



**GREEN BUSINESS®  
CERTIFICATION INC.**

# **100112563 - Ductmate Industries, Inc.**

TRUE Zero Waste Certification  
Final Review Report

3/15/2019

# OVERVIEW

Congratulations! Ductmate Industries, Inc. has achieved Silver level TRUE Zero Waste Certification. TRUE Zero Waste certification is an official recognition of your impressive accomplishments in resource management, along with compliance to the requirements prescribed within the TRUE Zero Waste Rating System. The TRUE Zero Waste Certification program is administered by the Green Business Certification Inc. (GBCI®).

Below is a summary of the results:

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
<b>TOTALS</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41</b>

CERTIFICATION LEVELS	CREDITS
Certified	31-37
Silver	38-45
Gold	46-63
Platinum	64-81

## HOW TO INTERPRET THIS REPORT

Each attempted credit will have comments from the reviewer and a ruling listed adjacent to the comment. The review comments will detail needed clarifications, why some credits are pending or denied, and provide guidance as to how denied credits may be earned, if appealed.

- **Awarded:** The project has provided the required narrative and/or documentation to demonstrate compliance with a credit.
- **Pending:** The project has attempted a credit but a ruling cannot be issued until the on-site assessment; or because the narrative and documentation requirements have not been met. Provide the additional information listed for that credit.
- **Denied:** The project has applied for a credit but has not met the intent or cannot substantiate meeting the requirements after a preliminary and final review.
- **Anticipated:** The project has provided the required narrative and/or documentation to demonstrate compliance with a credit, and is expected to earn it. However, final verification through observation and/or interview on-site must take place before rendering the final review decision.

# REDESIGN

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	2	0	0	0	2
<p><b>Redesign Credit 1: Right size collection containers and service levels</b></p> <p><b>Preliminary Review:</b> Please amend the narrative to include how and when the review process is completed per the credit requirements.</p> <p><b>Final Review:</b> The additional documentation and interview confirm credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Redesign Credit 2: Restructure solid waste collection agreements for zero waste</b></p> <p><b>Preliminary Review:</b> Narrative and supporting documentation for Redesign c1 confirm compliance for this credit. The supporting documentation in Redesign c2 meets Leadership c5.</p>	YES	NO	NO	NO	YES
<p><b>Redesign Credit 3: Review all 9 points of generation</b></p>	NO	NO	NO	NO	NO
<p><b>Redesign Credit 4: Complete review of the supply chain</b></p>	NO	NO	NO	NO	NO

# REDUCE

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	3	0	0	0	3
<b>Reduce Credit 1: Document materials reduced by commodity</b>	NO	NO	NO	NO	NO
<b>Reduce Credit 2: Implement tracking programs to eliminate waste before it occurs</b>	NO	NO	NO	NO	NO
<b>Reduce Credit 3: Adopt a goal to reduce the overall size/amount of product packaging</b>	NO	NO	NO	NO	NO
<b>Reduce Credit 4: Go paperless for at least one major office function</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Reduce Credit 5: Set all printers to duplex print</b> <b>Preliminary Review:</b> The narrative and supporting documentation indicate credit compliance. Will verify on-site. <b>Final Review:</b> The on-site verification confirms credit compliance.	YES	NO	NO	NO	YES
<b>Reduce Credit 6: Practice grasscycling for all mowed surfaces</b> <b>Preliminary Review:</b> The narrative and supporting documentation indicate credit compliance. Will verify on-site. <b>Final Review:</b> The on-site verification and interview confirm credit compliance.	YES	NO	NO	NO	YES
<b>Reduce Credit 7: Reduce yard trimming waste through native landscaping or xeriscaping</b>	NO	NO	NO	NO	NO

