

Winery Year 3 Audit Checklist				
ID	Type	Criteria	Weight	Comments
<b>In Year 3, all criteria marked essential must be met. Additionally, a minimum of 30% compliance must be achieved in each chapter with an overall compliance of at least 50%. When totalling your compliance, add numbers from the weight column (excluding all Essential criteria) and divide by total points available.</b>				
<b>CHAPTER A: SETTING THE SUSTAINABILITY FOUNDATION</b>				
<b>Outcome A.1. Compliance with law and applicable regulations</b>				
A.1	Essential	Wineries identify all laws, regulations, and requirements that are applicable to their operations, their region and the content of this standard and understand how to comply with them.		
A.2	Essential	Wineries' operations are not in violation of national, provincial, or local laws that are relevant to this standard, or any associated administrative rules or requirements as determined by regulatory agencies through an enforcement action.		
<b>Outcome A.2. Commitment to sustainability</b>				
A.3	Essential	Wineries can demonstrate compliance with relevant laws and regulations. Documental evidence is kept for at least five years.		
A.4	Essential	Wineries source at least 50% of the grapes they process from certified vineyards in order to be certified or maintain their certification.		
A.5	Essential	Wineries have formally integrated sustainability into the business strategy (e.g., company mission, vision, values), and have included the sustainability commitment/policy in employee orientation and handbook (if applicable); including: a. Description of the winery policies and procedures. b. Description of sustainability policies and goals. c. A physical orientation (tour) to workplace facilities and processes. d. Job descriptions and the applicable health and safety procedures to be followed.		
A.6	Essential	Wineries set an annual budget for sustainability continuous improvement actions and environmental stewardship.		
A.7	Continuous improvement	Wineries develop and implement a continuous training plan for all their staff members that: a. Includes information about sustainability practices, environmental safeguards and requirements for different tasks, functions and areas. b. Ensure that consumer- and public-facing (frontline) staff correctly understands and can efficiently communicate what it means to be a certified sustainable winery, and how it contributes to resource conservation and efficient management. c. Includes task-related procedures and instructions, and general and task-related occupational health and safety information.	4	
A.8	Continuous improvement	Wineries include a section about their sustainability efforts in their company brochures, website, and other promotional materials.	2	

A.9	Continuous improvement	Wineries have designated an interdepartmental or cross-functional team that: a. Is comprised of different levels of employees (hierarchical levels) to assist them in driving forward all sustainability initiatives. b. Takes charge of the communication of goals and progress to other staff members. c. Meets at least once a year to review all sustainability and environmental stewardship data and information generated by the requirements in this standard. d. Makes recommendations for environmental management corrective actions and improvements.	3	
A.10	Continuous improvement	Wineries track the costs of specific environmental stewardship and sustainability improvements or actions and determine any related cost savings. Wineries demonstrate that savings are reinvested in these actions and improvements at levels that ensure their long-term implementation.	2	

## CHAPTER B: WATER EFFICIENCY AND CONSERVATION

### Outcome B.1. Water quality and efficient use

B.1	Essential	Wineries identify all water sources used for the winery, including surface and groundwater, and all permanent and seasonal water courses, wetlands, and other aquatic ecosystems and their related protection zones within their properties.		
B.2	Essential	Wineries implement water pre-treatment mechanisms to ensure all parameters are within the optimal ranges based on the results of water analyses.		
B.3	Continuous improvement	Wineries analyze the quality of the water they are using: a. If incoming water is supplied from a managed aqueduct, wineries request the aqueduct operator to provide them with the most recent water quality laboratory analysis results. b. If incoming water is from a well or surface waterbody within the property, wineries test water quality for all the following parameters:	3	
B.4	Essential	Wineries install mechanisms to measure the volume of water use within their facilities, including processing areas, lawns and other landscaping area, administration offices, worker facilities, and consumer and public areas.		

