



LANDSCAPE PROFESSIONAL ECO-LOGICAL BUSINESS PROGRAM ELIGIBILITY CRITERIA FORM

Date Received: _____

Thank you for applying for the EcoBiz certification. The Landscape Services Eco-Logical Business Program recognizes landscape design, installation, maintenance and irrigation service contractors that reach the highest standards in environmental protection. The goal of the program is to prevent and minimize pollution generated by small businesses in Oregon. This is the first multi-media (air, water, solid waste) landscaping services certification program in the nation. To qualify for the free recognition services of the Portland Area Pollution Prevention Outreach (P2O) team you are required to complete the following certification elements:

1. **Choose your 100-point Certification Options on Page 3.** Check the items you choose to meet the 100-point certification total. Provide applicable documentation such as case studies or certificates for training programs.
2. **Complete the portions of the Checklist that Apply to Your Firm.** Questions are identified as: *Legal*, *Program*, and *Elective*. To be eligible for EcoBiz certification, businesses need to meet **100%** of the ***Legal*** and ***Program*** requirements, and **80%** of the ***Electives*** that apply. ***All*** firms must complete the general business and customer education sections. Complete ***only*** the sections of the checklist applicable to your company activities, e.g. Design only firms should fill out the Design section. Installation and maintenance firms should complete all but the Design section. When in doubt note a “not applicable” and the program reviewers will evaluate specific issues at the time of checklist review.
3. **Schedule a Site Visit.** EcoBiz technical staff will verify that the items marked in your application checklist are accurate. Visits usually include 1-3 staff and are usually scheduled 2-4 weeks after we receive your completed application.

COMPANY INFORMATION

Company Legal Name _____

Facility Address _____

Mailing Address _____

Contact Person _____

Title _____ **Phone** _____

Business type (contractor, designer, full service): _____

_____ **# of Employees** _____ **% Customers in Natural Program** _____ **# Acres by those customers**

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Certification Options: How to become an Ecological Business

Select any combination of the following choices for a total of at least 100 points.

- | | | |
|--------------------------|---|-------------------------|
| <input type="checkbox"/> | <u>Customer Site Visits</u> | <u>50 Points</u> |
| | Provide at least 3 sites, contact information, and timeframes for EcoBiz program staff to visit. These sites should demonstrate a more minimal environmental impact, preferably while maintenance or installation work is occurring. Design site visits may be after completion. | |
| <input type="checkbox"/> | <u>Track Chemical Use and Expenses</u> | <u>50 Points</u> |
| | Track information on the amount of horticultural chemicals used on environmentally sustainable sites in pounds per acre. Comparisons of standard maintenance and natural maintenance sites are preferred. Existing pesticide reporting data may be used, but will likely need to be manipulated. This documentation should be periodically submitted to program staff OR available for staff to review at any time. Provide an example document with your checklist submittal. Template is available. | |
| <input type="checkbox"/> | <u>Reduction of Chemical Usage or No Chemical Demonstrated</u> | <u>25 Points</u> |
| <input type="checkbox"/> | <u>Attend a Class</u> | <u>30 Points</u> |
| | Complete an 8-hour training course, class or exam on environmentally related issues found in this checklist e.g. low-impact landscaping, IPM, water conservation, stormwater management, erosion control, use of native plants or other pollution prevention techniques. The business owner, crew leaders, or at least 30 percent of total staff must provide proof of passing. Classes must be within the past 3 years. Provide complete certificates with your checklist submittal. | |
| <input type="checkbox"/> | <u>Lead a Training Class</u> | <u>20 Points</u> |
| | Lead at least 2 hours of presentation time within the last 3 years for events for the public or other contractors (garden tours can be included). Classes should demonstrate knowledge of issues covered in this checklist. Provide a schedule of classes that shows your name with your checklist submittal. | |
| <input type="checkbox"/> | <u>Document Standard Operating Practices</u> | <u>30 Points</u> |
| | Document innovative company procedures related EcoBiz items such as staff training procedures, after care manual, customer surveys, standard plan set notes, etc. Contact EcoBiz program staff to determine appropriateness of your proposed SOP submittal. Template will be provided. | |
| <input type="checkbox"/> | <u>Case Studies</u> | <u>30 Points</u> |
| | Submit case studies for a least 3 sites you have worked on using environmentally friendly techniques. Document initial site conditions and how you assessed existing environmental impacts; the approach taken and practices used to modify site design or maintenance; and final results. Submit this information with your checklist. Template available. | |
| <input type="checkbox"/> | <u>Magazine Articles</u> | <u>20 Points</u> |
| | Publish an article in a local gardening, trade or sustainability journal within the last 3 years. The article must highlight sustainable or innovative approaches used by the firm. | |
| <input type="checkbox"/> | <u>Typical Contract /Plan Documents (REQUIRED OF ALL FIRMS)</u> | <u>20 Points</u> |
| | Provide a typical contract and planting plan in your submittal. This will help staff verify your knowledge and communication skills on environmental impact and sustainability issues. | |
| <input type="checkbox"/> | <u>Yard Location Visits (REQUIRED for Installers and Maintenance firms)</u> | <u>40 Points</u> |
| | Schedule company yard visit with EcoBiz program staff. The visit will verify the environmental friendliness of your work truck and equipment yard, safe materials storage & handling practices, good housekeeping techniques, spill prevention measures, and controlled washing and equipment maintenance areas. | |

Section 1 General Business Practices

SECTION 1 - GENERAL BUSINESS PRACTICES

GENERAL BUSINESS ISSUES – ALL FIRMS TO COMPLETE

GOAL: Actively promote sustainability in all aspects of business management.

ALL FIRMS

1 – Legal

Do you have a current business license?

☐ Yes ☐ No ☐ Exemption

License/Exemption number: _____

2 – Legal

Which city/county ordinances do you check for regulations that affect your work on a customer's site? NOTE: All of these could apply to many landscape activities

(all required when applicable)

<input type="checkbox"/> Zoning – property lines/setbacks, environmental resources, etc.	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Tree requirements	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Building codes	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Stormwater management requirements	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Plumbing codes (required for installers)	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Erosion control regulations (required for installers)	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Covenants or deed restrictions (CCRs from HOAs)	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Other (please describe) _____	

OFFICE MATERIAL RECYCLING

3 – Legal

For which products do you have a recycling or reuse system in place at your office? Check all that apply. ☐ Recycling Not Available

(all apply in the
Portland metro area)

☐ Paper and cardboard
☐ Glass
☐ Plastic containers (including nursery pots, bottles, buckets and tubs)
☐ Metal
☐ Other (please describe) _____

4 – Program

How does pollution prevention influence selection of products and supplies?

(all required)

☐ Assess whether any waste streams can be reused or recycled on-site
☐ Select products that will have the least amount of waste/ pollution possible
☐ Routinely reevaluate materials for their hazard levels
☐ Routinely test or try less-toxic or non-toxic products
☐ Request vendors provide alternatives to hazardous products

Section 1 General Business Practices

5 – Elective

Which sustainable purchasing strategies do you employ?:

- ☐ Made from recycled content
- ☐ From local sources
- ☐ Reduced or reusable packaging
- ☐ Made/extracted using little or no chemical treatment (i.e. unbleached paper)
- ☐ Other (please describe) _____

6 – Elective

Which steps do you take toward reduction of paper waste?

- ☐ Double side copying and printing
- ☐ Request electronic versions of catalogues, magazines and other publications
- ☐ Assess billing and advertising practices for opportunities to reduce waste
- ☐ E-mail quotes, invoices, statements
- ☐ Other (please describe) _____

7 – Elective

Do you provide food prep/dishwashing facilities reducing use of disposable plates, cups, and utensils?

- ☐ Yes ☐ No ☐ Not Applicable

8 - Elective

Have you conducted an energy audit of your facility to look for increased efficiencies?

- ☐ Yes ☐ No

Implemented any of the recommendations?

- ☐ Yes ☐ No

9 - Elective

Does your office use or purchase alternative energy?

- ☐ Solar
☐ Wind
☐ Other _____

INSTALLATION / MAINTENANCE CONTRACTORS

10 – Legal

Are you a licensed landscape contractor?

