

Sustainable Office Toolkit Track Silver Level Application

SAMPLE

Organization Information

Name of Organization *	
Name of Parent Organization (if any)	
Organization Physical Address	
Phone *	
Website	
Organization Mailing Address	GEORGIA
Contact person for the Partnership for a Sustainable Georgia	
Courtesy Title *	
First Name *	
Last Name *	
Phone Number *	
Email Address *	
Fax	
Title *	
Contact Person for Organization Public Affairs	
First Name	
Last Name	
Phone Number	
Email Address	
Fax	
Title	
Corporate Contact Person	
First Name	
Last Name	
Phone Number	
Email Address	
Fax	
Title	

Background Information

Primary business activity *	Describe your facility's operations. Please indicate, as applicable: (1) the activities, products, or services that take place at your facility (2) size and general description of your site (3) any recent changes to facility operations or ownership, and (4) any activity, products, or services located on your site that are not intended to be included for the purposes of P ² AD membership (e.g., business units, leased areas, tenants, or contractors). Organization's Mission Statement
(NAICS) Codes(s) that are used to classify your business *	[http://www.census.gov/epcd/www/naics.html]
How many employees currently work full-time at your facility/organization? *	
Is there anything else you would like to tell us about your facility/organization? Do you participate in other voluntary programs at the local, tribal, state, or federal level?	
Do you commit to meet these requirements? *	All Silver and Gold Level applicants are required to present information about their application and environmental program at a meeting of the Partnership for a Sustainable Georgia Advisory Panel, and Partners must report to P ² AD annually on their environmental activities and Partnership commitments. Yes
How did you learn about the Partnership for a Sustainable Georgia? *	For tracking purposes, please tell us how you heard about the Partnership. This information will help us recognize Partners for referrals and understand which marketing channels are effective. P ² AD Website

Environmental Requirements

This checklist will help you identify the major federal, state, tribal, and local environmental requirements that apply to your facility/organization, but it is not an exhaustive list of all environmental requirements that may be applicable to your facility/organization.

Check all that apply to your facility/organization.

Your facility generates Hazardous Waste. If so, please list the relevant permit number(s) below.

Your facility generates Universal Waste (see http://www.epa.gov/epaoswer/hazwaste/id/univwast/).	
Your facility generates air emissions. If so, please list the relevant permit number(s) below.	
Your facility discharges wastewater to a local sewage treatment facility. If so, please note the treatment facility name and county where it is located below.	
Your facility pre-treats wastewater on-site.	
Your facility releases stormwater only. If so, please note the stormwater receiving system below (municipal storm sewer or body of water, i.e. pond, lake, river, stream).	
Other (provide list if applicable)	
Relevant ID Numbers (specify whether state or federal)	
Other relevant info, i.e. sewage treatment facility name/county, or stormwater receiving system.	

Compliance History

	<p>A good compliance history is necessary for your participation in the Partnership for a Sustainable Georgia. Please provide information relating to your facility/organization's compliance history over the past five years. Include elements such as (but not limited to):</p> <ul style="list-style-type: none"> · Criminal convictions, pleas, or investigations related to environmental regulations · Consent orders · Notices of Violation · Injunctions · Stop Work Orders · Temporary Restraining Orders
Compliance History *	Clear

Environmental Management System

	PREREQUISITES
	The following Policy and Planning elements must be in place prior to joining the Partnership for a Sustainable Georgia at the Silver Level.
Environmental team established.	
Environmental policy developed and approved.	
Business activities with environmental impacts identified.	
Environmental impacts prioritized.	
Amount of waste generated and natural resources consumed recorded to establish a baseline.	
Employee education/training program in place.	

Please indicate whether you have met these Bronze Level Commitments *	Yes
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Baseline

Your baseline documents the amount of waste that your business currently generates and the natural resources it consumes (solid waste, energy, water use, water discharges, materials, etc.). (These are the numbers against which you will measure your progress.) Using the form below, please report your baseline amounts. Please include baseline figures for your commitment areas at a minimum.

A baseline aspect as referenced below is an attribute of your products, activities or services that could have significant impacts on the environment, such as water use or waste generation. Another term you may use to describe this is an indicator.

