



Tool Kit for Municipal Leaders



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CLEAN AIR COUNTS TOWARDS A HEALTHIER COMMUNITY

Municipal leaders across the Chicago area can play an important role in preserving the environment and contributing to the health of their constituents. Communities have an opportunity to take part in a new initiative to voluntarily improve air quality in our neighborhoods and towns. By joining Clean Air Counts, communities, and the businesses and households within, can take a supportive and guided approach to reduce smog-forming pollution and high energy use that threatens the safety of our children, neighbors, and friends, and can affect the economic strength of the Chicago region.

As municipal leaders, you can set a standard for environmental awareness and improvement by applying Clean Air Counts practices in your community. Communities that participate benefit in several ways:

- Official certification as a Clean Air Counts participant differentiates you from other communities by showing your concern for the environment and the health of the community.
- Clean Air Counts strategies make your community a healthier and more attractive atmosphere for constituents and visitors who feel safer with improved indoor and neighborhood air quality.
- Reduced energy consumption means lower energy costs.
- Reduced regional pollution will allow Illinois communities to avoid tougher environmental protection requirements related to air quality and ozone levels. Tougher federal restrictions could lessen our ability to attract new business to the region.

How do you participate?

The key is to adopt emission-reducing strategies—many of them surprisingly simple—and report your efforts so that they can be quantified in the State Implementation Plan. Strategies include programs to encourage employee car pooling and mass transit to take cars off the road, use of air-friendly cleaning supplies, and paints and building materials that lessen pollution and reduce the urban “heat island” effect that causes temperatures in cities to be higher than in rural areas. Other strategies encourage the use of native plant landscaping to reduce lawnmower and lawn chemical usage, more trees to shade and cool parking lots, and energy efficient lighting and office equipment.

This tool kit has been developed to provide you with information on:

- Specific strategies that reduce air pollution or energy consumption
- Grants and benefits that Clean Air Counts members may receive to encourage adoption of strategies
- Information on how to report your success with emissions reduction strategies.

You can find out more information on how you can make Clean Air Count by visiting www.cleanaircounts.org. Let’s make Chicagoland a leader in clean-air standards!

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CLEAN AIR COUNT STRATEGIES

Community members and businesses looking to improve air quality in their region can carry out Clean Air Counts strategies. These strategies are simple to implement and will result in quantifiable, demonstrated improvements in air-quality conditions in your area. Purchasing and operational practices should be adjusted to permanently implement these Clean Air strategies, so that it becomes routine, rather than the exception. In addition, there are one-time strategies such as gas-can replacements and lawn mower trade-ins that can be classified as Clean Air strategies. Clean Air Counts encourages the adoption of multiple strategies to make an observable impact in air quality in your community.

An overview of the following strategies is provided in this tool kit:

- Low VOC (Volatile Organic Compounds) Cleaning Products
- Low VOC Paints
- Low VOC Building Materials
- Diesel Retrofit
- Energy Efficient Lighting
- Energy Star Office Equipment
- Energy Star Buildings
- Energy Star Homes
- Workplace Transportation Options

For more detailed information on Clean Air Counts strategies, visit our website at <http://www.cleanaircounts.org>.



LOW VOC CLEANING PRODUCTS

Why Should You Use LOW VOC CLEANING PRODUCTS?



Benefits of using low VOC cleaning products include:

- Significantly lower emissions of smog-forming chemicals into the air from VOCs.
- Better health safety for individuals using these products.
- Low VOC cleaning products are cost competitive.
- Fewer fumes reduce eye and respiratory irritation.



Clean Air Counts is a voluntary public-private initiative to reduce smog-forming pollutants and energy consumption in the greater Chicago, six-county region. It is a collaborative effort between the Metropolitan Mayors Caucus, the Illinois Environmental Agency, US Environmental Protection Agency – Region 5 and the Delta Institute.

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WHAT ARE LOW VOC CLEANING PRODUCTS?

Many common cleaning products contain hazardous chemicals and volatile organic compounds (VOCs), which emit smog-forming chemicals and can be harmful to users. All-purpose cleaners as well as specialty products (such as metal polishes and glass, tile and tub cleaners) pollute indoor air quality and may cause respiratory and eye irritation, particularly for janitorial and other cleaning staffs. Substituting cleaner products for traditional products improves air quality and protects the health and safety individuals exposed to the chemicals they emit.



**LOW VOC
CLEANING PRODUCTS**



HOW CAN THIS IMPROVE AIR QUALITY?

VOC emissions from cleaning products occur when propellant and organic solvents evaporate. Released chemicals remain in the air all day. In the Chicago area, 20 tons of VOCs are released into the air from the use of cleaning products each day. It is estimated that for every 100 janitors who switch to cleaner cleaning products, VOC emissions could drop by one ton per year. Studies have also shown that the use of cleaner products reduces the incidents of health problems among janitorial staffs. And, in many cases, cleaner products cost less.

Who Should Participate?

Any individual who uses cleaning products at home or work should replace hazardous, VOC-emitting cleaning products with alternative and safer products and join Clean Air Counts!

Where Can I Get More Information?

For more information about low VOC cleaning products, visit our website at www.cleanaircounts.org/strategies. You'll find links to other useful websites, including those that list sources for cleaner products and environmental criteria. To obtain information about participating in any Clean Air Counts initiative and the reporting requirements for each, go to www.cleanaircounts.org.



LOW VOC PAINTS



Why Should You Use LOW VOC PAINTS?



Benefits of using low VOC paints include:

- Lower levels of ozone pollution.
- Fewer emissions of smog-forming chemicals.
- Proven performance equal to that of conventional paints.
- Low VOC paints are cost competitive.
- No special equipment needed.
- Reduced incidents of eye and respiratory irritation from fewer fumes.
- Better indoor and outdoor air quality.



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WHAT ARE LOW VOC PAINTS?

Low VOC paints contain reduced levels of volatile organic compounds (VOCs), which emit smog-producing pollutants into the air. Switching to low VOC paints is easy – it requires no new tools or equipment and VOC levels are listed on all paint can labels. Additionally, these paints often cost less per gallon than conventional paints.



LOW VOC PAINTS



HOW CAN THIS IMPROVE AIR QUALITY?

Many interior and outdoor paints used today contain high levels of VOCs to help them dry faster. Unfortunately, VOCs emit smog-forming chemicals into the air that are a major contributor to ground-level ozone pollution. Lower VOC paints preserve both indoor and outdoor air quality and reduce the incidence of eye or respiratory irritation from exposure to VOC fumes.

Who Should Participate?

Anyone responsible for specifying or doing the labor associated with household or commercial painting should use low VOC paints to help reduce air pollution and join Clean Air Counts!

Where Can I Get More Information?

For more information about low VOC paints and other products, visit our website at www.cleanaircounts.org/strategies. You'll find links to other useful websites, including those that list commonly available brands for low VOC paints. To obtain information about participating in any Clean Air Counts initiative and the reporting requirements for each, go to www.cleanaircounts.org.



LOW VOC BUILDING MATERIALS



Why Should You Use LOW VOC BUILDING MATERIALS?



Benefits of using low VOC building materials include:

- Reduced smog-forming chemical emissions from VOCs.
- Improved regional air quality.
- Improved worker safety and health.
- Reduced incidents of eye and respiratory irritation, headaches, fatigue and other symptoms of “sick building” syndrome.
- Cleaner indoor air quality for a more comfortable and productive environment.
- Value-added appeal to property buyers.



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WHAT ARE LOW VOC BUILDING MATERIALS?

Volatile organic compounds (VOCs) and other hazardous chemicals are contained in many construction materials and furnishings, posing a risk to the general population, especially children. Today a number of low- and no-VOC building materials are available, including less polluting paints, adhesives, solvents, cleaning agents, caulks, wood products, carpets and sealants.



**LOW VOC
BUILDING MATERIALS**



HOW CAN THIS IMPROVE AIR QUALITY?

Using these low VOC materials for new construction and remodeling projects can significantly reduce the emission of smog-forming compounds. New homes and commercial buildings generally have VOC concentrations that are two to ten times higher than comparable older structures. These elevated levels have been linked to eye and respiratory irritation, headaches, fatigue and other symptoms associated with “sick building” syndrome. Cleaner indoor air quality as well as reduced smog-forming chemical emissions can be realized by simply using low VOC building materials.

Who Should Participate?

Consumers and professionals involved in building construction, renovation and remodeling should use low VOC building products and join Clean Air Counts!

Where Can I Get More Information?

For more information about low VOC building products, visit our website at www.cleanaircounts.org/strategies. You'll find links to other useful websites, including those that list sources for low VOC building materials. To obtain information about participating in any Clean Air Counts initiative and the reporting requirements for each, go to www.cleanaircounts.org.



DIESEL RETROFIT



Why Should You Participate In A DIESEL RETROFIT Program?



Benefits of participating in a diesel retrofit program include:

- Significantly reduces soot, hydrocarbon and carbon dioxide emissions, improving regional air quality.
- Lowers incidence of lung damage and respiratory problems in the population.
- Alternative technologies are readily available.
- Less likelihood of a more restrictive regulatory environment for the region in the future.



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WHAT IS A DIESEL RETROFIT PROGRAM?

A diesel retrofit program is designed to reduce emissions of soot, smog-forming pollutants and other toxic air pollution that are caused by diesel-powered vehicles. Using retrofit technology, reductions in soot, hydrocarbon and carbon monoxide emission levels can make significant inroads into improving air quality. Retrofit technologies focus on adding a catalyst or filter to the diesel engine, replacing engines earlier, using cleaner fuels or additives or some combination of these techniques.



DIESEL RETROFIT



HOW CAN THIS IMPROVE AIR QUALITY?

Diesel exhaust is responsible for more than 20% of the nation's emissions of smog-causing nitrogen oxide and 15% of particulate matter (or soot) emissions. One older and dirtier diesel vehicle can emit almost 8 tons of pollution per year or a total of 160 to 240 tons of pollution over the life of the engine. Diesel engine air pollution affects the more than 100 million people nationwide who live in urban areas and has been linked to lung damage and respiratory problems. One technology, a diesel oxidation catalyst, can reduce particulate matter emissions by 10-40% and carbon dioxide emissions by 40-90%. Another technology, a diesel particulate filter, can reduce particulate matter emissions by 60-90% and carbon monoxide emissions by 50-90%.

Who Should Participate?

Anyone driving a vehicle with a diesel engine should explore alternatives for improving the engine's emissions. Municipalities with fleets, commercial trucking and fleet management companies and construction companies using heavy-duty construction equipment can make the most impact on improving air quality through diesel retrofit programs and by joining Clean Air Counts!

Where Can I Get More Information?

For more information and resources related to Diesel Retrofit Programs, visit our website at www.cleanaircounts.org/strategies or the U.S. Environmental Protection Agency's website at www.epa.gov/otaq/retrofit/overview. To obtain information about participating in any Clean Air Counts initiative and the reporting requirements for each, go to www.cleanaircounts.org.



ENERGY EFFICIENT LIGHTING



Why Should You Participate in ENERGY EFFICIENT LIGHTING?



Benefits of energy efficient lighting practices include:

- Reduced emissions of nitrogen oxide, carbon dioxide and sulfur dioxide into the environment for better air quality.
- Improved electricity system reliability.
- Reduced electrical and cooling loads in buildings.
- Lower electricity costs (roughly 10-15%).
- Lower maintenance costs.
- More appropriate lighting levels.
- More comfortable workplace.
- Natural lighting is aesthetically pleasing.



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WHAT IS ENERGY EFFICIENT LIGHTING?

Energy efficient lighting uses a comprehensive approach to lighting and lighting upgrades. It involves a combination of strategies such as relying on more natural daylight, using energy efficient light bulbs that operate at a lower wattage, improving lighting controls, adjusting light to appropriate task levels and performing regular, basic maintenance on light fixtures to keep them running longer. Applying these simple steps on a disciplined basis lowers electricity costs and creates more comfortable work environments.



ENERGY EFFICIENT LIGHTING



HOW CAN THIS IMPROVE AIR QUALITY?

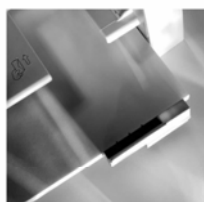
Lower energy usage reduces the levels of fossil fuels burned at power plants, which, in turn, reduces the levels of air pollutants that negatively impact ozone. According to the Energy Efficiency and Renewable Energy Network, commercial establishments consume 20% to 30% of their total energy just for lighting. At the same time, nearly half of that energy is wasted because of inadequate maintenance, obsolete equipment or inefficient use. Reducing wasted energy resulting from inefficient lighting practices and lowering energy usage also translates into lower emissions of nitrogen oxide, carbon dioxide and sulfur dioxide into the environment, which improves air quality. Facilities that have implemented energy efficient lighting strategies have, on average, reduced energy use for lighting by 48%.

Who Should Participate?

Anyone responsible for architectural design of lighting for buildings, facilities management and building maintenance should pursue energy efficient lighting strategies and join Clean Air Counts!

Where Can I Get More Information?

For more information about energy efficient lighting, visit our website at www.cleanaircounts.org/strategies. You'll find links to other useful websites as well as information about participating in any Clean Air Counts initiative and the reporting requirements for each.



ENERGY STAR® OFFICE EQUIPMENT



Why Should You Participate In The ENERGY STAR® OFFICE EQUIPMENT Program?



Benefits of participating in the ENERGY STAR® Office Equipment Program include:

- Reduced nitrogen oxide, carbon dioxide and sulfur dioxide emissions into the environment.
- Improved regional air quality.
- Reduced energy waste.
- Lower heat levels for a more comfortable working environment.
- Lower energy costs.
- Improved electrical system reliability.



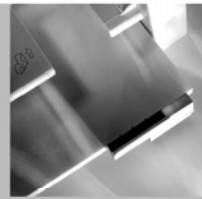
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WHAT IS THE ENERGY STAR® OFFICE EQUIPMENT PROGRAM?

The U.S. Environmental Protection Agency created the ENERGY STAR® Office Equipment Program to promote the purchase and use of energy-saving office equipment. Office equipment accounts for approximately 7% of energy use in the commercial sector and is the business world's fastest growing electric load. By using equipment with improved power management systems, such as machines that shut off when idle and automatically reduce unattended equipment energy use, energy savings as high as 75% can be realized.



ENERGY STAR® OFFICE EQUIPMENT



HOW CAN THIS IMPROVE AIR QUALITY?

Lower energy usage reduces the levels of fossil fuels burned at power plants, which, in turn, reduces the levels of air pollutants that negatively impact ozone. Reducing wasted energy from office equipment and lowering energy usage translates into fewer nitrogen oxide, carbon dioxide and sulfur dioxide emissions into the environment, which improves air quality. Lower heat levels from office equipment creates a more comfortable office space and can further reduce energy costs.

Who Should Participate?

Anyone purchasing office equipment – from a large corporate setting to a small home office – should participate in the ENERGY STAR® Office Equipment Program and join Clean Air Counts!

