Green Zia Environmental Leadership Program

Demonstrating Environmental Achievement

Program HANDBOOK

2012

Pollution Prevention Program

New Mexico Environment Department

Green Zia

Environmental Leadership Program

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GREEN ZIA HANDBOOK

The purpose of this document is to provide a central reference for policies and procedures associated with New Mexico's Green Zia Environmental Leadership Program. The handbook summarizes information on current aspects of program implementation, including eligibility requirements and member incentives. This Handbook is a "working document" to be updated annually and available in electronic format on our program website. www.nmenv.state.nm.us/GreenZia

1.0 Program Description & Purpose

The Green Zia Environmental Leadership Program (GZELP) is a statewide environmental leadership program, administered by the New Mexico Environment Department's Pollution Prevention Program. GZELP is designed for all types of organizations in New Mexico who demonstrate a commitment to environmental stewardship.

3 LEVELS OF PARTNERSHIP: (Bronze, Silver, Gold)
With 2 TRACKS: (Small and Large Organization)

The overall goal of the program is to produce real environmental improvements, such as the reduction of air emissions, hazardous materials, water and energy use, and inclusion of pollution prevention practices. GZELP builds on the concept that waste is the result of inefficiency and poor planning**. By reducing waste, an organization can increase both its productivity and its profits.** New Mexico is working hard to preserve our natural resources and remain the "Land of Enchantment". New Mexico businesses and other organizations in our state to be environmentally responsible and set an example for sustainability.

GZELP is a voluntary program that:

- Supports and assists all New Mexico businesses to achieve environmental responsibility through continuous improvement and environmental management
- Encourages integration of environmental stewardship into businesses operations and management practices through the establishment of a prevention-based system
- Emphasizes the establishment of a system to provide a framework for continuous environmental improvement that will assure compliance and reduce or eliminate pollution

GZELP Welcomes ALL types of New Mexico Organizations:

- Large (>50employees) and small (<50 employees) organizations. Any type of business or organization regardless of size (government, industry, offices, retail, etc.)
- Communities, Tribes, and Pueblos
- State or Federal Government Agencies; Local Municipal and County Governments
- Non-Profits and other Organizations

1.1 Participation Level Descriptions

Applicants to the Green Zia Environmental Leadership Program will be able to demonstrate the following environmental improvements & commitments:

Leadership Levels	Environmental Commitments
Bronze Leader	♦ Demonstrate environmental improvements in at least 2 areas within the past 12 months prior to application ♦ Set goals to begin tracking and measuring environmental results for waste streams and resource use (if not being done already) ♦ Set at least 2 environmental improvement goals for the following year
Silver Leader Small & Large Organization Tracks	♦ Demonstrate environmental improvements in at least 3 areas within the past 12 months prior to application ♦ Demonstrate quantifiable environmental improvements, current waste stream tracking methods, and current process flow diagrams ♦ Demonstrate that environmental Best Management Practices are in place ♦ Demonstrate commitment to environmental improvements with an Environmental Statement ♦ Set at least 3 environmental improvement goals for the next 3 years ♦ Set goals to develop an Environmental Plan or Environmental Management System in agreed timeframe (not to exceed 3 years) **EMS required for Large organizations in the industrial manufacturing or utility-scale energy sectors.*
Gold Leader Small & Large Organization Tracks	♦ Demonstrate environmental improvements in at least 3-4 areas within the past 12 months prior to application ♦ Demonstrate quantifiable environmental improvements, current waste stream tracking methods, & current process flow diagrams ♦ Demonstrate environmental Best Management Practices in place and environmental link to Standard Operating Procedures ♦ Demonstrate how employees and vendors are engaged in your environmental goals and actions ♦ Demonstrate commitment to environmental improvements with an Environmental Statement and current Environmental Plan or Environmental Management System in place **depending on size & type of organization* ♦ Set environment improvement goals for the following 3 years (4 goals for Sm. Org, 5 goals for Lg. Org)

1.2 GZELP Nominations & Applications

Nomination and Application:

An organization can apply on it's own or be nominated by a third party. If a third party makes the nomination, the nominee will be contacted by the NMED GZELP staff. Should the nominee be interested in following through with a program application, the GZELP staff will request additional information and assist with application guidance.

Organizations with Multiple Sites / Locations:

An organization with operations that are contiguous and under the same local management are considered one "site". An organization with operations in multiple locations interested in participating must have each location apply separately. Achievements, data, goals, and objectives must be specific to each separate site.

1.3 Partner Recognition & Benefits

The Green Zia Environmental Leadership Program participants are recognized as entities that inspire and challenge other organizations to higher levels of environmental performance. The substantial voluntary commitments Partners make with respect to environmental protection are highly valuable to the state of New Mexico. In recognition of our Bronze, Silver, and Gold level partners we offer:

- Use of the Green Zia logo and slogan in all advertising and marketing materials for the duration of recognition
- Organization name and website posted on the NMED Green Zia website
- NMED press release announcing all partner recognitions
- Window sticker
- Recognition letter from NMED
- Technical guidance and assistance to reach chosen environmental goals

All application materials must be submitted electronically to the following address:

E-Mail: jill.turner@state.nm.us

For Questions & More Information Contact:

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1.4 Areas of Environmental Achievement

The overall goal of the Green Zia Environmental Leadership program is to produce real environmental improvements, such as the reduction of air emissions, hazardous materials, water and energy use, and pollution prevention. We want to encourage, assist, and showcase New Mexico organizations who are able to demonstrate environmental improvements and commitments to additional goals.

GZELP Participants are asked to report environmental results and set environmental goals in two to five of the following areas depending on their partnership level.

Waste Streams & Resources

- Air Emissions Reduction
- Energy Use Reduction
- Green Purchasing
- Hazardous Waste Reduction
- Product Use Reduction
- Solid Waste Reduction
- Water Quality Improvement
- Water Use Reduction

Recycling

The NMED Pollution Prevention Program views recycling as a standard practice. It's something that every organization, no matter the type or size, can and should be doing at some level. **We therefore require that all GZELP applicants demonstrate their recycling efforts.** Expanded and improved recycling efforts can be a chosen goal for applicants and is highly encouraged. While we recognize recycling to be an important component of waste management, this program emphasizes waste minimization and reduction. Organizations are encouraged to concentrate on the 1st and 2nd steps to the waste reduction hierarchy.

1. Reduce
2. Reuse
3. Recycle

Recycling efforts can start at a simple level with one product type. If not already doing so, we encourage organizations to look at all waste products generated and evaluate those that can be recycled in some manner—whether it be by using local municipal recycling services or sending products back to manufacturers / suppliers. It's good to "think outside the recycling box" when it comes to recycling. The next step is to think about reducing product use and avoiding waste/recycling altogether.

