

## BC Hydro Questionnaire for Evaluating Environmental Performance and Social/Community Responsibility Conventional Printing

### Instructions

- Read each of the following statements carefully.
- Select and circle an answer from column B, C or D. Not all columns will be available for all statements.
- Do not mark anything in the column entitled *Score*. That column will be used by BC Hydro.
- Note: Some statements indicate a need for documentation to be submitted with your proposal. If the requested documentation is not included, the statement will be scored as a zero.

Statements: Column A	Column B	Column C	Column D	Score
<b>Management System</b>				
1. We have an environmental policy that is signed by our most senior executive and posted where customers can read it and where employees can read it. (Note: All three elements of this statement must be true in order to select the <i>yes</i> answer. If any element of the statement is missing, the answer is <i>no</i> .) (Note: If yes, include a copy of your environmental policy with your proposal)	yes	no		
2. We have an environmental coordinator who is responsible for environmental issues and regulatory compliance.	yes	no		
3. We have quantified and documented the environmental impacts of our operations, set goals and timelines for improved environmental performance, and assigned responsibility for implementing and tracking progress, as identified below:				
<b>Energy Conservation</b>				
- We know the amount of energy used in our facility for the last calendar year (electricity and natural gas).	yes	no		
- We have or have had a <i>written</i> goal, target and action plan for reducing our usage of energy by a specific amount per a unit of production (e.g., per impression, per kg of ink used, per hours worked).	yes	no		
<b>Volatile Organic Compounds (VOCs)</b>				
- We have calculated our VOC usage for the last calendar year. (On a separate sheet, describe your method for calculating VOCs.)	yes	no		
- We have or have had a <i>written</i> goal, target and action plan for reducing our usage of VOCs by a specific amount per a unit of production (e.g., per impression, per kg of ink used, per hours worked).	yes	no		
<b>Water Conservation</b>				
- We know our water usage for the last calendar year.	yes	no		
- We have or have had a <i>written</i> goal, target and action plan for reducing our water usage by a specific amount per a unit of production (e.g., per impression, per kg of ink used, per hours worked).	yes	no		
<b>Solid Waste</b>				
- We have calculated our solid waste sent to landfill for the last calendar year.	yes	no		
- We have or have had a <i>written</i> goal, target and action plan for reducing the amount of solid waste sent to landfill by a specific amount per a unit of production (e.g., per impression, per kg of ink used, per hours worked).	yes	no		
<b>Regulatory Compliance</b>				
4. We comply with all wastewater regulations:				
- We have a copy of the local sewer use bylaw.	yes	no		
- We are in compliance with the local sewer use bylaw.	yes	no	don't know	

Statements: Column A	Column B	Column C	Column D	Score
- We conduct annual effluent sampling to verify continuing compliance with the sewer use bylaw. We maintain the analytical results on file. (Attach a copy of the most recent analytical test results.)	yes	no		
<b>5. We comply with all chemical handling and storage requirements:</b>				
- We store all flammable/combustible liquids in a flammables storage room or flammables cabinet.	yes	no		
- Secondary containment or a spill containment tank is provided for drums of flammable/combustible liquids.	yes	no	n/a	
- We have a written spill response plan, written spill reporting procedure and spill response supplies. (Note: All three elements of this statement must be true in order to select the yes answer. If any element of the statement is missing, the answer is no.)	yes	no		
- At least once every six months, we provide spill response employees with spill response training for flammable/combustible liquids.	yes	no		
- All containers of waste chemicals and ink collected for off-site management are marked with the name of the material	yes	no		
- Soiled shop towels are stored in closed drums.	yes	no		
- Employees who receive or ship dangerous goods receive Transportation of Dangerous Goods (TDG) training at least once every three years.	yes	no		
<b>6. We comply with hazardous waste regulations:</b>				
- We generate hazardous waste. (If your answer is no, mark the remainder of items under statement 6 as n/a.)	yes	no		
- We have registered as a hazardous waste generator. Our number is: (provide in the box to the right)			n/a	
- We manifest all hazardous waste managed off-site.	yes	no	n/a	
- The license number of our hazardous waste transporter is: (provide in the box to the right)			n/a	
- The license number of our hazardous waste receiving company is: (provide in the box to the right)			n/a	
<b>7. We comply with storage tank regulations:</b>				
- We have at least one underground storage tank (UST).	yes	no		
- Our UST meets regulatory requirements.	yes	no	n/a	
<b>8. We comply with air reporting regulations:</b>				
- We have completed the calculations to determine whether we are required to report to the National Pollutant Release Inventory (NPRI).	yes	no		
- We are required to report to NPRI and we report annually.	yes	no	n/a	
<b>9. We comply with Workplace Hazardous Materials Information System (WHMIS) regulations:</b>				
- We have a current (less than 3 years old) MSDS for each controlled product in our workplace.	yes	no		
- All controlled products in our workplace are labeled either with a supplier label or workplace label.	yes	no		
- All employees who work with controlled products have received both generic and workplace-specific WHMIS training.	yes	no		
<b>Solid Waste Recycling</b>				
<b>10. We separate and recycle the following solid wastes:</b>				
- Film	yes	no	n/a	
- Plates	yes	no		
- Paper (from production)	yes	no		
- Paper (from office, e.g., fine paper)	yes	no		
- Newsprint/newspapers	yes	no		
- Corrugated cardboard	yes	no		
- Cores	yes	no		n/a
- Plugs	yes	no	n/a	

