



## **SILVER LEADER Partnership Application**

The Green Zia Environmental Leadership Program's (GZELP) Silver Level is designed to recognize businesses, municipalities, and others that have made significant achievements towards environmental improvements in New Mexico. The areas of achievement, which must exceed environmental regulatory compliance (if applicable), must meet the following criteria:

- ◆ An entity applying to the Silver Level must commit to develop and implement and environmental management system (EMS) within an agreed upon timeframe, not to exceed three years, in addition to meeting the compliance requirements for “beyond-compliance” activities and programs.
- ◆ Certain milestones (at a minimum) must be met to remain in the program, however, an entity has the opportunity to apply to the Gold Level sooner if they meet the following requirements: (NOTE: Not all requirements may apply and will be determined on a case-by-case basis).
- ◆ Silver level applicants are automatically enrolled for two years provided the applicant submits a progress report after the first 12 months (Due August 31<sup>st</sup>).
- ◆ Applicant must demonstrate efforts and progress towards goals set in initial application.

### **TARGETED WASTE STREAMS MAY INCLUDE:**

- ◆ Improving air quality
- ◆ Reducing water use
- ◆ Reducing waste
- ◆ Reducing energy use
- ◆ Energy Star achievements
- ◆ Pollution prevention actions
- ◆ Other innovative measures that benefit New Mexico's environment

### **COMPLIANCE CRITERIA** (if applicable to organization's operation):

- ◆ No serious violations for 1 year
- ◆ No criminal sanctions for 2 years
- ◆ Refer to the Green Zia Program Handbook for compliance criteria

## NOMINATIONS & APPLICATIONS

- ◆ Nominations may be made by the prospective recipient, state or local inspectors, state or local officials, citizens, or others with knowledge of the environmental achievement of the business or entity.
- ◆ Nominations will be reviewed and selections made by the New Mexico Environment Department Pollution Prevention Program.
- ◆ If nomination is made by a third party, nominees will be notified and, if they choose to participate in the program, will be asked to fill out the appropriate level application.
- ◆ Recipients are encouraged to continue with the GZELP on an annual basis with continual goals.
- ◆ Forms are accepted throughout the year. In order to be recognized in the current year, nominations must be submitted by August 31<sup>st</sup> of each year (unless noted otherwise).
- ◆ **Silver Level** members may use the Green Zia logo for two years following recognition. In addition, recipient achievements will be featured on the New Mexico Environment Department Pollution Prevention Program website during this same period of time. Participants will be responsible for submitting text & organization logo (if applicable) for recognition on NMED website (subject to review by NMED).
- ◆ The business will also be listed in a press release sent out by the New Mexico Environment Department Pollution Prevention Program.
- ◆ Award recipients will be selected based on :
  - The strength of the nomination, including the environmental outcome of the achievement(s)
  - The scope of the achievement(s) or improvement(s), and
  - Clear demonstration of how the organization is reducing its environmental impact
  - Clear demonstration of your organization's process to continue improvements
  - General enforcement history (total compliance is not required and will be researched by NMED)

### **Program Contact:**

#### **Michelle Vattano**

*Pollution Prevention Coordinator*

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## Green Zia Environmental Leadership Program APPLICATION

### SILVER LEADER LEVEL

The following is a Microsoft Word form file. To enter information, tab to the desired field and begin typing. For checkboxes, tab to the desired field and enter an "x".

For more information on Green Zia Leadership levels and partnership requirements, please see the Green Zia Environmental Leadership Program Handbook available on our website:

[www.nmenv.state.nm.us/GreenZia](http://www.nmenv.state.nm.us/GreenZia)

**Applications are accepted throughout the year, but will be due by August 31<sup>st</sup> each year for recognition in the fall of that year.**

#### SECTION I: General Site Information

Date of application submission:

Name of organization / business / site:

Name of parent company / organization (if applicable):

Mailing address (street or PO box):

City: State: Zip:

Physical site address (if different from above):

City: State: Zip:

Facility / organization website:

#### **Application Contact:**

Salutation: Mr.  / Mrs.  / Ms.  / Dr.

