



Vermont Business Environmental Partnership

Vermont Green Links Achievement Form Instructions

Electronic submissions are strongly preferred.

Complete this form to document how your business achieves program standards. Newer existing environmental initiatives and proposed initiatives to be implemented in the near future will count toward designation. **For ideas contact the program representatives.**

As part of the program requirements, your business needs to complete an annual survey. This requires your business put in a reasonable effort to measure or accurately estimate quantities for boxes checked in the Achievement form that requests quantity. An example of accurately estimating would be to measure compostables collected for a typical day and multiply by the number of days of collection for a year. The program representatives can provide ideas for what should be done by your size business to track its VBEP efforts.

Contact a program representative if you have not had the required on-site assessment. **There is no cost to participate in this program, including the site visit.**

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Achievement Form Instructions Appendix 1 (see Standard #2)

Environmental Policy Statement

Sample

_____ (your company name) is committed to protecting the environment, the health and safety of our employees, and the community in which we conduct our business. It is our policy to seek improvements throughout our business operations to lessen our impact on the local and global environment by conserving energy, water and other natural resources; reducing waste generation; recycling and purchasing recycled-content products; and reducing our use of toxic materials or production of toxic products and/or byproducts. We are committed to environmental excellence and pollution prevention through continual improvement and meeting or exceeding all environmental regulatory requirements.

Note: You may adopt this policy statement verbatim or modify it to reflect your unique business situation and philosophy. However, any modification must include, at a minimum: pollution prevention, continual improvement, and compliance with all local, state and federal regulations (the three core ISO-14001 EMS commitments).

Achievement Form Instructions Appendix 2 (see Standard #3)

Environmentally Preferable Purchasing (EPP) Policy

Sample 1

Preference will be given to purchasing products and services that have the following environmentally friendly attributes with acceptable parameters for price, quality, and delivery:

- Maximizes post-consumer recycled content;
- Minimizes packaging and other wastes;
- Minimizes toxicity;
- Are durable and reusable;
- Are more locally available to minimize transportation;
- Are made from sustainably produced materials;
- Are compostable or biodegradable; and
- Conserves energy, water, and other natural resources.

Sample 2

The goal of this policy is to ensure that products and services purchased or contracted for conform to the goals of our company's environmental policy. We will strive, where feasible, to purchase environmentally preferable products and services to meet the company's office and operational needs. We will also favor suppliers who strive to improve their environmental performance, provide environmentally preferable products, and who can document the supply-chain impacts of their efforts

Wherever possible, purchasing decisions will favor products and feedstocks that:

- reduce greenhouse gas emissions.
- are made with renewable energy.
- reduce pollution from all discharges (releases to air, water, and land).
- reduce the use of toxic materials hazardous to the environment, employees, and public health.
- contain the highest possible percentage of post consumer recycled content, followed by percentage of recycled content.
- reduce packaging and other waste.
- are energy efficient.
- conserve water.
- are reusable and/or durable.
- minimize transportation (local sources, more concentrated products).
- serve several functions (for example, copier/printers, multipurpose cleaners) to reduce the overall number of products purchased.

Environmentally preferable products and services that are comparable in quality to their standard counterparts will receive a purchasing preference. In situations where the most environmentally preferable product is unavailable or impractical, secondary considerations will include production methods and the environmentally and socially responsible management practices of suppliers and producers. Environmentally preferable purchasing is part of our long-term commitment to the environment. By sending a clear signal to producers and suppliers about this commitment, we hope to support wider adoption of environmentally preferable products and practices.

Note: You may adopt one of these policy statements verbatim or modify it to reflect your unique business situation and philosophy. However, any modification must include, at a minimum, all the points in Sample 1.

Achievement Form Instructions Appendix 3

Resources

Compost: <http://www.compostingvermont.org/links.htm>

Efficiency Vermont: www.encyvermont.com/pages/Business/,

Energy Star: <http://www.energystar.gov/>

Energy Star Business Guides: http://www.energystar.gov/index.cfm?c=small_business.sb_index

Scroll down to bottom for business types. Use bar on left to find larger business links.

Environmental Paper Network paper calculator: <http://calculator.environmentalpaper.org>

Forest Stewardship Council: www.fsc.org

Green Design Build Links: <http://greendesignbuild.net/Links.aspx>

Green Product Guide by BuildingGreen, Inc.: <http://www.buildinggreen.com/menus/>

Green Electronics Council Registry: www.epeat.net

Green Seal: www.greenseal.org

Incentives (rebates, tax deductions, etc): www.dsireusa.org/ , then click on Vermont.

Local Buying: www.vermontfresh.net

Junk Mail Management: <https://www.catalogchoice.org/> and [DirectMail.com's Mail Preference Registry - Get rid of junk mail](http://DirectMail.com), http://www.directmail.com/directory/mail_preference/.

Lower My Energy Bill: www.lower-my-energybill.com

Mercury: www.mercvt.org

National Biodiesel Board: www.biodiesel.org/

Stormwater: http://www.vtwaterquality.org/stormwater/html/sw_manualrevision.htm.

The best introductory reference in Vermont is South Burlington's LID manual at:

http://www.sburlstormwater.com/downloads/manuals/SB_Low_Impact_Development_Manual.pdf

Vermont Business Materials Exchange: www.vbmx.org

US Dept. of Energy: www.energysavers.gov/ , www.fueleconomy.gov/

US EPA:

Components of Green Building - <http://www.epa.gov/greenbuilding/>

Green Vehicle Guide - www.epa.gov/greenvehicles/Index.do

National Pollution Prevention Resource Guide.-www.epa.gov/p2/pubs/assist/nationalguide.htm#sector

WaterSense - www.epa.gov/WaterSense/index.html,