- ☐ Yes ☐ No ☐ Not Applicable

License number _____

You may not need a license if:

- Income from each job does not exceed \$500 annually
- Your company performs exclusively maintenance or design work
(see manual for more information)

11 – Legal

Do you have public liability, personal injury and property damage insurance (ORS 671.510 to ORS 671.710)?

- ☐ Yes ☐ No

Policy Issuing Agency(ies) _____

Policy Number(s) _____

Section 1 General Business Practices

12 – Legal

Does your company have a surety bond filed with the Landscape Contractor Board (ORS 671.690) or another organization?

☐ Yes ☐ No ☐ Not Applicable

Organization _____

Bond number _____

13 – Program

(at least one required – self taught is insufficient)

Describe how you and your employees obtained your landscape knowledge:

☐ Landscape Industry Certified Technician (OLCA) % employees certified _____

☐ PLANET or Other federal certification _____ % employees certified _____

☐ Oregon Landcare Accreditation (Oregon Tilth) % employees certified _____

☐ College Coursework Degree: _____

☐ Other (please describe) _____

Who is trained by these programs:

% managers trained _____

% crew leads trained _____

% crew members trained _____

EMPLOYEE TRAINING AND INVOLVEMENT

GOAL: All of firm's employees have sufficient knowledge, training and technical assistance in all aspects of landscape management.

Sole ownership or partner only firms should answer the following questions based on their own knowledge. Check if no other employees other than applicant. ☐

14 – Program

(all required)

Employees/owners are trained in the following:

All applicants:

- ☐ Principles of IPM
- ☐ Plant and pest identification
- ☐ Horticultural practices

If your company installs or maintains landscapes:

- ☐ Erosion control
- ☐ Safe equipment handling procedures
- ☐ Equipment care and maintenance
- ☐ Need for/proper use of hearing protection
- ☐ Proper handling of chemicals and wastes
- ☐ Spill prevention and response procedures, including locations of spill kits

If your company handles large scale irrigation projects:

- ☐ Water management/budgeting
- ☐ Irrigation system design & repair
- ☐ Specific capabilities of any system they operate
- ☐ Irrigation meter billing structure

Section 1 General Business Practices

15 – Program

(at least two required)

How is training provided?

- ☐ External course
- ☐ Trade group certification program/conference
- ☐ Staff meetings
- ☐ Staff mentor/apprentice relationship
- ☐ On the job training
- ☐ Employees provided with educational materials to study
- ☐ Other (please describe) _____

FOR FIRMS WITH EMPLOYEES

16 – Program

Do you routinely review the aforementioned topics, and provide opportunities for employees to ask questions?

- ☐ Yes ☐ No ☐ NA

17 – Program

(all required)

All firm owners / employees are involved in:

Minimizing company use of:

- ☐ Pesticides
- ☐ Water
- ☐ Stormwater runoff
- ☐ Waste

Improving:

- ☐ Customer education
- ☐ Safety

18 – Elective

Do you have an employee suggestion program that collects ideas for environmental improvements?

- ☐ Yes ☐ No

19 – Elective

Do you have an employee incentive program for:

- ☐ Chemical Use Reduction
- ☐ Environmental Protection
- ☐ Worker Safety
- ☐ Other: _____

Section 1 General Business Practices

CUSTOMER EDUCATION

GOAL: Help customers understand of environmental systems, and impacts of green vs. chemical landscape management and the true environmental costs of various options.

20– Program

(one required per section)

How do you help clients understand the advantages of “green” landscaping techniques and impacts on their property?

Plant maintenance

- ☐ Comprehensive Integrated Pest Management program
- ☐ Tolerance levels (broadleaf plants in lawn, insect presence)
- ☐ Value of monitoring visits
- ☐ Plant substitution

Water use

- ☐ Irrigation system scheduling and maintenance requirements
- ☐ Comprehensive water management programs
- ☐ Water use reduction opportunities
- ☐ Alternative water resources

Waste reduction

- ☐ Potential areas for site waste reduction
- ☐ Benefits of cultural practices such as grasscycling and composting

Pollution prevention

- ☐ Alternatives to chemical fertilizers
- ☐ Alternatives to pesticides
- ☐ Runoff prevention

Section 2 Site Design

SECTION 2 - SITE DESIGN

Does your company perform any landscape design services? ☐ Yes ☐ No
If no design work is performed, skip to **Section 3 - General Installation** on page 18

GENERAL DESIGN

GOAL: Design landscapes that are pest and disease resistant, water efficient, produce minimal green waste, and incorporate natural habitat.

21 – Legal

If your business does design work for public properties (or creates technical specifications for another company or individual to follow), do you employ a Registered Landscape Architect (ORS 671.310 to 671.459)?
☐ Yes ☐ No ☐ Not Applicable – no public design

22 – Legal

Which elements of your site plans assure access and safety standards defined by the Americans with Disabilities Act (ADA) are met for publicly accessible spaces?
☐ Not Applicable – no public design work is done

- ☐ Paving
- ☐ Grades
- ☐ Handrails
- ☐ Other (please describe) _____

23 – Program

For work on private property, are you or do you have a certified landscape designer on staff?
☐ Yes ☐ No

(one required)

If yes, which certification?

- ☐ APLD certification
- ☐ Registered Landscape Architect (ORS 671.310 to 671.459)
- ☐ College Degree (please describe) _____
- ☐ Other (please describe) _____

24 – Program

(at least one required)

Which of the following techniques do you use to investigate utility locations on-site?

- ☐ Call locator service
- ☐ Check service maps
- ☐ Pothole (hand dig to locate buried pipes)
- ☐ Previous site design notes/maps
- ☐ Homeowner interview
- ☐ Other (please describe) _____

Section 2 Site Design

25 – Program

(all required)

How do you get to know actual site conditions before beginning the design process (in addition to plot plans)?

- ☐ Walk site
- ☐ Observe/identify microclimates
- ☐ Test soil for biological and chemical properties (see manual), or note that the installation contractor should sample
- ☐ Homeowner interview/survey

26 - Program

(at least one required)

When creating a landscape design on slopes greater than 10 percent, which techniques do you usually apply?

Physical controls

- ☐ Terracing / rock or retaining walls with drainage systems along contours
- ☐ Placing row of rocks or shrubs across slope to interrupt the flow of water
- ☐ Avoid placing features (ponds, patios, lawns) on slopes to minimize grading and maintenance difficulties
- ☐ Providing stabilized runoff features around/over slopes – pipe slope drains, French drains, rock channels.
- ☐ Other (please describe) _____

(at least one required)

Material Selection

- ☐ Select appropriate plant material (i.e. species with low water requirements and deep root systems)
- ☐ Call out slope reinforcing mats or other materials
- ☐ Other (please describe) _____

27 – Program

(at least three required)

How do you address natural drainage issues in your designs?

- ☐ Study drainage patterns before beginning design
- ☐ Avoid placing features near seeps, springs, etc. (use minimal excavation to avoid disturbance)
- ☐ Incorporate swales or other stormwater detention/infiltration facilities – dry wells, French drains
- ☐ Do a percolation test to assure good drainage.
- ☐ Amend or manipulate soils to enhance natural drainage systems.
- ☐ Other (please describe) _____

28 – Program

(at least one required)

How do you identify past site uses or current soil conditions that may affect your design (e.g. soil contamination, compaction, previous fill, illegal dumping, etc.)?

- ☐ Homeowner interview
- ☐ Property records research
- ☐ Soil Test
- ☐ Other (please describe) _____

Section 2 Site Design

29 – Program

(at least one required)

Where do you check for site history and current conditions?

- ☐ Insurance company
- ☐ Bank, or lending institution
- ☐ Portland Maps
- ☐ Level I, II, or III Environmental Assessment (typically required for commercial real estate transactions)
- ☐ Oregon Historical Society
- ☐ Other (please describe) _____

30 – Program

(at least three required)

When creating a design for sites with degraded soils, do you:

- ☐ Take core samples from various site locations
- ☐ Plan remediation measures to precede site installation – e.g. add compost
- ☐ Other (please describe) _____

31 – Program / Elective

Program
(all required if applicable)

How does your design ensure access to utilities (i.e. septic systems, sewer, electrical or telephone lines)?

