
ADDENDUM TO SELF-ASSESSMENT GUIDE TO SUSTAINABLE COMMERCE

**Use this addendum as a guide for achieving higher
performance in each area of sustainability
performance**

**ADAPTED TO NON-METALLIC MINING
OPERATIONS**

By the

**Illinois Association of Aggregate Producers
Sustainability Committee**

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ADDENDUM

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Environmental Management Systems

1. **Has your company developed a formal environmental management system?**
 - Environmental programs, obligations and plans should be centrally located.
 - Environmental meetings should be routine.
 - Sharing environmental information should be routine throughout your organization.
2. **Has your company developed a formal environmental policy statement?**
 - Similar to a company mission statement, this would be a top down statement that sets the standard for your company's environmental position.
3. **Are environmental programs given the same emphasis as production, quality, cost, and safety issues?**
 - Environmental issues and concerns should be understood and respected at the highest levels of the company
4. **Does your company seek continuous improvement through periodic audits of environmental activities and guarantee corrective actions?**
 - Documented and track audits.
 - Provided corrective actions to plant management.
 - Environmental professionals should follow up on corrective actions to ensure they are done.
5. **Has your company designated a specific employee to coordinate environmental programs or initiatives?**
 - An environmental manager or environmental management team are two options.
6. **Does your company provide the resources required to meet environmental goals and objectives?**
 - Make environmental concerns clear to everyone that may encounter environmental issues at the operations.
 - Budget for and implement environmental training.
7. **Are policies, job descriptions and performance standards used to establish and maintain line responsibility for environmental compliance?**
 - Operational personnel should have goals with environmental objectives.
8. **Is environmental recordkeeping maintained and controlled?**
 - Records could be maintained centrally or at each location.

9. **Are middle managers trained to understand environmental programs and policies in order to achieve the environmental goals and issues of their departments?**
 - Make this a part of annual training
 - Environmental topics included during regular company meetings
 - Bring middle managers along during environmental site visits
10. **Are environmental costs or credits allocated to the area where they are generated?**
 - Identify environmental costs and benefits then assign to particular areas of your operation and track.
11. **Are employees at all levels educated concerning environmental awareness and sustainability?**
 - Do during initial and annual training
 - Are environmental personnel included in business area meetings?

Employee Health, Safety and Wellness

1. **Has your company developed a formal employee health and safety policy statement?**
 - A policy is generally a statement similar to a mission statement outlining the “what” that describes a company’s values and objectives when it comes to employee health and safety.
2. **Has your company developed a formal health and safety management system?**
 - A health and safety management system is the substance or the “how” a company will achieve their policy. Typically this is a collection of elements or systems (ie. Incident Investigation, PPE, HazCom, Contractor Control, Confined Space, Hotwork, Fall Protection, LOTO, Water Safety, etc.) that combined make a comprehensive health and safety management system.
3. **Are policies, job descriptions and performance standards used to establish and maintain responsibility for compliance with health and safety regulations?**
 - This could be an element of each employee’s annual review
 - The policy and performance standard should be reviewed with each employee.
4. **Does your company seek continuous improvement through periodic audits of health and safety measures and guarantee corrective actions?**
 - This could be an examination of company programs, policies, and procedures such as drug testing, hearing conservation, contractor policy, accident reporting, etc. for the purpose of evaluating the process that describes how the practice is performed. Seek to provide an objective and systematic verification that system elements have been implemented as designed/intended, are in place at the facility level, and that the systems are effective in addressing the specific/desired needs or risks.
5. **Does your company track its health and safety performance?**
 - Could be accomplished through records review, observations, and personal interviews.
 - Establish metrics to track performance.

6. **Does your company provide the resources required to meet health and safety goals and objectives?**
 - Consider providing all necessary PPE at no charge to employees
 - Additional health and safety training beyond minimum required by MSHA
7. **Are employees at all levels educated concerning health and safety awareness and sustainability?**
 - Establish a health and safety “best practices” program and make available information on good health and safety practices
8. **Has your company established employee wellness goals?**
 - Establish a wellness program for all employees
9. **Does your company provide the resources required to meet wellness goals and objectives?**
 - Consider subsidizing stop-smoking and weight loss programs
10. **Are employees at all levels educated concerning wellness goals and sustainability?**
 - Could be accomplished as part of annual training program
11. **Does the company track its wellness performance?**
 - Could be accomplished through records review, observations, and through personal interviews.
12. **Is health, safety and wellness recordkeeping maintained and controlled?**
 - Establish a system to track health, safety and wellness
13. **Are middle managers trained to understand health and safety programs and policies in order to achieve the health, safety and wellness goals and issues of their departments?**
 - Managers set the example for employees so effective health, safety and wellness programs involve all employees at all levels of the company

