



# ENVIRONMENTAL MANAGEMENT SYSTEM

2009

Stay Safe Solutions **YOUR DVBE & SDVO SMALL BUSINESS SOLUTION**

# **Stay Safe Solutions**

## **EMS**

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# 1

## About Stay Safe Solutions and Its Environmental Management System

**Stay Safe Solutions** was established on January 1, 2003 to capitalize on the competitive opportunity available for goods and services with the private sector, the State of California, the federal government and other public sector agencies. Since 2003 we have aggressively expanded our original business and partnered with industry experts to create six distinct companies now operating under the Stay Safe Solutions' umbrella - Stay Safe Store; Stay Safe Scan & Storage, Inc.; Stay Safe Shred & Recycle; Stay Safe Construction and Transport, Inc.; Stay Safe Supply, Inc.; and Street Smart Skills. Stay Safe Solutions and its six operating companies are certified Disabled Veterans Business Enterprise (DVBE) & Service-Disabled Veteran-Owned (SDVO) Small Businesses located in Sacramento and El Dorado Counties, California.

Stay Safe Solutions' certified DVBE/SDVO Small Business companies provide Suppliers with bid advantages in six (6) substantial markets totaling over \$600 Billion in annual procurement acquisitions. Below is a brief description of our industry capabilities.

**Stay Safe Store** is your complete source for all your safety, security, medical, and uniform needs. We provide an extensive selection of police, military, correctional, emergency services, medical and security company equipment and gear.

**Stay Safe Scan & Storage, Inc.** focuses on secure services and technology solutions for the public, private, and social sector marketplace. These services and solutions include document storage, document pick-up and preparation, capturing hard copy information, managing information, and converting it to electronic media for archival and retrieval.

**Stay Safe Shred & Recycle** provides a confidential cost-effective shredding solution for businesses, including on-site or off-site shredding as a means of protecting your company's sensitive information. We recycle 100% of the shredded remains.

**Stay Safe Construction and Transport, Inc.** is a General Engineering and Building Company. We specialize in wood and metal framing, drywall, concrete construction and weatherization. We have extensive construction experience in the categories necessary for the successful completion of any project. Our bonding capacity is at \$1 million plus. Additionally, we can meet your warehouse and trucking needs with our 40,000 square foot warehouse centrally located in Sacramento, California. The facility is located in a designated HUBZone and TACPA/EZA qualifying location, and our warehouse is also gated and patrolled 24/7 to provide maximum security.

**Stay Safe Supply** offers many products from your MRO needs, general office supplies, presentation products, janitorial products, warehouse and safety items, break room supplies, water chemical products, as well as many other items you use every day. With 40,000 square feet of warehouse space we are here to serve your daily needs. We are located in a designated HUB Zone and TACPA/EZA qualifying location.

**Street Smart Skills** provides a wide range of just-in-time employment services and solutions, including temporary and contract staffing, recruiting, payroll, training and employee screening. We also provide comprehensive drug testing to help protect our communities, and educational, public safety and re-entry products and services.

Stay Safe Solutions has built and garnered the reputation of being a socially responsible employer hiring veterans and people with disabilities; is a responsive supplier of high quality products and services; and is an active and good community member supporting both veterans and philanthropic organizations.

Stay Safe Solutions has developed and is maintaining an Environmental Management System to ensure that we:

- supply high quality products and services to our customers;
- comply with local, state and federal regulations and reporting requirements;
- monitor our environmental impacts (carbon footprint, etc.) and environmental best practices;
- reduce the risks that our businesses pose to the environment;
- provide a safe and healthy workplace for our employees and fellow citizens;
- demonstrate environmental stewardship to our community;
- document environmental guidelines and goals, as well as the follow through on the commitments expressed in our environmental policy.

Stay Safe Solutions' EMS coordinator reviews and updates this EMS document annually with input from senior management and the EMS team members. All our employees are encouraged to become familiar with our company EMS. Copies are made available to all direct employees electronically and a hard copy of the EMS document is available at our facilities location. We are making these copies available to all our direct employees because we want them to understand our company wide environmental goals, policies and best practices, and to help senior management implement them. Finally, in this document, the words "we" and "our" refer to Stay Safe Solutions.