Where Can I Get More Information?

For more information about the ENERGY STAR® Office Equipment Program, visit our website at www.cleanaircounts.org/strategies. You'll find links to other useful websites as well as information about participating in any Clean Air Counts initiative and the reporting requirements for each.



ENERGY STAR® BUILDINGS

Why Should You Participate In The ENERGY STAR® BUILDINGS Partnership Program?



Benefits of participating in the ENERGY STAR® Building Partnership Program include:

- Lower smog-forming nitrogen oxide emissions.
- Fewer emissions of greenhouse gas carbon dioxide and acid-forming sulfur dioxide for cleaner air.
- Eliminated energy waste and reduced energy use.
- An estimated 20% or greater internal rate of return.
- Reduced utility costs.
- Improved electricity system reliability.
- Less likelihood of a more restrictive regulatory environment for the region in the future.

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WHAT ARE ENERGY STAR® BUILDINGS?

The U.S. Environmental Protection Agency created the voluntary ENERGY STAR® Buildings Partnership Program as a means of reducing a building's total energy consumption. Participants receive unbiased technical information, customized support services, public relations assistance and access to a broad range of resources and tools. Regardless of the company's size or total number of buildings, the program offers smart investments in energy efficiency with significant cost savings. Building-wide solutions deliver an internal rate of return of 20% or greater.



ENERGY STAR® BUILDINGS



HOW CAN THIS IMPROVE AIR QUALITY?

Eliminating wasted energy and reducing energy use translates into less air pollution. That's because lower energy usage reduces the levels of fossil fuels burned at power plants, which, in turn, reduces the levels of air pollutants that negatively impact ozone. The American Council for an Energy Efficient Economy estimates that if energy efficient building strategies were implemented by businesses throughout Illinois, by 2015, there would be about a 15% reduction in smog-forming nitrogen oxide emissions as well as declines in greenhouse gas carbon dioxide and acid-forming sulfur dioxide.

Who Should Participate?

Any building owner, large or small, with one or multiple buildings in the greater Chicagoland region can reap the benefit of participating in the ENERGY STAR® Buildings Partnership Program and joining Clean Air Counts!

Where Can I Get More Information?

For more information about energy efficient buildings and the ENERGY STAR® Buildings Partnership Program, visit our website at www.cleanaircounts.org/strategies. You'll find links to other useful websites as well as information about participating in any Clean Air Counts initiative and the reporting requirements for each.



ENERGY STAR® HOMES



Why Should You Participate In The ENERGY STAR® HOMES Program?



Benefits of participating in the ENERGY STAR® Homes Program include:

- Reduced emissions of nitrogen oxide, carbon dioxide and sulfur dioxide for improved air quality.
- Reduced levels of energy use for heating and cooling air and water heating.
- Stabilized building temperature.
- Reduced air infiltration for better energy management.
- Lower utility costs.
- More comfortable environment year round.
- Value-added appeal when selling a home.



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WHAT ARE ENERGY STAR® HOMES?

The ENERGY STAR® Homes Program was developed by the U.S. Environmental Protection Agency as a way to help homeowners use high efficiency technology and equipment and reduce energy for heating, cooling and water heating by at least 30%. Strategies used to achieve these objectives include improving thermal performance through advanced technology windows, stabilizing building temperature through improved insulation, sealing ducts to eliminate air leaks, and sealing gaps in plumbing, framing and wiring to reduce air infiltration. Homeowners benefit from reduced utility costs and more comfortable heating and cooling.



ENERGY STAR® HOMES



HOW CAN THIS IMPROVE AIR QUALITY?

Improving energy efficiency in homes can have a powerful impact on air quality. That's because lower energy usage reduces the levels of fossil fuels burned at power plants, which, in turn, reduces the levels of air pollutants that negatively impact ozone. Residential energy accounts for about 15% of all nitrogen oxide emissions, 20% of all U.S. carbon dioxide emissions and 26% of all sulfur dioxide emissions. Between 1995 and 2000 alone, the ENERGY STAR® Homes Program saved an estimated \$1.8 billion in utility costs.

Who Should Participate?

Homebuyers and home builders who value clean air and energy efficiency should participate in the ENERGY STAR® Homes Program and join Clean Air Counts!

Where Can I Get More Information?

For more information about energy efficient homes and the ENERGY STAR® Homes Program, visit our website at www.cleanaircounts.org/strategies. You'll find links to other useful websites as well as information about participating in any Clean Air Counts initiative and the reporting requirements for each.



WORKPLACE TRANSPORTATION OPTIONS



Why Should You Participate In WORKFORCE TRANSPORTATION OPTIONS?



Benefits of participating in workplace transportation options include:

- Reduced emissions VOCs, nitrogen oxide and other smog-forming pollutants, for improved regional air quality.
- Improved ground-level ozone.
- Puts state and federal transportation funds to work for employers participating in vanpool programs.
- Increased worker productivity and ability to attract and retain the best employees.
- Less traffic congestion on roads regionally.
- Reduced employer payroll taxes and provide a tax-free benefit to employees for some strategies.
- Lower commuter costs compared to driving alone.
- Helps conserve a non-renewable natural resource – gasoline.



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WHAT ARE WORKPLACE TRANSPORTATION OPTIONS?

Workplace Transportation Options are designed to reduce the number of commuters driving alone each workday in order to ease traffic congestions and lower emissions of smog-forming pollutants in the air. There are a number of strategies employers and property managers can pursue to reach this goal:

- **Vanpools/Ridesharing.** Employers can provide a program for car and vanpool matching and work with local transit agencies to enhance convenience through shuttle services and sidewalk stops. The Chicago Area Transportation Study (CATS) offers Ridematch 21, an Internet-based ride matching system for carpools and vanpools throughout the greater Chicagoland area.
- **Transit Benefit Program.** The Regional Transportation Authority (RTA) offers companies a program that reduces

commuting costs for both employers and employees. RTA Transit Checks are tax-deductible to employers and a tax-free benefit to employees who use the CTA, Metra, Pace, the South Shore or vanpools. Employees can set aside up to \$100 per month of their gross income to pay for transit and vanpool commuting costs tax free, while employers reduce their payroll costs.

- **Telecommuting.** Another strategy for reducing auto emissions from commuting is to add telecommuting as a work alternative for employees. Studies indicate that with appropriate training, use of technology and human resources support, telecommuting can lead to increased employee morale, improved productivity and reduced workforce costs while maintaining critical interoffice relationships.



WORKPLACE TRANSPORTATION OPTIONS



HOW CAN THIS IMPROVE AIR QUALITY?

Heavy automotive use is one of the most notorious contributors to poor air quality. Workforce Transportation Options can have a significant, positive impact. For every 1,000 commuters in the Chicago regional area who use an alternate means of transportation instead of driving to work in a vehicle alone, there is a reduction of 11 tons of volatile organic compounds (VOCs) and 14 tons of nitrogen oxide. This also translates into reduced ground-level ozone, which is responsible for smog-filled air. For every fifty two-person carpools, ground-level ozone is reduced by one ton.

Who Should Participate?

Employers or property managers responsible for accommodating employees who drive to work alone can make an impact on improving air quality through Workforce Transportation Options and by joining Clean Air Counts!

In addition to Clean Air Counts strategies, the U.S. Environmental Protection Agency sponsors a program in conjunction with the U.S. Department of Transportation called Best Workplaces for Commuters.SM Participation is a mark of excellence for environmentally

and employee-friendly organizations. Employers sign an agreement to make a series of commitments and execute a number of strategies that include offering a variety of commuter benefits to employees, ensuring a minimum level of employee participation, designating a central point of contact for employee questions and providing an Emergency Ride Home for participating employees. For more information about Best Workplaces for Commuters, please call the U.S. Environmental Protection Agency – Region 5 at 312.353.8777

Where Can I Get More Information?

For more information and strategy ideas for Workplace Transportation Options, visit our website at www.cleanaircounts.org/strategies. You can find information about the Regional Transit Authority transit check program at www.rtachicago.com/infocenter/transitcheck.asp and the Chicago Area Transportation Study Ridematch 21 at <http://rm21.ai.uic.edu/sharethedriver/letsGo.jsp>. To obtain information about participating in any Clean Air Counts initiative and the reporting requirements for each, go to www.cleanaircounts.org.

OUTREACH TO BUSINESSES AND RESIDENTS

Many businesses and residents are unaware of the simple changes they can make that collectively will make a significant contribution to improving air quality in their communities. Help them understand the impact they can have by making Clean Air Counts strategies a visible part of their lives. Your ideas on how to promote Clean Air Counts in your community are only limited by your imagination, and we would be happy to work with you on making it successful.

Ideas to promote Clean Air Counts in your community:

- Announce your city's intent to become a Clean Air Counts Community
 - Press release
 - Radio talk show
 - Board meeting declaration or resolution
 - Bulletin on cable access channel
- Encourage your local weekly newspaper to publish a series of articles. You can offer to write the series and have the articles appear under the by-line of the mayor or village president.
- Create a CAC area of the community web site with information for households and businesses alike.
- Publish a series of articles in community newsletters, encouraging residents and businesses to adopt CAC strategies such as landscaping, low-VOC paint and cleaners, energy-saving lighting.
- Write a letter to the editor or opinion page article co-signed by the mayor and other key elected office-holders about the village's participation in Clean Air Counts.
- Contact the Clean Air Counts program to inquire about brochures, fliers, and stickers that can feature the name and logo of your community.
- Display Clean Air Counts stickers or bumper stickers on city vehicles, including police, fire, refuse collection, and street cleaners.
- Put the Clean Air Counts logo on residential vehicle stickers, as Wilmette did in 2005
- Display fliers, posters and brochures at City Hall and other municipal facilities, including police and fire stations.
- Seek cooperation from other units of local government to help educate the public about CAC.
 - Posters, a display and literature at the public library.
 - Encourage school science teachers to incorporate Clean Air Counts into elementary and high school curricula, perhaps around Earth Day.
 - Encourage Park District facilities to display posters and literature.
- At community events, feature a display and distribute literature about Clean Air Counts
 - Farmers markets
 - Holiday celebrations (4th of July, Memorial Day, Holiday parades)
 - Sidewalk sale days

- Municipal board meetings
- House and garden walks

Ideas to promote business participation:

- Speak to Chambers of Commerce, Rotary Clubs or other groups of business and community leaders.
- Insert a flier in mailings to businesses.
- On your municipal web site, maintain a current list of CAC participating businesses and publish a rotating series of short profiles of model CAC businesses in your community.
- Draft and pass a municipal board resolution recognizing businesses/institutions who become CAC adopters
- Many businesses say they wish to participate in CAC because of the good will it generates with customers, employees and others. When a business agrees to participate, help it maximize positive publicity.
 - Coordinate the press release announcement so that a quote from the mayor is included (the press release may come from the CAC program, from the mayor or from the business).
 - Arrange a photo opportunity by visiting a business to pose for a celebration, perhaps involving a plaque presentation, but preferably using a more creative pose with lawnmowers or some other interesting image.
 - Showcase participating businesses in newsletters, web sites, city hall bulletin boards and other places.
 - Reference businesses by name in speeches, municipal board meetings and other appropriate settings.
- Print and send out a certificate to businesses/institutions adopting CAC strategies
- Encourage businesses that participate to advertise the fact by their "certified" logo on company web sites, window stickers, advertising etc.
- In speeches and in print, encourage citizens to patronize businesses displaying the CAC logo.
- Send a letter, issue a proclamation or adopt a municipal board resolution congratulating the business for participating.
- Contact area retailers and ask them to distribute information on low-VOC products
- Encourage business to offer employees various transportation or telecommuting options
- Provide business license and zoning applicants with information on energy efficiency and emission reduction strategies

Promoting household participation:

- In water bills and other mailings to households insert fliers with CAC web site information.
- Encourage grocers, hardware stores and stores such as Home Depot to have in store displays and shelf signage showcasing low-VOC products, environmentally friendly lawnmowers and gas cans, and other strategies.
- Create an annual award for households that make the most visible difference for clean air by using environmentally friendly landscaping or utilizing other CAC tactics.
- Help get vehicles off the road by making your community friendlier to bikers and commuters, and by encouraging workplace transportation options.
- Host and aggressively promote lawnmower buy-back and gas can trade-in programs.
- Offer stickers for cars and homes that say, "We're making a visible difference in (insert city)," and feature web site addresses in smaller print.
- Provide residents with information on energy efficiency and emission reduction strategies with vehicle sticker purchase and/or other community mailings
- Encourage the local newspaper, or use your municipal newsletter, to showcase outstanding individual achievements in landscaping, home building materials or other CAC tactics.
- Host a community information day (could be held in conjunction with a Lawn Care Buyback and/or Gas Can Replacement event)

SAMPLE PRESS RELEASE



Short Version:



[Village/Business] is a proud participant in Clean Air Counts (CAC), an innovative, voluntary approach to reducing smog-causing emissions in the Chicago metropolitan region to achieve compliance with standards of the federal Clean Air Act and to improve air quality in our community. [Insert hyperlink to www.cleanaircounts.org]

Long Version:



[Village/Business] is a proud participant in Clean Air Counts (CAC), an innovative, voluntary approach to reducing smog-causing emissions in the Chicago metropolitan region to achieve compliance with standards of the federal Clean Air Act and to improve air quality in our community. [Insert hyperlink to www.cleanaircounts.org]

Joining Clean Air Counts means individuals and/or organizations are making a commitment to undertake voluntary efforts to reduce smog in the Chicago region. CAC adopters assess opportunities to reduce emissions and conserve energy in areas related to transportation, energy, operations and maintenance, and development. Adopters also agree to simple, annual reporting about their efforts so that the Campaign can quantify members' efforts.

Clean Air Counts is a six-county Chicago regional initiative of the Metropolitan Mayors Caucus, the U.S. Environmental Protection Agency – Region V, City of Chicago and Illinois EPA. It seeks significant reductions in smog-forming pollutants and energy consumption.

CLEAN AIR COUNTS OUTREACH TOOLS

This section provides you with sample materials for use in reaching out to your community.

Clean Air Counts Talking Points can help frame discussions about Clean Air Counts and explain to community members, businesses and residents the goals and importance of the program. The talking points can also be used when structuring and facilitating outreach for and to the media.

The **draft letter to businesses to solicit Clean Air Counts participation** can help facilitate communication to businesses in your community, inviting them to participate in Clean Air Counts. This letter can be altered to your preference and should be signed by a municipal leader such as the mayor or village president.

The **sample insert card for municipal mailings** can be added to weekly, monthly or other patterned municipal mailings to encourage recipients to take part in Clean Air Counts. The card is self-addressed to Clean Air Counts, where interested parties will be guided on how to begin their participation.

Drop-in articles can be added, at your discretion, to municipal websites, newsletters and other communication mediums to encourage community members to adopt Clean Air Counts strategies.

