Hello and on behalf of the SF Green Business team, thank you for your interest in the Green Business Program!!

Over the course of the next few weeks, the SF Green Business team will be working very closely with you to help your business meet program standards. Below is an outline of the various steps that your business will need to go through as you embark upon this exciting journey to the Green Business Award.

**STEP 1:** Complete Enrollment Form

**STEP 2:** Complete SF Green Business Checklist for your sector

**STEP 3:** Background Compliance Check

Our team will first complete a background check of your compliance history. Our policies require that, if your business has not been inspected for compliance in the last year, you will receive compliance audits by the agencies listed below.

**STEP 4:** Initial Site Assessment

To get your business started, a member of the Green Business team will conduct an Initial Site Assessment to gather information on the site, current environmental practices, permits held etc. During this visit, the team member may also help you complete the appropriate checklist or clarify checklist questions you may have.

**STEP 5:** Full Compliance Verification

In order to be eligible for a Green Business Award, a business must be in compliance will all environmental laws and regulations. In San Francisco, your compliance will be verified by the following agencies –

1. Health Code by SF Department of Public Health
2. Fire Code by SF Fire Department
3. Air Quality Regulations by Bay Area Air Quality Management District
4. Wastewater discharge Regulations by SF Public Utilities Commission

**STEP 6:** Checklist Verification

The last and final step in the process is receiving conservation audits to verify the measures your business is implementing in order to become a Green Business. Your business will receive all of the following audits unless an agency chooses to waive an audit.

1. Water Conservation by SF Public Utilities Commission
2. Energy Conservation by SF Dept. of the Environment
3. Recycling and Composting by SF Dept. of the Environment
4. Pollution Prevention: wastewater by SF Public Utilities Commission
5. Pollution Prevention: toxics by SF Dept. of Public Health OR SF Dept. of the Environment

I will be your primary contact in this process. Please feel free to call me anytime to follow-up. Thanks!

Sushma Dhulipala, SF Green Business Program