

Vienna Sustainability Challenge

The Town of Vienna strives to attain a sustainable way of living that preserves the natural environment, conserves finite resources, and supports a resilient community for future generations.

Town of Vienna Comprehensive Plan

What is sustainability? It is a way of living that allows current communities to meet their needs without compromising the ability of future generations to meet theirs as well. The Town of Vienna's Conservation and Sustainability Commission works to help create and maintain a resilient community for future generations. Vienna businesses and non-profit organizations are a big part of that sustainable future. The Town wants to encourage and recognize organizations as they strive to improve the public's quality of life through economically, socially, and environmentally sustainable actions to benefit the community and future generations.

Participation in the program is free and 100% voluntary! Here are the details:

- The award process is a self-certification. Applicants complete a checklist to demonstrate sustainable activities.
- In the checklist, you'll see sustainable practices listed in the "Ready, Set, Go" charts. Organizations can use the "Ready, Set, Go" to help them prepare a program, or jump right into the "Go" section to document practices already in place.
- To be certified, an organization must earn between 42 and 60 points (depending on the size of the organization) as tallied on the checklist. Simply complete the application and return it to the Town of Vienna (Conservation and Sustainability Commission, 127 Center St. S, Vienna VA 22180) by April 20 to nominate your organization for Vienna Sustainability Challenge recognition.
- Your business or organization will be recognized by the Town of Vienna during the Town's Business Month in May.
- Re-certifications will require continuation of existing practices/programs, plus an additional 3-5 points in new accomplishments for the organization.

If you have any questions about this program, please contact CSC member Calle Biles at bilescalle@gmail.com

Vienna Sustainability Challenge Checklist

- For businesses with fewer than 4 employees or no outdoor property – 42 points for year 1; 3 additional points for each year following initial award
- For businesses with 4 or more employees or outdoor property – 60 points for year 1; 5 additional points for each year following initial award

I certify that _____ (organization name) has completed the following activities during calendar year _____ to earn the Vienna Sustainability Challenge award.

Signed _____

Position in organization _____

Date _____

2024 Sustainability Challenge

Energy Section:

1. Conduct an indoor comfort survey with staff and discuss results – would people be comfortable with less air conditioning or heat? – 1 point
2. Survey the energy efficiency of your heating, cooling, and ventilation equipment, computer equipment, and appliances (including age and relative condition) - 1 point
3. Set back thermostat 1 degree (cooler in winter, warmer in summer) – 1 point
4. Use natural lighting whenever possible – 1 point
5. Keep all outside doors and windows closed when using heating or air conditioning – 1 point
6. Make use of task lighting to minimize overhead room lighting – 1 point
7. Replace 50% of incandescent bulbs with LEDs – 1 point
 - a. OR replace 100% of incandescent bulbs with LEDs – 2 points
8. Set thermostats to recommended Energy Star settings¹ – 1 point
9. Set water heaters at 120 degrees Fahrenheit and add an insulation blanket to an electric water heater if it feels warm to the touch – 1 point
10. Ensure all air vents are unobstructed by office materials or equipment – 1 point
11. Use window blinds, curtains, solar shades, or solar window screens to decrease heat in the summer and increase heat in the winter – 1 point
12. Put office machines on power strips, which are turned off when not in use – 1 point; 1 additional point for every 3 additional strips
13. Unplug rarely used appliances when not in use (i.e. phone chargers) – 1 point

Water Section:

1. Meet with staff to solicit ideas on water-saving options - 1 point
2. Repair plumbing leaks – 1 point per leak
3. Replace inefficient fixtures with low-flow varieties – 1 point; 1 additional point for every 3 additional fixtures
4. Install no-touch sensor water fixtures – 1 point
5. Create signage, such as water-saver reminders in bathrooms, kitchens, and workstations to encourage employees and clients to conserve water – 1 point
6. Establish guidelines for reducing water use when possible at work– 1 point
7. Protect local waterways by shoveling snow promptly, reducing use of excess salt on sidewalks and parking lots, and using alternative non-chemical melting products and practices when removing ice – 1 point

Waste Reduction Section:

¹ Energy Star Settings: Ideal temperature should be between 70 to 78 degrees Fahrenheit. To maximize energy efficiency, turning your thermostat up or down by 8 degrees while you're away can help reduce heating and cooling costs.

