



# Green Tier Annual Report Instructions



Rev. 10/02/2019  
EA-19-0005-C

## Introduction

The Department of Natural Resources values your participation in Green Tier and your contributions to our mission of providing for a healthy, sustainable environment. Green Tier is committed to improve the relationship between your organization and the DNR. Through Green Tier, our partnership can strengthen Wisconsin's environment and economy.

Annual reporting is a cornerstone of Green Tier participation as outlined in [Green Tier Law, §299.83\(3\)\(d\)5](#). The annual report is your opportunity to share your accomplishments and illustrate your commitment to superior environmental performance. Through annual reporting, you help make the connection between Green Tier participants and environmental improvement in Wisconsin and your accomplishments are the basis for our reports to the legislature and the public.

We want the reporting process to be clear and provide value to your organization. It is important that each annual report includes a description of continual improvement of your environmental performance, supporting metrics, and evidence of an effective environmental management system (EMS) as outlined in the following document. Please include pictures, charts, graphs, or any supplementary information that will help tell your story.

## Sections to include in your report:

- Executive Summary
- Environmental Performance
- Progress on Goals and Objectives
- Stakeholder Relationships
- Future Goals
- Appendix 1: Environmental Metrics
- Appendix 2: EMS Audit Information
- Appendix 3: Compliance Reporting



## Submitting your report:

Please send your annual report via email to your Single Point of Contact and to [GreenTier@Wisconsin.gov](mailto:GreenTier@Wisconsin.gov).

For more information please contact Green Tier

[Laurel Sukup](mailto:Laurel.Sukup@dnr.wisconsin.gov)

608-267-6817

[GreenTier@Wisconsin.gov](mailto:GreenTier@Wisconsin.gov)

## Executive Summary

In the Executive Summary, please give an overview of your report. Highlight the motivation behind your drive toward superior environmental performance, list your reasons for participating in Green Tier, and include:

- Time period that this report covers (month/year to month/year)
- Service or product provided
- Significant environmental aspects and impacts
- Environmental policy
- Vision for your company to be sustainable



## Environmental Performance

This section is an opportunity to tell the story behind your environmental performance. Consider some of the major benefits that have been realized through your EMS since you have joined Green Tier. Please describe:

- Added value from Green Tier participation
- Environmental issues you have addressed
- Projects that resulted in beyond compliance benefits
- Performance improvements that have reduced the level of applicable regulations
- Setbacks or challenges and efforts to resolve or overcome them

## Progress on Goals and Objectives

Describe the goals for this reporting period and the rationale behind why each was chosen. Share the progress made toward reaching each goal by telling the story of your continual improvement efforts with a narrative supported by data and compared to your baseline. These components demonstrate that you have a system to track metrics that are meaningful to your organization.

- Connect your goals to one or more of the superior environmental performance outcomes in Table 1 to the right

Progress toward reaching your goals should show that your environmental management system is producing results in at least two of the following areas:

- Improving performance for environmental impacts that are regulated
- Improving performance for environmental impacts that are not regulated
- Voluntarily restoring, enhancing or preserving natural resources

### Superior Environmental Performance

[Superior environmental performance](#) is beyond compliance environmental performance that results in protection of, or measurable improvements to the environment. This can be achieved through one or more of the following outcomes:

1. Limiting discharge or emissions of pollutants from your facility or operations
2. Minimizing the negative environmental effects of products, services, or raw materials
3. Voluntarily restoring or preserving natural resources
4. Helping other entities comply with requirements or accomplish the results from 1 or 2
5. Organizing uncoordinated entities into a program that reduces environmental harm
6. Reducing waste or reducing the use or production of hazardous substances in the life-cycle of your outputs
7. Conserving energy or nonrenewable natural resources
8. Reducing the use of renewable natural resources through increased efficiency
9. Adopting methods that reduce long-term damage to or depletion of renewable resources

Table 1



## Metrics Narrative

Please report your metrics in Appendix 1 as raw data to help Green Tier show the collective impacts of participants.

