



NAPA GREEN WINERY

CERTIFICATION STANDARDS

INTRODUCTION

Thank you for your interest in becoming a Napa Green Certified Winery. Sustainable winemaking requires attention to detail that can not only increase the quality of the wine in the glass but also elevate the customer experience.

We want to emphasize that the Napa Green Winery standards include many industry best practices so no one is starting from the ground floor. Our team is here to help you continually improve and advance along the path of sustainability.

Once certified you will receive all of the benefits of Napa Green Winery membership, including connection with the Napa Green knowledge network and community, recognition on NapaGreen.org, Napa Green Certified signage, opportunity for logo use, including on wine labels, access to BMP workshops, happy hours and other celebration and recognition events.

We are always available to help answer any questions. Please reach out anytime.

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ENROLL
napagreen.org



- GENERAL: 100%
- WASTE: 100%
- ENERGY: 100%
- WATER: 100%
- POLLUTION: 100%
- WASTEWATER: 100%



NAPA GREEN WINERY CERTIFICATION

1. **ENROLL** NapaGreen.org/certification/winery/ You will receive an automated email with a username and temporary password for the online application portal.
2. Sign-in to the portal to **access the Napa Green Winery questionnaire** and **assemble core knowledge network** (Winemaker, Facility/Operations Manager, Cellar Manager, whoever handles purchasing) to begin answering questions.
3. Once you've taken a first pass at the questionnaire **reach out to the Napa Green Program Assistant**, megan@napagreen.org to **schedule your Integrated Resource Audit** - a one-stop, whole system energy, water and waste assessment with an experienced engineer.
4. **Complete the onsite Integrated Resource Audit** (all data is confidential). As part of this audit you will receive baseline energy, water and waste metrics (kWh/case; gallons of water/gallon of wine; diversion percentage). You will also receive a follow-up report with opportunities and recommendations.
5. **Complete the questionnaire.** Napa Green staff will also make updates based on the site visit and work with you to **draft an Action Plan** for the remaining Napa Green Winery required measures (if relevant).
6. Once the Action Plan has been finalized you will be **connected with the third-party certifier** to schedule a final walkthrough of your facility (~1 hour).
7. **Congratulations, you are a Napa Green Certified Winery!** You can use this sustainability certification to help tell your story, build community goodwill and consumer loyalty and differentiate your product in the marketplace. To maintain certification there are annual "desk audits" of Action Plan progress and updated metrics. Onsite inspections for re-certification occur ever three years to verify continuing improvement.

I've been at this for 30 years and this is the best, most well-thought-out program I've ever seen.

– Yvon Chouinard
*Environmentalist and
Founder of Patagonia*



LEADERSHIP & ENGAGEMENT

Leadership & Engagement – CORE

1. Owner and Management Commitment: Have a sustainability commitment/mission statement and/or environmental policy that is publicly available outlining company green business practices.

Green Note: A sustainability section on your website will meet this requirement.

2. Encourage employee participation in greening your business. Examples include: Employee orientations and trainings; Incorporating as part of existing meetings such as monthly safety meetings or weekly checkins; Having incentive or reward programs.
3. Inform your customers about what you are doing to be green. Examples: Train your employees to talk about sustainable grape growing and winemaking; Add sustainability information to your tasting sheet and/or other communications materials; Highlight your green efforts on your website; Incorporate sustainability information into tours; Display a Napa Green Certified Sign.

Green Note: Once you are certified post the Napa Green logo and certificate in a visible location; highlight Napa Green certification on your website and link to NapaGreen.org; Display your “Napa Green Signs”

4. Establish a “Green Team” that can help lead continuing improvement.

Green Note: See the resource on [“Cultivating a Green Team.”](#)

Leadership & Engagement – ELECTIVE (1 of 4)

1. Adopt a written environmentally preferable (or green) purchasing policy.

Green Note: In the resources there is an Environmentally Preferable Purchasing Overview and adaptable EPP Policy Template.

