

Winery Standards 2017

Sustainability in Practice (SIP) Certified



Sustainable agriculture is based on the three “E’s” of sustainability. In the winery, organizations must address these three “E’s” - economic viability, environmental stewardship, and social equity.

An important theme of wine making is the ability for managers to evaluate their practices on a whole-facility level. Available throughout California, Sustainability in Practice (SIP) Certification is a measurable and recordable set of practices which encompass ten chapters comprised of Winery Facility Establishment and Management, Water Conservation and Quality, Energy Conservation and Efficiency, Fruit Quality, Pollution and Waste, Pest Management, Purchasing, Recycling and Waste Reduction, Social Equity, Continuing Education and Community Involvement, and Business Management.

The certification Standards include both Requirements and Management Enhancements. Requirements are practices which must be completed on a foundational level before acquiring Management Enhancement points. Management Enhancements are scores assigned to practices which allow managers to earn points based on additional, non-required, but suggested management strategies.

Certification will be awarded based on the applicant complying with all Requirements as well as achieving a minimum of 75% of the total available points. An organizations practices and documentation are verified through an independent audit and reviewed by an advisory committee. The purpose of certification is for operations to evaluate and substantiate their practices on a whole-facility level. This allows for marketplace authenticity and differentiation.

SIP Certified also recognizes the need for continual improvement both in both winery practices and certification Standards. The SIP Standards are considered to be part of a living document; they will improve over time with advances in science and research.

SIP Certified evolved from the innovative and award winning Positive Points System - the first vineyard farming self-assessment utilizing a whole farm, integrated approach to vineyard management. The shift from self-evaluation to third-party certification began in 2004 when a group of dedicated vineyard managers and advisers began developing a set of standards with measurable and verifiable requirements. SIP Certified for vineyards launched in 2008 and now has 40,300 certified acres and over 2.3 million cases of wine with the SIP Certified seal being sold internationally. In 2011 an industry committee formed to develop a companion program for SIP Certified Wineries. The program was peer reviewed by over 30 environmental, regulatory, and academic representatives and piloted in 2015.

Applicants can choose to certify their vineyard or winery or both by implementing the rules covered in the Standards. Wines and foods (like grape skin flour and grapeseed oil) can carry the SIP Certified seal on their packaging when they are made with at least 85% SIP Certified fruit as verified by an inspection. SIP Certified applies to individual vineyards, wineries and year specific wines and foods and does not certify organizations.

Instructions

Timeframe:

The SIP Certified cycle is December 1 through November 30. Documentation should reflect practices from December 1 up until the June 1 to July 15 inspection unless otherwise specified. Certification applies to the vintage within which the Standards' practices were third-party audited. For example, an applicant who submits completed Standards and documentation for practices occurring December 1, 2010 through November 30, 2011 would be eligible for certification for the 2011 vintage.

Points:

The Standards are based on a 1,000 point scale and questions are made up of Requirements and Management Enhancements (ME). In total, the applicant needs at least 75% of the total available points from Requirements and Management Enhancements to be eligible for certification. All documentation must be present at the time of audit.

Requirements are mandatory. Meeting all Requirements will result in being awarded 500 points. Failure to meet any one Requirement or provide proper documentation will result in automatically not achieving certification eligibility.

Management Enhancements are assigned various point values totaling 500 points. Vineyards must receive a minimum of 50% of the applicable ME points. Some questions have Not Applicable answers. If a Not Applicable answer is selected that questions point value is subtracted from the total available ME points. For example, if a Not Applicable answer is selected on a question worth 5 points the total available ME points goes from 500 to 495.

Inspections:

- Cycle 1 Inspection - Full: Complete entire Standards plus onsite inspection.
- Cycle 2 & 3 Inspection - Documentation: Complete all Standards marked with "D".
- Cycle 2 & 3 Inspection - Documentation & Onsite/Impromptu: Complete all Standards marked with "D" and "D+O" plus onsite inspection.

*Note: If you are in Cycle 2 or 3 with a Documentation inspection and have not received a Documentation & Onsite OR Impromptu inspection in the past 6 years, you are eligible for an Impromptu inspection.

Table of Contents

- Table of Contents 3**
- 1 Winery Facility Establishment and Management..... 5**
 - 1.1 Facility Planning and Construction..... 5
 - 1.2 Facility Site..... 8
 - 1.3 Alternative, Recycled, and Local Materials 9
 - 1.4 Noise 10
- 2 Water Conservation and Quality 13**
 - 2.1 Water Conservation 13
 - 2.2 Water Quality..... 14
 - 2.3 Wastewater Ponds and Process Tanks 16
 - 2.4 Septic Systems..... 17
 - 2.5 Storm Water 18
 - 2.6 Winery and Lab Water Conservation 18
 - 2.7 Winery and Lab Sanitization 20
 - 2.8 Landscaping..... 22
- 3 Energy Conservation and Efficiency 25**
 - 3.1 Energy Use..... 25
 - 3.2 Refrigeration..... 28
 - 3.3 Tanks and Lines..... 29
 - 3.4 Pumps, Motors, Drives, Air Compressors, and Dryers 31
 - 3.5 HVAC 33
 - 3.6 Lighting..... 34
 - 3.7 Thermostats 36
 - 3.8 Alternative Energy..... 37
- 4 Grape Sourcing and Fruit Quality 39**
 - 4.1 Grape Sourcing and Fruit Quality..... 39
- 5 Pollution and Waste 41**
 - 5.1 Pollution..... 41
 - 5.2 Hazardous Material Management..... 43
 - 5.3 Solid Waste Management 44
 - 5.4 Cleaning and Sanitizing Agents 45
 - 5.5 Lab Chemicals..... 46
- 6 Pest Management 49**
 - 6.1 Pest Management 49
- 7 Purchasing, Recycling, and Waste Reduction 51**

7.1	Purchasing Policy.....	51
7.2	Recycling.....	52
7.3	Waste Reduction.....	55
7.4	Packaging and Materials.....	56
8	Social Equity	59
8.1	Worker Orientation and Human Resources Policies.....	59
8.2	Worker Development and Ongoing Training.....	64
8.3	Safe Work Environment	65
9	Continuing Education and Community Involvement.....	69
9.1	Continuing Education	69
9.2	Community and Industry Involvement.....	71
10	Business Management.....	75
10.1	Business Management.....	75
	SIP Winery Certification Standards Point Summary	79

1 Winery Facility Establishment and Management

Wineries come in all shapes, sizes, ages, and capabilities. While the basic focus on wine production unifies all wineries, the similarity often stops there. When a winery owner embarks on either new construction or remodels an existing facility, thought must be given to the site, design, materials, and how best to incorporate sustainable practices. Facility design and management practices affect both the local environment and people involved with the winery.

According to the American Institute of Architects, an estimated 25-40% of the entire United States national solid waste stream comes from construction-related waste (<http://www.aia.org/aiaucmp/groups/secure/documents/pdf/aiap072739.pdf>). Using alternative materials, recycling building waste, and overall using fewer materials are important steps in reducing construction impacts in landfills.

Much as in planning a vineyard, the winery site needs to take into account topography, weather patterns, and aspect in order to maximize efficiency. Wineries need to remain cool and utilizing site advantages, such as hillsides for underground storage rooms, can greatly assist with demands for cooling and humidification.

Incorporating natural light into workspaces has been shown to be important for overall worker health and productivity and also cuts down energy use (<http://www.northwestern.edu/newscenter/stories/2014/08/natural-light-in-the-office-boosts-health.html>).

It is important that wineries do their part to provide safe working environments for employees and to be good neighbors. Noise from equipment and operations must be managed to fulfill both of these aspects.

Tons Produced:

Site Capacity (gallons including barrels):

Does your facility include:

- Winery
- Offices
- Tasting room
- Lab
- Case goods storage (for more than tax-paid tasting room needs)
- Other buildings on site: _____

1.1 Facility Planning and Construction

Goal: To develop and remodel winery with the most sustainable and energy efficient materials.

Requirements

1.1.1 Your ventilation system(s) must be designed to handle all chemicals and gasses used in production.

Describe the ventilation system.

Management Enhancements

1.1.2 Did you use a pre-existing structure when developing the winery?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, describe renovations made to the pre-existing structure. Not applicable if you did not have a pre-existing structure.

1.1.3 Did you consult with a sustainable building design or construction professional prior to construction (e.g. LEED-Leadership in Energy and Environmental Design)?

YES: 3 NO: 0 NOT APPLICABLE: NA

If yes, attach invoice.

1.1.4 Is your building located to take advantage of solar orientation for daylighting, passive heating and/or cooling, etc.?

YES: 3 NO: 0 NOT APPLICABLE: NA

If yes, describe how passive solar was incorporated into the building design and attach an architectural floor plan or details showing how passive solar elements were constructed. Not applicable only if facility was constructed prior to ownership.

1.1.5 Did/do you recycle your construction waste?

YES: 3 NO: 0 NOT APPLICABLE: NA

Attach receipt and list materials recycled. Not applicable only if you have never had construction.

1.1.6 Does the building have glazing, high U-value, or other high efficiency windows installed?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, list or show on facility map where windows are installed and U-value rating. Not applicable only if facility was constructed prior to ownership and windows have not been retrofitted since purchase.

1.1.7 Does the winery have sloped/free draining floors?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, describe percent slope and where drain(s) empties. Not applicable only if facility was constructed prior to ownership.

1.1.8 Is gravity flow incorporated into your production areas?

YES: 2 NO: 0

If yes, describe the use of gravity flow and show on attached facility map.

1.1.9 Do you have underground or naturally cooled rooms?

YES: 2 NO: 0

If yes, outline the square footage of underground rooms on a facility map.

