

- 1 Go to <http://www.partnersinprojectgreen.com/register>
- 2 Register for an Account – simply complete the registration information and a confirmation email will be sent to you.
- 3 Members' Log-in – sign-in to manage your profile and access partner-only resources. When you first log in, search the company database to locate your business (most businesses operating in the area are already included in the Pearson Eco-Business Zone database), or create a new company listing if it does not exist.
- 4 Complete your Company Profile – after locating or creating your company listing, add contact and product information, as well as detailed sustainability information to the company profile. Once you have completed your profile, you will be able to:
 - **Develop a Project Plan** – designate the sustainability issues that interest you most so that Partners in Project Green can tailor programming to meet your needs.
 - **Highlight Your Green Projects** – share your sustainability stories by adding them to the Pearson Eco-Business Zone Environmental Best-Practices Database.
 - **Promote Your Products/Services** – share your green products and/or services through the Green Business Database.
 - **Search for Clients** – use the Pearson Eco-Business Zone Business Directory to identify other companies operating in the area.

To help you with Online Registration, this section provides worksheets and checklists to organize your information search. Once you are ready, visit the link below to submit your registration online.



Register Online

<http://www.partnersinprojectgreen.com/register>

TIP

You can save and update your information, so you are not required to complete the entire registration in a single session!

Registering with Partners in Project Green enables us to be constantly on the lookout for opportunities to drive down your environmental impact while boosting your payback from eco-business activities in the Pearson Eco-Business Zone.

TIPS FOR COMPLETING YOUR REGISTRATION

If some of the information we are seeking leave you scratching your head – not to worry! Most applicants will have to seek out multiple sources of information and get acquainted with unfamiliar areas of the business. As such, this section also provides helpful tips for streamlining your information search and engaging your peers in the process. Remember, the extra effort invested to surface accurate and complete information is critical for ensuring we can best serve you in the long run.

**TIP
1**

Remember, you don't have to complete your registration all at once! You will be able to save and update your information online.



**TIP
2**

If you have a Green Team or Sustainability Council, be sure to bring them into the conversation early in the process.



**TIP
3**

We respect the privacy of our business partners, so you are not obligated to disclose information you deem confidential. Moreover, we take great care to safeguard company information and will only disclose or use data with your permission.



**TIP
4**

Environmental data can often be found by speaking with representatives in your Operations and EHS (Employee Health and Safety) departments. Also, if your organization produces a Sustainability or Corporate Social Responsibility Report, much of the information required is likely already assembled for you.



**TIP
5**

Participation in Partners in Project Green can make a great corporate narrative, so don't be shy about letting your Marketing and External Relations team know about the benefits of participation.



**TIP
6**

Employee education and engagement are critical elements of Partners in Project Green, so be sure to include Human Resources in developing your Program Plan.



**TIP
7**

Given the breadth of Partners in Project Green programs – which touch operations, communications and business development – having healthy dialogue with senior executives can go a long way toward gaining company-wide support. Present participation as a Business Case, and don't be shy about highlighting the many concrete paybacks that come from being good environmental stewards in the Pearson Eco-Business Zone!



**TIP
8**

If you have questions about any of the data fields requested, don't hesitate to contact a Partners in Project Green representative.

STEP 1 – CHOOSE A PARTICIPATION LEVEL AND DESIGNATE A KEY CONTACT PERSON

Before you register online use the SAMPLE FORM worksheets below to help organize your information.

DESIRED LEVEL OF ENGAGEMENT

Participant

↑ (If chosen online, do not continue with registration)

Partner

Business Ambassador

KEY CONTACT PERSON DETAILS

First Name:

Last Name:

Title:

Department:

COMPANY DESCRIPTION

Company description:

Address:

City:

Province:

Postal Code:

Telephone:

Fax:

Website:

NAICS:

Attachment of Company Logo



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STEP 2 – DESIGNATE AREAS OF INTEREST

In this section, you will be asked to indicate what sustainability issue, program and service areas are of interest to your organization – important considerations for ensuring your Program Plan is relevant and high impact. Use the SAMPLE FORM below to help organize your information search (check all that apply).

ENERGY EFFICIENCY

- Lighting
- Building Automation
- Process Integration
- Monitoring and Targeting
- Energy Management Program
- Retrofit General

BY-PRODUCT SYNERGIES AND WASTE EXCHANGES

- Waste Reutilization
- Waste-to-Energy

CLIMATE CHANGE MITIGATION

- GHG Reduction Strategy
- Offsetting

COMMUNITY ENGAGEMENT

- Peer-to-Peer Learning
- Charitable Giving
- Clean-ups/Tree planting

GREEN BUILDING

- LEED Certified Buildings
- BOMA Best
- Green Retrofits
- Eco-Roofs
- Other: _____

GREEN ENERGY

- Bullfrog Powered
- Solar PV
- Geo-Thermal
- Bio-Fuels
- District Energy

GREEN PROCUREMENT

- Green Cleaning Products
- Purchasing and Supply Chain
- Green Purchasing Blocks

LOW IMPACT SITE DEVELOPMENT

- Landscape Naturalization
- Stormwater Management
- Green Parking Lot

WASTE

- Waste Reduction
- Recycling
- Hazardous Waste

WATER

- Potable Water
- Waste Water
- Water Reutilization
- Compressors

TRANSPORTATION

- Employee Commuting
- Fleet Efficiency

CORPORATE GOVERNANCE

- Environmental Management System
- Corporate Sustainability

EMPLOYEE ENGAGEMENT

OTHER



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STEP 3 – CREATE COMPANY PROFILE

Painting a comprehensive picture of your environmental profile is essential for understanding impact and opportunity areas that will anchor your Program Plan. Use the SAMPLE FORM below to help organize your information search.

DETAILED COMPANY INFORMATION

Business type: _____

Year established:

Number of Employees:

Product Category 1: _____

Product Category 2: _____

Product Description: _____

Estimated Sales:

Export Product: Y N

Trade Association: _____

Main Suppliers: _____

Main Customers: _____

Company Nationality: _____

FACILITY INFORMATION

Facility Size:

Site Type: Leased Owned

Property Owner (if leased): _____

Step 3 continued on next page ►



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RESOURCE INFORMATION

Utilities - Water - Cost: **Quantity: (m3)**

Electrical - Cost: **Quantity: (mWh)**

Gas - Cost: **Quantity: (mWh)**

Waste Disposal Costs - Annual:

On-site wastewater treatment? Y N

→ Solid waste:

Wastewater Treatment Costs - Annual:

→ Hazardous waste:

Do you have an Environmental Management System in place? Y N

If so, which one?

Do you have a Quality Management System in place? Y N

If so, which one?

Do you produce a sustainability report? Y N

Weblink to sustainability report

Do you have an environment, health and safety team? Y N

Do you have a green procurement policy? Y N

Which of the following do you track/measure (Check all that apply)

Waste production
 Energy use
 Water use
 Carbon Emissions
 Air emissions
 Wastewater
 Other:



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