

Sustainable Business Checklist

Company Name: _____ **Date:** _____

Waste prevention is any practice which eliminates or reduces solid waste that would otherwise be thrown out or recycled. Use this list to identify everyday activities that your company currently practices, thus reducing the amount of waste you generate. Check the activities your company practices.

Why Practice Sustainability?

- To reduce purchasing costs
- To conserve valuable resources
- To reduce waste disposal costs
- To increase efficiency

In the Office

- Make double-sided copies.
- Reuse single-sided pages for drafts and note paper.
- Do a one-page test of copier settings before running a large number of copies.
- Avoid making extra copies. Make extras later if you need them.
- Post paper-saving copy ideas at every copier.
- Proofread documents on the computer screen before printing.
- Use outdated letterhead for in-house memos and drafts.
- Reuse office supplies such as file folders and envelopes (manila and padded).
- Set up a "reuse station" area for employee use.
- Circulate one copy of memos and reports, post in a central location, or make them available on-line or by E-mail.
- Share publications rather than ordering several copies of the same publication.
- Store old documents on disk, CD-ROM, or micro fiche to minimize the number of hard copies needed.
- Encourage employees to communicate via electronic mail.
- Contact companies that send your business unwanted mail and ask to be removed from their lists.
- Keep your mailing lists up-to-date by requesting corrections and offering the recipient the option of being removed.
- Revise forms to reduce length and eliminate unnecessary duplicates.
- Avoid cover sheets for faxes. Use fax stickies made for fax transmittal.
- Create a central filing system instead of maintaining duplicate files for each employee.

Purchasing and Shipping Practices

- Purchase products in concentrated form or in bulk.
- Negotiate with suppliers to provide merchandise in returnable or reusable packaging—or in packaging that you can recycle through your in-house recycling program.
- Use durable containers to ship to branch offices, stores, or warehouses instead of cardboard boxes, .
- Set up a system for returning cardboard boxes and packaging materials to distributors for reuse.
- Reuse packaging materials from incoming shipments—such as boxes, newspaper; tissue, foam pads, and polystyrene “peanuts”—as alternatives to buying new packing material.
- Return, reuse, and repair wooden pallets and crates.
- Use “two-way” envelopes which fold inside-out and used to return the customer’s payment.
- Repair rather than replace equipment. Purchase reused or reconditioned office partitions, and remanufactured office equipment.
- Invest in equipment that prevents waste. Purchase high quality, durable, repairable equipment. Use copiers that can make double-sided copies. Buy printers that do not discharge unused sheets of paper. Consider a dishwasher to allow durable cups, dishware, and cutlery in your lunchroom or kitchen.
- Use rechargeable batteries; use solar-powered calculators.
- Purchase recharged copier, printer and fax cartridges.
- Purchase durable and or reusable office supplies. Use refillable pens and pencils. Instal furnace and air conditioner filters that can be reused.

In Lunch Room Areas

- Use durable cups, dishware, and cutlery in kitchens or break rooms.
- Use cloth towels or hand-drying machines instead of paper towels.
- Offer beverages dispensed from tanks or refillable bottles instead of individual packages.
- Set up a worm bin and convert food waste into vermicompost.

Outdoors

- Compost yard waste into a valuable soil amendment.
- Use a mulching mower.

Your trash could be someone elses’s treasure...

Follow these suggestions to put your unneeded products to work again.

- Donate used equipment, furniture, and supplies to charitable organizations or schools.
- Start a “waste exchange” in your building or office park.
- Advertise surplus and reusable items through a free listing service, such as the Industrial Materials Exchange (IMEX) at 206•296•4899. Access is free and available anytime.
- Use good2toss.com. All products offered for \$99 or less, no retail products accepted.
- Donate to Freecycle. All products are free. <http://groups.yahoo.com/group/FreecycleKitsapCo/>