For more information on recycling in New Mexico, visit the New Mexico Recycling Coalition's website at: http://recyclenewmexico.com

GZELP participants are also encouraged to use their environmental leadership within their communities to improve environmental awareness and expand environmental improvements beyond their organization. This can be done by participating in a number of outreach or environmental service projects. These projects are required for the Gold Level Participants (and welcomed at the other levels) .

Environmental Service Projects

- Environmental Education, Outreach, or Community Environment Events
- Local Environmental Service Projects
- Mentoring another organization
- Land use improvement projects either at your site or in a local area

1.5 Program Terms & definitions

Below are terms and definitions used commonly in GZELP and Pollution Prevention Programs. For more information, please see the GZ Handbook Appendices and the website links below.

1. **Best Management Practices (BMPs):** Methods determined to be the most effective and practical means of preventing or reducing pollution. BMPs apply a range of actions from simple process changes to upgrading technologies in order to achieve and maintain a high level of environmental performance. Internet searches can result in numerous specific BMPs for most any organization, industry, or process. A few examples can be found on the NMED P2 Program website as well as:
   The U.S. Small Business Administration: http://www.sba.gov/content/environmental-planning
   The Small Business Assistance web resources site: http://www.smallbiz-enviroweb.org
   The Southwest Zero Waste Network: http://www.zerowastenetwork.org/

2. **Deming Cycle**: A "Plan-Do-Check-Act" system used to develop, achieve, review, maintain, and continuously improve Environmental Plans or Environmental Management Systems. http://www.epa.gov/ems

3. **Environmental Aspect:** [the pollution "Cause"] a feature or characteristic of a facility's activities, products, or services that can or does interact with the environment. These interactions and their effects may be continuous in nature, periodic, or associated only with events, such as emergencies.

4. **Environmental Aspect Analysis:** A formalized exercise to: 1) determine which of an organization's aspects are significant (have a significant impact on the environment); 2) determine which are controllable by the organization; and 3) prioritize the significant aspects for environmental improvement goals and objectives (determining the Significant Impacts) .

5. **Environmental Impact:** [the pollution "Effect"] any change to the environment whether negative or beneficial, resulting from a facility's activities, products, or services. Environmental aspects can have a direct and decisive impact on the environment or contribute only partially or indirectly to a larger environmental change.

6. **Environmental Framework:** In general, a framework is a real or conceptual structure intended to serve as a support or guide for the building of something that expands the structure into something useful. An *environmental framework* provides a consistent and comprehensive system for identifying and analyzing environmental aspects, planning, and implementing environmental improvements. An *environmental framework* can be in the form of an Environmental Plan or Environmental Management System (or other such documented system).

7. **Environmental Management System (EMS):** A set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency. It provides a framework that helps an organization achieve its environmental goals through consistent control of its operations. For more information see GZ Handbook section 1.6 and the EPA website: http://www.epa.gov/ems

8. **Environmental Plan (EP):** A framework (or structure) for action and for setting environmental goals, objectives and outcomes. Sometimes also referred to as an "Environmental Management Plan" but NOT the same as an EMS. For more information see GZ Handbook section 1.6 and the EPA website: http://www.epa.gov/ems

9. **Environmental Statement:** A statement of an organization's intentions and principles in relation to its overall environmental performance. Sometimes also referred to as an "environmental / sustainability policy statement" or "Environmental / sustainability mission statement". (*See Appendix A for more guidance)*

10. **Pollution**: the contamination of air, soil, or water by the discharge of harmful substances.

11. **Pollution Prevention (P2):** The reduction or elimination of pollution at the source (source reduction) by targeting the processes which generate waste. Pollution prevention occurs when raw materials, water, energy and other resources are utilized more efficiently, when less harmful substances are substituted for hazardous ones, and when toxic substances are eliminated from the production process. By reducing the use and production of hazardous substances, and by operating more efficiently we protect human health, strengthen our economic well-being, and preserve the environment. Water conservation, energy conservation, waste management, best management practices are all forms of pollution prevention.

12. **Process Map:** A graphic or diagram that shows the flow of materials through an organization, including what comes in (inputs) and what goes out (outputs, including wastes). Also referred to as "Process Flow Diagram" or "Process Analysis". (*See Appendix B for more guidance)*

13. **Recycling:** Processing used materials (waste) into new products to: 1) prevent waste of potentially useful materials, 2) reduce the consumption of raw materials, 3) reduce energy usage, 3)reduce air pollution from incineration and water pollution from landfilling by reducing the need for "conventional" waste disposal, and 4) lower greenhouse gas emissions. Recycling is a key component of modern waste reduction and is the third component of the "Reduce, Reuse, Recycle waste.

14. **Standard Operating Procedures (SOPs):** A set procedure used to carry out a specific activity or operation. It usually includes a step-by-step breakdown of how and when a task is performed on a day to day basis. SOPs are usually written and filed or posted in an accessible location.

15. **Sustainability**: Everything that we need for our long-term survival and well-being depends, either directly or indirectly, on our natural environment. Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic and other requirements of present and future generations. http://www.epa.gov/sustainability/basicinfo.htm#sustainability

1.6 Environmental Planning & Tracking

The key to a successful sustainability program and affective environmental improvements at any organization is thoughtful planning and tracking. This can be achieved in any type and size of organization. Larger industrial manufacturing organizations may use a certified ISO 14001 Environmental Management System. A small service sector organization may use a simple Environmental Plan. An organization just beginning their environmental improvement process may not have a full plan, but can have a set of basic goals and objectives. No matter what your sector and where you are in the environmental commitment process, planning and tracking is essential.

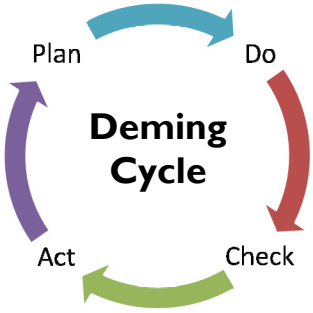
The Green Zia Environmental Leadership Program is designed to not only recognize organizations for their environmental commitments, but to encourage and guide members to make continued improvements from any leadership level. As members, the different levels will work to:

- Identify and track waste streams while setting improvement goals (Bronze Level)
- Identify environmental aspects, set improvement goals, and develop an EP or EMS (Silver Level)
- Identify areas for additional improvement and set continuing improvement goals (Gold Level)

PLANNING

In order to prevent pollution, organizations have to look closely at day-to-day activities to see what pollution they are causing, or might be causing. Natural resource uses should also be evaluated to see how they can be used more efficiently. Developing an EP or EMS is a formalized way of doing this. Basic components of environmental planning systems such as an EP or EMS include:

- Reviewing an organization's environmental goals
- Analyzing its environmental impacts and legal requirements
- Setting environmental objectives and targets to reduce environmental impacts and comply with legal requirements
- Establishing programs to meet these objectives and targets
- Monitoring and measuring progress in achieving the objectives
- Ensuring employees' environmental awareness and competence
- Reviewing progress of the EMS and making improvements



Environmental Frameworks make environmental management easier and more natural for everyone involved. Plans let employees and in some cases customers or vendors know what's expected of them and it provides a framework to ensure your organization is in compliance with any applicable environmental regulations. It also allows you to more easily recognize opportunities for improvement and cost savings. Some of the tools used to develop and maintain Environmental Frameworks include Process Flow Diagrams, Aspect / Impact Analysis, and integration of the Deming Cycle.

