



Johnson Fediw Associates
 6 Gold Leaf Place
 The Woodlands TX 77384
 281-687-6966
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Green Earth—Green Plants® Landscape Business Certification Assessment

Assessment Form

Name of business		Date
Authorized Representative's name	Authorized Signature: you agree to all terms listed below with your signature.	

Instructions:

Note: Your business does not need to qualify for every criteria or every point possible. We realize that operating a green business is about making choices based on your market, budget constraints, size of your business, availability of products, local conditions and local regulations. 40-60 points: Bronze Level. 61-80 points: Silver Level. 80-99 points: Gold Level. 100+ points: Platinum. A fee of \$495 (plus tax for TX residents) applies and is non-refundable.

1. Fill in the right-hand column with the eligible number of points for each criterion you are claiming. Points are assigned based on their impact on the environment, health and wellbeing. You must attain a minimum of 200 points to qualify for certification.
2. Some criteria will require that you send proof or documentation. This may be in the form of photos, copies of receipts, schedules, etc. Everything you send will be held in the strictest confidence. Your contact information will be posted on our website so potential clients can contact you once your business has been certified, but your documentation will not be shared with any other persons or organizations.
3. If you prefer an on-site audit instead of sending proof, please call 281-687-6966 to set the date. There is no additional cost except travel costs (airfare, hotel and ground transportation) and we will quote you the additional costs. We make every effort to find other work in your area and pro-rate the travel expenses. An on-site audit generally takes 2 hours of your time and we do all the documentation while we are there. We will take the photos and make the copies as needed for your documentation.
4. By signing this assessment, you agree to allow us to make surprise on-site inspections to make sure you are complying with the criteria you are claiming. Any surprise on-site inspections will be done at our own cost, not yours.
5. By signing this assessment, you also agree that you are being truthful and are complying with all federal, state and local laws and regulations. Conviction of any laws or regulations may be cause for immediate revocation of your certification.
6. All materials and information you send us will be held in strictest confidence by Johnson Fediw Associates and its agents. If a client or potential client contacts us concerning your business certification, we will verify your status and will only send them additional information upon your approval.
7. Please send your completed assessment form and documentation in strictest confidence by email to Kathy Fediw, LEED AP ID+C, CLP, CLT at info@JfaConsultingBiz.com, or mail to Kathy Fediw, LEED AP ID+C, CLP, CLT, Johnson Fediw Associates, 6 Gold Leaf Place, The Woodlands, TX 77384.
8. Upon meeting the criteria and approval you will be notified that you have achieved the status of a Green Earth—Green Plants® Certified Business and will be licensed to use the Registered Trademarked logo for as long as you maintain your status as a Certified Business. If you fail to renew your certification or lose your status for any other reason you must cease and desist to use the logo or refer to your business as being a Green Earth—Green Plants Certified Business. If you fail to cooperate within 10 days of notification you will be subject to legal action and wholly responsible for any legal fees or other damages brought against you in our efforts to protect our intellectual property and rights. You agree to these terms with your signature on your assessment form.
9. If you have any questions or need assistance, please call 281-687-6966. Our offices are open 8:00 AM to 5:00 PM Central Time (Texas, USA.) Your first two years as a certified business are included in your original fee. There is an annual renewal fee which begins two years after your business becomes certified (currently \$95 per year, subject to change without notice.)

Thank you!
 -Kathy Fediw, LEED AP ID+C, CLP, CLT
 President, Johnson Fediw Associates Training & Consulting
 Founder, Green Earth—Green Plants® Certification Program



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Name:	Company:
Email address:	Shipping Address:
Contact Name:	Phone number:

Payment information: Fee is \$495 (plus sales tax for TX residents) and is non-refundable.

Name on credit card:	<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX
Credit card number:	Billing address if different from mailing address:

If you wish to pay by check please send to:
Johnson Fediw Associates
6 Gold Leaf Place
The Woodlands, TX 77384

PART 1: HORTICULTURAL PRACTICES

	YES	NO
WATERING PRACTICES: Nursery or holding facility		
Nursery or holding facility uses ebb & flow watering system, drip irrigation, micro-irrigation or some other type of irrigation which captures and recycles run-off water.		
Grey water, non-potable water or collected rainwater is used to water plants.		
Other practices:		
IRRIGATION ON ACCOUNTS:		
If applicable, you use potable water or harvested rain water to water in new plant material, or you provide these services to your customers upon request		
Please list any other practices that conserve water use (other than topdressing or staging practices, which are covered in another section):		
STORM WATER RUNOFF CONTROL		
You offer bioswales, water gardens, permeable hardscape surfaces or other measures to control storm water runoff for your clients.		
You offer green roofs to control storm water runoff for your clients.		
You use bioswales, water gardens, permeable hardscape surfaces or other measures to control storm water runoff on your own property.		
You use green roofs to control storm water runoff on your own property.		
FERTILIZATION		
Organic fertilizers are used.		
Soil testing is offered to clients prior to the start of a fertilization program, and the program is customized to the client's needs.		
Other practices:		
PEST AND DISEASE CONTROL		
<p>Note: This section pertains to your use and application of pesticides on accounts and within your own nursery or holding facility. It does not include any use of pesticides on plants prior to being shipped to you. However, we strongly recommend that you purchase plants from growers who follow eco-friendly pest control practices.</p> <p>Please note: Failure to comply with all federal, state and local laws and regulations concerning pesticides will result in the</p>		



