



Green Contractor **Certification**

Recognizing sustainable workplace practices



The **ABC Green Contractor Certification** program documents the merit shop construction community's efforts to develop a sustainable workplace environment—both on and off the jobsite—as well as recognize those ABC member firms who are green industry leaders.

Benefits of Green Contractor Certification

Economic and Business Opportunities

- Provide a competitive advantage and distinction in the marketplace
- Improve operational cost savings, efficiency and effectiveness
- Demonstrate commitment to the environment to customers, employees and the community

Organizational Enhancement

- Increase employee morale, retention and productivity
- Protect the health and well-being of employees

Environmental Impact

- Reduce pollution, waste and greenhouse gas emissions
- Save energy, water and raw materials

Steps to Certification

STEP 1

Comply with all core requirements; meet 12 of the 36 elective items; and fulfill all education and training requirements.

STEP 2

Submit this application checklist with required supporting documentation and application fee to ABC National. (Visit the green construction website to submit online.)

STEP 3

ABC National will schedule third-party onsite assessment at applicant's office. Assessor recommends either certification or additional changes (subject to an additional onsite assessment by third party).

STEP 4

ABC National Green Building Committee reviews application and assessment report for certification worthiness.

Online Resources

Visit www.GreenConstructionAtWork.com/Certification for helpful guidance on implementing sustainable workplace practices, documentation requirements and additional resources.

SECTION 1: CORE REQUIREMENTS

To be eligible for certification, company applicants must comply with all core requirements at main and branch offices within the ABC chapter jurisdictions (not including project-specific field offices). Please provide the required documentation for each item as stated below.

	MAIN AND BRANCH OFFICES	DOCUMENTATION REQUIRED
1	Provide a sustainability statement showing the company's commitment to a green environment.	Submit a copy of the sustainability statement. The statement should include specific goals, measurable targets and a plan on how to achieve those goals.
2	Establish a recycling program for each of the following items: plastics, glass, cardboard and newspaper.	Submit a copy of the recycling policy. If any of the items may not be recycled, submit a narrative explaining the reason(s).
3	Establish a recycling program for paper.	Submit a copy of the recycling policy.
4	Establish a company policy of copying internal documents on both sides of paper.	Submit policy page from employee manual/company's intranet.
5	Purchase recycled or managed growth forest paper. The minimum content is 25%.	Submit an office supply bill or the packing list of recycled paper purchased. If only a model or SKU number is listed on the bill/packing slip, include a printout or link of the item description from the supply distributor's website.
6	When needed, purchase ENERGY STAR (or equivalent) office equipment/appliances.	Submit a copy of the ENERGY STAR logo from the equipment owner's manual or submit a photo of the logo or submit policy page from employee manual/company's intranet.

	MAIN AND BRANCH OFFICES	DOCUMENTATION REQUIRED
7	Utilize washable or recyclable tableware in the main office.	Submit an office supply bill or the packing list of recycled tableware or non-disposable tableware purchased. If only a model or SKU number is listed on the bill/packing slip, include a printout or link of the item description from the supply distributor's website or submit photographs of employees' personal mugs, glasses, dishes, etc.
8	Establish a policy to distribute documents electronically in lieu of printing.	Submit policy page from employee manual/company's intranet.
9	Designate a used goods area in the office for reusable binders, folders, padded envelopes, boxes and similar office supplies.	Submit policy page from employee manual/company's intranet or submit photographs of the designated area that includes appropriate labels.
10	Establish a policy to recycle toner cartridges.	Submit policy page from employee manual/company's intranet.
11	Install lighting technology that complies with IESNA/ASHRAE Standard 90.1-2004 throughout the office. (If unable to achieve this item, have documentation of request and building owner denial.)	Submit photographs, shipping invoices or receipts of the bulbs purchased. If the applicant is a tenant in a building where light bulbs are provided, have the building management company provide proof of using compliant lighting. Compliant lighting technology must be installed throughout the entire office to comply with this prerequisite.
12	Use non-toxic biodegradable cleaning practices. Cleaning products used must comply with maximum VOC contents listed in Green Seal GS-37, Cleaning Products for Industrial and Institutional Use (www.greenseal.org). (If unable to achieve this item, have documentation of the request and building owner denial.)	Submit policy page from employee manual/company's intranet that includes specific housekeeping/environmental cleaning solution specifications, including a list of approved and prohibited chemicals and practices. If the applicant is a tenant in a building where cleaning services are provided, have the building management company or cleaning contractor provide a letter verifying use of non-toxic biodegradable cleaning products.

SECTION 2: ELECTIVE ITEMS

Certification applicants must comply with 12 of the 36 elective items at main and branch offices and/or jobsite office locations within the ABC chapter jurisdictions. **NOTE:** Jobsite office locations include any jobsite in which project management services and project field supervision are provided. They do not include a single jobsite trailer that only provides project field supervision. Please provide the required documentation for each item as stated below.