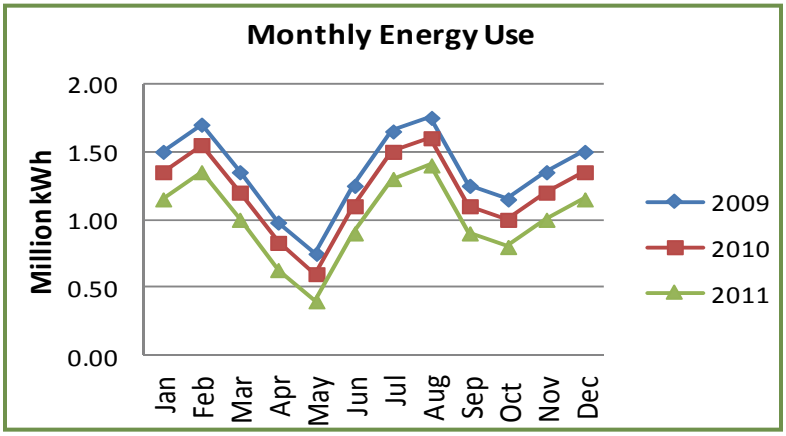
Environmental Aspects and Impacts need to be identified in order for any organization to create and maintain a successful sustainability program and to achieve substantial environmental improvement goals. An Environmental Aspect is a feature or characteristic of a facility's activities, products, or services that can or does interact with the environment. These interactions and their effects may be continuous in nature, periodic, or associated only with events, such as emergencies. An Environmental Impact is any change to the environment whether negative or beneficial, resulting from a facility's activities, products, or services. Environmental aspects can have a direct and decisive impact on the environment or contribute only partially or indirectly to a larger environmental change. A Significant Aspect is one that may produce a significant environmental impact. The Aspect can be seen as the "cause" and the Impact as the "effect".

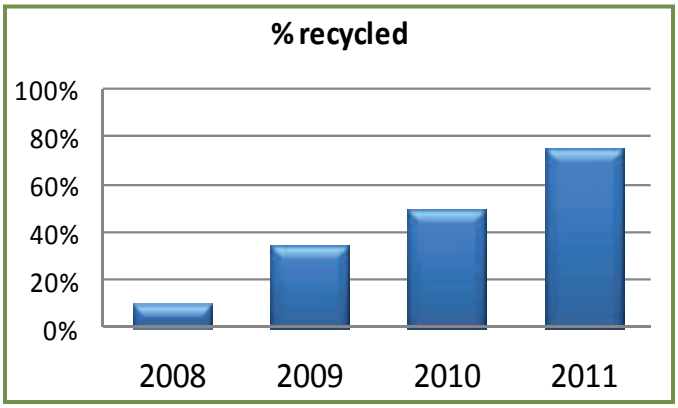
For example:

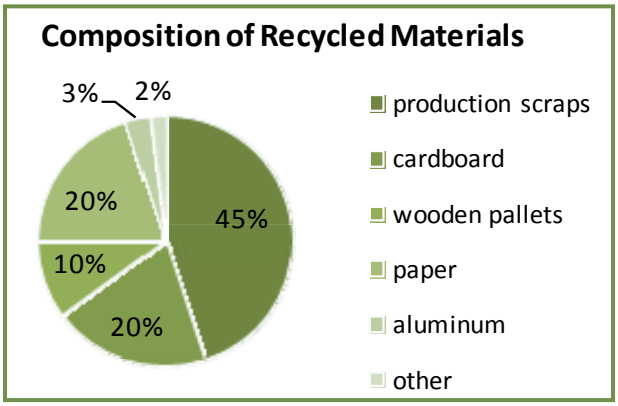
Environmental Aspect = Factory Emissions ⇨ Environmental Impact = Air Pollution, smog.
Environmental Aspect = Using less electricity ⇨ Environmental Impact = Natural resource conservation

TRACKING

Metrics are an integral component of the Green Zia Program. They are a demonstration of how an organization tracks it's waste streams and resource uses. Collection of metrics is a required part of GZELP membership. Participants will be required to chart their "environmental footprint" by identifying key environmental metrics and track progress over time. The goal is to demonstrate what you've reduced and how you've reduced it. Not only is this information a key tool for setting reduction goals but to assist you in realizing your cost saving by reducing. A sample "tracking sheet" can be found on the Green Zia website for use and assistance in reporting to the Green Zia Program. When reporting metrics for the GZELP, please use a variety of methods to communicate information including, text explanations, tables, charts, and graphs (such as the examples below).







ADDITIONAL RESOURCES FOR ENVIRONMENTAL PLANNING & TRACKING

- Process Flow Diagram example: GZ Handbook Appendix B
- Nothing to Waste Manual (http://www.nmenv.state.nm.us/P2/toolsandlinks/#Pubs)
- EPA Pollution Prevention (http://www.epa.gov/p2/index.htm)
- EPA EMS information (http://www.epa.gov/ems/#basic)

2.0 Eligibility Requirements

In order to participate in the Green Zia Environmental Leadership Program, an organization must meet three main sets of requirements.

I. Basic environmental permit compliance (if applicable) ✓

II. Basic environmental and sustainability achievements ✓

III. Requirements specific to GZELP levels ✓

I. Permit Compliance (*FOR FACILITIES WITH ENVIRONMENTAL PERMITS ONLY*)

Organizations that operate in New Mexico and hold municipal, county, state, or federal environmental permits must be in full compliance with those permits prior to and at the time of application and throughout their membership term with GZELP. Compliance requirements for each partnership level is listed in the table below. ***Please note, this is not a compliance awards program.**

Requirements	Bronze	Silver Sm & Lg	Gold Sm & Lg
No serious violations (as evidenced by a notice of violation, compliance order, or other enforcement instruments) of applicable local, state, tribal, or federal environmental laws, regulations or permits, for the specified period of time prior to the application submittal.	1 year	1 year	3 years
No serious violations between the time the application is submitted and recognition is granted.	X	X	X
No criminal convictions, or out-of-court settlements of criminal charges, under any local, state, tribal, or federal environmental laws for the specified period of time prior to application submittal.	2 years	2 years	5 years
An applicant may also be denied recognition if the Department determines the applicant has shown a pattern of regulatory or permit violations, criminal convictions, or recalcitrance in addressing compliance issues that indicates a lack of commitment to environmental stewardship.			