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	YES	NO
revocation of your Green Earth—Green Plants® certification.		
If you use no pesticides you may answer “yes” to multiple questions.		
You use no chemical pesticides on your accounts. Food-grade pesticides, biological pesticides and organic pesticide use is accepted and is not considered a “chemical” pesticide.		
You use only pesticides labeled “Caution” on your accounts.		
Please list all of the pest control products you use on your accounts.		
You use no chemical pesticides in your nursery or holding facility. Food-grade pesticides, biological pesticides and organic pesticide use is fine and does not count as a “chemical” pesticide.		
You use only pesticides labeled “Caution” in your nursery or holding facility.		
Please list all pesticides you use in your nursery or holding facility.		
You have a written policy stating that chemical pesticides are to be used only as a last resort after mechanical removal and other non-chemical methods have been attempted, or that no chemical pesticides are used.		
Beneficial insects, mites, nematodes or other organisms are used for pest control when appropriate and needed. Or no chemical pesticides are used.		
Spot treatment of pests is used when necessary, as opposed to treating large areas, on accounts. Or no chemical pesticides are used.		
Pesticides are applied to the soil media as a granular or spray application, or no chemical pesticides are used.		
No aerosol pesticides are used, or no chemical pesticides are used.		
Pesticides in dilution (mixed with water) and concentrated (unused) pesticides are disposed of in accordance with label requirements. Or no chemical pesticides are used.		
Other eco-friendly practices:		
Mulching Products		
Mulches and topdressings made from readily renewable, or recycled materials are used on 75% or more of your accounts. These may include moss; coir products; compost; “pebbles” made from recycled materials; bark nuggets or shredded bark from FSC or other certified forests. Peat is not considered readily renewable.		
Other materials: please list.		



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	YES	NO
Plant cleaners, shines, adjuvants or similar materials applied to foliage used on 75% or more of your accounts are phosphate-free, non-aerosol and petroleum-free. Or you do not use these materials.		
Other plant grooming practices that are eco-friendly:		
Pots and planters		
50% or more of your grow pots are biodegradable or made from recycled products.		
50% or more of the planters used on your accounts are low-VOC, have a powder-coated finish or are metal, or are made from a renewable material such as bamboo or wicker, are recycled or compostable.		
50% or more of your decorative plant containers can be repainted, refinished or returned to the manufacturer for recycling or refinishing. Please list manufacturer and model names for verification.		
Other eco-friendly horticultural practices:		

PART 2: TRANSPORTATION AND THE USE OF FOSSIL FUELS

Criteria	YES	NO
COMPANY VEHICLES		
One of the areas of primary concern to clients and the general public is the industry’s use of fossil fuels. We encourage conserving fuel and decreasing emissions as much as possible. You may answer yes to multiple questions. So if you have 100% of your vehicles are hybrids/alternative fuels you would answer “Yes” to all 3 options.		
All of your company vehicles are hybrids/alternative fuel.		
75% to 100% of your company vehicles are hybrids/alternative fuels.		
50% to 100% of your company vehicles are hybrids/alternative fuels.		
The Energy Policy Conservation Act, established by the US Congress in 1975, includes the establishment of CAFE standards (Corporate Average Fuel Economy). The CAFE standards for passenger vehicles is an average of 30.2 MPG and for light trucks is an average of 24.1 MPG for 2011. We will verify this information per the list of company vehicles you provided for the previous criteria. Please list your vehicles make, model and year here:		



