

CERTIFICATION  
**2010**  
GUIDEBOOK

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EARTH AWARD



# EARTH AWARD



## Eligibility

1. Entries are to be submitted on a self-nominating basis.
2. There is no limit to the number of buildings a property management firm or owner may enter.
3. The building must be owned or managed by a BOMA Calgary member.
4. The building must be at least three years old from the date of occupancy of the first tenant by January 30, 2010.
5. At least 50% of a building's space must be used as office space.

## Recognition

The BOMA Calgary Earth Award will be presented at the BOMA Calgary Celebration of Excellence Luncheon to be held in May, 2010.

## Earth Award (National/International)

The winner is eligible to enter the BOMA Canada competition. Visit [www.bomacanada.org](http://www.bomacanada.org).

## To Enter

Entrants are asked to forward a completed Earth Award registration form. Once received, entrants will be provided with a Submissions Guidebook outlining details of the formal submission.

## Submission Deadline

Formal submissions must be completed on-line by 4 p.m. March 12, 2010.

# ENTRY SPECIFICATIONS



## Site Inspection

A mandatory site inspection will be coordinated with the judges.

## Photograph

One high-quality photograph of the building's exterior must be provided in PDF, JPEG or TIF format; 300dpi at 4" x 5" minimum size.

## Summary of Judges' Scoring

The points from Section A and Sections B combined for a maximum potential score of 1000 points. A minimum of 70% or 700 points must be earned to be eligible.

### CRITERIA

|  | <b>POINT SCALE</b> |
|--|--------------------|
| A. Workplace Hazardous Materials Information Systems (WHMIS) | 0-10               |
| B. Environmental Management                                  | 0-20               |
| C. Emergency Response Plans/Preparedness                     | 0-10               |
| D. Solid, Non-Hazardous Waste Management                     | 0-10               |
| E. Water and Energy Conservation                             | 0-10               |
| F. Indoor Air Quality  | 0-10               |
| G. Green Purchasing  | 0-5                |
| H. Tenant Communication                                      | 0-10               |
| I. Employee Health and Safety                                | 0-15               |
| <b>Total</b>   | <b>0-100</b>       |
| J. Optional Section (for more details, see section J)        | 0-10               |

**01 - Building Description**

Provide a brief summary stating how the building's management team implements government programs, manages hazardous waste and environmental risks, establishes emergency response, recycling, water and energy conservation plans, ensures indoor air quality and implements green purchasing practices. Maximum of 3250 characters (approximately 500 words).

**02 - General Compliance Statement**

Statement that the project's (building, office park, etc.) management/ownership team has put forth all reasonable effort to comply with applicable environmental codes, regulations and laws in effect as of the date of this submission. Maximum of 3250 characters (approximately 500 words).

**03 - Entry Content****A. Workplace Hazardous Materials Information System (10 points)**

Describe how you satisfy your obligations regarding WHMIS and what enhancements you have made to the basic program to make it work better in your organization. This should include consideration of the following:

- Receiving and shipping of hazardous materials
- WHMIS or equipment certificate plus annual follow-up
- Chemical labeling and placarding or colour-coding of piping systems
- Availability, completeness and updating of material data safety sheets and location(s), dates must be within three years
- Staff training
- Record keeping

**B. Management of Environmental Risks/Hazardous Waste Management**

(10 points each part)

**B.1 Management of Environmental Risks (10 points)**

Describe how you manage your environmental risks, such as:

- Asbestos
- PCBs
- CFCs and Halon
- Underground Storage Tanks and Above Ground Tanks
- Hazardous Chemicals
- Contractors

**B.2 Reduction of Environmental Risks (10 points)**

Describe how you plan to reduce the above risks and provide a copy of your latest risk management (insurance) report. This should include consideration of the following:

- Inspection program
- CFC containment
- Disposal of storage containers
- Spill containment
- Relevant consultants reports
- Regulatory compliance
- Hazardous waste contractor selection
- Formal risk assessments
- PCB ballast handling
- Chemical storage and handling facilities and procedures
- Housekeeping
- Test results of underground storage tank integrity
- Warning signs and educational posters
- Disposal options used
- Waste minimization
- Medical wastes

**C. Emergency Response Plans/Preparedness (10 points)**

Discuss what contingencies your emergency response plans address and how they provide environmental protection. This should include consideration of the following:

- Staff competency testing
- Third party assessments
- Chemical spill procedures and preparedness
- Accidental Freon™ release procedures
- Asbestos release procedures
- Fire protection and detection for chemical storage areas
- Tenant information packages and drills
- Notification protocol
- Communications with response agencies
- Other (natural disasters, bomb threats)

**D. Solid Non-Hazardous Waste Management and the 4-R Programs  
(Reduce, Re-use, Recycle and Recover) (10 points)**

Describe the program which you have implemented, how it has involved tenants, and what successes you have had. This should include consideration of the following:

- Bulk buying
- Construction materials
- Office equipment and supplies
- Waste volume reduction/recycling statistics
- Cost benefit analysis
- Tenant participation and awareness

**E. Water and Energy Conservation (10 points)**

Describe how you reduced your building's water, fuel and electricity consumption. This should include consideration of the following:

- Peak power load shedding
- Quantifiable results against previous years and within the industry
- Tenant incentive programs (e.g. PowerSmart)
- Tenant awareness, incentives and participation
- Investigation of alternative energy sources
- Innovative systems, e.g. gray water recycling, heat pumps

**F. Indoor Air Quality (10 points)**

Describe your HVAC system and how it contributes to good air quality. Describe efforts to reduce sources of indoor pollutants. This should include consideration of the following:

- ASHRAE fresh air guidelines/20 CFM per person
- Underground vehicle exhaust management systems
- HVAC system design, operating schedule and settings
- Air quality monitoring data
- Localized exhaust systems
- Controls on contractor activities (e.g. painting)
- Purchasing policy for carpets, building materials, etc.
- Tenant complaint response
- Tenant education
- Carpet cleaning
- Housekeeping (HEPA vacuums and/or filters)

**G. Green Purchasing Policy (5 points)**

Describe any policies or programs you have established for purchasing “green” products – those that have reduced impact on the environment. This should include consideration of the following:

- Procurement policy outlining preferential buying of “green products”
- Product selection criteria
- Use of recycled products

Maximum of 3250 characters (approximately 500 words).

**H. Tenant Communication (10 points)**

Describe how you have encouraged your tenants to support your overall efforts to protect and improve the indoor and possibly the outdoor environments. This should include consideration of the following:

- Meetings, newsletters, posters
- Tenant complaint procedures
- E-mail
- Internet Web sites

Maximum of 3250 characters (approximately 500 words).

**I. Employee Health and Safety (15 points)**

Describe how you manage worker health and safety and minimize corporate liability. This should include consideration of the following elements:

- Company Policy and Management Commitment
- Hazard Identification
- Hazard Control
- Ongoing Inspection
- Worker Competency
- Emergency Response
- Incident Investigation
- Program Administration

**J. Optional Section (10 points)**

This section is optional. This section addresses creative environmental health and safety initiatives, as well as indoor/outdoor environmental enrichments that are not addressed appropriately or sufficiently in the above categories (i.e. solar power, wetlands, etc.)

\*Note: If an entrant decides not to address an additional issue in this category because the ten core criteria adequately cover the building’s efforts, the entrant will not be penalized because their total score will be tallied by adding the points earned from each of the ten core areas and dividing by ten. Those who choose to address an eleventh issue will be scored by adding the points earned from each of the ten core areas plus the points from the optional section and dividing by eleven.