

Energy Excellence Recognition Program

# Management Systems Manual



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<b>REVISION HISTORY</b>				
<b>Revision Date</b>	<b>Description</b>	<b>Sections Affected</b>	<b>Revised By</b>	<b>Approved By</b>
<b>5.17.2018</b>	<b>Initial Release</b>	<b>All</b>	<b>S. Neel</b>	<b>NA</b>
<b>6.6.2018</b>	<b>Internal Review</b>	<b>All</b>	<b>Neel, Greenwald, Rosenbusch, Costello, Perry</b>	<b>Senior Mgmt.</b>
<b>7.10.2018</b>	<b>Task Force Review</b>	<b>All</b>	<b>Task Force Members</b>	<b>Task Force</b>

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## 1) Overview

Energy is the second highest operating cost behind labor in the cold chain industry. Managing energy costs is a high priority for refrigerated warehouses. The Board of the International Association of Refrigerated Warehouses (IARW), a core partner of the Global Cold Chain Alliance (GCCA), established a goal in their latest strategic plan to improve energy efficiency across the industry. One initiative identified by the Board to achieve this goal is to create an Energy Excellence Recognition Program (EERP), which will focus on motivating people and driving an 'energy culture.' For example, having a written energy management plan, forming an energy committee, and/or conducting periodic energy waste walks. This will be a recognition program that facilities of any size or means can take advantage to recognize energy efficiency within refrigerated warehouses.

The purpose of this Energy Excellence Recognition Program Management System Manual (MSM) is to document the policies and procedures of EERP and to align them with the requirements of *ISO/IEC 17065 Conformity assessment — Requirements for bodies certifying products, processes and services*.

The MSM is a formal description of how the work to award EERP is accomplished, and is intended to assure consistency and accuracy among employees in the conduct of GCCA business.

## 2) Terms and Definitions

For the purposes of this document, these terms and definitions apply:

- Applicant – submitted an application to be admitted into the recognition process
- Award status – The award level attained by a facility in the EERP, i.e., Bronze, Silver, etc.
- Bronze Award – recognition award for successful completion of the Bronze application, EMA, and with quantitative data submission.
- Energy Excellence Recognition Program (EERP) – GCCA program to recognize energy efficiency within refrigerated warehouses.
- Energy Management Assessment (EMA) – Software tool used to assess qualitative warehouse operations and to meet established energy conservation goals.
- Energy Review Model (ERM) – Software tool used to estimate quantitative efficiency increases over time.
- Gold Award – recognition award for successful completion of the Gold application, EMA, and completion of the Energy Review Model (ERM).
- Organization – the warehouse under consideration as an applicant
- Oversight Committee (OC) – Governing committee with authority to develop, maintain and publish documents that describe, govern and implement the Energy Excellence Recognition Program
- Oversight Committee Staff Liaison – Advisor to OC providing support on committee activities such as scheduling meetings, maintaining records, distributing meeting materials, and advising on committee processes.
- Platinum Award – recognition award for three years of sustained Gold Level Award status.
- Qualitative information – Application and Energy Management Assessment data.
- Quantitative information – Warehouse capacity, energy use, throughput, environment and other data.

- Recognition body – Global Cold Chain Alliance
- Silver Award – recognition award for successful completion of the Silver application, EMA, and with verification of additional quantitative data.
- Third-party resource – consulting firm designated by GCCA to support quantitative data analyses.

### 3) Organizational Structure

- a) **Organization and administration:** GCCA shall designate an Oversight Committee (OC) consisting of Energy Efficiency Recognition Program (EERP) stakeholders whose responsibility shall be to develop and maintain valid, legally defensible, and credible awards program in accordance with the latest approved policies and procedures; such policies and procedures shall be based upon professionally recognized principles and on the standards of accreditation organizations.
  - i) *Structure:* The Oversight Committee (OC) shall consist of seven (7) members, six (6) of which must be IARW members. At a minimum, four (4) OC members must participate in the EERP, with at least one (1) from each award category. One (1) public member from the industry who is a user of or provides products/services to the industry.
  - ii) *Appointment:* GCCA, as the recognition body, shall call for volunteers to be appointed to the OC. GCCA will develop a list of OC candidates for presentation and approval by the IARW Board of Directors. Further, OC members shall declare their company affiliation for their facility. No company shall have more than one member appointed to the OC. Vacancies will be addressed according to the policies set forth by the IARW board.
  - iii) *Term of Service:* OC members shall serve renewable three-year terms. The maximum number of consecutive terms any member may serve on the OC is limited to two (2).
  - iv) *Meetings:* The Oversight Committee shall meet at least once per year by either physical or electronic means.
  - v) *Chair:* The OC shall elect a chair from the OC members who represent the EERP award levels.
  - vi) *Quorum:* Two-thirds of the OC membership shall constitute a quorum.
  - vii) *Removal from Office:* OC members may be removed with or without cause, upon a two-thirds (2/3) vote of all the OC members then serving or per the policies of the IARW board action, at a meeting called expressly for that purpose.

Oversight committee procedures are found elsewhere in this document.