## 2

### **Environmental Management System Scope**

Stay Safe Solutions' EMS covers operations, including individual operating companies, located in Sacramento County and El Dorado County, California. These companies are Stay Safe Store; Stay Safe Scan & Storage, Inc.; Stay Safe Shred & Recycle; Stay Safe Construction and Transport, Inc.; Stay Safe Supply, Inc.; and Street Smart Skills. For the purpose of this EMS we define Stay Safe Solutions operations as activities related to the delivery of company products, development of products, maintenance of products, and the rendering of business services under our direct and explicit control. Furthermore, the Stay Safe Solutions' EMS does not cover operations relating to partners, vendors, suppliers or third party contractors doing business with Stay Safe Solutions, unless otherwise noted. For reporting purposes the Environmental aspects of our businesses must be quantifiable and capable of undergoing improvements, to be included in this EMS document. Finally, in the development of this EMS an emphasis was placed on collecting and reporting on the environmental aspects of Stay Safe Store and Stay Safe Supplies, Inc., compared to the other smaller operating companies under Stay Safe Solutions.

In general terms the EMS covers all operations and best practices in environmental management at Stay Safe Solutions, including the following business related activities:

- on-site facilities operations
- individual company supply chains, processes, industry activities and warehousing
- transportation
- offices
- mobile offsite document destruction
- e-waste management & recycling (although Stay Safe Solutions may not be the final disposer of its waste)

### 3

#### **Stay Safe Solutions' EMS Environmental Policy**

Stay Safe Solutions strongly supports environmental stewardship and leadership in its operating companies. We recognize that effective environmental management will positively impact company profitability and economic well-being through efficient use of natural resources in our company operations; better compliance to minimize risks and potential legal liability; and through enhancing our image and reputation with the public as an environmentally sustainable company and leader in our industry.

Stay Safe Solutions' environmental policy reflects two fundamental principles: protecting the environment and mainstreaming disabled citizens. To promote these principles Stay Safe Solutions has strategically partnered with Sims Recycling Solutions, the largest recycling solutions company in the world; and with PRIDE Industries, the largest employer of the disabled in the world. We have also developed this company-wide Environmental Management System (EMS) on behalf of all employees and stakeholders to improve our environmental best practices and reduce our impact on the environment. Furthermore, we will measure the environmental aspects impacting our diverse areas of company operations to therefore fully comply with our environmental policy.

In the context of the above stated principles, the following environmental policies have been established as general Stay Safe Solutions' goals:

- Monitor our environmental performance and best practices regularly to ensure environmental stewardship.
- Use water and energy more efficiently in our operations and production activities.
- Reduce pollution (carbon foot print, emissions, waste, etc.) throughout the organization.
- Promote the increased use of renewable materials and recycling.
- Minimize acute or chronic health or safety risks to our employees and environmental risks in communities where we operate.
- Develop human capital training to increase workplace safety and awareness of company environmental objectives, responsibilities and concerns.
- Comply with applicable environmental laws, regulations and industry standards in all our operations.
- Invest working capital to replace outdated or less efficient machinery and equipment with updated technologies.
- Evaluate every position in the company to determine if a disabled employee can perform them, with an emphasis on hiring disabled veterans.
- Support veteran owned companies (i.e. third party suppliers such as insurance, etc.)

## 4

### Terms

**energy** A Stay Safe Solutions resource that is utilized to power different aspects of our operations – office, machinery, warehouse, equipment, transportation, etc.

**environmental aspect (EA)** An element of Stay Safe Solution’s activities, products, or services that can or does interact with the environment to create an environmental impact.

**environmental impact** Any change to the environment, whether harmful or beneficial, resulting from Stay Safe Solution’s activities, products, or services.

**environmental management system (EMS)** The way Stay Safe Solutions handles environmental issues affecting the company.

**environmental policy** The statement of the main environmental commitments of Stay Safe Solutions.

**recycling** A Stay Safe Solutions resource that is operationally in use and 100% recycled, or partially recycled, affecting our operations.

**renewable materials** A Stay Safe Solutions resource that can in some part or whole be recycled at the end of its life cycle or/and is procured (input) as a green product with recycled components, affecting our operations.

