SLEEP PRODUCTS
SUSTAINABILITY PROGRAM

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This document details the requirements of the SP2 and covers what will be reviewed as part of the certification verification process. The requirements are gathered into three parts: Plan, People, and Process. All three are crucial to having a successful sustainability program. The requirements of the program are:

PLAN
- Environmental Policy
- Facility Impact Assessment
- Goals and Targets
- Measurement of Progress

PEOPLE
- Employee Awareness and Engagement
- Supplier Partnership
- Best Practice Sharing

PROCESS
- Regulatory Compliance
- Program Verification
- Corrective and Preventative Actions
- Program Resilience

In addition to this document there is also a separate guidance document that provides more detail on these requirements. This requirements document lists the specific items that a facility must implement to achieve SP2 certification. The guidance document provides additional ideas and assistance for how to meet or exceed those requirements. Guidance for each requirement includes:

- **Description:** What is this requirement and what does it mean?
- **Examples:** What are some examples of how to meet this requirement?
- **How to do it:** How do I implement a process to meet this requirement?
- **Gap Analysis Questions:** How can we confirm whether the requirement is being met?

While these sections of the guidance document provide advice and ideas for implementing, only what is detailed in this requirements document is actually required. Companies should feel free to be creative and go above and beyond the requirements to make the program a useful addition to their workplace and business, and not just a paper exercise. Make a system that works for you, not one that you have to work for.

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PLAN

The four requirements of this section layout how a facility plans for continuous improvement in its sustainability efforts.

1. Environmental Policy

The facility must have an environmental policy that is 1) written, 2) formally adopted and signed by the facility management, and 3) communicated to all employees and onsite contractors. The policy must include a commitment to continuous improvement in environmental performance.

For maximum effect, it should also include other commitments to align it with the company culture or management philosophy. There is no one right way to write an environmental policy, and the SP2 certification will simply confirm that the policy includes a commitment to continuous improvement and that it has been communicated effectively.

2. Facility Impact Assessment

The facility must detail a list of 1) business activities, 2) their environmental impacts, and 3) methods used to control or reduce those impacts. Each business activity must be evaluated for its waste impacts and may also be evaluated for energy and water consumption. The facility must then describe the current control measures used to reduce the identified impacts. Finally, the impacts that are high priority and don't have adequate controls should be identified. These will then inform target setting to improve controls and reduce impacts.

3. Goals and Targets

Based on the Environmental Policy, Facility Impact Assessment, Employee Engagement, Program Verification findings, and other management direction, the facility must set annual qualitative goals and quantitative targets to reduce environmental impacts from waste management. They are also encouraged to consider targets to reduce energy and water use. The goals must be approved by facility management and reviewed with management at least annually.

Meeting the targets is not necessary to achieve certification, but the facility must show progress and track related data. Goals and targets must be communicated to all employees and onsite contractors. The facility can decide whether the targets are purely internal or also communicated externally via public outreach.

4. Measurement of Progress

In addition to tracking the data necessary to evaluate targets, the facility must track all waste generated and its disposition (reduce, reuse, recycle, incineration, or landfill). In addition, facilities are encouraged to track energy consumed and water used. Targets do not need to be set against all of these.

PEOPLE

The three requirements of this section layout how a facility engages people, both inside the facility and outside, to improve sustainability.

1. Employee Awareness and Engagement

The facility must engage its employees in the sustainability program. This must include at a minimum:

- identifying sustainability training needs by subject and job function,
- delivering sustainability training and tracking completion,
- gathering ideas for improvement from employees, and
- providing feedback on facility progress.

Training can take many forms (it need not be a formal classroom program) as long as it is documented and improved over time.

2. Supplier Partnership

The facility must partner with their suppliers of materials and components, logistics partners, and/or providers of waste collection and recycling services to help achieve reductions to waste. They are also encouraged to collaborate with energy and water utilities to help achieve reductions to energy use and water use. The facility should engage in at least one project per year with a supplier or provider to reduce environmental impacts identified in their Facility Impact Assessment. This can include improving recyclability, eliminating waste, reducing sorting contamination, or reducing energy or water consumption. Any specific project need not be successful to achieve certification, but effort must be demonstrated toward continuous improvement.

3. Best Practice Sharing

The facility must engage in best practice sharing with others in the industry, such as through events hosted by the Mattress Recycling Council or International Sleep Products Association. This can include presenting in webinars or at conferences, mentoring others starting their sustainability journey, participating in news stories in industry publications that discuss best sustainability practices, or contributing to case studies.

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PROCESS

The four requirements of this section layout the processes necessary to take a methodical approach to improving sustainability at the facility.

1. Regulatory Compliance

The facility must be in compliance with all applicable environmental rules and regulations before it can be certified or recertified. Any major violations will preclude certification until they are corrected. This includes federal, state, regional, and local regulations related to impacts to human health and the environment, including non-hazardous waste rules like Mandatory Commercial Recycling and Rigid Plastic Packaging Container (RPPC) Program.

2. Program Verification

The facility must perform periodic evaluations of the sustainability program's implementation and its continuous improvement. To do this, it must maintain a checklist to review waste programs and conduct periodic walkthroughs. Facilities are also encouraged to review energy and water topics on the same walkthroughs. Action items to correct program elements identified during the walkthrough must be added to the Corrective and Preventative Actions (CAPA) process.

3. Corrective and Preventative Actions

When action items are identified via walkthroughs, improvement projects, or accepted employee feedback, they must be added to a process to track the needed actions and their completion, called the Corrective and Preventative Actions (CAPA) process. Corrective actions correct the immediate problem and preventative actions take steps to prevent the problem from recurring. This list of actions should be periodically reviewed to confirm that they are followed through to completion.

4. Program Resilience

The facility must maintain a written plan for how to respond to unexpected disruptions to the sustainability program, such as delays in recyclable pickups or broken water mains. The disruptions in the plan should include anything that is reasonably anticipated or that has occurred in the past at the facility, with a minimum of three scenarios. Personnel necessary to implement the plan should be identified and trained to respond (listed as training needs under Employee Awareness and Engagement), and they should have ready access to the written plan during a disruption.

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