2. Do business with other green businesses. Find them in the California Green Business Network Directory: <https://greenbusinessca.org/find-green-business/>
3. Share a Napa Green/sustainability practice or story on social media minimum monthly.

Green Note: Use hashtags: #NapaGreen #NapaGreenCertified #OurNapa #OurNature

Tag Napa Green in your posts: Instagram @NapaGreen, Twitter @NapaGreen, Facebook @NapaGreenCertified

4. Have key hospitality and sales staffs complete the Napa Green Ambassadors training. Recordings available online: <https://napagreen.org/napa-green-ambassadors-training/>, and live webinars/workshops offered quarterly.

ENERGY EFFICIENCY

Awareness & Maintenance – CORE

1. Facility manager has set up PG&E My Energy account and regularly reviews electricity and natural gas use. This assists in identifying any unexpected rises in use, and targeting opportunities to improve efficiency and save money.

Green Note: Napa Green Program Assistant, Megan Scott, megan@napagreen.org, can assist with setting up PG&E My Energy account. This data should be recorded in the Napa Green online Metric Calculator, and the "Resource Graphs" function can be used to review trends.

2. If winery/facility has a PV solar array ensure relevant staff receive automated alerts on any system malfunctions and regular reports on system performance compared to design capacity. If monitoring is not in place establish a regular inspection and verification of system operation and production.

Green Note: The most common solar array issue is inverter failure. If these failures are not caught and repaired quickly the True Up bill will be significantly higher as more electricity is pulled from the grid.

3. Calculate your energy intensity (kWh) per case of wine.

Green Note: The baseline calculation will be completed for you as part of your first Napa Green Integrated Resource Audit. Moving forward you will use the online Metric Data Form & Calculator to report updated metrics annually.

4. Complete regularly scheduled maintenance on your refrigeration system at least twice a year.

Green Note: Recommend service before harvest and after cold stabilization.

5. Complete regularly scheduled annual maintenance on air compressors (15 HP or larger) and check for and repair air line leaks.

Green Note: An air leak detector gun can be rented free from the PG&E Tool Lending Library: <https://pge.myturn.com/library/>

6. Complete regularly scheduled maintenance on your HVAC system at least twice a year, which includes: Cleaning or replacing filters on heating and air-conditioning units; Cleaning AC condenser coils; Maintaining proper function of economizers on AC units.

7. Reduce the hot water temperature to 120-140 when higher temperatures of 160-180 are not required for sanitation.

Green Note: Some wineries have saved thousands of dollars annually on their energy bills through this one measure.

Awareness & Maintenance – ELECTIVE (2 of 5)

1. Set an energy efficiency goal (e.g. kWh/case). Encourage employee ideas and provide regular feedback on progress toward achieving the goal.
2. Sign up for FlexAlert.org alerts and help reduce energy usage during peak demand periods.
3. Use a 365 day programmable thermostat to control heating and air conditioning, and train staff not to make manual adjustments. In occupied spaces recommend heating set to 68 degrees, and air conditioning set to 72 degrees.
4. Routinely check the glycol temperature setting manually. Be sure to raise to glycol set point after cold stabilization.
5. Control the compressed air system (air compressor and air drier) to ensure operation only during working hours (if not needed for refrigeration control valves or cellar humidification).

Lighting & Equipment – CORE

1. Replace all T-12 fluorescent lighting with energy-efficient T-8, T-5 or TLED lamps/fixtures with electronic ballasts or other equivalent efficient lighting.

Green Note: Through your Integrated Resource Audit you will receive information on rebates and financing options for energy efficiency upgrades. Crush pad and outdoor lighting used only during harvest does not have significant operating hours and only needs to be converted to LED as it fails.

2. Replace incandescent bulbs with energy efficient alternatives (includes A-19, MR-16, PAR 20 and 30).
3. Convert all 400 W Metal Halides and/or High Pressure Sodium lighting in the cellar (used regularly) to LED.