B.5	Continuous improvement	<p>Wineries develop and implement a water conservation and use efficiency plan to organize all related objectives and actions. The plan includes:</p> <ul style="list-style-type: none"> <li>a. data about water sources and availability, current use (water use per liter or case of wine produced), and future water need estimations;</li> <li>b. targets and actions for improving efficiency and saving water;</li> <li>c. installation of water saving devices, such as: flow restrictors in faucets and sinks, automatic and motion-sensitive water dispensers and faucets, low-flow toilets (equal or less than 4.85 lpf) and/or dual flush toilets, and/or leak or breakage detection equipment;</li> <li>d. records of water consumption based on regular readings from water measurement devices;</li> <li>e. routine and timely maintenance of the water system, including inspection of hoses, pipes, taps, connections, pumps, and all other equipment;</li> <li>f. procedures for employees to report leaks or water use issues, and for timely follow up and reparation;</li> <li>g. regular analysis of consumption data to detect maintenance or consumption challenges and guide further water efficiency goal and strategies;</li> <li>h. staff responsible for monitoring consumption, recordkeeping, analyzing results, and executing improvement recommendations; and</li> <li>i. internal strategies to communicate and remind their staff members and visitors about the actions they can take to help achieve water efficiency and savings targets, as well as the actions that wineries are taking towards such targets.</li> </ul>	4	
<b>Outcome B.2. Efficient cleaning processes</b>				
B.6	Essential	<p>Wineries implement measures and mechanisms to save water during the cleaning processes within their facilities, such as:</p> <ul style="list-style-type: none"> <li>- installing spring-loaded shut-off nozzles on all cellar hoses;</li> <li>- using spray balls or other rotating devices with low-flow recirculated solution to sanitize and rinse tanks;</li> <li>- pre-cleaning crush operations, equipment and floors using combinations of brushes, push brooms, and squeegees to prevent grape residues from drying over equipment surfaces before the general wash down; and/or</li> <li>- cleaning cellar floors and equipment with high pressure, low volume cleaning devices with spring-loaded shut-off nozzles.</li> </ul>		
B.7	Essential	Wineries implement standard operating procedures (SOPs) for tank and barrel cleaning that maximize water use efficiency.		
B.8	Essential	Wineries include water efficient equipment cleaning SOPs as part of the continuous improvement training plan (Criterion A.5). Wineries train all relevant staff in how to implement and monitor their equipment cleaning SOPs and ensure that trainings and procedures are translated for those members of staff not fluent in English.		
B.9	Continuous improvement	Wineries use boilers and cooling towers that are sized correctly, efficient, and under a regular maintenance program.	3	

B.10	Continuous improvement	Wineries employ dry cleaning methods to remove sediment on tanks prior to using cleaning water.	2	
B.11	Continuous improvement	Wineries recycle a portion of tank/barrel wash and/or rinse water for the next wash/rinse cycle or for other cleaning activities.	2	
B.12	Continuous improvement	Wineries use cleaning products that significantly increase water use efficiency for tanks and/or bottling line sanitation; and include a description and the instructions of use of such products in their SOPs.	2	
B.13	Continuous improvement	Wineries invest in buying barrel cleaning equipment with high pressure and low flow nozzles or retrofit old barrel washers to new nozzles.	3	
<b>Outcome B.3. Improvement of outdoor water use efficiency</b>				
B.14	Essential	Wineries implement measures to improve the efficiency of water use outdoors for landscaping, such as: - watering during early morning, pre-dawn hours or at night, when evaporation is lowest; - using mulching around plants and trees to retain moisture; and/or - adjust irrigation schedules each season and avoid watering during the rainy season.		
B.15	Essential	Wineries regularly inspect all outdoor water distribution systems to: a. repair any broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves; and b. verify that heads/nozzles are the proper rating/type for that application and are positioned to prevent hardscape areas from being sprayed.		
B.16	Continuous improvement	Wineries conduct a meeting with their landscaping staff/service at least twice a year to: a. Discuss measures taken to optimize water use efficiency. b. Make sure they are complying with the requirements of this standard and applicable law and regulations. c. Update their water conservation and use efficiency plan (see Criterion B.5).	2	
B.17	Continuous improvement	Wineries reduce their lawn area or establish drought tolerant and native species to reduce the use of water for irrigation.	2	
B.18	Continuous improvement	Wineries program their irrigation systems to use shorter, repeated cycles of watering rather than one long soak.	2	
B.19	Continuous improvement	Wineries install drip and micro-spray irrigation systems for their outdoor areas.	3	
B.20	Continuous improvement	Wineries have rain gardens, permeable pavement and other landscape features and practices that increase rainwater capture and water infiltration into the soil.	2	
<b>Outcome B.4. Responsible management of wastewater</b>				