1.1.10 Is your facility equipped with temperature control devices?

YES: 2 NO: 0

If yes, describe devices and locations.

1.1.11 Have you arranged work areas to minimize traffic and maximize efficiency?

YES: 2 NO: 0

If yes, list each work area and describe how it was arranged for efficiency.

1.1.12 Are work areas designed to take advantage of areas with natural daylight?

YES: 2 NO: 0

If yes, attach daylight analysis or architectural floor plan and highlight natural light sources.

1.1.13 Do residential buildings on the property have separate meters for electricity, gas, and water utilities?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, attach documentation. Not applicable only if there are no residences on the property.

1 Winery Facility Establishment and Management Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A - C)
1.1 Facility Planning and Construction	27			

1.2 Facility Site

Goal: To select and maintain a winery site that protects the natural environment.

Requirements

None

Management Enhancements

1.2.1 Does the site take advantage of natural landscape features (e.g. shade, hillsides, orientation, etc.)?

YES: 5 NO: 0

Describe how site takes advantage of natural landscape and attach site map or topography plan.

1.2.2 Do you participate in an agricultural preservation program including but not limited to the Williamson Act, Ag Preserves or Ag Security Zones?

YES: 2 NO: 0

If yes, attach documentation of your participation.

1.2.3 Is there a conservation easement on the property?

YES: 2 NO: 0

If yes, attach documentation of your easement agreement.

1.2.4 If there was a landfill or hazardous material on your property, did you have a remediation or hazardous material removal process?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, describe remediation or hazardous material removal process. Not applicable if there was no landfill or hazardous material.

1 Winery Facility Establishment and Management Point Summary

	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
1.2 Facility Site	11			

1.3 Alternative, Recycled, and Local Materials

Goal: To utilize alternative and sustainably sourced materials for construction.

Requirements

None

Management Enhancements

1.3.1 Was the facility constructed with at least 75% natural materials (e.g. hay, grass, clay, rammed earth)?

YES: 6 NO: 0

If yes, describe materials used and percentage by square footage.

1.3.2 Did you incorporate a living roof on any buildings?

YES: 4 NO: 0

If yes, attach photo and describe what soil and plant materials were used for the living roof.

1.3.3 Did you use certified sustainable, recycled, and/or local materials during construction/remodel?

- Certified sustainable wood YES: 1
- Paper, Roxul, or Denim insulation YES: 1
- Sustainable concrete YES: 1
- Salvaged/repurposed materials YES: 1
- Local materials YES: 1
- Other YES: 1
- No NO: 0

If yes, check all that apply and describe materials used.

1 Winery Facility Establishment and Management Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
1.3 Alternative, Recycled, and Local Materials	16			

1.4 Noise

Goal: To maintain a safe working environment through noise protection and to prevent neighborhood noise pollution.

Requirements

1.4.1 You must have your facility tested for noise output every three years during peak daytime and nighttime operations. Noise 100 feet away from the facility must be kept below 45dB Hourly Equivalent Sound Level between the hours of 10pm and 7am.

Attach documentation showing noise levels at the facility and 100 feet away.

1.4.2 Hearing protection must be provided to employees exposed to noise levels above 80dB.

Document what type of hearing protection is provided.

Management Enhancements

1.4.3 Is motorized equipment located in an area designed to minimize sound pollution?

YES: 3 NO: 0

If yes, describe and/or attach photo.

--

1 Winery Facility Establishment and Management Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
1.4 Noise	3			

1 Winery Facility Establishment and Management Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
1.1 Facility Planning and Construction	27			
1.2 Facility Site	11			
1.3 Alternative, Recycled, and Local Materials	16			
1.4 Noise	3			
Total Chapter Points	57			

This page is intentionally blank.

2 Water Conservation and Quality

Water conservation is a reality for all businesses and is especially important in many wine-producing areas. While the exact amount of water necessary to make a bottle of wine may vary, it is known that conservation methods can significantly reduce the amount of water used in the winery.

Monitoring water use on a regular basis will allow timely response to leaks or inefficiencies. Water quality must also be addressed as it is in direct contact with people, equipment, and winery surfaces and therefore, the wine itself.

Wastewater, storm water, and groundwater management are important parts of the overall water equation and require monitoring and maintenance. Treating and using wastewater on site are opportunities for water reuse.

Water conservation efforts both in the cellar and laboratory are important as small changes can make a big impact in overall water use. Landscaping plans and irrigation maintenance are also important so site beautification can be done in a water wise manner.

2.1 Water Conservation

Goal: To maximize water conservation methods.

Requirements

2.1.1 You must record your monthly water use for the winery and tasting room (if applicable).

Attach water use records.

2.1.2 You must check for water leaks at least monthly and report/repair immediately.

Attach monitoring schedule and repair log.

Management Enhancements

2.1.3 Do you have a separate meter installed to track water used for vineyard and landscape irrigation?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, list meters and their sources.

2.1.4 Is there a lead employee responsible for promoting and implementing water conservation practices?

YES: 2 NO: 0

If yes, list name and title of person responsible.

2.1.5 Is water conservation information posted in the language understood by your employee(s)?

YES: 2 NO: 0

If yes, attach photo of postings.

2.1.6 Is one person on your staff responsible for reviewing each water bill and/or well pumping records to find and address unusual reporting and compare historic water use?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, list name and title of person responsible.

--

2.1.7 Do you have high-efficiency/low-flow toilets (e.g. less than 1.6 gallons per flush)?

YES: 1 NO: 0

If yes, attach photo or product information.

2.1.8 Do you have low-flow aerators installed on sink faucets and/or showerheads?

YES: 1 NO: 0

If yes, attach photo or product information.

2 Water Conservation and Quality Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
2.1 Water Conservation	10			

2.2 Water Quality

Goal: To monitor and protect the quality of winery water.

Requirements

2.2.1 You must inspect and maintain your water treatment system throughout the year as required by your permit.

Attach maintenance logs and permit.

Management Enhancements

2.2.2 Do you have a non-chemical water treatment system?

YES: 2 NO: 0

If yes, indicate which method(s) you use:

Coarse filtration Tight filtration Reverse osmosis
 Ozone Ultraviolet filtration Other_____

2.2.3 Do you treat your water for hardness?

YES: 1 NO: 0 NOT APPLICABLE: NA

If yes, explain treatment.

2.2.4 Do you treat your water pH?

YES: 1 NO: 0 NOT APPLICABLE: NA

If yes, explain treatment.

2.2.5 Do you monitor Total Dissolved Solids?

YES: 1 NO: 0

If yes, attach monitoring records.

2 Water Conservation and Quality Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
2.2 Water Quality	5			

2.3 Wastewater Ponds and Process Tanks

Goal: To monitor the effective and efficient processing of effluent water.

Requirements

2.3.1 You must have a wastewater measurement plan including measurement method and schedule or adhere to municipal regulations.

Attach plan.

2.3.2 Sumps and/or traps must be inspected monthly.

Attach maintenance records.

Management Enhancements

2.3.3 Do you use an alternative disposal method for wastewater (e.g. fire protection, fountains, ponds, wetlands or irrigation)?

YES: 2 NO: 0

If yes, document which disposal method(s) are used.

2.3.4 Do you test the Dissolved Oxygen (DO) of your wastewater on a routine basis?

YES: 1 NO: 0

If yes, provide schedule and testing records.

2.3.5 Do you test the pH of your wastewater on a routine basis?

YES: 1 NO: 0

If yes, provide schedule and testing records.

2.3.6 Do you monitor Total Suspended Solids?

YES: 1 NO: 0

If yes, attach monitoring records.

2.3.7 Is wastewater information included in worker training?

YES: 2 NO: 0

If yes, attach training records with worker signature.

2 Water Conservation and Quality Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
2.3 Waste Water Ponds and Process Tanks	7			

2.4 Septic Systems

Goal: To maintain integrity of septic systems.

(If you do not have a septic system, select Not Applicable and skip to section 2.5.)

NOT APPLICABLE: NA

Requirements

2.4.1 You must inspect your septic system every three years and maintain written operations and maintenance procedures.

Attach procedure and maintenance records.

Management Enhancements

2.4.2 Are separate septic tanks and leach fields maintained for processed wastewater?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, show location and description of tanks and leach fields on site map.

2.4.3 Are management and staff trained on the correct operation and use of septic tanks and leach fields?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, attach training materials.

2 Water Conservation and Quality Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
2.4 Septic Systems	4			

2.5 Storm Water

Goal: To effectively manage storm water.

Requirements

2.5.1 You must map storm drains on a site map and show that they drain to known sources.

Attach map.

Management Enhancements

2.5.2 Do you separate storm and process water drains?

YES: 2 NO: 0

If yes, attach photo.

2.5.3 Are management and staff trained in storm water diversion valve operation?

YES: 1 NO: 0 NOT APPLICABLE: NA

If yes, attach training records or standard operating procedures. Not Applicable if all water goes to the same location.

2 Water Conservation and Quality Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
2.5 Storm Water	3			

2.6 Winery and Lab Water Conservation

Goal: To maximize water conservation methods in winery and lab.

Requirements

2.6.1 Tanks and transfer lines must be cleaned and sanitized using a known quantity of water.

Attach tank cleaning and sanitizing protocol indicating how water use is measured.

2.6.2 Water for cleaning must be applied using a high-pressure/low-volume nozzle fitted with a shut-off valve.

Attach photo.

Management Enhancements

2.6.3 Is wastewater from tank cleaning and barrel washing collected and reused?

YES: 3 NO: 0

If yes, attach protocol.

2.6.4 Is water used for cleaning and sanitizing tanks applied from either the top or bottom of the tank using a spray ball or rotating device that circulates the water in the tanks?

YES: 2 NO: 0

If yes, attach photo.

2.6.5 Is tank cleaning designed for tank size to help reduce water use?

YES: 2 NO: 0

If yes, explain.