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Criteria	YES	NO
<p>Please choose as many options below that apply concerning the gas mileage of your company-owned or leased vehicles. For example, if 100% of your vehicles comply you would mark “yes” to all 3 options.</p>		
100% of company vehicles have an EPA estimated mileage rating that meets the CAFÉ standards described above.		
75 to 100% of company vehicles have an EPA estimated mileage rating that meets the CAFÉ standards described above.		
50% to 75% to 100% of company vehicles have an EPA estimated mileage rating that meets the CAFÉ standards described above. 10 points.		
<p>In the USA the EPA determines if a vehicle model is considered “low emissions”. This information can be found in your owner’s manual or on a manufacturer’s sticker on your vehicle.</p> <p>Please choose as many options below that apply concerning the status of your company-owned or leased vehicles. For example, if 100% of your vehicles comply you would mark “yes” to all 3 options.</p>		
100% of company vehicles are low emissions.		
75% to 100% of company vehicles are low-emissions.		
50% to 75% to 100% of company vehicles are low emissions.		
All company vehicles are on a scheduled maintenance program which helps decrease pollution and increase fuel efficiency. Please submit a copy of the maintenance schedule and proof that maintenance has been during the past 6 months.		
EMPLOYEE TRANSPORTATION TO AND FROM WORK		
<p>Allowing route employees to report directly to their first account and return home from their last account saves on fuel usage and vehicle emissions.</p> <p>Please choose as many options below that apply. For example, if 100% of your employees comply you would mark “yes” to all 3 options.</p>		
100% of route employees (front-line staff) are permitted to report directly to the jobsite rather than first coming in to the office, warehouse or holding facility.		
50% to 100% of route employees (front-line staff) are permitted to report directly to the jobsite rather than first coming in to the office, warehouse or holding facility.		
100% of route employees (front-line staff) are permitted to go home directly from the last jobsite of the day, rather than returning to the office, warehouse or holding facility.		
50% to 100% of route employees (front-line staff) are permitted to go home directly from the last jobsite of the day, rather than returning to the office, warehouse or holding facility.		
Your front-line staff usually work a maximum 4 day week (or less) as opposed to a 5 day work week.		
<p>Making arrangements for some of your staff (administrative, sales or management) to work from home saves on fuel and vehicle emissions. This may also reduce your need for larger facilities and reduce your utilities usage.</p> <p>Please choose as many options below that apply. For example, if 100% of your employees comply you would mark “yes” to all options.</p>		



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Criteria	YES	NO
100% of your sales staff, administrative staff and/or management staff (including the owners) work at home or telecommute 2 days or more per week.		
75 % to 100% of your sales staff, administrative staff and/or management staff (including the owners) work at home or telecommute 2 days or more per week.		
50% to 100% of your sales staff, administrative staff and/or management staff (including the owners) work at home or telecommute 2 days or more per week.		
Van pools, ride-sharing or public transportation is used by at least 25% of your employees to travel to and from work. You may be asked to list their names and provide other documentation, such as copy of bus pass, copy of expense report showing reimbursement, etc.		
MISCELLANEOUS		
The company donates to a carbon offset program: please name the program. (We realize that the effectiveness of these programs is somewhat controversial. Irregardless, programs that aid in reforestation have been determined to have some merit.)		
Other practices:		

PART 3: COMPANY FACILITIES – INDOOR SPACES AND OFFICES

Criteria	YES	NO
INDOOR PLANTS		
At least one indoor plant per 100 square feet of office space is utilized. Plants must be in the office area. (Research is currently underway to determine the size and amount needed to effectively remove VOC's from the air.)		
INDOOR LIGHTING		
Motion sensors are on all office lighting switches.		
At least 50% of your office space has windows or skylights and daylighting is utilized.		
Task lighting is used to illuminate immediate work areas in your office space.		
Compact light bulbs (CFL's) or LED light bulbs are used throughout your office space. These are much more energy efficient than incandescent lights. (answer "yes" to both this criteria and the following criteria if you use LED light bulbs.)		
LED lighting is used throughout your office space. Although more costly, these are far more energy efficient than either incandescent light bulbs.		
You may be asked to submit photos showing the types of lighting used in your office space.		



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Criteria	YES	NO
HEATING, VENTILATION AND COOLING		
The HVAC system has programmed thermostat to save energy and/or has locked settings.		
The HVAC system has an Energy Star rating. Please give the brand, model and rating, or photo of the Energy Star rating label.		
The building has asbestos-free insulation, including attic insulation.		
If applicable, nursery space or warehouse space utilizes an insulation material, such as double-walled poly. Please list type of insulation.		
REDUCED EXPOSURE TO FUMES & CONTAMINANTS		
Low VOC paints are used for any painting. Please give the brand or submit a copy of the label.		
The copier and/or printer are in a separate room from the rest of the office space and the space is ventilated to the outside to reduce exposure to fumes.		
Janitorial supplies are kept in a separate closet and stored separately from the office area to reduce exposure to fumes.		
Pesticides are stored separately from the office area.		
No offices are located in the garage area, or these offices have separate ventilation systems.		
MISCELLANEOUS		
Water-saving attachments are on all water spigots.		
Water-saving fixtures (such as low flow commodes) are in restroom areas.		
Your indoor spaces are smoke-free and no smoking is allowed indoors. If you have an outdoor smoking area, your smoking area is not within 25 feet of an entryway, vent or opening window		
Smoking is not permitted on your premises, indoors or outdoors.		
Only phosphate-free, earth-friendly cleaning products are used.		
Recycled paper towels or cloth towels are provided in the restrooms and break rooms.		
Reusable dishes, cups and silverware are available in the breakroom or these products are made from recycled materials.		
Office space is in the owner's home, reducing the need for commuting and maintaining separate office space.		
Floor mats or grills are used at each outdoor entryway to reduce the amount of dust, pollen and other particulates entering your building and reduce the use of cleaning products.		
Your building is at least 50 years old and has been repurposed (was a warehouse or other type of building) or is a registered historic building.		
Other earth-friendly practices:		