B.21	Essential	Wineries demonstrate that wastewater discharges from processing operations, greywater, and sewage and treatment systems follow applicable laws and regulations and are treated to avoid negative effects to environmental and human health.		
B.22	Essential	Wineries demonstrate that the on-site wastewater treatment system can handle peak flows.		
B.23	Continuous improvement	Wineries have written procedures and have assigned personnel responsible for all inspection, maintenance, cleaning, and repair activities conducted on their wastewater treatment systems. This includes: a. wastewater sumps and pump controls, interceptors, and or traps inspected at least monthly and cleaned at least annually or as needed; and b. inspect septic systems at least once every year and remove sludge as needed. Wineries keep records of all inspection and maintenance activities conducted in their wastewater treatment systems.	2	
B.24	Continuous improvement	Wineries take actions to ensure that the stormwater management system is not connected to the sanitary or septic systems. Stormwater is never mixed with wastewater.	1	
B.25	Continuous improvement	Wineries protect stormwater drains from contamination by installing catch-basin inserts or drain covers, storing materials, especially hazardous substances, in installations protected from flooding and the elements and away from storm drains, and keep waste containers indoors, if possible, as well as any other measures and mechanisms prevent the introduction of materials, liquids, or other substances into the stormwater drainage system.	2	
B.26	Continuous improvement	Wineries design, document and implement a wastewater spill emergency plan.	2	
B.27	Continuous improvement	Wineries install BOD and coliform controls or other wastewater treatment controls to improve operating efficiency.	3	
<b>CHAPTER C: ENERGY EFFICIENCY AND MANAGEMENT</b>				
<b>Outcome C.1. Energy use baselines and efficiency improvement</b>				
C.1	Essential	Wineries calculate and establish an energy consumption baseline. The baseline includes information about both electricity and fuel consumption (heating oil, diesel and gas for vehicles) for all functional areas or operations.		
C.2	Continuous improvement	Wineries review their energy consumption bills year over year to identify any unexpected increases and analyze potential opportunities to improve efficiency.	2	

C.3	Continuous improvement	Wineries design and implement an energy efficiency plan that includes: a. targets to improve energy efficiency; b. regular staff check-ins to discuss opportunities for improvement and receive feedback on the progress towards the established targets; and c. analysis of energy uses within the wineries' facilities using the data described in Criteria C.1 and C.2. as well as information from annual energy efficiency assessments when performed (C.5).	4	
C.4	Continuous improvement	Wineries conduct an annual energy efficiency assessment that: a. includes the analysis of energy use in processing areas, administration offices, tasting rooms and outdoors; and b. identifies opportunities for improving energy efficiency.	3	
C.5	Continuous improvement	If their facilities have a PV solar array, wineries: a. program automated reports on system status and energy generation; and b. establish a system for regular inspection of the system to verify its correct operation and energy generation statistics with a focus on detecting possible inverter failures.	2	
<b>Outcome C.2. Management of lighting and winery equipment for energy efficiency</b>				
C.6	Essential	Wineries schedule and complete maintenance activities (and keep written records of them) for: a. vehicles and other machinery running on fuel; b. refrigeration systems, at least twice a year; c. air compressors and air lines, at least once a year; and d. heating, ventilation and air conditioning systems (HVAC), at least twice a year, including: i. cleaning or replacing filters on heating and air-conditioning units; ii. cleaning air-conditioning condenser coils; and iii. maintaining proper function of economizers on air-conditioning units.		
C.7	Essential	Wineries conduct routine inspections for glycol temperature settings and ensure they are reset after cold stabilization.		
C.8	Continuous improvement	Wineries install electronic thermostats to set and schedule temperatures within their facilities.	1	
C.9	Continuous improvement	Wineries ensure that heating and cooling set points are set 2°C to 3°C apart so that the air conditioner does not cycle (turn on and off) frequently.	1	
C.10	Continuous improvement	During heating season, wineries heat their facilities to a maximum of 21°C when occupied and 16°C when unoccupied, during winter (heating season). During the rest of the year, they keep their facilities (except barrel halls and warehouses) cooled no lower than 24°C when occupied, and not cooled when unoccupied (unless for morning pre-cooling).	1	
C.11	Continuous improvement	Wineries use night-time air cooling for cellars.	1	