2.6.6 Is barrel washing timed?

YES: 2 NO: 0

If yes, explain.

2.6.7 Is the temperature of water used in barrel washing monitored and adjusted according to the situation?

YES: 2 NO: 0

If yes, explain how this is determined.

2.6.8 Is a measured amount of hot water/steam used for barrel leak detection?

YES: 2 NO: 0

If yes, provide protocol.

2.6.9 Are barrels filled five gallons or less water for soaking?

YES: 2 NO: 0

If yes, explain.

2.6.10 Do you have a lab water conservation plan including but not limited to:

- Amount of water and rinse time for lab equipment
- Trialing new lab techniques that reduce water
- Re-circulated condenser water

YES: 4 NO: 0

If yes, attach plan.

2.6.11 Is an Energy-Star dishwasher in use for glassware?

YES: 1 NO: 0

If yes, attach photo or manual.

2 Water Conservation and Quality Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
2.6 Winery and Lab Water Conservation	20			

2.7 Winery and Lab Sanitization

Goal: To maximize water use efficiency for sanitation.

Requirements

None

Management Enhancements

2.7.1 Are your crush operations cleaned in a timely fashion to prevent grape material from drying on equipment surfaces?

YES: 2 NO: 0

If yes, explain.

2.7.2 Do you pre-clean equipment and floors using brushes, push brooms and/or squeegees before wash-down?

YES: 2 NO: 0

If yes, attach procedure.

2.7.3 Have you trialed and/or implemented alternative cleaning technology(ies) (e.g. UV, hydrogen peroxide)?

YES: 2 NO: 0

If yes, describe technology(ies) trialed.

2.7.4 Do you use steam for barrel and/or bottling line sanitation?

YES: 2 NO: 0

If yes, attach protocol.

2.7.5 Do you use an ozone generator for tank, barrel and/or bottling sanitation?

YES: 2 NO: 0

If yes, attach protocol.

2.7.6 Are bottling line filler sanitation procedures developed with set cleaning times and temperatures?

YES: 1 NO: 0

If yes, attach protocol.

2 Water Conservation and Quality Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
2.7 Winery and Lab Sanitation	11			

2.8 Landscaping

Goal: To use available water resources in the most efficient manner for landscaping and beautification.

Requirements

2.8.1 You must do at least two of the following to prevent erosion on the grounds.

- Plant slopes with appropriate plant materials to slow or prevent water runoff
- Use mulches, ground covers, or other semi-permeable materials to cover and retain soil
- Replant bare soil as necessary
- Use sand bags and fiber rolls when necessary to keep water from gaining speed, and to hold water on property
- Use diversion ditches when necessary to keep water from gaining speed, and to hold water on property

Check all that apply and describe measures taken.

Management Enhancements

2.8.2 Are water flow meters installed on landscape irrigation systems?

- YES: 2 NO: 0

If yes, attach photo.

2.8.3 Are moisture sensors and/or rain shut-off devices installed to override automatic sensors?

- YES: 2 NO: 0

If yes, attach photo.

2.8.4 Is your irrigation scheduled for early morning hours?

- YES: 2 NO: 0

If yes, provide schedule.

2.8.5 Is landscape irrigation on an appropriately timed, drip irrigation system?

- YES: 2 NO: 0

If yes, show irrigation system zones on a map and describe how and when timers are set.

2.8.6 Are irrigation lines checked regularly for leaks, defective emitters, and broken sprinkler heads?

YES: 3 NO: 0

If yes, list name and title of person responsible for inspections.

2.8.7 Do you have a grey water or rainwater collection system for irrigation use?

YES: 2 NO: 0

If yes, describe system and percentage of irrigation water provided.

2.8.8 Do you have a groundwater replenishment plan (e.g. natural basin spreading, spreading grounds, or runoff containment systems)?

YES: 2 NO: 0

If yes, describe.

2.8.9 Are drought-tolerant or native plant species used for at least 75% of the landscaping?

YES: 2 NO: 0

If yes, list plant species.

2.8.10 Is mulch applied regularly?

YES: 2 NO: 0

If yes, list materials applied and application schedule.

2 Water Conservation and Quality Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
2.8 Landscaping	19			

2 Water Conservation and Quality Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
2.1 Water Conservation	10			
2.2 Water Quality	5			
2.3 Wastewater Ponds and Process Tanks	7			
2.4 Septic Systems	4			
2.5 Storm Water	3			
2.6 Winery and Lab Water Conservation	20			
2.7 Winery and Lab Sanitation	11			
2.8 Landscaping	19			
Total Chapter Points	79			

3 Energy Conservation and Efficiency

The consumption of energy inevitably comes at a cost and the goal of a sustainable winery is to minimize that cost in financial, ethical, and environmental realms. Energy efficiency is paramount and a critical first step in addressing energy use. While energy conservation is the ultimate goal, it can be achieved through efficient and judicious energy use.

A thorough energy use audit will facilitate an efficiency roadmap for each unique winery. Regular monitoring of energy use will capture both seasonal swings and potential equipment malfunctions.

Refrigeration is often one of the largest uses of energy in the winery. Alternatives to refrigerated cold stabilization and insulating tanks and lines will lower energy use.

Properly sized equipment and HVAC systems can increase their longevity and decrease energy consumption. Regular cleaning and maintenance of facility equipment is necessary to run at peak efficiency.

Energy-efficient lighting is widely available and new technologies are being developed constantly to maximize lighting efficiency. The use of thermostats and automatic controls can reduce unnecessary energy consumption.

Alternative sources of energy are becoming widespread and more advanced in their technology. Switching to or incorporating energy from sources other than non-renewable fossil fuels has far-reaching impact.

3.1 Energy Use

Goal: To determine baseline facility energy use to measure future sustainable improvements and energy saving investments.

Requirements

3.1.1 You must complete an energy use assessment at least every three years addressing the following (A PG&E energy use assessment **or equivalent** qualifies):

Energy Source

- Electricity
- Gasoline/Diesel
- Liquefied Petroleum Gas
- Other fuels

Energy Draw

- Production cooling and heating
- Motors, drives, and pumps
- HVAC
- Lighting
- Office Equipment

Management Enhancements

3.1.2 Have you implemented recommendations from your energy use assessment?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, describe actions taken. Not applicable if no recommendations were made.

3.1.3 Is total energy use measured and recorded throughout the year and compared annually?

YES: 3 NO: 0

If yes, describe monitoring method used and provide records covering one year.

3.1.4 Do you set annual goals for energy use per ton of grapes and/or gallon of wine produced?

YES: 3 NO: 0

If yes, attach goals.

3.1.5 Is there a lead employee responsible for reviewing each energy bill to address unusual reporting?

YES: 2 NO: 0

If yes, list name and title of person responsible.

3.1.6 Have you explored ways to reduce energy use at peak load times?

YES: 1 NO: 0

If yes, describe.

3.1.7 Do you have an interval meter such as a PG&E Smart Meter installed for energy monitoring?

YES: 2 NO: 0

If yes, list name and title of person responsible for reviewing monitoring results.

3.1.8 Are you participating in PG&E's Demand Response Program or similar program?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, provide yearly records from program. Not applicable if you have solar.

3.1.9 Is all electrical or mechanical equipment, including office equipment, turned off or unplugged when not in use?

YES: 1 NO: 0

If yes, provide protocol.

3.1.10 Does office equipment have an Energy Star or similar rating?

YES: 1 NO: 0

If yes, attach documentation and select appropriate box for the percentage of equipment with Energy Star or similar rating:

1%-25% 26-50% 51-75% 76-100%

3.1.11 Is energy conservation and efficiency part of employee training?

YES: 1 NO: 0

If yes, attach training procedures or records.

3.1.12 Is energy conservation and efficiency information posted and/or made available in the language understood by your employee(s)?

YES: 1 NO: 0

If yes, attach photo.

3.1.13 Is use of public transportation, carpooling, and/or bicycle commuting encouraged by management and owners?

YES: 1 NO: 0

If yes, explain how.

3 Energy Conservation and Efficiency Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A - C)
3.1 Energy Use	20			

3.2 Refrigeration

Goal: To assess the optimum requirements of a refrigeration system for present day needs and any planned future expansion.

Requirements

3.2.1 The chiller system must be designed and sized appropriately for your winery.

Describe how the chiller system was selected.

3.2.2 You must employ measures to reduce chiller loads (e.g. building and tank insulation, night air cooling, off-peak evaporative cooling).

Describe how chiller loads are reduced.

3.2.3 You must inspect your refrigeration system weekly and keep inspection logs when in use.

Attach inspection logs.

Management Enhancements

3.2.4 Do you have a dual condenser system allowing for variable cooling rates and incorporating selective cooling stages?

YES: 2 NO: 0

If yes, describe system.

3.2.5 Does your refrigeration system incorporate any of the following efficiency measures:

YES: 2 NO: 0

If yes, check all that apply and attach photos.

- Parallel systems
- Close approach heat exchangers
- Groundwater cooling
- Head pressure control
- Evaporative condensers or cooling tower
- Variable frequency drives
- Condenser flow control
- Condenser temperature regulation

3 Energy Conservation and Efficiency Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
3.2 Refrigeration	4			

3.3 Tanks and Lines

Goal: To install tanks (including any future expansion plans) and associated plumbing with energy efficiency and employee safety in mind.

Requirements

3.3.1 All hot water pipes and glycol transfer lines must be insulated with at least one inch insulation. Attach photo.

3.3.2 At least 85% of outside, jacketed fermenters must be insulated. Attach photo and list percent of outside insulated fermenters by volume, describe jacketing material, and R-value of insulation. Not applicable only if you do not have jacketed fermenters outside.

