

WMSBF: Self-Assessment Guide to Environmental Sustainable Commerce

Introduction

This guide has been developed by the West Michigan Sustainable Business Forum to be used by companies interested in measuring their business sustainability practices. Environmentally and socially Sustainable commerce produces products and services while preserving biological integrity and enhancing human health and welfare and ensuring financial stability. This guide can help a company begin its journey toward sustainability.

This self-assessment tool is designed for the sustainability leader to work with representatives from key areas within the company to identify ways to increase product and service efficiency, reduce negative health and environmental impacts, and meaningfully contribute back to their communities. It also is intended as an internal subjective analysis to help the company achieve continuous improvement.

The guide is divided into ten areas that affect a company's environmental performance. Each area has a set of questions; responses are generated by selecting a response to each question. Choose the response that is most accurate for your company. This guide is designed to be flexible enough to fit any company's business circumstances. Analysis can be done company-wide, department-by-department, or by product or service line. It is not a test and there are no right or wrong answers. If any question does not apply, select NA. Be candid. The purpose is to aggregate a baseline score from which to plan continuous improvement activity. NA will not impact your score. Open ended questions allow you to provide information that will be shared within our membership as a best practice or for general knowledge.

1. Demographic Information

Name:	<input type="text"/>
Company:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

2. Size of your organization

- 1-3 employees
- 4-10 employees
- 11-100 employees
- 101-250 employees
- over 250 employees

3. Location of main office

- Kent County
- Ottawa County
- Allegan County
- Other (please specify)

4. Type of Company

- | | |
|--|---|
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Healthcare Hospitality & Travel | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Not-for-Profit | <input type="checkbox"/> Institutions |
| <input type="checkbox"/> IT & Communications | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Media | <input type="checkbox"/> Education |
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Energy/Utilities |
| <input type="checkbox"/> Manufacturing | |

5. The organization's current sustainability efforts

- 1-5 years
- 6-10 years
- 11-20 years
- over 20 years

Governance

An Environmental Management System (EMS) is a set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency. By establishing measurable objectives and establishing data collection processes, improvements can be measured.

TO WHAT EXTENT...

1. The company's board/leadership has made a commitment to sustainability

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

2. The company's executive(s) have made a commitment to sustainability

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

3. The company has defined sustainability (triple bottom line) as it relates to its particular type of business (manufacturing, service, etc.)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

4. A formal environmental policy statement that addresses sustainable practices has been developed

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

5. The company has a measurable strategic sustainability plan

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

6. The company has designated a specific staff person to coordinate environmental programs or initiatives (in the case of a micro business, it is may be the owner)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

7. The organization provides the financial resources required in order to meet environmental goals and objectives

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

8. Policies, job descriptions, and performance standards are used to establish and maintain staff responsibility for continuously improving environmental performance

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

9. Sustainability training is required for all employees

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

10. Please comment or provide an example of a business practice

Environmental Management System

Top management of each company bears the burden of providing strategy and direction for environmental compliance and performance. The commitment of officers to achieve a high level of sustainability communicates a performance and accountability message to all employees. When answering the following questions, think about the extent to which the company has provided a management system for environmental performance.

TO WHAT EXTENT...

1. The company has implemented a formal environmental management system

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

2. Management gives the same emphasis to environmental programs as it does operations, quality, cost, and safety issues

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

3. Management seeks continuous improvement through periodic audits of environmental activities and implements corrective actions

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

4. Environmental performance recordkeeping is maintained and controlled

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

5. Employees are trained to understand environmental programs and policies in order to achieve the environmental goals and issues of their departments

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

6. Staff at all levels are educated concerning environmental awareness and sustainability

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

7. The company prioritizes it's environmental activities

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

8. The company measures the impact of it's environmental activities

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

9. The environmental costs or savings are allocated to the department where they are generated

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

10. For businesses located in leased spaces, environmental costs are tracked and changes made where feasible with the building owner

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

11. Please comment or provide an example of a business practice

Social Responsibility

Beyond a company's economic and environmental responsibility, companies are coming under increased pressure to integrate ethical business practices, employee enrichment opportunities, and community investment programs into their business cultures. When answering the following questions, think about the extent to which the company has addressed these issues.

TO WHAT EXTENT...

