

BUILDING & OPERATIONS

1. All non-emergency lights are turned off at night, or window lights put on a timer and shut off 11pm to 7am
2. Motion sensors installed in less busy areas (e.g. washrooms, hallways, storage spaces) and/or "Lights Off" signage posted at light switches
3. All thermostats set to 16°C when space is typically unoccupied (manual or automated)
4. All sink stations have hand towels or efficient hand dryers in place of conventional dryers or paper towel
5. ≥ 75% of office equipment and kitchen appliances are ENERGY STAR® Certified
6. ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
7. All hot water pipes are insulated
8. Ceiling fans are employed to re-circulate waste heat (for high-roofed spaces)
9. Windows are double paned or draft-proofed and entrances and exits have been draft-sealed
10. **Renewable energy credits are purchased for 100% of energy consumption**
11. Building generates solar, wind, geothermal, micro hydro power and/or solar hot water

WASTE

12. Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
13. Sales/promotions are displayed digitally or on chalkboards or another reusable surface
14. Receipts are emailed or printed on request only
15. All food waste and soiled paper are composted AND all electronics, batteries and lightbulbs are recycled
16. All soft plastics (shrink wrap, plastic bags, etc.) are recycled
17. All Styrofoam™ packing is reused or recycled
18. At least one other hard-to-recycle item is being recycled (pallets, foil-lined bags, pens, etc.)

WATER

19. **Tap water consumed rather than bottled water (MANDATORY)** 
20. All faucets employ ≤ 6.0 LpM aerators
21. All toilets are ≤ 6.0 LpF and any urinals are ≤ 1.9 LpF

TRANSPORTATION

22. Bicycle parking is provided for staff and customers
23. ≥50% of staff commute to work by bike, transit, carpooling or walking
24. ≥ 50% of local couriering/deliveries made by low or zero-emission transport (e.g. bicycle, EV, hybrid, smart car) OR deliveries/courier services have been reduced by ≥ 50%

25. ≥ 50% of company-owned vehicles are low or zero-emission models (e.g. bicycle, EV, hybrid, smart car)

PURCHASING & PRODUCTS

26. At least three major paper products have ≥ 50% post consumer recycled content
27. **Sustainable Retail Purchasing Policy in place for selecting retail products**
28. ≥ 75% of cleaning supplies are eco-friendly
29. **Store does not distribute single-use plastic bags to customers** 
30. Store uses reused/recycled material to wrap fragile items sold to customers
31. **No plastic single-use products purchased for refreshments for staff and customers (e.g. coffee cartridges, stir sticks, sampling, straws) (MANDATORY)** 
32. Stock ≥ 3 products that are Carbon Neutral, EcoLogo™ Certified, FSC, or Certified Organic
33. ≥ 10% of all goods sold are from local BC sources
34. **Actively works with suppliers to reduce packaging and encourage low-emission deliveries** 
35. Products sold and their associated packaging can be returned by customers for recycling/upcycling at no additional cost

CLIMATE ACTION

36. **Emissions are measured and reduction plans and targets are set, all are communicated to staff and public**
37. **All emissions are offset (including air travel) by verified carbon credits**

SOCIAL

38. ≥ 50% employees volunteer in a community event or charitable activity on company time (≥ 1 day per year)
39. Annual donations made to local environmental or community-related charities and non-profit's, at an amount of ≥ \$50 per full-time employee
40. **Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs**
41. Environmental values and actions are posted publicly (either online or on premises)
42. Employee Health and Wellness Program in place
43. Employee traditional benefits package in place that contains one or more benefits (health/dental insurance, RRSP plan, short-term disability coverage, etc.)

Additional Actions

44. Additional action- based on comparability to the actions listed above (see reverse for more info)

RETAIL CHECKLIST

LED = Light Emitting Diode, high-efficiency lighting
T5/T8 = High-efficiency models of fluorescent lighting
EV = Electric Vehicle
LpM = Litres per Minute
LpF = Litres per Flush
(Bold text) = Point requires documentation



= "Surfrider Approved" points for plastic reduction. Point #19 and #31 plus one additional Surfrider point will result in an additional "Surfrider Approved Business" Certification.

PROGRAM ELIGIBILITY

Retail: Place of business that sells products and/or services. Grocery stores (a retail outlet that sells primarily food products and has more than 4 large refrigerators) are not included in these retail criteria. A specific grocery/beverage sales certification will be released in fall 2018.