Facilities

1. **Does your company focus on minimizing affected land and putting land into beneficial re-use?**
 - Minimizing affected land:
 - Keep agricultural land active as long as possible
 - Beneficial reuses include:
 - Processing areas
 - Roads
 - Agricultural – pasture and crops
 - Surface water / open water habitat
 - Wetlands
 - Wildlife habitat
 - Commercial development
 - Residential development

- 2. Does your company track the consumption and reduction of energy?**
 - Simple spreadsheets can be developed to list reduction efforts and track energy use
- 3. Does your company track the consumption and reduction of water use?**
 - Recognize and understand the different water sources used at the facility
 - Water is rarely consumed at a mine. Water that is transferred from one area of the mine to another – or to a nearby river is not consumed, but moving it comes at a cost.
 - Public perception is that water pumped from a well or water discharged to a stream is “consumed” or “used”. Change the way you talk about using water.
 - Simple spreadsheets can be developed to list reduction efforts and track water use
 - Water pumped from wells is easiest to track and cost savings (electricity and pump wear) can be realized if pumping rates are reduced
- 4. Does your facility have a method to measure and reduce greenhouse gas emissions?**
 - Simple spreadsheets can be developed to list reduction efforts, calculate and track greenhouse gas emissions.
- 5. Does your company require the use of non-toxic and non-hazardous maintenance and janitorial supplies?**
 - Prepare an inventory of products used and whether or not they contain toxic or hazardous chemicals
 - Replace products with non-toxic and non-hazardous products.
- 6. Is on-site recycling for office materials provided?**
 - Paper, cardboard and containers (glass, plastic and aluminum) are easily collected for recycling with labeled bins
 - Most communities provide recycling centers
- 7. Are electrical, mechanical and lighting fixtures selected for maximum efficiency?**
 - Create an inventory of electrical, mechanical and lighting fixtures and efficiency ratings
 - Develop a plan to consider selecting efficient replacements
- 8. Is landscaping used to encourage and maintain the natural environment at the site?**
 - Consider native grasses and wildflowers
 - Consider grass that does not need mowing
 - Control invasive species
- 9. Are vegetative storm water management systems at the site?**
 - Use BMPs that ensure minimum maintenance and are more pleasing to the eye.
 - Seek out a consultant for help.
- 10. Does your company seek to promote biological diversity in the development of reclamation plans?**
 - Incorporate upland and wetland areas into design
 - Incorporate a wide variety of native grasses, flowers, shrubs and trees instead of low initial cost or convenient alternatives that may end up costing more over time.

- 11. Are existing building renovations given priority over new facility construction?**
 - Existing buildings may be able to be renovated for less money than new construction
 - Analyze cost/benefit and pro/con of each option
- 12. Are specifications for new construction following a nationally recognized green building standard such as LEED?**
 - Consider elements of LEED or another “green building” standard during building design phase
 - Communicate requirements to construction manager
 - Include requirements in planning activities
- 13. Does new construction site selection consider appropriate environmental use of land?**
 - Consider the best use of the property during design phase.
- 14. Does your company seek to promote biological diversity in the development of new sites?**
 - Consider all options, including native plants, when designing landscaping.

Purchasing

- 1. Does your company have an environmentally preferred purchasing policy or guideline?**
 - Review your existing purchasing policy. Does it use the word “sustainable”? If not, identify your goals and determine if your company can purchase more responsible products.
- 2. Has your company established metrics to ensure sustainable purchasing practices?**
 - Metrics make it easy to determine if goals are achieved.
 - Set reasonable metrics to track sustainable purchasing. After targets are consistently reached, reexamine them to determine if they can be increased.
- 3. Are purchasing personnel educated in sustainability?**
 - Train purchasing personnel so they can identify vendors with sustainable practices.
- 4. Does your company specify the use of recycled content in materials purchased?**
 - Set a target for the amount of recycled product purchased.
 - Ask suppliers to inform you of the amount of recycled material in each product. They have the information, just ask.
- 5. Do purchasing personnel actively substantiate “green” or environmental marketing claims from vendors?**
 - Verify the information suppliers are telling you.
 - Like all specifications, have the supplier prove it to you.