1. The company has a written corporate social responsibility (CSR) statement or policy

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

2. CSR goals are measured and integrated into the company's operations

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

3. Social responsibility training is available for staff

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

4. There is a formal engagement program to encourage open dialogue with stakeholders, policymakers, investors, and society-at-large

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

5. Social responsibility activities and results are communicated with transparency and consistency to stakeholders

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

6. Staff members can exert influence into operations and human resource policies (in a multi-staffed organization)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

7. The company has an assessment tool to evaluate the social responsibility performance of its key suppliers

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

8. There is a formal employee enrichment program (professional development, health and wellness, childcare services, etc.)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

9. The company allocates time and resources for employee volunteer opportunities

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

10. Money and time are invested in a manner that restores or enhances social integrity for the communities in which your company resides

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

11. Operations located in foreign countries are held to standards consistent with operations in the United States (e.g. labor laws, environmental impacts, community investment, etc.)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

12. Please comment or provide an example of a business practice

Products

Industrial designers are usually the first to conceptualize how, and of what materials, new products will be manufactured. Therefore, they have the earliest influence on the sustainability of the product during its life cycle. When answering the following questions, think about the extent to which the company considers the environmental issues involved.

TO WHAT EXTENT...

1. The company has a Design For the Environment (DFE) policy (see Glossary)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

2. The environmental policy is consistent across all brands within the organization

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

3. The company has a documented program development process with mandatory sustainability metrics

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

4. The company utilizes third-party certification during product development

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

5. There is a formal policy to reduce the dependence on non-renewable natural resources during the design of the program, services

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

6. Life cycle thinking is an integral aspect of product design (i.e. to reduce the amount of materials required)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

7. The design team uses quantitative tools to measure a product's environmental impacts over its entire life cycle

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

8. Material specifications increase the utilization of bio-based materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

9. The company uses locally manufactured materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

10. Products are evaluated for upstream and downstream energy and fuel intensity

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

11. Sustainable packaging requirements are considered in the design phase

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

12. Design aspects ensure a long and useful product life

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

13. Products are maintained with non-toxic materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

14. Product components are economically separable, reusable, and/or recyclable at the end of its useful life

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

15. Products are evaluated for upstream and downstream energy and fuel intensity

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

16. Please comment or provide an example of a business practice

Facilities

Plant and/or facilities engineers and managers are concerned with facility construction and function. The environmental elements that affect a facility's operation involve energy consumption, construction materials, and the habitat of the site. When answering the following questions, think about the extent to which the company provides for these issues.

TO WHAT EXTENT...

1. Facilities meet a nationally recognized green building standard (LEED, Green Globe, etc.)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

2. The company measures the consumption and reduction of energy

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

3. Your facilities have a formal method to measure and reduce greenhouse gas emissions

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

4. Your facility measures the consumption and reduction of water

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

5. Existing building renovations are given priority over new facility construction

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

6. New construction site selections protect biological diversity and appropriate environmental use of land (Low Impact Development)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

7. Materials are reused/recycled from building demolitions and/or specified in new construction

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

8. Electrical, mechanical, plumbing, and lighting fixtures are selected for maximum efficiency

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

9. The facilities energy usage is audited by a qualified professional

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

10. Facilities include vegetative storm water management systems on site (e.g. green roofs, bio-swells, rain gardens.)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

11. Green spaces and native landscaping are incorporated at the site

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

12. The facility provides on-site recycling for office materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

13. Environmental health is measured and addressed

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

14. The parking facilities accommodate alternative fuel vehicles, carpoolers and cyclists

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

15. The company performs periodic trash audits

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

16. Please comment or provide an example of a business practice

Purchasing

The purchasing agent has the opportunity to influence the selection of raw materials while considering environmental criteria. Elements to be considered include quantity, recyclability, toxicity, shelf-life, and transportation. When answering the following questions, think about the extent to which the company considers these issues.

TO WHAT EXTENT...

