

Retail Checklist

ORCA SPIRIT ADVENTURES

Completed Actions: Green, 34 points, Ocean Friendly Business

Verified on: December 18th, 2020

Verified by: Ellie Gilchrist

BUILDING & OPERATIONS

- ☑ Windows are double paned or draft-proofed and entrances and exits have been draft-sealed
- ☑ All thermostats set to 16°C when space is typically unoccupied (manual or automated)
- ☑ Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- ☑ All non-emergency lights are turned off at night AND window lights put on a timer and shut off 11pm to 7am
- ☑ ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
- ☑ ≥ 75% of office equipment and kitchen appliances are ENERGY STAR® Certified
- ☑ All hot water pipes are insulated

WASTE

- ☑ Customer receipts are emailed to customers or printed on request only
- ☑ Sales/promotions are displayed digitally or on chalkboards or another reusable surface
- Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
- ☑ All food waste and soiled paper are composted AND all electronics, batteries and lightbulbs are recycled
- Efforts made to reduce soft plastics AND all soft plastics (shrink wrap, plastic bags, etc.) are recycled
 - ☑ All Styrofoam[™] packing is reused or recycled
 - ☑ At least one other hard-to-recycle item is being recycled (pallets, foil-lined bags, pens, etc.)

WATER

- ✓ Tap water consumed rather than bottled water
 - ✓ All faucets employ ≤ 6.0 LpM aerators

TRANSPORTATION

- ☑ Designated bicycle parking is provided for staff and customers
- ☑ ≥50% of staff commute to work by bike, transit, carpooling, EV or walking
- ☑ Deliveries/courier services from ≥ 1 supplier have been reduced by ≥ 50% in the last 12 months OR ≥ 50% of local couriering/deliveries made by low or zero emission transport

PURCHASING & PRODUCT

- \boxtimes \geq 3 major paper products have \geq 50% post consumer recycled content OR made from 100% recycled content
- ☑ ≥ 75% of cleaning supplies are eco-friendly (including cleaning products used by commercial cleaners)
- ☑ Sustainable Retail Purchasing Policy in place for selecting retail products
- Store does not stock single-use plastic bags for staff or customers use
 - ☑ Store uses reused/recycled material to wrap fragile items sold to customers
- 🗾 🗹 No plastic single-use food and beverage products purchased for staff and customer use (e.g. coffee cups and lids, coffee cartridges, sampling
 - ☑ ≥ 20% of all goods sold are from local BC sources
 - $oxed{\square}$ Actively works with suppliers to reduce packaging and encourage low-emission deliveries
 - ☑ Products sold and their associated packaging can be returned by customers for recycling/upcycling at no additional cost

CLIMATE ACTION

☑ All emissions are offset (including air travel) with verified carbon credits

SOCIAL

- ✓ Annual donations made to local environmental or community related charities and non-profits, at an amount of ≥ \$50 per full-time employee
- ☑ Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs
- ☑ Environmental values and actions are posted publicly online and on the premises
- ☑ Staff actively educate clients on relevant environmental and sustainability initiatives



