

# Guidance on Becoming a "Greener" Nail Salon



## Department of Toxic Substances Control- Pollution Prevention Program

### Guidance on becoming a “Greener” Nail Salon – 2013

#### What is a “Greener Nail Salon”?

A green nail salon is an emerging business model that respects workers, customers, owners and the community. “Green” is a catch phrase for being environmentally aware, but also responsive to emerging science and business sustainability. Nail salons handle a wide variety of chemicals, some that contain or toxic or harmful chemicals. The overall goal of a greener salon is to reduce the use or the industry dependence on these harmful chemicals.

#### What does a Greener Salon do?

A Green Salon revises its business plan by self-examining its work practices; it’s operational and functional equipment, its client’s demand and knowledge to reduce costs, improve sales and is more competitive in the marketplace as the industry evolves.

This will be a comprehensive effort that looks at:

1. Types and alternatives to products used in the salon to be safer
2. Reduce energy use
3. Reduce water use and wastewater generation
4. Reduce solid waste generation
5. Utilizes best practices and educates employees and customer to those practices.

#### Why should my business become a Greener Nail Salon?

- **Better image:** Your Company’s community image is enhanced through Green Business efforts.
- **Lower operating costs:** Saving energy, water and raw materials saves you money. Sending less trash to the landfill saves you money, too.
- **Positive workplace:** Developing a positive, proactive relationship with local compliance inspectors can help you avoid liability, fines and other sanctions.
- **Positive advertising:** The Program promotes your business to the public and other businesses!
- **Safer workplace:** Your employees will enjoy a safer workplace and will have one more reason to take pride in working for you.
- **More stable customer base.** When your customers learn that you are going above and beyond for their benefit, they will appreciate your efforts with repeat business and referrals

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  - **Josephine Flemming Environmental Innovations**
- **California Green Business Network**
- **City and County of San Francisco**
  - **Sushma Bhatia**
- **US EPA Region IX Pollution Prevention Branch**
  - **Eileen Sheehan and Jessica Counts-Arnold**
- **King County, Washington state – EnviroStar program**
  - **Laurie Foster**
- **California Healthy Nail Salon Collaborative**
  - **Catherine Porter and Julia Lau**
- **Isabella Nail Salon, Oakland, CA**
- **Nova Nail Salon, San Francisco, CA**
- **ColorMe Green Nail Salon, Manhattan Beach, CA**
- **Chi Nail Bar and Organic Spa, Beverly Hill, CA**

## **Step 1 Basic Compliance – Required**

1. Must have been inspected by CA Board of Barbering and Cosmetology (BBC) in the last 6 months and:
  - a.  No outstanding violations or significant violations in the past year with BBC :
    - i. method (1): access [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) to search for current licensees and access for current violations,
    - ii. method (2) phone enforcement division at (916) 574-7574
    - iii. Retain copies of all inspection reports from BBC on site for 5 years.
  - b.  **All staff assisting customers** must possess valid CA nail technician's license with no outstanding violations or probation.
  - c.  Conduct and document quarterly "Green Nail Salon" review meetings to keep staff up to date with changes and trends. (can be in conjunction with other team or sales meetings)
2.  All cosmetic products used must come from manufacturer or distributor that registers with the CA Department of Public Health – Occupational Health Branch Safe Cosmetics program: <http://www.cdph.ca.gov/programs/cosmetics/Pages/default.aspx>. If registration is not showing at Department web site request a letter from the manufacturer or distributor that the company's products are in compliance with the CA Safe Cosmetics Acts reporting requirements.
3.  All business license, fictitious business name, use and occupancy permits and local health department registration that are required at the local level must be current with no outstanding violations. To find local agencies go to Cal Gold [Http://www.calgold.ca.gov](http://www.calgold.ca.gov) for references and contacts and select **Hair, Nail, and Skin Care Services**
  - a. **Ask local health department about Autoclave requirements**
  - b. **Have written standardized procedures for handling the cleaning of reusable equipment.**
4.  Business has met compliance with all storm water-related regulatory requirements (confirm with Environmental Health Services/Certified Unified Program Agency and regional Publicly Owned Treatment Works [POTW])
5.  Business has met compliance with all wastewater-related regulatory requirements (confirm with regional POTW Pretreatment Programs/Sanitary District)
6.  Injury and Illness Prevention program per Cal/OSHA: <http://www.dir.ca.gov/dosh/consultation.html>
7.  You must obtain an MSDS for every cosmetic product you use or sell and cleaning products use in your operations.

