AZA surveys its members annually to understand the full suite of conservation activities taking place in their organizations and then publishes the Annual Report on Conservation and Science. This survey solicits annual updates about many of the same green (sustainable) business practices described in proposals for AZA’s annual Green Award and detailed in AZA’s Green Guides (https://www.aza.org/sustainable-practices/), specifically:

- Plans, Policies, and Budgets
- Energy
- Fuel for Fleet
- Waste
- Water/Wastewater
- Greenhouse Gas Emissions
- Green (Sustainability) Focused Certifications
- Local Food
- External Support for Green Business Projects
- Other Green Practices

Specific information related to expenditures, amount of resources used (e.g., gallons of water, kWh of electricity, etc.) is kept confidential and is only visible to AZA and the person that has the permissions to review, update, and edit that facility's Green profile.

The data are used extensively by the AZA office in publications, print and social media, and in meetings with agencies and partner organizations. Data are also used by AZA members for their own presentations, publications, and benchmarking and by the Green Scientific Advisory Group (GSAG), so they know how to best support the AZA membership. Learn more about the Annual Report on Conservation and Science and download recent publications (http://www.aza.org/annual-report-on-conservation-and-science/), or learn more about Green Practices (https://www.aza.org/sustainable-practices/) on AZA's website.

Please contact Arslan Ahmad (Conservation & Science Program Assistant, aahmad@aza.org), or Shelly Grow (Director, Conservation Programs, sgrow@aza.org) if you need assistance at any time.

Thank you for taking the time to tell us about the green practices at your facility.
General

What is a baseline year?
A baseline year is like a starting point – it is the activity level against which you expect to compare future activity moving forward. Because adoption of green practices is an ongoing process, change in resource use tends to come in fits and starts (e.g., a major leak is repaired leading to significant water use reduction in a short time). A baseline year allows a facility to embrace opportunities for making big changes that will be obvious when compared to the starting point. Selection of a baseline year may be something unique to each facility. Alternatively, some facilities may not have a baseline year and instead monitor year-over-year activity.

Are there any requirements for climate registries?
There are no exclusions on which climate registries can be used. AZA is collecting information about which registries members are using and will determine if there are any future opportunities to provide AZA-accredited organizations with guidance on climate registries.

Who should be reflected in the question about full-time equivalent (FTE) staff?
This question should be answered with a count of the number of employees whose position is dedicated full time or part time to strategically organize the programs that the facility is taking to reduce operational impacts on the environment. If your organization has an individual that manages the programs part time in association with other duties, then please enter in half (0.5) or quarter increments (0.25, 0.75). This does not include staff hours spent on a green team, environmental education, or community habitat clean-up projects.

Energy

What is meant by “conditioned space”?
Conditioned space is the part of an indoor environment that is made comfortable for animals or staff with heating and/or cooling, finished floors and walls, windows, etc. A conditioned space may be as simple as a large storage facility that is temperature controlled. Unconditioned space may be within the building shell, but is not finished for comfort. Examples of unconditioned spaces may be an attic, unfinished basement, garage, etc.

What do I do if our facility has a major change to our square footage of conditioned space?
In the event that a facility modifies (increases or decreases) the square footage of conditioned space, it is recommended to adjust your baseline year to the year in which the modification was made in the “Edit Green Practices” section. Adjusting the baseline is good practice for ensuring that “apples to apples” comparisons of utilities usage are made. The impact from the modification could also impact measurements in the waste generation or greenhouse gas emission categories, so please consider the indirect impacts as well. Example: In June 2012, Denver Zoo completed construction of a new exhibit that added an additional 48,120 square feet of conditioned space to its energy portfolio. In order to reflect this additional energy profile as part of the full zoo’s usage, the zoo modified its operational baseline year to the first full year of representational data for the new exhibit (2014).

What advice can you provide municipal owned facilities whose utilities are combined with other park/recreation/other departments?
This is a challenge for many institutions and it can be solved through multiple strategies. However, because each situation is unique to the specific facility, we recommend that any facility facing this situation contact the Green Scientific Advisory Group (GSAG) for guidance. The best way to reach the group membership is through the AZA Network (http://aza.ep2.memberfuse.com/) on AZA.org. Once logged into the AZA Network, search for the Green/Sustainable Operations group and post a discussion topic to the Group. Posting on the Network sends an alert to all group members who can provide guidance on how a facility can most accurately identify their utility usage. Alternatively, you can email Arslan Ahmad (Conservation & Science Program Assistant, aahmad@aza.org), or Shelly Grow (Director, Conservation Programs, sgrow@aza.org) at the AZA office to provide guidance or connect you to individual members of the GSAG.
Waste

Our regular waste does not go to a landfill, but rather to a waste-to-energy power-generating plant. Do we still report it in the section about annual amount of waste (sent to landfills) generated?

Because this waste is being diverted from a landfill, the best fit in this scenario would be to report the quantity in the “amount of waste recycled” field. If the waste-to-energy plant is located on grounds, then you should also report the amount of renewable energy (kWh) generated on site in the “Energy” section of the survey. Technically, the US Environmental Protection Agency’s considers recycling before waste-to-energy, instead of looking at the two combined. However, due to limitations of the survey instrument and AZA’s goal to examine trends in landfill use versus diversion, “recycling” is considered the best fit here.

Local Food

We feed plants that grow on-grounds to some of our animals. Should we be answering “Yes” to the question on whether we sourced local food, and should we also select “local food procurement (on site animals and/or guests)” as one of our practices in place?

It is great to hear that facilities are able to use local plants as a food source! “Yes” is the answer to both questions – be sure to indicate that food is sourced locally and try to document the amount in pounds (lbs.) provided, as well as selecting it as a practice. If the amount of food grown on-grounds is documented, horticultural practices may be adjusted to increase that amount over time.

Greenhouse Gas Emissions

For the question regarding reporting of greenhouse gas emissions (GHG), should I include Scope 3 emissions, such as from waste disposal, water treatment, air travel, employee commutes, etc.?

As a quick overview of GHG inventory accounting, there are three scopes for categorizing direct and indirect emissions from an organization. These scopes include:

- **Scope 1** - All direct GHG emissions
- **Scope 2** - Indirect GHG emissions from consumption of purchased electricity, heat or steam
- **Scope 3** - Other indirect emissions

All scopes that the institution has calculated for the reporting year should be reported in this field. AZA will assume that any value in this box will be for Scope 1 only, unless otherwise noted by using the steps outlined below.

**Identifying GHG Emission Inventory Scopes:**

If you are calculating for scopes beyond Scope 1, please let AZA know by following these steps:

- At the top of the survey page click “Edit Green Practices”
- Under the Greenhouse Gas Emission portion, select “Yes” for the question that states “does your organization report greenhouse gas emissions to a climate registry?”
- When you select “Yes” to this question, a text box provides you space to respond with the name of the registry.
- In the text box, please enter a registry (if applicable) and/or include the Scopes calculated and reported in your “Annual Greenhouse Gas Emissions Update”.