

SSCA Supplier Sustainability Questions: Bidder Instructions (2025)

About The Sustainability Project (TSP) survey platform

The Sustainability Project (TSP) is a sustainability assessment platform utilized by the Sustainable Supply Chain Alliance (SSCA). The Alliance is an organization of utilities and suppliers working together to advance sustainability best practices. TSP offers a robust and detailed sustainability supplier questionnaire that can be used for RFX sustainability questions, and environmental practices useful to plan improvements. The purpose of the TSP supplier sustainability assessment is to provide Alliance Utility Members with a better understanding of how suppliers are considering and managing environmental impacts and to help them grow their sustainability programs.

To answer supplier sustainability questions for an RFX, we request you respond online to TSP sustainability practices questionnaire using the instructions below. If your organization responded to the supplier survey previously, your answers are saved and available to use for the RFX sustainability questions.

Instructions for logging in and responding to the sustainability core questions

See below for the specific instructions with regards to log-in/registration scenario that applies to your company.

	Scenario 1	Scenario 2	Scenario 3
STEPS	Your organization has a profile on TSP and the registered user (e.g. the same individual who responded to the TSP sustainability questionnaire previously) is also responding to the RFX sustainability questions.	Your organization has a profile on TSP and has completed the TSP sustainability questionnaire, but a different user is responding to the RFX sustainability questions than the registered user.	Your organization is new to the TSP TSP supplier sustainability questionnaire.
1	Go to https://tspproject.org/ and click the "Get started!" button (or direct link: https://www.tspproject.org/activate/)		
2	Enter your work email address.		
3	If you have an account, you will be prompted to enter your password, and/or verify your email address.	You will be prompted to verify your email address by clicking on a link sent to your email account.	You will be prompted to verify your email address by clicking on a link sent to your email account.
4		Fill out the information required to complete the user registration on the link in the verification email. Click "Sign Up".	Fill out the information required to complete the user registration on the link in the verification email. Click "Sign Up".
5			Click "Get started" in the box titled "Sustainability Practices" at the top of the page. Enter the organization's name, click "Create", then "Create" again after updating the primary contact email for the organization if necessary.

NOTE: in the above log-in scenarios, you may only have “viewer” role. This means that you can only view and download your organization's response. If you need to change any answers, you will need to contact one of the profile managers for your organization's profile on TSP. If you do not know who the profile managers are, please email the TSP help desk at support@tspproject.org.

Responding to the RFX Sustainability Questions

If your organization has a response to the "Sustainability practices" questionnaire that is more recent than last July, can use that response for RFX sustainability questions. Click "History" in the left sidebar, then click on the most recent response (see [Sharing a previous response tutorial](#)). Skip the section *Answering questions and completing a response*, and continue with the section *Downloading a copy of your answers and obtaining a score*.

Answering questions and completing a response

A visual walk-through on how to complete a sustainability practices questionnaire is also available as a [video tutorial](#).

On the organization "Home", click "Update response" or "Continue" in the box titled "Sustainability practices".

1. Answer the "Sustainability Core" questions (only)

The screenshot shows the TSP Sustainability Practices questionnaire for S1 - Tamerin (Demo). The interface includes a sidebar with navigation options like 'Browse Practices', 'History', and 'Engage Suppliers'. The main content area is titled 'Sustainability Core' and contains several sections. The 'General Information' section includes three questions: 0.1 North American Industry Classification (NAICS) with a dropdown menu set to '[31-33] Manufacturing'; 0.2 Reporting Organization's Annual Gross Revenue with a date range from 01/01/2024 to 12/31/2024, a value of 12, and a unit of Millions US Dollars (\$M); and 0.3 Reporting organization's Full-time Employee Count with a dropdown menu set to '0-10 employees'. The 'Governance & Management' section includes two questions: 1.1 Has your company established a documented sustainability strategy with defined performance targets? with radio buttons for 'Yes' and 'No'; and 1.2 Has your company assigned formal responsibility for directing and overseeing sustainability performance to top/executive management? with radio buttons for 'Yes' and 'No'. A 'Next >' button is visible at the bottom of the questionnaire.