## Step 2 : Greener Salon Guidance

Business must meet compliance with regulatory requirements as well as all of the criteria outlined below to meet a Green Salon goal, except where a choice is given. If a certain section does not apply to your business, mark it with N/A for Not Applicable. Please complete subsections A through F.

**Green Tip!:** Don't feel overwhelmed by this checklist or that you have to do everything right away, read through it a couple time and start where you can. **Not Everything** on this will apply to your shop, but many may. Share with employees, you may find more ideas and innovative ways to get the same job done

### A. Pollution Prevention

#### I. Pollution Prevention Measures and Practices

##### A. Cosmetic Safety and Chemical Use

**Required: Please ensure all cosmetics and nail care products have met the following five (5) criteria:**

1. Products used in shop currently meet or exceed the formulation standards of the EU Cosmetics [Directive 76/768/EEC](#). Obtain safety ratings for products used/sold from the Skin Deep Database found here: <http://www.cosmeticsdatabase.com> or require products used only come from Manufacturer(s) that are certified to the Compact for Safe Cosmetics.
2. Avoid chemicals on County of San Francisco, Department of the Environment list of nail polish chemicals of high concern.
3. Prohibit the use and sale of traditional acrylic nails and gel products, unless they meet condition above ( A. 1), **or** if adequate personal protective equipment is used by the technician and client, e.g. Particulate facemasks, gloves and ventilated table (or dust removal system) to remove and capture sanding dust.
4. Nail Care Products- Ask for the chemical safety data sheets (MSDS) from suppliers for all products used-employee should understand how to read the MSDS (retain on-site).
5. Promote natural nail care by replacing toxic chemicals with less toxic products for the following products if alternatives exist that are economically and functionally equivalent:
  - **Nail Glues:** Products usually contain: ethyl acetate, toluene, ethyl cyanoacrylate.
  - **Nail Polish:** Polishes can contain: butyl acetate, dibutyl phthalate, methyl ethyl ketone, toluene, tosylamide formaldehyde resin.
  - **Nail Polish Removers:** Refrain from using removers containing acetone.

##### B. Drains and Housekeeping

(Yes/ or NA)

1.   No wastewater may enter a storm drain. "Only rain down the storm drain".
2.   Never hose down or wash floor mats, equipment, or vehicles in an area where the wastewater may flow to a storm drain. Never wash vehicles in an area where the wastewater may flow to a storm drain
3.   Use dry cleanup methods as a norm, and sweep prior to mopping floors
4.   Dry sweep outdoor seating areas and dispose of the debris in the garbage.
5.   Mop water (soapy water only) is discharged to the sanitary sewer, not the storm drain

6.  The wastewater from outdoor pressure washing and steam cleaning is routed to the sanitary sewer or to landscaping (not permitted to route to landscaping in the City of Santa Cruz). None of the wastewater is entering a storm drain or neighboring water body.
7.  Replace traditional janitorial chemicals, including those used in restrooms and staff break rooms or kitchens, with more environmentally friendly chemicals (i.e. replace Comet with Bonami). Use one or a few multipurpose cleaners, rather than many special-purpose cleaners. If a product is Green Seal Certified, it is typically safer and works well.
8.  Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.
9.  Use a licensed, registered PCO (pest control operator) for chemical pesticide applications. Only apply pesticides or herbicides during dry weather and never before it rains.
10.  Integrated Pest Management - Use (or specify in contracts with landscapers) least toxic pest control methods and products to reduce or eliminate the use of chemical pesticides.
- Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.
  - Use pest resistant plants.
  - Use traps, baits and barriers.
  - Use less toxic pesticides such as soaps, oils, and microbials and apply on an "as needed" vs. on a set schedule.
  - Use biological controls.
  - When chemical pesticides are necessary, use those labeled "caution" rather than "warning" or "danger"
11.  Have a volunteer organization label all storm water drains with "No dumping, Drains to Creek/Bay" stencils. Your local storm water Coordinator can organize this for you.
12.  Liquids such as leftover beverages are not placed in the garbage, because they eventually reach the dumpster and may leak out into the environment.
13.  If water softeners are used, use potassium chloride instead of sodium salt or an exchange service instead of an automatic regenerating unit in areas where treated wastewater is recycled for agricultural purposes.