	MAIN AND BRANCH OFFICES	DOCUMENTATION REQUIRED
1	Conduct an energy audit through utility company.	Submit documentation of completed audit.
2	Currently purchases/leases low-emission vehicles for company use for at least 3% of office employees.	Submit documentation of purchase receipts or lease terms.
3	Provide incentives for carpooling/public transportation/biking to work.	Submit documentation of incentive notification to employees.
4	Establish a policy to recycle and/or donate old electronic equipment and phones.	Submit policy page from employee manual/company's intranet.
5	Provide bike racks or secure storage for bikes for at least 5% of office employees and showers in office building for 0.5% of building occupants.	Submit photographs of bike racks and shower facilities.
6	Install motion sensor-controlled lights in the following areas within the office building: every individual office, training/conference room, restrooms and break rooms (at a minimum).	Submit documentation of purchase and installation receipts or submit photographs of sensors.
7	Install individual comfort control devices with an automated thermostat for a minimum of 50% of individual work stations.	Submit documentation of purchase and installation receipts or submit photographs of devices.
8	Insulate all hot and cold water pipes.	Submit documentation of purchase and installation receipts or submit photographs of pipes.
9	Equip at least one room with online meeting, teleconference and videoconference capabilities (e.g., web cam, Skype, etc.). It should be a common area designed to hold more than one person who can be present to attend conferences/meetings.	Submit photographs of room and equipment.
10	Establish a policy for archiving documents electronically.	Submit policy page from employee manual/company's intranet that includes a description of the company's system used to archive documents electronically.

	MAIN AND BRANCH OFFICES	DOCUMENTATION REQUIRED
11	Install lighting technology that complies with IESNA/ASHRAE Standard 90.1-2007 throughout the office.	Submit photographs, shipping invoices or receipts of the bulbs purchased. If the applicant is a tenant in a building where light bulbs are provided, have the building management company provide proof of using compliant lighting. Compliant lighting technology must be installed throughout the entire office to comply with this elective.
12	Establish a written policy for turning off lights, computer screens and computers when not in use.	Submit policy page from employee manual/company's intranet. The document should include a "last-to-leave" policy.
13	Qualify as a carbon-neutral company with proper third-party verification.	Submit documentation provided by third-party verifier.
14	Install low-flush toilets and/or low-flush or waterless urinals throughout the building. The fixtures should meet WaterSense performance criteria or equal (www.epa.gov/watersense).	Submit documentation of purchase and installation receipts or submit photographs of toilets/urinals. Documentation should include spec sheets that verify water usage of fixtures.
15	Install motion sensor-controlled faucets in all bathrooms.	Submit documentation of purchase and installation receipts or submit photographs of faucets.
16	Install aerators on faucets in all user-controlled areas in the office.	Submit documentation of purchase and installation receipts or submit photographs of sensors.
17	Office is located within half-mile walking distance of rail or bus stop.	Submit map of office showing public transportation in the area. The distance is to be measured from any of the building entrances.
18	Office is located within a LEED-certified building or LEED-Commercial Interiors building.	Submit LEED certification documentation of building.
19	Complete a LEED-certified project.	Submit LEED certificate.
20	Use soy- or vegetable-based inks and recycled or managed-growth paper in outsourced printed materials.	Submit work orders/invoices from printing vendors that highlight the type of ink and paper used.
21	Add "boilerplate" language to subcontracts that would require subcontractors to follow/implement sustainable jobsite procedures.	Submit sample of "boilerplate" language.
22	Show innovation/exemplary performance in an area not listed above	Submit documentation explaining exemplary performance credit.

	JOBSITE OFFICE LOCATIONS	DOCUMENTATION REQUIRED
23	Office is located within half-mile walking distance of rail or bus stop.	Submit map of office showing public transportation in the area.
24	Clean or replace air-conditioning filters at least once a month.	Submit policy page from company manual.
25	Install lighting technology that complies with IESNA/ASHRAE Standard 90.1-2004 throughout the office.	Submit photographs, shipping invoices or receipts of the bulbs purchased. If the applicant is a tenant in a building where light bulbs are provided, have the building management company provide proof of using compliant lighting.
26	Recycle glass, aluminum, paper and newspaper at all jobsite office locations; provide collection containers.	Submit photographs of receptacles and policy page from employee manual/company's intranet.
27	Utilize washable or recyclable tableware at all jobsite office locations.	Submit an office supply bill or the packing list of recycled tableware or non-disposable tableware purchased. If only a model or SKU number is listed on the bill/packing slip, include a printout (PDF) or link of the item description from the supply distributor's website or submit photographs of employees' personal mugs, glasses, dishes, etc.
28	Utilize at least two pieces of ENERGY STAR office equipment at all jobsite office complex locations (computer, fax, copier, scanner, plotter, mail equipment, etc.).	Submit a copy of equipment owner's manuals showing ENERGY STAR logo.
29	Use filter water system or 5-gallon water bottles at all jobsite office complex locations.	Submit invoices or receipts or submit photographs of water system.
30	Post "Jobsite Rules" outlining green initiatives in an area visible to every employee/worker.	Submit photograph or copy of jobsite poster. Use the LEED green building rating system as a reference as applicable (www.usgbc.org).