1. Meet with staff to solicit ideas on reducing waste – 1 point
2. Conduct staff training on the economic and environmental impacts of litter² – 1 point
3. Does your company only recycle plastics accepted by the TOV³? – 1 point if yes
4. Does your company reuse or repair items? – 2 points if yes
5. Standardize the practice of double-sided printing and copying – 1 point
6. Reduce, or eliminate completely the use of disposable dishes, cups, and utensils – 1 point
7. Make newsletters, reports, paycheck vouchers, etc. available online – 1 point
8. Donate used electronics or use e-waste recycling options – 1 point
9. Minimize water bottle use with a water cooler, filtered water pitcher, or by providing reusable water bottles – 2 points
10. Reuse office supplies (envelopes, file folders, etc.) – 1 point
11. Implement digital document storage to reduce paper use – 1 point
12. Keep recycling collection separate from trash collection – 1 point
13. Use a hand-dryer or towels to eliminate paper waste in restrooms – 1 point
14. Ensure trash is properly assembled and does not blow away/scatter – 1 point
15. Ensure that waste haulers do not create litter during the pickup process. Specify ways to reduce litter during transfer from dumpster to truck. – 1 point
16. Publicize your organization's anti-littering policy on signs and packaging – 1 point
17. Provide waste bins inside and outside your business – 1 point
 - a. Ensure the outdoor bins are emptied when full – 1 extra point
18. Provide cigarette butlers outside your business – 1 point

Purchasing Section:

1. Prioritize selection of products and supplies that incorporate recycled materials (e.g., recycled content carpet, acoustic tiles, garbage bags, etc.) – 1 point
2. Establish a company-wide sustainable or local products purchasing policy – 1 point
3. Use at least 30% or more post-consumer recycled printer/copier paper – 3 points
4. Select at least 30% or more post-consumer recycled-content paper products (e.g., envelopes, paper towels, toilet paper, file folders, notepads, etc.) – 3 points
5. Use "greener" cleaning products (e.g. Greenseal) – 1 point
6. Analyze what goods and services your business buys to prioritize key areas within your business where you could be purchasing more sustainably – 2 points

Transportation Section:

1. Encourage employees/members to walk, bike, or use public transportation to, from, and during work hours – 1 point per employee
2. Make bicycle racks visible at customer and employee entrances to your building – 1 point

² Training found on pages 1-3 of the link below <https://www.njclean.org/images/best-practices/resources/litter-items/Litter-Prevention-for-Businesses-Guide.pdf>

³ TOV recycles plastics 1, 2, and 5. They do NOT accept plastics 3, 4, 6, and 7.

- a. Encourage customers to walk, bike, or take public transport to your business by sharing an advertisement online or inside – 2 points
3. Integrate online, video, and teleconferencing into meetings – 2 points
4. Institute a no-idling policy for organization's vehicles, delivery vehicles, and/or members and customers – 1 point
5. Schedule commuting or deliveries for off-peak hours, or bundle deliveries/services to maximize efficiency and reduce noise pollution – 1 point
6. Participate in Commuter Connections or Bike to Work Day – 1 point per employee
7. Meet with staff to solicit ideas on reducing fuel costs or improving transportation options/transit schedule info – 1 point
8. Offer incentives for employees who use fuel-efficient vehicles (EVs/hybrids/cars w/27mpg) – 1 point per employee

Miscellaneous Section:

1. Donate any unused supplies in good condition – 1 point
2. Does your business provide eco-friendly packaging and advertisements? – 1 point
3. Discourage single-use coffee/drink cups and encourage employees to bring mugs from home – 1 point
4. Collaborate with a few similar businesses to brainstorm ideas that will promote sustainable practices – 2 points
5. Encourage employees to bring meals from home and not order delivery⁴– 1 point
6. Reduce promotional merchandise and flyers handed out to citizens. – 1 point

⁴ If employees do order drinks and meals for delivery, encourage group orders.

Question	Date Earned	Points	Total Points
1. Conduct an indoor comfort survey with staff and discuss results – would people be comfortable with less air conditioning or heat?		1	
2. Survey the energy efficiency of your heating, cooling, and ventilation equipment, computer equipment, and appliances (including age and relative condition)		1	
3. Set back thermostat 1 degree (cooler in winter, warmer in summer)		1	
4. Use natural lighting whenever possible		1	
5. Keep all outside doors and windows closed when using heating or air conditioning		1	
6. Make use of task lighting to minimize overhead room lighting		1	
7. Replace 50% of incandescent bulbs with LEDs		1	
7.5. OR replace 100% of incandescent bulbs with LEDs		2	
8. Set thermostats to recommended Energy Star settings		1	
9. Set water heaters at 120 degrees Fahrenheit and add an insulation blanket to an electric water heater if it feels warm to the touch		1	
10. Ensure all air vents are unobstructed by office materials or equipment		1	

