



Instructions

Please complete this document in its entirety and email it, within 30 days of receipt, as an attachment to info@sgppartnership.org. Include the facility name and “Annual Report” in the title of the email, as well as the name of the document. This document must be submitted electronically in a Word or PDF format (paper copies are not accepted). The document must be fully completed and signed by a responsible corporate official. No other document formats will be accepted. To continue your certification, all of the requirements below must be completed and submitted to the SGP Program office by the date listed.

Facility Name		Cert. No.		Date			
Address							
City		State/Province	Zip/Postal Code	Country			
Contact Name	Title	Email Address					
Wisconsin Green Tier participant? (check box if yes) <input type="checkbox"/>							
FOR THIS REPORTING PERIOD				Yes	No	N/A	Date Completed
Are you in compliance with SGP procedures for addressing regulatory violations? (Certification Criteria 1.0)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did your SMS Committee meet at least twice in the last 12 months? (3.1.2.3)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was employee awareness training completed? (3.1.3.3)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was training provided and completed for employees as required by the sustainability program? (4.4.1)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was sustainability awareness shared annually with external stakeholders (policy role of committee, current CIP)?(3.1.3.3)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was an environmental compliance audit conducted in the last two years? (3.1.4.1)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wisconsin Green Tier –Tier 2 participants: Was the annual environmental compliance audit conducted? Attach description of any violations, corrective actions, timeline for correction and preventative measures.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was a safety and health compliance audit conducted in the last two years? (3.1.4.2)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was an annual SMS audit conducted (3.1.4.3)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wisconsin Green Tier participants: Was an EMS Audit conducted? (For SGP Certified Facilities, your SMS Audit would be sufficient)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wisconsin Green Tier participants: Who conducted the SMS/EMS audit? (name and organization) <i>Please attach list of any non-conformances found during audit and management’s response to any findings.</i>							
Was management review of the SMS completed? (3.1.5.2)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If equipment or chemicals have changed, was a new indoor air quality review conducted? (4.5.2)							
Was an air emission assessment or an assessment review completed in the last two years? (4.5.1)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Was a comprehensive energy audit or an audit review completed in the last two years? (4.15.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was the sustainability metrics form updated to reflect current year data? (4.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your logo use conform to Logo Use Guidance document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

A “No” response violates SGP certification – if you answered no to any of the above, please explain:

Continuous Improvement Project Summary

Provide your SMART Goal (Section 3.1.3.3.1 of the SGP Criteria).

Smart: Clear definition of what you are trying to achieve
Measurable: Measurable so that you have tangible evidence of completion
Achievable: Goal should be well defined so that you can achieve and reach completion
Results-Focused: Goal should measure outcomes not activities
Timebound: Goal should be linked to a time frame that creates a practical sense of urgency.

Provide the results of your CIP SMART goals from the past reporting period including:

- Key objective statements (3.1.3.3.2)
- Baseline metric (3.1.3.3.3)
- Actions taken to achieve goal (3.1.3.3.4)
- If possible, please include any monetary savings or benefits due to achieving this goal.

Wisconsin Green Tier participants: please provide progress update (with narrative and data context) towards the environmental objectives and targets established in your application, EMS and from the previous year's report. These may be the same as your CIP under SGP.

Please provide your SMART Goal for next reporting year (3.1.3.3.1). If a Green Tier participant, indicate next year's objectives/targets, which may replicate your SMART Goal.

Certification - *Must be signed by the Responsible Corporate Official at the facility*

I certify that this SGP Facility is in compliance with all the requirements of the SGP program and that we have made any necessary changes to our SMS to maintain our SGP certification. All necessary reports have been made to the SGP Partnership. I understand that failure to accurately report any information or misuse of the SPG Logo is grounds for dismissal from the SGP Program.

Signed: _____**Date:** _____