1. The company has an environmentally preferred purchasing policy or guideline

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

2. The company has accountabilities and metrics to ensure sustainable purchasing practices

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

3. The company has developed a plan to reduce resource depletion

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

4. Purchasing is actively involved in product and packaging design and development

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

5. Purchasing personnel are educated in sustainability

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

6. Purchasing personnel actively substantiate “green” or environmental marketing claims from vendors

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

7. Purchasing personnel seek coordination with the design of programs, services and events

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

8. Purchasing identifies and purchases sustainable products (recycled, recyclable, bio-based, climate neutral, non-toxic)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

9. The company ensures the use of sustainable, recycled or bio-based products in food service (i.e. cafeterias, events)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

10. Purchasing personnel promotes minimization, reuse, recycling and sustainability of packaging from suppliers

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

11. The company communicates it's sustainability policies and protocols with vendors and suppliers

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

12. The company educates and/or partners with its suppliers in meeting environmental goals

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

13. The company measures and rewards suppliers who have demonstrated superior environmental performance

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

14. Vendors and suppliers are required to submit life cycle assessment and/or materials chemistry documentation

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

15. Purchasing personnel request chemical information as a part of purchasing agreements (as appropriate to the type business)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

16. Local products/suppliers are given preference in purchasing decisions

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

17. The company utilizes alternative energy and/or carbon offset credits

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

18. The company has a carbon offset policy that includes purchasing (as appropriate to the type of business)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

19. Purchasing personnel are effective in preventing surplus inventory

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

20. Please comment or provide an example of a business practice

Operations

Production and/or operation managers are responsible for the actual manufacturing of the product and the resulting waste and/or emissions. When answering the following questions, think about the extent to which the company considers these actions.

TO WHAT EXTENT...

1. The company has developed a formal plan to identify, implement and/or redesign processes or procedures in order to improve environmental impact

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

2. The company has developed a pollution prevention program for its operations

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

3. The company measures raw material efficiency of its operations

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

4. Waste minimization procedures are implemented and measured in all processes

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

5. The company utilizes energy efficiency and reduction measures

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

6. The company requires and promotes recycling throughout its operations

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

7. The company explores the exchange of waste that is a raw material for another company

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

8. The company has developed a system to identify, reduce and/or eliminate hazardous and/or toxic materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

9. Operational procedures identify and minimize employee exposure to hazardous materials and air emissions

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

10. The company has developed a housekeeping program that utilizes non-toxic janitorial and maintenance cleaning agents

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

11. Please comment or provide an example of a business practice

Packaging

The packaging used to transport products and raw materials can have significant environmental impact. The reduction and/or reuse of packaging materials is a step toward sustainability. When answering the following questions, think about the extent to which the company considers these issues.

TO WHAT EXTENT...

1. The company has developed and implemented environmentally-oriented packaging guidelines

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

2. The company promotes minimization of packaging

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

3. Incoming packaging materials are reused/recycled

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

4. Initiatives are in place to increase recycled content of packaging

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

5. Remanufactured pallets/skids are utilized in shipping and manufacturing (as appropriate to the business)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

6. The company ships its bulk products in returnable packaging

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

7. Compostable or biodegradable packaging materials are specified over traditional materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

8. Consumer products are packaged in reusable packaging or materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

9. Green marketing claims are substantiated on packaging labels

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

10. Labels/symbols are used to indicate recyclables and proper disposal methods

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

11. Please comment or provide an example of a business practice

Delivery and/or Installation

Delivery and/or installation brings products or services into contact with customers. Issues like transportation and assembly methods impact the level of sustainability. When answering the following questions, think about the extent to which the company provides these services.

TO WHAT EXTENT...

1. The company has policies in place to minimize transportation emissions from programs, service and delivery

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

2. The company uses consolidation sites

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

3. The company has policies in place to minimize energy use in the delivery of its products, programs & services

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

4. The company participates in a formal transportation efficiency program (e.g. the EPA Smartway Transportation Partnership)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

5. The company has implemented anti-idling policies

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

6. Internal distribution includes strategies to minimize multiple handling and repackaging of products prior to shipment

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

7. The company offers a direct ship option to customer locations

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

8. The delivery of the company's products or services reduce the waste burden for its customers

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

9. The company has a process to reuse or recycle leftover packaging and installation materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

10. The installation of the company's products or services minimize release of hazardous or toxic materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

11. The company uses alternative fuels and/or alternative fuel vehicles

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

12. The company eliminates less than full truckload shipping on inbound and outbound deliveries

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

13. The company offers backhaul (i.e. reverse logistics) programs

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

14. Service provider organizations deliver thru electronic means i.e. webinars, video conferencing, e-filing

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

15. Please comment or provide an example of a business practice

Marketing, Communication, Sales & Events

Marketing and Sales activities often provide the best opportunity for intimate communication between manufacturers and customers. Recommendations to improve product or service sustainability should be directed to product design, purchasing or other appropriate areas. When answering the following questions, think about the extent to which the company provides opportunity for this communication.

