

	<b>Category Heading</b>	<b>Category Subheading</b>	<b>Checklist question and description</b>	<b>Comments</b>
1	General		ENVIRONMENTAL STEWARDSHIP ACTIVITIES - Do any site activities "go beyond" the minimum regulatory requirements and serve as examples of Environmental Stewardship or Sustainability?	
2	General		UPDATES - Are any updates required to reflect additions or subtractions of qualifying Environmental Stewardship activities based on previous survey results for the site?	
3	Management & Policy		ENVIRONMENTAL POLICY - Is the site operated under a comprehensive written environmental policy, signed by the current senior officer of the organization addressing more than just compliance?	
4	Management & Policy		ENVIRONMENTAL MANAGEMENT SYSTEM - Is the site operated utilizing an Environmental Management System (EMS)? If yes, describe system employed, list any certifications.	
5	Management & Policy		ANNUAL ENVIRONMENTAL REPORT - Does the site publish an Annual Environmental Report?	
6	Management & Policy		CARBON FOOTPRINT ANALYSIS - Has the site accounted for all greenhouse gases? If yes, describe method used.	
7	Management & Policy		ENVIRONMENTAL PURCHASING POLICY- Has the site implemented an "Environmental Purchasing Policy" resulting in the purchase of products and office supplies that are recognized as environmentally responsible? If yes, describe and quantify.	
8	Management & Policy		VENDOR/SUPPLY CHAIN REQUIREMENTS - Does the site require that businesses in their supply chain subscribe to environmentally sound business practices? If yes, explain method i.e. contract with vendors.	

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9	Management & Policy	Mentoring	MENTORING TO OTHER BUSINESSES - Does the site offer mentoring of an environmental nature to other businesses? If yes, describe mentoring program and any available contact information the site can provide.	
10	Management & Policy	Mentoring	OUTREACH PROGRAM - Does the site have a outreach program that offers assistance to community leaders, local schools, neighborhood groups, etc. to address, educate and collaborate on environmental issues within the community? If yes, explain program.	
11	Management & Policy		GREEN BUILDING CERTIFICATION - Has the site registered or received certification for any new construction or major building renovation project from a recognized green building organization such as LEED or Green Globes? If yes, describe registered or certified green building construction projects at the site.	
12	Management & Policy		GREEN BUILDING IMPLEMENTATION - Has the site undertaken any projects supportive of green design concepts or does the site incorporate green building design criteria for new construction/renovation projects? If yes, describe projects or provide written policy.	
13	Pollution Prevention Programs		LIFE CYCLE ASSESSMENTS - Has the site conducted a Life Cycle Assessment of any products or services, and based on findings implemented actions to reduce the environmental impacts? If yes, describe.	
14	Pollution Prevention Programs		HAZARDOUS MATERIALS REDUCTION - Has the site implemented a change in operations and/or product formulation resulting in reduction or elimination of hazardous materials used/disposed of at the site? If yes, describe.	

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15	Pollution Prevention Programs		WATER USE REDUCTION - Has the site employed a program to substantially reduce or reuse water? If yes, describe.	
16	Pollution Prevention Programs		MATERIAL CONSERVATION - Has the site taken actions to reduce total material usage or disposal? If yes, describe.	
17	Pollution Prevention Programs		EMPLOYEE TRIP REDUCTION - Has the site implemented a successful employee trip reduction? If yes, describe program and results or participation.	
18	Energy Efficiency		PROCESS/OPERATIONS ENERGY USE REDUCTION - Has the site substantially improved its energy efficiency by implementing changes in production/manufacturing operations? If yes, describe what was done, date initiated and impact on energy use.	
19	Energy Efficiency		TRANSPORTATION ENERGY USE REDUCTION - Excluding employee trip reduction, has the site substantially improved its energy efficiency by implementing changes in transportation utilized? If yes, describe what was done, date initiated and impact on energy use.	
20	Energy Efficiency		RENEWABLE ENERGY USE - Does the site use renewable energy sources? If yes, identify the direct source (solar, wind, bio,etc) or name the CleanPower supplier and characterize the amount.	

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21	Environmental Enhancement		ENVIRONMENTAL ENHANCEMENT PROJECTS - Has the site undertaken an Environmental Enhancement Project that has resulted in the reclamation or improvement of land at the site or within the community? If yes, identify the project and the resulting improvement to the environment.	
22	Innovative Programs		INNOVATIVE PROGRAM - Has the site adopted/developed any innovative programs not captured in other checklist questions that improve/reduce the site's environmental impact and promotes environmental excellence within its organization? If yes, describe initiative.	
23	Federal Voluntary Programs		EPA VOLUNTARY PROGRAMS - Is the site participating in an EPA sponsored voluntary program? If yes, identify EPA program.	