Note:

- If you completed the assessment previously, your answers will be pre-populated. You will only need to review, update (if applicable) and re-submit your response.
- Answers are saved automatically. You can always come back to the response later to review and complete.
- The questionnaire works best when using Google Chrome or Firefox.
- You can add comments and upload supporting documents via the comment box (Comments will not be scored).

Environmental policy

Have adequate policy level commitments, and be internally and externally communicated.



2. Create a dated record

Once you are finished answering questions in the “Assess” step, go to the “Review” step and click the “**Complete**” button (located in the bottom left of the page).

This report is a work in progress. Once you are ready, please click the **Complete** button at the bottom of the page to submit an official dated response. The report will then appear under "Historical assessments" and can be shared with customers and stakeholders.

S1 - Tamerin (Demo)
Sustainability Practices
2025-10-23

Download (xlsx)
Print (pdf)
Complete

Click the "Complete" button on the "Review" step.

3. Share a response with a requesting utility member

After you click “Complete” you will be automatically taken to the “Share” step.

- Click “Accept” next to the requesting utility. If the requesting utility is not listed, type the utility you want to share your response with in the field labelled “Send a copy pro-actively to...”
- Personalize a message (optional)
- Share your response by clicking “Next”

NOTE: Please follow the steps in the section *Downloading a copy of your answers and obtaining a score* below if the requesting utility has asked that you upload a copy of your scores and answers to a bid tool.

Share Sustainability Practices
S1 - Tamerin (Demo)

Thank you for completing the Sustainability Practices assessment on Nov 13, 2025 (a few seconds ago)!

The following organizations would like to receive a copy. **No data will be shared until you click the "Accept" button.**

Energy Utility (Demo)
Requested on Jun 30, 2025 (4 months ago)
to be completed before Nov 21, 2025 (8 days ago)

Send a copy pro-actively to...
You might be interested to share a copy with the following organizations. Pro-actively notify them of an updated response. **No data will be shared until you click the "Send updates" button.**

All SCSA Members
Send updates

Next

Click the "Accept" button next to the requesting utility.

Downloading a copy of your answers and obtaining a score

Downloading a copy of your answers

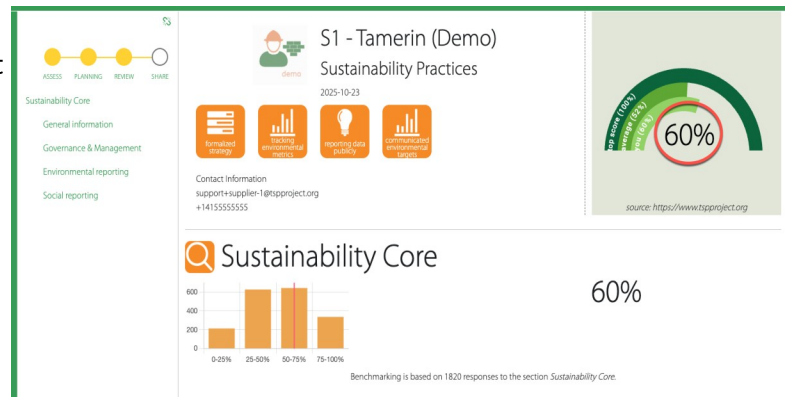
If requested by the RFX utility member, you can download a copy of your answers as a spreadsheet by clicking on the “**Download (xlsx)**” button at the bottom of the “Review” page.

Printing a copy of your answers

If requested by the RFX utility member, you can print a copy of your answers as a PDF file, either by clicking on the **“Print (pdf)”** button at the bottom of the **“Review”** page, or through the browser menu bar **“File” > “Print” > “Save as PDF”**.

