits set by your WWTP).
❑	❑	❑	We use microfiber mops instead of traditional mopping (microfiber mops conserve water, minimize cleaners, and contain contaminants better).
❑	❑		**Please describe**: Other ways we (could) control spills or reduce chemicals in our cleaning processes: _____ _____

Section 4. Product and waste storage

Required Elements:

Yes	Future	N/A	
❑	❑	❑	We store hazardous products and wastes according to best management practices, providing secondary containment to prevent the possible escape of spills or leaks.
❑	❑	❑	We avoid cross-contamination of hazardous and non-hazardous materials by identifying and labeling all products and containers.
❑	❑	❑	We train employees regularly to keep different waste types separated for reuse, recycle, or proper disposal.

Additional Activities:

Yes	Future	N/A	
❑	❑	❑	We *assign specific employees* to be responsible for labeling containers and for monitoring proper waste collection, storage, and disposal.
❑	❑		**Please describe**: Other ways we (could) prevent leaks and spills, or mixing of non-hazardous with hazardous waste, and avoid waste: _____ _____

Section 5. Purchasing and inventory management

Required Elements:

Yes	Future	N/A	
❑	❑	❑	We refuse samples from vendors unless unused portions can be returned, or the cost of disposal is factored into accepting them.
❑	❑	❑	We use a centralized inventory system and/or "just in time" purchasing to minimize excess waste, expired products and duplicative orders.
❑	❑	❑	We keep a record of all mercury, vinyl and PVC containing devices within our facility, and work to systematically replace them.

Additional Activities:

Yes	Future	N/A	
❑	❑	❑	We purchase energy efficient lighting and appliances (http://www.energystar.gov/index.cfm?fuseaction=find_a_product).
❑	❑	❑	We purchase computers and electronics that use alternatives to halogenated flame retardants (such as a halogen-free laminate or flame-resistant polyphenylene sulfide, http://www.epa.gov/epeat/).
❑	❑	❑	We purchase recycled carpet or sustainable flooring materials.
❑	❑	❑	We purchase furniture that is free of halogenated flame retardants (such as PBDE-free polyurethane foam).
❑	❑	❑	We use the Industrial Materials Exchange (IMEX) to manage extra materials and/or to purchase inexpensive raw materials. *(For information about IMEX, consult www.lhwmp.org/home/IMEX/index.aspx or call 1-888-TRY-IMEX.)*
❑	❑		**Please describe**: Other ways we (could) reduce our use of hazardous materials and reduce emissions; alternative products we plan to try or have tried: _____ _____

★★★★Four Stars

Section 6. Employee/Staff involvement

Required Elements:

Yes	Future	N/A	
❑	❑	❑	We have *written* staff procedures for handling scrap and trap amalgam waste, vacuum filters, spent X-ray fixer, lead foils, used chemiclave solution, and mercury-containing lights **– Who is responsible? How often is the task done? What vendors do you use? (attach a copy**).
❑	❑	❑	We discuss recycling, waste management and waste reduction in our staff meetings and new employee training.

Additional Activities:

Yes	Future	N/A	
❑	❑	❑	We hang the "Handling Dental Waste" poster in our office for easy reference (www.lhwmp.org/home/publications/eDownload.aspx?DocID=wC2nkDbKyT4%3d)
❑	❑	❑	We encourage and reward employees who find ways to eliminate waste or to replace hazardous materials and products.
❑	❑		**Please describe**: Other staff education and training activities we (could) do: _____ _____ _____

Section 7. Operations

Required Elements:

Yes	Future	N/A	
❑	❑	❑	We use a steam autoclave instead of a chemiclave to sterilize instruments.
❑	❑	❑	We have switched to digital radiography instead of photographic x-rays.
❑	❑	❑	We avoid disposing of wastes in the red bag that are not required to go there and which increase our costs (for example, regular trash).
❑	❑	❑	We use electronic means of communication as much as possible to reduce paper waste, including patient appointment reminders, internal memos, and e-newsletters.

Additional Activities:

Yes	Future	N/A	
❑	❑	❑	We keep computerized patient charts to reduce or replace paper charts.
❑	❑	❑	We recycle lobby magazines to a charity organization, schools, neighbors, etc.
❑	❑	❑	We maintain at least one chair for work that does not involve placing or removing amalgam (e.g. hygiene chair).
❑	❑	❑	We use latex or nitrile examination gloves rather than vinyl gloves, polyethylene sharps containers and alternatives to PVC building materials (e.g. vinyl flooring, carpet backing, wall coverings, electrical cable, shower curtains, fabrics, and window treatments).
❑	❑	❑	We contract with a cleaning company that uses less toxic cleaning products, and build this into contract terms.
❑	❑	❑	Our landscape maintenance crew practices integrated pest management (IPM), using least hazardous methods first to prevent, then control pest or weed problems.
❑	❑	❑	We replace carpet (which can collect deep dust contaminants), with linoleum, cork, bamboo, concrete, marmoleum, Forestry Stewardship Certified (FSC) wood, or other flooring.
❑	❑		**Please describe**: Other ways we (could) reduce hazardous waste in our daily operations: _____ _____

Section 8. Marketing/Education with patients, vendors, and providers

Required Elements:

Yes	Future	N/A	
❑	❑	❑	We market our commitments to reducing hazardous waste & protecting the environment within our office so that patients, providers, and vendors understand our ethic. How? (*for example: Post our environmental policy or EnviroStars goal page*) _____ _____
❑	❑	❑	We inform patients about what we're doing through a newsletter, billing inserts, website, or other communications. **(Attach an example or provide web address)** _____

Additional Activities:

Yes	Future	N/A	
❑	❑	❑	We advertise our certification/environmental awards on the web, in the phone book, and/or other marketing avenues; we add the EnviroStars logo on business cards, web pages, stakeholder reports, and bids for new business.
❑	❑		**Please describe**: Other ways in which we educate our patients, providers, and vendors (e.g. office tours). _____ _____

Section 9. Policies, management and accounting systems

Required Elements:

Yes	Future	N/A	
❑	❑	❑	We maintain an organized tracking system for all waste management documentation, hold receipts for at least five years, and they are accessible for regulatory inspections.
❑	❑	❑	We track the quantities and costs of hazardous waste we generate per month or year *in order to monitor progress, compare generation amounts and chart a course for improvement.*
❑	❑	❑	We have a system for recommending, evaluating and implementing more environmentally-preferable practices.

