



Green Contractor **Certification**

Recognizing sustainable workplace environments



The **ABC Green Contractor Certification** program is designed to document 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 prerequisites; meet 12 of the 36 elective items; and fulfill all education and training requirements.

STEP 2

Submit application, required documentation and application fee to ABC National through www.GreenConstructionAtWork.com/Certification.

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: PREREQUISITES

To be eligible for certification, company applicants must comply with all prerequisites at main and branch offices within the ABC chapter jurisdictions (not including project-specific field offices). Please provide electronic documentation for each item to greenbuilding@abc.org. Documentation requirements are available at www.GreenConstructionAtWork.com/Certification.

- 1. Provide a sustainability statement showing the company's commitment to a green environment.
- 2. Establish a recycling program for plastics/glass/cardboard/newspaper.
- 3. Establish a recycling program for paper.
- 4. Establish a company policy of copying internal documents on both sides of paper.
- 5. Purchase recycled or managed growth forest paper.
- 6. Purchase office supplies from local companies within 500 miles.
- 7. When needed, purchase ENERGY STAR (or equivalent) office equipment/appliances.
- 8. Use washable or recyclable tableware in main office.
- 9. Establish a policy to distribute documents electronically in lieu of printing.
- 10. Designate a used goods area in office for reusable binders, folders, padded envelopes, boxes and similar office supplies.
- 11. Establish a policy to recycle toner and inkjet cartridges.
- 12. Install compact fluorescent lamps or long-burning light bulbs throughout office.*
- 13. Use non-toxic biodegradable cleaning practices. *

* If unable to achieve these prerequisites, show documentation of your request and the building owner's denial.

SECTION 2: ELECTIVE ITEMS

Certification applicants must comply with 12 of the 36 elective items at main and branch offices and/or jobsite office complexes within the ABC chapter jurisdictions. Jobsite office complexes include any jobsite on which the submitting firm has multiple trailers where project management services and project field supervision are provided. They do not include a single jobsite trailer that provides project field supervision. Please provide electronic documentation for each item to greenbuilding@abc.org. Documentation requirements are available at www.GreenConstructionAtWork.com/Certification.

MAIN AND BRANCH OFFICES:

- 1. Conduct an energy audit through utility company. (An energy audit is an inspection, survey and analysis of a building's energy consumption, with the objective to reduce the amount of energy input into the building without affecting end uses.)
- 2. Currently purchases/leases low-emission vehicles for company use and provides written policy on all future vehicles.
- 3. Provide incentives for carpooling, public transportation and biking to work.
- 4. Establish a policy to recycle and/or donate old electronic equipment and phones.
- 5. Offer bike racks outside and showers in office building.
- 6. Install motion sensor-controlled lights throughout office.
- 7. Install individual comfort control devices with an automated thermostat for a minimum of 50 percent of occupants.
- 8. Insulate all hot and cold water pipes.
- 9. Equip at least one room with online meeting and teleconferencing capabilities.
- 10. Establish a policy for archiving documents electronically.
- 11. Establish a written policy for turning off lights, computer screens and computers when not in use.
- 12. Qualify as a carbon neutral company with proper third-party verification.
- 13. Install low-flush toilets and/or low-flush or waterless urinals throughout building.
- 14. Install motion sensor-controlled faucets in all bathrooms.
- 15. Install user-controlled aerators on all office sinks.
- 16. Office is located within half-mile walking distance of rail or bus stop.
- 17. Office is located in a LEED certified building.
- 18. Company has completed a LEED certified project.
- 19. Use soy- or vegetable-based inks and recycled or managed growth paper in printed materials.
- 20. Include subcontract "boilerplate" language regarding sustainable jobsite procedures.
- 21. Innovation/exemplary performance: Exceeds or expands the scope required in the Green Contractor Certification elective items. Credit will be determined by the third-party assessor and the ABC National Green Building Committee.

JOBSITE OFFICE COMPLEXES:

- 22. Office is located within half-mile walking distance of rail or bus stop.
- 23. Clean or replace air-conditioning filters on a regular schedule.
- 24. Use compact fluorescent lamps or long-burning light bulbs at all jobsite office locations.
- 25. Recycle glass, aluminum, paper and newspaper at all jobsite office locations; provide collection containers.
- 26. Use washable or recyclable tableware at all jobsites.
- 27. Use at least two pieces of ENERGY STAR office equipment at each jobsite location (computer, fax, copier, scanner, plotter, mail equipment, etc.).
- 28. Use filter water system or 5-gallon water bottles.
- 29. Post "Jobsite Rules" outlining green initiatives with ABC green logo.
- 30. Divert 50 percent of project's construction waste material from a landfill.
- 31. Purchase 10 percent (by cost) of project's construction materials within 500 miles of main office.
- 32. Purchase 10 percent (by cost) recycled materials for project.
- 33. Reuse 5 percent of project's building materials and products.
- 34. Innovation/exemplary performance: Exceeds or expands the scope required in the Green Contractor Certification elective items. Credit will be determined by the third-party assessor and the ABC National Green Building Committee.
- 35. Innovation/exemplary performance (second opportunity to achieve this credit).
- 36. Innovation/exemplary performance (third opportunity to achieve this credit).

SECTION 3: EDUCATION AND TRAINING

Applicants must comply with all education and training requirements to be eligible for certification. Please provide electronic documentation for each item to greenbuilding@abc.org. Documentation requirements are available at www.GreenConstructionAtWork.com/Certification.

1. **Craft Professionals** — Document that at least 10 percent 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. Document plan to provide continuing education to craft professionals and employees on the jobsite on sustainable issues.
Total number of craft employees: _____
2. **Management** — Document that 25 percent of eligible managers have received a minimum of eight hours of green building awareness education and/or training.
Note: An eligible manager is an officer, executive, director, senior-level manager, superintendent, project manager, assistant project manager, project engineer or any other employee whose job function is directly linked to construction operations. At the company's discretion, foremen may follow either the craft or the management requirements. Anyone who works in human resources, information technology, finance/accounting, legal and business development/marketing is excluded from this requirement. Companies must list each job title (by position) and if the employee is an eligible manager.
Total number of management employees: _____
3. **Staff Personnel** — Document that all other employees who do not fall under one of the aforementioned classifications are offered a minimum of one hour per year of training that highlights the company's efforts to incorporate sustainability in their office practices.
4. **Professional Credentials** — Document that at least one company employee has successfully passed the LEED AP exam or the Green Advantage Certification exam, or has earned an equivalent credential.

EXAMPLES OF ACCEPTABLE TRAINING:

- USGBC LEED courses
- ABC chapter or training sponsor green class/ training
- Green Advantage
- NCCER "Your Role in the Green Environment" module
- Other approved programs, including in-house training

SECTION 4: COMPANY INFORMATION

Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Primary Contact: _____

Email: _____

ABC Chapter: _____

APPLICATION FEE

\$495 – This 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

CONTACT

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