3.3.3 Tanks must be inspected for coolant leaks and leaks must be recorded and promptly repaired. Attach protocol.

Management Enhancements

3.3.4 What percentage of all outside tanks are insulated?

Select appropriate box for the percentage insulated:

- 76-100% YES: 4
- 51-75% YES: 3
- 26-50% YES: 2
- None NO: 0

If yes, attach photo and describe.

3.3.5 Do you use any of the following energy efficient technologies?

YES: 1 NO: 0

If yes, check all that apply and attach photos.

- Stacked tanks
- Pre insulated pipe with hard outer shell

3.3.6 Do you utilize an alternative method of cold stabilization (i.e. electro dialysis, mannoproteins, or carboxymethyl-cellulose products)?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, list method(s) used. Not applicable only if you do not cold stabilize.

3.3.7 Do you research and trial new technologies that improve energy efficiency of cooling and heating tanks?

YES: 2 NO: 0

If yes, explain research or trials.

3 Energy Conservation and Efficiency Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
3.3 Tanks and Lines	9			

3.4 Pumps, Motors, Drives, Air Compressors, and Dryers

Goal: To ensure that pumps, motors, drives, compressors, and dryers be appropriately sized for your facility and have automatic shutdown functions when not in use. When replacing or expanding, appropriately sized and energy efficient equipment will be installed.

Requirements

3.4.1 Well and pump performance must be tested at least every 3 years.

Attach most recent pump efficiency test results. Not applicable only if you do not have a well.

3.4.2 Air compressors must be sized correctly and provide your winery with efficient and optimal performance.

List air compressor associated with winery operations and describe how you determine appropriate sizing for your needs.

3.4.3 Air compressors must be turned off when not in use.

Explain procedure.

Management Enhancements

3.4.4 Based on your results from 3.4.1, if your Overall Pumping Efficiency (OPE) was under 50% did you take corrective action?

YES: 3 NO: 0 NOT APPLICABLE: NA

Document corrective action taken. Not applicable if no corrective action was needed.

3.4.5 Are press air compressors turned off during non-use periods?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, outline typical length of time they are on and off in an average year.

3.4.6 Do you conduct monthly inspections of air compressor oil level, air lines, dryer filters, and condensation drainage?

YES: 2 NO: 0

If yes, provide documentation.

3.4.7 Does your cellar have frequency drives and pumps that are sized correctly for wine making?

YES: 2 NO: 0

If yes, list pumps and describe how you determine appropriate sizing for your needs.

3.4.8 Do you have multiple-sized pumps and motors and use whichever is most appropriately sized for each job?

YES: 2 NO: 0

If yes, explain procedure.

3 Energy Conservation and Efficiency Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
3.4 Pumps, Motors, Drives, Air Compressors, and Dryers	11			

3.5 HVAC

Goal: To install and maintain HVAC equipment that works to increase energy efficiency.

Requirements

3.5.1 You must reduce heating and cooling loads by utilizing at least four of the following:

- Building/tank/pipe insulation
- Temperature controlled cellars
- Louvered ventilation panels
- Timed automatic door openers
- Insulated doors/roll-up doors
- Strip doors/high-speed roll-up doors
- Weather stripping

Check all that apply.

3.5.2 You must have a schedule for regularly cleaning/replacing air filters and condenser coils.

Attach maintenance schedule.

Management Enhancements

3.5.3 Do you conduct quarterly scheduled maintenance inspections to check insulation, weather stripping, window film, etc. for leaks, dust sealing, and obstructions?

- YES: 2 NO: 0

If yes, attach maintenance schedule.

3.5.4 Do you research and/or trial new technologies which would result in HVAC-related energy savings?

- YES: 2 NO: 0

If yes, describe.

3.5.5 Are unused or seasonally-used areas closed and secured, have utilities turned off and/or equipment unplugged when not in use?

- YES: 2 NO: 0

If yes, explain.

3 Energy Conservation and Efficiency Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
3.5 HVAC	6			

3.6 Lighting

Goal: To regularly review your lighting plan for your whole facility and implement the most energy efficient plan available.

Requirements

3.6.1 At least 50 percent of electric lighting must be from energy-efficient bulbs (e.g. LED).

List fixtures by room and bulb type and provide a written procedure to use energy efficient bulbs as existing bulbs expire.

Management Enhancements

3.6.2 Do you have a written plan outlining how to increase lighting energy efficiency?

YES: 4 NO: 0

If yes, attach plan.

3.6.3 Do you have a regular schedule for cleaning lighting fixtures and lamps?

YES: 2 NO: 0

If yes, provide documentation.

3.6.4 Is staff trained to turn off lights when not in use?

YES: 2 NO: 0

If yes, attach protocol.

3.6.5 Are motion detector and/or daylight dimming light banks in low traffic areas with automatic turn-off installed?

YES: 2 NO: 0

If yes, attach photo.

3.6.6 Is natural lighting used where available?

YES: 2 NO: 0

If yes, describe.

3.6.7 Are outside production lights shielded to direct light onto task areas and away from neighbors?

YES: 2 NO: 0

If yes, attach photo and show on map the location of affected neighbor.

3.6.8 Is outdoor lighting attached to photocells so that they only run during darkness?

YES: 2 NO: 0

If yes, show location on facility map and describe.

3 Energy Conservation and Efficiency Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
3.6 Lighting	16			

3.7 Thermostats

Goal: To maximize efficiency in all equipment and/or areas that require HVAC or refrigeration thermostatic control.

Requirements

3.7.1 All temperature controlled rooms, including office and hospitality spaces, must have functioning thermostats that are programmed to conserve energy.

Attach procedure for room thermostats.

3.7.2 Heating and cooling jackets must be turned off when tanks are not in use.

Attach procedure.

Management Enhancements

3.7.3 When in use, are tank and room thermostats checked for correct settings and operation?

YES: 2 NO: 0

If yes, attach records.

3.7.4 Do you have on-demand hot water heater(s) at point of use locations?

YES: 2 NO: 0

If yes, label on facility map and describe location and use.

--

3 Energy Conservation and Efficiency Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
3.7 Thermostats	4			

3.8 Alternative Energy

Goal: To explore and implement, where sustainably feasible, alternate renewable energy sources.

Requirements

3.8.1 You must either have alternative energy measures in place or have researched costs and feasibility for future implementation.

Describe alternative energy measures or attach quote.

Management Enhancements

3.8.2 Do you have solar panels, wind power, and/or geothermal systems?

Select appropriate box for the percentage of overall energy use provided by solar panels, wind power, and/or geothermal systems (average on annual basis):

- | | | |
|---------|-------------------------------|---|
| 76-100% | <input type="checkbox"/> YES: | 4 |
| 51-75% | <input type="checkbox"/> YES: | 3 |
| 26-50% | <input type="checkbox"/> YES: | 2 |
| 1%-25% | <input type="checkbox"/> YES: | 1 |
| None | <input type="checkbox"/> NO: | 0 |

If yes, attach photo and describe.

3.8.3 Do you have alternative energy aerators installed for wastewater processing?

- YES: 2 NO: 0

If yes, attach photo.

3.8.4 Do you have a solar photovoltaic or passive solar water heater/pre-heater?

- YES: 2 NO: 0

If yes, attach photo.

3.8.5 Do you have electric vehicle charging stations?

- YES: 1 NO: 0

If yes, attach photo.

3 Energy Conservation and Efficiency Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
3.8 Alternative Energy	9			

3 Energy Conservation and Efficiency Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
3.1 Energy Use	20			
3.2 Refrigeration	4			
3.3 Tanks and Lines	9			
3.4 Pumps, Motors, Drives, Air Compressors, and Dryers	11			
3.5 HVAC	6			
3.6 Lighting	16			
3.7 Thermostats	4			
3.8 Alternative Energy	9			
Total Chapter Points	79			

4 Grape Sourcing and Fruit Quality

Maintaining healthy relationships with grape growers, whether they are farming an estate vineyard or contracted grapes, is beneficial to both growers and wineries.

Fruit quality must be measured against contracts and/or winemaking protocols in order to meet desired parameters for the target wine quality level. Requesting or mandating that growers farm sustainably further adds to the reach of winery sustainability initiatives and sends a clear business message.

4.1 Grape Sourcing and Fruit Quality

Goal: To establish clear communication about farming practices with the grower and to ensure that the grapes that are brought into the winery are tracked properly in regards to grape verification, unique records, and quality standards.

Requirements

4.1.1 You must have receiving records for all grapes received.

Attach three samples of grape receiving records.

4.1.2 You must verify that grapes received meet the parameters specified in your grape contract or winemaking protocol.

Attach procedure.

4.1.3 All growers must supply Annual Pesticide Use Reports for your blocks, before scheduling harvest and delivery of grapes.

Attach Pesticide Use Reports.

Management Enhancements

4.1.4 What percentage of the grapes you process are from SIP Certified vineyards?

- | | | |
|---------|-------------------------------|---|
| 76-100% | <input type="checkbox"/> YES: | 4 |
| 51-75% | <input type="checkbox"/> YES: | 3 |
| 26-50% | <input type="checkbox"/> YES: | 2 |
| 1-25% | <input type="checkbox"/> YES: | 1 |
| 0 | <input type="checkbox"/> NO: | 0 |

4.1.5 What percentage of grapes processed are sourced from within a 100 mile radius of the winery?

- | | | |
|---------|-------------------------------|---|
| 76-100% | <input type="checkbox"/> YES: | 4 |
| 51-75% | <input type="checkbox"/> YES: | 3 |
| 26-50% | <input type="checkbox"/> YES: | 2 |
| 1-25% | <input type="checkbox"/> YES: | 1 |
| 0 | <input type="checkbox"/> NO: | 0 |

4.1.6 Do you develop a Farm Plan with your grower(s) addressing sustainable practices and pesticide use and review it annually?