C.12	Continuous improvement	Wineries have written procedures to ensure that hot water temperatures are kept to the minimums necessary to carry out their tasks correctly.	1	
C.13	Continuous improvement	Wineries replace light bulbs with energy efficient alternatives (includes a-19, mr-16, par 20 and 30).	1	
C.14	Continuous improvement	Wineries transition all 400 W metal halides and/or high-pressure sodium lighting to LED or other energy efficient alternative.	1	
C.15	Continuous improvement	Wineries transition to LED exit signs throughout their facilities; and installing occupancy sensors in their bathrooms.	1	
C.16	Continuous improvement	Wineries install timers and/or photocells to control outdoor lights.	1	
C.17	Continuous improvement	Wineries ensure that all purchases of new machinery and equipment, including office and processing lines, are certified energy efficient models, if available in the market; and documentation shows that purchasing requires emergency efficiency to be considered.	2	
C.18	Continuous improvement	Wineries ensure their existing equipment efficiency by: a. evaluating glycol lines to ensure that all of them are insulated and the correct length and size; b. having the glycol tank insulated; and c. having the hot water lines insulated.	3	
C.19	Continuous improvement	Wineries train their staff members on: a. implementation of practices to reduce energy consumption within the wineries' facilities; b. correct use and maintenance of energy-efficient equipment; and c. monitoring and evaluation of energy efficiency performance.	3	
C.20	Continuous improvement	Wineries install an air curtain or plastic barrier between cooled areas and loading areas to conserve indoor hot/cold air.	1	
C.21	Continuous improvement	Wineries use variable instead of constant air volume systems.	1	
C.22	Continuous improvement	Wineries convert cellar evaporator fans to electrically commutated motors.	1	
C.23	Continuous improvement	Outside of winter, wineries ensure that at least 85% of outdoor tanks are insulated, prioritizing those used for cold stabilization with R value documented.	1	
C.24	Continuous improvement	Wineries recapture waste heat from other processes to serve heating or cooling needs.	1	

C.25	Continuous improvement	Wineries implement an energy management software for the refrigeration system for cellar cooling, tank cooling, and evaporative condenser/cooling tower operation; and program regularly checks for set points, seasonal timing, and modes (to ensure they run on "Auto," and not "Bypass.").	2	
C.26	Continuous improvement	Wineries use high-efficiency hot water heaters/boilers at their facilities, such as tankless water heaters and solar water heaters.	1	
C.27	Continuous improvement	Wineries flush hot water tanks by strictly following the manufacturer instructions to maintain their equipment's efficiency.	1	
<b>CHAPTER D: RESPONSIBLE WASTE MANAGEMENT</b>				
<b>Outcome D.1. Reduced waste generation</b>				
D.1	Essential	Wineries reduce the amount of paper they use, by implementing actions such as: - establishing double-sided printing and reduced document margins as the standard practice, if printing is needed; - encouraging digital documents for all in-house uses, including the documentation requirements of this standard; - using electronic billing methods to invoice customers and receive payments; and/or - signing up for electronic banking and e-statements .		
D.2	Essential	Wineries eliminate the use of bottled water for staff and customers, and instead provide water fountains or coolers with reusable or compostable glasses and cups.		
D.3	Essential	Wineries eliminate single-use plastics within their hospitality facilities, including plastic bags for customers, plastic straws, and disposable plastic tableware, substituting with recyclable or compostable alternatives if necessary.		
D.4	Continuous improvement	If plastic bags are used for collection and storage of recyclables, wineries use clear bags to assist in sorting and reused them whenever possible.	1	
D.5	Continuous improvement	Wineries ensure that new barrels are re-used as much as possible either within the winery or through sale to another facility or for other uses.	2	
D.6	Continuous improvement	Wineries eliminate the use of Styrofoam (extruded polystyrene foam) within their facilities and replace Styrofoam used for shipping with compostable or recyclable alternatives, or both.	2	
D.7	Continuous improvement	Wineries use refillable containers for sugar, salt, pepper and other condiments in their facilities to eliminate individual packets.	1	
D.8	Continuous improvement	Wineries collect lees and contact local vendors to pick them up for reuse, and prevent that they go straight to drain.	1	



D.9	Continuous improvement	Wineries design and develop a waste management plan that: a. identifies and quantifies the different types of waste generated within their facilities; b. identifies the applicable laws and regulations regarding each specific type of waste; c. defines specific management actions for each type of waste, including actions for collection, classification, and disposal, and the composting of organic processing residues, landscape trimmings, and food waste when possible; d. designates specific areas on site for collecting, separating, storing, and composting waste, as applicable; e. define specific procedures and emergency plans for spill containment and cleanup processes; f. identifies haulers and recyclers that are qualified and authorized by authorities to handle waste and include activities to verify that waste handlers are not dumping waste illegally; g. defines periodic waste reduction and diversion goals and communicates progress to staff to encourage further actions and receive feedback; h. includes periodic internal audits to assess waste management activities, keep track of progress towards defined goals, and adjust the plan accordingly.	4	
<b>Outcome D.2. Waste management plan</b>				
D.10	Essential	Wineries keep waste container areas protected from water and other elements to prevent contamination and leachate runoff.		
D.11	Essential	Wineries store safely all unwanted, unused, and expired hazardous waste and substances according the recommendations on their label or material safety data sheets (MSDS) until they can dispose of them safely or return them to the supplier.		
D.12	Essential	Wineries ensure that all hazardous waste is: a. stored in a secure manner with controlled access; b. stored within containment structures in the case of liquid wastes, with nearby access to spill contention and clean up equipment; c. stored separately to minimize hazards. For example, corrosives are not stored near flammable wastes; d. not stored near water bodies and open drains, or on bare ground; e. handled in compliance with all federal, provincial and local regulations; and f. either collected or taken to a designated facility, for recycling or correct final disposal.		
D.13	Essential	Wineries assign staff responsible for conducting annual evaluations of the waste management plan and updating it according to the findings of such evaluations.		
D.14	Continuous improvement	Wineries inspect containers on a regular basis to contain and repair any possible leaks or spills, prevent littering, and avoid the presence of disease vectors and other pests.	2	