Name: First MI Last

Title:

Work Phone:

Fax:

Work e-mail

Organization / business sector type:

Number (or approx. #) of Full time employees at site (< 50 is considered a “small business” by GZELP):

Provide a brief description of your organization / business / site (You may attach additional informational documents if desired):

Do you have any permits with the New Mexico Environment Department?  Yes  No

If yes, please list what they are and any corresponding permit numbers:

Do you have any local (city / county) permits? ?  Yes  No

If YES, please list what they are and any corresponding permit numbers (attach as separate sheet )

## SECTION 2: Environmental Achievements

What areas of environmental performance has your site been focusing on? Please check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Air Quality               | <input type="checkbox"/> Recycling                 |
| <input type="checkbox"/> Energy Star Programs      | <input type="checkbox"/> Water Quality Improvement |
| <input type="checkbox"/> Energy Use Reduction      | <input type="checkbox"/> Waste Reduction           |
| <input type="checkbox"/> Green Purchasing          | <input type="checkbox"/> Water Use Reduction       |
| <input type="checkbox"/> Hazardous Waste Reduction | <input type="checkbox"/> Other – Please explain:   |

Briefly describe what have been your major environmental achievements in the above areas in regards to pollution prevention and sustainability (may use an attachment – please limit to ONE PAGE). Be sure to include when achievements / improvements were made and list any associated, quantifiable reductions.

Have you been awarded by or do you participate in any other voluntary environmental leadership programs?  Yes  No

If yes, please list including dates and name of program

## SECTION 3: Current Environmental Assessments & Policies

### A. EMS or Environmental Policy

1) Do you have some type of EMS or Environmental Policy in place?  Yes  No

2) If yes, what type?  Certified EMS;  Environmental Policy;  Other

If other, please explain:

If you have a working EMS, please complete the following questions. If not, Proceed to sub-section B (Environmental Impacts)

1) When was the EMS or policy implemented?

2) Has your facility had ISO 14001 certification:  Yes  No

3) Do you have a current certification  Yes  No. If yes, provide date and term of certification : from                    to                    .

4) Have you completed at least one EMS cycle? (i.e. Plan-Do-Check-Act)  Yes  No

5) Did this cycle include both an internal EMS audit and an internal compliance audit?  
 Yes  No

6) How often are your internal audits scheduled?

7) What is the date of your next internal audit?

8) Have you completed an objective third-party-assessment\* of your EMS?  Yes  No

o If yes, please provide date of third-party assessment

o What method of third party assessment did you use?

ISO 14001 Certification                     Other

o How often is your third-party audits scheduled? (annually, every two years)

*\* Third Party = an audit performed by someone in your facility or parent company or by an independent auditor, but not by individuals who played a substantive role in developing the EMS for the facility.*

## B. Environmental Impacts

- 1) Have you done a comprehensive review of all activities conducted at your facility that could impact the environment (ie. have you done an aspect analysis)?  Yes  No  
If yes, please list date implemented
- 2) Have you classified your aspects based on their potential harm to the environment, community concerns, and/or other objective factors? (i.e. have you determined your significant aspects)?  Yes  No
- 3) When did you last update your aspect analysis? Month \_\_\_\_\_ Year \_\_\_\_\_  
**(Please attach a demonstration of your aspects and impacts)**

## SECTION 4: Environmental Management System Goals

One key element of an EMS is setting goals for continuous improvement. In order to measure improvement, a site establishes a baseline of environmental performance and compliance then tracks their progress.

**Using the environmental performance goal tables below, select at least TWO goals your site is committing to as part of your GZELP membership.**

You will be required to tell us about your progress on the selected goals annually during your membership term; members who do not submit a report may be removed from the program.

Complete the tables below with the following information.

### A. Goal Number

Indicate by number (1, 2, 3, etc.) the goals that your site will report on each year.

### B. Baseline Year and Baseline Amount

Indicate the baseline year and baseline annual quantity for which your site has data.

### C. Units

Choose the appropriate unit of measurement for your site's goal. Below is a listing of the abbreviations used in the tables.

<b>BOD</b>	biochemical oxygen demand	<b>MMBtu</b>	million metric British thermal unit
<b>CFCs</b>	chlorofluorocarbons	<b>NOx</b>	nitrogen oxides
<b>CO</b>	carbon monoxide	<b>PM</b>	particulate matter
<b>COD</b>	chemicals oxygen demand	<b>SOx</b>	sulfur oxides
<b>HAP</b>	hazardous air pollutants	<b>VOCs</b>	volatile organic compounds
<b>kWh</b>	kilowatt-hour		

#### D. Goal Year and Goal Amount

Your goal year corresponds to the third calendar year of membership in GZEPP. For example, if you are submitting your application in Year X, anticipating acceptance in the first half of Year X+1, your membership years would be X+1, X+2, and X+3 (your goal year). If accepted after June of year Y, your membership years would be Y+1 to Y+3.