YES: 3 NO: 0

If yes, attach section of Farm Plan and date of last review with grower or SIP Vineyard Certification letter.

4.1.7 Do you receive annual crop projections from the vineyard manager?

YES: 2 NO: 0

If yes, attach crop projections.

4.1.8 Do you regularly receive maturity analyses from the vineyard manager?

Weekly YES: 2

No NO: 0

4.1.9 Do you visit the vineyard before harvest to sample for fruit quality?

YES: 2 NO: 0

If yes, how often.

4.1.10 Do you measure grape phenolics and correlate results with vineyard management practices on an annual basis?

YES: 1 NO: 0

If yes, attach results.

4.1.11 Have you developed an HACCP plan for your winery?

YES: 1 NO: 0

If yes, attach plan.

4 Grape Source and Quality Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
4.1 Grape Source and Quality	19			
Total Chapter Points	19			

5 Pollution and Waste

While waste generation is an inevitable part of production, efforts to reduce waste are exceedingly important. Pollution in the air, on the ground, and in waterways must be avoided.

Procedures regarding hazardous and solid waste management, including storage, use, disposal, and emergency plans for both, are necessary for a sustainable operation. Filtration materials must be handled and disposed of properly. Cellar sanitation, lab chemicals and cleaning agents need to be labeled, stored, and disposed of appropriately.

5.1 Pollution

Goal: To ensure your air, water, and storm drain quality meets or exceeds standard and accepted practices.

Requirements

5.1.1 You must have annual trainings and/or signs posted in the language understood by your employee(s) explaining practices to prevent litter, debris, soil, and pollution from reaching storm drains and streams.

Attach photo of signs and/or training logs.

5.1.2 You must have a maintenance schedule in place to regularly check and maintain storm drains and basins.

Attach maintenance schedule and records.

Management Enhancements

5.1.3 Do you calculate and record air quality metrics (i.e. CO₂, ethanol)?

YES: 4 NO: 0

If yes, attach records.

5.1.4 Do you capture carbon dioxide emitted by fermentation?

YES: 2 NO: 0

If yes, state percent of fermenters collected from (by tonnage) and describe method of capture.

5.1.5 Do you capture ethanol from fermentation vapors?

YES: 2 NO: 0

If yes, state percent of fermenters collected from (by tonnage) and describe method of capture and whether you distill it or have it distilled by a licensed off-site facility.

5.1.6 Do you use electric forklifts indoors?

YES: 2 NO: 0

If yes, list equipment.

5.1.7 Do you conduct equipment, vehicle, and material washing in areas where runoff is directed to a sewer drain, sump, or clarifier (as opposed to a storm drain)?

YES: 2 NO: 0

If yes, show wash areas and drainage on map.

5.1.8 Are storm drains equipped with shut-off valves, berms, and/or drain plugs in case of contamination from spills and are they regularly inspected?

YES: 2 NO: 0

If yes, attach photo or describe.

5.1.9 Do you have a safe, clean area for unused/retired equipment? This area should protect possible pollutants from leaching into air, ground, and landscape.

YES: 2 NO: 0

If yes, attach photo or show on map and explain pollution prevention.

5 Pollution and Waste Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
5.1 Pollution	16			

5.2 Hazardous Material Management

Goal: To verify that your facility is taking proper care to identify and handle hazardous materials, and prevent loss of hazardous materials into the air, soil, and water.

Requirements

5.2.1 You must perform an annual hazardous material and waste assessment.

Attach recent assessment.

5.2.2 You must have a written procedure for addressing chemical spills including appropriate spill kit(s), and conduct annual employee trainings on spill kit use and disposal.

Attach chemical spill procedure, photo of spill kit(s), and training logs.

5.2.3 You must label, store and dispose of chemicals, solvents, lubricants, coolants, batteries, oils, paints, florescent lighting ballasts, and coatings properly.

Include employee training information on hazardous waste handling and disposal.

5.2.4 You must store hazardous materials in a safe, secure location and use oldest materials first.

Indicate storage location on a facilities map.

5.2.5 All lubricants and wine production contact surfaces must be food grade.

List products used.

--

Management Enhancements

5.2.6 Have you decreased your overall hazardous waste in the last three years?

YES: 3 NO: 0

If yes, reference hazardous waste assessment in 5.2.1.

5.2.7 Are cellar and laboratory thermometers mercury-free?

YES: 2 NO: 0

If yes, attach photo.

5 Pollution and Waste Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
5.2 Hazardous Material Management	5			

5.3 Solid Waste Management

Goal: To verify that your facility is taking proper care to handle solid waste from all parts of the facility.

Requirements

5.3.1 You must have a written procedure addressing organic solid waste.

Attach procedure including which materials are disposed of, composted, used for farm feed, fertilizer or other use.

Management Enhancements

5.3.2 Are your dumpsters covered by lids or an overhang/roof?

YES: 2 NO: 0

If yes, attach photo.

5.3.3 Are your dumpsters on a concrete pad?

YES: 2 NO: 0

If yes, attach photo.

5.3.4 Is an employee responsible for routinely checking dumpster area for leaks, spills, and litter and trained to identify materials that may be unintentionally placed in the wrong dumpster?

YES: 2 NO: 0

If yes, list name and title of person responsible.

5.3.5 Do you have signs in a language understood by the employee(s) posted on dumpsters indicating which material are allowed/restricted?

YES: 2 NO: 0

If yes, attach photo.

5.3.6 Are lees filtered to recover wine?

YES: 2 NO: 0

If yes, list filter type.

5.3.7 Do you use low-waste filtration technology such as cross-flow filtration?

YES: 3 NO: 0

If yes, name low-waste filtration system.

5.3.8 Are filter pads composted or used in vineyard or landscaping?

YES: 2 NO: 0 NOT APPLICABLE: NA

If yes, explain.

5.3.9 Are tires taken to a recycling facility or traded in when no longer usable?

YES: 2 NO: 0

If yes, attach receipts.

5 Pollution and Waste Point Summary				
	A	B	C	D
	Total Chapter Points	Points Received	Not Applicable Points	Total Points Available (A – C)
5.3 Solid Waste Management	17			

5.4 Cleaning and Sanitizing Agents

Goal: To verify that your personnel is trained properly to handle all cleaning and sanitizing agents and their byproducts safely.

Requirements

5.4.1 Cleaning chemicals must be clearly marked and stored in a clean, dry location in appropriate secondary containment and stored separately from wine addition chemicals.

Attach photos of chemical containers and show locations on facility map.

Management Enhancements

5.4.2 Is safe handling of all agents and chemicals included in employee training?

YES: 2 NO: 0

If yes, attach training logs.

5.4.3 Are low risk/low toxicity cleaning and sanitizing alternatives trialed or in use in the winery?

YES: 2 NO: 0

If yes, explain and list products.

5.4.4 Are low toxicity cleaning products chosen for janitorial use?

YES: 2 NO: 0

If yes, list products.

5 Pollution and Waste Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
5.4 Cleaning and Sanitizing Agents	6			

5.5 Lab Chemicals

Goal: To verify that personnel are trained properly to handle all lab chemicals safely and understand and prevent chemical interactions during disposal.

Requirements

5.5.1 You must have a program in place listing all reagents and chemicals used in the lab and their proper disposal method as per MSDS.

Attach list and disposal procedure.

5.5.2 All laboratory chemicals must be labeled and stored in appropriate, marked areas. Flammables, acids and bases must be stored separately.

Attach photos of laboratory chemical storage areas.

5.5.3 Personal Protection Equipment (PPE) must be a part of written laboratory procedures for each analysis and chemical solution preparation.

Attach procedures.

5.5.4 Chemicals removed from their original containers must be properly re-labeled.

Attach photo.

Management Enhancements

5.5.5 Are chemicals marked with open and expiration dates?

YES: 2 NO: 0

If yes, attach photo.

5.5.6 Do you have chemical resistant countertops?

YES: 2 NO: 0

If yes, describe.

5.5.7 Do you have dedicated glassware for trials and tastings?

YES: 2 NO: 0

If yes describe.

5.5.8 Do you have reagent preparation procedures and maintain calibration records for your lab equipment?

YES: 2 NO: 0

If yes, attach procedures and records.

5 Pollution and Waste Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
5.5 Lab Chemicals	8			

5 Pollution and Waste Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
5.1 Pollution	16			
5.2 Hazardous Material Management	5			
5.3 Solid Waste Management	17			
5.4 Cleaning and Sanitizing Agents	6			
5.5 Lab Chemicals	8			
Total Chapter Points	52			

6 Pest Management

Pest management is a reality for all property owners. Using Integrated Pest Management practices to deter pests can decrease unwanted populations.

Reduction or elimination of chemicals for pest management is important for both employee and ecological safety. Increased demand for alternatives to toxic chemicals for pest control fuels innovation and strengthens the need for these services.

6.1 Pest Management

Goal: To establish an Integrated Pest Management system to deter and manage pest issues in the most ecologically safe way.

Requirements

6.1.1 You must have an Integrated Pest Management (IPM) system. This should include a list of winery pests, monthly monitoring, and strategies for prevention and control.

Attach plan.

Management Enhancements

6.1.2 Do you use nontoxic and/or ecologically friendly pest control methods?

YES: 4 NO: 0

If yes, list products used.

6.1.3 If you contract with a pest control operator, did you choose one that is EcoWise Certified (www.ecowisecertified.com) or specify in the contract that Integrated Pest Management (IPM) and methods using non-chemical pest prevention and pest control are used?

YES: 2 NO: 0

If yes, describe or attach contract details.

6.1.4 Do you keep drains, hoses, valves, manways, ladders, catwalks and fixed lines clean to deter pests?

YES: 2 NO: 0

If yes, explain cleaning schedule for each.