- b) **Role and authority:** The Oversight Committee shall fulfill its duties and responsibilities in accordance with the Bylaws of IARW and these policies and procedures. The OC has authority to publish EERP materials, such as award requirements, policies, procedures and other documents.
- c) **Volunteer commitment:** Each OC member shall place the interest of the organization foremost in any dealings with the organization and has a continuing responsibility to comply the Volunteer Service Commitment policy; shown in Appendix A. OC members must agree to uphold this policy as a condition of service.
- d) **Mechanism for safeguarding impartiality:** GCCA is committed to impartiality and objectivity in every aspect of its operation. GCCA implements its policies and procedures in a fair manner among all applicants, candidates and certified individuals. IARW's processes and procedures are governed by its Bylaws. We welcome any suggestion on how we can improve our implementation of award activities.

- e) **Recognition body personnel:** GCCA shall retain a sufficient number of qualified paid personnel to conduct the administrative and operation functions of the EERP. Personnel involved with EERP functions shall acknowledge and attest to understanding the policies and procedures contained herein. GCCA shall designate a staff liaison to administrate OC activities.
- f) **Resources for recognition:** EERP employs two electronic tools in support of the awards program. First, the Energy Management Assessment (EMA) is used to assess the warehouse functions and guide development and process improvements to meet established energy conservation goals. EMA was development by Northwest Energy Efficiency Alliance ([www.neea.org](http://www.neea.org)) and customized for GCCA use by members serving on a Task Force appointed by the IARW Board of Directors. Second, EERP uses a statistical model, Energy Review Model (ERM) that compares an individual cold storage facility's electricity use to their historical electricity use to estimate efficiency increases over time. The ERM uses facility data such as current and historical weather, process throughput, facility characteristics (envelope) and other factors. The ERM was developed in cooperation with Denovo, an engineering design and construction firm, [www.teamdenovo.com](http://www.teamdenovo.com).
- g) **Publicly available information:** All policies and procedures affecting applicants and awardees shall be published, at a minimum, on the GCCA website. GCCA shall publish an electronic directory of all recognized facilities. From time to time, GCCA shall publish program announcements, information articles, promotion materials and other related materials to EERP.

#### 4) Recognition Process Requirements

- a) **Eligibility requirements:** Participation in the Energy Excellence Recognition Program (EERP) is open to all cold storage warehouses.
- b) **Fees:** A non-refundable application fee for each award level shall be set by GCCA.
- c) **Application:** Participants shall apply to the EERP using the application from GCCA and pay the application fee established by GCCA. All applicants enter in to the EERP at the Bronze level until the review and data submission process has been completed. The applicant shall have 90 days from the application date to submit any required supplemental information. After review of application and supporting documentation, the participant will be recognized for their appropriate level of achievement (Bronze, Silver or Gold). A supplemental fee will be applied to Gold Level applicants. Application requirements are listed in Appendix B. The application is closed after 90 days of inactivity and the application fee is forfeit. A cold storage warehouses can reapply after 90 days of inactivity as a new applicant.
- d) **Attestation:** All Applicants are to attest to the validity of information into the EERP application. Applications shall attest to the following:
 

*I certify that the information contained in my application is to the best of my knowledge, accurate and truthful. I understand that any falsification in this application for the Energy Excellence Recognition Program will be grounds for rejection, or for later revocation of any award issued. I also recognize my obligation not to reveal the contents of the EERP application and all other EERP materials.*
- e) **Audit of applications:** A percentage of EERP applications shall be randomly selected to have their application audited. If an application is selected, the applicant will be notified to provide documentation validating required information.
- f) **Application process:** Bronze level applicants are required to provide basic contact and facility information. Silver level applicants are required to provide additional information, above and beyond Bronze level information, to include more details about the facility use. Gold level applicants are required to provide the same information as Bronze and Silver applicants, along

with optional detailed information about the envelope (lighting systems, refrigeration systems, doors and R values). All applicants are encouraged to provide as much information as possible.

