



New Business Pollution Prevention Bulletin

Congratulations on starting a new business! This bulletin will provide you with some key information on implementing an environmental strategy for your business. It will provide information to help your business incorporate pollution prevention and resource conservation. And use of this information will help make your business more efficient, more environmentally compliant, and a successful environmental and community steward!

Important environmental factors to consider when starting a business:

- ✓ Planning / Procedures – Environmental Management System
- ✓ Green Building
- ✓ Purchasing – Green Procurement
- ✓ Energy
- ✓ Water / Wastewater / Stormwater
- ✓ Solid Waste
- ✓ Hazardous Waste
- ✓ Pollution Prevention
- ✓ Worker and Community Health and Safety



Starting points to building a successful “Green” business:

1. **Environmental Management System (EMS)** as your business plan to encourage the environmental thought process to continue throughout the entire business operations, from the CEO to the receptionist. Everyone plays a role in environmental practices at a business. An EMS works off the basic principles of Plan, Do, Check, Act (www.epa.gov/ems/info/index.htm) of continual improvement and personal responsibility. International programs include ISO 14001.
2. **Build Green** if new construction or remodeling is being considered.
 - Resources available at: www.epa.gov/greenbuilding.
3. **Green Procurement** as a standard purchasing practice for your business. One example is using at least 30% recycled content paper that is processed chlorine-free. Green Procurement involves purchasing items that are:
 - Made from post consumer Recycled-Content
 - Biobased (agricultural)
 - Less Toxic or Non Toxic
 - Energy conserving or Energy Star rated
 - Locally produced renewable products and food that is locally grown and organic

For US EPA purchasing guidelines (CPG) visit: www.epa.gov/epaoswer/non-hw/procure/products.htm. For products, view the Federal-purchasing site: www.gsaadvantage.gov/advgsa/advantage/main/start_page.do; First, select a category and product then use the “Limit to” box and select “CPG compliant”, “Environmentally Friendly” or “Non-toxic” or others, this will provide vendor information you can use; and the State Department of Business, Economic Development & Tourism’s Environmental Product Guide: www.hawaii.gov/dbedt/info/energy/resource/greenpurchasing/DBEDT_EPGuide2005_Proof4.pdf.

Inventory control is important to keep products fresh and to avoid expiration leading to waste. Discuss with vendors/suppliers your need for less toxic recycled content products and reduced packaging (see #6 below). If fleet vehicles are being purchased, seek alternative fuel vehicles.

4. **Energy** plan in place to include energy efficiency, conservation and renewable energy.
 - Have an energy audit conducted at your facility. Contact HECO for info at: www.heco.com.
 - Choose Energy Star equipment.
 - Train employees on ways to conserve energy.
 - Implement renewable energy sources for your facility. Resources are available to you, visit: www.hawaii.gov/dbedt/info/energy/efficiency.
 - Include a plan for the recycling of electronic waste and lighting, which contain hazardous components such as mercury, lead and other toxic metals.

5. **Water** conservation and protection efforts in place at your business.
 - Have a water audit conducted at your facility by your local water agency, visit: www.hbws.org.
 - Conserve water using best available technology and water saving equipment / utilities.
 - Minimize discharges to sewer/wastewater. Visit: <http://www.honolulu.gov/env/rc/index1.htm>
 - Protect **Stormwater**. "Only rain in the storm drain." Contact: Clean Water Branch, 808-586-4309.
6. **Solid Waste** management plan which includes working to reduce, reuse and recycle.
 - Reduce waste by working to eliminate or reduce product packaging.
 - Reuse durable products and donate usable items to charity.
 - Provide space and procedures for separating out materials for better recycling. Recycle all white paper, mixed paper, cardboard, HI 5 bottles & cans, plastic, metal, wood, landscaping (green waste), food waste and electronic waste (see #4 above).
 - Resources: www.hawaii.gov/health/environmental/waste/sw/index.html, and for a list of recycling companies, visit: http://envhonolulu.org/solid_waste/archive/recycling_companies.html.
7. **Hazardous Waste** managed properly. Your business is responsible for determining whether a waste is hazardous and recycling or disposing of it properly. Hazardous waste may include waste that is toxic, ignitable, corrosive, and reactive or a listed waste (as identified by the U.S. Environmental Protection Agency). Testing may be needed for some waste. Regulation resources: U.S. EPA on-line at: <http://ecfr.gpoaccess.gov>, browse for Title 40-Environmental Protection, browse parts 260-265, then choose Part 261 (Subpart C) and listings (Subpart D) or Hawaii Administrative Rules 11-261-30 to 261-33 at: www.hawaii.gov/health/environmental/waste/hw/index.html. Contact the Solid & Hazardous Waste Branch, 808-586-4226 with questions.
 - Eliminate or reduce use of hazardous materials through pollution prevention (see #8 below).
 - Air pollution a concern? Contact Clean Air Branch, 808-586-4200
 - Pesticide issues? Contact the Department of Agriculture, 973-9401
8. **Pollution Prevention (P2)** goals to reduce all waste at the source. P2 works to improve business efficiency through safer alternatives and better use of natural resources and energy. One example would be to replace petroleum solvents with water-based cleaners. Another is to use reusable totes for product deliveries reducing packaging materials. Seek P2 information on the web by first visiting: <http://www.hawaii.gov/health/environmental/waste/p2wastemin/index.html> for industry specific bulletins, resources and other P2 links.
9. **Employees and Community** as integral parts of your environmental management system (see #1).
 - Provide adequate employee training and responsibilities (HIOSH: www.hawaii.gov/labor/hiosh).
 - Encourage feedback from employees on ways to improve efficiency or reduce waste.
 - Provide employee incentives and awards for exemplary environmental performance.
 - Provide mass transit and carpooling opportunities.
 - Develop a culture of environmental stewardship at your business.
 - Contribute to your community by sponsoring environmental events or better yet, participating in them.
 - Join a local business association to learn and share the latest within your industry sector and contact local environmental agencies and web sites to gain further compliance information.
 - Visit the Hawai'i Green Business site for other green business activity: www.hawaii.gov/dbedt/info/energy/resource/greenbusiness.

Complying with environmental laws, utilizing best available technology and following best management practices are first steps to help ensure worker and community safety at your business. Reducing health and environmental risks at the source through pollution prevention can further these efforts to protect our air, water and land; prevent risk of future liability and even reduce costs associated with the generation of waste.

Businesses that practice pollution prevention are more efficient and efficient businesses are most successful!

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