# REUSE

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	4	0	0	0	4
<p><b>Reuse Credit 1: Develop systems that emphasize reuse</b></p> <p><b>Preliminary Review:</b> The narrative and supporting documentation indicate credit compliance. Will verify on-site.</p> <p><b>Final Review:</b> On-site verification confirms credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Reuse Credit 2: Document pallet and shipping container reuse</b></p> <p><b>Preliminary Review:</b> The narrative and supporting documentation indicate credit compliance. Will verify on-site.</p> <p><b>Final Review:</b> On-site verification confirms credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Reuse Credit 3: Implement reusable transport containers</b></p> <p><b>Preliminary Review:</b> Narrative indicates credit compliance. Will verify on-site.</p> <p>Note: Reusable transport containers must be reusable plastic, wood, or metal per the credit requirements. This credit is met through the use of the metal hoppers and the plastic drums.</p> <p><b>Final Review:</b> On-site verification confirms credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Reuse Credit 4: Establish program to reuse office supplies and materials</b></p>	NO	NO	NO	NO	NO
<p><b>Reuse Credit 5: Use reusable/durable food service ware</b></p> <p><b>Preliminary Review:</b> The narrative and supporting documentation indicate credit compliance. Will verify on-site.</p> <p><b>Final Review:</b> On-site verification confirms credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Reuse Credit 6: Donate all food safe for human consumption</b></p>	NO	NO	NO	NO	NO
<p><b>Reuse Credit 7: Participate in animal feed program for inedible food</b></p>	NO	NO	NO	NO	NO

# COMPOST

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	4	0	0	0	4
<p><b>Compost Credit 1: Collect compostables separately from other materials</b></p> <p><b>Preliminary Review:</b> Please update the narrative to describe where the compostables are collected during the other 6 months of the year and how their disposal takes place.</p> <p><b>Final Review:</b> On-site verification confirms credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Compost Credit 2: Compost, digest or reuse yard trimmings</b></p> <p><b>Preliminary Review:</b> The narrative and supporting documentation indicate credit compliance. Will verify on-site.</p> <p><b>Final Review:</b> On-site verification confirms credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Compost Credit 3: Compost food scraps and/or soiled paper on-site</b></p> <p><b>Preliminary Review:</b> Please update the narrative to describe where the compostables are collected during the other 6 months of the year and how their disposal takes place.</p> <p><b>Final Review:</b> On-site verification confirms credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Compost Credit 4: Compost food scraps and/or soiled paper off-site</b></p>	NO	NO	NO	NO	NO
<p><b>Compost Credit 5: Utilize/reuse compost or mulch onsite</b></p> <p><b>Preliminary Review:</b> The narrative and supporting documentation confirm credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Compost Credit 6: Implement other process technologies for organic materials</b></p>	NO	NO	NO	NO	NO
<p><b>Compost Credit 7: Use compost from site for on-site food production</b></p>	NO	NO	NO	NO	NO

# RECYCLE

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	1	0	0	0	1
<b>Recycle Credit 1.1: Meet highest and best use for 80% of materials by weight</b>	NO	NO	NO	NO	NO
<b>Recycle Credit 1.2: Meet highest and best use for 100% of materials by weight</b>	NO	NO	NO	NO	NO
<b>Recycle Credit 2: Determine end markets for recycled commodities</b> <b>Preliminary Review:</b> The narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES

# ZERO WASTE REPORTING

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	3	0	0	0	3
<p><b>Zero Waste Reporting Credit 1: Document diversion by commodity or waste</b></p> <p><b>Preliminary Review:</b> Please make the following updates to your supporting documentation:</p> <ol style="list-style-type: none"> <li>1. Please revisit the weights on the invoices. The WTE invoice weight matches, but the cardboard and plastic weight does not match. The wood waste and single stream weights were not found on the invoices. if these numbers are estimated in the diversion report, please explain the estimation process.</li> <li>2. Please remove the battery, electronic waste and lightbulbs categories from your diverted and total waste numbers as they are considered hazardous waste in PA which is outside the scope of this program.</li> <li>3. Please explain why there is only a landfill weight in December 2018 and no other month.</li> </ol> <p><b>Final Review:</b> Additional documentation and on-site interviews confirm credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Zero Waste Reporting Credit 2: Track financial data for diversion and waste disposal</b></p> <p><b>Preliminary Review:</b> Please provide the following updates to your documentation:</p> <ol style="list-style-type: none"> <li>1. Program savings such as avoided costs.</li> <li>2. Overall net costs for the program for the reporting and baseline periods showing a final net between the two periods.</li> </ol> <p><b>Final Review:</b> Additional documentation and on-site interview confirm credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Zero Waste Reporting Credit 3: Generate climate impact report using the U.S. EPA WARM Model</b></p> <p><b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.</p>	YES	NO	NO	NO	YES
<p><b>Zero Waste Reporting Credit 4: Become an active participant of the U.S. EPA Waste Wise program</b></p>	NO	NO	NO	NO	NO



