

# POPSOCKETS

Environment Standards

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# Environment Standard

Suppliers will comply with all laws related to the environment. Measures will be adopted to mitigate negative impacts the operation has on the environment.

## Definitions

- **BOD5:** Five-day biochemical oxygen demand. Indicates the amount of oxygen bacteria and other micro-organisms consume in a water sample over the course of five days at 20 degrees Celsius.
- **Domestic water:** Water used for human consumption, including drinking, preparing food, and flushing toilets.
- **Scope 1 emissions:** Emissions directly controlled by a company, including emissions from company vehicles, natural gas used for heating company-controlled buildings, and boiler or furnace combustion.
- **Scope 2 emissions:** Emissions from the consumption of electricity for the company's owned operations, including headquarters, satellite offices, and owned factories.
- **Scope 3 emissions:** Indirect emissions in the company's value chain arising from activities in support of the company's operations. Includes third-party manufacturing, employee commuting, business travel, upstream and downstream shipping, and waste generated.

## Standard Expectations

Management will establish and implement policies and procedures ensuring compliance with PopSockets's requirements, as well as all national laws, regulations and procedures concerning health and safety.

### EN.1 Environmental Management System

EN.1.1 Management will establish and implement policies and procedures ensuring compliance with PopSockets's requirements, as well as all national laws, regulations and procedures concerning health and safety.

EN.1.2 Policies and procedures related to the environment must be written, either on paper or digitally, and supported by proper and accurate records.

EN.1.3 Management performs a documented annual risk assessment on each issue listed below as appropriate that includes the following at a minimum:

- Identification of risks;
- Evaluation of any risks identified; and
- Identification and implementation of control measures to reduce or mitigate risk.

EN.1.4 A Plan-Do-Check-Act management approach should be developed, including:

- Periodic review of local laws and regulatory requirements related to the environment.
- Assigned responsibilities and accountabilities to management, workers, and designated personnel.
- Annual review of any documented risk assessments.
- Training of workers on role-appropriate information.
- Procedures that enable workers to raise environment-related concerns and to protect workers who allege environment-related violations.
- Conducting root cause analysis on workplace issues, including accidents, and taking proactive action to prevent future issues.

EN.1.5 Management maintains an environmental management strategy that guides long-term decision-making on environmental management.

EN.1.6 All workers receive awareness training that covers all relevant policies and procedures related to the environment. For workers involved in the management of environment-related tasks, machinery, or equipment, management provides training related to maintenance and safety.

EN.1.7 Any documentation regarding the environment, including those that are required by applicable laws, are made available in the prescribed manner and must be maintained in the local language and a language understood by workers.

EN.1.8 Management must provide protection to workers who allege violations of environmental protections (see Labor Standards, WV.1.5).

EN.1.9 Management maintains, at all times, possession of all legally required and valid permits and certificates related to environmental issues.

### EN.2 Carbon Footprint Calculation and Reduction

EN.2.1 Management develops and maintains a system for calculating the facility's carbon footprint.

- PopSockets will assist facilities with resources for carbon footprint calculation if needed.



EN.2.2. Management leverages the Greenhouse Gas Protocol Scope categories for collecting and analyzing data, with a focus on their Scope 1 and 2 emissions.

EN.2.3 Management gathers carbon footprint data from suppliers and subcontractors to track its Scope 3 emissions.

EN.2.4 Management develops and maintains a carbon footprint reduction plan. The reduction plan includes the following at a minimum:

- Management commitment to carbon footprint reduction;
- Specific and time-bound emissions reduction target for Scopes 1 and 2 (for example, 50% reduction in emissions by 2030);
- Carbon footprint calculation methodology;
- Areas of the business where carbon footprint reduction efforts will be focused;
- Commitment to purchase carbon offsets for any emissions that cannot be reduced (see EN.2.5); and
- Signatures from management, including CEO/President/GM, Chief Operations Officer or equivalent, Chief Financial Officer or equivalent, and highest level sustainability staff.

EN.2.5 Management actively seeks out opportunities to transition the factory's energy away from fossil fuel-based sources (coal, natural gas, etc.) in favor of renewable energy sources (wind, solar, hydroelectric, etc.).

- Where such changes are not possible, management maintains records of their research into alternatives.

EN.2.6 Management reports its energy, waste, and water usage to PopSockets annually at a minimum.

### EN.3 Air Emissions

EN.3.1 Management maintains an inventory of air emissions sources at the facility.

The inventory includes all point source, mobile, and fugitive air emissions.

EN.3.2 Management performs annual performance evaluations of the ventilation, air pollution control, and exhaust systems such as fume hoods and spray booths to demonstrate effectiveness.

- All systems are installed and maintained to conform to any applicable laws and to prevent or minimize hazardous conditions to workers in the facility.

