



Certified Green Partners

GUIDELINES FOR GOVERNMENTAL CERTIFICATION

After all requirements are met an authorized third-party certifier will call to arrange a compliance visit.

- I. GENERAL INFORMATION** Application and Policies forms are interactive, so they can be filled in the computer.
Completed information required.
Write your industry-kind on the application: City, Governmental, Private School, Public School, Nonprofit, Religion/Philanthropic or write your own.

REQUIREMENTS FOR CERTIFICATION

II. INHOUSE PRINTSHOP (if applicable)

Print with certified paper (FSC, SFI, PEFC and/or CGP) from sustainable and well managed forests.
Use vegetable-based inks for your “offset printing presses” and provide MSDS (Material Safety Data Sheets) including the VCI (Volatile Component Information) that shows the VOC content.
Provide the COC Certified number if you are already certified.

III. OUTSOURCED COMMERCIAL PRINTER

Request copy of the printer(s)’ certification (CGP, FSC, SFI or PEFC).
Use vegetable-based inks when printing with “offset printing presses” and provide MSDS (Material Safety Data Sheets) including the VCI (Volatile Component Information) that shows the VOC content.

IV. OFFICE PAPER USAGE

Use certified paper for your office printers and fax (FSC, SFI, PEFC or CGP) and/or 100% Recycled Paper. Certification must be specified in packing slip and invoice from certified office paper vendor.
If using 30%-35% recycled paper, ensure the remaining 65%-70% is certified.

V. RECYCLING PAPER WASTE

Recycling Center must either be a Certified Green Partner or provide an affidavit stating that 100% of your paper waste picked up is being recycled.
Recycle all office paper waste. (CGP can help identify recycling center provider)
Provide recycle bins (Suggested one personal bin on each, desk, printer and fax)

VI. EMPLOYEE AWARENESS

Send to all employees awareness notification prior to compliance visit.

VII. CERTIFICATION FEE

Annual fee for Cities and/or Governmental Offices is based on the number of locations, size of locations and number of employees. It includes the evaluation, annual monitoring and certification by a third-party auditor to ensure continued compliance. The right for “Off-Product” usage on printed materials, marketing and PR. CGP Logo, logo usage guide and certificate number will be issued once the audit has been approved.

Send signed Application, Policies and required documents to:

Certified Green Partners by:

Email: CGP@CertifiedGreenPartners.org

Fax: 305-696-2312

Mail: 1056 E 24th Street, Hialeah, FL 33013



Certified Green Partners

GOVERNMENTAL APPLICATION

I. GENERAL INFORMATION

City/Org: _____ Contact: _____ Position: _____
 Phone: _____ Alt. Phone: _____ Fax: _____
 Address: _____ City _____ State _____ Zip _____
 Website: _____ Email: _____
 No. of Employees: ____ Industry/Kind _____

REQUIREMENTS FOR CERTIFICATION

II. IN-HOUSE PRINTSHOP (if applicable) List the Chain-of Custody Certification Number(s):

FSC# _____ SFI# _____ PEFC# _____ Certified Green Partners# _____
 VEGETABLE INK #1 **Brand:** _____ MSDS VOC ____% ____ Affidavit

III. CERTIFIED COMMERCIAL PRINTER (Outsourced)

Printer#1: _____ Contact: _____ Phone: _____
 FSC# _____ SFI# _____ PEFC# _____ Certified Green Partners# _____
 CHAIN-OF-CUSTODY CERTIFICATION NUMBER(S)

VEGETABLE INK #1 **Brand:** _____ MSDS VOC ____% ____ Affidavit

Printer#2: _____ Contact: _____ Phone: _____
 FSC# _____ SFI# _____ PEFC# _____ Certified Green Partners# _____
 CHAIN-OF-CUSTODY CERTIFICATION NUMBER(S)

VEGETABLE INK #1 **Brand:** _____ MSDS VOC ____% ____ Affidavit

IV. OFFICE PAPER – CERTIFIED and/or 100% RECYCLED

Office Paper Vendor(s): _____ Invoice ____ Packing Slip

V. RECYCLING PAPER WASTE

Recycling Center: _____ Contact: _____ Phone: _____
 No. of Bins: _____ (Suggested one individual bin per desk - minimum of one for 250 Sq Ft of Space)

VI. EMPLOYEE AWARENESS ____ Notification sent in writing ____ Staff Meeting

VII. ANNUAL CERTIFICATION: \$ _____

METHOD OF PAYMENT: ____ Company Check ____ Wire Transfer Credit Card: _____

Cardholder's Name _____ Security Code _____

Card Number _____ Exp. Date _____

SIGNATURE

DATE

For CGP office use only:

Application Received _____ Printer ____ Office Paper ____ Vegetable Ink ____ Recycling ____ Emp. Awareness ____ Policies

EGC Approval Date _____ Paid Date _____ Logo Usage/Sheet Certificate Issued Date _____

Comments: _____



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POLICIES & AGREEMENT

SCOPE

The certification agency provides an independent assessment and certification of organizations to assure proper use of “Chain-of-Custody” certified printing and paper, and the use of vegetable-based inks in all production printings.