- g) **Completion of the Energy Management Assessment (EMA):** All applicants are required to complete the EMA at all levels of the EERP. The EMA is a tool that is segmented into 12 modules and the applicant answers questions within each module. The EMA incorporates question logic and only presents questions based on the organization's answers. That is, if an applicant answers "Needs Improving" to one or more questions for a given topic and level, then they move to the next topic and do not explore higher level questions for that topic. It will be a requirement to take the EMA annually at the time of application or re-application to maintain participation in the EERP. At the end of the EMA process, the user gets a report of their progress, along with next steps and resource materials to improve. EMA sample report is found in Appendix E.
- h) **Completion of the Energy Review Model (ERM):** Applicants are required to provide data for analysis in the ERM at the Gold level of the EERP. Data must be entered in to a Data Input Spreadsheet provided by GCCA. A sample of the Data Input Spreadsheet is found in Appendix F. Data provided must be analyzed by the ERM to determine the percentage of improvement in energy efficiency over time. At the end of the ERM process, the user gets a report of their progress over time. A sample of the ERM output report is found in Appendix G.
- i) **EERP requirements:** Organizations meeting the EERP requirements are recognized for creating and maintaining systems at facilities that support and demonstrate energy efficiency. Refer to Program Matrix shown in Appendix C.
  - i) Bronze – Facilities are recognized with a Bronze Award upon verification of the following: 1) completed application and submission; 2) fee payment; 3) completion of the Energy Management Assessment (EMA); and 4) submission of required Bronze quantitative energy information/documents.
  - ii) Silver – Facilities are recognized with a Silver Award by meeting Bronze level requirements and demonstration of energy monitoring systems (Silver quantitative energy information and/or documents).
  - iii) Gold – Facilities are recognized with a Gold Award by meeting Silver level requirements and demonstration of measurable energy efficiency over time (quantitative energy information and/or documents). The Energy Review Model (ERM) is used to estimate efficiency increases over time.
  - iv) Platinum – Facilities are recognized with a Platinum Award with three (3) years of sustained Gold Level Recognition.
- j) **Recognition awards:** EERP Award Certificates are issued to organizations meeting the award recognition requirements for earning and maintaining EERP status. The certificate will clearly indicate the award level, organization, award term and be signed by GCCA leadership. The certificate remains the property of GCCA. A sample award certificate is shown in Appendix H.
- k) **Gold awards:** Applicants for the Gold Level of the EERP are required to demonstrate 5% energy efficiency over a facility baseline level over time (minimum of one year) using the ERM. If verification by GCCA staff, using the ERM, does not support the minimum saving percent, the information will be automatically forwarded to a third-party resource for verification. This process may include one-on-one discussions between the third-party and applicant and/or additional supporting data. If verified by the third-party, the applicant will be submitted for Gold Level consideration by the OC.

- l) **Appeals of Gold Award:** Applicants may be denied Gold Level after third-party analyses and therefore be recognized at the Silver level. The applicant may appeal the third-party analyses to the OC on a case-by-case basis. Appeals must be sent to GCCA staff within 30 days after the applicant is informed of the third-party analyses. The appeal shall be in writing and provide rationale of the request. The appeal shall include all pertinent information such as third-party analysis report, ERM report, EMA report, and other supporting documentation.

The OC has final authority of any appeals and shall decide on the appeal within 30 days after receipt of information. The applicant is recognized as Gold Level with OC agreement of the appeal. An applicant denied Gold Level may reapply at their discretion.

- m) **Recognition expiration:** EERP awards are valid one (1) year from initial award date or renewal award date.
- n) **Recognition renewal:** Applicants are required to reapply yearly using the established criteria for each level of the EERP (see the Program Matrix), and pay the corresponding application fee. Thirty days prior to award expiration, GCCA will provide a renewal notice to participants and inform them that the application process is open for 60 days. Renewal notices will also provide requirements and instructions for renewal award. Upon successful fulfillment of award requirements and fee payment, participants will be issued new EERP Award Certificates with a new expiration date. Annual award renewal expiration dates shall be one year from initial recognition award.
- o) **Voluntary withdrawal of awards:** Participants can request to withdraw from the EERP by informing the EERP staff administrator. Withdrawal is effectively immediately and organizations are required to return the EERP Award Certificates to GCCA within 30 days from withdrawal request. Organizations will be removed from the directory of recognized organizations. Organizations are eligible to reapply sixty days after date of withdrawal request. Organizations shall be considered as a new applicant in all cases of reapplication. GCCA will not refund any fees paid to participants requesting a voluntary withdrawal from the EERP.
- p) **Information to participant:** Participants in the EERP will have access to the following resources and reports: 1) Output report from the completed EMA, including prioritized next steps and links to resource documents and pages (Appendix E); 2) ERM Data Input spreadsheet, which allows for the entry of data in to ERM (Appendix F); 3) Output report from ERM, which shows energy performance over time when normalized for factors such as throughput, weather and facility usage (Appendix G).
- q) **Information to Industry:** GCCA may aggregate data from the completed EMA and ERM in order to produce aggregated trend reports to demonstrate energy efficiency in the refrigerated warehouse industry and industry trends over time.

## 5) Management Systems Requirements

The Oversight Committee will maintain and use a management system. Procedures will be established to review the management system at planned intervals to ensure its continuing suitability, adequacy, and effectiveness. This system shall include policies and procedures, document control, audits, corrective and preventive actions and management reviews.

- a) **Control of documents:** The Oversight Committee shall hold responsibility for establishing procedures within the management system to identify critical documents, records and forms when they are developed and as they are used within the Energy Excellence Recognition Program (EERP). Updates to these documents, records and forms shall be recorded in the management system. Official EERP documents may only be revised or updated with appropriate approval by the Oversight Committee or an individual or party designated to do so by the



Oversight Committee.

GCCA will maintain a document control system to control the creation, approval, revision and re-approval, distribution and prevention of use of obsolete material by any individual associated with the EERP. All applicable staff shall be able to access controlled documents pertaining to their responsibilities within the management system.

The GCCA staff shall maintain the controlled documents and master list of all controlled documents. The master list shall identify authority for controlled document changes. The controlled documents and master list shall be maintained electronically and in print. All policies and procedures will have a heading that clearly identifies each policy and ensures that only the current version is in use. Should the electronic and print versions differ, the electronic version shall prevail.