6.1.5 Do you store winery waste, byproducts, and wood pallets offsite or away from the winery buildings in order to deter pests?

YES: 2 NO: 0

If yes, describe storage location and show on map.

6.1.6 Do you store all barrels inside?

YES: 2 NO: 0

If yes, attach photo.

6 Pest Management Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
6.1 Pest Management	12			
Total Chapter Points	12			

7 Purchasing, Recycling, and Waste Reduction

Where you spend your money makes an impact. Having a purchasing plan that favors environmentally friendly materials sourcing, production, packaging, and shipping sends a message to both businesses and consumers that these methods matter. Inquiring about the packaging methods and recyclability of packaging materials used by vendors also encourages others to thoughtfully consider their own practices.

Digital correspondence and record keeping can decrease the paper burden on the business.

Overall waste reduction efforts and reusing or recycling all possible items will have lasting impact towards achieving the goal of less material heading into the waste stream.

7.1 Purchasing Policy

Goal: To reduce waste and limit the environmental impact of materials used in the winery.

Requirements

7.1.1 You must have a written sustainability purchasing policy targeting environmental impact, price, and supplier performance.

Attach policy, explain how purchasing policy addresses sustainability with suppliers, packaging, and paper products and document that the policy has been communicated to all purchasers.

Management Enhancements

7.1.2 Have you implemented a paperless policy that replaces traditional invoicing, correspondence, and purchasing in administration and/or the tasting room (e.g. email, e-fax)?

YES: 3 NO: 0

If yes, attach policy.

7.1.3 Do you purchase unbleached and/or chlorine-free paper products such as copy paper, paper towels, napkins, and coffee filters?

YES: 3 NO: 0

If yes, list products and attach sample invoice.

7.1.4 Are wood products (e.g. barrels, corks, wooden wine boxes, or display materials) sourced from companies certified by the Forest Stewardship Council (FSC), Programme for the Endorsement of Forest Certification (PEFC) or other certifying agency?

YES: 3 NO: 0

If yes, document.

7 Purchasing, Recycling, and Waste Reduction Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
7.1 Purchasing Policy	9			

7.2 Recycling

Goal: To maximize the waste management stream to ensure proper disposal of materials.

Requirements

7.2.1 You must have a written recycling program in place for all materials that can be recycled. This includes having recycling bins throughout the facility. Trash must be kept separate from recyclable items from point of waste generation through proper disposal at a recycling facility. (Visit <http://www.calrecycle.ca.gov> for more information.)

Attach written recycling program.

Management Enhancements

7.2.2 Did you work with your local waste management company to develop your recycling program?

YES: 2 NO: 0

If yes, list name and date of meeting.

7.2.3 Do you regularly examine waste streams to ensure that all waste is properly recycled?

YES: 2 NO: 0

If yes, list name and title of person responsible for inspections.

7.2.4 Do you train your staff and post signs on proper waste disposal in the language understood by your employee(s) at trash and recycling areas?

YES: 2 NO: 0

If yes, attach training records and photo(s).

7.2.5 Are sample bottles for tasting and laboratory analysis washed and reused?

If yes, select the percent of bottles that are reused:

70-100%	<input type="checkbox"/> YES:	3
34-69%	<input type="checkbox"/> YES:	2
1-33%	<input type="checkbox"/> YES:	1
0	<input type="checkbox"/> NO:	0

7.2.6 Is all broken, unusable laboratory glass sorted into specifically marked containers for disposal or recycling? (Borosilicate glass (Pyrex) and leaded glass cannot be recycled. All other glass, sample bottles, and tasting glasses are recyclable.)

YES: 2 NO: 0

If yes, attach photo of collection containers.

7.2.7 Do you have other uses for excess and/or obsolete glass from bottling (e.g. sold to other wineries or home winemakers, etc.)?

YES: 2 NO: 0

If yes, describe.

7.2.8 Is cardboard recycled, reused, returned to supplier for reuse, shredded, composted, and/or sheet mulched onsite?

YES: 2 NO: 0

If yes, describe.

7.2.9 Is waste from bottling operations recycled or reused (this includes sending capsule boxes, trays, and end caps back to manufacturer)?

51-100% YES: 2
1-50% YES: 1
0 NO: 0

If yes, explain.

7.2.10 Do you recycle or repurpose natural cork?

YES: 2 NO: 0

If yes, describe recycling or reuse.

7.2.11 Are obsolete or unused capsules sold or given to a metal recycler for reuse?

YES: 2 NO: 0

If yes, attach receipt or Bill of Lading (BOL).

7.2.12 Are all metals separated into recyclable materials, steel drums, and scrap metal?

YES: 2 NO: 0

If yes, describe.

7.2.13 Are unusable barrels sold, donated, or for repurposed (chipping, furniture, planters, etc.)?

YES: 2 NO: 0

If yes, attach records or Bill of Lading (BOL).

7.2.14 Do employees use scrap paper for notes and double-sided printing to reduce paper use?

YES: 2 NO: 0

If yes, describe how this is encouraged.

7 Purchasing, Recycling, and Waste Reduction Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
7.2 Recycling	27			

7.3 Waste Reduction

Goal: To minimize waste by reusing materials and eliminating disposable products.

Requirements

7.3.1 You must have a written waste reduction policy including targeted goals to reduce overall waste production.

Attach written waste reduction policy.

Management Enhancements

7.3.2 Do you use rechargeable batteries for flashlights, radios, remote controls, and other devices that use standard batteries?

- 51-100% YES: 2
1-50% YES: 1
0 NO: 0

7.3.3 Do you use recycled oil for vehicles and equipment?

- 51-100% YES: 2
1-50% YES: 1
0 NO: 0

If yes, attach receipt.

7.3.4 Are wood pallets reused or picked up by a vendor or other recycling company?

- YES: 2 NO: 0

If yes explain, attach receipt or Bill of Lading (BOL).

7.3.5 Are wine shippers reused as long as possible?

- YES: 2 NO: 0

If yes, attach policy.

7.3.6 Is compostable food waste collected separately from trash and composted?

YES: 2 NO: 0

If yes, attach photo of compost collection bin.

7.3.7 Are at least 75% of break room cups, plates, and utensils washable?

YES: 2 NO: 0

If yes, explain.

7.3.8 Are recyclable/compostable tableware items (e.g. cups, plates, bowls, utensils) separated from trash and recycled or composted?

YES: 2 NO: 0

If yes, attach photo.

7.3.9 Is Styrofoam prohibited from catering and kitchen use?

YES: 2 NO: 0

If yes, attach policy.

7 Purchasing, Recycling and Waste Reduction Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
7.3 Waste Reduction	16			

7.4 Packaging and Materials

Goal: To utilize environmentally friendly materials and reduce overall packaging use.

Requirements

7.4.1 You must have a written policy outlining when and how to distribute promotional materials (e.g. press packets, price lists) and do so electronically whenever possible.

Attach policy.

7.4.2 You must use at least 50% recycled content in your paper packaging materials (e.g. case boxes, labels, etc.).

Attach documentation.

Management Enhancements

7.4.3 Are your packaging and promotional materials printed using vegetable/soy or other low-VOC inks?

YES: 3 NO: 0

If yes, attach documentation specifying ink used.

7.4.4 Do you use lightweight glass (less than 440 grams) to cut down on weight of freight and carbon footprint?

75-100% of production YES: 3
 50-74% of production YES: 2
 25-49% of production YES: 1
 0-24% of production NO: 0

7.4.5 Is all packaging used for shipping made from recycled material (no Styrofoam)?

YES: 3 NO: 0

If yes, list materials.

7.4.6 Is all packaging used for shipping the minimum size allowable, while still conforming to the carrier's requirements?

YES: 2 NO: 0

If yes, describe package sizes used (shipper bottle number).

7 Purchasing, Recycling, and Waste Reduction Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
7.4 Packaging and Materials	11			

7 Purchasing, Recycling, and Waste Reduction Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
7.1 Purchasing Policy	9			
7.2 Recycling	27			
7.3 Waste Reduction	16			
7.4 Packaging and Materials	11			
Total Chapter Points	63			

8 Social Equity

The Social Equity section is designed to be completed based on policies toward workers. A worker is defined as any person (full or part-time, permanent or seasonal) working in your winery at any point during the year.

One of the three major tenets of sustainability is social equity. The health and wellbeing of all people connected to the business, not just employees, is as important as the health of the environment and the business enterprise itself.

Employee safety is paramount and must be at the core of all decisions and procedures performed by the business.

Having an engaged and proactive human resources plan sets businesses on the path towards a healthy workplace. Employee training offers opportunities for growth both by the individual and for the overall organization. Having a system in place to regularly review fair salaries and benefits keeps the business competitive and attractive to engaged and highly skilled employees. Maintaining regular performance evaluations benefits both managers and employees as a platform for focused and open dialogue regarding employee goals and success in achieving those goals. Policies addressing issues that may arise within the workplace, such as complaints and disciplinary actions are important as they illustrate a clear path for assistance as well as legal protection. Fostering social equity can lead to employee retention, which saves businesses time and money.

8.1 Worker Orientation and Human Resources Policies

Goal: To promote the winery as a safe and desirable place to work where the employer is concerned about fair wages, benefits, and the health, safety and continuing education of his/her employees. This chapter applies to any persons, both in house and third party, working in winery operations.

Requirements

8.1.1 You must have (an) Employee Handbook(s) addressing the following:

- Harassment Policy
- Salary, Benefits, and Incentives
 - Employee Orientation
 - Ongoing Training
 - Employee Safety Policies and Practices
 - Employee Evaluations, Grievance Policy and Disciplinary Actions

Provide copy of Employee Handbook with an acknowledgement of the receipt of the handbook. Have each employee sign acknowledgement and file in personnel folder.