Obtaining your score

Your organization score will show in the semi-circle at the top of the *Review* page.



There are additional tutorials and other helpful resources such as Frequently Asked Questions (FAQs) available on TSP to help you respond to the sustainability practices questionnaire. For any technical questions, please contact support@tspproject.org.

Sustainability Core Questions Scoring Information

The table below displays the full list of sustainability core questions, with their allocated points.

Sustainability Core Questions	Points
General information	
0.1 North American Industry Classification (NAICS)	0.5
0.2 Reporting organization's Annual Gross Revenue	0
0.3 Reporting organization's Full-time Employee Count	0.5
Governance & Management	
Sustainability Strategy	
1.1 Has your company established a documented sustainability strategy with defined performance targets?	1
1.1a Does the strategy articulate a long-term vision for sustainable growth and operational impact?	0.5
1.1b Does the strategy set clear, measurable, and time-bound objectives that track progress effectively?	0.5
1.1c Does the strategy allocate sufficient financial, human, and technological resources to support implementation?	0.5
1.1d Does the strategy address material issues for the business?	0.5
1.2 Has your company assigned formal responsibility for directing and overseeing sustainability performance to top/executive management?	2
1.3 Has your company designated a point person(s) responsible for implementing strategy and meeting targets?	1
1.4 Does your company report internally, including to top management, on strategy: key sustainability issues (revealed by materiality analysis), resiliency, risk, business continuity, progress toward goals, and plans/needs to address gaps towards your targets?	1
1.5 Does your company report externally on strategy: program elements, key environmental, social and governance issues, goals, challenges, resiliency, and continual improvement efforts in accordance with a reputable reporting standard (e.g. GRI, SASB, TCFD)?	1
1.6 Does your company have environmental, social and governance strategy, reports, targets, and Key Performance Indicators (KPIs) periodically (every 5 years or sooner) validated by an independent third party?	1
Sustainability Materiality Assessment	
2.1 Has your company conducted a materiality assessment to identify and prioritize material sustainability impacts, issues and opportunities?	3
2.1a In what year was the materiality assessment conducted?	1
2.1b Please describe the three most material sustainability impacts, issues and opportunities identified for your company.	3
2.1c Please describe your company's strategies, related goals and performance metrics related to each of these three material impacts, issues and/or opportunities.	3
Code of conducts and policies	
3.1 Does your company have an Employee Code of Conduct in place?	1
3.1a What monitoring or audit systems are in place to ensure compliance with the Employee Code of Conduct?	1
3.1b Does your company's Employee Code of Conduct contain sections pertinent to ... Child Labor?	0.17
3.1c Does your company's Employee Code of Conduct contain sections pertinent to ... Forced Labor?	0.17
3.1d Does your company's Employee Code of Conduct contain sections pertinent to ... Corruption and bribery?	0.17
3.1e Does your company's Employee Code of Conduct contain sections pertinent to ... Discrimination and harassment?	0.17
3.1f Does your company's Employee Code of Conduct contain sections pertinent to ... Working hours?	0.17