**resource** Any product, asset, ingredient, material, liquid, or gas in Stay Safe Solutions’ operations.

**significant environmental aspect (SEA)** An environmental aspect considered by Stay Safe Solutions as having, or potentially having, a significant impact on the environment.

**waste** A Stay Safe Solutions resource that is disposed (output) at the end of its life cycle and is not recycled, affecting our operations.

**water** A Stay Safe Solutions resource composed of H<sub>2</sub>O, affecting our operations.

## 5

### Who is Responsible for Stay Safe Solutions' EMS

Stay Safe Solutions has assigned personnel, from all levels of our organization, responsibilities to either monitoring or implementing roles of our EMS. It is incumbent upon each EMS team member to ensure that the EMS is implemented and maintained properly. Furthermore, Stay Safe Solutions posts copies of this EMS at our offices and each employee receives annually an updated electronic copy for their personal file. We believe that all stakeholders have an obligation to be aware of how Stay Safe Solutions protects the environment.

Stay Safe Solutions has assigned specific EMS responsibilities related to:

- implementation
- training
- corrective action and ensuring compliance
- corrective action and monitoring environmental performance

Stay Safe Solutions holds quarterly EMS team meetings with all direct staff and management.

The EMS implementation coordinator maintains an updated list of EMS assignments using Form 1.

### Form 1: EMS Responsibilities

<u>EMS FUNCTION</u>	<u>NAME</u>	<u>POSITION</u>
Management Representative	Ken Shoemake	President and CEO
EMS Implementation Coordinator	Ken Shoemake	President and CEO
EMS Training	Jim Shoemake	Director, Operations & Human Resources
Corrective Action and Compliance Performance Monitor	Kevin Burke	Chief Financial Officer
Corrective Action and Environmental Performance Monitor	Ken Shoemake	President and CEO

Contact Person: Ken Shoemake

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## 6

### How We Identify Environmental Aspects

In order to understand and manage our actual and potential environmental impacts, Stay Safe Solutions identifies the environmental aspects of its operations that fall within the scope of this EMS, including the following business related activities:

- on-site facilities operations
- individual company supply chains, processes, industry activities and warehousing
- transportation
- offices
- mobile offsite document destruction
- e-waste management & recycling (although Stay Safe Solutions may not be the final disposer of its waste)

### Process

1. The EMS implementation coordinator arranges for all EMS team members to identify the environmental aspects of their operation that fall within the scope of this EMS.
2. The EMS implementation coordinator collects data from each operating company organizing the data into the following significant environmental aspects (Form 2): use of water, use of energy, use of renewable materials, recycling, waste and finally use of updated technologies to replace less efficient equipment.
3. The EMS implementation coordinator then lists the potential impacts of the environmental aspects for each operating company (Form 3).
4. The EMS implementation coordinator will gather and distill highly technical information, which the EMS team members can use to make informed decisions.

The EMS implementation coordinator makes sure this procedure is performed annually to ensure that any new environmental aspects are identified and reported. The EMS implementation coordinator maintains both Forms 2 and 3.

## Form 2: Environmental Aspects Data

Stay Safe Solutions Operating Companies:	Stay Safe Store	Stay Safe Scan & Storage, Inc.	Stay Safe Shred & Recycle	Stay Safe Construction and Transport, Inc.	Stay Safe Supply, Inc.	Street Smart Skills
Environmental Aspects:						
Water	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> <li>• Wash Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> <li>• Wash Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> <li>• Wash Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> <li>• Wash Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> <li>• Wash Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> </ul>

Stay Safe Solutions Operating Companies:	Stay Safe Store	Stay Safe Scan & Storage, Inc.	Stay Safe Shred & Recycle	Stay Safe Construction and Transport, Inc.	Stay Safe Supply, Inc.	Street Smart Skills
Environmental Aspects:						
Energy	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> </ul>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> <li>• Document Scanning Equipment</li> <li>• Computers</li> <li>• Peripherals</li> <li>• Printers</li> <li>• Scanners</li> <li>• Copy Machines</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> <li>• Shredding Machinery – <ul style="list-style-type: none"> <li>○ Baler</li> <li>○ Shredders</li> <li>○ Conveyers</li> </ul> </li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> </ul>