### Compliance Notes

Following are some typical compliance issues that businesses find challenging:

- No wastewater may enter a storm drain. "Only rain down the storm drain."
- The wastewater from outdoor pressure washing and steam cleaning is routed to the sanitary sewer or to landscaping (None of the wastewater is entering a storm drain or neighboring water body. Use a water conserving broom attached to a hose as an alternative to pressure washing where possible.
- Equipment is not cleaned outdoors where wastewater can enter a storm drain or creek.
- Mop water (soapy water only) is discharged to the sanitary sewer, not the storm drain.

14.  Food storage and consumption by staff must not be in the same area that chemicals are mixed, prepared or stored.

### C. Exterior Storage

(Yes or NA)

1.  Dumpsters are kept tightly covered and impermeable to rain water. If there are no covers on the dumpster, provide overhead coverage.
2.  If the dumpster area has overhead coverage and there is a drain in the area, this drain must be routed to the sanitary sewer or be permanently sealed.
3.  Report a leaking dumpster to your waste management agency so it can be repaired or replaced.
4.  Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices.

5.  Keep receiving and storage areas, parking, landscape, and dumpster area clean and free from litter, chemical spill, and debris.

**D. Building and Maintenance Materials and Supplies**

**Complete four out of items below. Also, please use this section as a reference whenever you remodel.**

(Yes or NA)

1.  Use at least two alternative building/maintenance materials or supplies.
2.  Use natural or low emissions building materials, carpets or furniture.
3.  Buy rechargeable batteries and appliances such as hand-held vacuum cleaners and flashlights.
4.  Print promotional materials with soy or other low-VOC inks.
5.  Use unbleached and/or chlorine-free paper products (copy paper, paper towels, coffee filters, etc.).
6.  Switch from commercial air fresheners to potpourri or vinegar & lemon juice.
7.  Switch from toxic permanent ink markers/pens to water-based markers.
8.  Purchase laundry detergents that have little or no phosphates.
9.  Purchase recycled content construction materials when building/remodeling (such as plastic lumber for decking, benches and railing, carpet, carpet padding, etc).
10.  Install or use sensor activated light switches for low occupancy areas.
11.  Buy low-mercury fluorescent or LED lamps.
12.  Install or use LED exit signs
13.  Install or use sensor activated water faucets.
14.  Use reusable cloth towels for bathrooms and other spa services.
15.  Buy low-mercury fluorescent or LED lamps.
16.  Other Green building products: \_\_\_\_\_

**GREEN NOTES - Green Building**

When remodeling your business review the following materials prior to construction:

➤ Check City or County permits and Green Building policy: <http://www.calgold.ca.gov>

➤ Build-it Green: <http://www.builditgreen.org>

➤ US Green Building Council: <http://www.usgbc.org/>

**E. Air Emission Reductions**

**Please complete this requirement:**

(Yes or NA)

1.  Encourage employees to use alternative transportation to get to work such as bike, bus, or carpool. Please describe how: \_\_\_\_\_
2.  All chemical containers original or refillable must have lids tightly fasten or caps in place when not in use.

**In addition, reduce air pollution in at least two ways:**

(Yes or NA)

1.  Encourage commute alternatives by informing employees and customers about transportation options for reaching your location (i.e. post transit schedules/routes).

