



Approved Supply Member

Application Kit

Thanks for making a measurable difference.

Innovative solutions. Conscious choices. Measurable results. These benefits and values of membership apply equally to all participants in the Green Table Network (GTN).

In becoming an Approved Supply Member (ASM), you are joining a growing community of operators, suppliers and other industry stakeholders across Canada in taking clear, measurable steps and making a public commitment to positive, sustainable change within the entire foodservice industry and for the world we all share.

This Application Kit will help GTN document, measure and communicate the 'green' policies and action steps, large and small, that your enterprise has integrated in its business goals and implemented at its place of business.

If this application marks your start on the sustainability journey, we believe it will serve as a valuable guide to current standards and requirements in sustainable business operations. Should you want additional advice, GTN Consultants are available to help assess your workplace and develop a sustainability roadmap tailored to your enterprise and its goals.

This kit includes:

- ASM benefits, conditions and requirements
- Profile form
- ASM Requirements Checklist
- ASM fees & renewal criteria
- Application checklist

As an Approved Supply Member, you will receive...

- General benefits available to all GTN members: regular information updates and opinion on 'green' foodservice trends; inclusion in select GTN sales & marketing materials; advocacy on policy/regulatory issues related to sustainability, etc.
- Your completed profile information will be compiled and formatted for distribution to all GTN members in a dynamic, searchable e-catalogue. As well, your profile will also be featured in all appropriate categories and topics of the new GTN Guidebook website in early 2012
- ASMs will be able to post new product information, company news, etc. and submit material directly to GTN to be included in newsletters and e-catalogue updates. All GTN members will also be able to subscribe to RSS feeds to receive weekly updates on new product or service listings from ASMs.
- When and where appropriate, information about ASM companies and products will also be made available to the general/consumer pages of the GTN website, as well as to other distribution channels.
- ASMs can access opportunities to align their brand marketing with GTN content created for trade and consumer media, public and trade events, etc.
- As with Approved operator Members, only ASMs are entitled to employ the GTN logo to identify themselves publicly as members of GTN. A logo package and GTN Brand Usage Guide will be forwarded upon successful completion of the ASM application process.

What is NOT included...

- It is important to note that achieving Approved Supply Member status does not constitute an automatic or pre-approved endorsement of all the products or services offered or distributed by your enterprise to GTN operator members, other ASMs or to the general market.
- In achieving ASM status, your enterprise confirms its ability or commitment to align its values, as well as its material sourcing, purchasing, operations and distribution practices, with those of GTN Approved operators and other stakeholder members. In recognition, your company/brand will enjoy privileged status and access to all members of the Green Table Network. However, members will apply their own Sustainable Purchasing Policies and any other selection criteria in determining the suitability of your products and services for their operations.
- As well, at GTN, size does not matter; within product or service categories, ASM listings in e-catalogues and on the website will be sorted simply by the date ASM membership became effective.

Approved Supply Member requirements

Membership in the Green Table Network is open to all individuals, organizations, companies and corporations delivering products or services to the foodservice & hospitality industry. Indeed, all participants on the 'supply-side' have a mission-critical role to play in driving innovation towards environmental, social and economic sustainability for the entire industry.

As 'green' menu items are to Approved Operators, providing eco-efficient products and service solutions is only one aspect of the comprehensive, balanced and responsible commitment to sustainability required for GTN membership. All Green Table Network members are required to implement environmental and other sustainable initiatives broadly across their business operations; this approach has proven to maximize all the positive benefits, including cost savings, of incorporating sustainability as a core strategy for most every enterprise.

To become an Approved Supply Member (ASM), the requirements are:

- a company-authored Sustainability Statement OR adoption of the standard statement provided by GTN;
- a minimum of two (2) Yes or In Part responses PER CATEGORY in the ASM Requirements Checklist; and
- agreement to public declaration of these commitments via GTN information channels to all its members and to the general public via the ASM's communication materials.

For national and international companies, these requirements must be applied at the local/regional operation serving GTN members, as well as at Head Office or other company facilities.

An ASM product manufacturer or branded service may list contact information ONLY for its authorized local/regional distributors, franchisees or agents on e-catalogue/website pages. A distributor or agent of an ASM product or service must become an ASM to be listed under their company name or brand within the Green Table Network.