8.1.2 You must develop and implement an Injury and Illness Prevention Program (IIPP) including but not limited to:

- A system for ensuring that employees comply with safe and healthy work practices
- A system for communicating with employees on safety and health matters, including provisions designed to encourage employees to report hazards without fear of reprisal
- Procedures for identifying hazards including scheduled periodic inspections
- A procedure to investigate occupational injury or occupational illness
- Methods and/or procedures for correcting unsafe or unhealthy conditions
- Provide training and instruction to employees and supervisors to familiarize them with the hazards to which employees under their control may be exposed

Attach plan and identify the person(s) with authority and responsibility for implementing the Program. (Create a plan at <http://www.dir.ca.gov/DOSH/etools/09-031/how.htm>)

8.1.3 All new employees must receive an introduction to the company prior to starting work. Company introduction includes, but is not limited to:

- Long- and short-term work goals
- Benefits and eligibility requirements
- Policies
- Job descriptions

Provide documentation of employee orientation meeting and employee manual in a language understood by the employee(s).

8.1.4 Management training seminars concerning workplace harassment and discrimination must be conducted.

Attach verification of attendance.

8.1.5 You must participate in at least one annual salary survey (e.g. Wine Business Monthly Annual Survey).

Attach survey.

8.1.6 If you employ minors (17 years of age or younger) you must obtain and have on file a work permit.

Attach permit(s). Not applicable if you do not employ minors.

Management Enhancements

8.1.7 Do you pay all workers competitive salaries?

YES: 4 NO: 0

If yes, provide documentation of average salaries per job category benchmarked to the most recent salary survey results from your region.

8.1.8 How much of your medical insurance premium do you cover?

- | | | |
|-----------------------------------|-------------------------------|---|
| 100% premium coverage | <input type="checkbox"/> YES: | 6 |
| 75% premium coverage | <input type="checkbox"/> YES: | 4 |
| 50% premium coverage | <input type="checkbox"/> YES: | 2 |
| Less than 50% premium coverage | <input type="checkbox"/> YES: | 0 |
| I do not offer medical insurance. | <input type="checkbox"/> NO: | 0 |

8.1.9 Do you offer dental coverage?

- YES: 2 NO: 0

If yes, provide plan information.

8.1.10 Do you offer vision coverage?

- YES: 2 NO: 0

If yes, provide plan information.

8.1.11 Do you provide family support services for your workers?

- YES: 2 NO: 0

If yes, select services offered from the following:

- Housing opportunities referral information and resources
- Community resources referral information
- Childcare referral program
- Nutrition, health, and wellness referral information
- Employer participation in community groups dedicated to increasing housing opportunities
- Employer donations of money and other resources to local housing groups
- Counseling and mental health
- Other:

8.1.12 Do you provide all of your full-time workers retirement benefits?

- | | | |
|---------------------------------------|-------------------------------|---|
| Offered to 75% - 100% of employees | <input type="checkbox"/> YES: | 3 |
| Offered to 50% -74% of employees | <input type="checkbox"/> YES: | 2 |
| Offered to 25% - 49% of employees | <input type="checkbox"/> YES: | 1 |
| Offered to less than 24% of employees | <input type="checkbox"/> YES: | 0 |
| No | <input type="checkbox"/> NO: | 0 |

8.1.13 If yes, do you provide employer matching contributions?

YES: 2 NO: 0

If yes, explain.

8.1.14 Do you offer annual bonuses and rewards to your workers?

Offered to 75% - 100% of workers	<input type="checkbox"/> YES:	3
Offered to 50% - 74% of workers	<input type="checkbox"/> YES:	2
Offered to 25% - 49% of workers	<input type="checkbox"/> YES:	1
Offered to less than 24% of workers	<input type="checkbox"/> YES:	0
No	<input type="checkbox"/> NO:	0

If yes, describe worker bonuses and rewards.

8.1.15 Do you have a policy regarding flexible work schedules?

YES: 2 NO: 0

If yes, attach policy.

8.1.16 Do you have a policy regarding working remotely?

YES: 2 NO: 0

If yes, attach policy.

8.1.17 Do you hold team building exercises, retreats, or educational field trips at least one work day annually?

YES: 2 NO: 0

If yes, provide documentation for most recent activity.

8.1.18 Do you have a formalized process for conducting performance evaluations with your workers?

YES: 2 NO: 0

If yes, describe process and frequency of evaluations.

8.1.19 Do you have a formalized process to allow workers to evaluate their supervisors?

YES: 2 NO: 0

If yes, describe process and frequency of evaluations.

8.1.20 Are specific goals and timelines established by and for employees at performance evaluations?

YES: 2 NO: 0

If yes, attach a sample of a written goal worksheet.

8.1.21 Are timelines for evaluating goals determined at the time the goals are established?

YES: 2 NO: 0

If yes, describe how these are determined.

8.1.22 Do you have a system in place that encourages workers to submit suggestions for improving workplace conditions, training, worker development, business performance and operational efficiency?

YES: 2 NO: 0

If yes, explain.

8 Social Equity Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
8.1 Worker Orientation and Human Resources Policies	40			

8.2 Worker Development and Ongoing Training

Goal: To educate winery workers on workplace safety and company goals in order to create an engaged workforce.

Requirements

8.2.1 You must provide annual training on confined space, fall protection, heat stress prevention, respiratory/pesticide awareness and ammonia safety (if applicable), and biannual forklift training.

Attach training records from the past 12 months.

Management Enhancements

8.2.2 Do you hold meetings to include your workers in your winegrowing philosophies and short- and long-term goals?

- | | | |
|------------|-------------------------------|---|
| Quarterly | <input type="checkbox"/> YES: | 3 |
| Twice/year | <input type="checkbox"/> YES: | 2 |
| Annually | <input type="checkbox"/> YES: | 1 |
| No | <input type="checkbox"/> NO: | 0 |

If yes, explain.

8.2.3 Do you conduct regular production meetings?

- | | | |
|-----------|-------------------------------|---|
| Daily | <input type="checkbox"/> YES: | 4 |
| Weekly | <input type="checkbox"/> YES: | 3 |
| Monthly | <input type="checkbox"/> YES: | 2 |
| <1x/month | <input type="checkbox"/> YES: | 1 |
| Never | <input type="checkbox"/> NO: | 0 |

If yes, explain.

8.2.4 Do you conduct pre- and post-harvest meetings?

- | | | | |
|-------------------------------|---|------------------------------|---|
| <input type="checkbox"/> YES: | 3 | <input type="checkbox"/> NO: | 0 |
|-------------------------------|---|------------------------------|---|

If yes, explain.

8 Social Equity Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
8.2 Employee Ongoing Training	10			

8.3 Safe Work Environment

Goal: To provide a safe and secure work environment, to educate workers on safety procedures, and to prevent injury.

Requirements

8.3.1 You must have a written Emergency Preparedness and Evacuation Plan including but not limited to:

- Internal and external contact information (e.g. 911, doctor, ambulance, fire department, hospital, urgent care)
- Employee contact information
- Location of nearest phone (phone must be accessible at all times)
- Location of emergency exits

Attach Emergency Preparedness and Evacuation Plan and annual training records.

8.3.2 You must have warning signs for all potential hazards (e.g. chemical storage areas, electrical equipment, fuel tanks, toxic material, etc.) posted in the language understood by the employee(s).

Attach photo(s) of warning signs.

8.3.3 You must inspect and record the following:

- Daily forklift log
- Secured storage of compressed gas cylinders (daily when used)
- Equipment safety checks at least monthly (seasonally for equipment used annually)
- Eye wash and shower station inspections at least monthly (if applicable)
- First Aid kit inspection and restocking at least quarterly
- Fire extinguisher inspections monthly and recharge at least annually
- Fire suppression system inspection at least annually

Attach inspection records.

8.3.4 If your wells are used for drinking water, you must conduct drinking water suitability tests at least every 3 years. If water quality does not meet suitability test you must provide an alternative source of drinking water or take corrective action. If applicable, provide copies of the sampling results and alternate source/corrective action, if needed.

Attach suitability test. Not applicable only if you do not use wells for drinking water.

Management Enhancements

8.3.5 Is one member of management clearly identified as the person responsible for worker health and welfare issues?

YES: 2 NO: 0

If yes, list name and title of person responsible.

8.3.6 Do you have a safe work practices incentive program that does not discourage reporting?

YES: 2 NO: 0

If yes, attach program details.

8.3.7 Are there Safety Officers/Liaisons for the facility and/or each department?

YES: 2 NO: 0

If yes, list name and title of the person(s) responsible.

8.3.8 Has your facility had a voluntary safety consultation performed?

YES: 2 NO: 0

If yes, attach date and consultation results.

8.3.9 Do you have mandatory CPR training for all full-time employees?

Every 2 years YES: 2

Never NO: 0

If yes, attach records.

8.3.10 Do you have mandatory First Aid training for all full-time employees?

- Annually YES: 3
- Every 2 years YES: 2
- Never NO: 0

If yes, attach records.

8.3.11 If you use a labor provider, do they provide CPR and First Aid training to their employees?

- YES: 2
- NO: 0
- NOT APPLICABLE: NA

If yes, attach policy. Not applicable only if you do not use a labor provider.

8.3.12 Do you risk assess hazardous and dangerous tasks?

- YES: 2
- NO: 0

If yes, describe process of risk assessment.

8.3.13 Have you performed ergonomic assessments for various jobs throughout the winery?

- YES: 2
- NO: 0

If yes, describe and/or attach records.

8.3.14 Do you provide ongoing training and communication for all health and safety plans, including a scheduled frequency for subsequent trainings?

- YES: 2
- NO: 0

If yes, describe and attach training schedule.