**GREEN NOTES – Vehicle Emissions**

*An improperly tuned car produces 10-15 times more pollution than a tuned one. Each person driving alone to work creates more than 2 tons of auto exhaust each year. If every commuter car in the U.S. carried just one more passenger, we would save 600,000 gallons of gasoline and reduce air emissions by 12 million pounds of carbon dioxide every day!*

*The amount of carbon emitted for driving 50 miles is roughly equal to 105 square feet of mature forest.*

- 2.   Help employees rideshare by posting commuter ride sign-up sheets, employee home zip code map, etc. Get assistance from [www.rides.org](http://www.rides.org) or 1-800-755-POOL.
- 3.   Offer flexible schedules so workers can avoid heavy traffic commutes.
- 4.   When possible, arrange for a single vendor to make deliveries for multiple items.
- 5.   Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- 6.   Purchase Carbon Offsets to compensate for miles traveled by company vehicles.
- 7.   Other \_\_\_\_\_

**If your business has a company-owned vehicle(s), complete at least two of the following or purchase low emission vehicles or alternative fuel vehicles:**

(Yes or NA)

- 1.   Plan delivery routes to eliminate unnecessary trips.
- 2.   Keep vehicles well maintained to prevent leaks and minimize emissions, and encourage employees to do the same.

## B. Energy Conservation

### I. Energy Management

**Please complete the mandatory measures listed below or work with Landlord to obtain information:**

(Yes or NA)

1.  Organize an energy service to conduct a commercial energy audit of your facility to help identify which energy conservation measures to use at your business. Your electricity provider can organize this for you.
2.  Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system.
  - Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
  - Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.
  - Keep condense coils free of dust & lint.
3.  If more than *five* people are employed, track and post monthly gas and electricity usage information for employees to view.

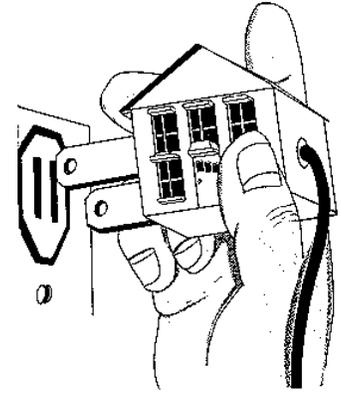
### II. Energy Conservation Measures and Practices

**Implement or work with landlord to implement at least *ten* of the following measures listed below, with at least *four* in Section A:**

#### A. Equipment/Facility Changes:

(Yes or NA)

1.  Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.
2.  Install occupancy sensors for lighting in low occupancy areas, including walk-in refrigerator/freezers.
3.  Retrofit incandescent bulbs with compact fluorescent lights.
4.  Install ultra efficient ballasts such as GE UltraMAX units to dim lights to take advantage of daylight.
5.  Upgrade existing fluorescent lighting with T-8 lamps with electronic ballasts (T-8 systems consume up to 40% less energy than conventional T-12 systems). Recycle old lamps and ballasts.
6.  Install a programmable thermostat to control heating and air conditioning.
7.  Insulate all major hot water pipes.
8.  Insulate refrigeration cold suction lines.
9.  Use weather stripping to close air gaps around doors and windows.
10.  Retrofit exit signs with LEDs or fluorescent bulbs.
11.  Select electrical equipment with energy saving features (e.g. Energy Star).
12.  Install and use computer hardware programs that save energy by automatically turning off idle monitors and printers.
13.  Plant native shrubs or trees near windows for shade.
14.  Install plastic strip curtains on walk-in refrigerator/freezer doors.
15.  Convert hot water heaters to on-demand systems.
16.  Use a solar water heater or pre-heater.