In lieu of documented or onsite verification, transparency of information within GTN will be paramount. To remain in good standing, an ASM must:

- maintain the minimum requirements;
- should questions/concerns arise from members, provide timely verification of its implementation of ASM requirements upon reasonable request from GTN; and
- ensure ASM fees (where applicable) are up-to-date.

Membership fees are annualized and based on scale and reach. Annual renewal of ASM status will also be contingent on a commitment to continuous improvements (*see Annual Fees & Renewal Criteria – pg.11*).

Process

Should you wish to print and mail the application form, please send to the address below.

Please attach or forward any requested supplementary material, in digital or print form, with your completed application.

A \$40 processing fee (non-refundable) is required for all ASM applications. This fee will be credited against the first ASM annual fee (when applicable) to be invoiced upon successful completion of the application process. N.B. please indicate if you wish to pay by credit card.

Please send or include payment to: **Green Table Network – ASM Application**
578 – 999 Canada Place
Vancouver, BC V6C 3E1

Should you require any clarifications or additional information, please contact GTN at the above e-mail address or call (604) 215-0303.

Profile form

| <i>line</i> | <i>Please complete each section</i> | <i>(GTN use only)</i> |
|-------------|---|-----------------------|
| 1 | Name of company/organization: | |
| 2 | Mailing address: | |
| 3 | Shipping address (if different): | |
| 4 | Website: | |
| 5 | Primary contact re Green Table Network (name/phones/e-mail): | |
| 6 | Sustainable or 'green' product(s) and/or service(s) provided to GTN members:? Percentage of company's total products or services: Products tested or certified by third-party (organic certification, Environmental Choice, Green Seal, ENERGY STAR, etc.): Additional list/brochure/catalog attached <input type="checkbox"/> | |

Profile form (cont'd)

| <i>line</i> | <i>Please complete each section</i> | <i>(GTN use only)</i> |
|-------------|---|-----------------------|
| 7 | Please tell us (briefly) why your company/organization wants to become a member of the Green Table Network. | |
| 8 | What do you see as your primary contribution to the Network and its members? | |
| 9 | What do you see as your primary needs or requirements from the Network and its members? | |

Sustainability Statement

Please enter (or indicate attachment of) your company/organization's sustainability statement or environmental policy OR indicate acceptance of the standard GTN Statement (*line 11 below*).

| <i>line</i> | <i>Statement:</i> | <i>(GTN use only)</i> |
|-------------|--|-----------------------|
| 10 | Or ATTACHED _____ | |
| 11 | <p><i>Our commitment to sustainability recognizes that all business activities are derived from, or take place in, the natural environment. As such, what is good for the environment is also good for our clients, employees and for our own enterprise. Therefore, our daily operations, business decisions and purchasing choices will reflect our desire to reduce our environmental footprint, consume less and add value to the lives of future generations.</i></p> <p>AGREED _____</p> | |

Approved Supply Member – Requirements Checklist

Please complete each section (include dates where applicable)

| <i>line</i> | General | <i>(GTN use)</i> |
|-------------|---|------------------|
| 12 | Does your company have an Environmental Management System (EMS)? - complete by _____ (dd/mm/yy) | |
| 13 | Do you consider the potential environmental impacts when developing new products and services (e.g. assessing energy usage, recyclability or pollution generation)? - complete by _____ (dd/mm/yy) | |
| 14 | Has your company published an environmental, sustainability or triple-bottom line report available to the public? - complete by _____ (dd/mm/yy) | |
| 15 | Does your enterprise supply clear and accurate environmental information on its products, services and activities to customers, other suppliers, local community, etc? complete by _____ (dd/mm/yy) | |
| 16 | Does your company or organization participate in any other local, national or international environmental initiative? complete by _____ (dd/mm/yy) | |

| <i>line</i> | Waste Reduction | <i>(GTN use)</i> |
|-------------|---|------------------|
| 17 | Has your enterprise conducted a waste audit? complete by _____ (dd/mm/yy) | |
| 18 | Does your office/workplace offer paper, cardboard and container recycling? complete by _____ (dd/mm/yy) | |
| 19 | Does your company offer digital or other paperless ordering/invoicing systems? complete by _____ (dd/mm/yy) | |