Green Note: ROI is usually <5 years depending on fixtures selected and installation cost.

4. Evaluate glycol lines and ensure that all of the main runs are insulated (prioritize outdoor piping).
5. Insulate the walls of outdoor glycol tank(s).

Green Note: ROI is usually one year or less.

6. When purchasing new electronics, refrigerators, dishwashers, etc. purchase Energy Star and/or EPEAT certified equipment (<https://www.energystar.gov/products>; www.EPEAT.net).

Green Note: Refrigerators >10 years old should be replaced.

Lighting & Equipment – ELECTIVE (8 of 17)

1. When designing a new building, use green building standards (e.g. Leadership in Energy and Environmental Design or LEED).
2. Have ENERGY STAR® office equipment and have enabled energy saving features.
3. Ensure that power management software is enabled on all office equipment so that it powers down when not in use and at the end of the day.
4. Use instantaneous hot water heaters (or on demand systems).

Green Note: Make sure inlet filters and internal coils are cleaned annually on gas fired heaters.

5. Use a solar water heater or preheater.
6. Capture waste heat (typically from refrigerant at discharge from the compressor, before condenser) to preheat water.
7. Convert T-8 or T-5 lamps to TLED (Tubular LED) style lamps, or convert to LED style fixture.
8. Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.

Green Note: Verify that timers and controls are in service, set to the correct occupied/service hours, and all programming is documented.

9. Use energy-efficient double paned windows on at least 90% of windows.
10. Insulate hot water lines.
11. Use insulation jackets on outside tanks.
12. Utilize night-time air cooling for cellars, and verify controls are in operation and not in bypass mode.

13. Use energy management software (e.g. Ignition, Logix) for the refrigeration system for cellar cooling, tank cooling, and evaporative condenser/cooling tower operation. Regularly verify set points, seasonal timing, and that all systems are in “Auto,” and not “Bypass.”

14. Add dissolved oxygen controls to wastewater pond aerators.

Green Note: Establish regular maintenance and cleaning of the probes.

15. Convert cellar evaporator fans (110V/208V) to electrically commutated (EC) motors.

Green Note: Since 2009 all new fan units have been required to have EC motors for 110v and 208v fans.

16. Use an outside air intake for air compressors (cool air takes less energy to compress).

17. Use a variable frequency drive (VFD) on glycol pumps, cooling towers/evaporative condenser fans, or pumps that use more than three horsepower, such as water distribution pumps. Regularly verify that VFD drives are in “auto,” and not in “bypass.”

Green Note: There are potential rebates available for VFDs on glycol pumps and the ROI is typically 1.5-3 years.

WATER EFFICIENCY

Indoor Efficiency – CORE

1. Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush).
2. Install one or more flow meters to know your water use at the winery (should be able to track process, administration and hospitality, either in sum or individually). Assign at least one staff member to record data in Excel (recommended weekly) and trend monthly to identify unexpected rises in use, possibly indicating a leak or other opportunities to improve efficiency.

Green Note: If a flow meter needs to be installed see the resource on “Water Flow Meters.”

3. Calculate your water use per gallon of wine.

Green Note: The baseline calculation will be completed for you as part of your first Napa Green Integrated Resource Audit. Moving forward you will use the online Metric Data Form & Calculator to report updated metrics annually.

4. Establish written Standard Operating Procedures (SOPs) available in English and Spanish (if relevant) for tank, barrel and hose cleaning. Ensure all staff are trained on SOPs. Provide a table with all tank sizes/types to establish cleaning times and volumes. Barrel cleaning procedures should document empty barrel maintenance as well.

Green Note: Make sure all SOPs include tank entry safety and PPE guidelines.