II. Basic environmental and sustainability achievements

1. **Recycling (ALL Applicants):**
   For the purposes of this program, we are assuming that you already incorporate some level of recycling into all or a portion of your operations. All applicants will be required to demonstrate their recycling efforts in the application.

2. **Environmental Statement (Silver and Gold Applicants):**
   All Silver and Gold Level applicants will be required to have an environmental statement as defined by the GZELP in the "Definitions" section of this handbook. *(See Appendix A for more guidance)*

3. **Senior Management Commitment (ALL Applicants):**
   In order for any environmental program within an organization to be successful, there must be commitment from the organization's Senior Management. The Senior Management Commitment Form must be submitted with all applications.

III. PROGRAM LEVEL REQUIREMENTS

Applicants must be able demonstrate the following environmental improvements and commitments made prior to application. In their application, organizations must commit to self-selected environmental goals that will be achieved during the GZELP membership period. See the level-specific sections of the Handbook for more detailed information.

Minimum Requirements	Bronze	Silver Small	Silver Large	Gold Small	Gold Large
Environmental Improvements					
Waste Stream & Resource areas	2	3	3	3	4
Environmental Service Projects	0	0	0	1	1
Quantifiable Results for Improvements		✓	✓	✓	✓
Environmental Framework					
Environmental Statement		✓	✓	✓	✓
Environmental Plan (EP)				✓	✓
Environmental Management System (EMS)					✓
Environmental Assessments					
Process Map		✓	✓	✓	✓
Best Management Practices (BMP)		✓	✓	✓	✓
Standard Operating Procedures				✓	✓
Employee Environmental Education				✓	✓
Collaboration with Vendors				✓	✓
Environmental Goals (To be completed during membership term)					
Waste Streams & Resources	2	3	3	3	4
Environmental Service Projects	0	0	0	1	2
Start tracking Waste Streams	✓				
Develop an EP		✓	✓		
Develop an EMS (certain industries)			✓		

2.1 Program Membership Retention & Renewal

Membership Term Length	Bronze	Silver Small	Silver Large	Gold Small	Gold Large
Years from Date of Program Acceptance	1	3	3	3	3
Membership renewal at level (# yrs. Max)	3 years	None	None	Unlimited	Unlimited

PROGRAM RETENTION (Requirements During Membership):

Bronze Level Membership

- Bronze Level recognitions are honored for a one-year period from the date of program acceptance notification.
- Bronze Level memberships are not automatically renewed. A new application must be submitted each year. An organization may apply a maximum of three times to the Bronze Level if improvement is shown in years 2 and 3. If an organization wishes to continue as a GZELP member after 3 years, they will need to prepare to submit a Silver Level application. An organization may apply sooner if they meet the Silver Level requirements.

Silver Level Membership

- Silver Level recognitions are honored for one three-year period from the date of program acceptance notification. The goal of Silver Level is to work towards the Gold Level.
- Silver Level members must submit an Annual Progress Report to the program coordinator on the anniversary acceptance date and a Final Report at the end of the 3-year term.
- Silver Level members must work towards self-determined goals which are to include implementation of an EP or EMS (depending on Track and industry type).
- The program will review the member's permit compliance record (if applicable) each year at the time of Annual Progress Report submittal.

Gold Level Membership

- Gold Level recognitions are honored for a three-year period from the date of program acceptance notification. Gold Level memberships are renewable after 3 years on a continual 3-year basis for as long as an organization wishes to remain in the program.
- Gold Level members must submit an Annual Progress Report to the program coordinator on the anniversary acceptance date and a Final Report at the end of the 3-year term.
- Gold Level members must work towards self-determined goals which are to include improvements to an EP or EMS (depending on Track and industry type).
- The program will review the member's permit compliance record (if applicable) each year at the time of Annual Progress Report submittal.
- For program retention, GZELP Gold Level members are subject to annual site visits.

1) Continued Compliance

During the 3-year membership term for Silver and Gold Levels, the GZELP staff will conduct an annual review of an organization's permit compliance (for entities with environmental permits only). These reviews will be conducted on the anniversary of membership after submittal of the Annual Progress Report. It is advisable that organizations with environmental permits conduct an internal compliance review each year to ensure compliance prior to submitting the Annual Progress Report. If an organization is found to be out of compliance, their GZELP membership will be suspended until the

2) Annual Progress Reports

Silver and Gold Level Members are required to submit Annual Progress Reports during the 3-year membership period. A Progress Report is due at the end of the 1st and 2nd years following initial recognition (12 months from date of program acceptance). A Final Report is due at the end of the 3rd year. These Progress Reports are to help keep you on track with and accountable to your goals and keeps us informed as to your accomplishments &/or challenges. For Annual Progress Report requirements, please see Appendix D.

3) Progress Towards Goals

All GZELP members are required to set environmental goals as a part of their commitment to the program. The goals are self-selected with program guidance and will vary between program levels and tracks. Please refer to the Program Requirement Table in section 2.0 or to the individual level requirement descriptions for more details. A timetable for goals will be set in the organization's application. Progress towards those goals (as well as any setbacks) will be reported on in the Annual Progress and Final Reports. The GZELP staff assist members with any technical guidance they may need to successfully implement goals set in the application.

4) Extensions

We recognize member organizations may have complexities and challenges arise that can make attaining the GZELP goals or meeting the GZELP requirements difficult. Extensions for goals and reports will be made on a case by case basis. It is the responsibility of the organization to contact GZELP as soon as possible when it is determined that a deadline or requirement cannot continue to be met. GZELP staff will make every possible effort to work with that organization to determine the best course of action for extending deadlines and the 3-year membership status.

5) Program Suspension / Termination

Silver and Gold Level partners may have their membership suspended or terminated for the following reasons:

1. Failure to remain in compliance of environmental permits for the duration of membership.
2. Failure to submit an Annual Progress Report

GZELP staff will discuss membership status with the organization prior to any changes and work to help remedy the situation if possible.