Stay Safe Solutions Operating Companies:	Stay Safe Store	Stay Safe Scan & Storage, Inc.	Stay Safe Shred & Recycle	Stay Safe Construction and Transport, Inc.	Stay Safe Supply, Inc.	Street Smart Skills
Environmental Aspects:						
Renewable Materials (Inputs – procured resources)	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> </ul>
Recycling (In operations)	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> <li>• 100% E-Waste</li> <li>• 100% Paper, Cardboard</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> </ul>

<b>Stay Safe Solutions Operating Companies:</b>	<b>Stay Safe Store</b>	<b>Stay Safe Scan &amp; Storage, Inc.</b>	<b>Stay Safe Shred &amp; Recycle</b>	<b>Stay Safe Construction and Transport, Inc.</b>	<b>Stay Safe Supply, Inc.</b>	<b>Street Smart Skills</b>
<b>Environmental Aspects:</b>						
<b>Waste (Outputs - not currently recycling)</b>	None Identified	<ul style="list-style-type: none"> <li>• Wood pallets</li> </ul>	<ul style="list-style-type: none"> <li>• Wood pallets</li> <li>• Plastic bins</li> </ul>	<ul style="list-style-type: none"> <li>• Wood pallets</li> <li>• Building materials</li> <li>• Tools</li> <li>• Lubricating oil</li> <li>• Tires</li> </ul>	<ul style="list-style-type: none"> <li>• Wood pallets</li> <li>• Lubricating oil</li> <li>• Tires</li> <li>• Propane tanks</li> </ul>	None Identified
<b>Updated Technologies (to replace less efficient equipment)</b>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> </ul>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> <li>• Copy machine</li> <li>• Fork lift</li> <li>• Trucks</li> <li>• Trailers</li> <li>• Pallet jacks</li> </ul>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> <li>• Fork lift</li> <li>• Trucks</li> <li>• Trailers</li> <li>• Pallet jacks</li> </ul>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> <li>• Fork lift</li> <li>• Trucks</li> <li>• Trailers</li> <li>• Pallet jacks</li> </ul>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> <li>• Fork lift</li> <li>• Trucks</li> <li>• Pallet jacks</li> </ul>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> </ul>

Contact Person: Ken Shoemake

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### Form 3: Identification of Environmental Aspects

<b>Stay Safe Solutions Operating Companies:</b>	<b>Stay Safe Store</b>	<b>Stay Safe Scan &amp; Storage, Inc.</b>	<b>Stay Safe Shred &amp; Recycle</b>	<b>Stay Safe Construction and Transport, Inc.</b>	<b>Stay Safe Supply, Inc.</b>	<b>Street Smart Skills</b>
<b>Environmental Aspects:</b>						
<b>Water</b>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> <li>• Wash Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> <li>• Wash Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> <li>• Wash Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> <li>• Wash Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> <li>• Wash Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Restroom</li> <li>• Facilities</li> <li>• Break room</li> </ul>
<b>Impacts</b>	Depletion of water supply, water quality degradation	Depletion of water supply, water quality degradation	Depletion of water supply, water quality degradation	Depletion of water supply, water quality degradation	Depletion of water supply, water quality degradation	Depletion of water supply, water quality degradation

<b>Stay Safe Solutions Operating Companies:</b>	<b>Stay Safe Store</b>	<b>Stay Safe Scan &amp; Storage, Inc.</b>	<b>Stay Safe Shred &amp; Recycle</b>	<b>Stay Safe Construction and Transport, Inc.</b>	<b>Stay Safe Supply, Inc.</b>	<b>Street Smart Skills</b>
<b>Environmental Aspects:</b>						
<b>Energy</b>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> </ul>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> <li>• Document Scanning Equipment</li> <li>• Computers</li> <li>• Peripherals</li> <li>• Printers</li> <li>• Scanners</li> <li>• Copy Machines</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> <li>• Shredding Machinery – <ul style="list-style-type: none"> <li>○ Baler</li> <li>○ Shredders</li> <li>○ Conveyers</li> </ul> </li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Office space</li> <li>• Storage areas</li> <li>• Reception area</li> <li>• Lighting, Heating &amp; Air</li> </ul>