Clean Air Counts Talking Points

Clean Air Counts Talking Points can help frame discussions about Clean Air Counts and explain to community members, businesses and residents the goals and importance of the program. The talking points can also be used when structuring and facilitating outreach for and to the media.

What is Clean Air Counts?

Clean Air Counts is a six-county Chicago regional initiative of the Metropolitan Mayors Caucus, the U.S. Environmental Protection Agency – Region V, City of Chicago and Illinois EPA. It seeks significant reductions in smog-forming pollutants and energy consumption.

Clean Air Counts is made possible through the support of The Chicago Community Trust, Gaylord and Dorothy Donnelley Foundation, Grand Victoria Foundation, Illinois Clean Energy Community Foundation, John D. and Catherine T. MacArthur Foundation, and the U. S. Environmental Protection Agency.

Why does Clean Air Count?

The federal EPA has labeled the Chicago region as a “non-attainment area”. That’s bureaucratic lingo that means our air often isn’t fit to breathe. Primary concern is ground level ozone, or smog. It’s especially a problem on hot summer days when heat causes chemicals in the air to generate ozone. It’s hard on everybody, but especially those who have asthma or other respiratory disorders. Chicago and the surrounding communities have an alarming asthma rate. Those who adopt Clean Air Counts strategies provide an immediate benefit to workers and residents who are no longer exposed to harmful fumes at work and home. There are economic consequences, too. The federal EPA is under pressure to crack down and force further reductions in emissions, which could weaken our ability to attract and grow business in the area. Moreover, several Clean Air Counts strategies save you money. Using less energy, for example, cuts your electric bill.

What is the Goal of Clean Air Counts?

Get businesses, local governments, households and developers to voluntarily reduce air pollution.

Quantify what volunteers do so we can measure progress.

Reduce emissions in the area by five tons per day.

Already, CAC participants have documented nearly a half-ton of emissions reductions per day.

How will we do it?

Participants are asked to sign up, agree to adopt certain clean air practices, and document the results. We're keeping paperwork as simple as possible, but we do need your help to document progress if we are to know whether we are successful or not.

Strategies include:

Alternative transportation

- Bike, walk, jog to work
- Rideshare
- Public transportation
- Telecommuting
- Ask your employer to establish van pools, encourage telecommuting, have office ridesharing programs, reward use of public transit, install showers for bikers and runners
- One fact: for every 1,000 commuters who bike or use public transportation instead of driving, pollution is reduced by 25 tons per year. (Eleven tons of volatile organic compounds (VOCs) and 14 tons of nitrogen oxide.)

Save electricity and reduce power plant emissions

Residential energy accounts for about 15 percent of all nitrogen oxide emissions, 20 percent of all U.S. carbon dioxide emissions and 26 percent of all sulfur dioxide emissions. Office buildings and other industrial facilities are big contributors too and can easily make a big change in energy usage through:

- Low-energy light bulbs
- Low-energy appliances and office machines
- Energy-efficient heating and cooling of homes and offices

Volatile Organic Compounds (VOCs)

VOCs are chemicals that get in the air and produce ozone or smog. You can prevent the release of VOCs by:

- Portable gas cans for machinery such as your lawnmower are major contributors of VOCs. They account for 22 tons of VOC per day in the Chicago area. Replace old cans with environmentally friendly cans. Many communities offer trade-in programs offering rebates, coupons or new cans.
- Using low VOC paint and cleaning products in the home and workplace. These reduce fumes that cause eye and respiratory irritation.
- Using low-VOC building materials during construction of homes and buildings. Such VOC emissions are linked to "sick building" syndrome
- Pave streets, parking lots and other surfaces with non-petroleum based products and special formulas for coatings and sealants. For every one acre of "low-impact" paving, up to 2 tons of VOC emissions are eliminated.

Landscaping and lawn care

If your home or office is surrounded by a large expanse of lawn grass or plants not native to the Chicago area, you are polluting the air because you use mowers, pesticides and fertilizers that are not needed for native plants.

- A gas-powered lawn mower pollutes as much in one hour as does driving an automobile for 350 miles. Commercial diesel equipment pollutes, too.
- The use of lawn equipment accounts for 60 tons of VOC emissions per day in the summer in the Chicago area.
- Natural landscaping of prairie flowers and other plants native to your area adds beauty, saves on lawn maintenance and reduces air pollution. They require fewer chemicals and less water.
- Encourage your community to organize a lawn-mower buy back program. Turn in your lawnmower and replace it with one that run on electricity, batteries or pushing.

Vehicle fleets

- Encourage your employer to operate an environmentally friendly fleet of vehicles and equipment – delivery trucks, construction equipment, etc.
- Use diesel retrofit technology to reduce soot, hydrocarbon and carbon monoxide emissions (these involve using a catalyst, filter or alternate fuel).
- Clean Air Counts encourages participants to retrofit their fleets with clean air technology through grants.
- One older, dirtier diesel vehicle can emit almost 8 tons of pollution per year.

Some model participants include:

- Peggy Notebaert Nature Museum
- Underwriters Laboratory
- City of Chicago
- Patagonia
- Trader Joe's

Drop-In Articles

Drop-in articles can be added, at your discretion, to municipal websites, newsletters and other communication mediums to encourage community members to adopt Clean Air Counts strategies. Listed below are some of the articles that are available. Sample articles are included in the following pages.

- Make Clean Air Count with Low VOC paints and cleaning supplies around the house
- Clean up your act with low-VOC cleaning products
- Energy efficient laundering
- Make Clean Air Count with Energy Efficient Lighting in your Home
- Change a light, Change the world, Improve Air Quality with Clean Air Counts
- Rid Your Home of Hazardous Waste and Outdated Electronics
- Alternatives to Fighting Parking and Congestion: investigate Your Transit Options
- Make Clean Air Count with Natural Landscaping for your Home and Community
- Winter Air Pollution Unhealthy for Sensitive Groups
- Office Tips for Earth Month
- Green Tips for the Holidays

Low VOC paints and cleaning supplies around the house

Recognition. Good citizenship. Admiration from family, friends, and neighbors. Easier breathing?

Few associate breathing easier with recognition and citizenship. But even average citizens can reduce smog and pollution, and those who do merit recognition. By following environment-friendly guidelines in your home, you can reduce emissions of chemicals like volatile organic compounds (VOCs) in your home, chemicals that can trigger asthma attacks and cause eye, throat and lung irritation.

High VOC products emit smog-producing pollutants into the air, but there are ways of reducing such emissions. Low VOC paints and cleaning products are available from your local home supply store and are suitable for use in your home and business. Not only are these products environment friendly, in most cases they're cheaper, too. Switching to low VOC paints and cleaning products is easy—it requires no new tools or equipment and VOC levels are listed on all labels. Benefits of using low VOC paints and cleaning products include:

- Reduced incidents of eye and respiratory irritation
- Lower levels of ozone pollution
- Fewer emissions of smog-forming chemicals
- No special equipment needed
- Low VOC products are cost competitive

Use low-VOC paint and cleaning supplies and become a Clean Air Counts adopter.

Clean Air Counts is a six-county Chicago regional initiative of the Metropolitan Mayors Caucus, the U.S. Environmental Protection Agency Region V, Illinois EPA and the Delta Institute. It seeks significant reductions in smog-forming pollutants and energy consumption that contributes to smog and ozone.

Find out how you can make Clean Air Count by visiting www.cleanaircounts.org. Make your home and community a leader in making our air cleaner, our quality of life better and your home more inviting.

Energy Efficient Lighting in your Home

What can save you hundreds of dollars, make the air cleaner and help you read at night? Energy-efficient lighting, of course.

For every regular incandescent 60 watt light bulb replaced by a slightly brighter 15 watt compact fluorescent bulb, you can save about \$4.60 a year in electricity and bulb replacement costs. Multiply that by the dozens of bulbs in a typical house, spread it over a few years, and you save hundreds of dollars. Fluorescent bulbs cost more but are less than \$10 each and last 10 years, compared to about a year for regular bulbs.

The benefits extend far beyond your household. By reducing electricity consumption, you help power plants burn less fossil fuel and reduce emissions into the air we breathe.

To get the maximum cost benefit from these bulbs, they should be used in fixtures that are left on for hours at a time -- like outdoor lanterns or security floodlights, hallways, landings or your most lived-in rooms.

Benefits of energy-efficient lighting practices include:

- Cleaner air. By reducing demand for electricity, power plants can release fewer emissions of nitrogen dioxide, carbon dioxide and sulfur dioxide.
- Reduced electrical and cooling loads in homes and other buildings
- Lower maintenance costs
- More appropriate lighting levels
- More aesthetically pleasing natural lighting

Clean Air Counts is a six-county Chicago regional initiative of the Metropolitan Mayors Caucus, the U.S. Environmental Protection Agency, Region V, Illinois EPA, and the Delta Institute. It seeks significant reductions in smog-forming pollutants and energy consumption that contribute to smog from the burning of fossil fuels at power plants.

Find out how you can make Clean Air Count by visiting www.cleanaircounts.org. Make your home and community a leader at making our air cleaner, our quality of life better and our home climate more inviting.

Ordinances

By implementing environmentally friendly ordinances in your municipality, residents are encouraged to take an active role in preserving the quality of air in their community. Ordinances also serve as proof that your community is committed to the Clean Air Counts program and is taking recognizable steps towards improving air quality locally and regionally.

Sample Ordinances:

Limitation on Engine Idling Model Ordinance is an effective way to reduce local diesel exhaust. This ordinance establishes a prohibition on the idling of on- and off-road engines when the vehicle is not moving or when the off-road equipment idles.

Green Fleet Policy Ordinance maintains that a municipality's vehicle fleet shall adjust fleet-vehicle engineering in order to significantly reduce air pollution.

Green Cleanings Policy requires cleaning and maintenance contractors to use environmentally benign cleaning products and promote housekeeping practices that will limit hazards to building occupants.

For information on vendors that can make these ordinances possible, please contact:

Eve Pytel

City of Chicago

VEHICLE IDLING MANAGEMENT POLICY

07-08-05 Final Draft

The City of Chicago (“City”) utilizes a fleet of over 2,400 medium- and heavy-duty (diesel-powered) vehicles and more than 5,000 automobiles and light-duty (gasoline-powered) vehicles to carry out its municipal operations. Exhaust from these vehicles contains a variety of pollutants, such as Nitrogen Oxides, Carbon Monoxide, Carbon Dioxide, and other chemicals that form ground-level ozone (smog) and may contribute to global warming. These pollutants may aggravate respiratory ailments (like asthma), cause lung damage, and may lead to cancer.

Unnecessary idling of the City’s fleet wastes approximately 1 gallon of fuel per hour for diesel vehicles and roughly 0.75 gallons of fuel per hour for automobiles or light-duty vehicles. If the City’s fleet of vehicles were to idle for one hour per day, yearly emissions are estimated to approach 87 metric tons of Nitrogen Oxides, 390 metric tons of Carbon Monoxide, and 13,929 metric tons of Carbon Dioxide. From a cost perspective, the same amount of idling would result in approximately \$2,861,000 in unnecessary fuel expenditures.

Vehicle idling can also produce avoidable wear and tear on engines. Because an idling engine operates below its optimum temperature, residue deposits can form within the engine to reduce fuel economy by 5% and diminish engine life. Lower operating temperatures can cause premature corrosion damage to exhaust piping and mufflers.

The Chicago Vehicle Idling Management Policy is designed to improve air quality while realizing significant savings in fuel and operating costs.

Policy

1. No driver of a municipal vehicle shall cause or allow the vehicle to idle for a period of more than 5 minutes in a 60-minute period.
2. The policy shall not apply to:
 - a. Emergency service vehicles, such as fire apparatus, police vehicles, or ambulances;
 - b. Vehicles standing in traffic;
 - c. Airport support equipment;
 - d. Vehicles being serviced or repaired;
 - e. Idling when necessary to operate auxiliary equipment that is required to accomplish the intended use of the vehicle;
 - f. Idling to provide heat within the cab of the vehicle if the outside temperature is less than 40° F and there is no accessible temperature-controlled area within a reasonable distance; or
 - g. Idling to provide cooling within the cab of the vehicle if the outside temperature is more than 80° F, there is no accessible temperature-controlled area within a reasonable distance, and the vehicle is equipped with air conditioning.



Sample Ordinance

GREEN FLEET POLICY ORDINANCE

Section 1 Basis for ordinance

1. The total energy bill in ____ for the City and/or County of ____ was \$____ million and is projected to increase by ____ percent to about \$____ million by ____.
2. Public agencies and/or departments in the City and/or County of ____ operate vehicle fleets that account for about ____ percent of the City and/or County's total energy bill.
3. The City and/or County of ____ recognizes that energy use associated with the operation of its motor vehicle fleets exacerbates local air quality problems and results in greenhouse gas emissions that contribute to global climate change.
4. The City and/or County of ____ recognizes that its agencies and/or departments have a significant role to play in improving local air quality and reducing greenhouse gas emissions by improving the energy efficiency of its fleets and reducing emissions from fleet operations.
5. The City and/or County of ____ recognizes that by improving the energy efficiency of its fleets significant monetary savings will result in the long term.
6. The City and/or County of ____ wishes to exercise its power as a participant in the marketplace to ensure that purchases and expenditures of public monies are made in a manner consistent with the policy of improving local air quality and reducing greenhouse gas emissions.
7. The City and/or County of ____ wishes to establish a "Green Fleets" policy addressing the management, operation, and procurement of fleet vehicles under the control of the City and/or County of ____ in order to improve the energy efficiency of its fleets and reduce emissions from its fleets.

Section 2 Definitions

1. "Passenger Vehicle" means any motor vehicle designed primarily for the transportation of persons and having a design capacity of twelve persons or less.
2. "Light Duty Truck" means any motor vehicle, with a manufacturer's gross vehicle weight rating of 6,000 pounds or less, which is designed primarily for purposes of transportation of property or is a derivative of such a vehicle, or is available with special features enabling off-street or off-highway operation and use.
3. "Medium Duty Vehicle" means any vehicle having a manufacturer's gross vehicle weight rating of 14,000 pounds or less and which is not a light-duty truck or passenger vehicle.
4. "Heavy Duty Vehicle" means any motor vehicle, licensed for use on roadways, having a manufacturer's gross vehicle weight rating greater than 14,000 pounds.
5. "Zero-Emission Vehicle" means (i) any motor vehicle that produces zero exhaust emissions of all criteria pollutants, as defined by 35 Illinois Administrative Code §241.104 (or precursors thereof) under any and all possible operational modes and conditions or (ii) any vehicle that has been certified as a zero-emission vehicle.
6. "Inherently Low Emission Vehicle" means any motor vehicle that meets or exceeds the standards set forth in 35 Illinois Administrative Code §241.104 for Inherently Low Emission Vehicles (ILEV).
7. "Ultra Low Emission Vehicle" means any motor vehicle that meets or exceeds the standards set forth in 35 Illinois Administrative Code §241.104 for Ultra Low Emission Vehicles (ULEV).

