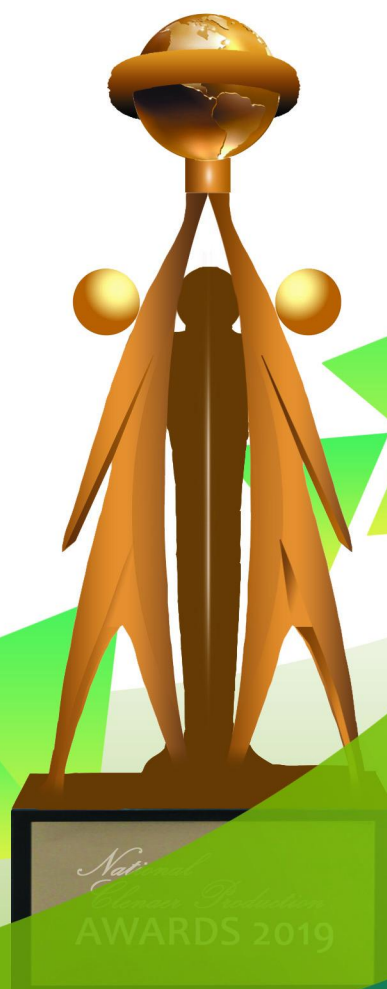


National Cleaner Production AWARDS 2019



“To recognize and appreciate Environmental – Friendly Businesses”

Public & Other Institutions



National Cleaner Production Centre, Sri Lanka.

No. 66/1, Devala Road, Nugegoda, Sri Lanka.

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Category: Public and other Institute
Application for Cleaner Production Awards 2019

1 General Information**1.1 Organizational Overview**

1.1.1	Name of Applicant:							
1.1.2	(Relevant Parent Organization / Ministry / Authority):							
1.1.3	Contact Details	Applicant	Address:					
			Telephone:			Fax:		
			Email:			Website:		
		Parent Organization / Ministry / Authority	Address:					
			Telephone:			Fax:		
			Email:			Website:		
1.1.4	Service Category:							

1.2 Contact Details :

1.2.1	CEO / COO						
	Name						
	Designation						
	Telephone				Mobile		
	Email				Fax		

1.2.2	Contact Person						
	Name						
	Designation						
	Telephone				Mobile		
	Email				Fax		

1.2.3	Description of the Organization						
1.2.3.1	Registration No.: (If Applicable)				Year of Commencement (If available)		
1.2.3.2	No. of Employees:	Permanent:			No. of hours of operation per day		
1.2.3.3	Services offered:						
1.2.3.4	Brief overview of organization activities*						
1.2.3.5	Is an EPL mandatory for your organization?	Yes					
		No					
1.2.3.6	If yes, Do you possess a valid EPL?	Yes			Submit a copy		
		No					

*Kindly use extra sheets if necessary

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A Organizational Structure, Commitment and Participation for Proactive Environmental Measures (PEM)										
A1.1	Do you possess a list of applicable Environment/Social/Safety Regulations?						Yes		Submit copy of the list	
							No			
A1.2	Have you had any legal violations of Environment/Social/Safety Regulations?						Yes		Give details	
							No			
A1.3	Have you taken any preventive / corrective actions to eliminate environmental damage?						Yes		Give details & records of actions taken	
							No			
A1.4	Does the organization have a Policy for Proactive Environmental Management?				Yes		Submit copy			
					No					
A1.5	Is there an officer responsible for Proactive Environmental management related activities?				Yes		Name:			
					No		Designation:			
	If yes,		Full time		Part time					
A1.6	Committee / Team for implementing Proactive Environmental Management				Yes		Give names and designations*			
					No					

Answer the following questions from A3 section with reference to the activities conducted during 2017- 2019 June

A2 Commitment and Participation in RECP and or similar strategies										
A2.1	Is your Officer concern (Ref A1.5) qualified / trained in RECP / SCP / EMS or similar strategies ?						Yes			
							No			
A2.2	Qualification and relevant experience of Officer concern									
A2.3	How many of your staff are trained on RECP / SCP / EMS/or related subjects?	Give details of programmes/demonstrations/related activities in a separate sheet*				As a percentage of total employees (Provide evidence)			%	
A2.4	Has the organization organized any Environment programmes at schools / Community / National level ?*						Yes		Give details	
							No			
A2.5	Do you motivate employees on proactive environmental management ?*				Yes		Give details in a separate sheet			
					No					
A2.6	Do you have any other means of information dissemination on PEM to staff?*						Yes		Give details	
							No			
A2.7	Are you considering qualification/experience / training in RECP, SCP, EMS as an added qualification for recruitments?*						Yes		Provide evidence	
							No			
A2.8	Do you have any competition for environmental champions?*						Yes		Provide evidence	
							No			
A2.9	Do you have any system in the organization to identify and recognized RECP and related champions among the employees?*						Yes		Provide evidence	
							No			