Your narrative helps us understand the story behind your environmental performance. If you described a specific metric as part of your current goals, you do not have to explain it again here. Normalized data is helpful to include in your narrative to explain trends or changes, inform goal setting, and provide meaning to numbers. Please include, pictures, charts, graphs, or any supplementary information in your narrative. It is important to ensure that you adjust your baseline to reflect any business changes that impact your environmental performance.

## Additional Accomplishments

Please provide any additional information, activities, or accomplishments that you would like to share. This could cover the past reporting period or since you joined Green Tier. Topics may include:

- Awards and Recognitions
- Additional certifications (i.e., ISO 9001, 21000, 50001; LEED; Energy Star; SGP)
- Other reporting (i.e., GRI; CDP; CSR)

## **Stakeholder Relationships**

Report your efforts in educating and engaging staff, customers and other stakeholders in continual improvement projects. Consider addressing interactions with stakeholders like:

- Employee awareness
- Supply chain influence
- Third-party contractor education
- Community involvement
- DNR Relationship
- EMS Audit Value



## **Future Goals**

List your environmental goals for the upcoming reporting period, along with the rationale behind why these goals are chosen. Please include the metrics and timeframe that you will use to measure your success for each goal. Goals can be annual, ongoing, long-term, or even stretch goals.

Remember that these goals should improve your environmental impacts by focusing on environmental aspects and impacts, risks and opportunities, superior environmental performance (Table 1), and going beyond compliance. Risk management strategies and life-cycle decision making are helpful tools for assessing and establishing goals.

Goals may include climate adaptation and mitigation, habitat conservation (i.e., prairie plantings, rain gardens, wetland restoration), wildlife conservation (i.e., bat houses, pollinator habitat), or endangered resources preservation (i.e., endangered resources review, rare species surveys). When setting goals, consider:

- What are the major environmental issues that you plan to address?
- Are you addressing local environmental issues?
- What are the long-term environmental goals for your organization?
- Will your baseline need to be adjusted?



## Appendix 1: Environmental Metrics

Respond with the units requested here. If you don't collect this information, please mark N/A.

Data will be used to calculate the cumulative environmental impacts of Green Tier participants on Wisconsin's natural resources and economy.

General Information	Quantity	What we are looking for:	Why we ask:
Baseline year		The baseline year provided in your Green Tier application or the year used to track progress	Used to contextualize improvement against a baseline for each metric and goal
Employees		Number of employees at end of period	Collected to evaluate size and eligibility for Small Business Assistance programs
Sales or Production		% change on previous reporting period (+/-%)	Used to understand scale and efficiencies in % change on normalized data
Local Purchases		% of purchases made within 100 miles	Used to assess <a href="#">Life-cycle decision making</a>
In-State Purchases		% of purchases from other WI businesses	Used to show economic contributions to WI
Green Tier Purchases		% of purchases from other participants	Used to show Green Tier interactions

