**Key Performance Indicators for Product Distributors**

Provide the following key performance indicators including your commitment to selling green cleaning products, experience training custodians, and performance of the warehouse and delivery vehicles.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unit of Measure | Previous complete year | Year prior | % Difference[[1]](#footnote-1) | Improvement Goals[[2]](#footnote-2) |
| Year | Year |
| Commitment to Selling Green Products | % of Total Sales $[[3]](#footnote-3) |  |  |  |  |
| Experience Training Custodians | FTEs Trained / Sales $ |  |  |  |  |
| Fuel Efficiency | Miles / Gallon[[4]](#footnote-4) |  |  |  |  |
| ENERGY STAR Score | ENERGY STAR Score[[5]](#footnote-5) |  |  |  |  |
| Water Efficiency | Gallons / Occupant[[6]](#footnote-6) |  |  |  |  |
| Waste (total waste, recycling & pallets) | Pounds / Sales $[[7]](#footnote-7) |  |  |  |  |
| Recycling (excluding Pallets) | % Diverted from Landfill[[8]](#footnote-8) |  |  |  |  |
| Pallet Recycling | % Diverted from Landfill[[9]](#footnote-9) |  |  |  |  |
| List Green Building, Transportation, Sustainability, CSR or Other Certifications.[[10]](#footnote-10) |  |

1. Calculate the percent difference by subtracting the previous complete year from the year prior and then dividing by the year prior. Then multiply this value by 100%. [↑](#footnote-ref-1)
2. State improvement goals. This is typically a percentage. If no goals have been established, leave this blank. [↑](#footnote-ref-2)
3. This is a measure of the distributor’s commitment to selling Green products. Calculate the total dollar value of Green products sold (define Green products by using the US Green Building Council’s LEED for Existing Buildings: Operations & Maintenance Rating System Version 4 guidelines for cleaning products) and divide by total sales dollars. Then multiply this value by 100%. [↑](#footnote-ref-3)
4. This is a measure of fuel efficiency. Calculate the total number of miles driven by delivery and service vehicles and divide by the gallons of fuel consumed for all fuel types including diesel, gasoline, E10 and others used in delivery and service vehicles only (exclude sales vehicles). If third-party delivery companies are used, calculate the weighted miles per gallon of the delivery services based on the percentage of total dollars spent with each service. [↑](#footnote-ref-4)
5. This is a measure of energy efficiency. Use ENERGY STAR Portfolio Manager for Buildings & Plants to calculate warehouse energy performance. https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager [↑](#footnote-ref-5)
6. This is a measure of water efficiency. Calculate the total gallons of water consumed including that used for drinking, landscaping, vehicle washing and others purposes (gallons) and divide by the number of FTEs working in the office and warehouse. [↑](#footnote-ref-6)
7. This is a measure of waste minimization. Calculate the total waste in pounds per total sales dollars. If the waste hauler does not weigh the bin, calculate the weight for uncompacted waste at 73 pounds per cubic yard and compacted waste at 138 pounds per cubic yard. https://www.epa.gov/sites/production/files/2016-04/documents/volume\_to\_weight\_conversion\_factors\_memorandum\_04192016\_508fnl.pdf [↑](#footnote-ref-7)
8. This is a measure of waste diversion from landfills of internal consumables. Calculate the total amount of recycling including materials that are composted, donated, reused or otherwise diverted from the landfill and divide by the total amount of materials being disposed, excluding pallets. Then multiply this value by 100%. [↑](#footnote-ref-8)
9. This is a measure of waste diversion from landfills of durable goods. Calculate the total weight of pallets recycled, sold for third-party reprocessing or otherwise diverted from the landfill and divide by the total amount of pallets being disposed. Then multiply this value by 100%. [↑](#footnote-ref-9)
10. Include third party certifications such as LEED, WELL, ENERGY STAR, BOMA TOBY Award, SmartWay Transport, other. [↑](#footnote-ref-10)