5. If water is provided by municipal source assign an employee to track water use over time (monthly) and alert staff to any unexpected rises in use.
6. Check for and repair all leaks, including in toilets.
7. Adjust cooling tower/evaporative condenser recirculated water blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures specifications. Excessive TDS can cause scaling of condenser tubes that adversely affects energy efficiency, and too low of TDS can result in excessive blowdown and makeup water usage.
8. Ensure all cellar hoses have spring-load/low flow nozzles.

Indoor Efficiency – ELECTIVE (6 of 13)

1. Set water efficiency goal (gallons of water used per gallon of wine produced). Encourage employee ideas and provide regular feedback on progress in achieving the goal.
2. Replace all urinals flushing at greater than 1.0 gallon with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals.
3. Barrel steamer is used to clean barrels.
4. Use steam for other cleaning purposes.
5. Use recycled water for cooling towers.
6. Purchase barrel cleaning machine with high-pressure, low-flow nozzles, or retrofit old barrel washer to new nozzles. Barrel washer captures rinse water for reuse.
7. Use cleaning product that significantly increases water use efficiency for tank cleaning process (e.g. Destainex; Cleanskin; Filmaway). Verify tank cleaning SOPs properly reflect the use of these chemicals to fully realize the water savings.
8. Wastewater sumps (and pump controls), interceptors, or traps are inspected quarterly and cleaned as needed/ annually.
9. Pre-cleaning of equipment surfaces is done with appropriate tools (e.g. a stiff brush) to loosen and remove large material before wash-down.
10. Clean floors with high-pressure, low volume cleaning equipment with shut off nozzles.
11. Post signs in restrooms and kitchen to encourage water conservation and to report leaks.
12. Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
13. Reduce indoor process water pressure to no higher than 70 psi by installing pressure reducing valves or adjusting the pressure setting at the controller.

Landscape Efficiency – CORE

1. Meet with landscaping staff/service to discuss environmental commitment and best practices and make sure they are implementing standards.
2. Water during early morning, pre-dawn hours.

3. Adjust the irrigation schedule based on the seasons. Shutoff irrigation during the rain season.
4. Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil.
5. Install water flow meters on all large landscape irrigation systems and assign staff to track data monthly for unexpected rises in use, possibly indicating a leak.

Green Note: A large landscape is anything over 5000 square feet in size. Landscape irrigation is typically one of the highest water uses at wineries, and pipe breaks/leaks are not uncommon.

6. Regularly inspect and repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves. Verify heads/nozzles are the proper rating/type for that application and positioned to prevent hardscape areas from being sprayed.

Landscape Efficiency – ELECTIVE (3 of 9)

1. Make necessary changes to assure proper hydro-zoning and control system programming (grouping of plants with similar water needs and sprinkler types) of irrigated areas.
2. Rain gardens, permeable pavement, and other landscape features or practices are used that increase rainwater capture and create opportunities for infiltration.
3. Reduce/eliminate area of grass/turf.
4. Use drip irrigation on non-turf areas.
5. Save water by programming the irrigation system to use shorter, repeated cycles of watering rather than one long soak.
6. Install a self-adjusting, weather-based irrigation controller that tailors watering schedules to local weather, plant types, etc.
7. Install drought-tolerant, native landscaping.
8. Use reclaimed/recycled water or rainwater collection for landscape irrigation, and regularly inspect collection systems for proper operation.

WASTE REDUCTION

Recycling & Composting - CORE

1. Assign staff to monitor diversion (recycling, green waste and composting) and ensure recyclables are not ending up in the trash, and vice versa. Staff should request and review diversion report from waste management company annually.

Green Note: The goal is to have a diversion rate of 75% or greater, excluding pomace, which artificially inflates the diversion tonnage. Napa County estimates that more than 90% of waste produced by wineries is recyclable/compostable.

2. Recycle all paper, glass, metal, cardboard and hard plastics accepted in your area.
3. Consolidate and recycle shrink wrap.