6. **Are local products/suppliers given preference in purchasing decisions?**
 - Local products save on transportation costs and associated air emissions.
 - Products made locally support the local economy which in turn, allows your customers to purchase your products.
7. **Do purchasing personnel identify and purchase sustainable products (recycled, recyclable, bio-based, climate neutral, non-toxic)?**
 - Establish the quantity or percentage of material to purchase that is sustainable.
8. **Do purchasing personnel promote the minimization, reuse, recycling and sustainability of packaging from suppliers?**
 - Excessive packaging is not sustainable and increases your waste disposal costs.
 - Recycling of packaging material can be set up at your facility to handle packaging material.

Suppliers and Vendors

1. **Does your company communicate its sustainability policies and protocols with suppliers and vendors?**
 - Suppliers need to know your policies in order to meet them.
2. **Does your company educate and/or assist its suppliers and vendors in meeting environmental, health, and safety goals?**
 - Invite suppliers to your facility for a meeting to discuss the company's goals.
3. **Does your company track its suppliers' and vendors' environmental performance?**
 - Establish tracking tools to verify the performance of your vendors.
 - Visit your suppliers' manufacturing sites to observe the process.
4. **Does your company track its suppliers' and vendors' health and safety performance?**
 - Establish tracking tools to verify the performance of your vendors.
 - Visit manufacturing sites to observe the process.
5. **Does your company give preference to suppliers and vendors who have demonstrated superior environmental, health and safety performance?**
 - Determine preferred vendors based on pricing, timing, and sustainable practices.
6. **Does your company have environmentally-oriented purchasing guidelines for supplier and vendor product specifications?**
 - Establish purchasing guidelines that can be shared internally and externally
 - Vendors can't work toward meeting your guidelines unless they know them.
7. **Does your company promote minimization, reuse, recycling and sustainability of packaging from suppliers and vendors?**
 - Inform vendors not to include excessive packaging. It's just more waste for you to handle/dispose of.

Operations

- 1. Has your company developed a formal plan to identify, implement and/or redesign processes or procedures in order to improve environmental performance?**
 - Plans can include issues related to storm water, process water, air emissions, waste generation, etc.
- 2. Are environmentally responsible standard operation procedures developed?**
 - Review SOPs to ensure environmental responsibilities are identified
- 3. Has your company developed a pollution prevention program for its operations?**
 - Program may include new and used oil management.
- 4. Is waste minimization considered in all processes?**
 - Reduced waste generation can save money on disposal
- 5. Does your company require and/or promote recycling throughout its operations?**
 - Provide recycling receptacles at appropriate locations
 - Promote reduce-reuse-recycle to all employees
- 6. Does your company track the reduction of its waste?**
 - Document waste generation and track from month to month in order to determine efficiency
- 7. Does your company explore opportunities to sell or exchange its waste material with that of another company which may use it in manufacturing?**
 - Talk with your vendors, customers, and other manufacturers
 - Search the Internet for companies seeking your waste materials or examples where these materials were used
- 8. Does your company import clean-fill for reclamation?**
 - Verify that regulations and permit conditions are being followed
- 9. Does your company recycle materials for reuse?**
 - Track the quantity of materials being reused
- 10. Has your company developed a system to identify, reduce and/or eliminate hazardous and/or toxic materials?**
 - Use of hazardous and/or toxic materials should be minimized where possible
- 11. Has your company developed a housekeeping program that reduces negative impact on the environment?**
 - Environmentally friendly cleaning products are available
- 12. Does your company make a profit?**
 - Sustainable practices can help improve the bottom line

Community Stewardship

- 1. Has your company developed a community outreach program?**
 - Create policy/guidelines for community outreach program
 - Create spreadsheet(s) that could track donations to 501c3 organizations, volunteer hours and material donated

- 2. Does your company have a response plan to address neighborhood complaints and/or concerns?**
 - Create a response plan to address complaints and/or concerns
 - Determine in the response plan which employee(s) will address complaints and/or concerns (plant manager, environment department, regional manager, etc.)
 - Determine in the response plan what platform to address complaints and/or concerns (one-on-one discussions, town hall meetings, etc.)

