

# ENVIRONMENTAL SUSTAINABILITY QUESTIONS FOR RFP'S

## Environmental Policy

Does your company have an environmental policy? YES NO

If yes, please provide a written copy of it.

Does your environmental policy address the following:

- Compliance with legislation YES NO
- Energy Efficiency YES NO
- Waste minimization and recycling YES NO
- Use of recycled products YES NO
- Control of Air emissions YES NO
- Control of discharges to water YES NO
- Environmental impact of supply chain YES NO
- Developing a culture of continual improvement YES NO

## Environmental Management System

Do you have an environmental management system (EMS)? YES NO

If yes, what framework does it follow?

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Please provide a brief overview of your certified/documented environmental management system (EMS).

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How are the environmental policy and/or EMS and procedures communicated to your staff?

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## CSR

Have there been in the last 3 years, or are there currently any legal actions pending against your organization/facility relating to Corporate Social Responsibility issues? YES NO

If yes, please elaborate:

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## Electricity/Energy

Do you measure your organizations total energy consumed? YES NO

If yes, have you established improvement targets for energy consumed? YES NO

What were your quantitative electricity usage targets vs. actual usage over the past 3 years?

Year:

Target:

Result:

Year:

Target:

Result:

Year:

Target:

Result:

What is your electricity usage this year to date?

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What programs or initiatives have you implemented to reduce your electricity usage?

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How do you procure renewable energy?

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## **GHG Emissions**

What plans are in place to address your impact on Climate Change?

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How do you measure air emissions?

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What are your quantitative improvement targets to reduce the impact of air emissions?

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How do you monitor your CO2 emissions?

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What are your quantitative improvement targets to reduce your CO2 emissions?

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How do you monitor your suppliers regarding CO2 emissions?

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How do you measure your organization/facility's total energy consumed?

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How do you measure and track the greenhouse gas (GHG) emissions from your fleet?

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(a) Please indicate your GHG emissions targets for each of the past 3 years and the actual results.

Year:  
Target:  
Result:

Year:  
Target:  
Result:

Year:  
Target:  
Result:

(b) What actions have you taken in the past year to reduce your fleet emissions?

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(c) What actions are you planning to take to reduce your emissions this year, next year and the year after?

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## Waste

Do you measure the most significant waste streams?

YES  NO

If yes, what is your present waste diversion rate?

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What are your quantitative improvement targets to reduce waste streams?

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(a) Please list the waste materials that you separate from your general trash.

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(b) How do you dispose of each item?

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(c) What recycling program(s) do you utilize for your waste streams?

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## Reporting & Audits

How often do you publish a periodic Environmental report or statement?

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How do you report on Environmental performance to your employees?

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How do you report on Environmental performance externally?

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How do you report on Environmental performance in an environmental report?

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How do you audit the Environmental performance of your suppliers?

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Please describe how your compliance with this policy is managed and reported. Do you report publicly?

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Are periodic internal or external audits conducted of your organisation facility in order to measure performance in terms of environmental objectives and targets?

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What types of metrics and reporting systems are available?

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Please describe your environmental reporting mechanism as well as the reports that are available to support our environmental reporting requirements. Please provide samples of all available reports.

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## Vehicles - Hybrid/alternative Fuel Vehicles

What are the emissions standards and performance data for your hybrid and/or alternative fuels vehicles?  
Existing reporting on this data is requested.

What metrics do you have in place that measures the impact of your company's eco-friendly fleet to the environment?

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Please provide a list of the number and type of alternatively fuelled and hybrid vehicles currently in your fleet. For each vehicle, please provide model year, make, model, engine type, fuel type, actual miles per gallon achieved, estimated CO2 emissions generated.

Do all your company vehicles comply with the Standards for Exhaust Emissions? YES NO  
Which, if any, of your company vehicles run on non-fossil fuel?

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Please describe your quantitative improvement targets to reduce mileage and/or fuel consumption and provide details for the last 3 years.

Year:	Year:	Year:
Target:	Target:	Target:
Result:	Result:	Result:

Please describe the fleet emission reduction plan and behavioural training program that your company has in place.

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## Benchmarks

What benchmarks exist in your industry for Environmental Protection and how do you rank in comparison to your competitors?

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**Business travel**

How do you measure business travel for employees?

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**Environmental Impacts**

Please describe the environmental impacts associated with the provision of your services. For example, disposal of waste, emissions to air, discharges to land or water, use of resources and raw materials, etc. What specific steps have you taken to minimize these impacts?

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**Facility Manager or EMS Program Manager**

Who is your organisations/facility's management representative and/or third party responsible for Environmental Management?

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**Travel**

What plan have you set in place to manage travel (air, vehicle, rail transportation) and promote more environmentally sustainable transportation within the service provision?

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What are your plans/targets in relation to travel (cars, fleet, and air travel)?

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What are your plans/targets regarding use of alternatives to travel (i.e.; conference calls, webinars)?

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## **Suppliers**

How do you consider the environmental performance of your suppliers?

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## **Carbon Offsets**

Carbon offsets should only be used as last resort environmental gesture after all reasonable actions have been taken to reduce your GHG emissions at source. If your company does purchase carbon offsets, how do you ensure the offsets are credible?

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