- | | |
|---|---|
| <input type="checkbox"/> Accessible drain/fill systems | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Access to septic tanks / sewer clean-outs | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Access to pumping systems | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> No deep-rooted permanent plantings above or next to utility points | |

Elective

- ☐ Gates and other access points are wide enough for maintenance equipment
- ☐ Other (please describe) _____

32 – Program / Elective

Program
(at least two required)

How do you utilize existing on-site materials in your designs?

- ☐ Protect healthy existing plants for continued use in new landscape
- ☐ Protect soil structure by avoiding compaction during installation
- ☐ Use existing boulders / stones in final design

Elective

- ☐ Salvage healthy plants for use on owner's or other sites
- ☐ Compost clippings onsite for mulch
- ☐ Use branches or whips from shrubs and trees to construct woven trellises, fences
- ☐ If grading is required, stockpile soil for reuse on-site
- ☐ Other (please describe) _____

33 – Program / Elective

Program
(at least one required)

Which methods are used onsite or called out in plan notes to retain or protect trees and other vegetation from construction damage?

- ☐ Fencing at dripline
- ☐ Ring of poles
- ☐ Plant small understory plants around trees to help exclude machinery
- ☐ Other (please describe) _____

Elective

- ☐ Certified arborist consulted for additional protective options

Section 2 Site Design

34 – Program / Elective	<p>Which factors do you consider when recommending or purchasing materials?</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Program (all required)</p> <p>Elective</p> </div> <div style="width: 80%;"> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Life expectancy <input type="checkbox"/> Installation requirements <input type="checkbox"/> Other (please describe) _____ </div> <div> <input type="checkbox"/> Minimal packaging and recyclable or reusable containers <input type="checkbox"/> Embodied energy (energy used to extract, manufacture, transport, install, and maintain materials) <input type="checkbox"/> Long-term cost (including overall environmental cost) <input type="checkbox"/> Compatibility with surrounding landscape <input type="checkbox"/> Recycled construction materials (e.g. plastic lumber, recycled concrete) <input type="checkbox"/> Alternative materials (e.g. crushed hazelnut shells for pathways, twig fencing/lattices, etc.) <input type="checkbox"/> Other (please describe) _____ </div> </div> </div>
35 – Program <p>(at least four required)</p>	<p>When designing edible landscapes which elements do you incorporate into your design?</p> <div style="display: flex; justify-content: flex-end; margin-bottom: 10px;"> <input type="checkbox"/> Not Applicable </div> <div> <input type="checkbox"/> Fruit or nut bearing trees or shrubs <input type="checkbox"/> Disease and pest resistant varieties <input type="checkbox"/> Raised beds for plantings <input type="checkbox"/> Specification of soil and compost products that are tested for pass through chemical or toxic materials. <input type="checkbox"/> Green house or row covers for germination assistance <input type="checkbox"/> Companion plantings to ward off harmful pests. <input type="checkbox"/> Other (please describe) _____ </div>
36 – Program <p>(all required)</p>	<p>When selecting plant material, what do you actively seek to create in your landscape?</p> <div> <input type="checkbox"/> Plantings adapted to existing drainage, exposure, humidity, and wind conditions <input type="checkbox"/> Landscape that will thrive in existing soil conditions (assuming conditions are hospitable) <input type="checkbox"/> Plantings that actively compete with weeds <input type="checkbox"/> Beneficial insect habitat <input type="checkbox"/> Eradication and avoidance of invasive and nuisance plant species <input type="checkbox"/> Fire protection (avoidance of flammable species near structures, clearance zone, etc) <input type="checkbox"/> Crime prevention (avoidance of large, overhanging shrubs that block sightlines) <input type="checkbox"/> Complete multistory plant community <input type="checkbox"/> Compatibility with surrounding plant communities <input type="checkbox"/> Plantings (outside of turf) that will be successful without supplemental irrigation <input type="checkbox"/> Plantings that will succeed without synthetic fertilizers <input type="checkbox"/> Other (please describe) _____ </div>

Section 2 Site Design

37 - Program

(at least three required)

What wildlife habitat provisions are added to your landscape designs:

- ☐ Roosting / nesting locations –trees, boxes, rock or rock piles
- ☐ Water sources (e.g. pond, fountain, bird bath or shallow concave rock)
- ☐ Dense foliage (e.g. trees, shrubs or leaf cover) for hiding from predators
- ☐ Fruit or seed generating plant species
- ☐ Supplemental food sources / feeders
- ☐ Nesting materials – either plantings or supplemental materials
- ☐ Native plant species
- ☐ Other (please describe)_____

38 - Program

(all required)

What beneficial insect elements are added to your landscape designs:

- ☐ Multi-season flowering
- ☐ Water sources (e.g. pond, fountain, bird bath or shallow concave rock)
- ☐ Multiple shades and shapes of flowering plants
- ☐ Native plant species
- ☐ Other (please describe)_____

39 - Program

(all required)

When considering plant placement, do you:

- ☐ Group plants with similar horticultural requirements
- ☐ Space for size at maturity
- ☐ Maximize shade in exposed soil areas to keep down weed growth
- ☐ Space plants to allow maintenance
- ☐ Other (please describe)_____

40 - Program

(at least two required)

How do you incorporate energy efficiency into your landscapes:

- ☐ Energy efficient lighting
- ☐ Tree / shrub shading of structures
- ☐ Solar powered lights / pumping systems
- ☐ Motion sensor lighting
- ☐ Other (please describe)_____

41– Legal / Program

(at least two required)

How does your design address erosion control?

- ☐ Standard notation on the planting plan set or guidance document for homeowners
- ☐ Install all own designs and rely on erosion control training
- ☐ Prioritize erosion control materials (grass mats, mulch, tackifiers) over sediment control measures (sediment fences, hay bales, biobags, etc)

Section 2 Site Design

42– Program

(all required)

When designing for homeowner installation, do a guide that includes:

- ☐ Healthy plant selection (e.g. good form, minimal brown areas)
- ☐ Call before you dig
- ☐ Erosion control
- ☐ Any needed permits or applicable regulations
- ☐ Work phasing, if applicable (such as turf kill before plant installation)
- ☐ Tree / plant protection zones
- ☐ Staging areas, especially for mulch and soil to avoid using or discharging to public streets
- ☐ Other (please describe) _____

FOR PLANS INSTALLED BY OTHER CONTRACTORS

☐ Not Applicable (install all own work or homeowner install)

43- Program

Does the construction or planting plan note site-specific comments to the contractor or installer n? (e.g., permits may be required, and erosion control needed)

- ☐ Yes ☐ No

44– Program

(all required)

Which designated locations are identified on your construction plan?

- ☐ Soil stockpiles
- ☐ Material staging area
- ☐ Equipment storage
- ☐ Onsite equipment fueling
- ☐ Onsite equipment cleaning
- ☐ Tree protection zones
- ☐ Offsite fueling
- ☐ Offsite cleaning

HARDSCAPE DESIGN (Patios, Decks, Fences)

Does your company perform any hardscape design services? ☐ Yes ☐ No

If not, skip to the **Water Features & Pond Design** section, page 15.

GOAL: Minimize environmental impacts created by hardscapes in your designs.

45 - Program

(at least one required)

How do you minimize impacts, such as increased runoff or temperature pollution, from impervious area in your design?

- ☐ Limited or no hard surfaces
- ☐ Porous pavement or other alternative material that allows drainage
- ☐ Tree canopy over hardscapes
- ☐ Infiltration / rain garden / bioswale facilities
- ☐ Other (please describe) _____

46 – Program

This one required

(at least one required)

In your design specifications or plan set notes, do you call for:

- ☐ Sustainable supply source
- ☐ Untreated, naturally rot-resistant wood products (e.g. cedar)
- ☐ Alternative products (plastic or composite lumber)
- ☐ Wood products preserved with less-toxic treatments like Alkaline Copper Quaternary (ACQ) rather than Chromated Copper Arsenate (CCA)

Section 2 Site Design

WATER FEATURE & POND DESIGN

Does your company perform any water feature or pond design services?

☐ Yes ☐ No ☐ Only layout- complete #48 - #50

If not, skip to the **Irrigation System Design**, page 16.

GOAL: Provide habitat area while minimizing energy use, water use, and maintenance requirements.

WATER FEATURE DESIGN

47 – Program

(all required)

Which do you specify in water feature or pond design?