D.15	Continuous improvement	Wineries install recycling bins for cardboard, paper, plastic, and metal recycling in the areas where these wastes are generated.	2	
D.16	Continuous improvement	Wineries post signs to indicate which materials can and cannot be disposed of in the recycling bins.	1	
D.17	Continuous improvement	Wineries their staff their staff members to ensure that separation of materials is done correctly (see Criterion A.6).	1	
D.18	Continuous improvement	Wineries work with the local waste management company, waste handlers, and buyers of recyclable materials to maximize waste diversion.	2	
D.19	Continuous improvement	Wineries install recycling bins in all customer and staff areas next to the regular trash bins.	1	
D.20	Continuous improvement	Wineries separate all capsules and ensure that all aluminum capsules are recycled.	1	
D.21	Essential	Wineries conduct an annual waste audit to create a waste diversion plan.	3	
D.22	Continuous improvement	Wineries use the results of their annual waste audit progressively reduce their waste diversion rate, excluding pomace .	2	
D.23	Continuous improvement	Wineries design and implement a written sustainable purchasing policy that: a. prioritizes products associated with waste that represents the biggest shares of total waste generation; b. establishes criteria for selecting products and suppliers based on waste management and reduction goals and the possibility of reducing incoming sources of waste, such as packing materials, or increasing the possibilities of waste diversion, such as through supplier recycling, potential reuse, or the possibility of biodegradable materials; c. includes the review of product and supplier selection criteria at least annually and provides for adjustments to better achieve waste reduction goals; d. includes training activities for staff members working in procurement (see Criterion A.5); and e. is communicated to all staff members and suppliers.	3	
<b>Outcome D.3. Sustainable purchasing process</b>				
D.24	Essential	Wineries purchase and use paper and cardboard containing at least 30% of post-consumer waste. This includes, but is not limited to: a. copy and printer paper; b. janitorial and sanitary products; and c. disposable bags and boxes for wine sales in tasting rooms.		
D.25	Continuous improvement	Wineries only buy barrels made of wood that is sustainably harvested from a verifiable source.	2	

D.26	Continuous improvement	Wineries reduce their waste footprint by implementing measures such as : - working with local businesses and sourcing local products when possible; - purchasing cardboard made with at least 50% post-consumer waste recycled content; - purchasing pulp shippers made with minimum 50% post-consumer recycled content; - purchasing office and copier paper with 50-100% post-consumer waste; - using refilled or remanufactured laser and copier toner cartridges; - purchasing business cards with minimum 50% post-consumer waste recycled content; and/or - providing a customer e-card in shipments sharing recycled content and the environmental benefits of shipping materials.	2	
D.27	Continuous improvement	Wineries ask their suppliers to reduce their use of cardboard and plastic or allow the return of packaging material for re-use, or both [with the intent to have industry cooperation with suppliers].	1	
<b>CHAPTER E. CLIMATE ACTION</b>				
<b>Outcome E.1. Reduced GHG emissions</b>				
E.1	Essential	Wineries take actions for the conservation and restoration of local natural carbon sinks such as forests, riparian lands; peatlands, and grasslands.		
E.2	Essential	Wineries do not burn any waste nor construction debris [this does not include vineyard or landscaping debris].		
E.3	Continuous improvement	Wineries calculate their total CO2 equivalent GHG emissions and set goals to reduce or compensate them, or both.	3	
E.4	Continuous improvement	Wineries manage their providers and give preference to local inputs and suppliers that ensure backhauling and full loads, whenever possible, to optimize conveyance and reduce oil consumption.	2	
E.5	Continuous improvement	Wineries increase their reliance on clean-renewable sources of electric energy to at least 80% of their total energy consumption, either by producing the energy themselves or by buying clean-power.	2	
E.6	Continuous improvement	Wineries have a no-idle policy to minimize wasted fuel and related emissions, and signs are posted where delivery trucks park.	1	