3.1g Does your company's Employee Code of Conduct contain sections pertinent to ... Confidentiality of information?	0.17
3.1h Does your company's Employee Code of Conduct contain sections pertinent to ... Conflicts of interest?	0.17
3.1i Does your company's Employee Code of Conduct contain sections pertinent to ... Antitrust/anti-competitive practices?	0.17
3.1j Does your company's Employee Code of Conduct contain sections pertinent to ... Money-laundering and/or insider trading/dealing?	0.17
3.1k Does your company's Employee Code of Conduct contain sections pertinent to ... Environment, health and safety?	0.17
3.1l Does your company's Employee Code of Conduct contain sections pertinent to ... Whistleblowing?	0.17
3.1m Does your company's Employee Code of Conduct contain sections pertinent to ... Collective bargaining, labor unions?	0.17
3.1n Does your company's Employee Code of Conduct contain sections pertinent to ... Workplace Representation? (This question is optional, not scored, and does not contribute to the overall TSP Score)	0
4.1 Does your company have a Supplier Code of Conduct and/or Human Rights Policy in place?	1
4.1a Percentage of targeted suppliers that have signed the Supplier Code of Conduct?	1
4.1b What is the percentage of targeted suppliers with contracts that include clauses on environmental, labor, and human rights requirements?	1
4.1c If your organization has a Supplier Code of Conduct, what monitoring or audit systems are in place to ensure compliance with the Supplier Code of Conduct?	1
4.1d Does your company's Supplier Code of Conduct contain sections pertinent to ... Child Labor?	0.17
4.1e Does your company's Supplier Code of Conduct contain sections pertinent to ... Forced Labor?	0.17
4.1f Does your company's Supplier Code of Conduct contain sections pertinent to ... Corruption and bribery?	0.17
4.1g Does your company's Supplier Code of Conduct contain sections pertinent to ... Discrimination and harassment?	0.17
4.1h Does your company's Supplier Code of Conduct contain sections pertinent to ... Working hours?	0.17
4.1i Does your company's Supplier Code of Conduct contain sections pertinent to ... Confidentiality of information?	0.17
4.1j Does your company's Supplier Code of Conduct contain sections pertinent to ... Conflicts of interest?	0.17
4.1k Does your company's Supplier Code of Conduct contain sections pertinent to ... Antitrust/anti-competitive practices?	0.17
4.1l Does your company's Supplier Code of Conduct contain sections pertinent to ... Money-laundering and/or insider trading/dealing?	0.17
4.1m Does your company's Supplier Code of Conduct contain sections pertinent to ... Environment, health and safety?	0.17
4.1n Does your company's Supplier Code of Conduct contain sections pertinent to ... Whistleblowing?	0.17
4.1o Does your company's Supplier Code of Conduct contain sections pertinent to ... External stakeholder human rights?	0.17
4.1p Does your company's Supplier Code of Conduct contain sections pertinent to ... Workplace Representation? (This question is optional, not scored, and does not contribute to the overall TSP Score)	0
Sourcing practices	
5.1 Are there any conflict minerals or additional minerals of concern (including: cobalt, tin, tantalum, tungsten, or gold) in the product(s) that your company manufactures, subcontracts, or sells?	1 (also 1 point if answer 'no' with explanation.)
5.2 Does your company source any of the specific materials, minerals, or products from the related countries listed on the Department of Labor "List of Goods Produced by Child Labor or Forced Labor" (available here https://www.dol.gov/agencies/ilab/reports/child-labor/list-of-goods)? - If Yes, please describe how your company ensures that there is no Child Labor or Forced Labor in your supply chain in the comments.	2 (also 2 point if answer 'no' with explanation.)