8. “Low Emission Vehicle” means any motor vehicle that meets or exceeds the standards set forth in 35 Illinois Administrative Code §241.104 for Low Emission Vehicles (LEV).

9. “Electric Drivetrain Vehicle” means any vehicle that employs an electric drivetrain and motor as its primary means of motive force. The vehicle can be powered by fuel cells, electric batteries, petroleum- or alternatively-fueled electric generators, or any combination thereof.

10. “Alternative Fuel” means any fuel that is substantially non-petroleum in nature, is not gasoline or diesel, and is defined as an alternative fuel by the U.S. Department of Energy through the authority granted by the Energy Policy Act of 1992.

11. “Bi-Fuel Vehicle” means any motor vehicle designed to operate on two (2) fuels, one of which is an alternative fuel, but not on a mixture of fuels.

Section 3 Fleet Inventory

1. In order to establish a baseline of data so that the “Green Fleets” policy can be established, implemented, and monitored each department and/or agency fleet manager shall develop an inventory and analysis of the fleet vehicles within that department or agency as of the close of fiscal year _____. This inventory shall include:

- a. Number of vehicles classified by the model year, make, model, engine size, vehicle identification number (VIN), and drivetrain type (2-wheel drive, 4-wheel drive), and the rated vehicle weight and classification (light-duty, medium-duty, heavy-duty);
- b. Miles per gallon (or gallon equivalent) per vehicle;
- c. Type of fuel (or power source, e.g., electricity) used;
- d. Average cost per gallon (or gallon equivalent) of fuel;
- e. Average fuel cost per mile;
- f. Annual miles driven per vehicle;
- g. Total fuel (or power) consumption per vehicle;
- h. Vehicle function (i.e. the tasks associated with the vehicle’s use);
- i. Estimated emissions per mile for each pollutant by vehicle type/class based on EPA tailpipe standards for the following: Carbon Monoxide (CO), Nitrogen Oxides (NO_x), and Particulate Matter (PM).
- j. Carbon Dioxide (CO₂) calculations based on gallons (or gallon equivalent) of fuel consumed.

2. Fleet managers from City and/or County departments and/or agencies shall be responsible for providing these baseline data in a reliable and verifiable manner.

Section 4 “Green Fleets” Policy

1. It shall be the policy of the City and/or County of _____ to purchase, lease, or otherwise obtain the most energy efficient vehicles possible that meet the operational needs of the department or agency for which the vehicles are intended.

2. It shall be the policy of the City and/or County of _____ to manage and operate its fleets in a manner that is energy efficient and minimizes emissions.

3. The City and/or County of _____ shall decrease energy expenditures for its vehicle fleets by a total of _____ percent by the year _____, adjusting for inflation and relative to the baseline data established for year _____ through the fleet inventory taken in compliance with Section 3 above.

4. The City and/or County of _____ shall reduce the emission of carbon dioxide (CO₂) from its fleet by a total of _____ percent by the year _____, relative to the baseline data established for year _____ in the fleet inventory taken in compliance with Section 3 above.

Section 5 “Green Fleets” Policy Strategies

1. In order to accomplish the goals stated in Section 4 above, the City and/or County of _____ shall modify procurement procedures, implement policies, conduct reviews, and take other actions as outlined in sub-sections (2) through (13) below.
2. Include a minimum efficiency standard in miles per gallon (or gallon equivalent) for each vehicle class for which the City and/or County has a procurement specification for and include such a standard in any new vehicle procurement specification.
3. Include a minimum emissions standard for each vehicle class for which the City and/or County has a procurement specification for and include such a standard in any new vehicle procurement specifications. This emission standard shall be based on Illinois EPA designations of LEV, ILEV, ULEV, and ZEV.
4. Ensure that a minimum of _____ percent of the passenger vehicles purchase, leased, or otherwise obtained within a fiscal year by the City and/or County of _____ are zero emission vehicles. Zero-emission vehicles purchase, leased, or otherwise obtained that quantify in another vehicle weight class may, for the purposes of this requirement, qualify as a passenger vehicle ZEV on a one vehicle for one vehicle basis.
5. Review all vehicle procurement specifications and modify them as necessary to ensure that the specifications are written in a manner flexible enough to allow the purchase or lease of alternatively fueled or electric drivetrain vehicles.
6. Review every new vehicle purchase request and modify them as necessary to ensure that the vehicle class to which the requesting vehicle belongs is appropriate for the duty requirements that the vehicle will be called upon to perform.
7. Review the fleet inventory taken in Section 3 above to identify older vehicles that are used infrequently (or not at all), as well as those vehicles that are disproportionately inefficient, and schedule their elimination or replacement.
8. Implement an anti-idling policy prohibiting City or County employees from idling City or County owned or operated vehicles for an excessive period of time.
9. Implement an incentive program for City or County employees to drive efficiently and utilize efficient vehicle operating techniques.
10. Implement an employee fleet trip reduction program by purchasing transit passes for all City or County employees and establishing reimbursement procedures for City or County employees that use transit or bike instead of using fleet vehicles for work-related travel.
11. Prohibit the use of non-alternative fuels in bi-fuel vehicles for more than _____ percent of the time that they are operated within the City or County.
12. Maintain vehicle at optimal efficiency by reviewing current maintenance schedule for all fleet vehicles and increasing maintenance wherever cost-effective benefits will accrue as a result.
13. Purchase route optimization computer software and train City or County employees to use the software to utilize City or County vehicles in the most efficient manner possible.

Section 6 Monitoring of the “Green Fleets” Policy

1. In order to ensure compliance with the goals outlined in Section 4 above, as well as to monitor the actions outlined in Section 5 above, a “Green Fleets” Review Committee is to be formed. The Office of the Mayor/County Executive will appoint the members of this review committee, with one representative from each of the following Departments and/or Agencies:
 - a. Budget/Fiscal Planning Department/Agency
 - b. Energy Department/Agency
 - c. Public Works Department/Agency

- d. Transportation Department/Agency
- e. Public Health Department/Agency
- f. Purchasing Department/Agency
- g. Environmental Department/Agency
- h. Public Safety Department/Agency


2. The “Green Fleets” Review Committee shall also include a City or County Council Member, as determined by the City or County Council. The Council Member will be a non-voting member of the Review Committee.

3. On an annual basis, Department or Agency fleet managers shall submit a draft “Green Fleets” plan to the Green Fleets Review Committee detailing how vehicle procurement, fleet operations, and employee travel activity are intended to conform to the “Green Fleets” policy and the “Green Fleets” strategies outlined in Section 5. The “Green Fleets” plan will also include, as an appendix or addendum, an updated fleet vehicle inventory list in the same format as the fleet vehicle inventory completed in Section 3.

4. Each “Green Fleet” plan shall be reviewed by the Review Committee for overall conformity with the “Green Fleets” policy and for completeness in addressing the “Green Fleets” strategies outlined in Section 5. Inadequate plans shall be returned to the submitting Department or Agency for revisal and discussion with the Review Committee.

5. Any appeal of the Review Committee’s decisions must be made in writing to the Committee accompanied by appropriate documentation. Valid reasons for an appeal include unavailability of appropriate fleet vehicles, incremental costs in excess of the full life-cycle savings that would accrue from the acquisition of a given vehicle, and the primacy of a given vehicle’s mission to public safety or a similar area judged to be applicable by the Review Committee.

Sample Ordinance



City of Chicago
Richard M. Daley, Mayor


Department of General Services

Michi E. Peña
Commissioner

Suite 3700
30 North LaSalle Street
Chicago, Illinois 60602-2586
(312) 542-3124
(312) 744-8883 (FAX)
<http://www.cityofchicago.org>

Title: **Green Cleaning
Low Environmental Impact Cleaning Policy**

Date Adopted: **July 14, 2004**


Approved by: 
Michi E. Peña, Commissioner
City of Chicago, Department of General Services


INTRODUCTION:

The purpose of this policy is to require the Cleaning and Maintenance Contractor for this project to use environmentally benign cleaning products and promote housekeeping practices which will limit hazards to the building occupants, as well as maintenance and janitorial staff. Cleaning as used herein includes procurement of cleaning materials and agents, floor maintenance, trash removal, bathrooms, offices and detention areas. Cleaning products can have very negative impacts on human health and the environment. They frequently contain chemicals associated with cancer, reproductive disorders, respiratory ailments, eye or skin irritation, and other health conditions. They can also include toxic chemicals that adversely affect drinking water quality, lakes and streams, and plant and animal life. Additionally, many cleaning products in concentrated form are considered hazardous waste, which require special handling, storage, and disposal.

This policy requires the Cleaning and Maintenance Contractor to develop and document a plan for low-impact environmental cleaning. This plan should include the following actions where applicable:

1. Provide sustainable cleaning systems and strategies. Provide documentation/specifications on the green cleaning strategies, as well as chemical and cleaning equipment used to accomplish those strategies. The frequency of cleaning of different areas of the project site should also be included.
2. Use sustainable cleaning products. Provide documentation/specifications on the chemical and cleaner products used.
3. Use chemical concentrates and appropriate dilution systems. Provide documentation/specifications on the cleaner dispensing and dilution equipment used.
4. Provide proper training of maintenance personnel in the hazards, use, maintenance and disposal of cleaning chemicals, dispensing equipment, and packaging. Provide a training plan with specific directions and examples of low-impact environmental cleaning practices. These shall include step-by-







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Department of General Services

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<http://www.cityofchicago.org>

step instructions for the proper dilution, use, disposal, and the use of equipment. Manufacturers shall have product labeling systems to assist non-English-speaking or illiterate personnel.

5. Use hand soaps that do not contain antimicrobial agents (other than as a preservative system), except where required by health codes and other regulations (i.e. food service and health care requirements).

6. Use cleaning equipment that reduces impacts on IAQ. Provide documentation/specifications on the equipment used.

The Cleaning and Maintenance Contractor must submit, in writing, a copy of the low-impact environmental cleaning plan to the Department of General Services, Architecture, Engineering and Construction Management Division prior to commencement of the Contract.

DEFINITIONS

The following definitions are based, in large part, on Green Seal's Industrial and Institutional Cleaners (GS-37) standard

Bathroom cleaners. This category includes products used to clean hard surfaces in a bathroom such as counters, walls, floors, fixtures, basins, tubs, and tile. It includes products that are required to be registered under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), such as disinfectants and sanitizers, but does not include products specifically intended to clean toilet bowls.

Concentrate. This is a product that must be diluted by at least eight parts by volume water (1:8 dilution ratio) prior to its intended use.

Dispensing-system concentrates. These are products that are designed to be used in dispensing systems that cannot be practically accessed by users.

General-purpose cleaners. This category includes products used for routine cleaning of hard surfaces including impervious flooring such as concrete or tile. It does not include cleaners intended primarily for the removal of rust, mineral deposits, or odors. It does not include products intended primarily to strip, polish, or wax floors, and it does not include cleaners intended primarily for cleaning toilet bowls, dishes, laundry, glass, carpets, upholstery, wood, or polished surfaces. This category does not include any products required to be registered under FIFRA, such as those making claims as sterilizers, disinfectants, or sanitizers.

Glass cleaners. This category includes products used to clean windows, glass, and polished surfaces. This category does not include any products





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required to be registered under FIFRA, such as those making claims as sterilizers, disinfectants, or sanitizers.

Ingredient. Any constituent of a product that is intentionally added or known to be a contaminant that comprises at least 0.01% by weight of the product.

Ozone depleting compounds. An ozone-depleting compound is any compound with an ozone-depletion potential greater than 0.01 (CFC 11 = 1).

Product as used. This is the most concentrated form of the product that the manufacturer recommends for a product's intended use. For example, if a manufacturer recommends a product be diluted 1:64 or 2:64 for use as a general-purpose cleaner, the product shall meet the environmental and performance requirements at a dilution of 2:64.

Primary packaging. This packaging is the material physically containing and coming into contact with the product, not including the cap or lid of a bottle.

Recyclable package. This package can be diverted from the waste stream through available processes and programs, and can be collected, processed, and returned to use in the form of raw materials or products.

Undiluted product. This is the most concentrated form of the product produced by the manufacturer for transport outside its facility.

POLICIES:

LOW-IMPACT ENVIRONMENTAL CLEANING FLUID AND HOUSEKEEPING POLICY

This policy limits the utilization of concentrated cleaning products dispensed from *closed dispensing systems*. The products to be submitted to meet this policy must comply with the minimum standards established for the performance of these products are based on the Green Seal Standard for Industrial and Institutional Cleaners (GS-37).

<http://www.greenseal.org/standards/industrialcleaners.htm>

wherever possible. Green Seal is an independent, non-profit organization that strives to achieve a healthier and cleaner environment by identifying and promoting products and services that cause less toxic pollution and waste, conserve resources and habitats, and minimize global warming and ozone depletion. Green Seal has no financial interest in the products that it certifies or recommends or in any manufacturer or company. Green Seal's





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evaluations are based on state-of-the-art science and information using internationally recognized methods and procedures.

The consensus criteria described in GS-37 includes 12 mandatory environmental requirements and 3 additional mandatory requirements. The mandatory criteria include specifications for:

- * Toxicity
- * Carcinogens and reproductive toxins
- * Skin and eye irritation
- * Skin sensitization
- * Combustibility
- * Smog, ozone, and indoor air quality
- * Aquatic toxicity
- * Eutrophication
- * Aquatic biodegradability
- * Concentrates
- * Fragrances
- * Prohibited chemicals

Additional requirements

- * Training
- * Packaging
- * Labeling

CLEANING AGENTS

This policy requires that low-impact cleaning products meet the five following mandatory criteria:

1. They contain no ingredients from the Prohibited Industrial Toxic Chemicals, based on the U.S. EPA's list. A product is considered toxic if any of the following criteria apply:
2. Oral lethal dose 50 (LD50) < 2,000 mg/kg.
3. Inhalation lethal concentration (LC50) < 20 mg/L.
4. If the vapor-phase concentration of the product at room temperature is less than 20 mg/L, it should be tested at its saturation concentration. If it is not toxic at this concentration, it passes the inhalation criterion.
5. They contain no carcinogens which appear on lists established by the International Agency for Research on Cancer, the National Toxicology Program, and the Occupational Safety and Health Administration, or chemicals which are defined as Class A, B, or C carcinogens by the Environmental Protection Agency.





City of Chicago
Richard M. Daley, Mayor
Department of General Services

Micki E. Peña
Commissioner

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Chicago, Illinois 60602-2586
(312) 742-3124
(312) 744-9883 (FAX)
<http://www.cityofchicago.org>

6. They contain no ozone-depleting ingredients. An ozone-depleting compound is any compound with an ozone-depletion potential greater than 0.01 (CFC 11 = 1).

7. Compliance with the following phosphate content levels; The product *as used* must not contain more than 0.5% by weight of total phosphorus.