- ☐ Recirculating pump
- ☐ Energy efficient electrical equipment
- ☐ Backflow preventer

For Ponds

- ☐ Drain valve and underlying drainage system (disposing to approved destination)
- ☐ Auto-fill valve

☐ Not Applicable

POND LAYOUT

48– Program

(all required)

How do you address pond stability and health, or health of surrounding landscapes?

- ☐ Buffer zone between turf and pond.
- ☐ Avoid placement in cut slopes where springs may be present
- ☐ Avoid placement that may damage tree roots
- ☐ Avoid discharge to natural stream systems unless treated for temperature and pollution issues (like through a swale).
- ☐ Other (please describe) _____

49 - Program / Elective

Program
(all required)

How do you approach plant selection for water features?

- ☐ Plan for 50 – 70% vegetated coverage
- ☐ Specify native or non-invasive exotic plants (see manual for plant lists)
- ☐ Review sun exposure requirements, and select site appropriate plants

Elective

- ☐ Select border plantings that won't drop leaves into pond
- ☐ Other (please describe) _____

50– Elective

Do your designs generally reuse soil removed during pond excavation on-site?

- ☐ Yes
- ☐ No

Section 2 Site Design

POND BUILDING – required for pond builders

☐ Not Applicable

51 – Legal

(all required)

Which legal aspects of pond construction do you research and design to meet?

- ☐ Local fencing ordinances for deeper ponds
- ☐ Electrical codes
- ☐ Plumbing codes (eg: assure that design includes approved overflow & disposal/drainage facilities)
- ☐ Erosion control requirements

IRRIGATION SYSTEM DESIGN

Does your company perform any irrigation system design services? ☐ Yes ☐ No

If not, skip to the **Turf Design**, page 17.

GOAL: To design irrigation systems that provide adequate water in ways that conserve water.

52 – Legal / Program

Legal (both required)

How does your design process address material selection?

- ☐ Pipe selected according to plumbing codes
- ☐ Electrical wires selected according to applicable codes

Program (all required)

- ☐ Design specifies manufacturer, model, type, and size of all components to eliminate ambiguity
- ☐ Sprinkler components selected and placed based on expected size of mature plantings
- ☐ All materials selected are appropriate for environmental conditions
- ☐ All materials match existing system type and size

53– Program

(at least one required)

Which does your company have on staff?

- ☐ Certified Irrigation Designer (Irrigation Association standards)
- ☐ Landscape Architect
- ☐ Control System Manufacturer training (Rainbird, etc) + Certified Irrigation Auditor (Irrigation Association standards)
- ☐ Other design professional - college degree, etc.
(please describe) _____

54 – Program / Elective

Program (all required)

How does your design achieve efficient and uniform distribution of water into each hydrozone?

- ☐ Identifies irrigation zones and efficient water distribution systems in each zone
- ☐ Delivers water according to needs of mature landscape
- ☐ Specifies rain sensors to prevent wet-weather irrigation
- ☐ Achieves an overall weighted design average Distribution Uniformity (DU) of at least 70% for irrigated turf areas ☐ Not applicable drip only

Elective

- ☐ Specifies metering device that measures landscape water use separate from other uses
- ☐ Specifies wind sensors to shut off system in high wind conditions
- ☐ Uses low-volume irrigation for planting beds
- ☐ Recommends use of water harvesting options to supplement irrigation needs
- ☐ Other _____

Section 2 Site Design

55 – Program / Elective

How does your design minimize installation and maintenance difficulties?

Program (both required
if applicable)

- ☐ Swing joints for popup spray heads_ ☐ Not applicable drip only
☐ Retains redline installation drawings to identify head locations

Elective

- ☐ Avoids battery run timers and specifies direct electrical supply

TURF DESIGN

Does your company perform any turf area design services? ☐ Yes ☐ No

If not, skip to **Section 3 - General Installation** on page 18.

GOAL: Design turf areas to avoid or require minimal inputs such as water, fertilizer, herbicides and pesticides.

56 – Program

How does your design minimize turf area?

(all required)

- ☐ Avoid using turf on slopes
☐ Avoid using traditional turf in shaded areas
☐ Use grass turf only where required by client for recreation or other needs
☐ Routinely recommend alternatives to turf to clients

57 –Program

How do you address species selection in turf design?

(all required)

- ☐ Specify seed mixture of multiple species rather than a single grass type
☐ Specify seed or sod adapted to local region
☐ Specify locally sourced seed or sod

58 –Program

How does your design address minimization of maintenance?

(all required)

- ☐ Specify low growing or clumping species that need minimal mowing
☐ Turf areas are edged to prevent grass spread
☐ Areas under trees are not seeded with standard turf species

Section 3 Installation

SECTION 3 - INSTALLATION

Does your company perform any landscape installation services? ☐ Yes ☐ No

If no installation work is performed, skip to **Section 4 – Site Maintenance** on page 24.

GENERAL INSTALLATION

GOAL: Minimize environmental impact from installation activities.

59 – Legal

Is your firm licensed / certified to perform required projects (ORS 671.520)?

☐ Yes ☐ No

60- Legal

(all applicable required)

When required, do you obtain permits for:

- | | |
|--|--|
| <input type="checkbox"/> Plumbing (drainage, underground piping) | <input type="checkbox"/> Don't do work |
| <input type="checkbox"/> Stormwater management (water quality, flow detention) | <input type="checkbox"/> Don't do work |
| <input type="checkbox"/> Erosion control (grading, cut & fill, spill cleanup) | <input type="checkbox"/> Don't do work |
| <input type="checkbox"/> Building (structures, foundations, footings) | <input type="checkbox"/> Don't do work |
| <input type="checkbox"/> Zoning (setbacks, environmental zones) | <input type="checkbox"/> Don't do work |
| <input type="checkbox"/> Other (please describe) _____ | |

61 – Legal / Program

Legal
(all required)

How do you ensure erosion control standards are met, and minimal erosion is created during construction?

- ☐ Site entrance is swept or stabilized to prevent vehicles from tracking sediment offsite
- ☐ Accidental depositions of soil into public streets are swept up by end of work shift
- ☐ Protect soil and materials stockpiles from wind, rain and contain runoff.
- ☐ Educate crews on the prime/permit holding contractor's erosion control plan outlining potential causes and prevention measures.

Program
(at least two required)

- ☐ Cover bare ground within 24 hours of exposure
- ☐ Schedule construction to avoid wet weather grading
- ☐ Complete grading as soon as possible after starting
- ☐ Keep maintenance log

☐ Not permit holder

62 – Legal

Do you remove all temporary sediment control (silt fence, biobags) or erosion prevention measures (plastic sheeting, matting) after the site is fully stabilized?

☐ Yes ☐ No ☐ Not permit holder

63 – Program

Program
(at least two required)

Which sediment control measures do you add for wet weather work?

- ☐ Additional mulch
- ☐ Seed cover
- ☐ Perimeter controls (silt fence, inlet inserts)
- ☐ Sediment traps, ponds, and vaults or other containers
- ☐ Increased inspection frequency of site sediment control measures
- ☐ Other (please describe) _____

Section 3 Installation

64– Program

(all required)

Which elements of your or the prime contractor's construction plan do you go over with all participating employees?

- ☐ Sequencing of events
- ☐ Erosion control
- ☐ Site pollution prevention
- ☐ Expected employee practices
- ☐ Utility locations and how they are marked on-site
- ☐ Plant, tree and buffer protection areas

65– Program

(at least one required)

How do you address soil compaction caused by construction practices?

After large structures are complete, before installing landscaping:

- ☐ Retill
- ☐ Aerate
- ☐ Add compost or gravel under turf installation
- ☐ Other (please describe) _____

66 – Program

Do you consult with designers about design issues that seem impractical or inefficient (e.g. soil amendment, plant selection or placement, etc)?

- ☐ Yes ☐ No

67 – Elective

Do you soil test and modify the designer's soil amendment specifications as needed to reflect site soil conditions?

- ☐ Yes ☐ No

68 – Program

Are utility locations identified, and clearly marked in the field?

- ☐ Yes ☐ No

69 – Program

Do you provide waste receptacles on-site for non-recyclable materials and food waste?

- ☐ Yes ☐ No ☐ Store in vehicle to return to yard

70 – Program / Elective

Program
(all required)

When deconstruction is required, do you reuse or recycle:

- ☐ Concrete waste
- ☐ Lumber / wood scraps
- ☐ Green wastes

Elective

- ☐ Fencing
- ☐ Trellises
- ☐ Packaging (pots, wood, cardboard, burlap)
- ☐ Other construction supplies (please list) _____

Section 3 Installation

71 – Program / Elective

How do you integrate IPM practices into installation?