3.0 Level Requirements & Application Guidance

BRONZE Leader

REQUIREMENTS

1) **Basic permit compliance (if applicable)** **GZ Handbook Section 2.0*

2) **Basic environmental and sustainability achievements** **GZ Handbook Section 2.0*
   - ✓ Report on Recycling Efforts

3) **Level specific requirements**
   - ✓ Report on Environmental Improvements in at least 2 areas
   - ✓ Set at least 2 Environmental Improvement Goals
   - ✓ Set goals to develop a basic tracking system

APPLICATION GUIDANCE:

- ***Returning Bronze Level Applicants:*** *Organizations may apply a maximum of 3 times to the GZELP program for a maximum of 3 years of membership. After 3 years, an organization must apply for the Silver Level if they wish to continue participation in the Program. For the 2nd and 3rd applications, we will review content based on progress and completion of goals set the previous year.*

Application Section 2: Environmental Improvement Results

Organizations applying to the Bronze Level are required to report results of Environmental Improvements achieved within at least 12 months of application date. In addition, results can also include results prior to the past 12 months. If there are any results which have been tracked and measured, please include those numbers as well as any charts or graphs that would help illustrate the results.

2.1 Recycling:
All organizations applying for GZELP membership must be able to demonstrate a commitment to recycling at some level. If applying for a 2nd & 3rd membership term, results must demonstrate improvement from previous year.

2.2 & 2.3 Waste Streams & Resources *(*also see Section 1.4 in this handbook):*
2.2) Organizations applying to the Bronze Level are required to report Environmental Improvements for a minimum of 2 Waste Stream & Resource Areas. These are areas in which your organization has been making specific sustainability efforts. 2.3) Bronze Level applicants are not required to have numerical or other supporting data (quantifiable results) to illustrate environmental improvements, though measurements are encouraged and will prove useful to your efforts.

Application Section 3: Environmental Improvement Goals

3.1 & 3.2 Waste Streams & Resources GOALS :
Applicants must choose a minimum of 2 goals based on a one-year achievement deadline. If a larger goal is desired that cannot be accomplished within a year, describe the overall goal but break it down into one-year intervals. A goal description should include why this important for your organization, how it will be implemented and supported, and how you plan to track your results. Efforts should be made to quantify your goal. If you want to reduce your solid waste by 5%, you should begin by measuring the weight or volume of your current waste and keep track of measurements on a daily /

SILVER Leader - Small and Large Organization Tracks

REQUIREMENTS

1) **Basic permit compliance (if applicable)** **GZ Handbook Section 2.0*

2) **Basic environmental & sustainability achievements** **GZ Handbook Section 2.0*
   - ✓ Report on Organization's Recycling Efforts
   - ✓ Provide Organization's Environmental Statement
   - ✓ Provide Senior Management Commitment Form
3) **Level specific requirements**
   - ✓ Report on Environmental Improvements in at least 3 areas
   - ✓ Provide a Process Map
   - ✓ Describe at least one environmental Best Management Practice in use
   - ✓ Set at least 3 Environmental Improvement Goals
   - ✓ Set goal to develop an EP or EMS by the end of the 2nd year and complete one Deming Cycle by the end of the 3rd year.

APPLICATION GUIDANCE:

Application Section 2: Environmental Improvement Results

Organizations applying to the Silver Level are required to report results of Environmental Improvements achieved within at least 12 months of application date. In addition, results can also include results prior to the past 12 months. For the areas you report improvements, you must also include at least 12 months of data to illustrate tracking and measurements of waste streams and resource use.

2.1 Recycling:

All organizations applying for GZELP membership must be able to demonstrate a commitment to recycling at some level *(see section 1.4).*

2.2 & 2.3 Waste Streams & Resources *(*also see Section 1.4 in this handbook):*

2.2) Organizations applying to the Silver Level are required to report Environmental Improvements for a minimum of 3 Waste Stream & Resource Areas. These are areas in which your organization has been making specific sustainability efforts. 2.3) Applicants are required to have numerical or other supporting data (quantifiable results) to illustrate environmental improvements. Project and/or improvement results must include a narrative description, relevant dates of project implementation or tracking timeline, and some type of graphical illustration of your quantifiable results such as tables, chart, and/or graphs.

Application Section 3: Environmental Statement, Framework, & Assessments

Organizations are not required to have an Environmental Framework (i.e. Environmental Plan or EMS) in place as a pre-requisite for the GZ Silver Level. We recognize some organizations already have some type of Framework in place, but for those who do not, it is required for Silver Level GZ Members to develop a Framework by the end of their 3rd year of membership.

3.1 Environmental Statement

It is important for GZELP Silver and Gold level members to have a written commitment to environmental improvements and to share that statement with organization employees, customers, and vendors. There is no required format, but an environmental statement should reflect an organization's views of their environmental role in a sustainable community. The statement must be supported by senior management and shared within the organization.

3.2 Environmental Framework *(optional)*
As mentioned above, it is not required to have an Environmental Framework in place at the time of application. However, if you do, we encourage you to submit a copy with the application.

Small Organization Track (< 50 Full-Time Employees):

A. Environmental Plan *(if applicable)*:
If you have an Environmental Plan in place, and it was implemented at least 12 months ago, please let us know when it was implemented and provide us with a copy. If you are in the process of developing a plan, or have tried to do so unsuccessfully in the past, please describe this as well.

Large Organization Track (> 50 Full-Time Employees):

A. Environmental Plan *(if applicable)*
B. Environmental Management System *(if applicable)*
If you have an Environmental Plan or EMS in place, and it was implemented at least 12 months ago, please let us know when it was implemented and provide us with a copy. If you are in the process of developing a plan, or have tried to do so unsuccessfully in the past, please describe this as well.

3.3 Environmental Assessments & Impacts:
For applicants at the Silver Level, we require that you have completed a basic review and assessment of your organization's processes and environmental impacts. This includes any waste generated by your organization and where it comes from, natural resources used, and products used.

A. Process Map: *refer to Section 1.6 and Appendix D for more information.*
B. Best Management Practices (BMPs): An environmental best management practice (BMP) is an action or combination of actions implemented to reduce the environmental impacts of business operations.
C. How your environmental goals are shared with employees and customers: An organization's environmental goals are accomplished most successfully when all employees are well informed and involved at some level in the implementation process. This is a step beyond making employees aware of the Environmental Statement. It is often useful, and it some cases critical, to inform and involve customers &/or vendors as well. Some organizations do this through internal "Green Teams", meetings, trainings, or newsletters. This step is not required at the Silver Level, but if you have such a process, we'd like to know about it. If you don't we encourage GZELP members to develop an employee (and customer / vendor if applicable) environmental training or involvement program as a part of their membership goals.