- 17.  Reduce the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers.
- 18.  Install ceiling fans.
- 19.  Consider adding desk lamps or task lighting fixtures to work spaces in order to reduce the need for overhead lighting when only one person is in the office.
- 20.  Other \_\_\_\_\_

**B. Employee Practices**

(Yes or NA)

- 1.  Clean lighting fixtures and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%) and replace aging fluorescent tubes. Then remove lamps where possible.
- 2.  Check and adjust lighting control devices such as time clocks and photocells.
- 3.  Set thermostat to 76° F for cooling, 68°F for heating, and use the thermostat’s night setback.
- 4.  Institute a policy that all electronic devices and lighting be turned off in non-occupied rooms.
- 5.  Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale build up and deposits (This can reduce heating efficiency).
- 6.  Set hot water heaters to standard 140-150° F.
- 7.  Turn room cooling units off when the weather is cooler.
- 8.  Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- 9.  Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint.
- 10.  Check pilot lights for proper adjustment
- 11.  Rearrange workspace to take advantage of natural sunlight, and design for increased natural lighting when remodeling.
- 12.  Use light switch reminders to remind customers and staff to turn off lights.
- 13.  Use energy efficient space heaters during off hours instead of heating the whole office.
- 14.  Other \_\_\_\_\_

**GREEN NOTES – Office Electronics**

*Energy Star® compliant monitors have power management features and consume up to 90% less energy. Screen savers don't save energy! Energy Star® copiers and fax machines can reduce their annual electricity costs by about 60% and 50%, respectively.*

**C. Solid Waste Reduction**

**I. Waste Management**

Have a solid waste reduction assessment done for your facility to help identify which waste reduction, reuse and recycling practices would best work for your shop. Your Green Business Coordinator can organize this for you. **Please complete the mandatory solid waste measures listed below:**

(Yes or NA)

1.  Eliminate the use of polystyrene containers. Utilize one of the following options (in order of preference): paper, paperboard, compostable containers (starch-based sugarcane, rice hulls, and/or corn), or recyclable plastic.
2.  Where applicable, provide recycling and composting container(s) at convenient and appropriate locations.
3.  If you provide disposable bags to your customers for items purchased or supplied by your business, you must primarily provide recycled content paper bags instead of plastic. Plastic bags should only be provided when necessary.
4.  Dispose of unwanted product samples by either (1) requesting that samples are sent only on demand, (2) requesting product reps take back unwanted samples or (3) giving unwanted samples away to customers.

**GREEN NOTES - Recyclables**  
*Check with local disposal company for recycling advice or an audit.*

**II. Waste Reduction Measures and Practices**

**Perform all five of the following activities to reduce paper usage and increase reuse.**

(Yes or NA)

1.  Keep a stack of previously used paper near printers; use it for drafts or internal memos, or designate a draft tray on printers with multiple trays.
2.  Purchase/lease all new copiers and printers with double sided copying capability.
3.  Encourage employees (signs or memos) to use reusable lunch bags and containers, and for leftovers from restaurant lunches.
4.  Set all multi-page documents and defaults on printers and copiers to be double sided.
5.  Set document defaults to smaller fonts and margins.

**GREEN NOTES - Polystyrene**  
*Paper takes 4 times less space in storage and disposal than polystyrene. In 1986, EPA ranked the 20 chemicals whose production generated the most hazardous wasted. Polystyrene was number five.*

**A. Paper Reduction**

**Reduce paper in at least five of the following ways:**

(Yes or NA)

1.  Use computer fax modems that allow faxing directly from computers without printing or use email rather than faxing.
2.  Manage incoming and outgoing mail by

**GREEN NOTES – Paper Wastes**  
*The average office worker discards more than 175 pounds of high-grade office paper each year.*

completing any of the following:

- 3.   Eliminate unwanted mailings by calling sender's 800 numbers or writing "refused" on first class mail.
- 4.   Eliminate duplicate mailings & subscriptions by returning labels to the sender requesting that all but one be removed.
- 5.   For bulk mail, request removal of name, & write "refused" on first class mail.
- 6.   Purge your own mailing lists to eliminate duplication.
- 7.   Re-use envelopes you've received by covering up the old address and postage, and affix new.
- 8.   Set up a bulletin board or develop routing lists for bulletins, memos, trade journals to minimize the number of employees receiving individual copies.
- 9.   Replace memos with e-mail messages & discourage the printing of messages.
- 10.   Design marketing materials that require no envelope – simply fold and mail.
- 11.   Request that marketing materials be printed on recycled content paper.
- 12.   Use electronic billing methods to invoice customers and receive payment.
- 13.   Other \_\_\_\_\_