Outdated electronic versions of controlled documents shall be moved to an "Obsolete" folder and shall be kept there in accordance with GCCA document control policies.

**b) Security of Remote Software Access:**

GCCA shall maintain the list of all authorized users. GCCA shall remove access to software for companies not meeting the requirements of EERP participation. GCCA designated staff shall have administrator-level rights within the software system for the purpose of issuing and managing access.

An authorized individual user shall be granted rights to add, edit, and delete information within their domain and topic areas. Authorized individual users shall not be granted any access to domains outside of individual EERP Company domain.

In the event of a suspected breach of the third party software security, the GCCA shall immediately suspend all access and conduct an investigation. Upon completion of the investigation and resolution of any potential security threats, access to third party as described above shall resume.

c) **Directory of recognized organizations:** GCCA shall release upon request the name and award status of organizations that have successfully achieved recognition through the EERP. GCCA shall publish an electronic directory of all EERP organizations.

d) **Denial of assessment award:** GCCA shall have the right to deny EERP award status with written notice to the award participant. Areas for forfeiture are as follows:

- i) Failure to complete application
- ii) Failure to pay corresponding fee
- iii) Failure to complete EMA
- iv) Failure to complete ERM (Gold Level only)
- v) Failure to submit award level quantitative data as required for each level

e) **Complaints:** Participants that do not agree with any EERP decision may submit a complaint in writing to OC Staff Liaison. The complaint must be submitted using the EERP Complaint Guidelines (see Appendix I) with the required information including: the organization name or other identifying information; the specific complaint; evidence to support the complaint; and, contact information for the individual submitting the complaint. The OC shall be the final authority for resolving of complaints.

The OC Staff Liaison will conduct a preliminary review of the submission. The OC Staff Liaison may resolve the complaint directly with the complainant. The resolution of the complaint is

disposed of by notice from the OC Staff Liaison to the submitter. The OC Staff Liaison may consult with the legal counsel or other staff members, as needed, to make a determination. All such dispositions by the OC Staff Liaison are reported to the Oversight Committee in writing in an annual summary.

If the OC Staff Liaison cannot resolve the complaint, the complainant will be notified that the issue will be brought forward to the OC for resolution. The OC shall review the complaint and supporting materials and use all reasonable efforts to ensure that the resolution is completed within thirty (30) days. The resolution of the complaint is disposed of by notice from the OC to the submitter.

- f) **Use of Certificates, Logos and Marks:** The EERP certificate, mark and logo are the property of GCCA. Permission to use the recognition mark or logo is granted to recognized organizations at the discretion of the GCCA, for permissible uses only. Use of the EERP marks and logos is limited to those organizations who have been granted the EERP designation by the GCCA and who satisfy all Awards requirements established by the GCCA. Use of the mark and logo by organizations that have not been granted and maintained the EERP is expressly prohibited. The GCCA will take legal action to protect against the misuse of the EERP mark. Permission to use the EERP mark is limited to the recognized organizations, and shall not be transferred to, assigned to, or otherwise used by any other individual, organization, or entity.
- g) **Subcontracting:** GCCA may retain contracted services and/or personnel to perform specific functions of the EERP. Contractors will be required to sign the following forms at the time of initial service, and again annually, 1) Conflict of Interest, 2) Statement of Non-Discrimination, 3) Privacy and Confidentiality Agreement, 4) Acknowledge of EERP Policies and Procedures (as they apply to their roles and responsibilities).
- h) **Confidentiality:** The EERP shall function under a strict Privacy and Confidentiality Policy. This Policy shall apply to all aspects of the EERP organizational activities, including the secure handling and secure storage of application materials, assessment materials, and organization records. OC members, GCCA staff, agents and providers of outsourced services shall abide by the Policy.

The EERP and its agents shall keep confidential all applicant and organization information (including name, address, telephone numbers, data, and other confidential records) unless authorized for release by the applicant or organization. Furthermore, OC and OC staff with access to protected information shall protect that information from unauthorized disclosure.

- i) **Management system review:** The Management System Manual (MSM) shall be updated as often as necessary to reflect policy or program changes and the need for additional clarification to allow GCCA staff to efficiently and accurately perform their daily duties. The master edition of the MSM shall be maintained onsite at GCCA offices or on the GCCA server. It is the responsibility of each staff member to ensure he or she is using the most recent edition of the manual.
- j) **Internal audits:** The Oversight Committee shall hold responsibility for ensuring an annual internal audit of the management system is conducted. Competent personnel knowledgeable in processes to verify that the management system is effectively implemented and maintained will perform audits. Auditing procedures shall also ensure auditors have impartiality to perform an audit of the management system. Auditors may not audit their own work. Auditors shall have access to the management system and all supporting documentation, records, forms and documents as required to perform the audit. The services of external consultants may be secured to conduct the internal audits. Auditors are required to identify any appropriate

opportunities for improvement in addition to nonconformities.

## 6) Oversight Committee (OC) Responsibilities

Effective committees unify, represent, motivate, coordinate, consolidate, and communicate. They function best when each committee has appropriately selected members, clearly defined objectives, established a work plan, and secured strong leadership and competent staff assistance.

