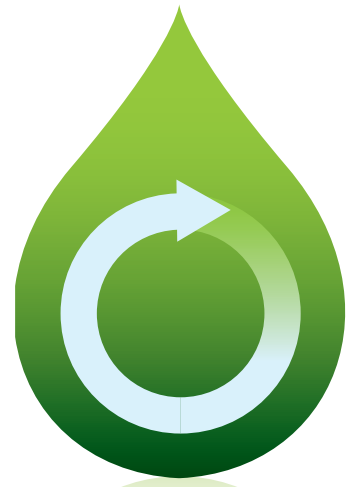




# New Jersey Food Retailer “Green Guidelines”



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## **Overview**

Global warming warnings, greenhouse gas initiatives, environmental awareness, sustainability programs and fluctuating energy costs, during a time of economic instability, are some of the public policy issues confronting the business community. The New Jersey food distribution industry understands the role food retailers can play in being a leader in adopting programs and creating public awareness that realizes significant environmental benefits, preserves resources, conserves energy as well as helps reduce costs in operations. The New Jersey Food Council (NJFC) is supporting a new campaign to endorse “green guidelines” that favorably impact the environment, enhance public education, benefit the communities in which we do business and create a model for other industries to emulate.

These guidelines are compiled as a resource for New Jersey food retailers by the New Jersey Food Council. This listing includes over 100 green actions which are ways that food retailers in the state can become better stewards of the environment, reduce waste, save energy and become environmental leaders in the community. Though the list is quite comprehensive, it is by no means fully so. The Food Council will add to this guide over time, and with support of agencies such as the NJ Department of Environmental Protection, continue to find ways to assist NJFC members to be the greenest they can be.

The New Jersey Food Council is an alliance of food retailers and their supplier partners united to promote vision and leadership to advance the interests of its members. This manual was developed with the assistance of the NJFC Environmental Committee represented by some of the finest companies that do business in New Jersey: Acme Markets, Environmental Strategy Innovations, Food Circus Supermarkets, Foodtown, Organic Diversion, Paktech, Penn Jersey Paper Company, United Trucking, Wakefern Food Corporation, Wawa and Whole Foods Markets.

For questions or more information, please call us at 609-392-8899 or email [njfc@njfoodcouncil.com](mailto:njfc@njfoodcouncil.com)

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## I. RESOURCE CONSERVATION

### A. ENERGY CONSERVATION

#### Lighting

1. Conduct a comprehensive commercial energy audit of your facility to identify conservation measures (working with your utility or other contractor).
2. Complete the “Supermarket Energy Audit Program” developed by the Board of Public Utilities and NJFC.
3. Replace facility lighting fixtures with those recommended by local energy companies in their energy audit.
4. Replace existing standard fluorescent lamps and ballasts to four-foot, high efficiency florescent (T8) lamps and electronic ballasts.
5. Use LED lighting in areas like freezer doors, for example.
6. Use day lighting or skylights for a portion of indoor lighting needs, switch off general lighting as a result.
7. Use lighting output controls such as:
  - Occupancy sensors
  - Photocells (motion sensors)
  - Bypass/Delay timers
  - Time clock (adjusted seasonally)
8. Disconnect used ballast in fluorescent fixtures that are not currently in use and replace burned out lamps quickly to avoid ballast damage.
9. Clean light fixtures (reflectors and lenses) once a year.

#### Office Equipment

10. Purchase Office equipment that is Energy Star Compliant (or that has energy savings features) such as computers (includes Monitor, Scanner, Printer), Copy/Fax machines, or multifunction devices.
11. Activate all energy savings features, if available.
12. Plug all equipment that can be turned off into time switches to make sure they are turned off after hours.

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## **HVAC (Heating Ventilation and Air Conditioning Systems)**

13. Use natural gas system instead of an electrical system.
14. Capture exhaust heat from refrigeration system for water heating or other use through a heat recovery system.
15. Install reflective or light colored roofing to minimize summer heat gain.
16. Insulate all indoor and outdoor heating, and cooling pipes and ducts.
17. Install timer switches on radiant space heaters.
18. Use ceiling fans to circulate air.
19. Replace or supplement an A/C system with an evaporative cooler.
20. Use economizers on A/C to increase air circulation.
21. Change HVAC filters on a regular schedule.
22. Use HVAC output control, bypass timers and/or time clocks.
23. Set thermostats at/or below 68 degrees for heating and at/or above 78 degrees for cooling; adjust accordingly for after hours.
24. Use window film or shades to reduce solar heat gain.

