

Facility Leader Certification Criteria v. 1.0

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SUSTAINABLE GREEN PRINTING

PARTNERSHIP

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Acronym	Definition
ASTM	American Society of Testing Materials
CIP	Continuous Improvement Project
CTP	Computer to Plate
ECCC	Environment and Climate Change Canada
EHS	Environmental, Health & Safety
EMS	Environmental Management System
FIFO	First In – First Out
GHG	Greenhouse Gases
GOTS	Global Organic Textile Standards
HAP	Hazardous Air Pollutant
IAQ	Indoor Air Quality
IARC	International Association for Research on Cancer
ISO	International Standards Organization
KPI	Key Performance Indicators
OSHA	Occupational Safety and Health Administration
PDCA	Plan, Do, Check, Act
PEL	Permissible Exposure Limit
SDS	Safety Data Sheet
SGP	Sustainable Green Printing Partnership
SMART	Specific, Measurable, Achievable, Realistic, Time-Bound
SMS	Sustainability Management System
TLV	Threshold Limit Value
VOC	Volatile Organic Compound
U.S. EPA	U.S. Environmental Protection Agency

1.0 SGP Certification Audit

The facility is subject to a third-party audit by an approved SGP auditor every two years. This is required to ensure conformance with the criteria elements 1.1 to 2.2. Once these on-site audits are completed, and any corrective actions have been resolved, certification can then be processed and completed.

1.1 Sustainability Management System (SMS)

The facility must develop and implement a Sustainability Management System (SMS). SGP does not mandate any one management system, model, or approach. A generic management system can be constructed through a basic “Plan, Do, Check, Act” (PDCA) approach, sometimes referred to as the “Deming Cycle.” An applicant can choose to implement a SMS based on commonly available Environmental Management System (EMS) models, ISO 9000/14001, or other quality management systems.

Facilities must demonstrate implementation of a formal SMS supported by written documentation that includes the following elements:

1.1.1 Sustainability Policy

The facility must make available a written Sustainability Policy. This policy must be signed and dated by a member of top management and made publicly available. This policy must set out the organization’s commitment towards adoption of sustainable business practices. The Policy must be reviewed and reissued every two years. It must include, as a minimum, commitments to the following:

- 1.1.1.1 Identifying and monitoring applicable EHS regulations and maintaining compliance.
- 1.1.1.2 Identifying and monitoring applicable Federal, State/Provincial, and/or local employment labor laws and maintaining compliance.
- 1.1.1.3 Continuous improvement of the facility’s sustainability performance emphasizing resource use reduction, reuse of materials, and recycling those resources that cannot be reduced or reused.
- 1.1.1.4 Sharing information on sustainability performance with all stakeholders.

1.1.2 Sustainability Committee

The facility must develop and maintain a formal Sustainability Committee whose scope includes all sustainability topics material to the organization. The committee must:

- 1.1.2.1 Include members that are representative of the facility's departments including management and employees.
- 1.1.2.2 Identify a Sustainability Chair/Coordinator
- 1.1.2.3 Develop a regular meeting schedule and meet at least four times per year.
- 1.1.2.4 Develop and disseminate agendas and meeting minutes that document progress on meeting the annual requirements of the certification criteria and other opportunities to improve performance.
- 1.1.2.5 Identify and document opportunities to improve sustainability performance.
- 1.1.2.6 Monitor Sustainability Management System activities including audits and assessments and document in meeting minutes.

For facilities that are part of a multi-facility certification, there may be a separate central steering committee that fulfills some of the functions 1.1.2.2.1 - 1.1.2.2.6.

1.1.3 Regulatory Compliance

The facility must establish, implement, and maintain a written procedure(s) to identify, document, monitor, and comply with applicable Federal, State/Provincial, and/or local:

- 1.1.3.1 Environmental laws including an environmental compliance audit every two years. The auditor must use a checklist (or documents(s) that are equivalent) based on the regulations that apply to the facility. The audit report must document the evidence found to determine compliance and corrective actions required for any non-conformances identified.
 - 1.1.3.1.1 Environmental laws include limits, disclosure, and reporting on chemicals in products.
 - 1.1.3.1.2 Environmental laws include Extended Producer Responsibility (EPR) or end-of-life laws.
- 1.1.3.2 Safety and health laws, including a safety and health compliance audit every two years. The auditor must use a checklist or document(s) (that is equivalent) based on the regulations that apply to the facility. and the audit report must document the evidence found to determine compliance and corrective actions required for any non-conformances identified.
- 1.1.3.3 Employment standards and labor laws

1.1.4 Continuous Improvement Project (CIP)

The facility must establish, implement, and maintain a written procedure that describes how two Continuous Improvement Projects (CIP) will be selected, documented, and tracked.