E.7	Continuous improvement	Wineries encourage fuel-saving initiatives, when feasible, including: a. Reducing car and plane trips by using videoconferencing or other forms of meeting software. b. Encouraging employees to use public transportation by providing them with schedules, maps, general information, and incentives such as flexible work times to accommodate transportation schedules. c. Providing bicycle parking areas and shower rooms. d. Offering incentives for carpooling. e. Allowing remote work.	3	
<b>Outcome E.2. Safe and reduced use of hazardous substances</b>				
E.8	Essential	Wineries design and implement pest control practices for both indoor and outdoor areas. For those cases where a pest control service is contracted, wineries specify in their contracts that: a. use of IPM is mandatory, including non-chemical pest prevention with no perimeter spraying; and b. suppliers are expected to provide documentation to support all the pest control actions taken by the contractor on a yearly basis.		
E.9	Essential	Wineries ensure that all handling of hazardous substances complies with all federal, provincial, and local regulations.		
E.10	Essential	Wineries have a complete inventory of each hazardous substance present in their facilities, including: a. name and active ingredient. b. intended use. c. dates, place, volumes, and rates of applications. d. material safety data sheets (MSDS). e. disposal methods.		
E.11	Essential	Wineries store hazardous substances in a locked facility with restricted access.		
E.12	Essential	Wineries have written procedures for spill containment and cleanup included in their emergency response protocols. These procedures are available in the areas where hazardous substances are handled and to staff in charge of handling them.		
E.13	Continuous improvement	Wineries only use low-toxic chemical products in non-aerosol containers such as Green Seal certified ( <a href="http://greenseal.org">greenseal.org</a> ), Safer Choice ( <a href="http://epa.gov/saferchoice">epa.gov/saferchoice</a> ), or those with a Good Guide rating of 8.1 or higher ( <a href="http://goodguide.com">goodguide.com</a> ). (NG). These include chemicals used for cleaning, pest control, and maintenance of landscaped areas.	2	
E.14	Continuous improvement	Wineries do not use products with added anti-bacterial agents such as triclosan. These include but are not limited to products for dishwashing, hand washing, and equipment cleaning.	1	

E.15	Continuous improvement	Wineries conduct training activities for those members of staff handling hazardous substances. Training is included in the Continuous Training Plan (see Criterion A.6) and covers the following topics: a. the winery policies on purchasing and use of hazardous substances; b. the Workplace Hazardous Materials Information System (WHMIS); c. the winery procedures for spill containment, cleanup, and their emergency response protocol (see Criterion F.2); and d. recordkeeping.	3	
E.16	Continuous improvement	Wineries use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	1	
E.17	Continuous improvement	Wineries use unbleached or chlorine-free paper products, or both, for example copy paper, paper towels, napkins, and coffee filters.	1	
E.18	Continuous improvement	Wineries print promotional materials with non-toxic vegetable or other low-VOC inks.	1	
<b>Outcome E.3. Preparation for disasters and extreme weather events</b>				
E.19	Continuous improvement	According to their emergency response protocols, wineries train staff on emergency responses to possible disasters and extreme weather events that can harm their staff members, their facilities and their surroundings.	2	
E.20	Continuous improvement	Wineries ensure that stormwater management systems promote infiltration, minimize impervious surfaces, and use crushed gravel or other porous material instead of asphalt or concrete for driveways and parking areas.	1	
E.21	Continuous improvement	Wineries establish vegetated buffer strips between existing waterways such as streams and ponds and their facilities.	3	
<b>CHAPTER F: SOCIAL EQUITY</b>				
<b>Outcome F.1. Employee training</b>				