Program
(at least one required)

Mechanical, rather than chemical, weed control prior to installation

☐ Manual pulling

☐ Tilling

☐ Mechanical weed barriers (edging materials, landscape fabrics)

☐ Other (please describe) _____

Program
(both required)

☐ Inspect plants prior to installation, rejecting those showing signs of disease, pest infestation, or other weakness

☐ Substitute natural soil amendments, such as compost, for chemical fertilizers when installing new plants

Elective

☐ Chip cleared or grubbed vegetation for reuse onsite as mulch

HARDSCAPE INSTALLATION (Patios, Decks, Fences)

Does your company install patios or hardscapes of any kind? ☐ Yes ☐ No
If not, skip to the **Water Feature & Pond Installation**, page 21.

GOAL: Use installation techniques that minimize pollution and compaction of surrounding soils.

72 – Legal / Program

If a design calls for treated wood products, which of the following procedures are generally followed? ☐ Not Applicable

Legal
(both required)

☐ Potential health hazards are discussed with employees and clients before work begins

☐ Employees receive adequate protective equipment

Program (required)

☐ Scraps and sawdust are properly disposed of to a lined landfill – NEVER burned

Elective

☐ Designer is consulted for alternative material options

73 – Program

How do you prevent unnecessary soil compaction during hardscape installation?

(at least one required)

☐ Stockpile heavy materials in areas that will not be planted

☐ Other (please describe) _____

74 – Program

Do you have an appropriate area designated for concrete waste washout on projects using concrete?

☐ Yes

☐ No

☐ Not Applicable

☐ Contract out concrete

75 – Program

If a design calls for stone products, do you purchase from reputable suppliers and avoid materials harvested from intact natural ecosystems?

☐ Yes

☐ No

☐ Not Applicable

Section 3 Installation

WATER FEATURE & POND INSTALLATION

Does your company install any ponds or water features? ☐ Yes ☐ No
If not, skip to the **Irrigation System Installation** below.

GOAL: Long-term stability, healthy conditions for aquatic plant & fish species (if applicable), and water conservation.

76 – Program (at least one required)	How do you manage your excavated materials for erosion control? <input type="checkbox"/> Any stockpiles are covered until removed <input type="checkbox"/> Materials immediately removed from site for use elsewhere <input type="checkbox"/> Reused immediately on-site with adequate mulch and/or seed cover
77 – Program (at least one required)	How do you work to ensure water is conserved? <input type="checkbox"/> Check system for leaks by allowing water to sit for 24 hours <input type="checkbox"/> Adjust waterfalls or drip paths to minimize splashing onto surrounding hard surfaces <input type="checkbox"/> Prepare bed carefully before installing liner to reduce the possibility of punctures <input type="checkbox"/> Create adequate plant coverage on the surface to reduce evaporation
78 – Program / Elective Program (all required) Elective	Which IPM techniques do you practice? <input type="checkbox"/> Wait at least 48 hours after filling with water before installing fish/plants <input type="checkbox"/> Clean plants prior to installation, minimizing the chance for spread of invasive species <input type="checkbox"/> Provide aeration/water movement <input type="checkbox"/> Seed pond water with bacterial mixtures <input type="checkbox"/> Add natural algae eaters (native species preferred - fish, snails, or other aquatic organisms) <input type="checkbox"/> Bio-filtration systems

IRRIGATION SYSTEM INSTALLATION

Does your company install any irrigation systems? ☐ Yes ☐ No
If not, skip to the **Installing Turf**, page 23.

GOAL: Assure that all components are up to code, compatible, and properly installed for maximum efficiency, adequate water distribution, water conservation and life expectancy of the system.

79 – Legal	When altering or installing any drainage system, do you check to see if a plumbing permit is required? <input type="checkbox"/> Yes <input type="checkbox"/> No
80 – Legal	Do you install the legally required backflow prevention device on all systems? <input type="checkbox"/> Yes <input type="checkbox"/> No
81 – Program	Do you check the water pressure at the source to assure that it is sufficient to distribute water to planting areas? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3 Installation

- 82 – Program** | Do you flush each irrigation system after installation?
☐ Yes ☐ No
- 83 – Program** | When flushing lines, do you ensure that discharge goes to an approved system at a rate that will not cause erosion?
☐ Yes ☐ No
- 84 – Program** | Do you check the system pressure to assure adequate distribution?
☐ Yes ☐ No
- 85 – Program** | Do you provide wind or moisture sensors for all systems?
☐ Yes ☐ No
- 86 – Elective** | Do you provide the owner/end user with all product warranties and operating instructions for all equipment?
☐ Yes ☐ No

LARGE SYSTEM INSTALLATION If you do not provide these services, skip to the **Installing Turf** below.

- 87 – Program** | Are you a Certified Irrigation Contractor (Irrigation Association standards)?
☐ Yes ☐ No ☐ Other IA Certifications _____
☐ Other Certification (explain) _____
- 88 – Program** | Do you flush the main line before installing any valves?
☐ Yes ☐ No
- 89 – Program / Elective** | Which water conserving practices do you offer?
- | | |
|---------------------------|--|
| Program
(all required) | <input type="checkbox"/> Install the system according to design and manufacturer specifications
<input type="checkbox"/> Verify the flow rate and pressure match design criteria
<input type="checkbox"/> Review planting plans to minimize conflicts between larger plants and irrigation heads
<input type="checkbox"/> Place components where they most effectively irrigate without creating runoff |
| Elective | <input type="checkbox"/> Audit system upon completion to verify that it meets design specifications (average measured distribution uniformity, or DU, at 90% of the design-specified DU)
<input type="checkbox"/> Other (please describe) _____ |
- 90 – Program / Elective** | During the installation process, do you:
- | | |
|----------------------------|---|
| Program
(both required) | <input type="checkbox"/> Consult the designer before deviating from design specifications
<input type="checkbox"/> Clearly note changes on plan drawings |
| Elective | <input type="checkbox"/> Provide owner with accurate “as-builts” upon project completion |

Section 3 Installation

INSTALLING TURF

Does your company ever install turf? ☐ Yes ☐ No

If not, skip to **Section 4 – Maintenance** on page 24.

GOAL: Encourage healthy lawn with conditions conducive to seed germination or sod establishment.

- | | |
|-------------------------------|---|
| 91– Program | Do you ensure that grading is adequate (no low spots where water will collect), prior to installing turf?
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| 92 – Program | When laying sod, do you place the strips across (rather than down) any slope?
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| 93– Program / Elective | Which IPM techniques do you regularly apply during turf installation? |
| Program
(all required) | <input type="checkbox"/> Properly amended soil
<input type="checkbox"/> Pre-moistened soil
<input type="checkbox"/> Install during appropriate season for the grass species. |
| Elective | <input type="checkbox"/> Soil test prior to installation to verify amendment specifications
<input type="checkbox"/> Add only nutrients shown lacking by soil test
<input type="checkbox"/> Amend soil to 20-25% organic content with mature compost prior to installing turf
<input type="checkbox"/> Topdress with compost tea, or other biological stimulants, after installation |
| 94 – Elective | If importing topsoil, do you request a written commitment from the supplier that it is free of invasive perennial weeds?
<input type="checkbox"/> Yes <input type="checkbox"/> No |

Section 4 Site Maintenance

SECTION 4 - SITE MAINTENANCE

Does your company perform any landscape maintenance services? ☐ Yes ☐ No

If no maintenance work is done, please skip to the **Section 5 –Materials Handling and Storage**, page 30.

GENERAL MAINTENANCE

Does your company perform any general landscape maintenance services? ☐ Yes ☐ No

If not, skip to the **Hardscape Maintenance**, page 26.

GOAL: Use preventative techniques to promote healthy plant growth. Choose least-toxic methods for disease and pest control.

95– Program

(all required)

Does your customer contract address these elements of Integrated Pest Management?

