

Green Tier Annual Report Guidance



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In order to make the annual reporting process clearer – and hopefully simpler – the following recommendations are offered. We have tried to distinguish between the required components in an annual report, and components that, though they are not required, are valuable from a program communication perspective. Our goal is to make the reporting process as clear and straightforward as possible in order to keep your reporting costs to the absolute minimum.

We hope you view the annual report as an opportunity to communicate your accomplishments with the public. We will use your annual reports as the basis for the biennial report that the DNR is required to prepare for the legislature.

The one requirement of your annual report is to report progress toward meeting the goals/objectives that you identified in your Green Tier application and that have been established through your Environmental Management System. In addition, to the extent that you have information on the Sustainability Metrics ([attached](#)), please provide this information.

Required components

EMS audit report: Your annual report should document that your Environmental Management System (EMS) is working. Please document any non-conformances identified in an audit of your EMS and management's response to the audit report. In addition, indicate whether the audit was performed by an internal or external auditor.

Compliance Report: If your company is Tier 2, please report on your compliance audit.

Description of progress: Your annual report should also contain a description of your progress on accomplishing the goals that you laid out in your application, and that have been developed through your EMS. A description of your progress should contain both a narrative component and a data component. The data you provide should demonstrate that your Environmental Management System is producing results. Identify your objectives and targets for the year, and provide data on progress towards the past year's objectives and targets.

Sustainability Metrics: In order to facilitate the reporting and collection of this data, please use the attached Sustainability Metrics.

Key performance indicators vary between companies and across industries. However, the Sustainability Metrics will unify the reporting done by Green Tier companies and strengthen the program. In addition, using this unified sustainability reporting framework will increase your credibility when reporting sustainable practices and initiatives. Having a consistent and comprehensive reporting system will increase stakeholders' trust in your brand.

Thousands of organizations around the world are using standardized sustainability reporting frameworks, such as those from the Global Reporting Initiative (GRI), the Organization for Economic Cooperation and Development (OECD), the Sustainability Consortium, and Proctor & Gamble (P&G). In fact, more than 5,000 organizations across the world currently use GRI. Each year, the number of companies participating in standardized sustainability reporting programs increases, making sustainability metrics more and more relevant in the business world.

The DNR has established a similar standardized sustainability reporting framework, the Sustainability Metrics, for those in Green Tier, based on the common reporting metrics found in frameworks developed by the GRI and OECD. These carefully selected and researched metrics were established to help your company capture data and turn it into useful information and to improve management and company performance.

We ask that you gather data that would be used to complete the Sustainability Metrics reporting.

Requested components

Executive Summary

Please highlight the motivation behind your drive to address the environment. Briefly talk about why you are in Green Tier, outline your accomplishments and consider identifying areas in which you fell short. A brief comment on areas of focus for the coming year has proven popular many of our existing reports.

Environmental performance

In addition to the information provided above under the Required Components section, the following categories of information are likely to grow in importance, both to the business community and to the public. We would appreciate you developing and sharing information in any of the following areas:

Transportation

Transportation can make up a large part of your organization's overall environmental footprint. You might indicate the types of business travel, from delivery trucks to the mode of transport used by staff when on business trips. Tables are available where this information can be translated to pounds of CO2 used.

We would appreciate knowing about the use of green transportation at your company. If bicycle storage and showers have been installed which have led to more people cycling to work, give a brief description of the impact this has had.

Supply Chain

Many companies are following Wal-Mart's lead and seeking to bring about change in their supply chains. If you are experiencing pressure from a customer, or are seeking to encourage your own supply chain to better address their environmental footprint, please share that information.

Stakeholder Involvement

The Green Tier program seeks to increase the transparency of participants. You are invited to report on your company's success in educating staff, customers and other stakeholders on your sustainability performance. Some examples of things to mention include: staff training, information supplied on the company web page that encourages awareness, and meetings or programs carried out with the local community to improve environmental awareness.

DNR Relationship

One of the cornerstones of the Green Tier program is changing the relationship between the DNR and companies like yours. You might help us evaluate how we are doing by describing your relationship with the DNR. Have you received the assistance you desired? Were there instances where a program was not aware of your participation in Green Tier? What could be improved in the relationship?

Conclusion

Provide any additional observations, activities, or accomplishments since you joined the Green Tier program.

If you have any questions, please call or write to Tom Eggert at (608) 267-2761 or thomas.eggert@wi.gov.