When was your baseline conducted and/or updated? * Jan 1, 2008

1.	Baseline Aspect	
	Aspect Category *	Water Use / Wastewater Generation
	Aspect Type *	Total Water Use
	Units of Measure *	gallons
	Amount per Year *	5000

2.	Baseline Aspect	
	Aspect Category *	Energy Use
	Aspect Type *	Electric Energy Use
	Units of Measure *	kWh
	Amount per Year *	10000

Future Commitments

Sustainable Office Toolkit Track Silver Level Partners must make future commitments for at least two modules of the Sustainable Office Toolkit. If you're not sure how your objectives and targets fit into the provided categories or whether your commitments are significant, call P²AD at (404) 651-5120.

For each commitment, you have the option of deciding whether you would like the commitment to be evaluated on an absolute basis or a normalized basis.

[<http://www.p2ad.org/appnormalize.html>]

If the numerical goal that you entered as your future value is the absolute level that you intend to achieve regardless of any changes in production, then you should check 'Absolute Goal.' If you intend for your goal to be evaluated relative (indexed) to the production levels in your baseline year, then you should check 'Normalized Goal.'

SAMPLE

1.

Future Commitment													
Sustainable Office Toolkit Module *	Waste Reduction												
Commitment *	Reused Materials Use												
What units are you using to quantify this commitment? *	lbs												
Is this commitment considered significant in your Environmental Impact Analysis? *	Yes												
If no, please explain why you believe this commitment should be included as a performance commitment.													
	<table border="1"> <thead> <tr> <th></th> <th>CURRENT</th> <th>FUTURE</th> </tr> </thead> <tbody> <tr> <td>List the current annual quantity of the commitment and the annual quantity you are committing to achieve by the end of the third year of your participation in the Partnership for a Sustainable Georgia.</td> <td>3000</td> <td>5000</td> </tr> <tr> <td>What are the years for which you are reporting these quantities?</td> <td>2008</td> <td>2011</td> </tr> <tr> <td>(Optional) Estimate your future normalizing factor (click 'Display Help' above for help in calculating the normalizing factor).</td> <td>1.0</td> <td>1</td> </tr> </tbody> </table>		CURRENT	FUTURE	List the current annual quantity of the commitment and the annual quantity you are committing to achieve by the end of the third year of your participation in the Partnership for a Sustainable Georgia.	3000	5000	What are the years for which you are reporting these quantities?	2008	2011	(Optional) Estimate your future normalizing factor (click 'Display Help' above for help in calculating the normalizing factor).	1.0	1
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(Optional) What is your normalizing factor based on (e.g., production, employment)?	employment												

You committed to an improvement in the quantity of this commitment above. How do you plan to achieve this improvement? *

We are replacing virgin paper with recycle content paper for all printed materials

Environmental Footprint Reporting Form

The Partnership for a Sustainable Georgia encourages reporting on additional commitment types. If you would like to report on additional commitment types, please download, complete, and attach the environmental footprint reporting form.

[http://www.p2ad.org/files_doc/environmental_footprint_reporting_for_m.doc]

SAMPLE

2.

Future Commitment													
Sustainable Office Toolkit Module *	Environmentally Preferable Purchasing												
Commitment *	Recycled Materials Use												
What units are you using to quantify this commitment? *	lbs												
Is this commitment considered significant in your Environmental Impact Analysis? *	Yes												
If no, please explain why you believe this commitment should be included as a performance commitment.													
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(Optional) What is your normalizing factor based on (e.g., production, employment)?	Employment												

	<p>You committed to an improvement in the quantity of this commitment above. How do you plan to achieve this improvement? *</p>	<p>We plan to purchased re-manufactured print and toner cartridges for all printers and copiers.</p>	
<table border="1" style="width: 100%;"> <tr> <td data-bbox="526 457 1531 520">Environmental Footprint Reporting Form</td> </tr> </table> <p>The Partnership for a Sustainable Georgia encourages reporting on additional commitment types. If you would like to report on additional commitment types, please download, complete, and attach the environmental footprint reporting form.</p> <p>[http://www.p2ad.org/files_doc/environmental_footprint_reporting_for_m.doc]</p>			Environmental Footprint Reporting Form
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Public Outreach - Communication