PART 3: COMPANY FACILITIES – OUTDOOR SPACES AND LANDSCAPE



Criteria	YES	NO
LANDSCAPING AND VEGETATION		
Landscaping and trees cover at least 25% of the outdoor space.		
Native plant material or drought-resistant plant material comprises 50% or more of the landscaping.		
MISCELLANEOUS		
Outdoor lighting is aimed to eliminate “light pollution” at night, or outdoor lighting is on a timer or light-sensor device.		
Bicycle storage area is provided for employee and visitor use.		
Low-VOC paints are used outdoors when needed.		
You have established a wildlife habitat on your premises (such as placement of butterfly-attracting plants, bird feeders and bird houses, etc.) as permitted by law.		
Other environmentally-sound practices:		

PART 4: RECYCLING AND REDUCING LANDFILL SPACE:

RECYCLING AND REDUCING LANDFILL SPACE:		
Criteria	YES	NO
Recycling bins are set up at your facility and the following materials are recycled:		
Paper and cardboard: including office paper, newspaper, plant sleeves and boxes:		
Glass and Metal:		
Plastics and/or Grow Pots:		
Other materials: please list.		
Recycled paper is used for all office printing, or paper is used on both sides.		
Invoices are sent via email or FAX, rather than mailed out.		
Plant clippings and debris are composted (if not diseased or pest-infected).		
Other practices:		

PART 5: EMPLOYEE TRAINING AND EDUCATION

EMPLOYEE TRAINING AND EDUCATION:		
Criteria	YES	NO
<p>Employee training and education help to ensure that your green initiatives are properly put into practice. Employee education also helps to minimize waste and mistakes, conserving our natural resources.</p> <p>Topics may include composting, eco-friendly pest control, reducing water usage, routing efficiency, pest and disease identification, wildlife conservation, health and well-being benefits of plants, etc.</p> <p>Training and education may be in the form of:</p> <p><input type="checkbox"/> In-house classes, workshops and staff meetings.</p> <p><input type="checkbox"/> Formal web-based training programs, webinars, teleseminars or computer-based training programs.</p> <p><input type="checkbox"/> Classes or workshops held during a state, regional, national or international conference or symposium.</p>		
Employees received a minimum of 12 hours of training and education throughout the past 12 months.		
Employees received a minimum of 24 hours of training throughout the past 12 months (answer yes to the preceding question as well.)		
All employees receive a company newsletter, trade journal or publication at least 4 times a year with horticultural or environmental information.		
Staff members are reimbursed in total or in part for successfully attending and passing an environmental or horticultural class at a university, college or vo-tech school.		
Other:		

PART 6: SOCIAL RESPONSIBILITY – GIVING BACK TO THE COMMUNITY AND INDUSTRY INVOLVEMENT

SOCIAL RESPONSIBILITY:		
Criteria	YES	NO
Your business is involved in an environmental program, such as a tree-planting program, reforestation program, conservancy program, litter-free program, etc. and donates a minimum of \$500 per year.		
Your business is involved in an environmental program, such as a tree-planting program, reforestation program, conservancy program, litter-free program, etc. and donates a minimum of \$1,000 per year.		
Your business is involved in an environmental program, such as a tree-planting program, reforestation program, conservancy program, litter-free program, etc. and donates a minimum of 20 volunteer labor hours per year.		
Your business is involved in an environmental program, such as a tree-planting program, reforestation program, conservancy program, litter-free program, etc. and donates a minimum of 50 volunteer labor hours per year.		
Someone from your business speaks publicly and/or teaches or writes about horticulture or environmental issues.		
Someone from your business writes about horticulture or environmental issues.		



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Someone from your business is actively involved in volunteering for a trade association for the horticulture industry or an environmentally-related association, other than described in previous criteria.		
Other involvement: please describe.		

Please use this page for any other earth-friendly practices utilized by your business that were not included previously. Points will be assigned and determined based on similar criteria in this assessment.

Criteria	Points (to be determined)