- ☐ Site monitoring and recordkeeping
- ☐ Pest / problem identification
- ☐ Pest tolerance levels / action triggers
- ☐ Cultural controls
- ☐ Physical / mechanical controls
- ☐ Biological controls
- ☐ Least toxic chemical controls ☐ Chemical controls not used
- ☐ Evaluation of treatment effectiveness

96– Program

(50% of each section required)

Which controls do you routinely use?

Cultural:

- ☐ Pest/disease resistant plants
- ☐ No or conservation watering practices
- ☐ Organic amendments or slow release fertilizers
- ☐ Maintenance of high species diversity and elimination of monocultures in plantings
- ☐ Dense planting to shade out weeds.
- ☐ Sterile or sanitary techniques to prevent the spread of pests (cleaning tools after use)

Physical / Mechanical:

- ☐ Mulching planting beds
- ☐ Traps and barriers (e.g. yellow sticky boards, traps)
- ☐ Hand removal (e.g. pests; diseased tissue)
- ☐ Hand weeding / string trimming / mowing / cultivation

Biological (Non-chemical):

- ☐ Use of natural or introduced beneficial species (e.g. plants, insects or disease parasitoids, predators, microbial products)
- ☐ Pheromone traps

Chemical Controls:

- ☐ Spot treatment, rather than blanket application
- ☐ Select chemical with lowest toxicity (i.e. insecticidal soap) and/or shortest residual effect
- ☐ Appropriate timing (to coincide with pest or disease life stage) for maximum control
- ☐ Appropriate chemical for the problem
- ☐ No combined products (such as weed and feed or disease and insect treatments)

☐ Chemical controls not used

Section 4 Site Maintenance

- 97 – Program** | Do you compost, or take to a composting site, all green waste for later use (using high temperature composting, or separating weeds for alternative disposal)?
☐ Yes ☐ No
- 98 – Program** | If you maintain edible landscapes, which practices do you use to avoid food contamination and support food growth:
 (at least two required) ☐ No horticultural chemical use
☐ Physical pest and weed removal
☐ Specify or use compost that has been tested for pass through pollutants.
☐ Cover cropping for nitrogen fixation rather than chemical fertilizer use.
- 99 – Program** | Do you alter or cancel any chemical or natural mixture spraying for:
 (all required) ☐ Wind
☐ Rain
☐ Open waterways adjacent to property
☐ High evaporation rate
☐ Incorrect pest life stage
☐ Workers or bystanders in the area
☐ Other (please describe) _____
☐ Do not spray.

Chemical Use If no chemicals used skip to **Hardscape Maintenance**, page 26

- 100 – Program/ Elective** | Do you avoid the following persistent and bio-accumulative chemicals?
 (see full listing on EcoBiz website www.ecobiz.org)
- | | | |
|----------------------------|--|---|
| Program
(all required) | Pesticides
<input type="checkbox"/> Bifenthrin (Talstarone, Talstar)
<input type="checkbox"/> Deltamethrin (Suspend SC)
<input type="checkbox"/> Dicofol (Acarin, Dicomite, Mitigan)
<input type="checkbox"/> Esfenvalerate (Asana XI Hallmark)
<input type="checkbox"/> Fipronil (Termidor SC, Maxforce Ant Bait)
<input type="checkbox"/> Lambda-Cyhalothrin (Spectracide Wasp/Hornet)
<input type="checkbox"/> Myclobutanil (Systhane)
<input type="checkbox"/> Oxyfluorfen (Goal, Koltar)
<input type="checkbox"/> Trifluralin (Flurene SE, Treeflan, Trim, Trust) | <input type="checkbox"/> Chloripyrifos (Dursban, Empire, Scout)
<input type="checkbox"/> Diazinon (Namco 4E, Knox Out 2FM)
<input type="checkbox"/> Endosulfan Sulfate (Beosit, Thifor)
<input type="checkbox"/> Fenbutatin-Oxide (Promite & Venex 50)
<input type="checkbox"/> Isodrin
<input type="checkbox"/> Linuron (Afalon, Linex, Lorox)
<input type="checkbox"/> Nonachlor
<input type="checkbox"/> Pendamethalin (Pendulum WDG) |
| Program
(both required) | Fungicides
<input type="checkbox"/> Pentachlorobenzene | <input type="checkbox"/> Prochlorax (Sportak) |
| Elective | <input type="checkbox"/> Avoid using products containing clopyralid or picloram (Confront, Curtail, Stinger, Millennium, Transline, Tordon, Grazon, Lontrel, Fieldstar Prevail, Hornet, Spectrum, Scorpion, Striker, Pathway, Access, Eclipse, Chaser Ultra, Accent Gold, Reclaim, TruPower) | |

Section 4 Site Maintenance

101 – Elective

Have you made a product substitution for any of the materials on the previous page:

- ☐ _____ substituted with _____.
- ☐ _____ substituted with _____.
- ☐ _____ substituted with _____.

102 – Program

(at least one required)

Instead of dusts, wettable powders, or fine liquid sprays, what do you use to reduce drift losses?

- ☐ Granules
- ☐ Pellets
- ☐ Injectable materials

103 – Program / Elective Program (required)

Elective

When pesticides are applied, is it your company's policy to:

- ☐ Provide homeowner / property manager with the name of any chemical used on-site.
- ☐ Notify community centers and schools one week in advance of pesticide application.
- ☐ Post parks and right-of-ways with notification of pesticide use prior to application.

HARDSCAPE MAINTENANCE (Patios, Decks, and Fences)

Does your company maintain patios or hardscapes of any kind? ☐ Yes ☐ No
If not, skip to the **Water Feature & Pond Maintenance**, page 27.

GOAL: Use least toxic, most resource efficient techniques to clean, seal, and keep hardscapes clear of weeds, leaves, or other debris.

104– Legal / Program

Legal
(both required)

Program
(both required)

When sealing or finishing decks and fences, do you:

- ☐ Do Not Maintain
- ☐ Follow manufacturer's directions
- ☐ Use protective equipment as required
- ☐ Use least-toxic products
- ☐ Properly prepare surface before applying product for maximum effectiveness

105 – Program

(both required)

When maintaining hardscape or adjacent paved areas, do you offer the following services:

- ☐ Mechanically (by hand, hot water, or propane torch) remove weeds rather than using chemical herbicides
- ☐ Primarily use a broom to sweep up debris, clippings or horticultural products

106 – Program

(at least one required)

When cleaning decks and/or fences, do you:

☐ Do Not Maintain

- ☐ Scrub with soft bristle brush and light detergent
- ☐ Lightly power wash (less than 1500 PSI)

Section 4 Site Maintenance

- 107– Program**
(all required)
- If power washing is performed, how do you alleviate environmental impacts?
- ☐ Do Not Maintain
 - ☐ Work to minimize runoff
 - ☐ Control any runoff that does occur (i.e. prevent it from entering storm drains – see manual)
 - ☐ Collect and appropriately dispose of paint or wood chips
 - ☐ Other (please describe) _____
- 108 – Program**
(all required)
- If maintaining existing decks, fences or other structures made from wood treated with Chromium Copper Arsenate (CCA), do you: ☐ Do Not Maintain
- ☐ Regularly inspect and reseal immediately when sealant is losing effectiveness
 - ☐ When repair/replacement is required, use least toxic products (avoid CCA)
 - ☐ Assure CCA treated scraps go to a lined landfill (DO NOT BURN or recycle)
- 109 – Program**
- Do you avoid the use of products with pentachlorophenol (a pressure treated wood chemical) when choosing wood preservatives.
- ☐ Yes ☐ No

WATER FEATURE & POND MAINTENANCE

Does your company maintain any ponds or water features? ☐ Yes ☐ No
If not, skip to the **Irrigation System Maintenance**, page 28.

GOAL: Maintain stable water quality, plant life, and healthy habitat for fish or other aquatic species.

- 110 - Program**
(at least one required)
- How do you manage growth of algae?
- ☐ Increase shade (add floating or broad-leafed plants to block sunlight)
 - ☐ Identify nutrient source and reduce or eliminate excess nutrients
 - ☐ Tolerate some algae
- 111– Program**
- If filters are used, do you set a filter cleaning/changing schedule?
- ☐ Yes , how often: _____ ☐ No
- 112 – Program**
- Do you regularly inspect pumps, filter systems, and other equipment?
- ☐ Yes, how often: _____ ☐ No
- 113 – Program**
(at least one required)
- When draining ponds, how is the water disposed of to prevent erosion and nutrient problems in local waterways?
- ☐ Infiltrated on site (e.g. applied to landscape plantings)
 - ☐ Drained to sanitary sewer
 - ☐ Sent to storm sewer at a rate that will not cause erosion

Section 4 Site Maintenance

- 114 – Elective** | Do you offer a partial water change (drain 1/3 of pond water, and replace with fresh water) at least annually?
☐ Yes ☐ No

IRRIGATION SYSTEM MAINTENANCE

Does your company maintain irrigation systems for any clients? ☐ Yes ☐ No
If not, skip to the **Turf Maintenance**, page 29.

