Always On Time Consulting
Sustainability Plan

Always On Time Consulting provides consistent, rigorously-tested Cannabis products and exceptional customer service through a honest, diverse, and expert staff. Always On Time Consulting is dedicated to providing a safe environment to both its staff and the community.

The responsibility of sustainability and environmental stewardship belongs to all users of a facility. A company will not only be judged on the quality of their goods and services, but also on their contributions to society and the care they show people and the environment (both inside and outside the organization). Competencies associated with environmental stewardship involve the need for managers to be able to plan, manage, and support Always On Time Consulting's commitment to protecting our resources and to oversee its commitment to sustainability of the built and natural environments. Always On Time Consulting will measure our performance success not only on the traditional bottom line, but also by maintaining harmony between society, the broader economy, and the built and natural environments. Sustainability efforts can have a large impact on our economic bottom line.

Project Sustainability

The literature suggests a large number of factors affect project sustainability. Factors that increase the likelihood of sustaining a project relate to:

- project design and implementation.
- the host organization.
- the broader community.

Recordkeeping

Additional steps may increase the likelihood of maintaining and meeting sustainability goals.

- Keep thorough and detailed records of sustainability and safety efforts.
- Good record keeping and reporting will allow Always On Time Consulting to quickly and efficiently showcase that we are in compliance with state regulations.

Records will promote quality assurance, may protect Always On Time Consulting in case of a legal investigation, and may protect public health in the event of a recall. Records will include:

- documenting each batch/lot of products sold.
- packaging and labeling procedures.
- copies of Always On Time Consulting's sanitation program.
- qualifications of the quality assurance person.

Worker Safety

Make worker safety a priority as safety training reduces healthcare costs while motivating employees to become more involved in projects such as a sustainability project.

Community Support

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Ethnically and culturally diversified businesses gather more community support than less diverse businesses. Community support is integral to grassroot movements such as making a cannabis company sustainable. Environmentally sustainable projects are more likely to succeed with community backing when compared to projects without support (Bullard, 2015). The Mountain and Plains Education and Research Center anonymously surveyed cannabis workers across Colorado. A majority of industry employees are Caucasian males below the age of 30 (Walters, 2017). Always On Time Consulting plans to hire local, diverse populations when recruiting for new hires. Consider creating a public forum to obtain community involved while simultaneously addressing any concerns or questions the public may have. Involving the community also completes the three goals of agricultural sustainability: providing environmental benefits, economic benefits, and social benefits.

Sustainability Matrix

The Matrix below identifies the sustainability initiatives and objectives that Always On Time Consulting projects need to target in order to build the potential for sustainability into our organization as a whole. Always On Time Consulting will seek to incorporate these sustainability objectives into our everyday operations and project plans during the development phase and continue to address them during the implementation phase. Always On Time Consulting will set performance indicators to match with targets and measure them periodically with report cards. Always On Time Consulting will consult with utility companies and be sure we apply for rebates and incentives associated with our efforts.

The Matrix is a working document and will be used to track progress and can continue to be developed as we identify new initiatives while working towards our sustainability goals. Studies have shown indoor air quality (IAQ) levels to be two to five times worse than outside air quality, and it has been estimated that up to 30% of buildings have IAQ problems. Therefore, IAQ issues may be added to our initiatives once our facility is complete and operations begin.

(Bullard, Robert. 2015. Environmental Justice in the United States. International Encyclopedia of the Social and Behavioral Sciences, Second Edition.)

(Walters, Kevin, Fisher, G., Tenney, L., & Kraiger, K. 2017. Work and Well-being in the Colorado Cannabis Industry. *Mountain and Plains Education and Research Center*.)

NOTE: All items indicated in 'bold' text throughout the tables provided below are initiatives that will be implemented within the first year of operation.

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WATER CONSERVATION

Sustainability Initiative:
Water and energy are the largest contributors to the industries environmental footprint.

Organizational Goals	Sustainability Objective	Sustainability Actions	Responsible Person	Targets	Current Status
Operate Efficently	• Reduce water use • Conserve water	Suggestions: ○ Install waterless urinals ○ Install automatic flushers ○ Install low-flow fixtures and aerators		% decrease	% complete

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EMISSIONS REDUCTIONS

Sustainability Initiative:

The carbon emissions created by cannabis cultivation may be offset by cannabis' ability to sequester carbon. The carbon sequestration potential of cannabis crops is on par with U.S. native trees and regenerating forests (Young, 2005). Cannabis potential is still below the potential of a managed plantation. However, greenhouse and outdoor cannabis operations require less energy when compared to indoor growing facilities (Young, 2005), making greenhouse/outdoor cannabis facilities the preferred, sustainable growers. Always On Time Consulting will utilize a blackout method within the greenhouse. Daylight will be used, as available to provide up to 12 hours of light to the plants. The blackout will be used to control to 12 hours. If 12 hours of daylight isn't available, lighting will be used as a supplement.

