

Version 2: Fall 2016





OVERVIEW

This Guide provides step by step instructions for creating a business profile with the New Jersey Sustainable Business Registry. Businesses can apply for membership online by visiting the Registry website http://registry.njsbdc.com/.

For a business to become a member of the Registry it must electronically submit the following information about its sustainability efforts:

- Five Sustainable Practices/Actions
 - A Written Description for Each Practice
- One Measurable Environmental Benefit
 A quantified benefit from one practice
- Cost Savings from One Practice
 An amount of money saved or cost avoided from a practice

REQUIREMENTS

To become a member, you need to create an online business profile and submit the following information:



A brief written description of <u>Five Sustainable Actions/Practices</u> your business has adopted.

- EXAMPLES -

Materials Recycled

Cardboard
Paper
Plastic
Glass
Metal
Cooking Oil
Composting Food Waste

Energy Efficient Upgrades

Lighting
Appliances
HVAC systems
Building Shell
Refrigeration Equipment
Food Service Equipment
Energy Management
Systems

Water Conservation Efforts

Install Low Flow/High
Efficiency Fixtures
Fix Leaks
Reuse of Waste Water
Cisterns/Rain barrels
Raingardens
Water-wise Landscaping

TIP: For more ideas check out our Resources Page, http://registry.njsbdc.com/resources

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Identify One Measurable Environmental Benefit from a practice.

- EXAMPLES -

Pounds of Waste diverted from the landfill through Recycling
Kilowatt Hours Saved from Efficiency Upgrades
Gallons of Water Saved from Conservation Efforts

Identify One Cost Savings from a Practice.

- EXAMPLES -

Waste Hauling cost avoided by recycling Energy Bill reduction from upgrading equipment Water Bill reduction from new low flow fixtures



TIP: If you need help calculating measurable benefits and cost savings, check out our Calculations Tool Page http://registry.njsbdc.com/calculations-tools

CREATING A PROFILE

STEP

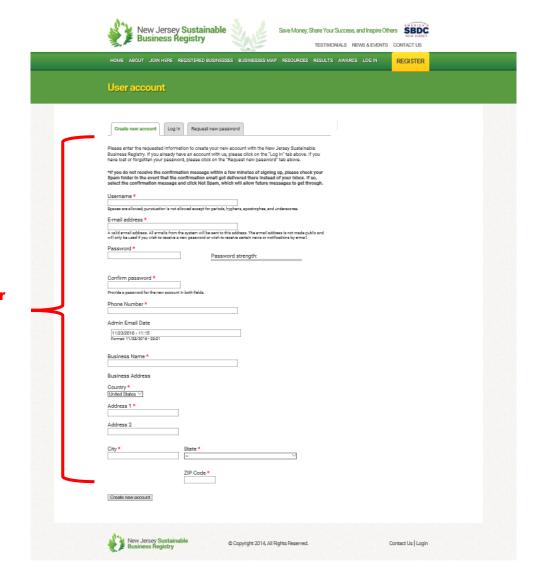


Visit http://registry.njsbdc.com/user/register

STEP



Create a User Account by submitting required information



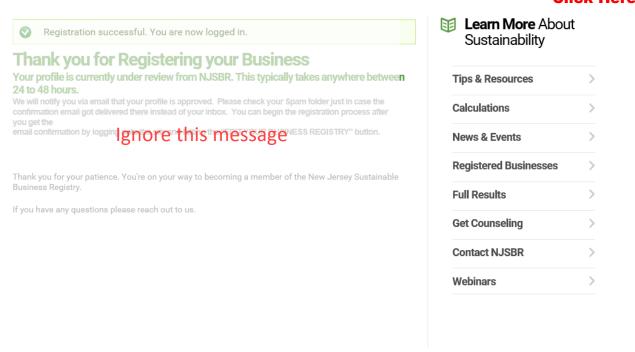
Fill in your info here



Click on "My Business Profile" button at top right corner of page



Click Here





TIP: Please note that even though it states that your profile is under review, this is not true. You still need to submit the detailed profile information about your business.