- a) **Parliamentary procedure:** Committees are not required to operate using parliamentary procedure, however, the objectives and principles of parliamentary procedure should be employed. The objectives of parliamentary procedure include expediting business, maintaining order, ensuring equity for all and accomplishing the objectives for the committee. The principals of parliamentary procedure include courtesy, rule of the majority while respecting the rights of the minority, partiality to none, and taking one item of business at a time.
- b) **Antitrust:** Committees are required to abide by GCCA antitrust rules, which are to be read prior to any meeting of the OC or sub-committee.
- c) **Committee scope:** Each committee will develop a scope of work approved by the members of the committee. The committee scope will be reviewed at each meeting to ensure its relevance.
- d) **Committee member responsibilities:** Committee members are expected to fully participate in committee activities by attending meetings and conducting business by telephone and written communications. Members are expected to do the following:
  - i) Act in good faith in all matters to assure the ongoing administration of credible recognition and/or credentialing programs.
  - ii) Execute responsibilities in conformance with established policies and procedures and the Committee Volunteer Service Commitment.
  - iii) Discharge their responsibilities diligently and not delegate them to other committee members and staff.
  - iv) Disclose any actual or perceived conflicts of interest and not vote on such committee matters.
- e) **Chair responsibilities:** The Chair shall attend all committee meetings and shall plan the committee meetings and agenda with the committee staff liaison. The chair shall facilitate meetings to encourage a discussion of ideas, keep discussions on track, and monitor committee participation. The Chair is encouraged to allow the committee to move toward a decision, not to validate the thinking of the Chair or staff.
- f) **Chair and staff liaison:** The committee chair and staff liaison, working in partnership, are responsible for facilitating the work of the committee, providing oversight, and ensuring timely communications within the committee and between the committee and the other components of any project. Staff will coordinate committee communications and staff will copy the Chair on all communications from committee members. The staff liaison also provides logistical support for the committee's work.

## 7) Oversight Committee (OC) Procedures

The Oversight Committee is empowered to establish sub-committees ad hoc committees, and task groups of whatever size appropriate to promote, develop and supervise desirable activities of the Energy Excellence Recognition program (EERP). Such committees will operate within procedures established by the Oversight Committee.

- a) **Membership on Sub-committees:** The Oversight Committee may form sub-committees as are

necessary to fulfill its purpose, and may request persons with needed knowledge to serve on such subcommittees. The OC shall appoint sub-committee and task group members and shall appoint a sub-committee and task group chair.

- b) **Guests at Committee Meetings:** Committee meetings are open to sponsored or unsponsored guests who have an interest in activities of the committee and they may participate with committee business with no vote on committee decisions. All committee guests shall be approved by the Committee chair in advance of a committee meeting. Committee members sponsor guests by request of attendance to the committee chair no later than 5 days prior of any committee meeting. Unsponsored guests whose request is not coordinated through a committee member shall request attendance at a committee meeting in writing to the committee chair with a copy to the staff liaison 5 days prior to the meeting. Guests not complying with the above may be denied access to a committee meeting.
- c) **Removal from Service:** Any committee member may be removed from service at any time, with or without cause, by a majority vote of the committee. Committee chairs may remove committee members from service for committee member's inactivity. A committee member is designated as inactive for missing three consecutive committee interactions, either a meeting, teleconference, or committee electronic vote.
- d) **Voting:** Members of committees, ad hoc committees, sub-committees and task groups shall have one vote. Committee member votes are untaken at either meetings or teleconferences and need majority rule for an approved vote.
- e) **Electronic Voting:** Committees can take action via electronic votes, or E-votes. E-votes are obtained using survey methods, usually solicited by email. Emails soliciting electronic votes must have subject lines as "ACTION REQUIRED – E-vote on *insert subject at hand.*" Unanimous consent on electronic voting is required.
- f) **Proxy:** Proxy voting is not allowed.
- g) **Meetings:** Committees, sub-committees ad hoc committees, and task groups can meet either physically or via teleconference as appropriate. The staff liaison will initiate all meeting communications and material development. Every meeting shall have an agenda developed by staff in cooperation with the Chair. The first order of business of every meeting will be consideration of the Committee Volunteer Service Commitment statement. The second order of business will be consideration and approval of the meeting agenda. The third order of business will be taking of the role, recording the presence of a quorum, reading the antitrust statement, and consideration of the particular committee membership and scope. The business at hand will then follow with each agenda item being considered in turn, unless modified when the agenda was approved.
- h) **Minutes:** Minutes will be developed after each meeting by staff and approved for distribution by the chair. Minutes will list meeting attendees. The minutes will record the business of the committees, sub-committees, and task groups following the order of items according to the approved agenda. The minutes will list all motions along with the parties who moved and seconded the item. All vote tallies will be recorded and minority positions will be recorded. Minutes will be distributed in a timely manner.
- i) **Quorum:** A committee, sub-committee, or task group quorum is defined as two-thirds of the voting members of that committee, ad hoc committee, sub-committee, or task group.
- j) **Implementation of committee decisions:** Each committee member will have one vote. All committee decisions will be reported as motions in committee minutes. Staff will provide

guidance on whether a committee or sub-committee decision needs to be presented to the Oversight Committee for approval. Each committee will report both the majority decision and any minority positions. Committee motions shall be developed as either an action or advisory item.