Eligible businesses must:

1. Have less than 100 full-time equivalent employees
2. Be a registered not-for-profit, charity or business. If you are a franchise, brand, division or subsidiary, the local retail manager must submit the application
3. Be located on Vancouver Island. If your organization has multiple locations, each would have to undergo the certification process individually

Reasons for ineligibility may include:

1. If a business operates in any of the following industries: weapons, gas/oil/coal, or manufacturing of pesticides, synthetic fertilizers or plastics
2. If your business is known to have a poor record in any of the following areas: product integrity, worker/labour abuse, environmental responsibility
3. Home based business without significant separate business operations (mixed used facility with residential)

RESOURCES

For more information on rebates and incentive programs and how you can make your business more sustainable while improving your brand appeal, retaining staff, and reducing operating costs visit:

<http://www.vigbc.ca/resource-list.php>

REQUIRED DOCUMENTATION

10. Proof of purchase for renewable energy credits
27. Provide documentation on Sustainable Retail Purchasing Policy
36. Provide documentation of publicly available emissions measurement, reduction plans, and actions
37. Provide receipts for purchase of verified carbon credits
40. Provide relevant materials from employee manual

Additional Action we understand every business is different. You are welcome to describe an additional action your business has taken to reduce its environmental impact and/or positively impact its community. Your VIGBC Verifier may be able to award credit for one action, depending on its comparability to the actions listed in the VIGBC checklist.

DEFINITIONS

Carbon Neutral refers to achieving a net zero level of carbon emissions by balancing the amount of carbon released from your organizations operations with an equivalent amount of carbon offsets. Carbon offsets are credits for emission reductions achieved by one party which are then purchased by another party that wants to reduce their carbon footprint or become carbon neutral.

Certified Organic products are food and fibres that are certified to be grown and processed without using synthetic fertilizers or pesticides. Products that claim to be organic must be certified by a certification body that has been accredited by the Canadian Food Inspection Agency (CFIA).

Eco-friendly Cleaners cause less harm to human health and the environment when compared to other competing products and services. Look for products that are biodegradable, pH balanced, EcoLogo™ Certified, Green Seal™ Certified, etc.

EcoLogo™ is an environmental standard and certification for products and services based in North America. EcoLogo™ provides assurance that products and services bearing meet stringent environmental standards and are verified by a third party auditor.

ENERGY STAR® is an international symbol that identifies products as the top efficiency performer in their category. ENERGY STAR® is a government/industry partnership that makes it easy for businesses and consumers to save money and protect the environment.

Forestry Stewardship Council® (FSC) is an international certification and labelling system that is dedicated to promoting responsible forest management practices in the world's forests. This means that certified products meet strict environmental and social standards.

Green Seal™ is an independent non-profit organization dedicated to safeguarding the environment by promoting the manufacture, purchase, and use of environmentally responsible products and services. Green Seal™ ensures that products meet rigorous, science-based standards for human health and the environment.

Health and Wellness Programs recognize the importance of protecting and promoting employee health and wellness. Examples include point programs, yoga/meditation classes, physical activities, corporate lunch and learns, and wellness challenges.

High Efficiency Hand Dryers use less energy than conventional dryers. VIGBC will consider Green Seal™ Certified, ENERGY STAR® Certified or equivalent as a high efficiency hand dryer.

Kitchen Equipment includes fridges, freezers, ovens and dishwashers. It will not include toasters, kettles, microwaves or toaster ovens as they do not have an ENERGY STAR® rating.

Low Emission Vehicle is a vehicle that has an average (city/highway) fuel efficiency rating of 35 miles per gallon (15 km per litre) or more.

Office Equipment includes fax machines, printers, multi-functional devices, televisions, and air purifiers or de humidifiers.

Renewable Energy Credits recognized energy companies that utilize environmentally friendly electricity generation (solar, wind, or bio-energy). Businesses can purchase these credits to reduce their environmental footprint and support green energy generation.

Verified Carbon Credits result from projects that have been verified for their role in reducing, avoiding or sequestering carbon dioxide emissions or equivalent emissions such as methane gas. All carbon offset projects must meet certain standards and criteria and receive verification from a recognized independent third party.