The two projects must focus on improving the KPI performance for the following:

- Climate (sustainability topic in Table 1) as measured by Scope 1 and 2 GHG emissions, and
- One additional sustainability topic selected from Table 1 or Table 2 in sections 2.0 and 2.1.

1.1.4.1 The CIP process must include the following:

1.1.4.1.1 Documenting a goal statement using the SMART format (specific, measurable, achievable, realistic, and time-bound). The goal for reducing Scope 1 and 2 GHG emissions must be no lower than 10% reduction from a baseline year in the following five years and may encompass all facility locations under the organization's operational control.

1.1.4.1.2 Project objective statement(s) on how the goal will be achieved.

1.1.4.1.3 Identifying a baseline metric for which progress will be measured against.

1.1.4.1.4 Creating an action plan to accomplish the KPI objective with completion dates. The action plan for reducing Scope 1 and 2 GHG emissions must cover a period of no less than 5 years.

1.1.4.1.5 Assigning resources (e.g., employees, time, capital costs, outside contractors, etc.) needed to accomplish the project.

1.1.4.1.6 Assigning employee responsibilities for project implementation.

1.1.4.1.7 Identifying a method for monitoring and documenting ongoing progress against the baseline metric.

1.1.4.1.8 Establishing a schedule for periodic review and documentation of ongoing progress against the baseline metric.

1.1.4.2 If a project spans multiple years, the plan must be updated annually and as needed to reflect completed actions, new actions, or revised targets.

There must be performance improvements demonstrated in each year of the project.

1.1.5 Stakeholder Communications

Facility must develop a written procedure identifying stakeholder groups and communication strategies for each including responsibility for implementing the strategy.

The facility must create awareness of the facility's sustainability program by annually communicating relevant information to appropriate stakeholders, including employees, the community, customers, and suppliers. The communication strategy must include all employees and those customers and suppliers that represent 80% of the business by procurement and sales revenue.

Relevant information includes the following elements:

- Sustainability policy
- The role of the sustainability committee
- The sustainability topics that have been identified as material to the facility and the KPIs that are being used for performance tracking.
- A description of the current Continuous Improvement Projects, including impacts and expected improvements.
- Provide end-of-life instructions and diversion programs for the products provided to customers.

1.1.6 Training and Competence

The facility must have a written procedure on how training will be conducted and documented and how competency will be assessed. Procedure must reference the training elements required for each identified stakeholder, based on job requirements, and include:

- Employees
- Internal Auditors
- Temporary employees/contract labor
- On-site service providers/contractors

The written procedure must document how to demonstrate competence to effectively plan, conduct, and report audits.

1.1.6.1 Employee Training

Train employees on specific responsibilities and skills required by the sustainability program and procedures to include, when identified as a material topic, the following:

- Procedures for segregating and managing solid waste.
- Procedures to minimize make ready and production waste.

- Procedures to minimize energy use and improve energy efficiencies throughout the facility.
- Proper handling and use of inks, solvents and other VOC containing chemicals and shop towels to minimize waste and fugitive emissions.
- Procedures for communications to raise awareness of the facility's sustainability management system with customers, contractors, and suppliers.
- Preparation and Collection of SGP metrics as defined in 2.2, KPI Performance Tracking and Impact Tracker Utilization.

1.1.6.2 Train employees and contractors, as appropriate, on specific responsibilities and skills for those involved in the annual Continuous Improvement Project.

1.1.6.3 Conduct training on all elements listed above and as needed when changes occur and/or new elements are introduced.

1.1.6.4 Document all completed training.

1.1.7 Management of Change

The facility must have a written procedure on how changes to the facility operations, equipment or materials will be assessed and their impact on requirements within the sustainability program. The procedure must assess the impact on the following topics when they are material to the facility:

- Equipment Inventory
- Energy usage and the Energy Audit
- Scope 1 and 2 greenhouse gas emissions
- Emissions to the environment and the Air Emissions Assessment
- Environmental regulatory requirements
- Safety and health regulatory requirements
- Solid waste generation and the Solid Waste Audit

In addition, it must demonstrate and document when:

- Making equipment and material purchasing decisions that continuous improvement measured by KPIs, and employee protection are considered.
- When selecting and using janitorial supplies, continuous improvement, environmental impact, and employee protection are considered in addition to meeting performance requirements.

1.1.8 Checking and Corrective Action

The facility must establish, implement, and maintain a written procedure on the facility's process to conduct and document an Internal Sustainability Management System (SMS) audit every year including documentation of prompt corrective actions for any non-conformances.

