



Finsbury Green Environmental Rating (FGER) Guidelines

The Finsbury Green Environmental Rating (FGER) is an environmental assessment for Finsbury Green's print related outsourcing network.

If you are a supply partner that produces offset, digital, mail, wide format or signage products there is a mandatory requirement to complete this rating.

The FGER focuses on your commitment to the environment by evaluating workplace practices, certifications and carbon emissions. This helps you understand your impacts and how you can improve them.

The rating works in conjunction with Production Methods, Product Categories and Location to filter suppliers based on the criteria that is chosen. The better your rating, the more your business is promoted for opportunities in our supply chain.

This guide assists supply partners to understand the FGER questionnaire by:

- Clarifying the meaning of questions.
- Outlining scoring criteria in greater detail.
- Highlighting environmental improvements that will increase ratings.

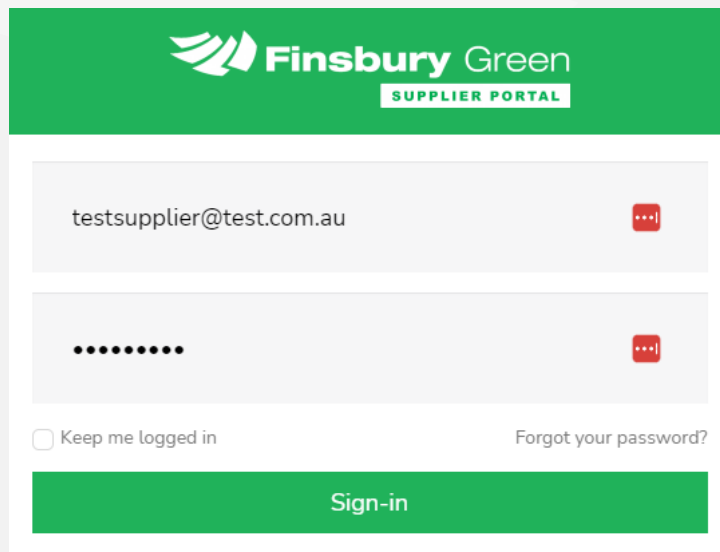
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Important knowledge

The rating is completed through the Supplier Portal which can be accessed [here](#) with the username and password you have previously set up.

If you cannot remember your password, use the FORGOT YOUR PASSWORD? function to re-set.

If you have not previously accessed the Supplier Portal, then you will be required to set up an account.

The image shows a login form for the Finsbury Green Supplier Portal. At the top is a green header with the Finsbury Green logo and the text 'SUPPLIER PORTAL'. Below this is a white form area. The first field is for the email address, containing 'testsupplier@test.com.au'. The second field is for the password, represented by dots. Below the password field are two links: 'Keep me logged in' with an unchecked checkbox, and 'Forgot your password?'. At the bottom of the form is a green 'Sign-in' button.

Once created, you can return at any time to start a rating, review or update a previous submission if you have made improvements in your business.

Once you have access, we recommend that you read the questionnaire first before attempting to complete it. This is important as there is a requirement to provide data and upload PDF documents. For ease of response, collate information before starting the FGER which will then take about 10 minutes to complete. Remember, you can save responses along the way and come back at any time to update as needed.

The instruction Upload documentary evidence to validate these claims throughout the FGER, refers to whether a particular activity and the subsequent claim by you can be externally verified. Supply partners can claim they undertake a certain activity; however, unless it is externally verified it will score less points.

Evidence can be in the form of:

- Statements or invoices from suppliers.
- Consultants' reports.
- Audits by an appropriately qualified independent professional.
- Any other supporting documentation that you believe will validate the claim.
- Pictures or images.

You must upload your evidence in PDF format. There is a 10Mb limit for all uploaded documents in total and the FGER only allows for one PDF per response. Please combine multiple pages of evidence for a specific question into one PDF.

The FGER assumes that if a check box is unchecked or data is not uploaded, the response is NO.

Preparation

Before you start the FGER rating, some preparation and data gathering will make the process as easy as possible.

General Information:

Most questions will be easily answered by someone in your business that has a reasonable understanding of your environmental credentials and commitments.

Refer to pages 5,6 & 7 of this document where you can review the three sections and the questions in each and further hints.

Seek guidance from within your business so you can answer questions truthfully and accurately.

Gathering this information prior to starting will ensure your response is quick and easy.