Large Organization Track ONLY (if applicable):
D. Aspect Analysis: *See section 1.6 for more information*
E. Significant Environmental Aspects: *See section 1.6 for more information*

Application Section 4: Environmental Improvement Goals

4.1 Environmental Framework
As a requirement of your GZELP membership, you will develop an Environmental Framework to serve as a guide for your organization (if you currently do not have one in place). The ideal goal scenario will be to develop the plan over your membership term years one and two, then implement and run through a full Deming Cycle of the plan in year three. *(see Section 1.6 for more information)*

Small Organization Track members will develop an Environmental Plan

Large Organization Track members in the Industrial Manufacturing and Utility-Scale Energy sectors are required to develop an EMS. All other business and organization types may develop either an Environmental Plan or an Environmental Management System (either basic or ISO 14001).

4.2 Waste Streams & Resources GOALS :

By requiring GZELP Silver Level members to collect baseline measurements and set environmental improvements goals, we are encouraging members to continually increase their level of commitment to the environment and sustainability. Applicants must choose a minimum of three Waste Streams and Resources goals with one, two, or three-year achievement deadlines. A goal description should include why this is important for your organization, how it will be implemented and supported, and how you plan to track your results. It should also include baseline and goal measurements.

4.3 GOAL PLAN :

In this section, applicants must describe how they plan to reach their goals for Waste Streams and Resources. This includes not only the baseline figures and goal target figures but also what processes will be involved (equipment changes, protocol changes, etc), and what challenges (if any) you anticipate.

Application Section 5: Environmental Service Project Goals *(optional at silver Level)*

5.1 & 5.2 Environmental Outreach & Community Service Project Goals:

One way some organizations choose to support the environment and sustainability in their community is through Environmental Service Projects. These projects are done in addition to measurable pollution prevention actions for Waste Streams and Resources. Your organization may consider supporting one or more environmental projects over the three-year membership period. You may support the same or a different project each year. These are not required of Silver Level Applicants, but you may wish to include them if it is something your organization does already and plans to continue, or as a new project. *(See Appendix C for examples)*

GOLD Leader - Small and Large Organization Tracks

REQUIREMENTS

1) **Basic permit compliance (if applicable)** **GZ Handbook Section 2.0*

2) **Basic environmental & sustainability achievements** **GZ Handbook Section 2.0*
   - ✓ Report on Organization's Recycling Efforts
   - ✓ Provide Organization's Environmental Statement
   - ✓ Provide Senior Management Commitment Form
3) **Level specific requirements**
   - ✓ Report on Environmental Improvements in at least three areas
   - ✓ Repot on involvement in at least one Environmental Service Project
   - ✓ Provide a Process Map
   - ✓ Describe at least one environmental Best Management Practice in use
   - ✓ Describe Standard Operating Procedures in place relating to environmental management
   - ✓ Describe employee education strategy relating to environmental goals
   - ✓ Have completed at least one full year of your Environmental Framework (EP or EMS)
   - ✓ Have completed a full review of the Framework and report on its effectiveness
   - ✓ Shared EP with vendors in order to reduce and recycle wastes
   - ✓ Set at least 3 Environmental Improvement Goals
   - ✓ Set goals for improvements of an EP or EMS by the end of the 3-year term

APPLICATION GUIDANCE:

Application Section 2: Environmental Improvement Results

Organizations applying to the Gold Level are required to report results of Environmental Improvements achieved within at least 12 months of application date. In addition, results can also include results prior to the past 12 months. For the areas you report improvements, you must also include at least 12 months of data to illustrate tracking and measurements of waste streams and resource use.

2.1 Recycling:

All organizations applying for GZELP membership must be able to demonstrate a commitment to recycling at some level *(see section 1.4).*

2.2 & 2.3 Waste Streams & Resources *(*also see Handbook Section 1.4):*

2.2) Organizations applying to the Gold Level are required to report Environmental Improvements for a minimum of three Waste Stream & Resource Areas for Small Organizations and four for Large Organizations. These are areas in which your organization has been making specific sustainability efforts. 2.3) Applicants are required to have numerical or other supporting data (quantifiable results) to illustrate environmental improvements. Project and/or improvement results must include a narrative description, relevant dates of project implementation or tracking timeline, and some type of graphical illustration of your quantifiable results such as tables, chart, and/or graphs.

2.4 & 2.5 Environmental Service Projects *(*also see Handbook Section 1.4 and Appendix C):*

Organizations applying to the Gold Level are required to have been involved in at least one Environmental Service Project within the past 12 months. Information provided in application should include the type of activity, date(s), length of time, targeted audience &/or project goals.

Application Section 3: Environmental Statement, Framework, & Assessments

3.1 Environmental Statement

It is important for GZELP Silver and Gold level members to have a written commitment to

environmental improvements and to share that statement with organization employees, customers, and vendors. There is no required format, but an environmental statement should reflect an organization's views on its environmental role in a sustainable community. The statement must be supported by senior management and shared within the organization.

3.2 & 3.3 Environmental Framework

Organizations applying to the Gold Level are required to have an active Environmental Plan (EP) or Environmental Management System (EMS) in place. Businesses in the Industrial Manufacturing and Utility-Scale Energy sectors are required to have an EMS. All other business and organization types may have either an EP or EMS. Please provide detailed information about your specific Framework.

3.4 Environmental Assessments / Impacts

For applicants at the Gold Level, we require that you have completed a complete review and assessment of your organization's processes and environmental impacts. This includes any waste generated by your organization—and where it comes from, natural resources used, and products used. In most cases this will have been done as a part of your adopted Environmental Framework.

A. Process Map: *refer to Sections 1.5, 1.6 and Appendix B for related information.*
B. Best Management Practices (BMPs) - An environmental best management practice (BMP) is an action or combination of actions implemented to reduce the environmental impacts of business operations.
C. How your environmental goals are shared with employees and customers— An organization's environmental goals are accomplished most successfully when all employees are well informed and involved at some level in the implementation process. This is a step beyond making employees aware of the Environmental Statement. It is often useful, and it some cases critical, to inform and involve customers &/or vendors as well. Some organizations do this through internal "Green Teams", meetings, trainings, or newsletters.

Large Organization Track ONLY:

D. Aspect Analysis: *See section 1.6 for more information*
E. Significant Environmental Aspects: *See section 1.6 for more information*

Application Section 4: Environmental Improvement Goals

4.2 Waste Streams & Resources GOALS :

We encourage members to continually increase their level of commitment to the environment and sustainability. GZELP Gold Level applicants for Small Organization Track are required to choose a minimum of three Waste Stream and Resources goals with one, two, or three-year achievement deadlines. Applicants for Large Organizations are required to choose a minimum of four Waste Stream and Resources goals with one, two, or three-year achievement deadlines. A goal description should include why this important for your organization, how it will be implemented and supported, and how you plan to track your results. It should also include baseline and goal measurements.