- k) **Action Item:** An action item is a committee's new recommendation, proposal or request that proposes a significant change in scope or direction from an approved program; makes a change to any existing written or unwritten policy or procedure; or approves a publication, document, or materials for public dissemination. Final determination of any action item rests with the Oversight Committee.

A quorum is not required for a committee to forward an action item to the Oversight Committee. However, the action item submitted from a committee without quorum must be titled, "Action Item -- Absent Committee Quorum." It should be indicated on such an action item both the number of committee members present and the number required for a quorum as well as the recorded vote on the issue in question.

- l) **Advisory Item:** An advisory item is the committee's communicating tool in making the Oversight Committee aware of the committee's intention, progress or direction with items or programs already determined as being within their scope and mission. Advisory items provide information to the Oversight Committee on actions within the committee's authority. When a committee makes recommendations to another committee, it is considered an advisory item. Advisory items will follow the same quorum and voting as described under "action item."

Volunteer Code of Conduct: This Volunteer Service Commitment Policy is an agreement between GCCA and individuals serving on the EERC Oversight Committee, which states the responsibilities of volunteer service.

I agree to the following conditions:

- Volunteers shall abide by the policies and procedures of the Oversight Committee.
- Volunteers shall perform all of their duties in a manner reflective of good stewardship.
- Volunteers shall not engage in personal and professional conflicts of interest in all matters pertaining to the business of the Oversight Committee.
- Volunteers shall declare any potential conflict of interest to the Oversight Committee if it arises.
- Volunteers shall respect and protect confidential information.
- Volunteers shall act fairly and be impartial and unbiased in their service to the Oversight Committee.
- Volunteers shall conduct themselves in a professional manner during the conduct of committee business and shall treat all stakeholders with courtesy and respect.
- Volunteers shall support the decisions of committees and shall not speak or act for without proper authorization.
- Volunteers shall participate in the activities required of them to fulfill their appointed duties.
- Volunteers shall acknowledge that failure to uphold and abide by the Volunteer Code of Conduct may result in removal from participation in the Volunteer Service.

Meeting Participation:

- Members of the Oversight Committee will be provided one-month advance notice of meetings and two weeks advance notice of teleconferences.
- Members of the Oversight Committee are responsible to confirm receipt of meeting notices and meeting materials in a timely manner.
- Members of the Oversight Committees are responsible for participating at all committee meetings, teleconference, etc.

Volunteer Nondisclosure:

- Volunteers shall understand that in the course of performing committee service for the Oversight Committee they may receive information or materials that are sensitive or confidential in nature.
- Volunteers agree to maintain strict confidentiality of committee information or materials.
- Volunteers agree that all materials relating to service for the Oversight Committee, whether they are prepared in whole or in part by the volunteer or by any other person, are and shall remain the exclusive property of GCCA
- Volunteers agree to return all confidential materials to the Chairperson of the committee or to the GCCA committee staff liaison as soon as official need for them has ended, but no later than upon the end of tenure in this volunteer position.

I acknowledge that I have read and understand the information regarding my volunteer service, and agree that I will fulfill my duties and responsibilities within my committee term for 2018. I understand and agree to comply with all confidentiality and will uphold and abide by the Volunteer Service Commitment Policy.

ENERGY EXCELLENCE RECOGNITION PROGRAM				
APPLICATION REQUIREMENTS BY LEVEL				
Requirement		Bronze	Silver	Gold
Company Name		✓	✓	✓
Facility Address		✓	✓	✓
Facility Phone Number		✓	✓	✓
Facility Contact Person		✓	✓	✓
Contact Person's Email		✓	✓	✓
Regional Location on Map*		✓	✓	✓
Weather Type*		✓	✓	✓
Monthly Energy Usage (KwH/Month)		✓	✓	✓
Facility Ft <sup>3</sup>		✓	✓	✓
Facility Ft <sup>3</sup> by Use	Blast Freezers		✓	✓
	Conventional Freezers		✓	✓
	Refrigerated/Chilled		✓	✓
	Non-Conditioned Storage (Ambient)		✓	✓
	Office/Support		✓	✓
Product Throughput (Pounds/week or month)			✓	✓
Refrigeration System Type*				✓
Refrigeration System Efficiency*				✓
Facility Lighting Types*	Blast Freezers*			✓
	Conventional Freezers*			✓
	Refrigerated/Chilled*			✓
	Non-Conditioned Storage (Ambient)*			✓
	Office/Support*			✓
Refrigeration System Set Points*	Blast Freezers*			✓
	Conventional Freezers*			✓
	Refrigerated/Chilled*			✓
Door Automation*	Blast Freezers*			✓
	Conventional Freezers*			✓
	Refrigerated/Chilled*			✓
Building Envelope R-values*				✓

