

BUILDING & OPERATIONS

1. Windows are double paned or draft-proofed and entrances and exits have been draft-sealed (including bay doors)
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
4. ≥ 75% of office equipment such as printers, computers, laptops and photocopiers are ENERGY STAR® Certified
5. ≥ 75% of cooking appliances and/or stand-alone refrigerators are ENERGY STAR® Certified
6. ≥ 75% of dishwashing appliances are ENERGY STAR® Certified
7. 25% of new refrigeration systems are low-GWP systems such as a Transcritical CO₂, Cascade (indirect) system, AND/OR 25% of 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.
8. 75% industry specific equipment is run on electricity instead of natural gas OR **renewable natural gas is purchased**
9. High efficiency hot water tank or on-demand water heating system installed
10. All water heating systems (hot water tanks, on demand tank, water pump) are electric
11. All hot water pipes are insulated
12. Building generates solar, wind, geothermal, micro hydro power and/or has a heat recapture system

WASTE

13. Customers have an option to purchase their product in a refillable or personal container (this is not referring to recyclable containers)
14. At least one by-product of the production process is upcycled, reused, or repurposed into a value-added product or alternative resource
15. If unable to upcycle, reuse, or repurpose, all organic waste and soiled paper is composted
16. All batteries, electronics, and lightbulbs are recycled
17. **Efforts made to reduce soft plastics AND all soft plastics (shrink wrap, plastic bags etc.) are recycled** 
18. ≥ 1 hard-to-recycle items is being recycled (e.g. foil-lined bags, pallets, malt bags etc.)
19. At least 5/7 paperless systems are in place: recipes, order forms, invoices, QA/QC processes, inventory, pay stubs, memos, utility bills
20. Conducted a waste audit in the past 12 months

WATER

21. Water use is tracked and monitored to detect leaks or any abnormal spikes in use
22. **Bottled (still) water is not purchased for staff, customer, or production uses** 
23. All faucets employ ≤ 6.0 LpM aerators
24. All toilets and urinals are ≤ 6.0 LpF
25. Low-flow spray nozzles installed in dishwashing area are ≤ 6.0 LpM AND all large hoses have flowmeters installed
26. All refrigeration units are air cooled

27. Water catchment/reuse AND/OR greywater recycling system in place
28. Significant steps have been taken to reduce the volume of water used in the production and cleaning processes. (e.g. brush cleaning instead of spraying)

TRANSPORTATION

29. Designated bicycle parking provided for staff and customers
30. ≥ 50% of staff commute to work by bike, transit, carpooling, EV or walking
31. ≥ 25% of company-owned vehicles are low or zero-emission models (e.g. bicycle, EV, hybrid, smart car)
32. Company keeps record of each vehicles fuel efficiency (KpL/MpG) and gives preference to most efficient vehicles OR all vehicles are low/zero emission models

PURCHASING & PRODUCTS

33. ≥ 3 major paper products have ≥ 50% post-consumer recycled content or 100% recycled content
34. **Packaging is made with fiber-based materials or is easily recyclable (no mixed material packaging) AND no Styrofoam is used** 
35. Packaging is made with ≥ 50% post-consumer recycled content
36. **Efforts are made to reduce packaging on products sold** 
37. ≥ 75% of cleaning products are eco-friendly
38. At least 20% of products sold are certified organic AND/OR at least 50% of main ingredients are organically grown
39. ≥ 20% of ingredients are grown in British Columbia
40. Actively works with suppliers to reduce packaging and encourage low-emission deliveries
41. **No single use food and beverage products purchased for staff use (e.g. coffee cartridges, stir sticks, nylon tea bags, etc.)** 

CLIMATE ACTION

42. **Emissions are measured and reduction plans and targets are set, all are communicated to staff and public**
43. **All emissions are offset (including air travel) with verified carbon credits**
44. Regular inspections are conducted for AC units and refrigeration systems to check for leaking refrigerants AND **all top ups are documented**

SOCIAL

45. ≥ 50% of employees volunteer in a community event or charitable activity on company time (≥ 1 day per year)
46. Annual donations made to local environmental or community-related charities and non-profits, at an amount of ≥ \$50 per full-time employee
47. **Environmental sustainability is incorporated into the hiring process, employee orientations and training programs**
48. Environmental values and actions are posted publicly online AND on the premises
49. At least two major ingredients purchased directly from small (less than 50 employees) or specialty producers focused on sustainable or traditional methods, techniques, and processes
50. Company is committed to taking meaningful action towards Truth & Reconciliation with Indigenous Peoples OR is Indigenous owned
51. Employee Health and Wellness Program in place

FOOD & BEVERAGE CHECKLIST

52. Employee traditional benefits package in place

ADDITIONAL ACTION

53. Additional action- based on comparability to the actions listed above
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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. 17, 22, 34, 36, and 41 **MUST** be completed to become certified as an Ocean Friendly Business by Surfrider Foundation Canada
Note: this is only applicable in regions with active Surfrider Chapters

PROGRAM ELIGIBILITY

Eligible businesses must:

1. 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
2. Be located on British Columbia. 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)

REQUIRED DOCUMENTATION

8. Proof of purchase for renewable natural gas
42. Provide documentation of publicly available emissions measurement, reduction plan, and actions
43. Provide receipts for purchase of verified carbon credits
44. Provide a log of all refrigerant top-ups
47. Provide relevant materials from employee manual

Additional Action Verifiers may award an extra point for an additional action your business has taken to reduce its environmental impact and/or positively impact the community.

DEFINITIONS

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 Hot Water Tank are those that perform $\geq 90\%$ efficiency.

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 computers and laptops, printers, multi-functional devices, and televisions.

Renewable Energy Credits recognized energy companies that utilize environmentally friendly electricity generation (solar, wind, or bioenergy). 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.



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38