JOBSITE OFFICE LOCATIONS		DOCUMENTATION REQUIRED
31	Divert at least 50% of current and future projects' construction waste material from a landfill (calculated by volume or weight).	If for a LEED project, submit an electronic copy of the Construction Waste Management Plan and an electronic copy of the online submittal calculations documenting the diversion rate of waste from landfill. If not a LEED project, submit an electronic copy of the Construction Waste Management Plan and an electronic copy of a spreadsheet following the format of the LEED documentation requirements of the Construction Waste Management credit documenting the diversion rate of waste from a landfill and submit policy page from employee manual/company's intranet that contains strategies to achieve the minimum waste diversion for all future projects.
32	Purchase 10% (by cost) of project's construction materials within 500 miles of the main office.	If for a LEED project, submit an electronic copy of the online submittal calculations documenting the Regional Materials rate. If not a LEED project, submit an electronic copy of a spreadsheet following the format of the LEED documentation requirements of the Regional Materials credit documenting the regional materials rate.
33	Purchase 10% (by cost) recycled materials for a project.	If for a LEED project, submit an electronic copy of the online submittal calculations documenting the Recycled Content rate. If not a LEED project, submit an electronic copy of a spreadsheet following the format of the LEED documentation requirements of the Recycled Content credit documenting the recycled content rate.
34	Show innovation/exemplary performance in an area not listed above	Submit documentation explaining exemplary performance credit.
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36	Show innovation/exemplary performance in an area not listed above	Submit documentation explaining exemplary performance credit.

SECTION 3: EDUCATION AND TRAINING

Applicants must comply with all education and training requirements to be eligible for certification. Please provide the required documentation for each item as stated below. **NOTE:** The Management category includes officers, executives, directors, senior-level managers, superintendents, project managers, assistant project managers, project engineers and management-level employees whose job function is directly linked to construction operations. At the company's discretion, foremen may follow either the Craft Professionals or the Management requirements. The Staff Personnel category includes those who work in human resources, information technology, finance/accounting, legal and business development/marketing.

EDUCATION AND TRAINING		DOCUMENTATION REQUIRED
1	Craft Professionals	
	a. At least 10% of average annual number of craft professionals and other employees on the jobsite receive a minimum of four hours of sustainability awareness education and/or training prior to applying for certification.	a. Submit total number of craft employees and document that at least 10% of average annual number of craft professionals and other employees on the jobsite have received a minimum of four hours of sustainability awareness education and/or training. List each job title (by position) and if the employee is an eligible craft professional. Submit training outline or flyer.
	b. Develop a plan to provide at least two hours per year of continuing education on sustainable issues to the same craft professionals and employees on the jobsite.	b. Submit a plan to provide at least two hours per year of continuing education on sustainable issues.
2	Management	
	a. At least 25% of eligible managers receive a minimum of eight hours of green building awareness education and/or training prior to applying for certification.	a. Submit total number of eligible management employees (as defined on application) and document that 25% of eligible managers have received a minimum of eight hours of green building awareness education and/or training. List each job title (by position) and if the employee is an eligible manager. Submit training outline or flyer.
	b. Provide eligible managers with at least four hours of continuing education per year.	b. Document plan to provide eligible managers with at least four hours of continuing education per year.

	EDUCATION AND TRAINING	DOCUMENTATION REQUIRED
3	Staff Personnel All other employees who do not fall under one of the aforementioned classifications receive a minimum of one hour per year of training that highlights the company's efforts to incorporate sustainability into their office practices.	Document the training provided. Submit training outline or flyer.
4	Professional Credentials At least one company employee has successfully passed the LEED AP exam, the Green Advantage Certification exam or an equivalent credential.	Submit a copy of the accreditation certificate for the employee(s).

Examples of Acceptable Training

- ABC Green Building Toolbox Talks
- ABC chapter or training sponsor green class/training
- National Center for Construction Education and Research (NCCER) Green Training (www.nccer.org/green)
- U.S. Green Building Council courses
- Green Advantage Certification courses
- Other approved programs, including in-house training

SECTION 4: APPLICATION SUBMISSION

Send this completed application checklist with the required supporting documentation and application fee to ABC National. Please properly identify the supporting documentation with the corresponding certification requirement number for each item submitted. Documentation must be limited to 10 MB and 50 pages.

Alternatively, you may complete the online checklist and pay the application fee via www.GreenConstructionAtWork.com/Certification. Follow the online instructions for submitting the supporting documentation.

Company Information

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Primary Contact: _____

Contact Phone: _____ Contact Email: _____

ABC Chapter: _____

Application Fee

A \$495 application fee covers a three-year certification period. After this period, recertification will be required.

Payment Options

- Pay online: www.GreenConstructionAtWork.com/Certification
- Mail application fee to: ABC National, 4250 N. Fairfax Drive, 9th Floor, Arlington, VA 22203

More Information

Contact Jen Huber, Director of Member Services, ABC National
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