TO WHAT EXTENT...

1. The company measures its customers' needs and wants for environmentally responsible programs, services and events

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

2. The company has a policy regarding the use of sustainable materials/source for marketing and promotional materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

3. The company measures the environmental impact of it's promotional materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

4. The company has a procedure to reuse/recycle old and unused promotional materials (waste equals food)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

5. The company provides a method for input exchange between sales/marketing and program, service and event design

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

6. The company promotes products that are manufactured from sustainable sources of raw materials

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

7. The company calculates and communicates the product life cycle data to its customers (e.g. environmental product declaration)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

8. The company offers its customers the option of refurbishing/refilling/reusing their products

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

9. The company offers an exchange program to accept old products when new products are purchased

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

10. Marketing/sales make current company sustainability reports accessible to its customers

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

11. The company educates its customers about sustainability issues

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

12. The company has a green washing policy

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

13. Marketing claims are periodically evaluated and substantiated to avoid inaccurate or misleading claims (i.e. “green washing”)

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

14. Marketing and sales strategies accurately reflect company sustainability policies

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

15. Employees have the tools for video conferencing and virtual meetings to reduce travel

- very little
- a little
- some extent
- great extent
- very great extent
- N/A

16. Please comment or provide an example of a business practice

Glossary

Bio-based material: a material in which the organic carbon content is partly or wholly derived from contemporary (non-fossil) biological sources.

Biodegradation: the decomposition (transformation) of a parent compound into intermediates (degradation products) via the action of biological agents, with the loss in the structure-activity functionality of the said compound.

Biodiversity: complex interdependency of all plant and animal life on the planet.

Carbon offset: a mechanism to mitigate the greenhouse gas (GHG) emissions (“carbon footprint”) of a business’s operations by bringing about the reduction or avoidance of GHG emissions at a location external to the business.

Carcinogen: a chemical, physical or biological agent that is capable of inducing the development of cancer from normal cells or promoting the growth of a cancer.

Composting: the biological decomposition of an organic material under controlled aerobic conditions to form carbon dioxide, water, inorganic compounds, and a relatively stable humus-like material called compost.

Design for the Environment (DfE): the systematic integration of life-cycle environmental considerations into the design and development of products and processes.

Endocrine disruptor: a chemical that can interfere with the endocrine system by mimicking, blocking or otherwise disrupting the function of hormones.

Life Cycle: a series of inter-connected phases or stages covering the life of a product or service, including raw material acquisition, pre-manufacturing, manufacturing, distribution, use and reuse, and end-of-life management.

Life Cycle Assessment (LCA): a quantitative tool for the systematic evaluation of the environmental aspects of a product, process or service system through all stages of its life cycle, with the results being normalized to a functional unit.

Life Cycle Thinking: a conceptual approach that addresses environmental problems from whole-systems or holistic perspective. Results may be expressed qualitatively or quantitatively and are not normalized to a functional unit.

Persistent, Bioaccumulative and Toxic (PBT) chemical: a toxic chemical with a propensity to remain unchanged in the environment for long periods, and accumulate in the tissue of biological organisms such that the tissue level of the chemical is higher than that in the surrounding environment.

Recyclable: any product, or product component, which can be reprocessed for use.

Recycling: the process of creating raw materials for a product from used and/or discarded products.

Reproductive toxicant: a chemical that can interfere with the normal functioning of the reproductive system and sexual behavior of exposed individuals, and/or can result in the death or impaired development of a fetus during pregnancy.

Social Responsibility: an approach to doing business that incorporates a sense of responsibility to society, and is reflected in policy, practice and culture. It includes transparent and uniformly ethical businesses practices, employee enrichment opportunities, community investment, and stakeholder engagement (of all groups impacting or impacted by corporate

activities).