<b>Stay Safe Solutions Operating Companies:</b>	<b>Stay Safe Store</b>	<b>Stay Safe Scan &amp; Storage, Inc.</b>	<b>Stay Safe Shred &amp; Recycle</b>	<b>Stay Safe Construction and Transport, Inc.</b>	<b>Stay Safe Supply, Inc.</b>	<b>Street Smart Skills</b>
<b>Environmental Aspects:</b>						
<b>Impacts</b>	Depletion of energy producing resources, air quality degradation	Depletion of energy producing resources, air quality degradation, air pollution from transport	Depletion of energy producing resources, air quality degradation, air pollution from transport	Depletion of energy producing resources, air quality degradation, air pollution from transport	Depletion of energy producing resources, air quality degradation, air pollution from transport	Depletion of energy producing resources, air quality degradation

<b>Stay Safe Solutions Operating Companies:</b>	<b>Stay Safe Store</b>	<b>Stay Safe Scan &amp; Storage, Inc.</b>	<b>Stay Safe Shred &amp; Recycle</b>	<b>Stay Safe Construction and Transport, Inc.</b>	<b>Stay Safe Supply, Inc.</b>	<b>Street Smart Skills</b>
<b>Environmental Aspects:</b>						
<b>Renewable Materials (Inputs – procured resources)</b>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> <li>• Green products</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> <li>• Green products</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> <li>• Green products</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> <li>• Green products</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> <li>• Green products</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Plastic</li> <li>• Cardboard</li> <li>• Green products</li> </ul>
<b>Impacts</b>	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)

Stay Safe Solutions Operating Companies:	Stay Safe Store	Stay Safe Scan & Storage, Inc.	Stay Safe Shred & Recycle	Stay Safe Construction and Transport, Inc.	Stay Safe Supply, Inc.	Street Smart Skills
Environmental Aspects:						
Recycling (In operations)	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> <li>• 100% E-Waste</li> <li>• 100% Paper, Cardboard</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> </ul>	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Toner cartridge</li> <li>• Cardboard</li> <li>• Disposable food products</li> <li>• Glass</li> </ul>
Impacts	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)

<b>Stay Safe Solutions Operating Companies:</b>	<b>Stay Safe Store</b>	<b>Stay Safe Scan &amp; Storage, Inc.</b>	<b>Stay Safe Shred &amp; Recycle</b>	<b>Stay Safe Construction and Transport, Inc.</b>	<b>Stay Safe Supply, Inc.</b>	<b>Street Smart Skills</b>
<b>Environmental Aspects:</b>						
<b>Waste (Outputs - not currently recycling)</b>	None Identified	<ul style="list-style-type: none"> <li>• Wood pallets</li> </ul>	<ul style="list-style-type: none"> <li>• Wood pallets</li> <li>• Plastic bins</li> </ul>	<ul style="list-style-type: none"> <li>• Wood pallets</li> <li>• Building materials</li> <li>• Tools</li> <li>• Lubricating oil</li> <li>• Tires</li> </ul>	<ul style="list-style-type: none"> <li>• Wood pallets</li> <li>• Lubricating oil</li> <li>• Tires</li> <li>• Propane tanks</li> </ul>	None Identified
<b>Impacts</b>	None Identified	Depletion of trees, depletion of landfill space, depletion of natural resources	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil (plastics)	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil, air quality degradation	Depletion of trees, depletion of landfill space, depletion of natural resources, depletion of oil, air quality degradation	None Identified