11. Use window blinds, curtains, solar shades, or solar window screens to decrease heat in the summer and increase heat in the winter		1	
12. Put office machines on power strips, which are turned off when not in use		1 point; 1 additional point for every 3 additional strips	
13. Unplug rarely used appliances when not in use (i.e. phone chargers)		1	
Water Section:			
1. Meet with staff to solicit ideas water-saving options		1	
2. Repair plumbing leaks		1 point per leak	
3. Replace inefficient fixtures with low-flow varieties		1 point; 1 additional point for every 3 additional fixtures	
4. Install no-touch sensor water fixtures		1	
5. Create signage, such as water-saver reminders in bathrooms, kitchens, and workstations to encourage employees and clients to conserve water		1	
6. Establish guidelines for reducing water use when possible at work		1	

7. Protect local waterways by shoveling snow promptly, reducing use of excess salt on sidewalks and parking lots, and using alternative non-chemical melting products and practices when removing ice		1	
Waste Reduction Section:			
1. Meet with staff to solicit ideas on reducing waste		1	
2. Conduct staff training on the economic and environmental impacts of litter		1	
3. Does your company only recycle plastics accepted by the TOV?		1	
4. Does your company reuse or repair items?		2	
5. Standardize the practice of double-sided printing and copying		1	
6. Reduce, or eliminate completely the use of disposable dishes, cups, and utensils		1	
7. Make newsletters, reports, paycheck vouchers, etc. available online		1	
8. Donate used electronics or use e-waste recycling options		1	
9. Minimize water bottle use with a water cooler, filtered water pitcher, or by providing reusable water bottles		2	
10. Reuse office supplies (envelopes, file folders, etc.)		1	

11. Implement digital document storage to reduce paper use		1	
12. Keep recycling collection separate from trash collection		1	
13. Use a hand-dryer or towels to eliminate paper waste in restrooms		1	
14. Ensure trash is properly assembled and does not blow away/scatter		1	
15. Ensure that waste haulers do not create litter during the pickup process. Specify ways to reduce litter during transfer from dumpster to truck		1	
16. Publicize your organization's anti-littering policy on signs and packaging		1	
17. Provide waste bins inside and outside your business		1	
1. Ensure the outdoor bins are emptied when full		1	
18. Provide cigarette butlers outside your business		1	
Purchasing Section:			
1. Prioritize selection of products and supplies that incorporate recycled materials (e.g., recycled content carpet, acoustic tiles, garbage bags, etc.)		1	

2. Establish a company-wide sustainable or local products purchasing policy		1	
3. Use at least 30% or more post-consumer recycled printer/copier paper		3	
4. Select at least 30% or more post-consumer recycled-content paper products (e.g., envelopes, paper towels, toilet paper, file folders, notepads, etc.)		3	
5. Use "greener" cleaning products (e.g. Greenseal)		1	
6. Analyze what goods and services your business buys to prioritize key areas within your business where you could be purchasing more sustainably		2	
Transportation Section:			
1. Encourage employees/members to walk, bike, or use public transportation to, from, and during work hours		1 point per employee	
2. Make bicycle racks visible at customer and employee entrances to your building		1	
1. Encourage customers to walk, bike, or take public transport to your business by sharing an advertisement online or inside		2	

3. Integrate online, video, and teleconferencing into meetings		2	
4. Institute a no-idling policy for organization's vehicles, delivery vehicles, and/or members and customers		1	
5. Schedule commuting or deliveries for off-peak hours, or bundle deliveries/services to maximize efficiency and reduce noise pollution		1	
6. Participate in Commuter Connections or Bike to Work Day		1 point per employee	
7. Meet with staff to solicit ideas on reducing fuel costs or improving transportation options/transit schedule info		1	
8. Offer incentives for employees who use fuel-efficient vehicles (EVs/hybrids/cars w/27mpg)		1 point per employee	
Miscellaneous Section:			
1. Donate any unused supplies in good condition		1	
2. Does your business provide eco-friendly packaging and advertisements?		1	
3. Discourage single-use coffee/drink cups and encourage employees to bring mugs from home		1	

4. Collaborate with a few similar businesses to brainstorm ideas that will promote sustainable practices		2	
5. Encourage employees to bring meals from home and not order delivery		1	
6. Reduce promotional merchandise and flyers handed out to citizens		1	
TOTAL POINTS EARNED			