5.3 Does your company have a policy related to sourcing conflict minerals?(6) Does your company have a policy related to sourcing minerals of concern?	1 (also 1 point if answer 'not applicable' with explanation.)
5.4 Does your company have a policy related to sourcing materials from regions of concern?	1 (also 1 point if answer 'not applicable' with explanation.)
5.5 Has your company published a due diligence report on conflict minerals (including or not including cobalt)?	1 (also 1 point if answer 'not applicable' with explanation.)
Environmental Management System Rigor	
6.1 Has your company implemented an environmental management system?	3
6.1a Is the system certified to a recognized local or international standard?	1
6.1b Is the system periodically (e.g. every 5 years) audited internally and by an independent third party?	2
6.1c Please indicate the coverage of the environmental management system across your business and/or facilities (e.g. % of owned facilities with an ISO 14001 certificate)?	2
Environmental reporting	
7.1 Has your company received or been responsible for a Notice of Violation (NOV), Consent Order or fine over USD \$10,000 from an environmental agency, or an environmental event that required reporting to an environmental agency in the past 36 months? - If Yes, please describe the violation and corrective action plan in the comments.	8 (points are given if answering 'no' or 'yes' with an explanation.)
Energy & GHG Emissions reporting	
8.1 Does your company report total Scope 1 GHG emissions publicly?	0.5
8.2 Does your company calculate Scope 1 GHG emissions?	0.5
8.2a Have Scope 1 GHG Emissions data been third-party verified within last 2 years?	0.5
8.3 Does your organization have a Scope 1 GHG Emissions reduction target in place? (ex: "Reduce Scope 1 emissions by X metric tons or X% each year to achieve net zero emissions by 2040.")	0.5
8.3a When does your organization expect to achieve the Scope 1 GHG Emissions target?	0.5
8.3b Is the Scope 1 GHG Emissions target a science-based target, net-zero target, or other?	1
8.3c Please describe plans in place and progress made towards the Scope 1 GHG Emissions target (ex: "Replace site generator with battery backup")?	1
8.4 Does your company report total Scope 2 GHG emissions publicly?	0.5
8.5 Does your company estimate Scope 2 GHG emissions?	0.5
8.5a Which methodology does your organization use to estimate Scope 2 GHG emissions?	0.5
8.5b Have Scope 2 GHG Emissions data been third-party verified within last 2 years?	0.5
8.6 Does your organization have a Scope 2 GHG Emissions reduction target in place? (ex: "Reduce location-based Scope 2 GHG emissions by 30% by 2030 from a 2020 baseline year through increased energy efficiency and renewable electricity sourcing.")	0.5
8.6a When does your organization expect to achieve the Scope 2 GHG Emissions target?	0.5
8.6b Is the Scope 2 GHG Emissions target a science-based target, net-zero target, or other?	1
8.6c Please describe plans in place and progress made towards the Scope 2 GHG Emissions target (ex: "Upgrade all lighting to LED and install smart building energy management systems in 100% of corporate offices by 2025")?	1
8.7 Does your company track total energy consumed?	0.5

8.7a Does your company report total Energy consumed publicly?	0.5
8.7b Have Energy data been third-party verified within last 2 years?	0.5
8.8 Do you have an Energy reduction target in place? (ex: "Reduce total energy consumption by 20% by 2030 from a 2020 baseline year through operational improvements and energy-efficient technologies.")	0.5
8.8a When does your organization expect to achieve the energy reduction target?	0.5
8.8b Please describe plans in place and progress made towards the energy reduction target (ex: "Replace or retrofit 100% of HVAC systems in corporate offices with high-efficiency, all-electric systems by 2026")?	1
Scope 1 & 2 GHG Emissions measured and trended	
8.9 Total Scope 1 GHG Emissions	0.5
8.10 Total Scope 2 GHG Emissions	0.5
8.11 Energy consumed	0.5
Scope 3 reporting	
9.1 Does your company report total material Scope 3 GHG emissions publicly?	0.5
9.2 Does your company estimate material Scope 3 emissions?	0.5
9.2a Have Scope 3 GHG emissions data been third-party verified within last 2 years?	0.5
9.3 Does your organization have a Scope 3 GHG Emissions reduction target in place? (ex: "Reduce material Scope 3 GHG emissions by 15% by 2030 from a 2020 baseline year, focusing on purchased goods and services, transportation, and business travel.")	1
9.3a When does your organization expect to achieve the Scope 3 GHG Emissions target?	0.5
9.3b Is the Scope 3 GHG Emissions target a science-based target, net-zero target, or other?	1
9.3c Please describe plans in place and progress made towards the Scope 3 GHG Emissions target (ex: "Engage top 80% of suppliers by spend to set science-based targets by 2027, with annual emissions reporting required starting in 2025")?	0.5
Scope 3 GHG Emissions measured and trended	2 points if 5+ below categories are reported, 1 point if at least one below category is reported.
9.4 Total Scope 3 GHG Emissions	
9.4a Purchased goods and services	
9.4b Capital goods	
9.4c Fuel-and-energy-related activities	
9.4d Upstream transportation and distribution	
9.4e Waste generated in operations	
9.4f Business travel	
9.4g Employee commuting	
9.4h Upstream leased assets	
9.4i Downstream transportation and distribution	
9.4j Processing of Sold Products	
9.4k Use of sold products	
9.4l End of Life Treatment of Sold Products	
9.4m Downstream leased assets	
9.4n Franchises	
9.4o Investments	