Composting reduces carbon dioxide, methane gas, and nitrous oxide emissions. Landfills are the largest producers of methane gas on Earth. Recycling, composting, and using materials efficiently will prevent the cannabis industry from adding to the landfill, thus reducing emissions.

Always On Time Consulting will not be performing carbon dioxide enrichment in the cultivation operations, reducing the amount of carbon dioxide typical of other cannabis operations. In addition, Always On Time Consulting will use a top-feed drip system for irrigation which minimizes water usage and therefore reduces runoff as well. This reduces the amount of runoff that needs to be collected and treated, further reducing energy usage. Lower water usage also reduces the energy needed to run the dehumidification process. Controlling humidity is essential to increase yield and reduce potential mold and other issues related with excess humidity.

Emissions will also be reduced via fleet management. The fleet greening plan includes the use of route management software (e.g. Onfleet, Samsara) which aids in planning route of travel and trips. This reduces unnecessary trips as many deliveries are included in one trip. It also, therefore, reduces the miles travelled. Drivers will be trained to drive the speed limit to provide for more efficient fuel usage. Drivers will turn off the engine when stopped for more than two minutes to further reduce fuel usage and subsequent emissions. Company vehicles will gradually be converted to hydrid vehicles, where possible.

Benefits:

Reducing emissions prevents waste from being added to the landfill, reduces costs to local governments to dispose of waste materials, improves air quality, increases energy efficiency, and improves the health of both employees and the public.

(Antos, Danielle. 2019. Sustainable Plastic Packaging Options for your Cannabis Products. CannabisIndustryJournal. com. Site accessed on October 21, 2019.)

(Young, Erin. 2005. Revival of Industrial Hemp: A systematic analysis of the current global industry to determine limitations and identify future potentials within the concept of sustainability. *Lund University.*)

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Organizational Goals	Sustainability Objective	Sustainability Actions	Responsible Person	Targets	Current Status
Reduce Carbon Footprint	• Reduce carbon footprint • Reduce greenhouse gas emissions • Reduce air pollution	Suggestions: • Change manufacturing process - High density polyethylene (HDPE) bottles and closures may be produced from ethanol (sugarcane) rather than traditional fossil fuels (Antos, 2019). • Use pressure sensitive and shrink labels to eliminate the need for flame treatment Flame treatments are traditionally used to make water-based adhesives, inks, and coatings bond with HDPE (Antos, 2019). • **Reduce waste by recycling and reusing products.** • **Order supplies in bulk to reduce packaging.** • **Purchase products made with post-consumer recycled content,**		% decrease	% complete

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		wherever possible. • **Use cloud based solution to reduce internal need for printed paper.** • Track Carbon Emissions track electrical use to help gauge carbon output. • Reuse left over water from the infusion process. • **Utilize designated composting bins for: compostable paper, food scraps and non-cannabis plant debris.** • **Utilize only compostable tableware. Educate staff to put this in designated compostable bin.** Other suggested initiatives: ○ **Use teleconferences or Web Conferences rather than traveling to face-to-face meetings.** ○ **Provide incentives to employees who**			

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		use alternative transportation. • Use hybrid or alternative fuel fleet vehicles. • **Create a carpool or Vanpool program.** • Introduce flexible work practices to reduce peaks in energy usage.			

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RECYCLING

Sustainability Initiative:

Cannabis waste is labeled as organic waste as long as it has not been combined with hazardous or toxic materials (Cal Recycle, 2018). Therefore, some cannabis waste may be reused.

There is potential to recycle packaging and manufacturing materials in the industry.

Always On Time Consulting will require sustainable practices throughout the supply chain.

Always On Time Consulting will work toward minimizing raw material use, purchase in bulk, and source locally, as able.

Benefits:

Reducing plastic use prevents plastic from entering the ocean, improving water quality.

Reducing waste reduces carbon emissions, thereby, improving air quality.

(Antos, Danielle. 2019. Sustainable Plastic Packaging Options for your Cannabis Products. CannabisIndustryJournal. com. Site accessed on October 21, 2019.)

(Cal Recycle. 2018. Cannabis Waste. *https://www.calrecycle.ca.gov/swfacilities/compostables/cannabis* Site assessed on October 21, 2019.)