8. Compliance with the following Volatile Organic Compound (VOC) content levels:

The VOC of the product as used shall not exceed the following:
1% by weight for general-purpose and bathroom cleaners
3% by weight for glass cleaners

The VOC shall be determined by California Air Resources Board Method 310.

In addition to these five mandatory criteria, GS-37 requires additional factors of concern including the following:

- * Hazardous Waste: Products are favored which did not require disposal as a hazardous waste.
- * Skin and Eye Irritation: Products are favored that are less irritating.
- * PH: Products are favored that have a pH closer to neutral.
- * Flash Point: Products are favored that do not ignite easily.
- * Volatile Organic Compound (VOC) content: Products with the lowest VOC content are favored.
- * Biodegradability: Biodegradable products are favored.
- * Alkylphenol Ethoxylates: Because research indicates that APEs are used in detergents that do not degrade completely in the environment, and that their biodegradation products may be endocrine disruptors, products are favored that do not contain APEs.
- * Dyes and Fragrances: Products that are offered without fragrances or dyes are favored.
- * Packaging: Products are favored if they are available with recycled packaging, packaging that is easily recycled, available as a concentrate, and is available using a system of container collection and refilling (reuse).

The additional factors must be complied with to the greatest extent possible. Individual products which exceed the requirement of the additional factors should be noted in the submittal of the low-impact environmental cleaning plan submitted to the Department of General Services, Architecture, Engineering and Construction Management Division

PROHIBITED INDUSTRIAL TOXIC CHEMICALS





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The following comprise the list of prohibited Industrial toxic chemicals that can not be used in any cleaning agent or chemical at the 2nd Floor of Area One Headquarters. This list is primarily based on the U.S. EPA's Industrial Toxic Chemicals Avoided by the Use of Environmentally Preferable Cleaners:

- * 1,1,1-Trichloroethane
- * Alkylphenol ethoxylates
- * Benzene
- * Cadmium
- * Carbon Tetrachloride
- * Chloroform
- * Chromium
- * Cyanide
- * Dibutyl phthalate
- * Dichloromethane
- * Lead
- * Mercury
- * Methyl Ethyl Ketone
- * Methyl Isobutyl Ketone
- * Nickel
- * Tetrachloroethylene
- * Toluene
- * Trichloroethylene
- * Xylenes

Heavy metals including arsenic, lead, cadmium, cobalt, chromium, mercury, nickel or selenium
Ozone depleting compounds or propellants

LOW ENVIRONMENTAL IMPACT HOUSE KEEPING DISPOSABLE PRODUCTS POLICY

Use disposable janitorial paper products and trash bags that meet the minimum requirements of USEPA's Comprehensive Procurement Guidelines for the appropriate category. Also, use plastic trashcans and other liners with a minimum of 30% post-consumer recycled content. Furthermore, it is preferable that the paper products be manufactured without the additional use of elemental chlorine or chlorine compounds (Processed Chlorine-Free).

LOW ENVIRONMENTAL IMPACT CLEANING EQUIPMENT POLICY





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Over the performance period, follow a policy for the use of janitorial equipment that maximizes reduction of building contaminants and minimizes environmental impact.

Develop, implement and maintain a policy for the use of janitorial equipment that maximizes effective reduction of building contaminants with minimum environmental impact. Evaluate the janitorial equipment currently being used and make a plan for upgrading to janitorial equipment that maximizes effective reduction of building contaminants with minimum environmental impact.

Amends/Rescinds: none

**Cross References: USGBC LEED for Existing Buildings Rating System;
Green Seal's Industrial and Institutional Cleaners (GS-37) standard**

Legal References: none



CASE STUDIES

Village of Wilmette

Soon after her reelection as Wilmette village president, Nancy Canafax sent a newsletter message to her constituents: "Although I had the good fortune to run without opposition ... I missed the opportunity for public discussion concerning some issues on the horizon for Wilmette." She pledged to focus on three issues in particular and welcomed public dialogue on each. One of them, she said, would be air quality.

"The air in our region is polluted with contaminants to the degree that it violates the federal government 'clean air' standards ... The village can adopt programs in which residents may participate voluntarily ... The voluntary programs should enhance the effectiveness of the compulsory ones."

In the months that followed, the village board adopted a resolution committing itself to help clean the region's air. The village adopted clean air policies for its vehicles and facilities while continuing to encourage residents to follow suit at home.

Village Vehicles

Businesses and governments that operate vehicle fleets are subject to federal requirements that a portion of their vehicles meet "clean fuel fleet" standards, meaning that their emissions are 70 percent cleaner than the general vehicle population. Since the inception of these federal requirements, Wilmette has met or exceeded full compliance. As of January 2004 it had acquired 22 clean fuel vehicles, 15 more than necessary.

Public Education

The village newsletter, *The Communicator*, has plenty of village news to cover but regularly makes room for tips on cleaning the air. In recent years it has featured clean air articles about lawn care, low VOC products such as paint and cleaning solutions, and home energy audits. The 2004 Wilmette village vehicle sticker -- required on all resident-owned vehicles -- began arriving in mailboxes this spring. To generate enthusiasm for village voluntary clean air efforts, the sticker featured the Clean Air Counts logo along with a sketch of a lakefront outdoor scene.

Energy Conservation

The village has completed or plans several initiatives, including:

- Energy efficient roofing over the village generator building.
- Energy efficient lighting, copying machines, water heaters and heating, ventilation and air conditioning.

The village routinely promotes public transportation to reduce vehicle pollution and is considering a new effort to promote bicycle use, including a village bike route map and bike helmet safety education.

Landscaping

Last year the village began experimenting with a prohibition on herbicides at all village facilities except the village hall, and it has tested organic weed control at the village yard. It also stopped using pesticides at village facilities. It planted native plants in several areas including the Metra station platform, parking lot islands and in planter box areas in the village center.

The City of Naperville

The City of Naperville has demonstrated its dedication to outreach through several municipal actions. Before joining CAC, Naperville distributed a special insert with all utility bill mailings in March of each year (1996 through 2000). The insert, entitled "Conservation Counts," reached all 50,000 Naperville households, and included information on Ozone Action Days and simple ways to limit individual contributions to air pollution. Suggestions included planting native plants and grasses, limiting the use of automobiles, using non-toxic cleaning products, and much more. In June 2001, Naperville created and distributed a new brochure to all 135,000 residents with information on Partners for Clean Air, Clean Air Counts, and a two-page focus on indoor air pollution. This brochure is distributed by the City Finance Office and Chamber of Commerce, and is sent on a monthly basis to all new homebuyers.

The Village of Lake Zurich

Lake Zurich committed to initiating a comprehensive community education program to provide information on the CAC Communities Campaign to constituents and businesses. Outreach materials would promote simple lifestyle modifications to improve air quality, such as ride-sharing, using low-VOC paints and cleaning products, performing home energy audits, and much more. The Lake Zurich Fire District hosted an "open house" event in October 2002, at which the public received information on CAC and improving air quality in the home and in the community. Following this initial step, Lake Zurich committed to promote CAC and clean air strategies via the Village's website and newsletter, and the Village recently received a grant from CAC to perform diesel retrofits on several of their fleet vehicles.

The Village of Grayslake

The Village of Grayslake reaches out to its community using a variety of programs and materials. Grayslake started hosting their version of the Lawn Care Buyback Program before becoming a CAC Community, and provides a shared-cost "Tree Replacement Program" to give residents an incentive to plant new trees on their properties. Grayslake reported that their lawnmower buyback program prompted 55 residents to switch from gas-powered lawnmowers to electric or manual lawnmowers in its initial year, and that the Village worked with residents to plant 450 new trees on residential properties in the first 3 years of their tree planting initiative. The Grayslake municipal newsletter is another example of the Village's outreach efforts, as it frequently includes information on tree-planting initiatives, lawnmower buyback events, and clean air programs in general.

ADOPTER RECOGNITION

You play an important role in recognizing individuals and businesses in your community who adopt Clean Air Counts strategies. At little to no cost, you can encourage adopters' continued participation and the participation of other individuals, businesses and organizations.

Clean Air Counts Congratulatory Letter can be altered and sent to businesses that have taken the appropriate steps to become Clean Air Counts adopters. This letter will help to reinforce your belief in bettering air quality through the program and properly recognize participating businesses in the community.

The **sample press release** can be tailored to a specific business that you would like to applaud for adopting Clean Air Counts strategies in their practices. This recognition will help gain recognition for your dedication to the program and the businesses commitment to improve the environment.

The **sample certificate of participation for businesses** can be sent to businesses to applaud them for taking an active role in Clean Air Counts. This certificate can be displayed at the business site and should be signed by the municipal leader.

The **sample resolution for businesses** can be used to applaud organizations for their role and give them an opportunity to visibly display their commitment to Clean Air Counts. Additionally, this resolution demonstrates the commitment of the municipality and the business to work together on improving air quality in the region.

Sometimes the greatest achievements are the things that can't be seen.

More than 300 organizations have pledged to help Chicagoland breathe easier. Of those, 37 went the extra mile and became 2005 Certified Adopters, demonstrating their commitment by achieving a documented 380,000 pound air pollution reduction in the last year alone.

In the two years since *Clean Air Counts* was launched here, all these organizations volunteered to reduce smog by doing such things as retrofitting diesel trucks, running lawn equipment for shorter times and using environment-friendly paints and cleaning products.

Clean Air Counts is a project of the Metropolitan Mayors Caucus, representing the six county metropolitan area; U. S. Environmental Protection Agency Region V; the City of Chicago; and the Illinois EPA. Special thanks to U S Senator Richard Durbin, U S Representative Mark Kirk, Mayor Richard M. Daley, and the Mayors of the 271 other cities and villages in the Chicago area. Above all, thanks to all who are making a visible difference through voluntary, measurable reductions in air pollution. To know more, visit www.cleanaircounts.org

A Design Consulting
A Different Road Productions
A Renee Co.
AAA My Health
Abbott Labs
Access Community Health
Network
Addolorata Villa
Advocate Health Care
Akzo Nobel - Des Plaines
Akzo Nobel - Waukegan
Albany Park Chamber of
Commerce
Allstate
American Hotel Register
Company
Applied Ecological Services
Aquascape Designs, Inc.
Arlington Heights Memorial
Library
Astellas US, LLC
Autumn Green
Avon (sales representative)
Baby Ph.D., Inc.
Bailey Edward Design
Bank Financial
Baxter Healthcare Corporation
Bell Flavors & Fragrances
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Blommer Chocolate Company
Bob Chinn's Crab House
Boulevard Bikes
Brentwood North
Bridal Designs
**Buffalo Grove Area Chamber
of Commerce**
Buffalo Grove Bank & Trust
Buffalo Grove Park District
C. H. Robinson
CarrAmerica/Parkway North
CB Richard Ellis
Center Court Properties
**Center for Neighborhood
Technology**
Charleys Grilled Subs
CHEMCO Manufacturing
Company, Inc.
Chicago Area Transportation
Study
Chicago Audubon Society
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Chicago Wilderness
City Colleges of Chicago
City of Aurora
City of Evanston
City of Naperville
City of Palos Heights
City of Prospect Heights
Claretian Associates
Clark Maxfield Properties
Cliff Bar
Color Communications
Columbia College
Computer Friendly Associates
Condell Health Network
Conservation Design Forum
Consolidated Printing
Covenant Village of Northbrook
Crest Industries
CTA
Custom Contracting
Davis Staffing, Inc.
**Deerfield, Bannockburn,
Riverwoods Chamber of
Commerce**
Delta Institute
Dunham Township Highway
Department
DuPage County
Earth Friendly Products
Edible Bouquets
El Paso
Elite Maintenance
Elmhurst College
EnLight
ENSR International
Environ Harley Ellis
Environmental Institute
Equity Office
Eubanks/Tallgrass Restoration,
LLC
Exceed Development
F&B II Corporation
Farr Associates
Fermi National Accelerator Lab
Fifth Third Bank
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Image Consulting Boutique
Foley & Lardner LLP
Forest Preserve District,
DuPage County
Friends of the Parks
Gads Hill Center
Garfalo Architects
General Iron
Genesis House
Glenbrook Hospital
Gonella Baking Company
Goose Island Beer Company
Greener Cleaner
Governors State University
Greener Cleaner
Greyhound Lines, Inc.
GTI
Heneghan Wrecking
Hewitt Associates/Jones Lang
LaSalle
Hexion Specialty Chemicals
HJ Kessler Associates
Holy Family Medical Center
Hometown Distributing
Horween Leather
HSBC North America
ICE Development, LLC
IDEX Corporation
Illinois College of Optometry
Illinois Institute of Technology
Irons Oaks Nature Center
Irv's Bike Shop
Jan Pro
Jane Addams Resource
Corporation

2005 CERTIFIED PARTICIPANT

CLEAN AIR COUNTS We're Making a Visible Difference

Special thanks to the following for removing 380,000 pounds of air pollution this year.