EN.3.3 Management completes analytical testing to ensure emissions are within permit or authorization requirements.

EN.3.4 Management maintains procedures for incident reporting and investigation of event or system failures impacting air emissions.

EN.3.5 Management tracks any refrigerants used and performs any preventative maintenance to avoid refrigerant leaks.

EN.3.6 The following documentation should be kept at a minimum:

- Policies and procedures related to air emissions, demonstrating inclusion of the standards above.
- Supporting documentation for policies and procedures indicating regular review, such as records of document change or data analysis.
- Risk assessments conducted related to air emissions.
- All relevant, legally required, and valid permits and certificates related to air emissions.
- Relevant incident records from the past five years.

### EN.4 Hazardous Waste

EN.4.1 Management tracks all hazardous waste streams at the facility. Tracking includes the following at a minimum:

- Waste stream type;
- Unit of measure;
- Method of tracking (weighted, estimates, invoices); and
- How and when waste was disposed of.

EN.4.2 Hazardous waste is stored separately from solid and non-hazardous waste (see EN.5).

EN.4.3 Licensed and permitted hazardous waste transporters, treatment, and disposal facilities are used.

EN.4.4 Management maintains the following standards related to hazardous waste storage areas at a minimum:

- Storage areas are secured.
- Storage areas have adequate ventilation and accessible emergency eyewash shower stations.
- Signs are posted indicating no eating, smoking or drinking.
- Hazardous waste storage areas are covered.
- Any secondary containment is at least 110% of the volume of the largest container when total container volumes exceed 208 liters/55gal.
- Spill response equipment including necessary personal protective equipment is located near hazardous waste storage areas.



- Flammable and combustible waste is stored away from ignition sources.
- Incompatible waste is segregated appropriately.
- Adequate aisles are maintained between containers.
- Containers are not over stacked.
- The hazardous waste storage area is kept separate from non-hazardous waste.
- Labels and warning signs are in languages understood by workers.

EN.4.5 Management maintains the following standards related to hazardous waste storage containers at a minimum:

- Containers are stored on impervious, strong surfaces.
- Containers and waste are compatible.
- Containers are in good condition.
- Containers are clearly labeled as hazardous waste and include the waste identification and hazards.
- Lids are always kept closed, except when transferring waste.
- Labels and warning signs are in languages understood by workers.

EN.4.6 Management conducts and documents weekly inspections of hazardous waste storage areas, including the following at a minimum:

- Management maintains hazardous waste disposal records, including waste description, volume, date of disposal, method and location of disposal.
- Waste is disposed of using responsible environmental practices.
- Management verifies that the waste disposal facility exercises responsible environmental management practices, such as not allowing open disposal to land or water, improper disposal of waste byproducts such as incinerator ash or leachate, or uncontrolled burning.

EN.4.7 The following documentation should be kept at a minimum:

- Policies and procedures related to hazardous waste, demonstrating inclusion of the standards above.
- Supporting documentation for policies and procedures indicating regular review, such as records of document change or data analysis.
- Risk assessments conducted related to hazardous waste.
- All relevant, legally required, and valid permits and certificates related to hazardous waste.
- Relevant incident records from the past five years.
- Inspection records from the past year.
- Disposal records or manifests from the past five years.

## EN.5 Solid and Non-Hazardous Waste

EN.5.1 Management maintains an inventory and records of all streams of solid and non-hazardous waste. Inventory tracks the following metrics at a minimum:

- Types of waste;
- Quantities generated;
- Recycling options and rates;
- Names and locations of disposal facilities; and
- Disposal date and method.

EN.5.2 Management maintains a solid waste minimization program. The program gives preference to waste prevention, followed by waste reduction.

EN.5.3 Management segregates waste into reusable, recoverable, recyclable and non-recyclable categories. Clean, dedicated containers are provided for each of these waste categories.

EN.5.4 Hazardous and solid waste is segregated (see EN.4).

EN.5.5 Solid waste storage locations are covered and secured, and the surfaces are impermeable.

EN.5.6 Transport and disposal companies are licensed or authorized to transport and dispose of solid waste.

EN.5.7 Onsite burning or disposal of solid waste is only allowed with approval and a permit from the applicable regulatory agencies.

EN.5.8 Labels and warning signs are in languages understood by workers.

EN.5.9 The following documentation should be kept at a minimum:

- Policies and procedures related to solid waste, demonstrating inclusion of the standards above.
- Supporting documentation for policies and procedures indicating regular review, such as records of document change or data analysis.
- Risk assessments conducted related to solid waste.



- All relevant, legally required, and valid permits and certificates related to solid waste.
- Relevant incident records from the past five years.
- Disposal records or manifests from the past five years.