Stay Safe Solutions Operating Companies:	Stay Safe Store	Stay Safe Scan & Storage, Inc.	Stay Safe Shred & Recycle	Stay Safe Construction and Transport, Inc.	Stay Safe Supply, Inc.	Street Smart Skills
Environmental Aspects:						
Updated Technologies (to replace less efficient equipment)	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> </ul>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> <li>• Copy machine</li> <li>• Fork lift</li> <li>• Trucks</li> <li>• Trailers</li> <li>• Pallet jacks</li> </ul>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> <li>• Fork lift</li> <li>• Trucks</li> <li>• Trailers</li> <li>• Pallet jacks</li> </ul>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> <li>• Fork lift</li> <li>• Trucks</li> <li>• Trailers</li> <li>• Pallet jacks</li> </ul>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> <li>• Fork lift</li> <li>• Trucks</li> <li>• Pallet jacks</li> </ul>	<ul style="list-style-type: none"> <li>• Computer peripherals</li> <li>• Printer</li> <li>• Fax Machine</li> <li>• Furniture</li> <li>• Scanner</li> </ul>
Impacts	Depletion of landfill space, air pollution from transport, depletion of natural resources (metals)	Depletion of landfill space, air pollution from transport, depletion of natural resources (metals), depletion of oil	Depletion of landfill space, air pollution from transport, depletion of natural resources (metals), depletion of oil	Depletion of landfill space, air pollution from transport, depletion of natural resources (metals), depletion of oil	Depletion of landfill space, air pollution from transport, depletion of natural resources (metals), depletion of oil	Depletion of landfill space, air pollution from transport, depletion of natural resources (metals)

# 7

## How We Set Our EMS Goals

For each significant environmental aspect identified in this EMS, Stay Safe Solutions sets a goal to make sure that our organization is working towards continuous improvement. These goals are in line with our environmental policy.

Stay Safe Solutions makes every effort to monitor our environmental progress by using records, invoices or other control documentation to benchmark our goals over time. In some cases we will require our vendors, partners, or other third party entities to provide certifications, guarantees, or documentation indicating that they are complying with our environmental policies or goals.

### Process

1. EMS implementation coordinator sets environmental goals with input from the EMS team. The environmental goals are recorded using Form 4. At least one goal is developed for each significant environmental aspect. The goals are set for the entire organization, across operating companies.

2. The EMS team is responsible for developing and recommending goals. In identifying goals, we consider:

- our environmental policy;
- environmental best practices;
- practical business criteria, such as potential costs and benefits; and
- the views of our employees and other stakeholders.

3. Once goals are established, the EMS implementation coordinator assigns responsibility to the Environmental Corrective Action and Environmental Performance Monitor and the Corrective Action and Compliance Performance Monitor for developing action plans to reach the goals.

Goals are reviewed annually prior to the renewal of our company EMS. The monitoring and implementation of goals is reviewed at quarterly EMS team meetings. The goals and action plans are revised as needed.

Goals are documented using Form 4. The action plans are documented using Form 5. The EMS implementation coordinator is responsible for maintaining these records.

## Form 4: Goals

Goal	Significant Environmental Aspect	EMS Environmental Policy	Performance Measurement Indicator(s)
Reduce water purchased by 10% within two (2) years	Water Use	Use energy, water and machinery efficiently	Monthly water bills
Reduce energy used by 15% within five (5) years	Energy Use	Use energy, water and machinery efficiently	Energy usage from electric and natural gas bills, and propane and gasoline receipts
Purchase 10% more recycled and certified green products within one (1) year	Renewable Materials Use	Promote the increased use of renewable materials	Procurement invoices
Within three (3) business quarters use only vendors that demonstrate a proven capacity to recycle our waste (i.e. lubricating oils, solvents, etc.)	Recycling	Promote recycling and reduced pollution	Certification from vendors
Within three (3) business quarters use only collectors who guarantee environmentally conscious disposal practices	Waste	Reduce pollution	Certification from collectors
Replace inefficient equipment and machinery within five (5) years	Technology Efficiency	Invest working capital to replace outdated machinery and equipment	Annual audit of machinery and equipment

## Form 5: Environmental Management Action Plans

Significant Environmental Aspect	Water Use
Goal	To reduce water purchased by 10% within two (2) years
Action Plan	Have water purveyors conduct energy audit
Review Cycle	Quarterly
Significant Environmental Aspect	Energy Use
Goal	To reduce the amount of energy used by 15%
Action Plan	Have energy purveyors conduct an energy audit
Review Cycle	Quarterly
Significant Environmental Aspect	Renewable Materials Use
Goal	To purchase 10% more recycled and certified green products
Action Plan	Purchase only recycled and certified green products when available
Review Cycle	Quarterly
Significant Environmental Aspect	Recycling
Goal	To use vendors that demonstrate a proven capacity to recycle our waste
Action Plan	Verify current collector's recycle policy. Switch vendors if needed
Review Cycle	Quarterly
Significant Environmental Aspect	Waste
Goal	To use collectors that guarantee environmentally conscious disposal
Action Plan	Verify current collector's disposal policy. Switch collectors if needed
Review Cycle	Quarterly
Significant Environmental Aspect	Technology Efficiency
Goal	To replace inefficient equipment and machinery
Action Plan	Purchase only certified Smart technology products when available
Review Cycle	Quarterly
<b>For all significant aspects</b>	
Budget	\$200 per year for meetings; if capital investment is required then a budget will be determined at that time
Schedule	Meeting in September and then December