Green Note: For UVDS customers: If you want to recycle your clear shrink wrap/film plastic it must be consolidated separately and uncontaminated. For smaller wineries film plastic that is consolidated in CLEAR bags can be placed in single-stream recycling bins for recycling. For larger loads, film plastic can be collected in dedicated 20 or 30 yard bins. These bins are \$150 per pickup, with a weekly demurrage fee of \$56.85.

For NCRWS customers: If you want to recycle your clear shrink wrap/film plastic it must be consolidated separately and uncontaminated. NCRWS can provide a 20 yard collection bin. For smaller wineries clear shrink wrap/film plastic should be stored onsite until there is enough to fill up a 20 yard bin. NCRWS can drop off a 20 yard bin and collect it the following day, if needed. Currently there is no charge for the shrink wrap/film plastic bin. If you are willing to be a shrink wrap/film plastic drop off location, or have any questions, please contact NCRWS at 707-255-5200, Ext. 1213, or naama@naparecycling.com.

4. Recycle wood, including pallets, or return to vendor.
5. Recycle natural cork.

Green Note: In the City of Napa cork can be put in the green waste bin, but Upper Valley Disposal can't yet process corks with landscape waste. Wineries can work with "ReCork America," or small loads of corks can be dropped in the recycling bin at Whole Foods - Napa.

6. Compost landscape trimmings and debris, as well as pomace, either onsite or with waste management company.
7. Compost food waste (where available).

Green Note: Service provided by Napa County Recycling & Waste Services or select customers of Upper Valley Disposal with large organic waste streams.

8. Pair recycling bins with trash bins in both back and front of house, including outdoor hospitality areas.

Green Note: The County, in partnership with waste providers, will provide you with free plastic recycling bins and signage as needed (as well as free food compost bins for NCRWS/NRWS customers). See Napa Green Resources for available bins and signage and how to order.

9. Either eliminate the use of liners/bags for recycling or reuse liners and dispose when dirty. Liners/bags jam the recycling belt at the sorting facility.
10. Post bilingual signs on/near dumpsters on what materials can and cannot be disposed.
11. Ensure all staff (including part-time or seasonal employees) are educated about proper recycling and composting.

Green Note: Both Upper Valley Disposal Services and Napa Recycling & Waste Services will provide free employee trainings.

12. Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.
13. Evaluate bottling operations for opportunities to reduce waste.

Recycling & Composting – ELECTIVE (4 of 10)

1. Set a diversion goal (percentage of recycling, green and organic waste diverted from the landfill), encourage employee ideas and feedback and share regular updates on progress toward goal.
2. Recycle capsules and return unused capsules to manufacturer.

Green Note: If you are using tin capsules, connect with the Teacher's Resource center to collect and recycle capsules. They utilize the \$ from recycling to provide school supplies for local teachers <https://teacherresourcecenter.org/>

3. Recycle screw caps.
4. Collect lees and have a vendor pick up for reuse (e.g. Lees Solutions).

Green Note: If you have a septic system not collecting lees will clog the system faster, requiring more frequent maintenance.

5. In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt pepper, etc. to avoid individual condiment packets.
6. Eliminate paper hand towels in restrooms by providing reusable hand towels or installing air hand dryers.
7. For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).
8. Use electronic billing methods to invoice customers and receive payment.
9. Sign up for e-statements rather than paper statements.
10. Reduce junk mail and catalogs. See PaperKarma.com or CatalogChoice.org.

Purchasing & Supply Chain – CORE

1. Purchase copy, computer and fax paper with minimum 30% post consumer waste.

Green Note: Post-consumer waste (PCW) is waste produced by the end consumer of a material stream. Commonly, it is the waste that individuals routinely discard for recycling. Post-consumer waste is distinguished from pre-consumer waste, which is the reintroduction of manufacturing scrap (such as trimmings from paper production, defective aluminum cans, etc.) back into the manufacturing process.

2. Purchase janitorial paper (toilet paper, tissues, and paper towels) with minimum 30% PCW.
3. Print the majority of marketing materials on paper containing a minimum of 30% PCW recycled content.
4. If you use disposable bags and/or boxes for wine sales in the tasting room ensure they are made with minimum 30% PCW.
5. Eliminate individual bottles of water for employees and guests.