The audit must use a checklist that is based on the SGP certification criteria,

and document the evidence found to determine compliance and corrective actions required for any non-conformances.

1.1.9 Management's Commitment, Participation and Review

The facility must:

1.1.9.1 Establish, implement, and maintain a written procedure documenting the senior management review of all elements of the sustainability program. The review must include the following input:

- Results of the KPI from the two annual CIPs.
- Results of the KPIs from all other sustainability topics in Table 1 and the one sustainability topic selected from Table 2.
- Findings from the internal SMS Audit and
- Any corrective actions for non-conformances identified by the audits conducted under 1.1.3.1 and 1.1.3.2.

1.1.9.2 Annually conduct and document the senior management review.

1.1.9.3 Document conclusions drawn from reviewing key results from the past year and actions identified to continuously improve performance in the following year.

1.1.9.3.1 An annual KPI target can be extended beyond a year based on management review and approval, progress being made toward the initial target, and resource requirements.

1.1.9.3.2 If the target for the KPI was not achieved within the stated period for the objective, the facility must prepare an explanation as to why it was not met and if the KPI will be achieved, a corrective action plan detailing barriers encountered, interim actions taken, timelines for remediation, and any resources required to achieve future compliance.

1.1.10 Document Control

The facility must:

1.1.10.1 Establish, implement, and maintain a written procedure for document control. The facility must establish a process for the creation, review, revision, removal, and distribution of documents that describe and control the Sustainability Management System

1.1.10.1.1 The written procedure must describe the use of the SGP Impact Tracker for retention of required documentation and who is responsible for maintaining documentation. The procedure must also identify where documents other than those in the SGP Impact Tracker are stored and accessed.

1.1.10.1.2 The written procedure must describe where the supporting

documents for the KPI tracking data (e.g., utility invoices, waste or recycling vendor reports, measurement logs, audit reports, etc.) will be maintained.

1.1.10.2 To ensure that SMS documents are current and complete, the facility must ensure that the following elements are included within each written procedure:

- Purpose
- Scope
- Background and definitions
- Associated reference documents
- Responsibilities
- Procedural steps
- Frequency
- Identification of records that will be kept.
- Revision history/document control

1.1.10.3 All required documents and records must be kept for 3 years. In addition to the records maintained in the Impact Tracker, this includes training records and communication documentation.

1.2 Annual Report

The facility must complete the SGP Partnership Annual Report by uploading the required documents to the SGP Impact Tracker. Each annual report is due one year and two months from the facility's initial certification month.

2.0 Sustainability Topics

Each facility must incorporate the sustainability topics and their associated KPI's from Table 1 into their sustainability program. The sustainability topics are aligned with the United Nations Sustainable Development Goals (SDGs) and the Sustainability Accounting Standards Board (SASB).

Table 1: List of Mandatory Sustainability Topics and Associated KPIs

Sustainability Topic	SASB	UN SDG	Mandatory KPI
Climate	Air Emissions	SDG 13 – Climate Action • 13.2 Integrate climate change measures into policies, strategies and planning.	Scope 1, 2 and 3 GHG emissions

Energy	Energy Management	UN SDG 7 – Affordable and Clean Energy • SDG 7.2 Increase in the use of renewable energy • SDG 7.3 Improve energy efficiency.	Renewable energy use Energy Use and Intensity
Materials Management • Substrates and Packaging • Solid waste	Resource Efficiency, Waste & Circularity,	UN SDG 12 – Responsible Consumption and Production • SDG 12.2 sustainable management and efficient use of natural resources • SDG 12.5 reduce waste generation through prevention, reduction, recycling and reuse.	Incorporation of recycled material content. Recyclability of products at end of life Annual generation of recyclable and non-recyclable waste
Labor Rights, Inclusion, and Ethics	Labor Practices	UN SDG 8 – Decent Work and Economic Growth • SDG 8.5 provide productive work for men, women, youth, and persons with disabilities. • SDG 8.7 Elimination of child labor and forced labor. • SDG 8.8 Protection of labor rights and	Policies and practices reflect equal opportunity hiring, employee training, and accessibility for people with disabilities. Age verification and compliance with federal, state, provincial and local labor laws

		promoting safe and secure working environments. UN SDG 10 – Reduced Inequalities SDG 10.2 Social, economic, and political inclusion	Occupational Health and Safety injury and illness rate Compliance with federal, state, provincial, and local labor laws and company policies and practices
Supply Chain and Governance		UN SDG 12 – Responsible Consumption and Production - SDG 12.6 Integration of sustainability into reporting SDG 13 – Climate Action 13.2 Integrate climate change measures into policies, strategies and planning. UN SDG 9 - Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation. 9.4 increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes	Annual public Sustainability Report containing all mandated KPIs Annually survey 80% by spending of raw material suppliers about Scope 1 and 2 GHG emissions and reduction target goals Biannually survey 80% of raw material suppliers per Table 3.