<p>A. Finkl & Sons Co. Adler Planetarium Calumet Photographic, Inc. Chicago Botanic Garden Chicagoland Bicycle Federation Chipotle Mexican Grill City of Chicago City of Highland Park Continental Offices Ltd., Realty Discover Financial Services Fletcher Chicago Greenmaker Supply Illinois Institute of Art - Schaumburg JF New Kendall College LEED Council Lincoln Mall McGrath Lexus of Chicago Metropolitan Mayors Caucus</p>	<p>MRC Polymers Museum of Science and Industry Patagonia Perkins & Will Prime Group Realty Trust Rust-oleum Sara Lee Coffee and Tea Snackville Junction SRAM Corporation Thermal Chicago Underwriters Labs Village of Midlothian Village of Northbrook Village of Palatine Village of Richton Park Village of Round Lake Park Village of Wilmette Yojimbo's Garage ZF Sales & Services North America</p>
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Jones Lange LaSalle -
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Commerce
McBride Kelly Baurer Architects
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McGinty Brothers, Inc.
McNeela Chiropractic Center
Mesirow Financial
Midwest Energy Efficiency
Alliance
Morton International, Inc.
Mothers for an Environmentally
Safe Habitat
Motorola
Naturalair and Water Systems
Near North Health Service
Corporation
Nichols Park Advisory Council
Nicor Gas
North American Jet
Northbrook Bank & Trust
**Northbrook Chamber of
Commerce**
Northbrook Park District
Northwestern Memorial
Hospital
Northwestern University
Settlement Association
Nortown Automotive Repair
Service
Oculus Architecture
Openlands Project
Opto Technology, Inc.
OPUS Architects & Engineers
OWP/P
Ozinga Chicago RMC
Pace Bus
Palwaukee Municipal Airport
Peggy Notebaert Nature
Museum
People's Energy
Pioneer Press
Pizzo & Associates
Plitt Company
PostNet
Prentiss Properties Limited, Inc.
Presidente Mortgage
Prohov & Associates, Ltd.
Prospect Heights Park District
Recycling Systems, Inc.
Reinhold Environmental
ReloMasters
Republic Windows & Doors
Revel Monogram, LLC
Revere Community Housing
River Valley Coatings
Rosenthal Manufacturing
Saint Lawrence O'Toole Church
Serena Sturm Architects
Sieben Energy Associates
Sipi Metals Corp.
Skidmore, Owings and
Merrill LLP
Slide Products, Inc.
Solar Service, Inc.
South Chicago Workforce
Southeast Environmental
Task Force
Spraylat
Stonewater Controls Systems
Sungloss Marble Company
Sunnyside Corporation
Sunset Foods
Takeda Pharmaceuticals
North America
Target Corporation
TCP, Inc.
Technotrans America, Inc.
The Conservation Foundation
The TSK Group
thetwowgroup
TMA of Lake Cook
Trader Joe's
Trevalliers
TY Lin International
Unilever Foods, NA
Universal Coatings
University of Chicago
University of Chicago Hospitals
University of Illinois at Chicago
University of St. Francis
Urban Oasis
Valspar
Vapor Bus International
Village of Grayslake
Village of Hawthorn Woods
Village of I Homewood
Village of Lake Zurich
Village of Maywood
Village of Mount Prospect
Village of Oak Park
Village of Orland Hills
Village of Park Ridge
Village of Schaumburg
Village of Skokie
WageWorks
**Waste Management and
Research Center**
West Avalon Civic Group
**Wheeling/Prospect Heights
Chamber of Commerce**
White Express
Whole Foods Market/Deerfield
Store
Whole Foods Market/North
Ave. Store
Wight & Co.
Will Do Handyman Services
Woodmullen Builders
WRD Environmental
WW Grainger, Inc.
Yum Brands



Sample

Certificate of Participation for Businesses

[Village Logo]

Village of _____

*Applauds {BUSINESS NAME} for its active participation in
the Clean Air Counts program and for adoption of proven
strategies that work to reduce pollution and harmful
emissions in the Chicago region.*

[MUNICIPAL LEADER]

[DATE]

MUNICIPAL SEAL
HERE

Make a Difference...Become a Clean Air Counts Adopter

Nothing is more basic to life than the air we breathe. But in the Chicago region, air quality is alarmingly below national standards. Higher than average ozone levels and emissions of nitrogen oxides and volatile organic compounds (VOCs) have been tied to respiratory illness and death. The task may seem daunting. But by implementing proven strategies at work, at home and in our communities – we can make a difference.

What are the benefits of adopting Clean Air Counts strategies?

By adopting one or more of the Clean Air Counts strategies, you can save money, increase worker health and safety, further your image as a good corporate citizen, increase air quality and lessen the likelihood of further environmental penalties and restrictions that would handicap economic development in our region.

What do I have to do to participate?

Send in the attached card and a representative of the Clean Air Counts program will provide you with detailed information on how your company can implement these cost-effective strategies.

What does it cost?

There are no membership fees or dues.

What is Clean Air Counts?

Clean Air Counts is a proactive, public-private initiative that solicits individuals, businesses and communities in the Chicago Metropolitan area to take tangible steps toward improving air quality. This initiative is a collaborative effort between the Metropolitan Mayors Caucus, U.S. Environmental Protection Agency-Region 5 and Illinois EPA.



Business Owner:

The Village of _____ in partnership with business, community and government leaders across the Chicago Metropolitan area invites you to Make a Difference in the air we breathe by adopting cost-effective Clean Air Counts strategies in your workplace.

What are Clean Air Counts strategies?

Clean Air Counts strategies reduce air pollution emissions and increase energy efficiency. Clean Air Counts strategies reduce emissions of the worst air pollutants-nitrogen oxide, volatile organic compounds (VOCs), carbon dioxide and sulfur dioxide.

Energy-efficient lighting and Energy Star®

Office Equipment improve light design and controls, light bulbs and office equipment in order to reduce energy usage.

Energy-efficient buildings ensure utilization of heating and cooling for air and water.

Low-VOC paints, cleaning products and building materials are cost competitive, as effective as traditional products, create less eye and respiratory irritation and reduce emissions of smog-forming VOCs.

Natural landscaping uses native plants and grasses to landscape around properties reducing maintenance costs and eliminating tons of VOCs emitted by lawn maintenance equipment.

Workforce transportation options reduce emissions by encouraging workers to carpool, telecommute and use public transportation. These strategies improve morale and, in some cases, offer tax benefits.

Diesel retrofit programs use retrofit technologies and clean fuels to reduce emissions of soot and smog-forming pollutants from diesel-powered vehicles.

Please send me more details on these strategies:

☐ Energy Efficient Lighting

☐ Vanpools/Ridesharing

☐ Transit Benefit Program

☐ Telecommuting

☐ Natural Landscaping

☐ Diesel Retrofit

☐ Energy Star® Office Equipment//Buildings (please circle)

☐ Low VOC Paints/Building Materials/Cleaning Products (please circle)

Name: _____

Company: _____

Address: _____

City: _____

State: _____

Zip: _____

E-mail: _____

Website: _____

Phone: _____

Fax: _____

Visit www.CleanAirCounts.org for additional information.

Sample Resolution for Businesses

RESOLUTION for [Business Name]

Whereas, in the Chicago region, air quality is alarmingly below national standards, and

Whereas, higher than average ozone levels and emissions of nitrogen oxides and volatile organic compounds (VOCs) have been tied to respiratory-related hospital visits, asthma-related emergencies and premature deaths, and

Whereas, [business name] has voluntarily agreed to implement business practices that will reduce pollution and harmful emissions, and

Whereas, [business name] has joined with the [village/city name] and other Clean Air Counts adopters to help reduce polluting emissions in the Chicagoland region up to five tons per day, and

Whereas, [business name] will make our community a more attractive living place where visitors and residents can feel safer from environmental air pollution, and

Whereas, [business name] will help other businesses collectively avoid tougher environmental protection requirements related to air quality and ozone levels, and

Whereas, [business name] differentiates itself from others by showing concern for the environment and the health of their neighbors and employees, and

Whereas, though the task might seem daunting, by implementing proven strategies at work, at home and in our community—step by step, little by little—we can all make a difference, therefore

Be it resolved that the [mayor/village president] and trustees of the [city/village of _____] applaud the efforts of [business name] to adopt Clean Air Counts strategies and their partnership in making our community a healthier, safer place to live, work and raise our families.

Further, be it resolved that a suitable copy of this resolution be sent to the [Business name] as a gesture of appreciation for their voluntary efforts to improve air quality in our community and the entire Chicago Metropolitan area.

(Appropriate Signatory)

Sample Resolution

RESOLUTION for [Municipality]

WHEREAS, The air quality of Northeastern Illinois affects the health and well-being of all the residents of the metropolitan region; and

WHEREAS, Pursuant to U.S. Environmental Protection Agency standards, our region is currently a non-attainment zone for ozone, and it appears likely that the region will be declared in non-attainment for fine particulates by 2005; and

WHEREAS, local and regional partnerships that unite government, businesses, and residents, in a voluntary effort to reduce harmful emissions of nitrogen oxides and volatile organic compounds, can effectively improve regional air quality; and

WHEREAS, Clean Air Counts (CAC) is a collaborative effort to achieve voluntary reductions in ozone-causing emissions in the six county Chicago metropolitan region, and

WHEREAS, Chicago has been participating in CAC for 4 years and, as a CAC community, we are committed to implementing emission-reducing strategies, and will work with CAC and other municipalities to reduce regional air pollution by five tons per day; and

WHEREAS, our work with CAC and other municipalities will help prevent the need for more stringent environmental protection requirements related to air quality and ozone levels; now, therefore,

BE IT RESOLVED THAT THE VILLAGE/CITY/TOWNSHIP/COUNTY

OF _____ commits to participate in the Clean Air Counts program and adopt the strategies required to improve air quality in our community and region.

(This page intentionally left blank)

REPORTING

In order for Clean Air Counts success to be measured and to help the state meet the federal ozone standard, annual calendar year reporting and quantification is necessary. CAC Adopters are asked to complete a reporting form for each strategy they implement. The reporting forms are designed to be simple and easy to use.

Illinois EPA will use the information from the reporting forms to calculate the reduction in VOC and NO_x emissions resulting in actions taken by CAC adopters. The quantification of the emissions reductions will help the state plan its air quality activities. It will also allow the state to credit the Campaigns' activities in the ozone State Implementation Plan. Therefore, the reporting aspect of the campaign is pivotal in helping the state demonstrate the various ways the region will attain the Clean Air Act standards for ozone.

The Clean Air Act requires state to provide documentation for emission reduction activities up to three years after implementation of the strategy. Thus, we request that you keep records, receipts, and invoices for three years. If you need assistance completing the reporting form:

Please visit us at <http://www.cleanaircounts.org> to report your strategies.

Or Contact:

Eve Pytel

CLEAN AIR COUNTS BENEFITS & GRANT OPPORTUNITIES

The Clean Air Counts (CAC) campaign is pleased to offer a variety of grant opportunities to municipalities participating in the CAC campaign. In order to qualify for these benefits, you will need to report your emission reduction strategies. Following are brief summaries of current grant possibilities:

- **Lawn Care Buyback Events:** The use of gas-powered lawn care equipment (mowers, trimmers, leaf blowers, chainsaws, etc.) contributes to regional smog and air quality problems. To promote the use of low-emissions equipment, communities can organize Lawn Care Buyback events that allow households to trade in their old, gas-powered lawn care equipment and receive a discount and/or rebate toward the purchase of cleaner (electric, battery, or non-motorized) equipment. Grants of up to \$12,600 are available to cover equipment disposal costs, staff expenses, and all other event costs.
- **Gas Can Replacement Events:** Portable gas cans, like those used to fuel lawnmowers and other power equipment, account for a significant amount of smog-forming emissions. Storing traditional gas cans in the home or garage poses a health threat to inhabitants, as toxic fumes are emitted into the air and may cause and/or aggravate respiratory ailments. Communities can address this issue by conducting events that allow citizens to trade in old gas cans and receive a rebate, discount, or even a cost-free, environmentally friendly gas can. Grants of up to \$3,300 are available to cover all event costs.
- **Diesel Retrofits:** A diesel retrofit program is designed to reduce emissions of soot, smog-forming pollutants, and other toxic air pollution caused by diesel-powered vehicles. Using EPA-approved retrofit technologies, reductions in soot, hydrocarbon, and carbon monoxide emissions can make significant progress toward improving regional air quality. One technology, a diesel oxidation catalyst, can reduce particulate matter and carbon monoxide emissions by 10-40% and 40-90%, respectively. Another, a diesel particulate filter, can reduce particulate matter and carbon monoxide emissions by 60-90% and 50-90%, respectively. Grants are available to cover the cost of the purchase and installation of these EPA-approved retrofit technologies.

Regional Gas Can Replacement Program

Portable gas cans, like those used to fuel lawnmowers, account for a significant amount of smog-forming emissions. Emissions from gas cans occur due to evaporation through the can, evaporation due to overfilling or spillage during refueling, and/or the escape of fumes through secondary vent holes. Storing gas cans in the home or garage poses a health threat to inhabitants, as toxic fumes are emitted and may cause and/or aggravate respiratory ailments. By using newer, environmentally friendly gas cans with features such as shut-off valves, harmful vapors can be reduced by 75%, thus improving air quality and the health and safety of constituents.

Clean Air Counts (CAC) is a northeastern Illinois regional initiative to reduce ozone-causing emissions, thereby improving air quality and enabling economic development. It is a collaborative effort between the Metropolitan Mayors Caucus, U.S. Environmental Protection Agency (Region V), and the Illinois Environmental Protection Agency. Begun in 2000, CAC provides an innovative non-regulatory approach to voluntarily reduce emissions by promoting cost effective clean air strategies to help the region attain and maintain compliance with Federal air quality standards.

CAC is offering up to six Gas Can Replacement Program events to Chicago area municipalities. This program is administered through the City of Chicago, Department of Environment (Energy and Air Quality Division), and grant recipients will receive an award of up to \$3,300 to cover event costs, as well as technical assistance from the City of Chicago.

To participate in the Gas Can Replacement Program, your municipality must comply with the following guidelines:

- Submit a completed application to Clean Air Counts. The following application is also available at <http://www.cleanaircounts.org> under the "Communities Campaign" portal.
- Applicant must be a municipality in the six-county Chicagoland region.
- Applicant must be a member of Clean Air Counts by joining the campaign and adopting voluntary emission reduction strategies.
- Applicant, if selected to receive funds, must complete a reporting form on its Gas Can Replacement Program at <http://www.cleanaircounts.org>. Information necessary to complete the form includes:
 - Date and location of the event.
 - Number of old gas cans retired.
 - Number and model/manufacture of new gas cans distributed.
 - Explanation of how old gas cans were disposed.

GAS CAN REPLACEMENT PROGRAM APPLICATION

Name of Community: _____

Address: _____
(street) (city) (zip)

County: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Population of Village/Town/City (select one)

_____ Less than 20,000 _____ 20,001-50,000 _____ 50,001-100,000
_____ 100,001-200,000 _____ 200,001-300,000 _____ Over 300,000

Date of proposed Gas Can Replacement event: _____

Location of proposed Gas Can Replacement event: _____

"Normal" Use of Property: _____

Size (square footage): _____

Surrounding Land Use: _____

Traffic Access/Control Around Site: _____

Estimated number of gas cans to be traded in:

_____ Less than 100 _____ 101-200 _____ 201-300 _____ 301-400
_____ 401-500 _____ 501-600

List Local Personnel Available for Pre-Day Organization: _____

List Types of Local Personnel Available for Event-Day Assistance (e.g. traffic control, greeters, etc):

List Forms of Advertising to Promote Event:

Amount of Funds Requested:

\$ -

Amount of Funds Requested for Publicity:

\$ -

Total Project Cost:

\$ -

Authorized Signature of Person Representing the Community

Signature: _____

Title: _____

Print Name and
Title: _____

GAS CAN REPLACEMENT PROGRAM APPLICATION BUDGET

Estimated number of gas cans traded in	_____
Amount per gas can	\$ _____
Marketing	\$ _____
Space rental (if any)	\$ _____
Staffing	\$ _____
Disposal	\$ _____
Hazardous materials collection	\$ _____
Other costs	\$ _____
 Total Estimated Cost of Event:	 \$ _____

To apply, or for additional information, contact:

Eve Pytel
Assistant Director, Clean Air Counts Campaign
Metropolitan Mayors Caucus
177 N. State Street, 5th Floor
Chicago, IL 60601
Phone:
E-mail: evepytel

Regional Lawn Care Buyback Program

The use of gas-powered lawn care equipment (mowers, trimmers, leaf blowers, chainsaws, etc.) contributes to regional smog and air quality problems by emitting pollutants such as volatile organic compounds (VOCs) and nitrogen oxides (NOx). VOCs contribute to increased production of ground-level ozone, or smog, that inflames lung tissue and aggravates a range of respiratory ailments, including asthma.