*Kindly use extra sheets if necessary

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B		System Implementation and Compliance					
B1	System Details	System Implemented					Any other (specify)*
		EMS	OH & SMS	Social Accountability	QMS		
B1.1	Type of system implemented						
B1.2	Has the system been audited (Documentary proof required for reference)						
B1.3	Third party certificate/s received for above B1.1* Yes/No						
B1.4	Do you communicate related information to employees and other stake holders? Yes/No						
B1.5	If yes briefly explain your communication strategy*						
B1.6	Have you won any National or International Certification or Award/s?			Yes		No	
	Give details*						
	Certification/Award	Year		Awarded by			

*Kindly use extra sheets if necessary

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C Environment Performance Assessments							
C1	Type of Audit / Assessment (in past 5 years)	Carried out		Year	Report		Name of Consultant / Organization conducted the assessment
C1.1	Comprehensive RECP assessment	Yes			Available		
		No			Not Available		
C1.2	GHG Assessment	Yes			Available		
		No			Not Available		
C1.3	Environmental Risk Assessment	Yes			Available		
		No			Not Available		
C1.4	Walkthrough RECP assessment	Yes			Available		
		No			Not Available		
C1.5	Water Audit	Yes			Available		
		No			Not Available		
C1.6	Material Audit / Chemical Audit	Yes			Available		
		No			Not Available		
C1.7	Energy Audit	Yes			Available		
		No			Not Available		
C1.8	Safety Audit	Yes			Available		
		No			Not Available		

C1.9	Have you undertaken any Productivity / TQM / TPM projects in your organization?*	Yes		Give details for the last 2½ years
		No		
C1.10	Are the manuals/reports available for reference?*	Yes		
		No		

*Kindly use extra sheets if necessary

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D	Proactive Environment Measures (PEM) - RECP,SCP, etc., Implementation and Performance Indicators			
D1	Resource output from the organization			
D1.1	Service Output Inventory (in service units)			
	Type of service	Output in 2017	Output in 2018	Output in 2019 (Jan-June)

D2	Details of Direct Materials Flows for each service identified in D1			
	Consumption of Materials/products (in metric tons)			
	Materials / Products*	Output in 2017	Output in 2018	Output in 2019 (Jan-June)

D3	Details of Indirect Materials Flows for each service identified in D1			
	Consumption of Materials/products (in metric tons)			
	Materials / Products*	Output in 2017	Output in 2018	Output in 2019 (Jan-June)

D4	Packaging				
D4.1	Packaging in Incoming Raw Materials (in metric tons)				
	Type of Packaging	Quantity in 2017	Quantity in 2018	Quantity in 2019 (Jan-June)	Method of Disposal
D4.2	Describe any steps taken to reduce packaging / change packaging to environmental friendly materials*				

*Kindly use extra sheets if necessary

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D4.3	Details of Water Flows			
D4.3.1	Water Consumption (potable) (m ³)			
	Input source	Quantity in 2017	Quantity in 2018	Quantity in 2019 (Jan-June)
	National Supply			
	Well / River			
	Contracted			
	Reused			
	Recycled			
	Rain water Harvested			
	Other (Please specify)			

D4.3.2	Water Consumption (non potable) (m ³)			
	Input source	Quantity in 2017	Quantity in 2018	Quantity in 2019 (Jan-June)
	National Supply			
	Well / River			
	Contracted			
	Reused			
	Recycled			
	Rain water Harvested			
	Other (Please specify)			

D4.3.3	Purposes of Water use (Eg: sanitary, floor cleaning, vehicle cleaning, gardening, etc.) (m ³)				
	Purpose	Source	Quantity in 2017	Quantity in 2018	Quantity in 2019 (Jan-June)

D5	Details of Energy Flows				
D5.1	Consumption of Electricity (from National Grid)				
	Parameter	Unit	Quantity in 2017	Quantity in 2018	Quantity in 2019 (Jan-June)
	Consumption	kWh			
	Max. Demand	kVA			
	Power Factor				
	Supply Voltage	V			
	Tariff Plan				
	(Eg: I-1, I-2, I-3, etc)				

