

## BUILDING & OPERATIONS

1.  Workplace 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.  ≥ 90% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
4.  Computers, monitors, and equipment are turned off in the evenings and on weekends (when not in use)
5.  ≥ 75% of all operations related equipment is certified ENERGY STAR® (if applicable) or is a high-efficiency model. (Office equipment, kitchen appliances, AC units, etc.)
6.  ≥ 75% of business-related equipment is run on electricity instead of fossil fuels
7.  Building/workspace generates renewable energy such as solar electric or solar thermal

## WASTE

8.  At least 6 paperless systems are in place. (Invoices, payroll, client files, utility bills, bank statements, logbooks, customer receipts, etc.)
9.  All printers set to default double-sided and/or both sides of paper is used before being recycled
10.  All organic waste and soiled paper is composted
11.  Efforts made to reduce soft plastics AND all soft plastics (shrink wrap, plastic bags, etc.) are recycled
12.  All electronics, batteries, lightbulbs and Styrofoam are recycled
13.  Top three waste streams by volume are diverted from landfill via upcycling, recycling or composting
14.  ≥ 1 other hard-to-recycle item is being recycled (foil-lined bags, pens, appliances, etc.)

## WATER

15.  Tap water consumed rather than bottled water
16.  Water fixtures relevant to business operations are considered low-flow (≤ 6.0 LpF or ≤ 6.0 LpM)

## TRANSPORTATION

17.  ≥ 50% of company-owned vehicles are low or zero-emission models (e.g. bicycle, EV, hybrid) OR company uses a car share service (Evo, Modo, etc.) OR no vehicles required for operations
18.  Actions have been implemented to reduce emissions and packaging from products received or delivered
19.  Video or voice conferencing technology is used to minimize travelling to/from meetings

## PURCHASING & PRODUCTS

20.  All major paper products are made with ≥ 50% post consumer recycled content or 100% recycled content OR company is paperless
21.  ≥ 75% of cleaning products used for business operations are eco-friendly

22.  Sustainable purchasing preferences considered when purchasing equipment, appliances, furniture, paper products, packaging, and cleaning supplies
23.  ≥ 25% of office furniture and/or equipment is purchased used/repurposed or is made with recycled content/upcycled materials
24.  Rental and sharing services are utilized for specialty equipment, tools, décor, etc. AND when feasible, goods are repaired instead of replaced

## CLIMATE ACTION

25.  **Business related emissions are measured and reduction plans and targets are set**
26.  **All emissions are offset (including travel) with verified carbon credits**

## SOCIAL

27.  Ownership and/or staff volunteer in a community event or charitable activity OR pro-bono hours are donated (≥ 1 day per year)
28.  Annual donations made to local environmental or community related charities and non-profits, at an amount of ≥ \$50 per full-time employee
29.  Environmental values and actions are posted publicly online
30.  Company has taken meaningful action in alignment with Action #92 of the Truth & Reconciliation Commission Report OR is Indigenous-owned
31.  Staff actively educate clients on relevant environmental and sustainability initiatives
32.  Employee Health and Wellness Program in place

## ADDITIONAL ACTION

33.  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)  
**Blue Text** = "Ocean Friendly Business" points. Points 11, 15, & 21 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*

# GENERAL SERVICE-PROVIDER CHECKLIST

## PROGRAM ELIGIBILITY

**General Service Provider:** Service-providing businesses operating from a home or mobile space, or as determined by the verifier's discretion.

## PROGRAM ELIGIBILITY

### 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 in BC. 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

## REQUIRED DOCUMENTATION

**28.** Provide documentation of publicly available emissions measurement, reduction plan, and actions

**29.** Provide receipts for purchase of verified carbon credits

**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

**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. Green Seal™ Certified, ENERGY STAR® Certified or equivalent are considered 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.

**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.