Clean Air Counts (CAC) is a northeastern Illinois regional initiative to reduce ozone-causing emissions, thereby improving air quality and enabling economic development. It is a collaborative effort between the Metropolitan Mayors Caucus, U.S. Environmental Protection Agency (Region V), and the Illinois Environmental Protection Agency. Begun in 2000, CAC provides an innovative non-regulatory approach to voluntarily reduce emissions by promoting cost effective clean air strategies to help the region attain and maintain compliance with Federal air quality standards.

CAC is offering up to twelve Lawn Care Buyback events to Chicago area municipalities. Administered through the City of Chicago, Department of Environment (Energy and Air Quality Division), grant recipients will receive an award of up to \$12,600 to cover equipment disposal, labor, and all other event costs.

To participate in the Lawn Care Buyback Program, your municipality must comply with the following guidelines:

- Submit a completed application to Clean Air Counts. The following application is also available online at <http://www.cleanaircounts.org> under the "Communities Campaign" portal.
- Applicant must be a municipality in the six-county Chicagoland region.
- Applicant must be a member of Clean Air Counts by joining the campaign and adopting voluntary emission reduction strategies.
- Applicant, if selected to receive funds, must complete a reporting form on its Lawn Care Buyback Program at <http://www.cleanaircounts.org>. Information necessary to complete the form includes:
 - Date and location of the event.
 - Number and type(s) of lawn care equipment retired at the event.
 - Number and type(s) of lawn care equipment purchased or number and types of vouchers distributed at the event.
 - Explanation of how the retired lawn care equipment was destroyed.
- Applicant, if selected to receive funds, must agree to mail copies of certification forms for exchanged equipment and scrapping receipts or a letter verifying destruction of old equipment to CAC.

LAWN CARE BUYBACK PROGRAM APPLICATION

Name of Community: _____

Address: _____
(street) (city) (zip)

County: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Population of Village/Town/City (select one)

_____ Less than 20,000 _____ 20,001-50,000 _____ 50,001-100,000
_____ 100,001-200,000 _____ 200,001-300,000 _____ Over 300,000

Date of proposed Lawn Care Buyback event: _____

Location of proposed Lawn Care Buyback event: _____

"Normal" Use of Property: _____

Size (square footage): _____

Surrounding Land Use: _____

Traffic Access/Control Around Site: _____

Estimated number of pieces of lawn care equipment to be traded in:

_____ Less than 50 _____ 51-100 _____ 101-150 _____ 151-200

List Local Personnel Available for Pre-Day Organization: _____

List Types of Local Personnel Available for Event-Day Assistance (e.g. traffic control, greeters, etc):

List Forms of Advertising to Promote Event: _____

Amount of Funds Requested for Vouchers: \$ -

Amount of Funds Requested for Publicity: \$ -

Total Project Cost: \$ -

Authorized Signature of Person Representing the Community

Signature: Title:

Print Name and Title:

LAWN CARE BUYBACK PROGRAM

APPLICATION BUDGET

Estimated number of pieces equipment traded in	_____
lawnmower	_____
leaf blower/vacuum	_____
hedge trimmer	_____
edger	_____
chain saw	_____
chipper/shredder/mulcher	_____
Voucher amount/equipment type	
lawnmower	\$ _____
leaf blower/vacuum	\$ _____
hedge trimmer	\$ _____
edger	\$ _____
chain saw	\$ _____
chipper/shredder/mulcher	\$ _____
Marketing	\$ _____
Space rental (if any)	\$ _____
Staffing	\$ _____
Recycling	\$ _____
Hazardous materials collection	\$ _____
Other costs	\$ _____
 Total Estimated Cost of Event:	 \$ _____

To apply, or for additional information, contact:

Eve Pytel
Assistant Director, Clean Air Counts Campaign
Metropolitan Mayors Caucus
177 N. State Street, 5th Floor
Chicago, IL 60601
Phone:
E-mail: evepytel

Regional Diesel Retrofit Program

Diesel exhaust is responsible for more than 20% of the nation's smog-causing nitrogen oxide emissions and 15% of particulate matter (or soot) emissions. One older and dirtier diesel vehicle can emit almost 8 tons of pollution per year, or a total of 160 to 240 tons of pollution over the life of the engine. A diesel retrofit program is designed to reduce emissions of soot, smog-forming pollutants, and other toxic air pollution caused by diesel-powered vehicles. Using retrofit technologies, reductions in soot, hydrocarbon, and carbon monoxide emission levels can make significant progress toward improved air quality.

Clean Air Counts (CAC) is a northeastern Illinois regional initiative to reduce ozone-causing emissions, thereby improving air quality and enabling economic development. CAC is a collaborative effort between the Metropolitan Mayors Caucus and the U.S. Environmental Protection Agency. Started in 2000, CAC provides an innovative non-regulatory approach to voluntarily reduce emissions by promoting cost effective clean air strategies to help the region attain and maintain compliance with Federal air quality standards.

CAC is offering several grant opportunities to CAC municipalities for use in the purchase and installation of diesel retrofit technologies. The grants are administered through the City of Chicago, Department of Environment (Energy and Air Quality Division), and recipients will receive an award of up to \$15,000 per vehicle to cover purchase and installation costs.

To participate in the Diesel Retrofit Program, your municipality must comply with the following guidelines:

- Submit a completed application to Clean Air Counts (CAC). The following application is also available online at <http://www.cleanaircounts.org> under the "Communities Campaign" portal.
- Applicant must be a municipality in the six-county Chicagoland region.
- Applicant must be a member of CAC by joining the Campaign and adopting voluntary emission reduction strategies.
- Applicant, if selected to receive funds, must complete a reporting form on its Diesel Retrofit Program at <http://www.cleanaircounts.org>. Information necessary to complete the form includes:
 - Sulfur content of fuel used in new engine.
 - Engine manufacturer, model, and model year.
 - Engine rating (hp or KWhr).
 - Average gallons of fuel used per year; or
 - Average miles traveled per year and average fuel consumption; or
 - Average number of service hours per year.

DIESEL RETROFIT GRANT APPLICATION

Name of Community: _____

Address: _____
(street) (city) (zip)

County: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Population of Village/Town/City (select one)

_____ Less than 20,000 _____ 20,001-50,000 _____ 50,001-100,000

_____ 100,001-200,000 _____ 200,001-300,000 _____ Over 300,000

Vehicle Type of Proposed Retrofit: _____

Total Number of Vehicle Type in Fleet: _____

Number of Vehicles For Which Funds are Being Sought: _____

Amount of Funds Requested for Equipment: \$ _____

Total Project Cost: \$ _____

Authorized Signature of Person Representing the Community

Signature: _____ Title: _____

Print Name and Title: _____

To apply, or for additional information, contact:

Eve Pytel

Assistant Director, Clean Air Counts Campaign

Metropolitan Mayors Caucus

177 N. State Street, 5th Floor

Chicago, IL 60601

Phone:

E-mail: evepytel

CLEAN AIR COUNTS DIESEL RETROFIT GRANT PROGRAM

Page ____ of ____

Vehicle List

Name of Community: _____

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PARTICIPATION LEVELS

Municipalities may join Clean Air Counts as a Bronze, Silver, Gold, or Platinum Level member. The chart below summarizes the requirements for each level. Following pages include applications and descriptions of the requirements for each level. We encourage current members to move up to the next level by seeking additional ways to promote clean air strategies in their communities.

REQUIREMENTS	LEVEL			
	Bronze	Silver	Gold	Platinum
Designate a specific contact person	■	■	■	■
Submit a letter of commitment from your Mayor or City Manager		■	■	■
Submit a resolution of commitment for your Municipal Council			■	■
# of outreach efforts to promote clean air initiatives [A]	4	5	6	7
# of VOC reduction measures required [B]		1	2	2
# of hosted events [C]		1	2	2
# of energy efficient measures [D]		2	3	4
# of fleet management and commuter choice measures [E]		1	3	4
# of regulatory changes [F]		1	2	4
# of additional programs [G]			2	4

Specific requirements corresponding to each letter is listed below.

[A] Provide evidence of implementing the following outreach efforts to promote clean air initiatives:

- ☐ Publish an article on CAC energy efficiency and emission reduction strategies in your municipal newsletter and/or area newspapers
- ☐ Print and distribute a certificate to businesses/institutions that adopt CAC strategies
- ☐ Draft and pass a municipal board resolution recognizing businesses/institutions that adopt CAC strategies
- ☐ Send out a press release announcing new CAC adopters
- ☐ Publish an article on a CAC adopter in your municipal newsletter and/or on your municipal website
- ☐ Add information on CAC energy efficiency and emission reduction strategies to your municipal website, along with a link to the CAC website
- ☐ Create a display booth and/or information board that provides information to residents about CAC energy efficiency and emission reduction strategies
- ☐ Contact area retailers and ask them to distribute information on energy efficiency and emission reduction strategies
- ☐ Provide business license and zoning applicants with information on energy efficiency and emission reduction strategies
- ☐ Provide residents with information on energy efficiency and emission reduction strategies with a vehicle sticker purchase (and/or other community mailings)
- ☐ Host a community information day (could be held in conjunction with a Lawn Care Buyback and or Gas Can Replacement event)
- ☐ Other (please describe an outreach program in your community)

[B] Implement the following VOC reduction measures:

- ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content paints for municipal operations
- ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content pesticides for municipal operations
- ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content cleaning solvents for municipal operations

[C] Host and promote the following events:

- ☐ Lawn Care Buyback Event
- ☐ Gas Can Replacement Event

[D] Implement the following energy efficiency measures:

- ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-
- ☐ approved office equipment
- ☐ Adopt purchasing guidelines or policies that require the use of Energy Star- approved lighting (either/or interior and exterior uses)
- ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-approved building materials, such as roofing products, HVAC equipment, and water heaters
- ☐ Benchmark 10% or more of municipal buildings using the Energy Star National Performance Rating Scale

[E] Implement/promote the following Fleet Management and Commuter Choice measures:

- ☐ Employee Commuter Tax Credits for Mass Transit and Vanpools
- ☐ Ride-sharing (car/vanpool) programs
- ☐ Public transit shuttles
- ☐ Telecommuting
- ☐ Clean fuels
- ☐ Diesel retrofits
- ☐ Create new pedestrian and/or bicycle routes as viable transportation options

[F] Implement/promote the following regulatory changes:

- ☐ Small incinerator ban
- ☐ Anti-idling ordinance
- ☐ Light-colored/reflective roofing requirement
- ☐ Landscape ordinance that promotes heat island reduction and/or native landscaping
- ☐ Modify weed ban ordinances that prohibit native landscaping
- ☐ Adopt planning/land-use codes that provide for “walkable” communities and decrease vehicle use

[G] Implement/promote the following programs:

- ☐ Promote the CAC program and encourage other units of government (schools, parks, libraries, etc.) to join CAC

- ☐ Promote the CAC program and encourage businesses and other non-municipal organizations to join CAC
- ☐ Purchase renewable energy for use by the municipality and/or its residents
- ☐ Utilize model bid specifications for use in contracts involving diesel-powered equipment (garbage trucks, street sweepers, etc.)
- ☐ Encourage railroad companies to install emission control devices on switch engines operating in your municipality
- ☐ Adopt LEED™ (Leadership in Energy and Environmental Design) standards for municipal buildings and pledge to build a LEED™ certified building
- ☐ Adopt an energy efficient building code
- ☐ Create stringent purchasing specifications for “green” products

For more information on membership requirements or ideas to help you move to the next level, please contact:

Eve Pytel

Assistant Director, Clean Air Counts Campaign

Metropolitan Mayors Caucus

177 N. State Street, 5th Floor

Chicago, IL 60601

Phone:

E-mail: evepytel

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CONTACT INFORMATION

(Insert contact information here)



Clean Air Counts Communities: Application for Bronze

Municipality: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail Address: _____

Please select the appropriate emission reduction activities from each of the following sections. Once selected, please provide a detailed description of your program(s) to meet each activity's requirements. Where multiple options are available for a given section, please indicate your activity choice(s) for that section by placing a check mark in the box provided. Please be thorough in your answers, and, where applicable, include documentation to support your activities.

BRONZE LEVEL DESIGNATION REQUIREMENTS

- **Designate a specific contact person to oversee the application of Clean Air Counts (CAC) programs in your community.**
- **Provide evidence of implementing 4 or more of the following outreach efforts to promote clean air initiatives:**
 - ☐ Publish an article on CAC energy efficiency and emission reduction strategies in your municipal newsletter and/or area newspapers
 - ☐ Print and distribute a certificate to businesses/institutions that adopt CAC strategies
 - ☐ Draft and pass a municipal board resolution recognizing businesses/institutions that adopt CAC strategies
 - ☐ Send out a press release announcing new CAC adopters
 - ☐ Publish an article on a CAC adopter in your municipal newsletter and/or on your municipal website
 - ☐ Add information on CAC energy efficiency and emission reduction strategies to your municipal website, along with a link to the CAC website
 - ☐ Create a display booth and/or information board that provides information to residents about CAC energy efficiency and emission reduction strategies
 - ☐ Contact area retailers and ask them to distribute information on energy efficiency and emission reduction strategies
 - ☐ Provide business license and zoning applicants with information on energy efficiency and emission reduction strategies
 - ☐ Provide residents with information on energy efficiency and emission reduction strategies with a vehicle sticker purchase (and/or other community mailings)
 - ☐ Host a community information day (could be held in conjunction with a Lawn Care Buyback and or Gas Can Replacement event)
 - ☐ Other (please describe an outreach program in your community)



Clean Air Counts Communities: Application for Silver

Municipality:

Contact Person:

Address:

Telephone Number:

Facsimile Number:

E-mail Address:

Please select the appropriate emission reduction activities from each of the following sections. Once selected, please provide a detailed description of your program(s) to meet each activity's requirements. Where multiple options are available for a given section, please indicate your activity choice(s) for that section by placing a check mark in the box provided. Please be thorough in your answers, and, where applicable, include documentation to support your activities.