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D5.2 Consumption of Electricity (from Generator)					
	Parameter	Unit	Quantity in 2017	Quantity in 2018	Quantity in 2019 (Jan-June)
	Generated	kWh			
	Diesel consumed	litres			
	Running Time	hrs			

D5.3 Consumption of Thermal Energy					
	Energy Source	Unit	Quantity in 2017	Quantity in 2018	Quantity in 2019 (Jan-June)
	Diesel	litres			
	Petrol	litres			
	Furnace oil	litres			
	LP gas	kg			
	Biomass	Mt			
	Other				

D5.4 Consumption from own Renewable Sources					
	Energy Source	Unit	Quantity in 2017	Quantity in 2018	Quantity in 2019 (Jan-June)
	Micro Hydro Power	kWh			
	Wind Power	kWh			
	Solar Power	kWh/MJ			
	Biomass	Mt			
	Non-degradable waste				
	Dendro power	kWh/MJ			
	Other (please specify)				

D5.5 Consumption of Fuel/energy resource for Transport								
	Energy Source	Unit	Consumption					
			2017		2018		2019 (Jan - Jun)	
			Consumption	km	Consumption	km	Consumption	km
	Diesel	litres						
	Petrol	litres						
	LP Gas	kg						
	Electricity	kWh						
	Other							

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D6 Waste Inventory					
	Category	Unit	Quantity in 2017	Quantity in 2018	Quantity in 2019 (Jan-June)
D6.1	<u>Solid waste/ Liquid waste</u> (Eg: food, paper, Used oil etc..)				
D6.2	<u>Effluent</u>				
D6.3	<u>Gaseous Emissions</u>				

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D1.7		Waste Management Methods																							
D1.7.1		Solid Waste																							
Strategy	Units	Quantity 2017									Quantity 2018							Quantity 2019 (Jan-Jun)							
		Ignore	Reduce	Given to Municipality	Given to Contractor	Reused	Recovered & Recycled	Treated & Disposed	Given for by products	Ignore	Reduce	Given to Municipality	Given to Contractor	Reused	Recovered & Recycled	Treated & Disposed	Given for by products	Ignore	Reduce	Given to Municipality	Given to Contractor	Reused	Recovered & Recycled	Treated & Disposed	Given for by products
Solid Waste Category																									

D1.7.2		Liquid waste																							
Strategy	Units	Quantity 2017									Quantity 2018							Quantity 2019 (Jan-Jun)							
		Ignore	Reduce	Given to Municipality	Given to Contractor	Reused	Recovered & Recycled	Treated & Disposed	Given for by products	Ignore	Reduce	Given to Municipality	Given to Contractor	Reused	Recovered & Recycled	Treated & Disposed	Given for by products	Ignore	Reduce	Given to Municipality	Given to Contractor	Reused	Recovered & Recycled	Treated & Disposed	Given for by products
Liquid Waste Category																									

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D1.7.3 Gaseous waste		Units	Quantity 2017					Quantity 2018					Quantity 2019 (Jan-Jun)				
Strategy	Gaseous Waste Category		Ignore	Reduce	Reused	Recovered & Recycled	Treated & Disposed	Ignore	Reduce	Reused	Recovered & Recycled	Treated & Disposed	Ignore	Reduce	Reused	Recovered & Recycled	Treated & Disposed

D1.7.4 Hazardous Waste Management						
Type of waste	Unit	Generation			Disposal Mechanism*	
		2017	2018	2019 (J-J)		
Have you taken any steps to eliminate / reduce / substitutes hazardous substances?				Yes		
				No		
If yes, give details (Use separate sheet)						

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E Implementation of Proactive Environment Measures (RECP,SCP,etc) Options					
E1 Options Implemented (Give annual figures)*					
	PEM Option	Units	Resource Consumption (Quantity)		Remarks (Reasons for change)*
			Before	After	
E1.1	Materials				
E1.2	Packaging Materials				
E1.3	Water				
E1.4	Energy				

E2	Have you fixed sub meters to measure consumptions?	Water	Yes		No	
		Electricity	Yes		No	