**B. Other Waste Reduction**

**Recycle or reuse materials in 2 additional ways:**

(Yes or NA)

- 1.   Use laundry service that provides reusable bags for dirty and clean linen.
- 2.   Leave grass clipping on mowed turf ("grass-cycling") rather than disposing.
- 3.   Compost food scraps.
- 4.   Compost or recycle landscape debris.
- 5.   For shipping non-food items, use shredded paper for packaging needs instead of purchasing polystyrene pellets, bubble wrap; other packing materials (if you receive these, reuse them in your own packaging).
- 6.   Printer cartridges.
- 7.   Plastic wrap/bags.
- 8.   CD's/DVD's (mail to: Envirom, 22605 E. La Palma Ave., Suite 501, Yorba Linda, CA 92887). <http://www.envirom.com/>
- 9.   Other \_\_\_\_\_

**GREEN NOTES – Regional Landfill Status**

Some Board of Supervisors and Cities have approved diversions goals including:

- Diversion rate of 75% by 2010
- Recycling programs for building materials and food wastes
- Cutting your trash should save you \$\$ as disposal cost continue to increase in CA.

**III. Environmentally Preferable Purchasing**

**Please complete the mandatory environmentally preferable purchasing measures listed below:**

(Yes or NA)

- 1.   Purchase 100% recycled content office paper with at least 50% being post consumer waste (pcw).
- 2.   Purchase paper towels for restrooms with the highest recycled content available.
- 3. \_\_\_\_\_

A. Purchasing Activities

Demonstrate a commitment to purchasing Environmentally Preferable Products. **Select at least three of items 1 through 10 to reduce the environmental impact of purchasing decisions.**

(Yes or NA)

- 1.  Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.
- 2.  Select products shipped with less packaging or that are shipped in returnable, reusable or recyclable containers.
- 3.  Work with vendors to minimize product packaging: ask vendors to take back packaging and used/damaged products for reuse and recycling (choose vendors that offer these services).
- 4.  Arrange for cooperative buying through association, co-located business groups, etc.
- 5.  Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.
- 6.  Have all employees use reusable mugs and cups. In the lunch/break room, eliminate disposables by using permanent ware (mugs, dishes, utensils, towels, rags, coffee filters, etc.) and using refillable containers of sugar, salt & pepper, etc. to avoid individual condiment packets.
- 7.  Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
- 8.  Buy products that are bulk, concentrated, durable, repairable, and/or recyclable, making sure that you need ALL you are ordering.
- 9.  Retailers – stock/sell products which are less toxic or less polluting than conventional products.
- 10.  Retailers - offer an incentive to customers who bring their own shopping bags, coffee mugs, etc.

B. Purchases

**Purchase *three* recycled content products from items listed below:**

(Yes or NA)

- 11.  Business cards.
- 12.  Disposable drink and food items.
- 13.  Storage bins and containers for recyclables.
- 14.  Refuse pails and bags (recycled HDPE trash liner bags instead of LDPE or LLDPE).
- 15.  Floor mats.
- 16.  Toilet seat covers and toilet paper.
- 17.  Carpet.
- 18.  Construction materials when building or remodeling.
- 19.  Use recycled-content paint.
- 20.  Pencils, rulers and other desk accessories.
- 21.  Purchase mulch, soil amendments and compost made of plant trimmings or green waste.
- 22.  Other: \_\_\_\_\_

**GREEN NOTES – Office Paper**

*In the manufacture of “recycled” paper, 64% less energy and 58% less water is required, and 74% less air pollution is generated.*

*Look for recycled paper with a high post-consumer content (previously used-not manufacturing scraps). Copy paper with 30% post-consumer content is readily available and proven effective.*