Click on "Edit This Registry" button at bottom of the page

View Profile

Edit Profile

If your business is committed to five or more of these action steps below, you qualify to register

- Share information on at least FIVE environmental practices in place at your facility. Find ideas by going to Tips and Resources.
- Provide one measurable result related to at least one of these activities. Click here for guidance and tools to help you calculate measurable results.
- 3. Provide cost savings that have resulted from at least one of these activities.
- 4. Complete the online application form to be recognized as a NJ Sustainable Business.
- Your application will be reviewed and when approved you will be contacted and added to the list of registered businesses.

Email

Plaintext email only

No

Business Name:

Test

Business Address:

401 E state St Trenton, NJ 08625 United States

Phone Number:

6096331466

Registry Application

Application Title: Test

Post date: Tuesday, October 4, 2016 - 09:25

Updated date: Monday, November 14, 2016 14

Approved: No

EDIT THIS BUSINESS REGISTRY

Click Here





Enter in your business information



Fill in your info here

STEP



Select the Green Category buttons and enter in information about your sustainable practices

| | View Edit | |
|----------|---|-------------------------|
| | - Your Business Information | |
| | Name of Organization | |
| | Test 2 Organization Type * | |
| | - Select a value - | |
| | Business Description | |
| | Contact Person | |
| | - Business Location | |
| | Re geocode Check this box to rerpeccede location. | |
| | Location name | |
| | e.g. a glace of business, venue, meeting point Street | |
| | Additional | |
| | City | |
| | State/Province 0 | |
| | Postal code | ' |
| | Country United States | |
| | Title | |
| | - | |
| | Phone | |
| | Email | |
| | Number of Employees | |
| | | |
| | Website | |
| | - Date | |
| | Date | |
| _ | E.g., 11/22/2016 | |
| | Management and Leadership | |
| | Waste | |
| | Energy | |
| | • Transportation | ; |
| Category | Water Certification Programs | ✓ TIP: You only need to |
| Buttons | Green Building Techniques | submit information for |
| Duttons | Environmental & Community Restoration | 5 practices/actions |
| | Industry-Specific | |
| | Emergency Preparedness | |
| | • Community | |
| | Other | |
| | SAVE | |

▼ Waste Reduction Description of Action Lbs Saved **In the last 12 months Money Saved **In the last 12 months Upload Document (PDF Only) Browse... Upload Files must be less than 2 MB. Allowed file types: pdf.



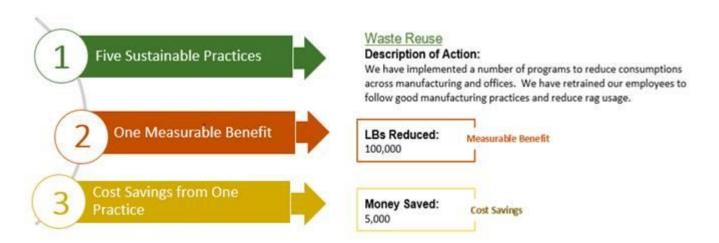
Sub Category

Example

TIP: To complete your profile and be approved you need to submit the following information:

- Five Sustainable Practices/Actions
- One Measurable Benefit
- Cost Savings from One Practice

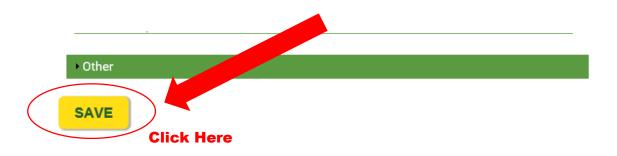
Here is an example of the requirements from one of our member businesses – <u>Earth Friendly Products</u>:



STEP



Once you have entered all of your information (business description and sustainable actions), remember to hit the "Save" button at the bottom of the screen before exiting the website



You're Done!

You should receive an email from the Registry Team about the status of your application within 2-3 business days.