



SAMPLE APPLICATION

SGP Applicant

This PDF application is to be used as reference. You must fill out the application Online at sgppartnership.org to submit.

Section 1: Contact Information – basic contact information for the applicant

Question	Answer Choices
Primary Applicant Information – Provide First Name, Last Name, Title, Phone, Email	
Responsible Corporate Official Information – Last Name, First Name, Title, Phone, Email	
Company Information – Company, Address, City, State/Province, Zip/Postal Code, Country (US or Canada), Fax, Corporate Website address, Sustainability Website address	
Is your company a member of any of these organizations	PIA, FTA, SGIA, NAPIM, EMA, FSEA

NOT FOR SUBMISSION

Section 2 – Facility Information – please provide information for the specific facility for which SGP recognition is sought.

Question	Answer Choices
Is this facility co-Located or stand-alone?	Co-Located; Stand Alone
Do you own or lease this facility?	Own; Lease
Products produced at your facility:	Essay answer required
Number of employees (full-time equivalents) who currently work in the facility:	

Guiding Principles – All applicants agree to abide by the following SGP Guiding Principles. In order to continue, you must agree to abide by the Guiding Principles.

The SGP Partnership recognizes the following sustainable business practices as guiding principles to ensure continued viability and growth:

- Employ, wherever and whenever possible, materials derived from renewable resources or with low environmental impact, maximizing recycling and recovery efforts with efficient utilization of renewable energy.
- Encourage the adoption of changes within the supply chain by strongly recommending the use of raw materials that do not threaten or harm future generations.
- Educate the customer and ultimate consumer regarding the benefits of a restorative economy.

I hereby agree to abide by the Guiding Principles as set forth above.

Signed: _____

Date: _____



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Environmental Compliance Indicators – checklist of requirements

Question	Answer Choices
Air	
Please select the applicable air permits:	Title V; Synthetic Minor (FESOP); State Operating Permit; State Registration Permit; Provincial Permit, Municipal Permit; Exempt
If no air permit is required, how did you make this determination?	Material use below regulatory thresholds; Emissions below regulatory thresholds; Equipment specifically excluded from regulations; Other (explanation required)

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Environmental Compliance Indicators – checklist of requirements (cont'd)

Question	Answer Choices
Water	
Where does your industrial wastewater discharge?	Sewer/Publically Owned Treatment Works (POTW); Septic System (No industrial discharges allowed); Collected and sent off-site
Do you have a municipal wastewater discharge permit?	Yes; No
Do you have a copy of your local sewer ordinance?	Yes; No
Are you meeting the requirements of your local sewer ordinance?	Yes; No
Do you pretreat prior to discharge to the sewer?	Yes; No; N/A
Do you have a permit for pretreatment systems?	Yes; No; N/A
Do you send wastewater offsite for treatment or disposal?	Yes; No; N/A
If requested, have you completed and filed an Industrial Discharge Wastewater Survey?	Yes; No; N/A
Do you have a stormwater permit or No-Exposure Certification (US only)?	Yes; No If "No" please explain

Environmental Compliance Indicators – checklist of requirements (cont'd)

Question	Answer Choices
Hazardous Waste	
Please indicate your generator status (US only):	Large Quantity; Small Quantity, Conditionally Exempt; N/A (no hazardous waste)
Are you registered as a hazardous waste generator or do you ship waste offsite as a dangerous good? (Canada only):	Yes; No;
Other Environmental Reporting	
Did you file a 313 TRI report for the previous year (US only)?	Yes; No; N/A
Based on federal and local requirements, did you file a Tier I/Tier II report March 1 st (US only)?	Yes; No; N/A
Did you file an NPRI report for the previous year (Canada only)?	Yes; No; N/A

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Health & Safety Indicators

Question	Answer Choices
<p>Within your Hazard Communication or WHMIS Program, do you:</p> <ul style="list-style-type: none"> • Retain copies of all Material Safety Data Sheets; • Have a written program available to all employees (US only); • Conduct training for all new employees; • Label your containers with appropriate information? 	<p>Yes; No; N/A</p>
<p>Within your Lock Out/Tag Out Program, have you:</p> <ul style="list-style-type: none"> • Developed and maintained a written program; • Conducted training for all authorized and affected employees; • Conducted training and documented annual review of machine specific procedures with authorized employees? 	<p>Yes; No; N/A (Please Explain)</p>
<p>Within your program for Personal Protective Equipment (PPE), have you:</p> <ul style="list-style-type: none"> • Conducted a written hazard assessment (US Only); • Trained all employees on the correct use of PPE by work position to ensure employees are wearing PPE; • Put elements in place to retrain employees? 	<p>Yes; No; N/A (Please Explain)</p>

Health & Safety Indicators (cont'd)

Question	Answer Choices
(US Only) Within your Injury/Illness Record Keeping program (for facilities with more than 10 full-time employees) have you: <ul style="list-style-type: none">• Maintained current records on OSHA Form 300;• Posted from Feb 1 through April 30 the summary form, Form 300A?	Yes; No; N/A
With regard to your Machine Guarding Program, have you: <ul style="list-style-type: none">• Evaluated equipment for guarding requirements;• Inspected and maintained all applicable machine guarding and safety systems.	Yes; No; N/A

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SGP certified facilities must meet the SGP certification criteria and pass a third party certification audit.

Question	Answer Choices
Have you downloaded and read the SGP criteria and guidance document?	Yes; No

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