Remember, you can access the Supplier Portal and review the questions and validation documents required before formally starting the FGER rating.

Importantly, you can start, save and come back to the questionnaire at any time to update as needed.

The FGER assumes that if a check box is unchecked or data is not uploaded, the response is NO.

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Scoring system

As a general rule more points are allocated if suitable evidence has been uploaded and verified. A minimum of 20% is required to qualify for a Finsbury Green Star Rating with the different levels as follows:

- >20% = ★
- >25% = ★ ☆
- >30% = ★ ★
- >40% = ★ ★ ☆
- >50% = ★ ★ ★
- >60% = ★ ★ ★ ☆
- >70% = ★ ★ ★ ★
- >80% = ★ ★ ★ ★ ☆
- >90% = ★ ★ ★ ★ ★

The FGER comprises three sections.

- Compliance.
- Resources.
- Carbon emissions.

Compliance

Generally, this section is straightforward. You either have these certifications and documents or not.

Not all companies can afford these certifications; however, the FGER has been weighted to help smaller firms that have undertaken the Sustainable Green Print program.

Be sure to list the Auditing company name and Certification number so that these can be independently verified.

Compliance	
1. Do you have ISO14001 Environmental Management System certification? ^{1*}	<input type="radio"/> Yes <input type="radio"/> No
2. What forestry certifications do you have?	
Forest Stewardship Council (FSC) Chain of Custody certification ²	<input type="radio"/> Yes <input type="radio"/> No
Programme for the Endorsement of Forest Certification (PEFC) Chain of Custody certification ³	<input type="radio"/> Yes <input type="radio"/> No
3. Are you a member of the Sustainable Green Print (SGP) program? ^{4*}	<input type="radio"/> Yes <input type="radio"/> No
4. Do you publish a publicly available environment or sustainability report? ^{5*}	<input type="radio"/> Yes <input type="radio"/> No
5. Do you have an environment policy? ^{6*}	<input type="radio"/> Yes <input type="radio"/> No
6. Do you have a policy to 'green' your supply chain? ^{7*}	<input type="radio"/> Yes <input type="radio"/> No

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Resources

This section enables supply partners to gain good points provided they can validate their claims given that most printers are undertaking these initiatives already.

Resources

7. Do you print with vegetable-based ink on more than 50% of work?

☐ Yes
☐ No

8. Do you print alcohol-free on your presses for more than 50% of work?

☐ Yes
☐ No

9. Do you use developer or chemical-free plates?

☐ Yes
☐ No

10. How many kilolitres (kL) of water do you use per annum?

11. Have you installed rainwater tanks at your plant?

☐ Yes
☐ No

12. How many tonnes of waste did you send to landfill in the last financial year?

13. Do you recycle more than 50% of your paper and cardboard?

☐ Yes
☐ No

14. Do you recycle your offset plates?

☐ Yes
☐ No

15. Do you recycle your metals?

☐ Yes
☐ No

16. Do you recycle your e-waste?

☐ Yes
☐ No

17. Do you recycle your glass?

☐ Yes
☐ No

18. Do you recycle your plastic?

☐ Yes
☐ No

19. Do you recycle your timber pallets?

☐ Yes
☐ No

21. Do you have a Waste Management Policy that includes a focus on reducing single use plastics?

☐ Yes
☐ No

How many kilolitres of water do you use per annum? is sourced from your water bills.

How many tonnes of waste did you send to landfill in the last year? is sourced from your waste disposal bills, but make sure you only list what actually goes to landfill. This information is used in part to calculate the indicative CO2 figure in the final report.

Make sure that you **Upload documentary evidence to validate these claims** for maximum points.

Other activities that you undertake to reduce waste are important to your overall impact and also assists buyers in gaining an understanding of some of the other initiatives you undertake.

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Carbon emissions

This section relates to carbon and energy usage and is used in calculating the indicative CO₂ figure in the final report.

The screenshot shows the 'Carbon emissions' section of the FGER form. It contains several questions with input fields and radio buttons. Question 22 is a dropdown menu for 'Choose a state*'. Question 23 is a text input for 'What was your electricity usage in the last 12 months expressed as kWh?*' with the value '0'. Question 24 is a radio button question 'Do you offset emissions?*' with 'Yes' selected. Below it is a text input for 'If so how many tonnes did you offset in the last financial year?' and a file upload area for 'Upload documentary evidence to validate.' with 'Upload file' and 'Remove file' buttons. Question 25 is a radio button question 'Have you conducted an energy audit?*' with 'No' selected. Question 26 is a radio button question 'Do you have an emission reduction plan?*' with 'No' selected. Question 27 is a radio button question 'Have you implemented any of the following initiatives to reduce your footprint?' with three sub-questions: 'More eco friendly lighting*', 'Solar panels*', and 'Power Factor Correction or Voltage Optimisation*', all with 'No' selected.