\* Indicates a Drop Down Menu Option

**Energy Excellence Program Matrix**

**Appendix C**

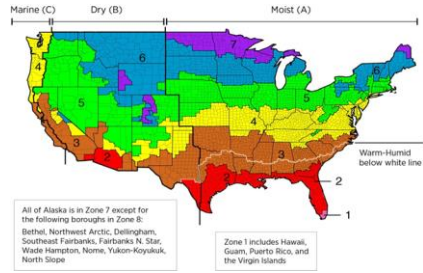
<b>ENERGY EXCELLENCE RECOGNITION PROGRAM</b>			
<b>Bronze Level</b>			
<b>Qualitative Measures</b>	<b>Quantitative Measures</b>	<b>Verification Method</b>	<b>Responsible Party</b>
<ul style="list-style-type: none"> <li>Completed Bronze Level application with basic information</li> <li>Completed Energy Management Assessment (EMA)</li> </ul>	<ul style="list-style-type: none"> <li>Monthly power consumption for 12 consecutive months</li> </ul>	Self Assessment Activity through EMA & receipt of annual energy usage	<ul style="list-style-type: none"> <li>GCCA Staff</li> </ul>
<b>Silver Level</b>			
<b>Qualitative Measures</b>	<b>Quantitative Measures</b>	<b>Verification Method</b>	<b>Responsible Party</b>
<ul style="list-style-type: none"> <li>Completed Silver Level application with expanded facility information</li> <li>Completed Energy Management Assessment (EMA)                             <ul style="list-style-type: none"> <li>Minimum level of completion: 2 or higher</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Monthly power consumption for 12 consecutive months or more</li> <li>Demonstration of energy tracking process                             <ul style="list-style-type: none"> <li>Examples: Spreadsheets, KPIs, or WMS dashboard</li> </ul> </li> </ul>	Self Assessment Activity through EMA & facility assessment data	<ul style="list-style-type: none"> <li>GCCA Staff</li> </ul>
<b>Gold Level</b>			
<b>Qualitative Measures</b>	<b>Quantitative Measures</b>	<b>Verification Method</b>	<b>Responsible Party</b>
<ul style="list-style-type: none"> <li>Completed Gold Level application with expanded facility information</li> <li>Completed Energy Management Assessment (EMA)                             <ul style="list-style-type: none"> <li>Minimum level of completion: 2 or higher, depending on the module</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Real-Time energy data collection capability</li> <li>Monthly data (energy consumption, throughput &amp; ft<sup>3</sup>) for baseline year plus one (1) year or more</li> <li>Achievement of 5% energy efficiency over facility's benchmark values, normalized for changes in throughput, wet bulb, dry bulb and facility footprint (use) over time</li> </ul>	Self Assessment Activity through EMA with 3 <sup>rd</sup> Party Assessment of data with a recommendation to the Oversight Committee for recognition	<ul style="list-style-type: none"> <li>GCCA Staff</li> <li>3<sup>rd</sup> Party</li> <li>OC</li> </ul>
<b>PLATINUM LEVEL CERTIFICATION</b>			
<b>Qualitative Measures</b>	<b>Quantitative Measures</b>	<b>Verification Method</b>	<b>Responsible Party</b>
3 years of sustained "Gold" status		Records verification	OC








<b>BRONZE LEVEL</b>	<b>1 Company and Contact</b>	Company Name	
		Facility Address	
		Facility Phone Number	
		Facility Contact Person	
		Contact Person's Email	
	<b>2 Facility Location</b>	Location Zone (See Map)	4
		Moisture Zone (See Map)	C
	<b>3 Facility Cubic Footage</b>		
<b>SILVER LEVEL</b>	<b>4 Facility Size and Usage</b>	Facility Cubic Footage	
		Blast Freezers	
		Conventional Freezers	
		Refrigerated/Chilled	
		Non-Conditioned Storage (Ambient)	
		Office/Support (use square footage)	
	<b>5 Product Throughput (lbs)</b>		(pounds/week or month)
<b>GOLD LEVEL</b>	<b>6 Refrigeration System</b>	Refrigeration System Type	
		Refrigeration System Efficiency	
		<b>Refrigeration System Set Points</b>	
		Blast Freezers	
		Conventional Freezers	
		Refrigerated/Chilled	
	<b>7 Door Automation</b>	<b>Door Automation by Space</b>	
		Blast Freezers	
		Conventional Freezers	
		Refrigerated/Chilled	
	<b>8 Facility Lighting</b>	<b>Facility Lighting Type by Space</b>	
		Blast Freezers	T8
	Conventional Freezers	T8	
	Refrigerated/Chilled	T8	
	Non-Conditioned Storage (Ambient)	T8	
	Office/Support	T8	
<b>9 Building Envelope R-values</b>	Building Wall R-value		
	Building Roof R-value		





Energy Management  
Assessment Tool

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## COMPLETE YOUR ENERGY MANAGEMENT ASSESSMENT

The Energy Management Assessment (EMA) Tool offers a strategic and confidential analysis of your organization's current energy management business practices and specific areas of opportunity. The EMA Assessment and other SEM Hub resources can then help you develop or improve your Strategic Energy Management (SEM) practices for your organization.