GOAL: Keep irrigation systems in top form to promote efficient energy use and distribution of water.

- 115– Program** | How does your low volume or drip system design address water conservation?

(all required)

- ☐ Water is on timer for single soaking periods, at beginning or end of the day.
☐ Water is disbursed at the root area of a plant
☐ System is not activated until late spring growing season.

- 116– Program** | Does your contract include:

(all required)

- ☐ Routine activation & inspection of irrigation system components
☐ Testing of all repairs
☐ Protocol for winterizing the system, and activating in spring
☐ Seasonal controller adjustments ☐ Not Applicable –Drip only

- 117 - Program** | Do you set customer schedules to water in early morning hours (avoiding midday watering unless new landscaping requires it)?
☐ Yes ☐ No

- 118 - Program** | Do you visually inspect each zone to ensure adequate water pressure and distribution?
☐ Yes ☐ No

- 119 - Program** | Do you adjust sprinkler and drip heads at least twice during the irrigation season to assure no overspray or overflow onto paved surfaces?
☐ Yes ☐ No

LARGE SYSTEM MAINTENANCE. If you service large systems, skip to the **Maintaining Turf** below.

- 120 – Program** | Are you and/or any of your employees:

(at least one required)

- ☐ Certified Landscape Irrigation Auditor (Irrigation Association standards)
☐ Certified Landscape Irrigation Manager (Irrigation Association standards)
☐ Certified Irrigation Contractor (Irrigation Association standards)
☐ Other (please describe) _____

Section 4 Site Maintenance

121– Program / elective

Program
(all required)

Which activities do you offer to perform at installation and periodically?

- ☐ Verify backflow prevention device is functioning properly. Comply with any local requirements for checks.
- ☐ Confirm water supply and pressure meet design standards
- ☐ Adjust pressure regulators for desired operating pressure
- ☐ Check, clean and replace filters
- ☐ Confirm proper controller operation (check date/time input)
- ☐ Verify that sensors are working within specifications
- ☐ Adjust valves and flow regulators
- ☐ Adjust heads including nozzle size, arc, radius, level, and attitude with respect to slope
- ☐ Repair or replace broken hardware or pipes
- ☐ Clean or flush heads
- ☐ Make design recommendations to customer if needed to improve system efficiency

Elective

- ☐ Routine meter reads
- ☐ Keep a site maintenance log

TURF MAINTENANCE

Does your company ever maintain turf? ☐ Yes ☐ No

If not, skip to the **Section 5 - Vehicles and Equipment**, page 30.

GOAL: Use IPM practices to maintain a high level of grass health and reduce chemical inputs.

122 – Program / Elective

Program
(all required)

Which of these practices are standard to your turf maintenance routine?

- ☐ Routine monitoring for thatch and removal as needed
- ☐ Grasscycling, or compost clippings rather than disposal
- ☐ Mow at the highest recommended height for each turf species
- ☐ Maintain edges to prevent grass spread into planting beds.

Elective

- ☐ Regular aeration
- ☐ Use soil auger to look at soil conditions, checking to see if water is reaching the root zone
- ☐ Topdressing with compost or compost tea instead of chemical fertilizers (esp. after aeration)
- ☐ Over-seeding or re-sodding bare or thin coverage areas
- ☐ Other: _____

SECTION 5 - MATERIALS HANDLING

GENERAL MATERIAL HANDLING AND STORAGE

(GENERAL MATERIAL HANDLING, SPILL PREVENTION, AND STORAGE PRACTICES)

Does your company store materials and vehicles at a company yard? ☐ Yes ☐ No

If no storage is done, skip to the *Vehicles and Equipment* section, page 34.

GOAL: Contain and protect materials to prevent contact with, and pollution of, stormwater runoff.
Minimize waste.

- | | |
|------------------------------------|---|
| 123 – Program | Do you conduct a general housekeeping survey of the shop and yard at least twice a year to look for outdated, unused, unneeded chemicals that should be reused or properly disposed of?
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| 124 - Program | Does your shop use an inventory system to reduce the amount of materials in use, expired, leftover, or unused?
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| 125 - Program | Does your shop contract with an industrial laundry for cleaning shop rags and uniforms?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
| 126 – Program | Are your shop's floor swept with a dry broom and cleaned with a damp mop instead of wet mopping or hosing down the space?
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| 127 - Program | Bulk Material Storage practices (e.g. compost, bark dust, lime) |
| Program
(at least one required) | <input type="checkbox"/> Stored under tarp or other portable cover
<input type="checkbox"/> Stored in covered facility
<input type="checkbox"/> Stored in an enclosed structure |
| Elective | OR
<input type="checkbox"/> Provide berming or other practices to prevent tracking materials from open storage areas to the stormwater drainage system.
<input type="checkbox"/> Storage of large quantities of material is avoided (No stockpiling - purchase as needed) |
| 128 – Elective | Do you use refillable containers to reduce packaging waste?
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| 129 – Elective | Have looked for other companies who can reuse or recycle your company's wastes?
<input type="checkbox"/> Yes <input type="checkbox"/> No |

Section 5 Materials Handling

SPILL PREVENTION – FOR ALL LIQUID MATERIALS

130 - Legal/Program

Legal

Program
(all required)

Do you comply with liquid cleanup and disposal best practices?:

- ☐ Dispose of excess liquids in accordance with manufacturer's instructions
- ☐ Mix chemicals only the quantity needed
- ☐ Clean up liquid spills immediately, using dry cleanup methods
- ☐ Keep absorbents on hand for immediate use when liquid spills occur
- ☐ Dispose of used absorbents in an approved manner

131– Program

(all required)

Spill prevention/management practices

- ☐ Spill response program is in place & communicated to employees
 - ☐ Shipments are inspected for leaks or damage before they are accepted
 - ☐ Spill kits are accessible in company vehicles and storage facilities
 - ☐ Pump dispensers eliminate need for pouring from awkward containers
 - ☐ All containers have tight fitting lids
 - ☐ Any pouring or transferring of product occurs over a drip pan
 - ☐ Secondary containment is used for all liquid materials
- ☐ Not applicable

132 – Program

Are all containers labeled with current contents?

- ☐ Yes ☐ No

SITE DRAINAGE

133 - Program

Have you identified the drainage system for all shops and yard drains?

- ☐ Yes ☐ No

Drainage from Shop Areas goes to:

- ☐ Surface infiltration
- ☐ Subsurface infiltrations – drywell, sump, French drain ** **these are UIC systems – see #135**
- ☐ Surface drainage to a private or public storm sewer or drainage system
- ☐ Piped drainage to a sanitary or combined sewer.

Drainage from Open Storage / Lot Areas goes to:

- ☐ Surface infiltration
- ☐ Subsurface infiltrations – drywell, sump, French drain** **these are UIC systems – see #135**
- ☐ Surface drainage to a private or public storm sewer or drainage system
- ☐ Piped drainage to a sanitary or combined sewer.

134 - Program

(all required)

If you shop or yard drains to a designated Underground Injection Control (UIC), have you met the following regulatory requirements to protect underground aquifers? ☐ No UICs present, skip to next question

- ☐ Determined which liquids enter the underground system
- ☐ Determined what pretreatment, if any, is in place to remove pollution prior to discharge.
- ☐ Registered the UIC system with DEQ (see DEQ website)
- ☐ Closed any illegal or prohibited UIC systems (see DEQ website) ☐ NA

Section 5 Materials Handling

135- Elective

Have you stenciled “Dump No Waste” messages on all onsite storm system or infiltration drains?

☐ Yes ☐ No

HAZARDOUS MATERIAL HANDLING, SPILL PREVENTION, & STORAGE

Do you use potentially hazardous materials such as pesticides, brake cleaners, etc. (see list at www.ecobiz.org)? ☐ Yes ☐ No

If not, skip to the **Section 6 – Vehicles and Equipment**, page 34.