## Recyclables and Hazardous Wastes

The following items are recyclable either by curbside collection or at a drop-off site depending upon your refuse service and location:

- ♻️ aluminum
- ♻️ bottles
- ♻️ cans
- ♻️ cardboard
- ♻️ glass
- ♻️ magazines and junk mail (remove any plastic)
- ♻️ metals
- ♻️ mixed paper (except bright or fluorescent paper)
- ♻️ newspaper
- ♻️ office paper
- ♻️ packaging
- ♻️ paint (if water-based)
- ♻️ phone books
- ♻️ plastic bags (must be placed in a larger plastic bag that is tied off)
- ♻️ plastic containers (# 1-7 on container) except black plastic
- ♻️ plastic sheets (no tarps)
- ♻️ printer cartridges (recycle or refill at local participating stores, your Coordinator can inform you)
- ♻️ wood pallets and spools
- ♻️ yard waste

### Recyclable Hazardous Wastes

The following items are hazardous waste and recyclable if taken to a Household Hazardous Waste collection facility (where available) or picked up by a hazardous waste hauler:

- ♻️ automotive fluids, i.e. coolant and waste motor oil
- ♻️ electronic equipment (anything with a printed circuit board/processor)
- ♻️ oil-based paints and solvents
- ♻️ fluorescent light bulbs (tube and CFL)
- ♻️ Single use or rechargeable batteries

### Electronic Wastes

Electronic wastes such as computers, televisions, printers, cell phones, etc. must be recycled by a handler that has notified Department of Toxic Substances Control

[http://www.dtsc.ca.gov/database/UWED/counties\\_map.cfm](http://www.dtsc.ca.gov/database/UWED/counties_map.cfm) or approved with the state's e-waste recycling program at: <http://www.calrecycle.ca.gov/Electronics/Reports/Search.aspx>

- Cell phones: Retailers who sell you a new phone are required to take the old phones back.
- Refrigerators, Washing machines, water heaters and stoves must be sent to a certified recycler  
[http://www.dtsc.ca.gov/HazardousWaste/Mercury/Certified\\_Appliance\\_Recycler.cfm](http://www.dtsc.ca.gov/HazardousWaste/Mercury/Certified_Appliance_Recycler.cfm)

**D. Water Conservation**

**I. Water Management**

Contact your water utility to request a free water use survey of your facility (where available) and ask for your available water usage data-preferably for the past three years. You should also ask about their rebate programs. Review the water use survey results annually to identify additional ways to reduce your water use and retain all your future water use data.

**Complete and or work with your landlord to complete all of these mandatory water conservation measures listed below that are applicable to your business:**

(Yes or NA)

1.  Understand your water bill and review it monthly for indications of leaks, spikes or other problems. Call your water utility if you notice any unusual increases in use or if you need suggestions on how to improve the efficiency of your water use.
2.  Learn how to read your water meter.
3.  Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water company). Train your staff to monitor and respond immediately to leaking equipment.
4.  Use "dry sweeping" to clean concrete or asphalt surfaces instead of using water to wash down surfaces. Use high pressure, low water use cleaning techniques only when necessary. Always send wastewater from pressure washing to landscaping or the sewer (discharge to the sewer is mandatory in the City of Santa Cruz), not the storm drain. Use a water conserving broom attached to a hose as an alternative to pressure washing where possible.

**GREEN NOTES**

*A faucet with a slow leak can waste 10 gallons of water a day, or more! A single leaky toilet can waste as much as 1000 gallons of water per day.*

**II. General Water Conservation Measures and Practices**

**Complete the mandatory water conservation measure directly below if it is applicable:**

(Yes or NA)

1.  Install low flow aerators in faucets (1.5 gpm) and showerheads (2.5 gpm). Your water utility may provide these for free.
2.  Install toilets manufactured to flush 1.6 gallons or less. Your water utility may have a rebate program for low flow toilets.