## **Refrigeration Systems**

25. Use an eco-friendly refrigerant (see <http://epa.gov/ozone/snap/refrigerants/lists/foodref.html> for a full listing of substitutes).
26. Install a monitoring system to detect refrigerant leaks.
27. Regularly check all seals on freezer and cooler doors, replace as necessary.
28. Install anti-sweat controls in freezer doors.
29. Use night shades on open coolers.
30. Have your system re-commissioned every 2 years.

## **Other Energy Conservation Measures**

31. Become Energy Star Certified through the EPA’s Benchmarking Program.
32. Use signs to remind staff to turn off lights and keep doors (cooler and outside) closed.

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## **B. WATER CONSERVATION**

### **Water Conservation and Leaks**

33. Regularly review all consumption information provided on your water bill. Learn to read your meter. Compare current consumption to the prior year during the same period. If consumption is abnormally high, check toilets and other fixtures for leakage and read your water meter during off hours to detect involuntary consumption.
34. Install and/or replace all manual faucets with automatic shut off faucets.
35. Use low flow faucets and sprayers in pot wash areas.
36. Have your local wastewater utility or a water conservation service conduct a commercial water audit of your facility to help identify the conservation measures to use at your facility.
37. Regularly check for and repair all water leaks in your facility.

### **Sanitary Fixtures**

38. Replace existing toilets with water conserving 1.6-gallon flush models.
39. Retrofit existing pre-1980 five-gallon flush toilets with the quick closing flappers to lower flush to 3.5 gallons per flush.
40. Adjust urinals to 1.0 gallons per flush.
41. Use low-flow lavatory faucet aerators (1.5 gallons per minute or less).
42. Use waterless urinals.

### **Landscaping**

43. Implement storm water best management practices such as bioswales or storm water retention basins.
44. Install a permeable paving system or other storm water reduction surface in parking lots.
45. Use plants that are drought tolerant (water conserving) and native to the area.
46. Use irrigation bags for rainwater capture on tree plantings.
47. Install rain shut-off devices or moisture sensors to override automatic irrigation when adequate moisture exists.
48. Limit the number of days lawns are irrigated to a maximum of 3-4 days per week during the summer, 2-3 days in the spring and fall and shut off in winter months. Trees and shrubs should be watered no more than 2 days per week in the summer, 1-2 days in the spring and fall and not in the winter.

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49. For landscaping on slopes or in narrow planting strips, prevent runoff by scheduling multiple run times for short periods (3-5 minutes), with at least an hour between water applications.
50. Valves are separated based on water use (hydro zone). (**Example:** Grass lawns will always require more water than shrub beds.) Change your watering times and zones accordingly.
51. Apply at least two inches of mulch in all non-turf planting areas.

### **C. WASTE REDUCTION AND RECYCLING**

52. Join the EPA WasteWise Program.
53. Have a waste audit/assessment completed for your facility (by a waste company, academic institution or independent consultant) to help identify the waste reduction, reuse and recycling practices that would best work for your facility and review recommendations. Members should contact their municipal or county recycling coordinator for information about local markets and general recycling support.
54. Prepare an annual tonnage report that documents your recycling efforts or food donation programs.
55. Source separate and reuse and/or recycle the following:
  - Organic Materials (food, landscaping, etc. diverted for composting)
  - Electronic waste (computers, registers, etc.)
  - Bulky waste (fixtures, equipment)
  - Used cooking oil recycled for energy, locally
  - Rendering for animal wastes
  - Cardboard
  - Waxed cardboard (if separate from organics)
  - Commingled containers (glass, metal, plastic)
  - Rechargeable batteries
  - Inkjet or other printer cartridges
  - Mixed paper
  - Wood pallets
  - Other packing materials (e.g. bubble wrap, foam, peanuts)
56. Offer consumer recycling (public) for the following materials:
  - Plastic shopping bags including dry-cleaning and other stretch films
  - Currency, as through a Coin Star machine
57. Make double sided printing and copying a standard practice.
58. Remove your company’s name from junk mail lists and purge your own mailing lists to eliminate duplication.

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59. Use software programs that allow you to fax and e-mail directly to/from your computer without printing.
60. Use eco-friendly and/or reusable packaging alternatives including:
  - Milk crates, soda jugs or other vendor provided reusable packaging
  - Reusable pallets
  - Reusable distributor containers (such as plastic totes, bread trays, floral or produce flats and boxes/crates)
  - Disposable containers for customer purchases (items that are made from biomaterials or are recyclable)

### **D. GREEN BUILDING**

61. Incorporate Green Building practices into construction and renovation projects. Use guidelines such as:
  - LEED certification for new construction
  - LEED certification for existing buildings
  - LEED certification for commercial interiors
62. Use environmentally preferable building materials such as:
  - Flooring
  - Wall coverings
  - Furniture
  - Insulation

*Note:* materials should be third party verified eco-friendly (Green Seal, FSC, EcoLogo, or similar)

63. Install a Green Roof.

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## II. POLLUTION PREVENTION

### A. CLIMATE CHANGE ACTIONS

64. Join the EPA Climate Leaders, Green Chill, Green Power Partners, or SmartWay Transportation Programs.
65. Install a clean energy source at your facility (e.g. Solar panels, fuel cell).
66. Reduce the impact of your trucking fleet and distribution network by using backhauling, hybrid technologies, biofuel, or other sustainable practices.
67. Purchase clean energy offsets for your facility’s use, at least 25%.