# DIVERSION

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	1	0	0	0	1
<p><b>Zero Waste Reporting Credit 1: Document diversion by commodity or waste</b></p> <p><b>Preliminary Review:</b> Please make the following updates to your supporting documentation:</p> <ol style="list-style-type: none"> <li>1. Please revisit the weights on the invoices. The WTE invoice weight matches, but the cardboard and plastic weight does not match. The wood waste and single stream weights were not found on the invoices. if these numbers are estimated in the diversion report, please explain the estimation process.</li> <li>2. Please remove the battery, electronic waste and lightbulbs categories from your diverted and total waste numbers as they are considered hazardous waste in PA which is outside the scope of this program.</li> <li>3. Please explain why there is only a landfill weight in December 2018 and no other month.</li> </ol> <p><b>Final Review:</b> Additional documentation and on-site interviews confirm credit compliance.</p>	YES	NO	NO	NO	YES
<b>Diversion Credit 2: Diversion is 95%-96.9%</b>	NO	NO	NO	NO	NO
<b>Diversion Credit 3: Diversion is 97%-98.9%</b>	NO	NO	NO	NO	NO
<b>Diversion Credit 4: Diversion is 99-99.9%</b>	NO	NO	NO	NO	NO
<b>Diversion Credit 5: Diversion is 100%</b>	NO	NO	NO	NO	NO

# ZERO WASTE PURCHASING

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	3	0	0	0	4
<b>Zero Waste Purchasing Credit 1: Adopt an Environmentally Preferred Purchasing (EPP) guideline or policy</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Zero Waste Purchasing Credit 2: Include preference for durable goods in EPP policy or guideline</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Zero Waste Purchasing Credit 3: Give preference to sustainably produced paper and wood products</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Zero Waste Purchasing Credit 4: Identify EPP items in purchasing catalogs</b>	NO	NO	NO	NO	NO
<b>Zero Waste Purchasing Credit 5: Track purchase of environmentally preferred products</b>	NO	NO	NO	NO	NO
<b>Zero Waste Purchasing Credit 6: Give preference to used, refurbished, and/or remanufactured goods</b> <b>Final Review:</b> Additional documentation and on-site verification confirm credit compliance. <b>Note:</b> For future company submittals, all actions must be in place at time of application submittal to achieve the credit. As this credit accepts a standard practice in addition to (or in lieu of) a written policy, compliance is not affected.	NO	NO	NO	NO	YES
<b>Zero Waste Purchasing Credit 7.1: Any additional EPP practice(s)</b>	NO	NO	NO	NO	NO
<b>Zero Waste Purchasing Credit 7.2: Any additional EPP practice(s)</b>	NO	NO	NO	NO	NO
<b>Zero Waste Purchasing Credit 7.3: Any additional EPP practice(s)</b>	NO	NO	NO	NO	NO

# LEADERSHIP

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	3	0	0	0	3
<b>Leadership Credit 1: Adopt zero waste goal at upper management level</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Leadership Credit 2: Review monthly diversion activities with upper management</b>	NO	NO	NO	NO	NO
<b>Leadership Credit 3: Encourage and incentivize employee participation</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Leadership Credit 4: Take responsibility for company products and packaging</b>	NO	NO	NO	NO	NO
<b>Leadership Credit 5: Require vendors to take responsibility for products and packaging</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance. Will verify on-site. <b>Final Review:</b> On-site verification confirms credit compliance.	YES	NO	NO	NO	YES
<b>Leadership Credit 6: Promote zero waste in the community utilizing upper management personnel</b>	NO	NO	NO	NO	NO