SILVER LEVEL DESIGNATION REQUIREMENTS

Must exceed the requirements for the Bronze level designation

- **Submit a Letter of Commitment from your Mayor or City Manager**
- **Provide evidence of implementing 5 or more of the following outreach efforts to promote clean air initiatives:**
 - ☐ Publish an article on CAC energy efficiency and emission reduction strategies in your municipal newsletter and/or area newspapers
 - ☐ Print and distribute a certificate to businesses/institutions that adopt CAC strategies
 - ☐ Draft and pass a municipal board resolution recognizing businesses/institutions that adopt CAC strategies
 - ☐ Send out a press release announcing new CAC adopters
 - ☐ Publish an article on a CAC adopter in your municipal newsletter and/or on your municipal website
 - ☐ Add information on CAC energy efficiency and emission reduction strategies to your municipal website, along with a link to the CAC website
 - ☐ Create a display booth and/or information board that provides information to residents about CAC energy efficiency and emission reduction strategies
 - ☐ Contact area retailers and ask them to distribute information on energy efficiency and emission reduction strategies
 - ☐ Provide business license and zoning applicants with information on energy efficiency and emission reduction strategies
 - ☐ Provide residents with information on energy efficiency and emission reduction strategies with a vehicle sticker purchase (and/or other community mailings)
 - ☐ Host a community information day (could be held in conjunction with a Lawn Care Buyback and or Gas Can Replacement event)
 - ☐ Other (please describe an outreach program in your community)
- **Implement 1 of the following VOC reduction measures:**
 - ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content paints for municipal operations
 - ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content pesticides for municipal operations
 - ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content cleaning solvents for municipal operations
- **Host and promote 1 of the following events:**
 - ☐ Lawn Care Buyback Event
 - ☐ Gas Can Replacement Event
- **Implement 2 of the following energy efficiency measures:**
 - ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-approved office equipment
 - ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-approved lighting (either/or interior and exterior uses)

- ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-approved building materials, such as roofing products, HVAC equipment, and water heaters
- ☐ Benchmark 10% or more of municipal buildings using the Energy Star National Performance Rating Scale
- **Implement/promote 1 of the following Fleet Management and Commuter Choice measures:**
 - ☐ Employee Commuter Tax Credits for Mass Transit and Vanpools
 - ☐ Ride-sharing (car/vanpool) programs
 - ☐ Public transit shuttles
 - ☐ Telecommuting
 - ☐ Clean fuels
 - ☐ Diesel retrofits
 - ☐ Create new pedestrian and/or bicycle routes as viable transportation options
- **Implement/promote 1 of the following regulatory changes:**
 - ☐ Small incinerator ban
 - ☐ Anti-idling ordinance
 - ☐ Light-colored/reflective roofing requirement
 - ☐ Landscape ordinance that promotes heat island reduction and/or native landscaping
 - ☐ Modify weed ban ordinances that prohibit native landscaping
 - ☐ Adopt planning/land-use codes that provide for “walkable” communities and decrease vehicle use



Clean Air Counts Communities: Application for Gold

Municipality:

Contact Person:

Address:

Telephone Number:

Facsimile Number:

E-mail Address:

Please select the appropriate emission reduction activities from each of the following sections. Once selected, please provide a detailed description of your program(s) to meet each activity's requirements. Where multiple options are available for a given section, please indicate your activity choice(s) for that section by placing a check mark in the box provided. Please be thorough in your answers, and, where applicable, include documentation to support your activities.

GOLD LEVEL DESIGNATION REQUIREMENTS

Must exceed the requirements for the Silver level designation

- **Submit a Resolution of Commitment from your Municipal Council**
- **Provide evidence of implementing 6 or more of the following outreach efforts to promote clean air initiatives:**
 - ☐ Publish an article on CAC energy efficiency and emission reduction strategies in your municipal newsletter and/or area newspapers
 - ☐ Print and distribute a certificate to businesses/institutions that adopt CAC strategies
 - ☐ Draft and pass a municipal board resolution recognizing businesses/institutions that adopt CAC strategies
 - ☐ Send out a press release announcing new CAC adopters
 - ☐ Publish an article on a CAC adopter in your municipal newsletter and/or on your municipal website
 - ☐ Add information on CAC energy efficiency and emission reduction strategies to your municipal website, along with a link to the CAC website
 - ☐ Create a display booth and/or information board that provides information to residents about CAC energy efficiency and emission reduction strategies
 - ☐ Contact area retailers and ask them to distribute information on energy efficiency and emission reduction strategies
 - ☐ Provide business license and zoning applicants with information on energy efficiency and emission reduction strategies
 - ☐ Provide residents with information on energy efficiency and emission reduction strategies with a vehicle sticker purchase (and/or other community mailings)
 - ☐ Host a community information day (could be held in conjunction with a Lawn Care Buyback and or Gas Can Replacement event)
 - ☐ Other (please describe an outreach program in your community)
- **Implement 2 of the following VOC reduction measures:**
 - ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content paints for municipal operations
 - ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content pesticides for municipal operations
 - ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content cleaning solvents for municipal operations
- **Host and promote 2 of the following events:**
 - ☐ Lawn Care Buyback Event
 - ☐ Gas Can Replacement Event
- **Implement 3 of the following energy efficiency measures:**
 - ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-approved office equipment

- ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-approved lighting (either/or interior and exterior uses)
 - ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-approved building materials, such as roofing products, HVAC equipment, and water heaters
 - ☐ Benchmark 10% or more of municipal buildings using the Energy Star National Performance Rating Scale
- **Implement/promote 3 of the following Fleet Management and Commuter Choice measures:**
 - ☐ Employee Commuter Tax Credits for Mass Transit and Vanpools
 - ☐ Ride-sharing (car/vanpool) programs
 - ☐ Public transit shuttles
 - ☐ Telecommuting
 - ☐ Clean fuels
 - ☐ Diesel retrofits
 - ☐ Create new pedestrian and/or bicycle routes as viable transportation options
- **Implement/promote 3 of the following regulatory changes:**
 - ☐ Small incinerator ban
 - ☐ Anti-idling ordinance
 - ☐ Light-colored/reflective roofing requirement
 - ☐ Landscape ordinance that promotes heat island reduction and/or native landscaping
 - ☐ Modify weed ban ordinances that prohibit native landscaping
 - ☐ Adopt planning/land-use codes that provide for “walkable” communities and decrease vehicle use
- **Implement/promote 2 of the following programs:**
 - ☐ Promote the CAC program and encourage other units of government (schools, parks, libraries, etc.) to join CAC
 - ☐ Promote the CAC program and encourage businesses and other non-municipal organizations to join CAC
 - ☐ Purchase renewable energy for use by the municipality and/or its residents
 - ☐ Utilize model bid specifications for use in contracts involving diesel-powered equipment (garbage trucks, street sweepers, etc.)
 - ☐ Encourage railroad companies to install emission control devices on switch engines operating in your municipality
 - ☐ Adopt LEED™ (Leadership in Energy and Environmental Design) standards for municipal buildings and pledge to build a LEED™ certified building
 - ☐ Adopt an energy efficient building code
 - ☐ Create stringent purchasing specifications for “green” products



Clean Air Counts Communities: Application for Platinum

Municipality: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail Address: _____

Please select the appropriate emission reduction activities from each of the following sections. Once selected, please provide a detailed description of your program(s) to meet each activity's requirements. Where multiple options are available for a given section, please indicate your activity choice(s) for that section by placing a check mark in the box provided. Please be thorough in your answers, and, where applicable, include documentation to support your activities.

Platinum Level Designation Requirements

Must exceed the requirements for the Gold level designation

- **Provide evidence of implementing 7 or more of the following outreach efforts to promote clean air initiatives:**
 - ☐ Publish an article on CAC energy efficiency and emission reduction strategies in your municipal newsletter and/or area newspapers
 - ☐ Print and distribute a certificate to businesses/institutions that adopt CAC strategies
 - ☐ Draft and pass a municipal board resolution recognizing businesses/institutions that adopt CAC strategies
 - ☐ Send out a press release announcing new CAC adopters
 - ☐ Publish an article on a CAC adopter in your municipal newsletter and/or on your municipal website
 - ☐ Add information on CAC energy efficiency and emission reduction strategies to your municipal website, along with a link to the CAC website
 - ☐ Create a display booth and/or information board that provides information to residents about CAC energy efficiency and emission reduction strategies
 - ☐ Contact area retailers and ask them to distribute information on energy efficiency and emission reduction strategies
 - ☐ Provide business license and zoning applicants with information on energy efficiency and emission reduction strategies
 - ☐ Provide residents with information on energy efficiency and emission reduction strategies with a vehicle sticker purchase (and/or other community mailings)
 - ☐ Host a community information day (could be held in conjunction with a Lawn Care Buyback and or Gas Can Replacement event)
 - ☐ Other (please describe an outreach program in your community)
- **Implement 2 of the following VOC reduction measures:**
 - ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content paints for municipal operations
 - ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content pesticides for municipal operations
 - ☐ Create and adopt purchasing guidelines or policies requiring the use of low-VOC-content cleaning solvents for municipal operations
- **Host and promote 2 of the following events:**
 - ☐ Lawn Care Buyback Event
 - ☐ Gas Can Replacement Event
- **Implement 4 of the following energy efficiency measures:**
 - ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-approved office equipment
 - ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-approved lighting (either/or interior and exterior uses)

- ☐ Adopt purchasing guidelines or policies that require the use of Energy Star-approved building materials, such as roofing products, HVAC equipment, and water heaters
- ☐ Benchmark 10% or more of municipal buildings using the Energy Star National Performance Rating Scale

- Implement/promote 4 of the following Fleet Management and Commuter Choice measures:**
 - ☐ Employee Commuter Tax Credits for Mass Transit and Vanpools
 - ☐ Ride-sharing (car/vanpool) programs
 - ☐ Public transit shuttles
 - ☐ Telecommuting
 - ☐ Clean fuels
 - ☐ Diesel retrofits
 - ☐ Create new pedestrian and/or bicycle routes as viable transportation options

- Implement/promote 4 of the following regulatory changes:**
 - ☐ Small incinerator ban
 - ☐ Anti-idling ordinance
 - ☐ Light-colored/reflective roofing requirement
 - ☐ Landscape ordinance that promotes heat island reduction and/or native landscaping
 - ☐ Modify weed ban ordinances that prohibit native landscaping
 - ☐ Adopt planning/land-use codes that provide for “walkable” communities and decrease vehicle use

- Implement/promote 4 of the following programs:**
 - ☐ Promote the CAC program and encourage other units of government (schools, parks, libraries, etc.) to join CAC
 - ☐ Promote the CAC program and encourage businesses and other non-municipal organizations to join CAC
 - ☐ Purchase renewable energy for use by the municipality and/or its residents
 - ☐ Utilize model bid specifications for use in contracts involving diesel-powered equipment (garbage trucks, street sweepers, etc.)
 - ☐ Encourage railroad companies to install emission control devices on switch engines operating in your municipality
 - ☐ Adopt LEED™ (Leadership in Energy and Environmental Design) standards for municipal buildings and pledge to build a LEED™ certified building
 - ☐ Adopt an energy efficient building code
 - ☐ Create stringent purchasing specifications for “green” products

GAS CAN REPLACEMENT PROGRAM APPLICATION

Name of Community: _____

Address: _____
(street) (city) (zip)

County: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Population of Village/Town/City (select one)

_____ Less than 20,000 _____ 20,001-50,000 _____ 50,001-100,000
_____ 100,001-200,000 _____ 200,001-300,000 _____ Over 300,000

Date of proposed Gas Can Replacement event: _____

Location of proposed Gas Can Replacement event: _____

"Normal" Use of Property: _____

Size (square footage): _____

Surrounding Land Use: _____

Traffic Access/Control Around Site: _____

Estimated number of gas cans to be traded in:

_____ Less than 100 _____ 101-200 _____ 201-300 _____ 301-400
_____ 401-500 _____ 501-600

List Local Personnel Available for Pre-Day Organization: _____

List Types of Local Personnel Available for Event-Day Assistance (e.g. traffic control, greeters, etc):

List Forms of Advertising to Promote Event:

Amount of Funds Requested: \$ -

Amount of Funds Requested for Publicity: \$ -

Total Project Cost: \$ -

Authorized Signature of Person Representing the Community

Signature: _____ Title: _____

Print Name and Title: _____

GAS CAN REPLACEMENT PROGRAM APPLICATION BUDGET

Estimated number of gas cans traded in	_____
Amount per gas can	\$ _____
Marketing	\$ _____
Space rental (if any)	\$ _____
Staffing	\$ _____
Disposal	\$ _____
Hazardous materials collection	\$ _____
Other costs	\$ _____
 Total Estimated Cost of Event:	 \$ _____

To apply, or for additional information, contact:

Eve Pytel
Assistant Director, Clean Air Counts Campaign
Metropolitan Mayors Caucus
177 N. State Street, 5th Floor
Chicago, IL 60601
Phone:
E-mail: evepytel

LAWN CARE BUYBACK PROGRAM APPLICATION

Name of Community: _____

Address: _____
(street) (city) (zip)

County: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Population of Village/Town/City (select one)

_____ Less than 20,000 _____ 20,001-50,000 _____ 50,001-100,000

_____ 100,001-200,000 _____ 200,001-300,000 _____ Over 300,000

Date of proposed Lawn Care Buyback event: _____

Location of proposed Lawn Care Buyback event: _____

"Normal" Use of Property: _____

Size (square footage): _____

Surrounding Land Use: _____

Traffic Access/Control Around Site: _____

Estimated number of pieces of lawn care equipment to be traded in:

_____ Less than 50 _____ 51-100 _____ 101-150 _____ 151-200

List Local Personnel Available for Pre-Day Organization: _____

List Types of Local Personnel Available for Event-Day Assistance (e.g. traffic control, greeters, etc):

List Forms of Advertising to Promote Event: _____

Amount of Funds Requested for Vouchers: \$ -

Amount of Funds Requested for Publicity: \$ -

Total Project Cost: \$ -

Authorized Signature of Person Representing the Community

Signature: _____ Title: _____

Print Name and Title: _____

LAWN CARE BUYBACK PROGRAM

APPLICATION BUDGET

Estimated number of pieces equipment traded in	
lawnmower	
leaf blower/vacuum	
hedge trimmer	
edger	
chain saw	
chipper/shredder/mulcher	
Voucher amount/equipment type	
lawnmower	\$
leaf blower/vacuum	\$
hedge trimmer	\$
edger	\$
chain saw	\$
chipper/shredder/mulcher	\$
Marketing	\$
Space rental (if any)	\$
Staffing	\$
Recycling	\$
Hazardous materials collection	\$
Other costs	\$
 Total Estimated Cost of Event:	 \$

To apply, or for additional information, contact:

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Chicago, IL 60601
Phone:
E-mail: evepytel

DIESEL RETROFIT GRANT APPLICATION

Name of Community: _____

Address: _____
(street) (city) (zip)

County: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Population of Village/Town/City (select one)

_____ Less than 20,000 _____ 20,001-50,000 _____ 50,001-100,000

_____ 100,001-200,000 _____ 200,001-300,000 _____ Over 300,000

Vehicle Type of Proposed Retrofit: _____

Total Number of Vehicle Type in Fleet: _____

Number of Vehicles For Which Funds are Being Sought: _____

Amount of Funds Requested for Equipment: \$ _____

Total Project Cost: \$ _____

Authorized Signature of Person Representing the Community

Signature: _____ Title: _____

Print Name and Title: _____

To apply, or for additional information, contact:

Eve Pytel

Assistant Director, Clean Air Counts Campaign

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177 N. State Street, 5th Floor

Chicago, IL 60601

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CLEAN AIR COUNTS DIESEL RETROFIT GRANT PROGRAM

Page ____ of ____

Vehicle List

Name of Community: _____

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