**Implement at least 3 of the elective water conservation measures listed below. Consider areas of greatest water use at your facility in choosing new measures.**

**A. Fixtures and Equipment**

(Yes or NA)

1.  Install non-water (water free) urinals.
2.  Install urinals that are manufactured to flush at 1.0 gallon or less. Or replace diaphragms in the flush valve, so that they flush 1.0 gallon.

- 3.  Install low flow, self-closing faucets either infrared or spring-loaded.
- 4.  If cleaning floors with water, use high-pressure low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.
- 5.  Maintain water pressure (pressure reducing valve) between 60-80 PSI to optimize performance and reduce water loss through leakage, if necessary.

**B. Indoor Water Management Practices**

(Yes or NA)

- 1.  Change window-cleaning schedule from “periodic” to “as required.”
- 2.  Use dry floor cleaning methods indoors followed by damp mopping, rather than spraying or hosing with water.

**C. Outdoor Water Management Practices**

(Yes or NA)

- 1.  Instead of washing vehicles on site, go to a washing service that recycles water.
- 2.  Regular pavement cleaning is accomplished by sweeping manually or with electric vacuum or blower, and properly disposing of debris.

**D. Other (describe):**

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**III. Landscaping**

**Complete all of these mandatory water conservation measures that are applicable to your business:**

(Yes or NA)

- 1.  Test irrigation sprinklers 4 times per year to ensure proper operation and coverage.
- 2.  Repair all broken or defective sprinkler heads/nozzles, lines & valves.
- 3.  Adjust sprinklers for proper coverage – optimizing spacing and avoiding runoff onto paved surfaces. Adjust sprinklers to achieve even water distribution.
- 4.  Adjust sprinkler times and/or duration according to seasons, water during non-daylight hours (generally before 7 am or after 9 pm).

**If you have landscaping, you must meet at least 3 of the elective water conservation criteria below:**

(Yes or NA)

- 5.  Rain shut-off devices or moisture sensors are installed to override automatic irrigation when adequate moisture exists.
- 6.  The number of days lawns are irrigated is limited to a maximum of 3-4 days per week during summer, 2-3 in the spring and fall, and none in the winter. Tree and shrub watering is limited to a maximum of 2 days per week in the summer, 1-2 days in the spring and fall, and none in the winter. Foggy coastal areas can usually get by with fewer days per week of irrigation in the summer season.
- 7.  Prevent runoff when irrigating landscaping on slopes or in narrow planting strips, by scheduling multiple run times for short periods (3-5 minutes), with at least an hour between water applications.
- 8.  Valves are separated based on plant water use (hydro zones).
- 9.  Sprinklers are matched with same precipitation rates.

- 10.   Automatic irrigation controller has the following features:
  - Dual programming capability program A and B
  - Automatic rain shut-off
  - Soil moisture sensor to override program when adequate moisture is present
- 11.   At least two inches of mulch is applied in all non-turf planting areas.
- 12.   Plant material is native or drought tolerant (water conserving).
- 13.   Where available, use recycled water instead of potable water for landscaping.
- 14.   Demonstrate/describe your alternative water conservation techniques for landscaping: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Employee Awareness**

**Required: General Standards**

- 1.  New and current employees are trained to follow the Green practices.
- 2.  All employees are trained on salon products and health hazards associated with them.
- 3.  An employee will be asked if they know what Green Business and/or Best Environmental Practices are and they will be asked to give an example.
- 4.  Provide incentives to employees who take ownership of Best Environmental Practices such as “Green Employee of the Month”.
- 5.  Owners and employee **must** read: EPA’s “Protecting the Health of Nail Salon workers”. Available in English, Vietnamese, and Korean @ <http://www.epa.gov/oppt/dfe/pubs/projects/salon/>

**F. Client Recommendations**

Now that your business is aware of how to prevent pollution, recycle and conserve energy and water, make recommendations to your clients where appropriate:

- 1.  Talk about your environmentally friendly salon products and educate your clients on why it is better.

All criteria have been met as of the following date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Printed Name: \_\_\_\_\_