




## BUILDING & OPERATIONS

1.  Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed
2.  All thermostats set to 16°C when space is typically unoccupied (manual or automated)
3.  Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
4.  ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
5.  Computers and monitors are turned off in the evenings and on weekends (when not in use)
6.  ≥ 75% of workstations have laptops or ENERGY STAR®/TCO Certified computers and monitors
7.  ≥ 75% of office and kitchen equipment are ENERGY STAR® Certified
8.  All hot water pipes are insulated

## WASTE

9.  At least 6/8 paperless systems are in place: invoices, pay stubs, utility bills, bank statements, receipts, driver logs, quotes, tickets
10.  All printers set to default double-sided and/or both sides of paper is used before being recycled
11.  Reusable dishware is provided in place of disposable cups, plates, cutlery, etc. (for staff use including drivers) 
12.  All food waste and soiled paper are composted at headquarters
13.  Efforts made to reduce soft plastics AND all soft plastics (shrink wrap, plastic bags etc.) are recycled 
14.  All Styrofoam™ packaging is reused or recycled
15.  ≥ 1 other hard-to-recycle item is being recycled (pallets, batteries, electronics, lightbulbs etc.)
16.  Company makes use of recycled parts if available for fleet repairs and upgrades
17.  Conducted a waste audit in the past 12 months

## WATER


18.  Tap water consumed rather than bottled water 
19.  All faucets employ ≤ 6.0 LpM aerators
20.  All toilets and urinals are ≤ 6.0 LpF
21.  Water used in vehicle washing has been measurably reduced (e.g. less frequent washing, improved water efficiency, water recovery/rainwater capture or choosing a more efficient carwash system/station)

## TRANSPORTATION

22.  Designated bicycle parking provided for staff and clients
23.  ≥ 50% of staff commute to work by bike, transit, carpooling, EV or walking
24.  Subsidized bus passes or tickets are provided for staff
25.  No Idling Policy for combustion engine vehicles and equipment (3 mins or less) posted publicly or no combustion engines in fleet

26.  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
27.  Improved route planning has reduced driving time and emissions
28.  Actions have been implemented to reduce emissions from products received (by reducing deliveries, suppliers shift to green fleets, local purchasing, etc.)
29.  Spill prevention kits on site and in vehicles, policy and staff training to treat spills
30.  A portion of the fleet (≥ 1 vehicle) have been replaced or undergone significant retrofits to reduce fleet emissions in the last year or actively working towards upgrades

## PURCHASING & PRODUCTS

31.  ≥ 3 major paper products are made with ≥ 50% post consumer recycled content or 100% recycled content
32.  ≥ 3 major office supplies or fleet products are purchased from Vancouver Island suppliers
33.  No single use food and beverage products purchased for staff and client use (e.g. coffee cartridges, stir sticks) 
34.  ≥ 75% of office cleaning products and car wash products are eco-friendly (including cleaning products used by commercial cleaners)
35.  Fleet Purchasing Policy in place for vehicle additions that gives preference to low-emission vehicles
36.  Sustainable Purchasing Policy in place for office equipment, appliances, furniture, paper products and cleaning supplies
37.  Company uses retreaded tires where possible

## CLIMATE ACTION

38.  Emissions are measured and reduction plans and targets are set, all are communicated to staff and public
39.  All emissions are offset (including air travel) with verified carbon credits
40.  Can clearly show a reduction in emissions within the past 3 years OR all transportation is emission free
41.  Policy in place to repair air conditioning units when leaks and frequent top-ups of refrigerants persist

## SOCIAL


42.  ≥ 50% of employees volunteer in a community event or charitable activity on company time (≥ 1 day per year)
43.  Annual donations made to local environmental or community related charities and non-profits, at an amount of ≥ \$50 per full-time employee
44.  Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs
45.  Company is committed to taking meaningful action towards Truth & Reconciliation with Indigenous Peoples OR is Indigenous owned
46.  Environmental values and actions are posted publicly online and on the premises
47.  Employee Health and Wellness Program in place

# FLEET CHECKLIST

48.  Traditional employee benefits package in place

## ADDITIONAL ACTION

49.  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  
**KPL/MPG** = Kilometres per Litre / Miles per Gallon  
**(Bold text)** = (Point requires documentation)  
 = "Ocean Friendly Business" points for plastic reduction. Points 11, 13, 18 and 33 MUST be completed to become certified as an Ocean Friendly Business by Surfrider Vancouver Island

## PROGRAM ELIGIBILITY

### Eligible businesses must:

1. Have a maximum of 100 full-time equivalent employees
2. 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
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:

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

## REQUIRED DOCUMENTATION

25. Provide documentation of No Idle Policy
26. Provide records of vehicles KPL/MPG
29. Provide documentation of Spill Policy and training instructions for treating spills
35. Provide documentation of Fleet Purchasing Policy indicating preference for low-emission vehicles
36. Provide documentation of Sustainable Purchasing Policy for office equipment, appliances, furniture, paper products and cleaning supplies.
38. Provide documentation of publicly available emissions measurement, reduction plan, and actions
39. Provide receipts for purchase of verified carbon credits

41. Provide documentation of air conditioning repair policy

44. 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™** 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, coffee makers, 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** 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



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# FLEET CHECKLIST

carbon dioxide emissions or equivalent emissions such as methane gas.



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