- 3. Does your company sponsor civic or educational activities or institutions in communities near the mine site?**
 - Create spreadsheet(s) to track the above mentioned activities
 - Take pictures during activities

- 4. Has your company received awards or recognitions, such as a plaque, newspaper article or thank you for your support letter, from the community for community service within the past three years?**
 - Create a file folder to keep copies of newspaper articles, thank you notes, support letters, take pictures and/or photocopy plaques that have been received and keep in this folder

- 5. Does your company donate materials such as rock, sand, gravel, or other building materials to your community?**
 - Create a spreadsheet(s) to track donated materials
 - Create a file folder and keep photocopied receipts or bill of lading showing donated material

- 6. Does your company or its employees donate volunteer labor to your community?**
 - Create a spreadsheet(s) to track volunteer hours either done during work hours or personally and who/what/where the employee volunteered
 - Take pictures of volunteer events that are supported by the company

- 7. Does your company interact with the local school?**
 - Create spreadsheet(s) that document involvement with local school (volunteer event, tour of the facility, etc.)
 - Take pictures of events with local school
 - Spreadsheets and files could be kept in the same place and maintained by one or two designated employees.

Stakeholder Involvement

- 1. Does your company know who its stakeholders are?**
 - Create a team and/or sub-committee to determine who the stakeholders are (employees, neighbors, NGO's, etc.)
- 2. Does your company recognize stakeholder's impact on your operations?**
 - The team and/or sub-committee that was created will hold interviews and/or one-on-one conversations with whom they determine are stakeholders (a cross section of stakeholders)
- 3. Does your company survey stakeholders about their impression of your company?**
 - The team and/or sub-committee that was created can create a survey for company stakeholders, send it out, and tally the results. You may choose to share tallied results with your stakeholders in a timely manner.
 - Determine how often the survey should be repeated and what stakeholders will be targeted
- 4. Do stakeholders share in the development of your company's environmental management or employee safety and health programs?**
 - Conduct periodic environmental/safety/health meetings with your employees and stakeholders.
 - Create a health and wellness team and/or sub-committee where employees and stakeholders can participate and determine how little or how much health and wellness would be presented to the facility. You may choose to send out emailed health and wellness tips, create challenges with goals for employees to participate, and so on.
- 5. Is your company involved with any stakeholders in other shared initiatives in the past year?**
 - Document any surveys, interviews, or one-on-one conversations held with stakeholders during the course of the year (spreadsheet, calendar log, etc.)
- 6. Does your company have an "open door policy" welcoming stakeholders to learn more about what you do? (This may include mine tours, open houses, education programs, Corporate Social Responsibility Report, and so on.)**
 - Document any mine tours, open houses, or educational programs given throughout the year (you can take pictures, keep a copy of thank you notes, create a spreadsheet, etc.)
 - Create a Corporate Social Responsibility report that can be shared with all stakeholders by either mailing or having a link on your company website so anyone who logs on the site can view it
- 7. Does your company have an employee assigned to interact with elected officials, community leaders, neighbors, including one-on-one meetings discussing current issues and future plans pertaining to the company?**
 - Facility determines what/who will interact with community leaders (plant manager, regional manager, director, environmental manager – depending on what community leaders want to discuss)

- Document who, when, and what the conversation was about
- 8. Is your company an active participant, attending at least one meeting or event per year, in the Illinois Association of Aggregate Producers?**
- Encourage one or more of your employees to join an IAAP committee of their choice
 - Document your employee(s) participation

Marketing and Sales

- 1. Does your company measure its customers' demand for environmentally responsible products and/or services?**
- Document and track how often customers ask about your company's environmental or sustainability performance
 - Send questionnaires to your customers
- 2. Does your company promote products that are manufactured from sustainable sources of raw materials?**
- Offer products for sale that are recycled or recyclable.
 - Excess material inventory that may be considered "waste" but can be used in certain situations.
- 3. Does your company market its environmental stewardship and sustainability practices along with the sale of its material?**
- Publish a list of case studies highlighting your sustainable business practices
- 4. Does your company's marketing/sales persons communicate sustainability issues to customers?**
- Inform your marketing/sales persons of your company's sustainability efforts and ask them to make this a part of the conversation with customers
- 5. Does your company produce and market LEED compliant products?**
- When appropriate, inform customers that the distance from your facility to the job-site falls within the Regionally Extracted Materials guidelines.
 - Offer for sale material having recycled content or products that may have been previously considered waste
- 6. Do marketing/sales literature and price lists use sustainable materials?**
- Have them printed on recycled paper with soy-based inks
- 8. Does your company make an effort to reduce your impact on the environment during production of your product and use that effort in your marketing campaigns?**
- Reduce use of water and recycle used water
 - Document reductions in energy and water usage
 - Review safety data sheets for all materials used in production and choose ones with least negative impact on the environment
 - Compose and distribute pamphlets identifying your sustainability initiatives