### B. TRUCK FLEET MAINTENANCE

68. Send used lead-acid batteries to an off-site recycler. (The main pollution prevention options for used batteries are to keep the batteries intact and then recycle them.)
69. Install reusable oil filters on at least 25% of your fleet.
70. Recycle waste oil, transmission and hydraulic oil.
71. Extend the life of your engine oil by at least 25% in 25% or more of your vehicles. (**Example:** use synthetic blend oil, which changes the life of the oil from 3,000 miles to 5,000 miles).
72. Substitute the less toxic propylene glycol for ethylene glycol in 25% of fleet vehicles.
73. Recycle all of your waste antifreeze on-site.
74. Achieve zero discharge by not discharging any process wastewater (e.g. floor parts or steam cleaning; car washing) to the sanitary sewer or storm drain systems.
75. Use dry cleanup method-for floor cleaning. (**Example:** Use a Zamboni self-contained floor cleaner, which vacuums excess water.)
76. Seal off all floor drains, trenches, sumps and oil/water separators. Prevent all shop fluids from entering storm drains.

### C. HOUSEKEEPING & OPERATING PRACTICES

#### Cleaning Products and Procedures

77. Use Green Seal (or equivalent) Certified cleaners and degreasers.

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- 78. Use an alternative launderer for uniforms and linens – such as CO2 or Wet Cleaning technologies.
- 79. Use Green Seal (or equivalent) Certified floor stripper and wax.

### **Inventory control procedures to reduce waste generation and material**

- 80. Minimize the inventory of fluids and chemicals onsite. Stock only what you need and order materials on a “just-in-time” basis.
- 81. Work with vendors to return excess or expired stock.

### **Employee Programs**

- 82. Have an active (meets at least quarterly with representation from a majority of the departments) Green Team or Environmental Committee in your facility.
- 83. Include environmental education in employee training.
- 84. Offer employees incentives to use public transportation or carpooling for commuting.

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## III. PURCHASING AND PRODUCTS

### **A. GENERAL SUPPLY PURCHASING**

85. Implement an Environmentally Preferable Purchasing Program for office supplies.
86. Buy and use, recycled content products:
  - Office supplies (paper, ink cartridges, folders)
  - Paper towels, tissues, etc.
  - Promotional materials/flyers
  - Boxes and bags for packaging consumer purchases
  - Garbage pails and garbage bags

### **B. RETAIL PRODUCTS and PURCHASING**

87. Stock Certified seafood products and label them as such. See [http://www.fmi.org/docs/sustainability/sustainability\\_resources.pdf](http://www.fmi.org/docs/sustainability/sustainability_resources.pdf) for a list of third party certification programs.
88. Stock USDA Certified Organic options for a majority of product categories.
89. Develop a local products program – e.g. an aisle, marketing campaign, or special merchandise section.
90. Offer reusable bags for sale.
91. Offer recycled content products for sale such as your own compost or green cleaning products.
92. Offer refillable water or other items in bulk for purchase.

## IV. COMMUNITY INVOLVEMENT

### **A. COMMUNITY GIVE-BACK and GREEN INCENTIVES**

93. Participate in a local food rescue program such as donating to the Community Food Bank or Pantry.
94. Donate a percentage of sales or profits to environmental non-profit organizations each year.
95. Partner with a community organization on an environmental project (such as a Clean Communities Day).
96. Provide customer rebates for bag-reuse.

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- 97. Provide bike racks for shoppers.
- 98. Provide information about public transportation options to and from your location to customers and vendors (where applicable).

### **B. CONSUMER EDUCATION**

- 99. Include environmental information/publications in your café, vestibule, or bulletin board.
- 100. Include environmental education in your printed or electronic promotional materials e.g. weekly circular, website.
- 101. Work with suppliers on environmental promotions.

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If you have any questions or comments concerning this book, please contact the New Jersey Food Council at (609) 392-8899 or by e-mail at [njfc@njfoodcouncil.com](mailto:njfc@njfoodcouncil.com).



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