GOAL: Evaluate hazardous material use and application methods, and adjust your practices to achieve the lowest waste and hazard levels possible.

136– Legal

(at least one required)

This business’s hazardous waste generator status is:

- ☐ CEG Conditionally Exempt Generator
- ☐ SQG Small Quantity Generator
- ☐ LQG Large Quantity Generator
- ☐ None of the above

137 – Legal

(all required)

How do you maintain compliance with regulatory requirements for hazardous material use?

- ☐ Keep records on (manifest) all waste products
- ☐ Annually notify fire department of current inventory
- ☐ Provide material safety data sheets (MSDS) for each material use/stored is posted & easily available to all employees (or access to OHSU database)

138– Legal

(all required)

Are your hazardous materials containers:

- ☐ Leak free
- ☐ Clearly labeled with current content
- ☐ Appropriate for material stored (i.e. flammable liquids in appropriate containers)
- ☐ Disposed of appropriately (separated from other waste)

139 – Program

What is your waste hauler’s identification number?

DEQ ID # _____

140 – Program

Program
(all required)

Which of these elements are present in your hazardous material storage facility?

- ☐ Storage area is located away from environmentally sensitive areas
- ☐ Access restricted to trained personnel
- ☐ Free of direct heat sources (sunny windows, steam pipes, furnaces, etc.)
- ☐ Majority of storage facility construction materials are fire resistant
- ☐ Anti-spark electrical components

Elective

- ☐ Temperature control system in place

Section 5 Materials Handling

141 – Program

How do you reduce the volume of hazardous material used and stored, and minimize leftover, expired, or unused materials?

(all required)

- ☐ Review MSDS before purchasing a product
- ☐ Regularly inventory all materials in company yard and on trucks, and use information to minimize material reordered and stored
- ☐ Change purchasing policy to buy only the amount of hazmat needed

Do you apply pesticides? ☐ Yes ☐ No.

If not, skip to the ***Vehicles and Equipment***, page 34.

PESTICIDE USE (including herbicides, fungicides and rodenticides)

142 – Legal

How do you comply with legal requirements for pesticide application?

(both required)

- ☐ Any employee applying Restricted Use Pesticides has current Pesticide Applicator's license issued by the Oregon Department of Agriculture
- ☐ Follow manufacturer's directions

143 – Program

When mechanical and biological controls have not resolved a problem and chemicals will be used, do you prioritize a product that is:

(all required)

- ☐ Target specific
- ☐ Pest life-stage appropriate
- ☐ Site appropriate
- ☐ Safe for applicator & site users
- ☐ Low mobility & persistence

144– Elective

How do you minimize pesticide container waste?

Selection of products that use:

- ☐ Refillable containers
- ☐ Effervescent tablets with limited or no containers.
- ☐ Polyvinyl alcohol (PVA) water soluble containers
- ☐ Gel-based formulations

Section 6 Vehicles and Equipment

SECTION 6 - VEHICLE(S) AND EQUIPMENT

SELECTING AND MAINTAINING VEHICLE & EQUIPMENT

Does your company utilize job-specific equipment or vehicles?

☐ Yes

☐ No

If not, skip to *end of checklist*.

GOAL: Choose resource-efficient vehicles and equipment, keep them in top shape, and use the least harmful maintenance practices possible.

145 – Legal / Program

Legal

Program
(all required)

Which items do you routinely inspect?

☐ Safety shields

☐ Fuel lines

☐ Equipment fluids

☐ Blades

☐ Spark plugs

☐ Other (please describe) _____

146 – Legal

(all required)

How do you protect workers' hearing?

☐ Provide a range of protective equipment

☐ Use mechanical sound barriers or mufflers on equipment

☐ Select equipment with minimal noise production when possible

☐ Annual hearing tests

☐ Other (please describe) _____

☐ Not applicable, do not use loud equipment.

147 – Program

Program
(all required)

Which qualities do you actively seek in equipment?

☐ If gas, four-cycle rather than two-cycle engines

☐ 1997 or newer equipment

☐ Overhead valve rather than side valve engines

Mowers

☐ Mulching mower

☐ Wide mowing deck to reduce mowing time

Elective

☐ Electric mower

☐ Reel-type push mower

148 – Program

Do you regularly clean the underside of your mowers and sharpen blades?

☐ Yes

☐ No

☐ Not Applicable

149 – Program

Do you inspect electrical cords annually?

☐ Yes

☐ No

150 - Program

Do you regularly inspect spray or fuel based equipment for leaks?

☐ Yes

☐ No

Section 6 Vehicles and Equipment

151 – Program (all required)	How does your business address spill prevention in vehicle maintenance areas? <input type="checkbox"/> Small-scale dispensers or shutoffs on larger tank systems <input type="checkbox"/> All vehicle batteries stored under cover in a container Maintenance/refueling occurs only in a designated area with the following attributes: <input type="checkbox"/> Covered <input type="checkbox"/> Contained <input type="checkbox"/> Spill kit present
152 – Program / Elective <div style="margin-left: 40px;"> Program (all required) </div> <div style="margin-left: 40px;"> Elective </div>	When purchasing equipment, do you: <input type="checkbox"/> Test several types before buying <input type="checkbox"/> Request emissions ratings from vendors <input type="checkbox"/> Purchase the most efficient model available that meets your business needs <input type="checkbox"/> Purchase equipment with alternative energy (electric, manual, solar, biodiesel) <input type="checkbox"/> Rent equipment for each project
153– Program / Elective <div style="margin-left: 40px;"> Program (all required) </div> <div style="margin-left: 40px;"> Elective </div>	Do you recycle the following: <input type="checkbox"/> Vehicle batteries <input type="checkbox"/> Equipment batteries <input type="checkbox"/> Tires <input type="checkbox"/> None of the above are applicable <input type="checkbox"/> Mowers <input type="checkbox"/> Other (please describe) _____
154 – Program / Elective <div style="margin-left: 40px;"> Program (all required) </div> <div style="margin-left: 40px;"> Elective </div>	For liquid or chemical application equipment, do you regularly: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Adjust chemical spray equipment to give droplet size for optimum coverage <input type="checkbox"/> Calibrate spray equipment to ensure the proper amount of chemical is applied <input type="checkbox"/> Clean spray equipment; disposing residue appropriately (see manual) OR rinse with next product application <input type="checkbox"/> Maintain individual sprayers for specific products.
155– Elective	Do you use alternative fuels and supplies in your equipment and/or vehicles? <input type="checkbox"/> Re-refined Oil <input type="checkbox"/> Biodiesel <input type="checkbox"/> Solar power <input type="checkbox"/> Electric / hybrid engines
156– Elective	Do you modify your equipment use on Clean Air Action Days? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 6 Vehicles and Equipment

WASHING

157- Legal

(one required)

Does the drainage system have adequate protection:

- ☐ Surface infiltration – without soap <8 vehicles a week
- ☐ Onsite underground infiltration system - drywell, sump or trench drain – with pretreatment sump or filtration system
- ☐ Sanitary connection with oil water separator.
- ☐ Not applicable

158– Program

Both required

Vehicle washing is done:

- ☐ Without soap/detergent OR using biodegradable, least toxic soap/detergent
- ☐ On a surface where runoff can be contained and channeled to appropriate treatment/disposal facility. Never to storm sewer or natural drainage system.

OR

OR

- ☐ At a commercial carwash

One required

Runoff is directed to:

- ☐ To a landscape area for infiltration (< 8 pieces per week) or under permit
- ☐ To the sanitary sewer for treatment
- ☐ To a wash water recycling system

159 – Program

Equipment washing is done:

Both required

- ☐ Without soap/detergent or using biodegradable, least toxic soap/detergent
- ☐ On a surface where runoff can be contained and channeled to appropriate treatment/disposal facility. Never to storm sewer or natural drainage system

One required

Runoff is directed to:

- ☐ To a landscape area for infiltration (< 8 pieces per week) or under permit
- ☐ To the sanitary sewer for treatment

END of CHECKLIST

Thank you for completing the checklist. Please submit this list and any documentation for your certification items on Page 3 to the EcoBiz Program staff. It will take us 2-4 weeks to review your application materials.