E3 Give details in table below (provide a single line diagram)									
	Sections / Area	Quantity	Fixing of Sub Meter			Fixing of Sub Meter			
			Electricity			Water			
	Floor Cleaning / equipment Cleaning		Yes		No		Yes		No
	Sanitary Purposes		Yes		No		Yes		No
	Welfare (Kitchen / Food Preparation)		Yes		No		Yes		No
	Utilities (Boiler / Air Conditioning, Cooling, etc.,)		Yes		No		Yes		No
	Gardening / Vehicle washing		Yes		No		Yes		No
	Any other		Yes		No		Yes		No
			Yes		No		Yes		No
			Yes		No		Yes		No
			Yes		No		Yes		No

*Kindly use extra sheets if necessary

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E4	Have you fixed sub meters to measure fuel consumption?					Yes		No	
E4.1	Give details in table below (provide a single line diagram)*								
E4.2	Sections / Area	Quantity	Fixing of Sub Meter						
	Transport		Yes		No				
	Boiler		Yes		No				
	Electricity generation		Yes		No				
	Other Thermal applications (Please specify)		Yes		No				

E5	Energy Saving after implementing Proactive Environment Measures*				
	Parameter		Before	After	
	Electrical Power consumption	kWh			
	Maximum Demand	kVA			
	Power Factor (PF)				
	Diesel	litres			
	Furnace oil	litres			
	Biomass	kg			
	Other (Please specify)				

E6	Write a brief report on how do you use RECP / SCP / EMS in developing policies, Procedures, etc., in your service. The report should include details of events where RECP / SCP / EMS approach was used in organizational decision making during last year*
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E7	Briefly describe how RECP was implemented in your Organization* (maximum 01 page)
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*Kindly use extra sheets if necessary

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F		Performance Indicators				
F1.1	Have you analyzed your GHG emissions?	Vehicle	Yes		No	Attach report summary
		Generator	Yes		No	Attach report summary
		Other	Yes		No	Attach report summary

G		Environment Management Roadmap and Advanced Environment Management Tools				
G1		Environment Management Roadmap				
G1.1	Is there an existing future corporate plan / Environment Management Roadmap for the organization?	Yes		No		
G1.2	Is there an documented future plan? If yes, submit a copy	Yes		No		
G1.3	Is this plan communicated to relevant stakeholders? If yes, briefly explain the implementation status of the plan in a separate sheet	Yes		No		

G2		Detail out your Environment Management Roadmap for Sustainability				
G2.1	<u>Policy Commitment</u>					
G2.2	<u>Objectives</u>					
G2.3	<u>Expected Improvements</u>					
G2.4	<u>Short Term Plans</u>					
G2.5	<u>Long Term Plans</u>					

G3		Detail out your Environment Management Roadmap for Sustainability (Cont...)			
G3.1	<u>Training Plans</u>				
G3.2	<u>Investments for improving environmental performance</u>				
G3.3	<u>Environment Management Systems</u>				
G3.4	<u>Environmental Impact</u>				

G4		Reporting Environment Performance			
G4.1	Do you produce any annual Triple Bottom Line (TBL) / Sustainability Reports?	Yes		No	Submit copy
G4.2	Do you follow Global Reporting Initiative (GRI) guidelines in your reports?	Yes		No	Submit copy
G4.3	Do you include your "Environmental Performance" in your Annual Report?	Yes		No	Submit copy
G4.4	Do you produce any other environment performance reports? If yes, to whom?	Yes		No	
G4.5	Explain briefly & Submit a copy of latest report*				

*Kindly use extra sheets if necessary

E3		Using Advanced Environment Management Tools			
E3.1	Are you using any of the following Environment Management Tools?				
	Life Cycle Assessments (LCA)	Yes		No	If yes, give details*
	Water Footprint	Yes		No	
	Eco-Design or Design for Sustainability	Yes		No	
	Greening the Supply Chain	Yes		No	
	Energy Labels	Yes		No	
	Eco-Labels, Energy Labels - Selecting products with Eco-Labels	Yes		No	
	Carbon Footprint	Yes		No	
	Environment Management Accounting	Yes		No	
	Others (Please specify)	Yes		No	

*Kindly use extra sheets if necessary

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We hereby certify that, the information given in this application are true and accurate. We further declare that we shall accept the decision of the judges as final and conclusive and shall abide by the rules and regulations of the National Cleaner Production Awards Programme.

We have no objection in allowing NCPC to promote our organization as champions of Cleaner Production in the year 2019.

.....
Name of CEO

.....
Date

.....
Signature of CEO
(Please affix company rubber stamp)