F.1	Essential	<p>Wineries create a written employee handbook and guarantee that all employees have free access to it. It must include at least the following elements:</p> <ul style="list-style-type: none"> <li>a. company mission, vision, and values, including the commitment to sustainability and sustainable practices;</li> <li>b. job descriptions and company standards and regulations;</li> <li>c. training and development policies;</li> <li>d. employee evaluation processes, grievance policy, and disciplinary actions;</li> <li>e. harassment and discrimination policies;</li> <li>f. policies and processes for communicating concerns and suggestions about workplace or working conditions;</li> <li>g. salary, benefits and incentives;</li> <li>h. health and safety policies and practices; and</li> <li>i. a handbook review and update schedule.</li> </ul> <p>The handbook is part of employee orientation content (see Criterion A.4).</p>		
F.2	Essential	<p>Wineries develop and implement an emergency response protocol that includes:</p> <ul style="list-style-type: none"> <li>a. written procedures to address emergency situations within the winery facilities;</li> <li>b. information about handling of hazardous substances (see Criteria E.12 and E.15); and</li> <li>c. preparedness for disasters and extreme weather events (see Criterion E.19).</li> </ul>		
F.3	Essential	Wineries assign an annual budget line item for to fund their Continual Training Plan, dollarized or in-kind (see Criterion A.6).		
F.4	Essential	Wineries implement a system to encourage employees to submit suggestions or concerns about workplace conditions, such as safety conditions, job training, employee development opportunities, business performance, and operational efficiencies, without fear of retributions or negative repercussions.		
F.5	Essential	Wineries make trade journals, industry newsletters and other learning and knowledge resources available to the management team and employees.		
F.6	Continuous improvement	Wineries encourage employees to attend training seminars or other educational programs, and the company pays for the training costs or allows employees paid time off from work to attend, or both, in accordance with the continuous training plan (Criterion A.6 ).	2	
F.7	Continuous improvement	Wineries require their management team to regularly attend regional and provincial meetings, seminars, and symposiums that are related to sustainability, winemaking, or any other topic related to vineyard practices, goals, and objectives and that benefits and improves their work.	2	
F.8	Continuous improvement	Wineries implement at least one formal recognition program for employers, outside contractors and/or suppliers, and have some recognitions related to sustainability.	2	

F.9	Continuous improvement	Wineries organize field trips for their staff members at least twice a year, to learn about environmental stewardship and overall sustainability.	2	
F.10	Continuous improvement	Wineries have a current membership in the local growers' associations and the management team attends their meetings and participates in their events.	1	
<b>Outcome F.2. Workers health and Safety</b>				
F.11	Essential	Wineries develop and implement a health and safety program that: a. is developed according to industry standard resources and is based on a risk analysis of production activities and tasks; b. includes all the requirements of applicable law and regulations; c. is adjusted to the operations size and type.		
F.12	Essential	Wineries place warning signs for potential hazards throughout their facilities, and make sure that the signs are in a language that is understood by workers and visitors.		
F.13	Essential	Wineries provide personal protection equipment (PPE) free of charge to workers according to the identified health and safety risks for the tasks. Workers are trained in the proper use of PPE and are required to use it while carrying out task with identified risks. Employees that handle hazardous substances and chemicals: a. receive, at no cost, personal protective equipment (EPP) as indicated by the label of the substances applied or handled or the material safety data sheet (MSDS), whichever is stricter; and b. have access to facilities to bathe and change their clothes after finishing working with these substances and before leaving the workplace at the end of the workday.		
F.14	Continuous improvement	The management team conducts employee health and safety meetings at least once a month, and record attendance and document all the issues discussed, and actions agreed. Employees should be able to express concerns about working and safety conditions without fear of repercussions.	1	
F.15	Continuous improvement	Wineries have a planned and documented schedule for maintaining all equipment, machinery, and infrastructure.	1	
<b>Outcome F.3. Workers salaries and benefits</b>				
F.16	Essential	Wineries ensure that all salaries are at or above the market value for the region according to each type of job and position. Under no circumstance, workers' salaries will be lower than the established minimum wage for the region.		
F.17	Continuous improvement	Wineries offer additional benefits to their employees and document such benefits. Additional benefits may include but are not limited to private or supplementary medical insurance, transportation, wine allowance, additional vacation or personal leave, and dental care.	2	

