



SGP SUSTAINABILITY METRICS

Company: _____

Location: _____

In order to meet Criteria Element 3.4, the SGP Partnership provides the following template.

A. ANNUAL CONTINUOUS IMPROVEMENT PROJECT

Project Name (please indicate): _____

ANNUAL CONTINUOUS IMPROVEMENT PROJECT				
Description:	Goal	Beginning Metric	Ending Metric	Data Source**
Metric/Units (amount, weight, volume, area, etc.):				
Date	N/A			N/A

B. BASELINE TIMEFRAME: Indicate the timeframe in which you want to use as the basis for annual comparisons. For example, if you entered the program in July, the time frame would be 7/1/20xx through 7/1/xx+1.

_____ through _____

C. AIR EMISSIONS: Indicate air emissions.

AIR EMISSIONS				
Type	Baseline Year	Year 1	Year 2	Data Source**
Volatile Organic Compounds (lb, ton, kg)				
Hazardous Air Pollutants (US Only)* (lb, ton, kg)				
Toxic Substances (Canada Only)** (lb, ton, kg)				
Refrigerants (HCFCs, HFCs, etc.) (lb, kg)				

*Defined by the U.S. Environmental Protection Agency, hazardous air pollutants are known or suspected to cause cancer or other serious health effects, such as reproductive effects or birth defects, or adverse environmental effects. See <http://www.epa.gov/ttn/atw/allabout.html>

** Defined by Environment Canada, hazardous air pollutants are known or suspected to cause cancer or other serious health effects, such as reproductive effects or birth defects, or adverse environmental effects See <http://www.ec.gc.ca/toxiques-toxics/Default.asp?lang=En&n=98E80CC6-1>

D. WATER USE/DISCHARGES: Indicate the amount of water used and discharged. Normalize to production by dividing by factors in section B.

WATER USE/DISCHARGES				
Type	Baseline Year	Year 1	Year 2	Data Source**
Water Purchased (gal, l)				
Wastewater Discharge* (gal, l)				

*Include all water discharges (i.e. industrial and sanitary discharges to the sewer, sanitary discharges to a septic system, and those that are collected and removed for treatment/disposal)

E. WASTE: Indicate the amount of waste the facility produces.

WASTE				
Type	Baseline Year	Year 1	Year 2	Data Source**
Non-hazardous Waste				
Landfilled (lb, ton, kg)				
Recycled and/or Reused (lb, ton, kg)				
Electronic wastes (lb, ton, kg)				
Hazardous Waste				
Recycled On- and/or Off-site (gal, l)				
Disposed (gal, l)				
Universal Waste* (lb, tons, kg)				

* Includes certain hazardous wastes in the following categories: batteries, pesticides, mercury-containing equipment (e.g., thermostats) and lamps (e.g., fluorescent bulbs).

F. INJURY & ILLNESS: Indicate the following injury and illness rates as an absolute rate of recordable cases per 100 full time workers. This metric is based on the US OSHA's approach to recording injuries and illnesses and for US printers, this information can be obtained from OSHA's Form 300, 300A and the accompanying worksheets. Recordable injuries are those that are defined by OSHA and are those that are work related and result in death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid.

Injury Rate Calculation

Using OSHA's approach, the following example is provided: Company A had 3 total recordable cases at a facility with 25 full time employees who work one 8 hour shift 5 days a week for 52 weeks a year Total Case Incident Rate = 11.5 (Note: 100 full time workers = 200,000 hours per year).

Calculation: $(3 \times 200,000) / 50,000$ (# hours for 25 employees @40 hrs/week for 52 weeks) = 12

The U.S. Bureau of Labor Statistics website at (<http://data.bls.gov/IIRC/>) has an online illness/injury calculator that can be used for determining illness/injury rates.

INJURY & ILLNESS ²							
Type (number)	Baseline Year		Year 1		Year 2		Data Source**
Injury Rate							
Total Cases							
Lost Workday (days from work)							
Lost Workday (days restriction/transfer)							
Non-Lost Workdays							

²-OSHA Illness/injury recording and recordkeeping requirements can be found at 29 CFR 1904.0-46. OSHA's recordkeeping website has additional guidance on illness/injury recordkeeping and reporting:<http://www.osha.gov/recordkeeping/index.html>

G. ENERGY USE: Indicate amount of energy used.

ENERGY USE				
Type	Baseline Year	Year 1	Year 2	Data Source**
Electricity				
Non-renewable (kw-hr)				
Renewable (kw-hr)				
Natural Gas (ft ³ , m ³)				
Oil (gal, l)				
LPG (gal, lb, ton, kg)				
Diesel Fuel (gal, l)				
Gasoline (gal, l)				
Other:				

I. GREENHOUSE GAS EMISSIONS (SCOPE 1 AND 2 CARBON FOOTPRINT): Greenhouse gas emissions are used to determine the carbon footprint of the facility and are expressed in terms of carbon dioxide equivalents expressed as CO₂e. The gasses that are included in carbon footprint calculations include Carbon Dioxide (CO₂), Methane (CH₄), Nitrous Oxide (N₂O), and Fluorinated Gases (Hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride).

A full carbon footprint profile for a facility includes emissions from direct on-site activities such as burning fuel, off-site generation such as purchased electricity, and support activities such as vehicles and employee commute commonly referred to as Scope 1, Scope 2, and Scope 3, respectively. At this time, the SGP Partnership does not endorse a specific carbon footprint methodology and only is requiring emissions from



Scope 1 and 2. There are a number of protocols and calculators available from several sources the specific approach used needs to be identified in the data source column.

GREENHOUSE GAS EMISSIONS (SCOPE 1 AND 2 CARBON FOOTPRINT)				
Type	Baseline Year	Year 1	Year 2	Data Source**
CO ₂ e				

**** Data Source**

1= Invoice; 2= Measurement; 3= Calculation; 4 = Other (specify)