For your goal amount, indicate the annual quantity your site is committed to achieve by the end of your third year of membership in GZELP. Typically, GZELP members set Environmental Performance Goals for a 3 to 10 percent improvement over their three-year membership period depending on facility size and complexity. Amounts represented should reflect the entire site. Individual site projects to accomplish goals may be represented in this table, but the amounts must measure the parameter throughout the site.

Goal Number	Goals	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
1	Reduce total water used	<input checked="" type="checkbox"/> Gallons	2008	1,000,000	2012	950,000
2	Reduce emissions of NOx	<input type="checkbox"/> Pounds <input checked="" type="checkbox"/> Tons	2008	50	2012	40

## ENVIRONMENTAL PERFORMANCE GOAL TABLES

### SUPPLY CHAIN

Goal Number	Material Procurement Goals	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
	Increase recycled content of materials purchased	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce hazardous / toxic components of materials purchased	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				

### PROCESS IMPROVEMENTS

Goal Number	Materials Use Goals	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
	Reduce materials used	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce ozone depleting substances used	<input type="checkbox"/> CFC-11 equivalent pounds <input type="checkbox"/> CFC-11 equivalent tons				
	Reduce total packaging materials used	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
Goal Number	Water Use Goal	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
	Reduce total water used	<input type="checkbox"/> Gallons				
Goal Number	Energy Use Goals	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
	Reduce total non-transportation energy used by fuel type	<input type="checkbox"/> kWh <input type="checkbox"/> MMBtu				
Goal Number	Transportation Goals	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
	Reduce transportation fuel used (total or specific)	<input type="checkbox"/> Gallons <input type="checkbox"/> Cubic feet				
Goal Number	Land Use Goal	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
	Increase land/wildlife habitat conserved	<input type="checkbox"/> Square feet <input type="checkbox"/> Acres				

## EMMISSIONS & WASTES

Goal Number	Air Quality Goals	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
	Reduce emissions of VOCs	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce emissions of NOx	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce emissions of SOx	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce emissions of PM	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce emissions of CO	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce emissions of HAP	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
Goal Number	Water Quality Goals	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
	Reduce discharges with COD	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce discharges with BOD	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce discharges of toxics (total or specific)	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce discharges of total suspended solids	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
Goal Number	Waste Reduction Goals	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
	Reduce nonhazardous waste generated, broken down by management method (total or specific)	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Reduce hazardous waste generated, broken down by management method (total or specific)	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				

## PRODUCT IMPROVEMENTS

Goal Number	Product Improvement Goals	Units	Baseline Year	Baseline Amount	Goal Year	Goal Amount
	Decrease expected lifetime energy use of end product (total or specific)	<input type="checkbox"/> kWh <input type="checkbox"/> MMBtu				
	Decrease expected lifetime water use of end product (total or specific)	<input type="checkbox"/> Gallons				

	Decrease expected lifetime waste (to air, water, or land) from product use (total or specific)	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				
	Decrease waste to air, water or land from disposal or recycling/recovery (total or specific) of the product	<input type="checkbox"/> Pounds <input type="checkbox"/> Tons				

How will your site achieve your goal(s)?

For each goal selected, include a brief description of how you will reach the goal including information such as process changes, equipment upgrades, product design, or shutting off equipment when not in use.

\_\_\_\_\_

Are you subject to federal, state, tribal, or local environmental requirements for your goal(s)? For each goal that is subject to environmental requirements, please indicate the goal by number and the applicable requirements. If the goal goes beyond the requirements, please provide a description.

\_\_\_\_\_

How will you sustain your goal(s)?

\_\_\_\_\_

**IMPORTANT:**  
Please complete the following Senior Management Commitment form

**Senior Management Commitment  
PARTICIPATION STATEMENT**

I, (name), \_\_\_\_\_, title \_\_\_\_\_

Of (business name),\* \_\_\_\_\_, certify that I have personally examined all information provided in this application, including the attachments, and that all information provided is true, accurate, and complete, to the best of my knowledge.

I am a senior manager and have been duly authorized to execute this statement on behalf of the business applying for the Green Zia Environmental Leadership Program.

Signature of senior manager: \_\_\_\_\_

Company Location/Street Address: \_\_\_\_\_ City, \_\_\_\_\_, ZIP \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Date: \_\_\_\_\_ Email address: \_\_\_\_\_

Business website: \_\_\_\_\_

How many full time employees currently work at your site? \_\_\_\_\_ Part Time: \_\_\_\_\_

**SENIOR MANAGEMENT COMMITMENT FORM MUST BE COMPLETED FOR ALL APPLICATIONS**