F.18	Continuous improvement	<p>Wineries offer family support services to all their employees. Examples of family support services include but are not limited to the following [at the discretion of the employer]:</p> <ul style="list-style-type: none"> <li>- flexible work schedules;</li> <li>- housing opportunities, referral information, and resources;</li> <li>- community resources information;</li> <li>- childcare or childcare referral program;</li> <li>- nutrition, health and wellness resources and/or referrals;</li> <li>- employer participation in groups dedicated to increasing housing opportunities; and/or</li> <li>- employer involvement in improving access to housing, health care, and childcare programs.</li> </ul>	2	
<b>Outcome F.4. Business longevity</b>				
F.19	Continuous improvement	<p>Wineries track data about the costs of sustainability actions related to this standard, and any perceived additional income or cost reduction.</p> <p>Wineries use this information as part of their annual management system review to decide on continued or new actions and improvements and adjust the management system and related policies and procedures accordingly.</p>	2	
F.20	Continuous improvement	<p>Wineries have a long-term plan that encompasses the key issues for their future. This plan is periodically reviewed based on the operations' financial, sustainability, and production information. The plan should include or consider, among other issues:</p> <ul style="list-style-type: none"> <li>- future production, sales, and income scenarios and goals;</li> <li>- ideas and plans for winery expansion;</li> <li>- infrastructure and equipment improvements and needs;</li> <li>- a long-term staffing and recruiting strategy based on projected staff needs;</li> <li>- a succession plan for renewing or new leadership, or renewing ownership on smaller properties; and/or</li> <li>- possible resource—economic, human, and natural resources—constraints and ways to address them, including future sustainability actions and improvements.</li> </ul>	2	
<b>Outcome F.5. Neighbors and community</b>				
F.21	Essential	Wineries actively engage with neighbors and local communities, inform them about their operations and about the sustainable practices implemented, and identify and document relevant concerns about their operations.		
F.22	Essential	Wineries implement a procedure for making information regarding upcoming changes in relevant operations available to neighbors, community members, and other relevant stakeholders in a consistent and timely fashion.		
F.23	Essential	Wineries manage work place conditions to avoid noise and visual pollution of their surroundings.		



F.24	Continuous improvement	Wineries have a written procedure to follow up on complaints made by neighbors and local communities. Winery workers understand how to receive any of these complaints or concerns.	2	
F.25	Continuous improvement	Wineries analyze the ways that light, noise, fumes, and traffic from operations may impact neighbors and implement mitigation measures.	1	
F.26	Continuous improvement	Wineries seek opportunities to host events at their facilities to showcase their operations and best practices and build better relationships with local people.	2	
F.27	Continuous improvement	Wineries reduce light pollution by minimizing site lighting and incorporating in winery design technologies such as DARK SKY approved lighting, downward facing directional lighting, low-angle spotlights, and low reflectance surfaces.	1	
<b>CHAPTER G: ECO-EFFICIENT AND SUSTAINABLE INFRASTRUCTURE</b>				
<b>Outcome G.1. Eco-efficient and sustainable infrastructure</b>				
G.1	Essential	Wineries ensure that the design and construction of new infrastructure, or renovation of existing infrastructure over \$250k, needs to meet the applicable BC Energy Step Code and the Canadian Green Building Council LEED Gold (or equivalent) Standards.		
G.2	Continuous improvement	Wineries increase the quantity and type of insulation to reduce heat gain and or loss. This includes [but is not limited to]: a. using of high-grade insulation materials to insulate buildings and other equipment like tanks (particularly any outdoors), glycol tank, glycol and hot water piping; and b. placing sections of the buildings underground and barrel storage areas in areas here walls can be in direct contact with the soil to diminish the need for cooling; and c. blocking sunlight from building surfaces by planting trees along south and west faces of the winery.	3	
G.3	Continuous improvement	Wineries implement a mechanism to keep track and records of total water and energy consumption.	2	
G.4	Continuous improvement	Wineries utilize recycled, reused, residual and/or other low or zero emission materials for building their new/renovated facilities. Low or zero emission materials include [but are not limited to]: certified wood, low-VOC latex paints and formaldehyde-free carpet glue.	2	
G.5	Continuous improvement	Wineries increase daylight levels within their facilities by orienting their buildings to maximize daylight, and designing and placing additional windows, skylights or clerestories, or any other method to increase the natural lighting of buildings. These mechanisms ensure to avoid direct light into tanks and barrels.	3	
G.6	Continuous improvement	Wineries increase natural ventilation within their facilities by implementing mechanisms that allow both the entry of natural ventilation and the evacuation of CO2.	3	

G.7	Continuous improvement	Wineries prepare and implement a plan to manage stormwater to promote infiltration, minimize impervious surfaces and identify rainwater harvesting opportunities.	2	
G.8	Continuous improvement	Wineries incorporate renewable energy sources within building design and renovation plans, including sources for geo-thermal, solar and wind power.	3	
G.9	Continuous improvement	Wineries implement gravity flow water distribution systems if feasible.	2	
G.10	Continuous improvement	Wineries include a wastewater pre-treatment system prior to discharge to the municipal system in the building and site design.	4	
G.11	Continuous improvement	Wineries define specific goals for recycled content materials, regional materials, rapidly renewable materials, FSC-certified wood, and salvaged materials use; and monitor the progress towards such goals.	2	