8.3.15 Do you regularly review and update your standard operating procedures (SOP)?

- Annually YES: 2
- Every 2 years YES: 1
- Never NO: 0

If yes, attach update procedure.

8 Social Equity Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
8.3 Safe Work Environment	23			

8 Human Resources and Employee Benefits Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
8.1 Worker Orientation and Human Resources Policies	40			
8.2 worker Development and Ongoing Training	10			
8.3 Safe Work Environment	23			
Total Chapter Points	73			

9 Continuing Education and Community Involvement

Both continuing education and community involvement foster communication, interest, and collaboration that resonates among all people involved with a winery.

Opportunities for employee continuing education can take many shapes and forms. Many industry suppliers offer free or low-cost seminars throughout the year. Certain licenses require regular completion of continuing education hours to keep current with the license. Hours can be fulfilled at conferences, expos, and online. Collegiate-level classes are available on campuses and online. Offering access to any of these learning opportunities can keep the business current with legal requirements as well as introduce new information, practices, and products that can help the business succeed.

The wine industry has a wonderful spirit of volunteerism through donations to fundraisers, events, and industry groups. Contributing to the community is a sound business practice and serves to keep involved wine brands relevant in a competitive marketplace.

The communities surrounding a winery, both physically and virtually, can be amazing ambassadors and allies for the business. Keeping healthy communication a priority and providing timely and relevant updates on what is happening with the business can benefit all involved.

9.1 Continuing Education

Goal: To provide a workplace culture where continued education, local industry interaction, and the sharing of changing operating policies is supported and encouraged.

Requirements

9.1.1 Winery staff must earn at least 20 hours of Continuing Education each year pertaining to any of the winery sustainability issues addressed in these Standards.

Attach Continuing Education verification forms totaling 20 hours from the past 12 months.

Management Enhancements

9.1.2 Do you subscribe to print or online trade journals?

YES: 2 NO: 0

If yes, list.

9.1.3 Are you a member of a local vintners or growers association?

YES: 4 NO: 0

If yes, name organization.

9.1.4 Do you regularly attend local vintners, growers, Chamber of Commerce or other business association meetings?

- 5 or more/year YES: 4
- 3-4/year YES: 3
- 1-2/year YES: 2
- 0/year NO: 0

9.1.5 Do you volunteer, sit on a board or committee, help organize or provide presentations for industry or community organizations?

- YES: 4 NO: 0

If yes, describe your involvement.

9.1.6 Do you and/or your employees write-up or provide summaries of seminars attended in order to share knowledge with others?

- YES: 2 NO: 0

If yes, attach three summaries.

9.1.7 Do you receive notices from the Alcohol and Tobacco Tax and Trade Bureau (TTB) or your local Department of Alcoholic Beverage Control (ABC) office regarding process or regulation changes?

- YES: 2 NO: 0

If yes, attach most recent documents.

9.1.8 Do you conduct educational seminars about your operation and/or tastings of your wines for your employees?

- Monthly YES: 4
- Quarterly YES: 2
- Never NO: 0

9.1.9 Do you and/or your employees attend new skills training programs (e.g. ESL, water conservation, energy conservation, equipment training, public relations, conflict resolution)?

- YES: 4 NO: 0

If yes, list programs.

9.1.10 Do you and/or your employees attend annual trainings on human resources issues?

YES: 3 NO: 0

If yes, list training dates and topics.

--

9 Continuing Education and Community Involvement Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
9.1 Continuing Education	29			

9.2 Community and Industry Involvement

Goal: To have a gateway for your local community to communicate with your winery and to provide support to local businesses through volunteering and donation efforts.

Requirements

9.2.1 You must have a “Neighborhood and Community Relations Communication Plan” in place. Plan must include the following:

- Participation in neighbor and community forums
- Notification of major changes to practices
- Notification of designated contact person(s) and contact phone number(s)
- Procedures for neighbors to inquire about or express their concerns regarding practices
- Procedures to log and follow-up on neighbor and community complaints
- Employee training regarding the “Neighborhood and Community Relations Communications Plan”

Attach written plan.

9.2.2 You must pay employees for their time spent attending industry groups, seminars, or meetings during work hours.

Attach policy.

9.2.3 You must train tasting room and/or sales staff on how to communicate your sustainable practices to customers.

Attach training records.

9.2.4 You must provide educational materials on sustainable practices to your customers.

Attach material(s) on sustainable practices.

Management Enhancements

9.2.5 Have you participated with community members in at least two events during the last 12 months on sustainability issues (e.g. wine events, public hearings, etc.)?

YES: 3 NO: 0

If yes, list events and dates.

9.2.6 Do you sell wines made from SIP Certified Vineyards?

YES: 3 NO: 0

If yes, list vineyard and state whether they have the SIP Certified seal on the label.

9.2.7 Does your winery participate in, sponsor, and/or donate wine to local events, community nonprofits, or service organizations?

YES: 2 NO: 0

If yes, list events and dates.

9.2.8 Do you communicate the latest information about your operation with your wine club members and/or mailing list?

YES: 2 NO: 0

If yes, describe.

9.2.9 Do you pay your employees for their work related volunteer time not included in normal working hours?

YES: 2 NO: 0

If yes, describe.

9 Continuing Education and Community Involvement Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
9.2 Community and Industry Involvement	12			

9 Continuing Education and Community Involvement Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
9.1 Continuing Education	29			
9.2 Community and Industry Involvement	12			
Total Chapter Points	41			

This page is intentionally left blank.

10 Business Management

A healthy, functioning business is a critical component of a sustainable operation. A business must be economically viable to be sustainable long term.

Management practices that foster success in business will address staffing, record keeping, information technology security, inventory management, accounts payable, and succession planning. Long and short-term budgets and business goals provide important communication tools for a sustainable business.

10.1 Business Management

Goal: To ensure that a Business Stability Plan is in place that not only tracks the current and projected financial state of your company, but also addresses hiring practices, long- and short-term business goals, and operating strategies that will aid in healthy and sustainable growth.

Requirements

10.1.1 You must have a hiring and recruitment plan addressing full-time, part-time, and seasonal employees. This plan should include the following:

- Tons to be processed and cases bottled annually
- Number and type of employees required annually (account for employees who may be leaving, retiring, or promoted to new areas)
- Recruitment method (may vary according to position)
- Recruitment budget
- Assignment of person responsible for recruitment and trained on legally mandated hiring practices
- Recruitment and hiring process compliance with state and federal requirements
- Standardized questions, offer letter, job descriptions, and orientation

Attach plan.

10.1.2 You must have a Contingency Plan for Key Personnel Loss to temporarily replace individuals so business operations are not impacted.

Attach plan.

10.1.3 You must have a sales and marketing plan.

Attach plan.

10.1.4 You must have an annual or multi-year budget.

Provide actual or sample documentation of the budget. You do not need to disclose sensitive financial information.

10.1.5 You must have sufficient liability insurance.

Attach proof of liability insurance.

10.1.6 You must create a sustainability plan at least every three years including but not limited to:

- Vision of your company in three, five, and 10 years
- How your company will enhance or contribute to the community
- How your company will positively impact the environment and grow sustainably
- Goals and targets including specific activities, practices, and/or policies

Attach sustainability plan.

10.1.7 You must document that winery records (for analysis, work completed, additions, wine tracking by lot and bottling) are maintained.

Name the method or program you use and provide an example of your records.

10.1.8 You must have an inventory management system for dry goods and additives, bulk wine, and case wine.

List system used, date of implementation, and provide a copy of most recent inventory.

Document that you keep records on premise and have receiving paperwork indicating delivery company, driver and have all necessary lot numbers for chemicals, barrels, glass, and corks.

Management Enhancements

10.1.9 Is your budget broken down by department: production, facility, tasting room, etc.?

YES: 4 NO: 0

If yes, list each department with a specific budget.

10.1.10 Do you have a long-term budget?

If yes, does it cover the next:

8+ years	<input type="checkbox"/> YES:	4
6-7 years	<input type="checkbox"/> YES:	3
4-5 years	<input type="checkbox"/> YES:	2
No long-term budget	<input type="checkbox"/> NO:	0

10.1.11 Do you have a system in place to track, review, and compare your financial status over time?

YES: 3 NO: 0

Provide a written description of your tracking and review system.

10.1.12 Do you review budget-to-actual on a monthly basis?

YES: 3 NO: 0

Provide sample documentation of monthly budget versus actual comparisons.

10.1.13 Do you meet with a financial or business advisor annually?

YES: 3 NO: 0

Provide name and affiliation of financial or business advisor and date of most recent meeting.

10.1.14 Do you have a policy to ensure that invoices are paid by the due date?

YES: 2 NO: 0

If yes, attach policy.

10.1.15 Do you have a succession plan?

YES: 2 NO: 0

If yes, explain.

10.1.16 Do you have a plan in place to maintain business operations in case of a disaster or IT failure?

YES: 2 NO: 0

If yes, attach plan.

10.1.17 Do you have an internship program?

YES: 2 NO: 0

If yes, explain.

10 Business Management Point Summary				
	A Total Chapter Points	B Points Received	C Not Applicable Points	D Total Points Available (A – C)
10.1 Business Management	25			
Total Chapter Points	25			

SIP Winery Certification Standards Point Summary

CETIFICATION POINT SUMMARY		
Chapter	A Total Chapter Points	B Points Received
1 Winery Facility Establishment and Management	57	
2 Water Conservation and Quality	79	
3 Energy Conservation and Efficiency	79	
4 Fruit Quality	19	
5 Pollution and Waste	52	
6 Pest Management	12	
7 Purchasing, Recycling, and Waste Reduction	63	
8 Social Equity	73	
9 Continuing Education and Community Involvement	41	
10 Business Management	25	
Total Points	500	