# TRAINING

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	5	0	0	0	6
<b>Training Credit 1: Provide zero waste goal/policy to all employees</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance. Will verify on-site. <b>Final Review:</b> On-site verification confirms credit compliance.	YES	NO	NO	NO	YES
<b>Training Credit 2: Incorporate zero waste into employee orientation</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance. Will verify through interviews. <b>Final Review:</b> Interviews confirm credit compliance.	YES	NO	NO	NO	YES
<b>Training Credit 3: Communicate with employees about zero waste activities quarterly</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance. Will verify through interviews. <b>Final Review:</b> Interviews confirm credit compliance.	YES	NO	NO	NO	YES
<b>Training Credit 4: Clearly label all collection receptacles</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance. Will verify on-site. <b>Final Review:</b> On-site verification confirms credit compliance.	YES	NO	NO	NO	YES
<b>Training Credit 5: Train purchasing agents</b>	NO	NO	NO	NO	NO
<b>Training Credit 6: Include zero waste in evaluation process and/or bonus structure</b>	NO	NO	NO	NO	NO
<b>Training Credit 7: Dedicate at least one person for zero waste leadership role</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Training Credit 8: Provide all employees access to zero waste training</b> <b>Final Review:</b> On-site verification confirms credit compliance.	NO	NO	NO	NO	YES

# ZERO WASTE ANALYSIS

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	3	0	0	0	3
<b>Zero Waste Analysis Credit 1: Conduct annual physical waste audit</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Zero Waste Analysis Credit 2: Analyze results of annual waste audit and implement recommendations</b>	NO	NO	NO	NO	NO
<b>Zero Waste Analysis Credit 3: Complete annual physical audit of recyclables</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Zero Waste Analysis Credit 4: Add rejected recyclables back into waste stream</b>	NO	NO	NO	NO	NO
<b>Zero Waste Analysis Credit 5: Engage employees in waste audit and/or analysis</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES

# UPSTREAM MANAGEMENT

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	0	0	0	0	0
<b>Upstream Management Credit 1: Work with vendors to eliminate non-recyclable</b>	NO	NO	NO	NO	NO
<b>Upstream Management Credit 2: Give preference to vendors who embrace</b>	NO	NO	NO	NO	NO
<b>Upstream Management Credit 3: Request vendors use 100% recyclable packaging</b>	NO	NO	NO	NO	NO
<b>Upstream Management Credit 4: Request vendors redesign products for reuse</b>	NO	NO	NO	NO	NO

# HAZARDOUS WASTE PREVENTION

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	4	0	0	0	4
<b>Hazardous Waste Prevention Credit 1: Properly handle hazardous materials</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance. Will verify on-site. <b>Final Review:</b> On-site verification confirms credit compliance.	YES	NO	NO	NO	YES
<b>Hazardous Waste Prevention Credit 2: Save records for at least 3 years</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Hazardous Waste Prevention Credit 3: Reuse or recycle universal waste</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Hazardous Waste Prevention Credit 4: Reduce the use of hazardous chemicals/materials</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Hazardous Waste Prevention Credit 5: Collect universal wastes from employees and/or customers</b>	NO	NO	NO	NO	NO

# CLOSED LOOP

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	1	0	0	0	1
<b>Closed Loop Credit 1: Require a minimum of 30% post-consumer recycled content for office paper</b>	NO	NO	NO	NO	NO
<b>Closed Loop Credit 2: Require a minimum of 20% post-consumer recycled content for janitorial paper products</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance. Will verify on-site. <b>Final Review:</b> On-site verification and interview confirm credit compliance.	YES	NO	NO	NO	YES
<b>Closed Loop Credit 3: Purchase compost from a local source</b>	NO	NO	NO	NO	NO
<b>Closed Loop Credit 4: Ensure material remains in local markets and comes back on site</b>	NO	NO	NO	NO	NO



# INNOVATION

	ATTEMPTED	PENDING	ANTICIPATED	DENIED	AWARDED
	1	0	0	0	2
<b>Innovation Credit 1: Participate in upcycling programs</b> <b>Final Review:</b> Additional documentation and on-site verification confirm credit compliance.	NO	NO	NO	NO	YES
<b>Innovation Credit 2: Commit to reduce total discards annually</b> <b>Preliminary Review:</b> Narrative and supporting documentation confirm credit compliance.	YES	NO	NO	NO	YES
<b>Innovation Credit 3: Implement innovative waste reduction activity</b>	NO	NO	NO	NO	NO