Water reporting	
10.1 Does your company calculate water withdrawn, discharged and/or re-used?	1
10.1a Does your company report water withdrawn, discharged and re-used publicly?	1
10.1b Have water use data been third-party verified within the last 2 years?	1
10.2 Does your company have a target for water withdrawn, discharged and/or re-used?	1
10.2a When does your organization expect to achieve the water use target?	2
10.2b Please describe plans in place and progress made towards the water use target (ex: % completion)?	1
Water measured and trended	
10.3 Total Water withdrawn	1
10.4 Total Water discharged	1
10.5 Total Water recycled and reused	1
Waste reporting	
11.1 Does your company calculate waste generated and recycled?	1
11.1a Does your company report waste generated and recycled publicly?	1
11.1b Has the waste measurement methodology been third-party verified within the last 2 years?	1
11.2 Does your organization have a waste reduction target in place? (Please describe the target, or why you do not have a target, in comments)	1
11.2a When does your organization expect to achieve the waste reduction target?	1
11.2b Please describe plans in place and progress made towards the waste reduction target (ex: % completion)?	1
Waste measured and trended	
11.3 Total Hazardous Waste	1
11.4 Total Non-Hazardous Waste	1
11.5 Total Waste Recycled	1
Social reporting	
12.1 Has your company had any significant code of conduct breaches including but not limited to breaches resulting in fines, class action lawsuits, or repeated breaches of Codes of Conduct in the past 36 months?	2 (points are given if answering 'no' or 'yes' with an explanation.)
12.2a Does your company report internally or externally Key Performance Indicators (KPIs) on ... Discrimination and Harassment?	1.2
12.2b Does your company report internally or externally Key Performance Indicators (KPIs) on ... Recordable Incident Rate?	1.2
12.2c Does your company report internally or externally Key Performance Indicators (KPIs) on ... Lost-time Case Rate?	1.2
12.2d Does your company report internally or externally Key Performance Indicators (KPIs) on ... Days Away, Restricted, and Transfer (DART) Rate?	1.2
12.2e Does your company report internally or externally Key Performance Indicators (KPIs) on ... Work-related Fatalities?	1.2
12.2f Does your company report internally or externally Key Performance Indicators (KPIs) on ... Employee Representation? (This question is optional, not scored, and does not contribute to the overall TSP Score)	0
12.2g Does your company report internally or externally Key Performance Indicators (KPIs) on ... Representation of Executive Leadership and/or Board? (This question is optional, not scored, and does not contribute to the overall TSP Score)	0
Responsible Sourcing (This section will not be scored)	
12.3 Do you have any purchasing programs in place to support small, local, locally small businesses, etc?	0

12.3a Does your company publicly communicate these purchasing programs?	0
12.3b Does your company require third-party certification to verify companies included in this program?	0
12.3c Does your company define small, local, and locally small businesses by ... small businesses (by revenue)?	0
12.3d Does your company define small, local, and locally small businesses by ... small businesses (by employees)?	0
12.3e Does your company define small, local, and locally small businesses by ... small disadvantaged businesses?	0
12.3f Does your company define small, local, and locally small businesses by ... local business (by revenue)?	0
12.3g Does your company define small, local, and locally small businesses by ... locally small business (by revenue)?	0
12.3h Does your company define small, local, and locally small businesses by ... other?	0
Total Score	/100