Organizational Goals	Sustainability Objective	Sustainability Actions	Responsible Person	Targets	Current Status
Allocate resources to maximize utilization	• Reduce plastic use • Reduce waste • Reuse	Suggestions: • Reduce product packaging size for products to reduce waste. • Use recycled polypropylene (PP) bottles (Antos, 2019). • Make packaging recyclable. • Use reusable sieves during extraction or recycle disposable sieves. • **Recycle paper, plastic, glass, aluminum, rechargeable batteries; install signage.**		% decrease	% complete

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		• **Recycle boxes and other cardboard materials.** • Recycle pallets, pallet wrap and all other wood debris. • Recycle toner and inkjet cartridges. • **Properly dispose of all batteries that cannot be recycled.** • Recycle green waste (i.e. Compost food and landscape waste). • **Recycle and reuse products, to the extent feasible.**			

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ENERGY CONSERVATION & EFFICIENCY

Sustainability Initiative:
Energy demand is the largest contributor to the cannabis industry's environmental footprint.

Benefits:
Reducing energy use relieves pressure from the power grid without compromising the integrity of the product. It also reduces greenhouse gas emissions.

Organizational Goals	Sustainability Objective	Sustainability Actions	Responsible Person	Targets	Current Status
Operate Efficently	• Reduce energy use • Increase energy • efficiency • Reduce CO2 emissions	Suggestions: • Use LED lights - LED lights use 75% less energy and lasts 25 times longer than incandescent lighting (Energy.Gov, 2019). • Attach a quantum meter to the LED lights LEDs only go on when the quantum meter drops below the minimum target. • **Properly sized, energy efficient heating and cooling system.** • Utilize an energy recovery ventilation system - energy recovery ventilation systems condition incoming fresh air by using recycled waste energy from the exhaust air stream. The recovery		% decrease	% complete

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		ventilation system works with the HVAC system to both lower energy costs and to improve indoor environmental air quality (Walter, 2019). • Create an Energy Efficiency Model - Model predicts how much energy a building may use based on construction materials, the buildings mechanical systems, site-specific characteristics, occupancy, and local average climate conditions. The model will pinpoint areas of weakness and allow for corrections (Quest, 2019). Other suggested initiatives: • **Use motion sensors, timers or other lighting controls.** • Unplug chargers when not in use. • Use Energy Star equipment. • Update insulation and/or windows.			

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		• **Use programmable thermostats.** • Tune up the HVAC and refrigeration yearly. • Set all computer monitors to turn off after 10 mins of inactivity.			

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RENEWABLE ENERGY
Sustainability Initiative:
Renewable energy is more readily available then ever.

Benefits:
Reducing our carbon footprint will assist in improving air quality and reducing greenhouse gases.

Organizational Goals	Sustainability Objective	Sustainability Actions	Responsible Person	Targets	Current Status
Operate Efficently	• Use less energy from traditional sources • Reduce carbon footprint	Suggestions: • Research the Low Carbon Fuel Standard (LCFS) for credits. • Research buying power from renewable sources		% decrease	% complete

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TOXIC MATERIALS/WASTE MANAGEMENT

Sustainability Initiative:
Minimizing waste and toxic materials is essential in promoting sustainability while still utilizing important chemical materials. Waste minimization refers to the use of source reduction and environmentally sound recycling methods to reduce toxic waste (EPA, 2016). Prevention is also a valuable tool in promoting sustainability.

Benefits:
Improving waste management and minimizing the use of toxic materials makes for a safer work place, improved indoor air quality, as well as a cleaner environment. In addition to preventing workplace injuries, spill and leakage prevention may help keep waterways clean and lower air pollution.
(EPA. 2016. Hazardous Waste Minimization. https://archive.epa.gov/epawaste/hazard/wastemin/web/html/faqs.html Site accessed on October 22, 2019.)

Organizational Goals	Sustainability Objective	Sustainability Actions	Responsible Person	Targets	Current Status
Reduce pollution and maintain safety	• Prevent toxic materials and chemical substances from becoming airborne, aerosolized, or made into dust. • Prevent toxic materials and chemical substances from running into sewers or waterways.	Suggestions: • **Design and implement a comprehensive log of employee handling of chemicals.** • **Keep commonly used personal protection equipment on hand – e,g, disposable booties, laboratory coats, appropriate NIOSH approved respirators (if needed), chemical-resistant splash goggles, chemical-resistant impervious gloves, beard nets, hair nets, and scrubs.** • **Create a remote washing station or**		% decrease	% complete

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	• Recycle when applicable • Reduce toxic waste	**install a full shower.** • **Keep sand, earth, or diatomaceous earth on hand in case of leaks/spills.** • **Immediately inform authorities if a leak does occur.** • **Keep drains covered in work areas to prevent toxic materials from going into waterways and sewers.** • **Recycle waste packaging.** • **Follow the EPA's waste minimization hierarchy: source reduction (waste prevention), recycling, energy recovery (converting waste into fuel), treatment, and disposal (EPA, 2016).** • **Dispose of non-recyclable products via a licensed disposal contractor.** • **Use the Landfill/Incineration as a last resort.**			