METRIC	Quantity	Units	Baseline Value	% change		
<b>WASTE</b>	Include all waste generated at facilities covered by your EMS					
Solid Waste Generated		tons/year				
Waste Recycled or Reused*		*units vary by waste type				
<a href="#">Universal Waste</a> Generated		pounds/year				
<a href="#">Hazardous Waste</a> Generated		pounds/year				
Manufacturing with recycled/reused content		% of total materials				
<b>WATER</b>	Include all water used at facilities covered by your EMS.					
Municipal water		Gallons/year				
Well water		Gallons/year				
Water recycled/reused		Gallons/year				
Wastewater Discharged		Gallons/year				
<b>ENERGY</b>	Include all energy from traditional and renewable resources used at facilities covered by your EMS					
Electricity Provider		We will calculate carbon emissions from energy inputs of the utility				
Electricity		kWh/year				
Natural Gas		Btu/year				
Coal		Tons/year				
Propane (LP)		Gallons/year				
Diesel (Emergency Generator)		Gallons/year				
Fuel Oil (#5)		Gallons/year				
Renewable Energy	<input type="checkbox"/> Wind	<input type="checkbox"/> Hydro	<input type="checkbox"/> Solar PV	<input type="checkbox"/> Solar Thermal	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Biomass
% of total energy						
<a href="#">RECS/Offsets</a> (% of total renewable item)						
<b>AIR</b>	Include totals from your processes (provide fractions if available for PM 2.5 & 10)					
<a href="#">Total Particulate Matter (PM)</a>		Lbs/year				
<a href="#">Volatile Organic Compounds</a>		Lbs/year				
<a href="#">Ozone-depleting Substances</a>		Lbs/year				
<a href="#">Greenhouse Gas Emissions</a>		Lbs/year				
<b>TRANSPORTATION - FLEET</b>	Include totals for vehicles you own or lease					
Hybrid Vehicles		# of vehicles				
Gasoline Used		Gallons/year				
Diesel Used		Gallons/year				
Alternative Fuels Used	<input type="checkbox"/> Electric	<input type="checkbox"/> CNG	<input type="checkbox"/> Propane	<input type="checkbox"/> Biodiesel	<input type="checkbox"/> RNG/biogas	<input type="checkbox"/> Other
Consumption (show units)						
<b>TRANSPORTATION - OTHER</b>	Information on other transportation modes					
Air Travel		Miles		Offset miles		
Commuter Solutions	<input type="checkbox"/> Carpool Incentives	<input type="checkbox"/> Bike Facilities	<input type="checkbox"/> Shower Facilities	<input type="checkbox"/> Incentives for active commuters	<input type="checkbox"/> Commuter Challenge or Behavior Change Programs	



## Appendix 2: EMS Audit Information

Your annual report must document that your environmental management system has been audited and meets conformance requirements. Note that your level of Green Tier participation or type of EMS will determine your internal and external audit schedule.

### Audit Summary

Provide a summary of all internal and external audits from the past reporting period. For external audits, attach the audit report provided by your [DNR-Approved Auditor](#) or provide an audit summary that includes:

- Auditor Name and Title
- Auditor Company
- Date(s) of the audit
- Strengths of the system
- Audit Findings
  - a. # of Opportunities for improvement
  - b. # of Minor nonconformities
  - c. # of Major nonconformities
  - d. Explanations of any major or minor nonconformities
    1. What was the nonconformity?
    2. What are the corrective actions and the timeline for correction?
    3. How will the EMS be amended to prevent future problems of a similar nature?

If your auditor determines that the EMS is not functional, you must immediately notify your Single Point of Contact with a description of proposed corrective actions and a timeline for establishing an effective EMS.

### Management Engagement

Please provide information about your upper management's engagement with the EMS. What was management's involvement in the audit process? How were they involved in implementing any corrective actions to the findings? Have they placed an emphasis on continual improvement by addressing any opportunities for improvement or setting future goals?

---

## Appendix 3: Compliance Reporting

### Deferred Civil Enforcement Report (Tier 1 & Tier 2)

Green Tier provides limited liability to both Tier 1 and Tier 2 participants only if participants submit a separate report within 30 days of the violation discovery with a description of the violation and a plan to correct it within 90 days. If you used the option for deferred civil enforcement this year, summarize any environmental violations, all corrective actions, and how you adapted your EMS to prevent future issues in your annual report.

### Compliance Audit Report (Tier 2)

Tier 2 participants must report the findings of their annual compliance audit. In your annual report, summarize any findings, environmental violations, all corrective actions, and how you've adapted your EMS to prevent future issues.





## WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

### DOCUMENT ID

EA-19-0006-C

### DOCUMENT TITLE

Green Tier Annual Report Instructions Frequently Asked Questions

### PROGRAM/BUREAU

Environmental Analysis & Sustainability / Sustainability & Business Support / Green Tier

### STATUTORY AUTHORITY OR LEGAL CITATION

Green Tier Law, §299.83

### DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

November 4, 2019

### DATE FINALIZED

December 2, 2019

### DNR CERTIFICATION

*I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.*

Signature

Date

11/26/2019