Additional Activities:

Yes	Future	N/A	
❑	❑	❑	We check with vendors and regulatory agencies to make sure the firms we contract with have insurance, and required permits (https://fortress.wa.gov/ecy/hwfacilitysearch/)
❑	❑		Other ways we (could) keep track of the time and money we spend managing hazardous waste and/or that we save by reducing or avoiding waste all together. **Please describe**: _____ _____ _____ _____

★★★★★ Five Stars

How does your business compare with others in your industry? What makes you stand out? Are you creating changes? Are you providing encouragement to others?

Section 10. Leadership

You must be able to check YES and **provide specific examples for *at least two*** of the items listed below:

Yes	Future	
❑	❑	We speak on environment/health/safety connections and "sustainable" practices in dental study clubs, workshops, conferences and/or other presentations.*Which ones?*
❑	❑	We work with the dental society, and/or dental association through committees and continuing education events on waste management, hazardous components and alternative products. *Which issues/products?*
❑	❑	We promote the inclusion of waste management and environmentally responsible practices in the training/licensing of dental professionals, including dental school and training programs for dental hygienists and assistants. *Where?*
❑	❑	We publish articles about dentists and environmental/health/safety/chemical issues in professional and other publications. *Which ones?*
❑	❑	We share information with other dental offices: encourage them to become EnviroStars-certified, provide information about waste management services and equipment, and/or share strategies to reduce waste/chemicals/hazards. *With who?*
❑	❑	We organize group waste or recycling collections ("milk runs") among offices in close proximity to each other. *Where?*
❑	❑	We maintain a dialogue and push for progress with local government, industry associations, and other agencies/organizations on environmentally preferable options that relate to the dental industry. *On what?*
❑	❑	**Please describe in detail/give examples of checked items above (required)** and list other leadership activities we (could) do.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Section 11. Comprehensive environmental protection

Are your efforts comprehensive? Do you consider impacts on air, water, land and municipal waste systems?

Yes

❑ **Requirement**: Incorporate a recycling/minimization program for solid waste. You must be able to check ***at least 5 items*** from this list as routine practices in your office:

- ❑ Reuse office supplies such as file folders/envelopes
- ❑ Make double-sided copies
- ❑ Communicate electronically
- ❑ Recycle toner cartridges
- ❑ Use durable, re-usable containers for shipping
- ❑ Reuse packaging materials
- ❑ Use rechargeable batteries
- ❑ Repair vs. replace equipment
- ❑ Member of EPA WasteWise program (www.epa.gov/wastewise)
- ❑ Provide recycling containers such as glass, aluminum, plastic, cardboard
- ❑ Purchase recycled products
- ❑ Set up materials reuse/exchange station
- ❑ Other:_____

Additional Activities:

Yes	Future	N/A	
❑	❑	❑	We minimize vehicle travel to work by encouraging public transportation, biking, carpooling, or walking and/or providing incentives for employees to do so (for assistance, see www.RideshareOnline.com).
❑	❑	❑	We have sponsored a neighborhood cleanup, tree-planting, storm drain stenciling or other environmental project in the community.
❑	❑	❑	We have developed a program to educate our employees and/or customers about steps they can take to reduce toxics and prevent pollution at home (see www.envirostars.org/greenchoices.cfm; www.watoxics.org)
❑	❑	❑	We have adopted storm and surface water management practices to protect nearby water bodies and salmon. (see www.ecy.wa.gov/programs/wq/stormwater/tech.html; http://www.kingcounty.gov/environment/data-and-trends/monitoring-data.aspx).
❑	❑	❑	We conserve energy and/or water by participating in utility conservation and retrofit programs; we buy Energy Star rated products (Contact your local utility, or see www.energystar.gov/ for more information)
❑	❑	❑	We have food composting and/or worm bins available at our facilities.
❑	❑	❑	We provide locally grown and/or organic, healthy food options at our facilities.
❑	❑	❑	We provide reusable vs disposable kitchen/cafeteria supplies.
❑	❑		**Please describe**: Are there any other things that you are doing now, or future plans you have to reduce waste, emissions, or to be a "greener" business, that you'd like to mention? _____ _____ _____

★★★★★ CONGRATULATIONS! ★★★★★

Successful completion of all of the preceding sections, along with a successful site visit, qualifies you as a 5-Star EnviroStars business!

PLEASE LOOK BACK THROUGH YOUR COMPLETED APPLICATION TO IDENTIFY WHAT YOU WILL WORK ON NEXT AND WRITE DOWN YOUR GOAL(S) on page 4.

Next steps:

- Please mail your completed worksheet to the appropriate county EnviroStars address on page 2.
- An EnviroStars representative will call you to schedule a site walk-through to see if we can suggest any new pollution prevention or waste management measures.
- We will then review your application and notify you of your star rating.**ESTARS-DENTAL-1 (98) rev. 08/13**