Green Note: If using bottled water during COVID-19, have a plan in place to phase out use once it is deemed safe.

6. Eliminate the use of polystyrene, such as Styrofoam.

Green Note: Exceptions allowed for large-format bottles and summer shipments ONLY. If you use a third-party shipping company you must ask that they adhere to

these standards. The resource on [“Shipping Recommendations”](#) provides a list of materials recommended by Napa Green wineries.

7. Centralize all office and bathroom purchasing to eliminate unnecessary purchases and ensure that environmentally preferable purchasing policies are followed.

Purchasing & Supply Chain – ELECTIVE (3 of 8)

1. Purchase shippers made with minimum 50% post consumer recycled content.
2. Remodel/build with materials containing recycled content.
3. Purchase office/copier paper with 50-100% PCW.
4. Use refilled or remanufactured laser and copier toner cartridges.
5. Purchase envelopes with minimum 50% PCW recycled content.
6. Purchase business cards with minimum 50% PCW recycled content.
7. Purchase cardboard made with at least 50% PCW recycled content.
8. Provide a customer card in shipments sharing recycled content/environmental benefits of shipping materials.

POLLUTION PREVENTION

Climate Action – CORE

1. Ensure key staff are signed up to receive Air District Spare the Air alerts.
<http://www.sparetheair.org/>
2. Wineries with 50 or more full-time employees must participate in the Bay Area Commuter Benefits Program. Smaller wineries may want to consider implementing commuter benefits as well.

Green Note: For additional information and Employer Guide visit:
<https://511.org/employers/commuter/overview>

Climate Action – ELECTIVE (7 of 16)

1. Enroll eligible vineyards in the NEW Napa Green Vineyard program, the first sustainable winegrowing certification to focus specifically on climate action, regenerative farming, and social equity, justice and inclusion.

Green Note: Note that you receive three (3) credits for Napa Green Vineyard Certification.

2. Install renewable energy sources, such as PV solar panels, wind generators, or geothermal. Specify system size.

Green Note: Note that you receive three (3) credits for renewable energy generation. Please ensure regular system monitoring/automated alerts to catch any issues (e.g. inverter failures), both to maximize your own investment and the climate benefit.

3. Convert company vehicles to low emission vehicles (electric, hybrid or alternative fuels).
4. Offer electric vehicle recharge ports for visitors and employees.

Green Note: Note that you receive two (2) credits for installing an EV charging ports. To learn about ADA compliance when installing EV ports see these excerpts from the CA Building Code on “ Accessibility Regulations for EV Charging Stations” with relevant sections highlighted.

5. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
6. Provide secure bicycle storage for staff and customers.

7. Offer designated parking for electric vehicles.
8. Provide employees with alternative transportation options (e.g. vanpool or shuttle service).
9. If you are a Marin Clean Energy (MCE) customer enroll in their "Deep Green" program, guaranteeing that 100% of electricity provided comes from renewable sources.

Green Note: Note that you receive two (2) credits for enrolling in the "Deep Green" program. The price premium is ~\$0.01 per kWh. The MCE contact is Chris Kubik, ckubik@mcecleanenergy.org, who can provide an exact estimate of cost.

10. If you opted out of MCE and PG&E is still your electricity provider join the PG&E Solar Choice or Regional Renewable Choice program, purchasing renewable energy to match 100% of energy use.
11. Complete a GHG inventory or use a carbon footprint calculator to baseline and track the winery's greenhouse gas emissions.

