

## Leonardo Academy's Cleaner and Greener® Program



### Emission Reduction and Offset Achievements Company & Organization Certification Application Form

Please complete the form below with your company or organization's information. See the attached Certification Application Guide for the energy and emissions information necessary for completing the certification review.

<b>Company or Organization</b>	
<i>Name</i>	
<i>Main Office Address:</i>	
<i>Type of Business:</i>	

<b>Contact Person</b>	
<i>Name</i>	
<i>Phone</i>	
<i>Cell Phone</i>	
<i>Email</i>	
<i>Street Address</i>	

<b>Please select the Emissions Footprint Scope you are seeking certification for at this time (see the attached Certification Application Guide for scope descriptions):</b>	
<i>Scope 1</i>	<i>Scope 5</i>
<i>Scope 2</i>	<i>Scope 6</i>
<i>Scope 3</i>	<i>Scope 7</i>
<i>Scope 4</i>	

<b>Signature</b>	
<i>Signature of Representative of Company</i>	
<i>Name of Representative</i>	
<i>Title of Representative</i>	
<i>Date</i>	

**Return this form, complete energy and emissions data, and appropriate certification fee to:**

**Leonardo Academy, 1526 Chandler St., Madison, WI 53711  
Fax: 608-255-7202, Tel: 608-280-0255**

#### Cleaner and Greener® Program Company and Organization Registration and Certification Fees

Number of Employees or Participants	Fees	
	Registration Fees	Certification Fees
Below 250	\$500	\$1000
251- 500	\$1000	\$2000
500-1000	\$2000	4000
Above 1000	*	*

\*Based on amount of work required. Contact Leonardo Academy to determine.



**Application Guide for  
Leonardo Academy's Cleaner and Greener® Program  
Organization Certification**

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## **Introduction**

This guide describes the information and documentation needed for Organization Certification of Emission Reductions and Offsets under Leonardo Academy's Cleaner and Greener® Program.

If you have any questions, comments or suggestions, please contact:

Amanda Raster  
Program Manager  
Leonardo Academy  
Email: [amanda@leonardoacademy.org](mailto:amanda@leonardoacademy.org)  
Tel: 608-280-0255  
1526 Chandler Street, Madison Wisconsin 53711

Regards,

Michael Arny  
President  
Leonardo Academy

The Sustainability Experts



## Overview

The purpose of this certification program is to quantify the emissions footprint of participating companies and organizations and to document emissions reductions and offset achievements, with the goal of certifying the level of emissions offsets achieved. The organization seeking certification will choose its preferred emissions footprint scope from a given range, and energy and emissions information covering the most recent completed year will be used for the emissions analysis. The expectation is that most organizations will start with a narrow footprint scope and gradually expand to a broader scope in subsequent re-certifications as the internal data collection capability improves.

## How Do Energy Saving Achievements and Other Emission Reductions Fit In?

Energy saving actions and other emission reduction achievements are captured in the emission footprint of the organization. Organizations that wish to document changes in their emissions over time can submit energy and emissions information for years previous to the most recent completed year required for certification.

## Required Information and Documentation

1. Performance Period:
  - a. This is the most recent completed year
2. Emissions Footprint Scope
  - a. Choose from the following scopes one that is practical for your organization:
    - Scope 1: Direct energy use, energy use for electricity, and direct emissions of organization
    - Scope 2: Scope 1, plus organization's travel and hospitality
    - Scope 3: Scopes 1-2, plus organization's transportation
    - Scope 4: Scopes 1-3, plus organization's first level of supply chain (i.e. direct suppliers)
    - Scope 5: Scopes 1-4, plus organization's second level of supply chain (i.e. direct suppliers' suppliers)
    - Scope 6: Scopes 1-5, plus organization's product use and disposal
    - Scope 7: Scopes 1-6, plus organization's full supply chain
3. For chosen scope, provide the following information:
  - a. Total annual energy use for each type of fuel used by your organization (please provide source documentation for these numbers, such as utility bills, purchase bills, etc.)
    - i. Electricity (include location)
    - ii. Natural gas use
    - iii. Fuel
    - iv. Other types of fuel
      1. Specify fuel type, units, and amounts used





**Attachment A**

**Letter to Suppliers Asking Them to Participate in  
Leonardo Academy’s Cleaner and Greener® Organization Certification Program**

**(Insert an example of letter sent)**

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**Template Letter to Suppliers  
Asking Them to Participate in the Cleaner and Greener Program  
(Please modify this letter as you wish on your organization’s letterhead)**

Date

Dear [Supplier]:

Our organization is participating in Leonardo Academy’s Cleaner & Greener® Organization Certification Program for voluntary actions to reduce and offset the emissions caused by energy use. The Cleaner and Greener Program also recognizes buildings, events and individuals for positive emission reduction actions.

The Cleaner and Greener Program provides a way to learn about emission reductions and emission offsets while creating a way for buyers to identify environmentally conscious companies from which to purchase. The program addresses the full range of emissions caused by fuel combustion, ranging from greenhouse gases (CO<sub>2</sub>) to sulfur dioxide (SO<sub>2</sub>), nitrogen oxides (NO<sub>x</sub>), particulates and mercury.

Our organization is asking all of our suppliers to show their support for a cleaner environment by participating in the Cleaner and Greener program and/or becoming Cleaner and Greener Certified®. Please visit the Cleaner and Greener website at [www.cleanerandgreener.org/certification](http://www.cleanerandgreener.org/certification) to learn more about the Cleaner and Greener Program and how to apply. If you have any questions, you may contact the Cleaner and Greener Program directly at 608-280-0255.

We feel strongly about this request. At this time, becoming Cleaner and Greener certified is voluntary for our suppliers. However, in the future our organization will consider making it a requirement or an explicit preference in evaluating bids. Extending our responsibility to support pollution reduction to our suppliers is an important part of our organization’s environmental stewardship. Moving forward, we would like to know that the suppliers we support with our business dollars are also taking positive action to reduce air pollution.

Please call [contact name] at [phone number] if you have any questions.

Sincerely,  
Representative  
Your organization

CC: Cleaner and Greener Program, 1526 Chandler Street, Madison, Wisconsin 53711  
Email: [info@cleanerandgreener.org](mailto:info@cleanerandgreener.org)





**Attachment C**

**Description of energy use and emission reduction achievements to date.  
(Include renewable energy, energy efficiency, emissions offsets,  
process improvements, and other offsets.)**