CONFIDENTIALITY

CGP and its auditors maintain confidentiality throughout all levels of the certification process.

ORGANIZATIONAL STRUCTURE

A copy of all regulations, requirements, and terms and conditions, along with the legality of the certifying company, are available upon request.

CERTIFICATION REQUIREMENTS

The applicant must comply with the Certification Guidelines set forth by Certified Green Partners.

APPLICATION FOR CERTIFICATION

Once the client organization has followed the enrollment requirements, a third-party auditor will establish qualification and certification will be granted.

UNANNOUNCED AUDIT

CGP will have the right to perform random, unannounced audits of its Partners to ensure guidelines are followed as agreed.

LOGO USAGE

All CGP logo usage must adhere to the “Logo Usage Guide” and pdf be submitted for prior approval.

CERTIFICATION RENEWAL

A yearly audit will be conducted to establish compliance with Certified Green Partners’ Certification Guidelines.

WITHDRAWAL OF CERTIFICATE

The withdrawal of the CGP certificate will only occur after an unsatisfactory audit or improper use of the CGP logo. The client organization will be given a four-week period to correct non-conformances of Auditor’s corrective action request. If the Partner does not follow the CGP Certification Guidelines, then the certificate shall be revoked without renewal until the company demonstrates compliance with its guidelines.

CANCELLATION OF THE CERTIFICATE

Cancellation will be granted upon written request by the Partner.

COMPLAINTS

The Partner has full obligation to contact Certified Green Partners with any concerns, and the issue will be addressed at no cost to the Partner.

RELEASE

By signing below, I acknowledge that I am over the age of twenty one and do hereby consent to the use of my name, business name, city and state of business, and my tenure as a Certified Green Partner for the purpose of advertising, marketing, and promotions throughout the World.

I waive the right to inspect any finished promotions using information related to my business, and release Certified Green Partners, and any of its subsidiary and affiliated companies, from any liability as a result of claims of alteration, optical illusion or faulty mechanical reproduction. I also release Certified Green Partners from any and all injuries, losses, costs, damages and expenses I may suffer as a result of the use of my name, business name, city and state of business, and tenure as a Certified Green Partner.

I understand that this release does not obligate Certified Green Partners to use my name, business name, city and state of business, or tenures as a Certified Green Partner.

NAME

X

SIGNATURE

DATE



Certified Green Partners

GOING GREEN PLEDGE

For a Greener Lifestyle

AT WORK I WILL:

- Use only “Certified Paper” from sustainable forests (FSC, SFI or PEFC) or 100% recycled paper.
- Use a Certified “Chain-of-Custody” printer and demand “Certified Paper”.
- Demand from your printer vegetable-based inks for stationery and other printed materials.
- Recycle paper, soda cans, and plastic bottles.

AT HOME I WILL:

- Educate family and friends and show them how they can have a greener lifestyle.
- Recycle paper products, glass, soda cans and plastic bottles.
- Buy certified paper (CGP, FSC, SFI or PEFC) or 100% recycled paper products.
- Conduct a home energy audit. Switch to Green Power, such as solar and wind generated power.
- Buy energy efficient appliances and replace regular incandescent light bulbs with compact fluorescent light bulbs.
- Install a programmable thermostat and move your thermostat down 2° in winter, up 2° in summer and 10° when not home. Insulate and weatherize your home.
- Clean or replace filters on your furnace and air conditioner.
- Turn off electronic devices when not in use and unplug them from the wall when possible.
- Run your dishwasher when there’s a full load and use energy-saving setting.
- Use less hot water.
- Use Green products to clean house.
- Buy fresh food instead of frozen
- Seek out and support local farmers markets.
- Eat less meat (cows are one of the greatest methane emitters.)
- Buy locally grown and produced foods.

FOR TRANSPORTATION I WILL:

- Reduce the number of miles you drive by walking, biking, car-pooling or taking mass transit wherever possible.
- Keep your car tuned and check your tires weekly to make sure they're properly inflated.

IN THE COMMUNITY I WILL:

- Call the power company to find out if they offer Green Energy, if they don’t, ask them why?
- Learn as much as you can about the climate crisis and put your knowledge into action.
- Join local efforts to stop global warming.
- Ask leaders to freeze CO2 emissions.
- Reduce our dependency in foreign oil.
- Plant trees, lots of trees!