Green Note: Industry consultants including ViewCraft (viewcraft.com) offer GHG inventory services. There are also online calculators such as the Terrapass Carbon Calculator for businesses <https://www.terrapass.com/carbon-footprint-calculator>

12. When possible, arrange for a single vendor who makes deliveries for several items, and work with suppliers to ensure backhauling and full loads whenever possible.
13. Generate nitrogen onsite, eliminating the need for deliveries.
14. Lighten the weight of glass on one more SKUs.
15. Purchase carbon offsets for all wine shipments. Validated services: cooleffect.org, terrapass.com/product-category/business.
16. Plant a tree for every wine bottle or case sold through One Tree Planted, onetreeplanted.org.

Reduce Chemical Use – CORE

1. Use Integrated Pest Management (IPM) practices. If contracting with a pest control operator, specify in contracts the use of IPM (including non-chemical pest prevention with no perimeter spraying), or choose a pest management provider and service that is IPM-certified, such as those listed at EcoWiseCertified.com, GreenShieldCertified.org, or Green Pro Certified at whatisgreenpro.org.

2. Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products with the local Hazardous Waste Program.
3. Use green, low toxic cleaning products in non-aerosol containers such as Seventh Generation, Mrs. Meyer's, Method or other Green Seal (greenseal.org) or Safer Choice (epa.gov/saferchoice) certified options.
4. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.

Green Note: Triclosan is an antibacterial and antifungal agent found in consumer products, including soaps, detergents and cleaning products. Use of Triclosan and other antibacterial compounds may result in contamination of the nation's waterways, with Triclosan being the most prevalent contaminant not removed by typical wastewater treatment plants. Note: The majority of hand sanitizers should no longer contain Triclosan (see article, "[US FDA finalizes hand sanitizer rule](#)"). However, given that hand sanitizers of varying quality have been flooding the marketplace please validate key ingredients.

5. Meet with your cleaning staff to ensure they are aware of your environmental commitment and cleaning product policies and that they are using the products provided. If you hire an outside service, make sure they are purchasing green cleaning products.

Reduce Chemical Use – ELECTIVE (1 of 3)

1. Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.
2. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
3. Print promotional materials with vegetable or other low-VOC inks.

Storage & Disposal – CORE

1. Properly store and dispose of Universal Wastes as required by law. Designate a covered storage area for spent U-Wastes, posting a sign and notifying employees of the area.

Green Note: Examples Include: Batteries, Fluorescent lamps/tubes, mercury-containing items, pesticides, E-waste, paints/solvents.

2. Properly dispose of excess paint/solvents (take to a hazardous waste collection site).

3. Refill or recycle used inkjet and toner cartridges. This is oftentimes done a facility that sells or manufactures cartridges or toner.

EQUITY AND COMMUNITY

Worker Health & Safety - CORE

Please self-validate the following activities. Third party certifier cannot validate state and federal compliance.

1. There is a process in place to regularly review and ensure compliance with OSHA regulations.
2. Employee safety training program is in place in compliance with federal, state, and local law.
3. Have an Injury and Illness Prevention Program.

HR, Orientation & Benefits – CORE

1. Have process in place to regularly review and ensure compliance with state and federal labor requirements for human resource practices. (Self-validating).
2. For employers with eight (8) or more employees, all new employees receive orientation and review of handbook (may be provided electronically), which should include: Workplace tour; Company mission and vision; Sustainability commitment and certification(s); Compensation, Benefits, and Incentives; Accident and emergency procedures, including procedures during a natural disaster; Non-Discrimination and Anti-Harassment policies.

Green Note: Emergency procedures should account for circumstances when electricity and cell phone coverage are compromised. Be prepared to share handbook with third-party certifier.

3. Pay workers competitive salaries for your region.
4. If English isn't required and there are staff whose first language is Spanish all resources are provided in English and Spanish.

HR, Orientation & Benefits – ELECTIVE (4 of 9)

1. Cover 80% or more of medical insurance premiums.
2. Provide dental and vision insurance plans.
3. Provide family support services (see note).

Green Note: Examples include housing opportunities information and resources; Childcare resources/referral; Nutrition, health and wellness resources and/or

referrals; Employer participation in community groups to increase housing opportunities; Employer donates money and other resources to local housing groups.