4.3 GOAL PLAN :

In this section, applicants must describe how they plan to reach their goals for Waste Streams and Resources. This includes not only the baseline figures and goal target figures but also what processes will be involved (equipment and materials changes, protocol changes, etc.), and what challenges (if any) you anticipate.

Application Section 5: Environmental Service Project Goals

5.1 & 5.2 Environmental Outreach & Community Service Project Goals:
One way for organizations to support the environment and sustainability in their community is through Environmental Service Projects. These projects are done in addition to measurable pollution prevention actions for Waste Streams and Resources. As a GZELP Gold Level member, your organization will be asked to support two or more environmental projects over the three-year membership period. You may support the same or a different project each year. *(See Appendix C for examples)*

4.0 Application Review & Award Process

The GZELP will contact the applicant upon receipt of an application and to provide a timeline for processing the application.

The GZELP will complete an initial review of the application to ensure completeness of application. The applicant will be contacted to request additional information if necessary.

GZELP application examiners will review and discuss one application. Examiners are volunteers who are either current or retired professionals in the environmental field or NMED staff with no conflicting interest with an applying entity.

The GZELP will conduct an environmental compliance review after the application deadline.

The GZELP will schedule a site visit upon receipt of complete application.

Once the compliance review is complete, the GZELP will provide a recommendation for approval or denial of the application.

Within 45 days of the application deadline and review of a complete application, the GZELP will notify the applicants, in writing, of the approval or denial of the applicant into the GZELP Program.

APPENDICIES

Appendix A - Environmental Statements ii

Appendix B - Process Flow Diagram iii

Appendix C - Environmental Service Project Examples v

Appendix D - Annual / Final Report Requirements vii

APPENDIX A: DEVELOPING AN ENVIRONMENTAL STATEMENT

An "Environmental Statement" is a written statement of an organization's intentions and principles in relation to its overall environmental performance. Sometimes also referred to as an "environmental / sustainability policy statement" or "Environmental / sustainability mission statement". It should be several sentences long and encompass the following :

- **Why is environmental performance important to the organization?**
- **What goal(s) are you trying to achieve and how will you determine they have been met?**
- **What is the overall environmental / sustainability vision for your organization?**

Your organization might use a process similar to the one below to develop a statement:

Step 1

What does your organization want to achieve through an environmental statement and environmental framework? Brainstorm a list of actions words or very short phrases that reflects your organization's environmental commitment to your employees, customers, and the community.

Step 2
Take the list of words and/or phrases you have thought of above and put them into a one or two sentence statement.

Step 3
List the ways that your company is or plans to achieve the commitment(s) expressed in the statements above in step 2.

Step 4
Using the list you came up with in Step 3 put together a statement of how your company will carry out its environmental commitment(s).

Step 5
Combine the statements you created in steps 2 and 4 and fine tune them to make your complete environmental statement.

APPENDIX B: PROCESS FLOW DIAGRAMS

Process Mapping

Process Mapping is a systematic and comprehensive approach to analyzing an organization's processes. A process map is a graphic representation of those processes. It is a useful tool for analyzing all operations within an organization and can be used to identify opportunities for increased efficiency, reduction of resource use, and pollution prevention. A process map (also referred to as a "process / materials flow diagram") identifies all inputs (materials, water, and energy) and outputs (products, emissions, byproducts, energy, and heat) to production, operations, and maintenance processes. It can include all types of air emissions, water discharges, and materials re-used in a process.

A process mapping project will ideally involve a team of staff representing all areas of the organization. A process review team includes key people involved in operations, maintenance, purchasing, distributing, and environmental health and safety.

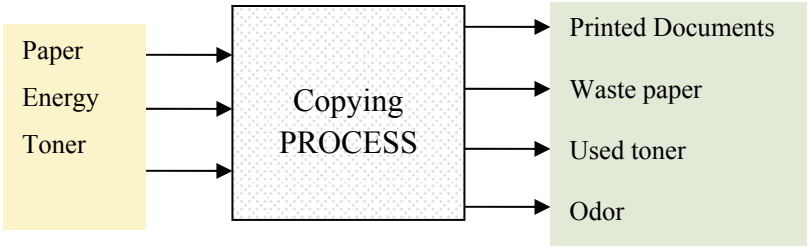
A process map is useful for any size and type of organization (manufacturing, repair, customer service, etc.) and can be developed at different levels of detail from general big-picture to a specific process.

Process maps should include the following information:

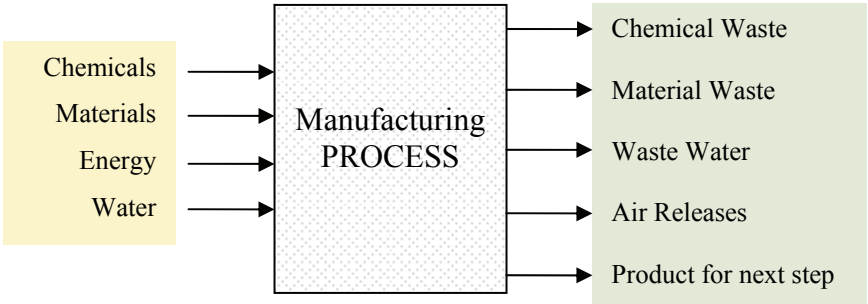
- All inputs and outputs of each production process
- In-plant recycling systems
- Material storage and handling systems
- Wastewater treatment or pretreatment systems and points of discharge
- Air emissions (stack or fugitive) and any associated control equipment
- Final disposition (landfill, hazardous waste landfill, fuel blending, off-site for reclamation, or recycle)

EXAMPLES OF SIMPLE PROCESS MAPS:

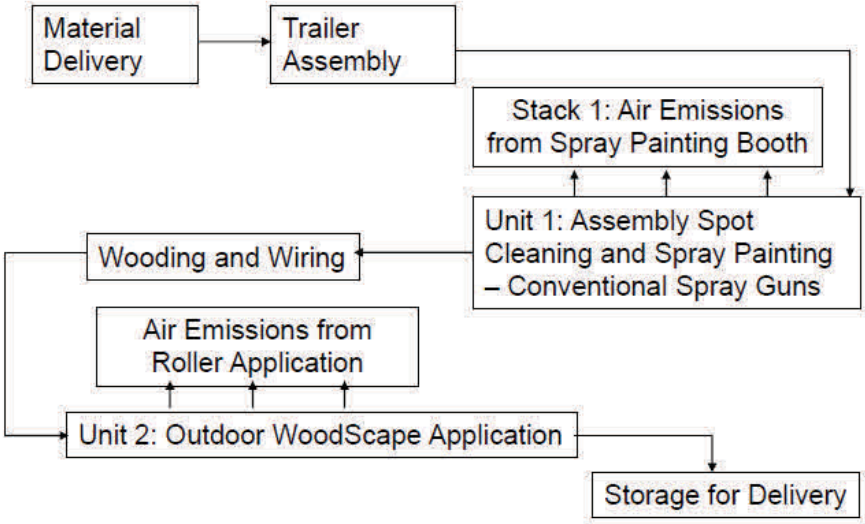
Example 1: Generic Input-Output Diagram for Office Operations



Example 2: Generic Input-Output Diagram for a Manufacturing Operation



Example 3: Trailer Manufacturing



CREATING A SIMPLE PROCESS MAP

Step 1:

The examples shown above are either general or detailed. Look at your own process and draw it out step- by- step. Show us what takes place when you perform a service. Include a starting point and everything in-between to the end point.