Statements: Column A	Column B	Column C	Column D	Score
- Pallets and wood	yes	no		
- Metal	yes	no		
- Plastic wrap	yes	no		
- Plastic containers	yes	no		
- Drink containers (aluminum cans, glass bottles, PET)	yes	no		
<b>Chemical Usage: Blanket Wash and Fountain Solution</b>				
11. The VOC content of the blanket wash we use is: (attach the MSDS to your proposal)	≤10%	>10% - ≤20%	>20%	
12. The vapor pressure of the blanket wash we use is: (see MSDS)	≤5mm Hg	>5mm Hg - ≤10mm Hg	>10mm Hg	
13. The blanket wash we use contains no toluene (CAS# 108-88-3), xylene (CAS# 1330-20-7) or methyl ethyl ketone (CAS# 78-93-0). (If the MSDS states only <i>aromatic solvent</i> , consult the supplier to determine whether it contains any of the three substances listed above.)	yes	no		
14. We use a roll-type automatic blanket wash system (roll is impregnated with cleaning solution).	yes	no		
15. We have eliminated the use of isopropyl alcohol in our fountains.	yes	no		
16. The VOC content of the fountain solution we use, as <i>mixed</i> , is: (attach the MSDS and calculations to your proposal)	≤5%	>5% - ≤10%	>10%	
17. We use filters in the fountain solution recirculating tank.	yes	no		
<b>Social/Community Responsibility</b>				
18. We have a program to educate our community about the environmental impacts of printing. (If yes, attach information detailing the specific program.)	yes	no		
19. We provide resources to local community groups. (If yes, attach information detailing the specific resources.)	yes	no		
20. We undertake environmental initiatives in our community, other than what we've indicated in statements 17 and 18. (If yes, attach information detailing the initiatives.)	yes	no		
<b>Miscellaneous</b>				
21. We are an FSC (Forest Stewardship Council) certified printer.	yes	no		
22. We participate in other environmental certification programs. (If yes, attach proof of certification and information detailing the certification program.)	yes	no		
<b>Heatset Web</b>				
23. This job will be printed on a heatset web press. (If yes, continue.)	yes	no		
24. The heatset web press has a pollution control device (e.g., thermal oxidizer): (If yes, continue.)	yes	no		
25. Describe the type of pollution control device (e.g., thermal oxidizer) using the space in the box to the right.				
26. The actual capture efficiency of the device, as measured at our facility is: (% of actual emissions captured)	_____ %	not measured		
27. We conduct on-going monitoring to ensure the device operates properly.	yes	no		

I certify the answers to this questionnaire and all supporting documentation to be correct to the best of my knowledge.\*

\_\_\_\_\_  
Signature of president or other company principal

\_\_\_\_\_  
Date

\* BC Hydro reserves the right to conduct a spot check to confirm the accuracy of any information you provide in answering this questionnaire.