



ENVIRONMENTAL
EXCELLENCE

2 0 1 2

CERTIFICATION
GUIDEBOOK

EARTH

Introduction and Eligibility

As one of the most prestigious and comprehensive programs in the commercial real estate industry, the BOMA Calgary Earth Award recognizes excellence in environmentally sound office building management. The EARTH Award title is inspired by Earth Day and is designated as a program to raise awareness and appreciation for the physical environment.

The 2012 EARTH Award has been designed to align with BOMA Canada and BOMA International Earth Award program requirements. Winners of the Calgary Award may be eligible to compete in the BOMA Canada Awards, to be presented in September 2012.

All entries will be subject to a document review process, however only applications meeting the minimum requirement of 70% will proceed onto the site visit process.

The BOMA Calgary Earth Award will be presented at the BOMA Calgary Celebration of Excellence Event in May. Visit www.boma.ca for full event details and registration.

1. The building must be owned or managed by a BOMA Calgary member in good standing.
2. The building may not have won in the same category in the past five years. If the building enters a different category, they may compete at the national/international level after three years.
3. All entries must score at least 70% to advance to the next level of competition
4. The building must be at least one year old from the date of occupancy of the first tenant by January 2012.
5. There is no limit to the number of buildings an owner or management firm may enter.
6. BOMA BESt Level 1 is required for entry.
7. BOMA BESt binders may be used as an information foundation for the EARTH Award, but please make note of the differences in requirements, particularly in the OH&S sections.
8. Applicants are required to submit entry information and relevant supporting documentation
9. Entries are submitted on a self nominated basis
10. The winner is eligible to enter the BOMA Canada competition. If the applicant intends to be considered for an International Award (should they win at the national level), be advised that the International competition requires Energy Star certification
11. BOMA Calgary advises all entrants to be aware of green washing
12. Judges are looking for applications which demonstrate quantifiable results and will conduct mandatory site visits

Entry Specifications

Summary of Judges' Scoring

Entries are judged by a panel of eight to ten judges. The points from Section A through I combine for a maximum potential score per judge of 100 points. A minimum of 70% must be earned to be eligible for the Earth Award.

Criteria and Point Scale

- 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

Total 0-100

- J. Optional Section (for more details, see section J) 0-1

01 - Building Description

A. 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.

B. 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, but is not limited to, consideration of the following:

- Receiving and shipping of hazardous materials
- WHMIS and related equipment certificate plus annual documented third party review - example fire extinguishers, sprinklers, safety equipment
- Chemical labeling and placards 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 e.g. documentation of WHMIS certification
- Documented process which monitors contractor compliance of regulated and unregulated OH&S systems, such as WHMIS Policies (how is this monitored)

Maximum of 3250 characters (approximately 500 words).

B. Management of Environmental Risks/Hazardous Waste Management (20 points total)

B.1 Management of Environmental Risks (10 points)

Describe how you manage your environmental risks, such as:

- Hazardous Materials and then list as examples
- Asbestos
- PCBs
- CFCs and Halon
- Underground Storage Tanks and Above Ground Tanks
- Hazardous Chemicals
- Contractors
- Mould

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 consultant's 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
- External risks (natural disasters, bomb threats, protests)

D. Solid Non-Hazardous Waste Management (10 points)

Describe the program which you have implemented, how it has involved tenants, and what successes you have had. This should include, but is not limited to, consideration of the following:

- Construction materials
- Office equipment and supplies (end of life cycle)
- Waste management policy
- Waste reduction/recycling statistics
- Diversion/ recycling rate
- Date of last waste assessment /review
- Photos of recycling stations in building common area/ tenant space and recycling rooms/ loading dock
- List of materials recycled, hauler, end location/recycler, quantity
- Construction/ renovation recycling policy
- Cost benefit analysis of products
- Tenant participation, communication and awareness

Alberta Environment has a Voluntary Diversion rate of 50%. Please consult the resources below for more information.

E. Water and Energy Management (10 points)

Describe how you reduced your building's consumption.

This should include, but is not limited to, 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, plumbing and electrical
- Innovative water and energy reduction. If possible demonstrate building mechanical, electrical, energy, and/or water improvements over time against the original energy conservation load or design
- Fixtures used in building (for example, flush rates)

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, but is not limited to, consideration of the following:

- Current ASHRAE fresh air guidelines
- 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 environmentally-friendly products - those that have a reduced impact on the environment. This should include, but is not limited to, consideration of the following:

- Procurement policy outlining preferential buying of environmentally-friendly products
- Product selection criteria
- Use of recycled products
- Cleaning Products used by management employees
- Types of cleaning products and program used by third party janitorial company

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
- 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.)

- Outline policy or steps taken to achieve creative initiatives

*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.