Contact Person: Ken Shoemake

## 8

### Conclusion

Environmental leadership is at the core of our philosophy and values at Stay Safe Solutions. As stated earlier our EMS environmental policy reflects both protecting the environment and mainstreaming disabled citizens. To some degree we have accomplished much in these two principle areas over the past few years, through our partnerships with Sims Recycling Solutions and PRIDE Industries. Stay Safe Solutions currently recycles over four hundred and thirty five (435) tons of paper per month, and fifteen (15) tons of e-waste per month. Notwithstanding we believe that more could be done to demonstrate our environmental stewardship to our stakeholders and community. We hope that this EMS will represent a living, working document for our management and employees during the course of the year.

### EMS Meeting

To ensure success of our EMS environmental policy we hold a quarterly, all-hands meetings with management and direct staff to review the monitoring and implementation of our EMS goals. All participants comprise the EMS team. The EMS meeting organization and logistics falls upon our Director for Operations and Human Resources, Jim Shoemake. He will prepare appropriate topics, scheduling, and meeting documentation; and will also coordinate and conduct any employee training, group facilitation, and meeting minutes. At the EMS meeting we strive for input from our direct employees because we believe that a sharing of the minds will improve conflict resolution, problem solving, developing alternative solutions, and also a culture of inclusiveness. Moreover, at each EMS meeting the EMS team reviews the following topic areas:

1. A general review of our EMS Goals, for each significant environmental aspect, with the purpose of addressing how and what has been accomplished towards achieving each goal, and necessary changes or resources needed to meet our goals.
2. Changes in operational product purchases and resource procurement impacting our EMS environmental policy.
3. Technologies, green products and alternative solutions available in the market to enhance our EMS environmental policy.
4. Other critical topics relating to our EMS environmental policy, or this EMS.

Corrective Action and Compliance Performance Monitor, Mr. Kevin Burke, and Corrective Action and Environmental Performance Monitor, Mr. Ken Shoemake provide all relevant data for the EMS meetings. Mr. Burke is largely responsible for collecting and presenting the compliance data from invoices, bills and receipts regarding environmental performance. Mr. Shoemake is responsible for the monitoring and execution of the EMS goals at all levels of the organization. He will review action steps taken and any corrective actions necessary to put our plans in motion operationally.

**Training**

Stay Safe Solutions provides all new employees with environmental awareness training on environmental issues so that employees know what their job duties are when it comes to the EMS environmental policy. Awareness training is given for new employees during their orientation the first week at Stay Safe Solutions. All new employees receive a short introduction to Stay Safe Solution's EMS, which covers our environmental policy, significant environmental aspects, and environmental goals. This introduction provides an opportunity for the new employees to ask questions about the EMS and understand the organization's commitment to environmental stewardship. We also provide as needed task-specific training to those employees whose jobs are associated with significant environmental aspects. Task-specific training is given to relevant employees before they take on a new function.

**Outreach**

Finally, Stay Safe Solutions respects the input from the community and other stakeholders. Our EMS is available to all stakeholders at our web address [www.staysafesolutions.com](http://www.staysafesolutions.com). Stay Safe Solutions will do its best to respond in kind to all communications from stakeholders about our EMS, including comments and information requests. However, Stay Safe Solutions retains the right to decline request for information for strategic reasons or if sensitive information is requested. The EMS management representative makes the decision on whether and how to respond to outside inquires. Lastly, we encourage environment experts and practitioners to communicate with us directly at [info@staysafesolutions.com](mailto:info@staysafesolutions.com).