	<p>As a Sustainable Office Toolkit Track Silver Level Partner, you should demonstrate your commitment to ongoing dialogue with your community regarding your operations and environmental performance. In the Environmental Management System (EMS) Section of this application, you confirmed that your environmental policy explicitly includes this commitment.</p>				
	<p>Because transparency is a critical element of the Partnership for a Sustainable Georgia, we require Sustainable Office Toolkit Track Silver Level Partners to elaborate on these commitments below.</p>				
<p>Do you commit to developing a procedure to identify and respond to community concerns relating to your operations? *</p>	<p>Yes</p>				
<p>In this application, you committed to provide P2AD with an Annual Performance Report. How will you promote the availability of this report to the public?</p>	<table border="1" style="width: 100%;"> <tr> <td data-bbox="526 1547 1531 1610">Website</td> </tr> <tr> <td data-bbox="526 1610 1531 1673"> </td> </tr> <tr> <td data-bbox="526 1673 1531 1736"> </td> </tr> <tr> <td data-bbox="526 1736 1531 1751"> </td> </tr> </table>	Website			
Website					
<p>Note specific details from above</p>	<p>We will post a link to our APR on the green page of our website.</p>				
<p>Are there any ongoing citizen suits or complaints against your facility/organization? *</p>	<p>No</p>				
<p>If yes, describe briefly.</p>					

Do you notify and seek input from the community, customers, industry trade groups, state and government, and/or clients about your environmental efforts through regularly scheduled meetings and communications? *	Yes												
If yes, please note how. *	On our website												
1.	<table border="1"> <tr> <td>Communication Reference</td> <td></td> </tr> <tr> <td>Reference Type</td> <td>Representative of a Community/Citizen Group</td> </tr> <tr> <td>First Name</td> <td>Larry</td> </tr> <tr> <td>Last Name</td> <td>Green</td> </tr> <tr> <td>Phone</td> <td>(404) 444-4444</td> </tr> <tr> <td>Organization</td> <td>Greener World</td> </tr> </table>	Communication Reference		Reference Type	Representative of a Community/Citizen Group	First Name	Larry	Last Name	Green	Phone	(404) 444-4444	Organization	Greener World
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Last Name	Green												
Phone	(404) 444-4444												
Organization	Greener World												

Public Outreach - Volunteerism

	Sustainable Office Toolkit Track Silver Level Partner participation in community environmental activities demonstrates commitment to environmental improvement, good corporate citizenship, and support for your community. Please tell us how you will meet this commitment as a Sustainable Office Toolkit Track Silver Level Partner.				
Do you commit to implement at least environmental community outreach at a level that is appropriate to your facility/organization's size, operations, setting and environmental impact? *	Yes				
Please select at least from the list	<table border="1"> <tr> <td>Promote public environmental education activities (e.g., support school programs, make presentations in schools and community meetings, support local Keep America Beautiful affiliates, etc.).</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </table>	Promote public environmental education activities (e.g., support school programs, make presentations in schools and community meetings, support local Keep America Beautiful affiliates, etc.).			
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If other, please provide a brief description	w				

Please provide a paragraph describing how you plan to implement your committed activities. If you are committing to expand ongoing activities, please note how *	We plan to join with Local Elementary schools as a corporate partner with Rivers Alive to do stream water quality monitoring and restoration.
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Supply Chain Activities

Do you commit to implement at least one supply chain activity. *	Yes			
Please select at least one activity from the list	<table border="1"> <tr> <td data-bbox="522 709 1528 808">Participate in U.S. EPA's Green Suppliers Network (www.epa.gov/greensuppliers)</td> </tr> <tr> <td data-bbox="522 808 1528 829"> </td> </tr> <tr> <td data-bbox="522 829 1528 856"> </td> </tr> </table>	Participate in U.S. EPA's Green Suppliers Network (www.epa.gov/greensuppliers)		
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If other, please provide a brief description	w			
Please provide a paragraph describing how you plan to implement the activities selected above. If you are committing to expand ongoing activities, please note how. *	We plan to ask all our suppliers to join the Green Suppliers Network.			

Admin Comments

Save Changes	
Comment	