Question	Answer
22. Choose a state*	Please select...
23. What was your electricity usage in the last 12 months expressed as kWh?*	0
24. Do you offset emissions?*	Yes
If so how many tonnes did you offset in the last financial year?	
Upload documentary evidence to validate.	Upload file Remove file
25. Have you conducted an energy audit?*	No
26. Do you have an emission reduction plan?*	No
27. Have you implemented any of the following initiatives to reduce your footprint?	
More eco friendly lighting*	No
Solar panels*	No
Power Factor Correction or Voltage Optimisation*	No

By choosing a state, we are able to apply the correct CO₂ calculations to your carbon footprint, given that each state of Australia has a slightly different carbon footprint depending on how they generate their energy.

What was your electricity usage in the last 12 months?, can be sourced easily from your power bills. Ensure you answer as kWh.

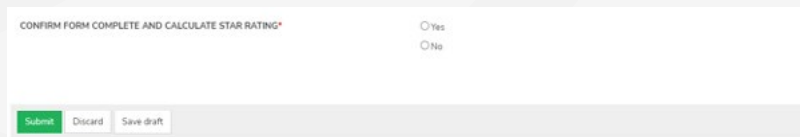
Do you offset emissions?, helps the FGER determine whether the standard of those carbon offsets is formally recognised by the Australian Government, and whether your company is operationally or completely carbon neutral. It is a claim that some suppliers make in their marketing material, however, ***If so how many did you offset in the last financial year?***, along with its evidence, absolutely removes any doubt.

An ***Emissions Reduction Plan*** is an internal policy document that states what you have already done and what you intend to do in the future, to reduce CO₂ emissions. Reducing energy and waste to landfill are the two main areas for printers. Undertaking an energy audit by an external organisation can also be a valid step in this process. Typically, they make recommendations on how to reduce your energy like the initiatives listed in the question ***Have you implemented any of the following initiatives to reduce your footprint?***

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Submit your response

If you have completed all the questions, uploaded supporting documentation you are now ready to submit your questionnaire. Do this by clicking the YES button and then the SUBMIT button and you are done.

A screenshot of a web form titled "CONFIRM FORM COMPLETE AND CALCULATE STAR RATING*". It features two radio buttons: "Yes" and "No". Below the form, there are three buttons: "Submit" (highlighted in green), "Discard", and "Save draft".

What happens next?

Following the submission of a completed FGER your application will be reviewed for accuracy and a Summary Report will be provided to you. If there are clarifications required then we will communicate via email before we can finalise and release the Summary Report.

If there are questions that have been answered incorrectly, or clarification is sought, you will be required to access your submission, update and submit the FGER for review.

If your company's credentials change at any time after the initial FGER, such as an additional certification or an improved activity or better evidence, you should resubmit the questionnaire to improve your score. In that way the FGER can track and retain records of your progress and improvement over time.

Remember, you can save responses along the way and come back at any time to update as needed and, as a general rule, it is good practice to do this at the beginning of each financial year.

Summary Report

The Summary Report will show how you:

- Your star rating.
- CO₂ savings (kg) per \$10,000.
- CO₂ cost (kg) per \$10,000.
- How you've answered each question.

The CO₂ rating is expressed as an indicative saving or cost per \$10,000. This calculation has been based on your answers to questions in the Resources and Carbon Emissions sections of the questionnaire and developed by the Carbon Reduction Institute, based on their work in the Australian printing industry.

For example, a supply partner may save 323kg of CO₂ for every \$10,000 earned due to their environmental initiatives, however, as there is also a CO₂ cost of 1,021kg per \$10,000 there is room for improvement.

An operationally carbon neutral company for example, would be saving 1,134kg and Cost 0kg.

Final comments

The FGER and Health Rating is transparently displayed to supply partners and print buyers in our procurement software, Sourceit and we are committed to ensuring the accuracy and transparency of this information.

Any further questions regarding FGER should be directed to: supplychainmanagement@finsbury.com.au