## EN.6 Storage Tanks

EN.6.1 Management maintains the following standards related to above ground storage tanks at a minimum:

- Tanks are labeled describing their contents and associated hazards;
- Tanks have a secondary containment system capable of storing 110% of the volume of the largest tank;
- Tanks have protective barriers in place against accidental damage;
- Management ensures documented weekly inspections take place to verify the tank and associated equipment are in good condition and show no evidence of leaks or damage; and
- Tanks are of a compatible composition to contain the material(s) stored.

EN.6.2 Management maintains the following standards related to underground storage tanks at a minimum:

- Tanks have one or more functioning leak detections systems in place such as secondary containment with interstitial monitoring, automatic tank gauging systems, vapor monitoring, groundwater/subsurface monitoring, or statistical inventory reconciliation.
- Tanks are protected from subsurface corrosion.
- Tanks have one or more functioning overflow protection devices in place such as an automatic shut off device, overflow alarm, or float valve mechanism.
- Management ensures documented annual integrity testing takes place.
- Tanks are of compatible composition to contain the material(s) stored.

EN.6.3 All storage tank inventories are updated after construction or installation of new equipment, or modification of existing equipment, facilities or processes. Inventories are reviewed at least annually.

EN.6.4 Management posts documented product transfer procedures near each tank.

EN.6.5 Management maintains documented spill response procedures and supplies.

EN.6.6 The following documentation should be kept at a minimum:

- Policies and procedures related to storage tanks, demonstrating inclusion of the standards above.
- Supporting documentation for policies and procedures indicating regular review, such as records of document change or data analysis.
- Risk assessments conducted related to storage tanks.
- All relevant, legally required, and valid permits and certificates related to storage tanks.
- Relevant incident records from the past five years.
- Weekly inspection logs from the past year.
- Annual integrity testing for underground storage tanks kept for the length of occupancy plus 30 years.

## EN.7 Water and Wastewater

EN.7.1 Management tracks all water usage at the facility, including from each separate source.

- Management tracks both domestic and production water use separately.
- Management tracks and reports on water quantity rejected from pre-treatment.
- Management maintains a schedule to monitor the facility's water supply network for leaks.

EN.7.2 Management monitors the BOD5 Level of its wastewater.

EN.7.3 Management evaluates and approves all processes and equipment that will result in the discharge of wastewater prior to the installation or modification of equipment.

EN.7.4 Management maintains an inventory of all pollution control equipment, including analytical test results that demonstrate compliance with all applicable regulations, standards and permit requirements. Inventory is reviewed on an annual basis.

EN.7.5 Management engages in reuse and minimization efforts to reduce the quantity of wastewater.

EN.7.6 Management conducts laboratory analyses of final wastewater effluent at the point of discharge using an approved analytical testing laboratory and methods to demonstrate compliance with applicable standards. At a minimum, sampling and testing is conducted annually. Management maintains documentation of the wastewater analyses for review by PopSockets upon request.

EN.7.7 Pollution control equipment is suitable for the contaminants in the wastewater.

EN.7.8 Pollution control does not involve dilution by potable water, cooling water or storm water.



EN.7.9 Sampling is conducted on an annual basis and includes sampling locations, sampling methods, and contaminants tested for in the sampling.

EN.7.10 Management maintains an inspection and maintenance schedule for pollution control equipment.

EN.7.11 Management maintains well-marked, designated wastewater sludge storage areas.

- Labels and warnings are in language(s) understood by workers.

EN.7.12 Management maintains a sampling and disposal program for any accumulated sludge. Industrial or process sludge cannot be used as compost, fertilizer fill material or any other land application without a regulatory permit specifically approving these uses.

EN.7.13 Management ensures that effluent discharge points are a minimum of 100 meters/110yd from the nearest occupied structure.

EN.7.14 Management maintains a back-up plan if there is an emergency related to wastewater. The plan includes the following elements at a minimum:

- Process to contact appropriate government authorities;
- Strategies for wastewater containment; and
- Maximum holding capacity of wastewater if the treatment plant is shut down.

EN.7.15 Management tracks and reports on the management of its septic system. Reporting includes the following at a minimum:

- How frequently the septic tanks is unloaded;
- How the facility disposes of solids after unloading the septic tank; and
- Any documentation such as shipment manifests for offloading septic waste.

EN.7.16 The following documentation should be kept at a minimum:

- Policies and procedures related to storage tanks, demonstrating inclusion of the standards above.
- Supporting documentation for policies and procedures indicating regular review, such as records of document change or data analysis.
- Risk assessments conducted related to storage tanks.
- All relevant, legally required, and valid permits and certificates related to wastewater.
- Relevant incident records from the past five years.
- Records of pollution control equipment inspections from the past three years.
- Maintenance and report records for pollution control equipment for the lifespan of the equipment.
- Laboratory test results for wastewater testing from the past five years, or the most current results.
- Disposal documents related to accumulated sludge from the past five years.