| | | |
|----|--|--|
| 20 | Are products re-usable, or contain reusable parts? complete by _____ (dd/mm/yy) | |
| 21 | Are products or packaging made from recycled materials? complete by _____ (dd/mm/yy) | |
| 22 | Are products or packaging biodegradable? complete by _____ (dd/mm/yy) | |
| 23 | Is the packaging designed for re-use by the end-user? complete by _____ (dd/mm/yy) | |
| 24 | Is the packaging designed to minimize waste? complete by _____ (dd/mm/yy) | |
| 25 | Does your company provide its customers with written information regarding the options and procedures for the future re-use, recycling and collection of your products? complete by _____ (dd/mm/yy) | |

| <i>line</i> | Energy Conservation | <i>(GTN use)</i> |
|-------------|---|------------------|
| 26 | Has your enterprise conducted an energy audit? complete by _____ (dd/mm/yy) | |
| 27 | Does your company gather data and have environmental targets on total energy consumption? complete by _____ (dd/mm/yy) | |
| 28 | Percentage of energy from renewable resources? complete by _____ (dd/mm/yy) | |
| 29 | Which of the following actions have you implemented to reduce your enterprise's environmental impact in terms of energy use: a) retrofit of incandescent lighting to energy efficient technologies? complete by _____ (dd/mm/yy) | |

| | | |
|----|---|--|
| 30 | b) timers or occupancy/control systems for lighting and equipment? complete by _____ (dd/mm/yy) | |
| 31 | c) specification of ENERGY STAR (or equiv) office or warehouse equipment? complete by _____ (dd/mm/yy) | |
| 32 | d) on-site 'turn it off' or other employee reminder policy/program? complete by _____ (dd/mm/yy) | |
| 33 | e) upgrade fan-speed controls and other energy-efficiency boosters for forced-air refrigeration systems? complete by _____ (dd/mm/yy) | |

| <i>line</i> | Water Conservation | <i>(GTN use)</i> |
|-------------|---|------------------|
| 34 | Does your company gather data and have environmental targets on its total water consumption? complete by _____ (dd/mm/yy) | |
| 35 | Which of the following actions have you implemented to reduce your enterprise's environmental impact in terms of water consumption: a) installation of low-flow fixtures in production areas, kitchens and staff washrooms? complete by _____ (dd/mm/yy) | |
| 36 | b) Replace water-cooled equipment with air-cooled equipment, or once-through cooling with closed-loop cooling equipment? complete by _____ (dd/mm/yy) | |
| 37 | c) on-site 'turn it off' program to encourage water conservation? complete by _____ (dd/mm/yy) | |
| 38 | d) use of drip/low-flow irrigation systems? complete by _____ (dd/mm/yy) | |

| <i>line</i> | Pollution Prevention/GhG Impacts | <i>(GTN use)</i> |
|-------------|---|------------------|
| 39 | Has your enterprise conducted a wastewater/P2 audit? complete by _____ (dd/mm/yy) | |
| 40 | Does your company gather data and have environmental targets on greenhouse gas emissions? complete by _____ (dd/mm/yy) | |
| 41 | Does your enterprise have a carbon offset or carbon-neutral program? complete by _____ (dd/mm/yy) | |
| 42 | Does your enterprise's facility adhere to LEED or equiv. standards in construction and facilities management? complete by _____ (dd/mm/yy) | |
| 43 | Which of the following actions have you implemented to reduce your enterprise's pollution emissions: a) use of environmentally safe alternatives e.g. process/treatment or Green Seal/EcoLogo cleaning chemicals? complete by _____ (dd/mm/yy) | |
| 44 | b) Maintain a no-spray (traps, baits, barriers) policy for pest management? complete by _____ (dd/mm/yy) | |
| 45 | c) Send spent fluorescent tubes and batteries to a mercury recycler? complete by _____ (dd/mm/yy) | |
| 46 | Which of the following actions have you implemented to reduce your enterprise's greenhouse gas emissions: a) consolidation of local/regional deliveries to minimize distance and maximize efficient transport? complete by _____ (dd/mm/yy) | |
| 47 | b) shipping/delivery systems including fuel-efficient, alternative fuel or hybrid vehicles? complete by _____ (dd/mm/yy) | |
| 48 | c) incentives for employees choosing public transport, carpooling and alternative transportation? complete by _____ (dd/mm/yy) | |