**TAKING THIS ASSESSMENT WILL HELP YOU:**

- ✔ Review your current energy practices
- ✔ Identify priority actions for improvement
- ✔ Implement an energy management program
- ✔ Compare your practices against your peers

[Review the quick start guide →](#) | [Take a sample assessment →](#)

**Session Dashboard**


Find and edit current or past session reports from your session dashboard.

Go to Dashboard

Feedback

### How it works

The EMA Tool will take you through a simple series of questions about your current energy management practices to help identify priority actions for improvement.



- The assessment consists of a series of binary questions related to 12 different components of energy management
- The assessment typically takes about 60 minutes to complete with a facilitator
- The assessment provides a framework for continuous improvement, helping you achieve long-term energy performance through effective management.

When you are done, you will receive a recommended action plan report which will outline energy management strategies and provide links to resources to help you start improving your SEM practices today.

**Get Started By Creating An Account →**

**FACILITATOR INFORMATION**

The EMA Tool is built to enable SEM coaches and energy management consultants to facilitate assessments for their customers. Click here to learn more and access the Facilitator Guide.

[Learn More →](#)

Feedback

## REPORTING

Filter by: **Year** ▾ **Company Name** ▾

Date Created	Organization Name	Site Name	
04/23/2018	Test	Test	<a href="#">View Report</a>
04/20/2018	Sample Org	Portland Site	<a href="#">View Report</a>
04/18/2018	Test site	Test university	<a href="#">View Report</a>
04/17/2018	Sample Organization	Site A	<a href="#">View Report</a>
04/10/2018	NEEA	Downtown	<a href="#">View Report</a>
04/03/2018	Subtext	Hawaii Office	<a href="#">View Report</a>

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# ERM Sample Data Entry Form

# Appendix F



### Welcome to the Denovo Review Model

GCCA ERP Identification ID #

#### INSTRUCTIONS:

The Denovo Energy Tool, part of the GCCA ERP, requests the following information for energy analysis:

- Energy Usage (in kWh) per month**  
 BENCHMARK and SUEVA levels enter 1 year of data.  
 GOLD level enter minimum 2 years of data.
- Cubic Footage by Usage**  
 notes: if your facility has multiple area types, a breakdown of f3 by area is preferred. Totalled f3 is also acceptable. If using Totalled f3, input data in Frozen fields.
- Throughput By Area**  
 notes: if your facility has multiple area types, a breakdown of throughput by area is preferred. Totalled throughput is also acceptable. If using Totalled throughput, input in Frozen fields.

#### Special Conditions

To account for changes in your facility, use the chart below to provide additional information, including:

- Space conversions from frozen to blast, vice versa, etc.
- Lighting upgrades
- Facility expansion
- Facility improvements or major maintenance events
- Significant product changes

This information will supplement energy usage data to more accurately depict factors affecting energy use.

Special Conditions or Event	Date
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*\* If space not operated by usage (out all under frozen)      \*\* If space not operated by usage (out all under frozen)

Year	Calendar Year	Month	Total kWh	Cubic Foot by Area			Throughput By Area		
				Refrigerated (f3)	**Frozen (f3)	Blast (f3)	Refrigerated (t3)	Frozen (t3)	Blast (t3)
Year 1	1	Jan							
		Feb							
		Mar							
		Apr							
		May							
		Jun							
		Jul							
		Aug							
		Sept							
		Oct							
		Nov							
		Dec							
Year 2	2	Jan							
		Feb							
		Mar							
		Apr							
		May							
		Jun							
		Jul							
		Aug							
		Sept							
		Oct							
		Nov							
		Dec							
Year 3	3	Jan							
		Feb							
		Mar							
		Apr							
		May							
		Jun							
		Jul							
		Aug							
		Sept							
		Oct							
		Nov							
		Dec							
Year 4	4	Jan							
		Feb							
		Mar							
		Apr							
		May							
		Jun							
		Jul							
		Aug							
		Sept							
		Oct							
		Nov							
		Dec							
Year 5	5	Jan							
		Feb							
		Mar							
		Apr							
		May							
		Jun							
		Jul							
		Aug							
		Sept							
		Oct							
		Nov							
		Dec							



Total Annual Energy Use and Product Throughput (snapshot of annual facility data)

Annual Energy Use Per Product Throughput (Energy / Pounds Product)



Gold Level Qualification (Energy Savings vs Throughput)

Quarterly Reports - Comparison of Current Quarter to Average of First Year

Corelation Graphics - Comparing Energy Use to Dry Bulb, Wet Bulb and Throughput

# Certificate of Recognition

Energy Excellence Recognition Program

The Global Cold Chain Alliance hereby affirms that

Organization Name

City, State

Meets the requirements set forth in EERP and Awarded

## BRONZE LEVEL RECOGNITION

Signature

Valid through

Date



Member complaints related to the Energy Excellence Recognition Program (EERP) should include the following information, and will be logged in to the form below:

- Date complaint was received and person receiving the complaint
- Member name & contact information
- Complaint Details
- Description of the circumstances surrounding the complaint
- Any GCCA Action Taken

<b>COMPLAINT REGISTER</b>				
<b>Date of Complaint</b>	<b>Member Information</b>	<b>Complaint Details</b>	<b>Description of Circumstances</b>	<b>GCCA Action(s)</b>