

## Instructions

Please complete this document in its entirety and email it, within 30 days of receipt, as an attachment to [info@sgppartnership.org](mailto: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.

|   |                       |                        |                |                       |
|---|-----------------------|------------------------|----------------|-----------------------|
| <b>Facility Name</b>  | <b>Cert. No.</b>      |                        | <b>Date</b>    |                       |
| <b>Address</b>  |                       |                        |                |                       |
| <b>City</b>   | <b>State/Province</b> | <b>Zip/Postal Code</b> | <b>Country</b> |                       |
| <b>Contact Name</b>   | <b>Title</b>          | <b>Email Address</b>   |                |                       |
| <b>FOR THIS REPORTING PERIOD</b>  | <b>Yes</b>            | <b>No</b>              | <b>N/A</b>     | <b>Date Completed</b> |
| Are you in compliance with SGP procedures for addressing regulatory violations? (Certification Criteria 1.0)                |                       |                        |                |                       |
| Did your SMS Committee meet at least four times in the last 12 months? (3.1.2.3)  |                       |                        |                |                       |
| Was annual employee awareness training completed? (3.1.3.3)   |                       |                        |                |                       |
| Was training provided and completed for employees as required by the sustainability program (4.4.1)                         |                       |                        |                |                       |
| Was sustainability awareness shared annually with external stakeholders (policy, role of committee, current CIP)? (3.1.3.3) |                       |                        |                |                       |
| Was an environmental compliance audit conducted in the last two years? (3.1.4.1)  |                       |                        |                |                       |
| Was a safety and health compliance audit conducted in the last two years? (3.1.4.2)   |                       |                        |                |                       |
| Was an annual SMS audit conducted? (3.1.4.3)  |                       |                        |                |                       |
| Was management review of the SMS completed? (3.1.5.2)   |                       |                        |                |                       |
| 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)                             |                       |                        |                |                       |
| Was a comprehensive energy audit or an audit review completed in the last two years? (4.15.2)                               |                       |                        |                |                       |
| Was the sustainability metrics form updated to reflect current year data? (4.1)   |                       |                        |                |                       |
| Does your logo use conform to Logo Use Guidance document?   |                       |                        |                |                       |

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.

Please provide your SMART Goal for next reporting year (3.1.3.3.1):

***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:** \_\_\_\_\_