

BUILDING & OPERATIONS

1. All non-emergency lights are turned off at night
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 lower when space is typically unoccupied (manual or automated)
4. **Energy and/or water assessment completed by an recognized surveyor**
5. All sink stations have hand towels or efficient hand dryers in place of conventional dryers or paper towel
6. $\geq 50\%$ of *appliances* are ENERGY STAR® Certified: washer/dryer, fridges, computers (not including hair dryers)
7. $\geq 75\%$ of Hair Dryers use 1600 Watts or less OR have eco-settings to reduce temperature and all stylists have been trained to use settings to reduce energy use
8. $\geq 75\%$ of bulb lighting is LED, and all fluorescent tube lighting is T5 or T8
9. All hot water pipes are insulated
10. Power strips used to reduce energy use when treatment rooms and offices are unoccupied (e.g. wax pots, hot towel warmer, etc.)
11. **Renewable energy credits are purchased for 100% of energy consumption**
12. Building generates solar, wind, geothermal, micro hydro power and/or solar hot water
13. Renovation or new building used recycled materials

WASTE

14. All paper, cardboard, glass, tin and rigid plastic including product packaging are recycled
15. All food waste and soiled paper are composted
16. Reusable foils or other waste-reducing techniques are used in place of disposable options for treatments
17. Waste product and chemicals are collected and recycled or disposed of to minimize water pollution
18. All soft plastics (packaging, shrink wrap, plastic bags, etc.) are recycled
19. At least one other hard-to-recycle item is being recycled (broken appliances such as hair dryers, clippers, batteries and/or packaging such as Styrofoam and aerosol spray bottles)

WATER

20. **Tap water consumed rather than bottled water** 
21. All faucets employ ≤ 6.0 LpM aerators
22. Low-Flow hair washing wands are installed 6.0 LpM
23. High-efficiency rated washing machines used
24. All toilets are ≤ 6.0 LpF (1.5 GPM) and urinals are ≤ 1.9 LpF

TRANSPORTATION

25. Bicycle parking is provided for staff and customers

26. $\geq 50\%$ of staff commute to work by bike, transit, carpooling or walking
27. $\geq 50\%$ of company-owned vehicles are *low or zero-emission models* (e.g. bicycle, EV, hybrid, smart car)

PURCHASING & PRODUCTS

28. At least three major paper products have $\geq 50\%$ post consumer recycled content
29. $\geq 75\%$ of cleaning supplies for floors, glass, washroom, dishes and personal hygiene are *eco-friendly*
30. **Salon/Spa does not distribute single-use plastic bags to customers (MANDATORY)** 
31. **No single-use products purchased for staff kitchen supplies (e.g. coffee cartridges, stir sticks, etc.) Reusable dishware provided instead (MANDATORY)** 
32. **Actively works with suppliers to reduce packaging and encourage more sustainable practices**
33. Reusable gloves are used in $\geq 50\%$ of sessions
34. Products sold can be refilled within the spa or salon
35. **Policy in place and made public that the business will screen products they carry for substances that are harmful to the environment or people using the "dirty dozen" list of chemicals to avoid**
36. Carry at least one local (island-made) product line (cosmetic, hair, spa products, etc.)
37. **No products used or sold contain synthetic/plastic micro-beads (MANDATORY)** 

CLIMATE ACTION

38. No aerosol products containing Freon152A used
39. **Emissions are measured and, along with reduction plans and targets, are communicated to staff and public**
40. **All emissions are offset (including air travel) by verified carbon credits**

SOCIAL

41. **$\geq 50\%$ employees volunteer in a community event or charitable activity on company time (≥ 1 day per year)**
42. Annual donations made to local environmental or community-related charities and non-profit's, at an amount of \geq \$50 per full-time employee
43. **Environmental sustainability is incorporated into the hiring process, employee orientations and training programs**
44. Environmental values and actions are posted publicly (either online or on premises)
45. Employee Health and Wellness Program in place
46. Employee traditional benefits package in place

Additional Action

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

SPA & SALON 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 #30, #31, and #37 will result in an additional "Surfrider Approved Business" Certification.

PROGRAM ELIGIBILITY

Spa/Salon: Salons or Spas are businesses that deal primarily in hair, body or aesthetic treatments on humans or pets. This sector does not include or certify medical clinics or dentist offices.

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 manager must submit the application
3. Be located on Vancouver Island
4. Have a commercial location, or a home-based business space with >500 square feet of dedicated space

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

4. Copy of energy assessment report
11. Proof of purchase for renewable energy credits
32. Provide evidence of correspondence and/or resulted changes from liaising with suppliers to reduce packaging
35. Provide evidence of policy in place. This policy should be in writing and communicated to staff and customers.
35. Provide documentation of publicly available emissions measurement, reduction plans, and actions
36. Provide receipts for purchase of verified carbon credits
41. Provide documentation of staff volunteer activities and hours
43. 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

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.

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 dehumidifiers.

Renewable Energy Credits recognizes power 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.