



## PACE Retail Business Core Criteria Achievement Report

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date Application Completed: \_\_\_\_\_ By: \_\_\_\_\_

*All certified businesses must meet all of the Core Criteria.*

### Core Criteria

1. Adopt a policy/mission statement that demonstrates your store's commitment to environmental stewardship and communicate it to all employees.  
*Certification Requirement:* List below or attach a copy of the corporation or store's environmental policy or mission statement. Describe how it has been communicated to all employees.
2. Designate a coordinator and/or team to oversee and document your certification and on-going environmental improvements.  
*Certification Requirement:* List name(s) and title(s) of the store's environmental coordinator or team.
3. Educate all stakeholders about your store's environmental practices and the PACE-certification process. Provide employee training and encourage employee participation in the PACE criteria relevant to their work. Educate your customers and other businesses about your environmental practices.  
*Certification Requirement:* Describe how employees are educated and involved in meeting PACE criteria (training manuals, newsletters, bulletin boards, staff meetings, training programs, employee orientations, etc.). Describe how customers and other businesses are informed about your environmental practices. Attach sample materials if available.