| <i>line</i> | Purchasing | <i>(GTN use)</i> |
|-------------|---|------------------|
| 49 | Does your enterprise have a Sustainable Purchasing Policy (SPP)? complete by _____ (dd/mm/yy) | |
| 50 | Does the SPP consider the following principles: a) Extended Product Responsibility (EPR)? complete by _____ (dd/mm/yy) | |
| 51 | b) life cycle analysis? complete by _____ (dd/mm/yy) | |
| 52 | c) design for the environment or equiv? complete by _____ (dd/mm/yy) | |
| 53 | Do you actively encourage/support the greening of your supply chains? complete by _____ (dd/mm/yy) | |
| 54 | Does your enterprise try to purchase locally? complete by _____ (dd/mm/yy) | |
| 55 | Do your products or services contain or employ materials re-used or reclaimed from local sources? complete by _____ (dd/mm/yy) | |
| 56 | Which of the following purchasing decisions have you implemented to augment your enterprise's sustainability: a) purchase 30 -100% pcf recycled paper products: office paper, business cards, paper toweling, bathroom tissues, etc.? complete by _____ (dd/mm/yy) | |
| 57 | b) purchase low-impact printing services (soy-based inks, Cleanprint or Ecologo certified)? complete by _____ (dd/mm/yy) | |
| 58 | c) Initiate regular direct purchasing from local growers, fishers or producers? complete by _____ (dd/mm/yy) | |

Approved Supply Member - annual fees & renewal criteria

Please choose the category that best fits your core enterprise.

| <i>Yes(✓)</i> | <i>ASM category</i> | <i>annual fee</i> |
|---------------|---|-------------------|
| | Small-scale local/regional grower/producer/artisan (0 to 5 empls) | scale |
| | Local/regional not-for-profit organization (0 to 5 empls) | scale |
| | | |
| | Small-scale specialty product/service provider (0 to 5 empls) | \$455 |
| | Small-scale specialty distributor (0 to 5 empls) | \$455 |
| | Local/regional grower or grower co-op (5 to 50 empls) | \$455 |
| | | |
| | Local/regional product/service distributor (5 to 20 empls) | \$755 |
| | Local/regional manufacturer (5 to 50 empls) | \$755 |
| | | |
| | Local/regional manufacturer (more than 50 empls) | \$955 |
| | Local/regional product/service distributor (more than 50 empls) | \$955 |
| | | |
| | National/international manufacturer National/international product/service distributor | |

The Green Table Network is a not-for-profit society registered in the province of British Columbia. Annual membership fees are tax deductible.

Renewals

As often stated, sustainability is 'a journey, not a destination,' and therefore demands a flexible, adaptable commitment to progressive or continuous improvement.

Annual renewal of ASM membership will be contingent on meeting a minimum of four (4) additional measures listed in the current Requirements Checklist.

However, our regular review of membership goals is also a collaborative, consultative process. The entire GTN community, including all ASMs, will have the opportunity to provide input on the next edition of minimum requirements.

The updates will be applied broadly or, where applicable, tailored to particular local/regional

opportunities for positive change e.g. new composting facilities, renewable energy suppliers, etc.

As with the Operator membership, we are developing additional levels of achievement and recognition for ASMs.

Membership renewal will be based on annual anniversary date of ASM status; renewal notices will be sent 60 days prior to expiry.

Application checklist

- Have you reviewed the benefits and conditions of ASM membership? ✓
- Have you filled out the Profile Form and attached relevant materials and documents? ✓
- Have you included or attached your Sustainability Statement? ✓
- Have you ensured you have responded to all questions in the Requirements Checklist? ✓
- Have you selected your ASM membership fee category?
- Have you enclosed or forwarded the \$40 processing fee?

Thank you. We'll be in touch ASAP.



Incidentally, want to go greener, faster?

An on-site Assessment and Report conducted by a GTN consultant can help provide your enterprise with a 'roadmap' to increase its sustainability and reduce its environmental footprint. Let us know if you're interested and we'll follow up ASAP.