

## BUILDING & OPERATIONS

1.  Windows are double paned and outdoor entrances and all doors (including bay garage doors) have been draft-sealed
2.  Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
3.  ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED for the building lighting
4.  ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED for the refrigeration lighting
5.  All non-emergency lights are turned off when the building is unoccupied
6.  ≥ 75% of office equipment (monitors, printers, computers etc.) is ENERGY STAR® or TCO Certified
7.  ≥ 75% of appliances (excluding refrigeration units) used in store are ENERGY STAR® or TCO Certified (fryers, hot food cabinets, ice machines, ovens, dishwashers)
8.  ≥ 75% of refrigerators/freezers are closed door models AND all open-faced units are covered when the store is closed
9.  All walk-in refrigerators have strip curtains that reach to the ground
10.  Bi-annual inspections and maintenance of refrigeration systems are conducted to check seals, refrigerant leaks, compressors, etc. are completed AND **inspections/refrigerant top-ups are recorded in a logbook**
11.  All new refrigeration systems are low-GWP systems such as a Transcritical CO2, Cascade (indirect) system, or stand-alone fridges with natural refrigerants (propane (R290), CO2 (R744), Ammonia (R717, or Isobutane (R600a)) AND/OR all old refrigeration systems have been converted to Hybrid HFC/Low-GWP systems.
12.  All bathroom sink stations have efficient hand dryers installed in place of paper towels and conventional dryers
13.  HVAC is maintained annually, and the air filter is changed at least twice per year
14.  All hot water pipes are insulated and hot water tanks are ENERGY STAR® qualified
15.  Building generates solar, wind, or geothermal power, or generates solar hot water AND/OR heat recapture system in place

## WASTE

16.  Customer receipts are printed on BPA-free thermal paper AND/OR are emailed to customers
17.  At least 5/8 paperless systems are in place: flyers, picklists, stock lists, order forms, invoices, pay stubs, memos, utility bills
18.  Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc. 
19.  All food waste is diverted from landfill through food redistribution and donation, composting, and/or animal feed programs
20.  Significant efforts are made to reduce shrink numbers (wasted product) throughout the store

21.  Soiled paper products (paper towel) are composted, and Styrofoam (including trays from expired or damaged raw meat and seafood) are recycled
22.  Efforts made to reduce soft plastics AND all soft plastics (shrink wrap, plastic bags, etc.) are recycled 
23.  Comprehensive recycling policies and practices are in place to ensure materials are being disposed of properly (clear signage, training for staff, bin accessibility, etc.)
24.  Provide a customer recycling program for product packaging sold in store (soft plastics, foil lined bags, Styrofoam etc.)
25.  Offers ≥5 services or products aimed at reducing single-use plastic waste that go beyond conventional practices and regulations (Avalon return program, beeswax wraps, reusable produce bags, reusable bulk container program, soda stream, etc.) 
26.  Online customers can select a bagless option to reduce carrier bag waste
27.  Conducted a waste audit in the past 12 months

## WATER

28.  Tap water consumed rather than bottled water 
29.  All faucets employ ≤ 6.0 LpM aerators
30.  All toilets and urinals are ≤ 6.0 LpF
31.  Low-flow spray nozzles installed in dishwashing areas are ≤ 6.0 LpM
32.  All refrigeration units and ice machines are air cooled
33.  Dry cooling towers utilized in store instead of evaporative cooling towers OR no cooling towers
34.  Efforts made to conserve water that go beyond common practice (ex. Water catchment, greywater recycling, reducing vehicle washing frequency, enhancing water efficiency practices, selecting an efficient wash system)

## TRANSPORTATION

35.  Designated bicycle parking is provided for staff and customers
36.  EV charging stations available onsite for staff and customer use
37.  ≥ 50% of staff commute to work by bike, transit, carpooling, EV or walking
38.  Subsidized bus passes or tickets are provided for staff
39.  No Idling Policy in place for combustions engine vehicles without refrigeration and equipment (3 mins or less) posted publicly OR no combustion engines in fleet
40.  Company keeps record of each vehicles fuel efficiency (KPL/MPG) and gives preference to the most efficient vehicles OR all vehicles are low/zero emission OR no company vehicles are owned
41.  Improved route planning has reduced driving time and emissions
42.  Spill prevention kits on site and in vehicles and staff are trained to treat spills

# GROCERY CHECKLIST

- 43.  A portion of the fleet ( $\geq 1$  vehicle) is a low-emission vehicle (EV, Hybrid, Biofuel)
- 44.  All forklifts are electric AND/OR hand-powered jacks used

## PURCHASING & PRODUCTS

- 45.  4  $\geq$  major paper products have  $\geq 50\%$  post consumer recycled content OR made from 100% recycled content
- 46.   $\geq 75\%$  of cleaning supplies are eco-friendly (including cleaning products used by commercial cleaners)
- 47.  **Sustainable Retail Purchasing Policy in place for all new equipment, appliances, furniture, paper products and cleaning supplies**
- 48.  **Store does not stock single-use plastic bags for staff or customers at checkout** 
- 49.  Promotes local (BC) produce in store by having a local section and/or distinct signage
- 50.   $\geq 80\%$  of fresh seafood purchased is Ocean Wise Certified OR no fresh seafood is offered 
- 51.   $\geq 10\%$  of renovations and upgraded equipment is purchased used/repurposed
- 52.  Staff uniforms are made with 100% natural OR at least 50% recycled materials

## CLIMATE ACTION

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

## SOCIAL

- 55.   $\geq 50\%$  of employees volunteer in a community event or charitable activity on company time ( $\geq 1$  day per year)
- 56.  Annual donations made to local environmental or community-related charities and non-profits, at an amount of  $\geq \$50$  per full-time employee
- 57.  **Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs**
- 58.  Environmental values and actions are posted publicly online and on the premises
- 59.  Company is committed to taking meaningful action towards Truth & Reconciliation with Indigenous Peoples OR is Indigenous owned
- 60.  Employee Health and Wellness Program in place
- 61.  Employee traditional benefits package in place

## Additional Actions

- 62.  Additional action- based on comparability to the actions listed above

LED = Light Emitting Diode, high-efficiency lighting  
T5/T8 = High-efficiency models of fluorescent or LED lighting  
EV = Electric Vehicle  
LpM = Litres per Minute  
LpF = Litres per Flush

(Bold text) = Point requires documentation



= "Ocean Friendly Business" points for plastic reduction. Points 18, 22, 25, 28, 48 and 50 MUST be completed to become certified as an Ocean Friendly Business by Surfrider Vancouver Island

## PROGRAM ELIGIBILITY

**Grocery:** a retail outlet that sells primarily food products and has more than 4 large refrigerators

### Eligible businesses must:

1. Be a registered business, not-for-profit or charity. If you are a franchise, brand, division or subsidiary, the local manager must submit the application
2. Be located on Vancouver Island, or the Gulf Islands. If your organization has multiple locations, each will 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:

[www.vigbc.ca](http://www.vigbc.ca)

## REQUIRED DOCUMENTATION

- 10. Provide Logbook record detailing refrigerant maintenance and top-ups
- 47. Provide documentation on Sustainable Purchasing Policy
- 54. Provide documentation of publicly available emissions measurement, reduction plans, and actions
- 55. Provide receipts for purchase of verified carbon credits
- 58. 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.



19



31



43

# GROCERY CHECKLIST

## DEFINITIONS

**Carbon Neutral** refers to achieving a net zero level of carbon emissions by balancing the amount of carbon released from your organization's 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.

**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.

**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.

**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.



19



31



43