For example:
A customer steps into your shop and then what happens next? Include all possible scenarios. Does the customer want you to perform one small job? Does another customer want you to do multiple jobs? What steps do you take depending on each request? What happens in between? List each step including ordering supplies, performing and any necessary site preparation. Give details of the process till the very end, including giving a final invoice, and or clean up.

Step 2:
After you have drawn out your process, target each step and review. Are there any wastes or actions that could be performed to help you save time, energy, amount of waste produced? By doing this, it will help you determine what your reduction goals might be.

If you can only find a limited amount of areas to target, that is fine. With further practice, you may begin to see other areas that you could make a reduction in and you could use those for next year's goals.

For more information, our website for the Nothing to Waste Manual:
(http://www.nmenv.state.nm.us/P2/toolsandlinks/#Pubs)

APPENDIX C: ENVIRONMENTAL SERVICE PROJECT EXAMPLES

Environmental Service Projects are a way for organizations to go beyond environmental achievements made within the organization and bring their commitment to sustainability and environmental improvement to their communities. Environmental Service Projects can have a variety of formats, themes, and goals. Projects can be educational in nature or result in on-the-ground environmental improvements within the community.

Organizations applying to the GZELP may have been involved in some type of Environmental Service Project. Others have not been. If you have, we'd like to hear about these projects as a part of your GZELP application.

Involvement in Environmental Service Projects ***is not*** a requirement for application to the Bronze or Silver Levels. It ***is*** a requirement for both application to and goals for the Gold Level. Involvement or participation in projects can range from helping to sponsor an existing event through financial or in-kind donations to creating and hosting your own event. We also encourage organizations to actively involve their employees in the projects. Involving customers and vendors is also a great way to expand outreach.

THE EXAMPLES below do not represent a complete list, but serve to illustrate the types of activities we are looking for.

Waste Reduction:

- Support a community recycling program
- Host a household hazardous waste collection
- Participate in the Great American Cleanup™
- Support a used electronics collection event

Water Conservation:

- Host a water efficiency workshop
- Promote sustainable lawn care through xeriscaping, composting, and other activities
- Distribute low-flow plumbing fixtures and leak detecting devices
- Promote rainwater collection

Water Quality:

- Sponsor a public education campaign on nonpoint source water pollution
- Host a Lake or River Cleanup
- Participate in the watershed protection programs
- Monitor local water quality with a volunteer program

Air Quality:

- Host a mobile emissions testing and/or vehicle maintenance event
- Host a lawnmower exchange event
- Educate your community about ozone action days

Energy Conservation:

- Promoting green building techniques and ideas
- Promoting the use of Energy Star™ products and the use of renewable energy

- Educate your community about residential energy conservation
- Assist local schools, churches, or small businesses with energy projects

Land Protection & Preservation:

- Support community wildlife habitat projects
- Work with local groups to acquire and preserve land

Environmental Education:

- Sponsor or host continuing environmental education opportunities for area teachers
- Sponsor a lecture series on environmental issues
- Support the development of environmental PSAs or videos
- Support established, local environmental education programs for schools

Environmental Awareness Events:

- Sponsor Earth Day activities in April
- Host Pollution Prevention Week activities in September
- Sponsor a New Mexico Recycled Day event in November

There is much information on the internet about many of these types of projects. Please also feel free to contact the NMED Pollution Prevention or Outreach Programs. We can help you with ideas and/or suggest local or state organizations to partner with. Some examples of contacts who may be able to help with project ideas or set you up with an existing project are listed below. **This list does not represent any specific affiliation or endorsement of any non-government organizations by the NMED P2 Program. The list represents suggestions and is not intended to be a complete list.*

Example Contacts for Environmental Service Project Ideas:

• City and County Environment Departments
• Environmental Education Association of New Mexico
• Keep New Mexico Beautiful
• Local Energy Utilities
• Local Soil & Water Conservation Districts
• Local Water Utilities
• National, State, and Local Environmental Advocacy Groups
• New Mexico Clean & Beautiful
• New Mexico Colleges and Universities (with environment or sustainability programs)
• New Mexico Cooperative Extension Service
• New Mexico Green Building Council (or USGBC)
• New Mexico Recycling Coalition
• New Mexico State University - Institute for Energy & the Environment
• NMED Surface Water Quality Bureau - Watershed Protection Section
• NM EMNRD - NM State Parks or Forestry Divisions

APPENDIX D: GUIDANCE FOR ANNUAL AND FINAL REPORTS

FOR SILVER & GOLD LEVELS

GZELP members at the Silver and Gold Levels are required to submit annual reports during their membership terms and a final report at the end of the term (stated in section 2.1 of this handbook). The reports are a tool for the member organization and the GZELP staff to track progress made towards goals stated in the application and to address any roadblocks or set-backs that may have occurred. Continuous dialog between the member organizations and GZELP staff is encouraged throughout the year, but the reports allow for compilation and documentation of goal progress. The final reports should encompass years one, two, and three of the membership term.

There is no standard format for the reports but the following elements should be included:

- Reporting period dates
- Contact information
- Any changes in organizational management that effect GZELP goals (if applicable)
- Any new environmental permits or permit applications (if applicable)
- Table of goals and progress towards each—see sample table below (for example: goal for year 3 is to reduce electricity use by 10% . At end of year one, electricity has been reduced by 3%)
- Detailed information on progress:
  - Whether or not goal is on target
  - What steps are needed to reach goal
  - What steps were taken
  - What has worked well
  - What has been challenging

SAMPLE TABLE

Goal #	**1**	**2**	**3**
Goal	**Reduce water use**	**Increase aluminum recycling**	**Reduce energy use**
Units	Gallons / month	Pounds / month	kWh/month
Base Year	2012	2012	2012
Baseline Amount	1,000	500	1,500
% change	20%	50%	10%
Goal year	2013	2014	2015
Goal Amount	800	250	1,350
Reporting year	**2013**	**2013**	**2013**
Reporting year amount / results	**950 (5%)**	**300 (60%)**	**1,455 (3%)**