2.1 Selection of Additional Sustainability Topics and their Key Performance Indicators (KPIs)

The facility must include at least one (1) additional material sustainability topic from Table 2 into their sustainability program.

Table 2: Additional Sustainability Topics

Sustainability Topic	SASB	UN SDG	Example KPI
Materials Management	Resource Efficiency, Waste & Circularity,	UN SDG 12 – Responsible Consumption and Production	
• Chemicals	Chemicals	SDG 12.4 environmentally sound management of chemicals and all wastes throughout their life cycle	Annual VOC/HAPs emissions
• Deforestation	Deforestation & Biodiversity	- SDG 15.1 ensures the conservation, restoration and sustainable use of terrestrial and inland freshwater ecosystems and their services, in particular forests, wetlands, mountains and drylands. - SDG 15.2 promotes the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and increase afforestation and reforestation globally.	Amount of paper use from certified or controlled forests

Habitat preservation		SDG 15.5 reduces the degradation of natural habitats, halts the loss of biodiversity.	
Operational Resource Efficiency & Sustainable Industrial Processes	Energy Management, Waste & Circularity, Water & Wastewater Management, Materials Sourcing, and Air Emissions	UN SDG 9 - Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation. 9.4 increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes	Will Depend on Project
Supply Chain and Governance		UN SDG 12 – Responsible Consumption and Production SDG 12.6 Integration of sustainability into reporting	Public reporting frequency and scope that includes solid waste streams addressing the percent of material landfilled, recycled, or reused.
Climate	Air Emissions	SDG 13 – Climate Action 13.1 Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters. 13.3 Improve education,	Identify business risks associated with climate change.

		awareness-raising and human capacity on climate change mitigation, adaptation, impact reduction, and early warning systems.	
Water and Effluents	Water & Wastewater Management	UN SDG 6 – Clean Water and Sanitation - SDG 6.3 Improve water quality and reduce pollution. - SDG 6.4 Increase water-use efficiency	Wastewater and stormwater discharge pollutant concentration Water Use and Efficiency

2.1.1 For the additional mandatory topic and any other identified topics, the facility must:

- Document Selection Rationale: Maintain written justification for why the topic is material and how each chosen KPI relates to the topic. This rationale must consider stakeholder input, and areas of substantial impact or improvement potential.
- Stakeholders include employees, customers, corporate leadership, regulators, local community members, suppliers, and investors or owners.
- As a minimum, at least a combination of 5 customers and suppliers needs to be included in the materiality assessment.

2.1.2 For all sustainability topics, the facility must:

- Define the KPI Metric(s): Clearly define each KPI in quantifiable terms (e.g., units of measure, scope, and calculation method). and
- Collect data and calculate each KPI on an annual basis.

2.1.3 Determining Baseline and Identifying Opportunities for Improvement

For the material sustainability topics listed in Table 3, the facility shall establish baseline practices and performance by completing an assessment of their present operations. As a minimum, the facility must utilize the SGP tool listed in Table 3 or an equivalent tool that provides the same level of assessment. The following activities must be completed for the associated topic:

Table 3: Sustainability Topics Required Assessments

Sustainability Topic	Assessment Tool
Energy	Energy audit
Materials Management • Chemicals • Solid waste	Environmental VOC/HAP emissions assessment Solid waste audit
Supply chain and governance	Supplier survey to compile attributes on presence of chemicals of concern, availability of substrates for the circular economy, and modern slavery and child labor in the supply chain.

The assessments identified in Table 3 must be reviewed every two years and when there is a significant change in the facility as described by 1.1.7.

2.2 KPI Performance Tracking and Impact Tracker Utilization

The facility must track and record data for each KPI from Tables 1 and 2 on an ongoing basis, with updates at least annually. The SGP Impact Tracker (or successor SGP-designated data system) must be used to record these metrics and track progress over time for each KPI.

Specifically:

- **Annual Data Updates:** The facility must collect, calculate, and document the value of each KPI at least once per calendar year. All annual KPI values must be entered into or uploaded into the SGP Impact Tracker.
- **Data Integrity:** The facility must ensure the data reported for each KPI is accurate. Access to the source documents need to be identified in 1.1.10.
- **CIP Progress Evaluation:** Compare each year's CIP KPI data against the baseline and the SMART goal target. Determine the percentage improvement or other relevant measures of change achieved to date. This evaluation must be documented, and significant findings (e.g., goal achieved, stalled progress, or unexpected trends) should be identified for management review.