4. Empower female and minority employees for leadership positions and advancement.
5. Offer bonuses and/or incentives to your workers.
6. Written complaint process in place for your workers (consider outside vendor employees can call to report a complaint).
7. Participate in an annual salary survey (e.g. Wine Business Monthly, CAWG) and benchmark compensation against regional average.
8. Won an award related to social equity and/or health and safety (e.g. Best Places to Work; OSHA Star).
9. Have succession planning program to help develop talent within the organization for future positions and encourage internal development of employees.

Sustainability Engagement – CORE

1. Staff is assigned to manage Napa Green Winery certification, ensuring implementation of Action Plan (if relevant) and continuing improvement.
2. Regularly share sustainability/environmental stewardship continuing education and training opportunities and encourage attendance when practical, covering costs if applicable.

Sustainability Engagement – ELECTIVE (2 of 6)

1. Employee on-boarding includes training in sustainability and environmental stewardship priorities and activities, and may include “shadowing” or working with a member of the Green Team or other organizational Napa Green leader for a day.
2. Staff is provided with regular feedback (monthly/quarterly) on resource conservation/efficiency accomplishments and request staff input and suggestions for continual improvement.
3. Organize educational field trips related to environmental stewardship at least twice a year.

Green Note: An example is a tour of a recycling facility.

4. Have a sustainability plan you update at least every three years that includes: Future vision for your company and how your company will grow sustainably; How your company will enhance or contribute to the community and positively impact the environment; Stewardship goals and targets including specific activities, practices, and/or policies.
5. Have encouraged strategic contacts at other wineries to pursue Napa Green Winery and/or Vineyard certification and have provided some guidance on the certification process.
6. Certified B Corporation.

Green Note: <https://www.bcorporation.net/what-are-b-corps/why-b-corps-matter>

Neighbors & Community – CORE

1. Neighbors who may be affected by operation have access to contact information for appropriate staff.
2. Notify neighbors about operations that might affect them.
3. Have a process for receiving, considering, and addressing neighbor/community feedback, questions, and concerns.
4. Consider ways light, noise, and traffic from operations may impact neighbors and make efforts to mitigate these impacts.

Neighbors & Community – ELECTIVE (2 of 6)

1. Participate in neighbor and community forums about sustainability and issues related to vineyard and winery operations.
2. System in place to notify neighbors of major changes to farming practices.
3. Participate in advisory or volunteer groups or industry collaborations/partnerships to work on (Mark those that apply):
 - Traffic and enhancing alternative transportation opportunities
 - Affordable worker housing
 - Water monitoring and conservation
 - Sustainable land use planning
 - Community Health
 - Enhancing educational opportunities
4. Participate in voluntary Napa watershed river/creek and riparian habitat restoration projects.

Green Note: Examples include Rutherford Reach restoration, Oakville to Oak Knoll restoration, Upper Napa River restoration, Carneros Creek restoration.

5. Have protected land from future development through official Land Trust conservation easements.
6. Communicate with neighbors about Napa Green certification and other sustainability practices through opportunities such as Morning in the Winery, Afternoon in the Vineyards, website, tours, etc.

STORM & WASTE WATER

Storm & Waste Water – CORE

1. Comply with all requirements in the State Water Resource Control Board's Stormwater Industrial General Permit. For more information, go to: https://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.html

Green Note: Your winery may qualify for a No Exposure Certificate, but paperwork still has to be filed. If the Water Board enforces this regulation fines can be up to \$10,000 a day.

2. Routinely inspect and address all potential sources of leaks, spills, accidents and emissions (material/waste storage areas, pipes, valves, hoses and process equipment, etc.). Include receiving areas and/or loading docks.
3. Ensure that no wastewater enters a storm drain. Only rain down the storm drain.
4. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.
5. Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.
6. Keep waste and recycling bins/dumpsters closed and impermeable to rainwater.