



Sustainability Audit 2012

Why Perform a Sustainability Audit?

Environmental Benefits

- Improved environmental performance and responsibility
- Reduce greenhouse gas emissions and global warming
- Improve air quality
- Reduce waste sent to landfill
- Reduce air and water pollution
- Reduce resource consumption

Social Benefits

- Improve employee health (physical and psychological)
- Improve personal responsibility and workplace health
- Expansion of sustainable practices to personal life
- Increase employee productivity and efficiency
- Improve indoor air quality

Economic Benefits

- Reduce water, energy, disposal and materials purchasing costs
- Possible grant funding for sustainability program
- Support local business through purchasing locally
- Support of sustainable businesses – renewable energy, organic agriculture, sustainable products
- Creation of sustainable research and new sustainable industries
- New employment opportunities

Economic Costs

- Higher prices for some sustainable products and services
- Cost of end-of-use facilities (disposal)
- Loss of non-sustainable industries/jobs

Upon conducting an audit – you know where you stand.

Now what?

- Develop practical solutions to reduce waste output
- Involve staff in the development and completion of initiatives
- Develop mandatory eco-efficiency policies and procedures and implement them
- Develop an awareness/education program for staff

- Introduce reporting and targets for cleaner production and eco-efficiency actions
- Continue and expand the program



2012 Sustainability Audit results

Mission Statement

Goal: An explicit commitment to environmental stewardship and social impact.

The Environmental Pillar's mission is to facilitate its Members in working individually and jointly to protect and enhance the environment and to promote the interlinked principles of environmental, social and economic sustainability.

Paper

Goal: Minimize use, encourage recycling and minimize disposal.

- Central receptacles at copiers and printers
- Regular practice of printing on both sides of paper
- Avoid printing documents when an electronic copy is sufficient

Energy

Goal: Reduce energy consumption, procure from renewable sources, and undertake initiatives to reduce the harmful effects of energy production.

- Use of energy efficient appliances and equipment (copiers, lighting, dishwashers, etc.)
- Easy stair access, discouraging elevator use when appropriate
- Offer HVAC alternatives: open windows/doors for cross ventilation, blinds/curtains/awnings, turn-off appliances when not in use
- Use natural light as appropriate

Water

Goal: Minimize water use and recycle and pre-treat before disposal where possible.

- Use of low-flow sinks

Waste

Goal: Focus on avoiding and minimizing waste; and reusing and recycling before final treatment and disposal.

- Recycling of cardboard, aluminium, glass, plastics, and beverage cartons
- Return toner cartridges to manufacturer
- Recycle/compost organic waste
- Offer reusable plates, utensils mugs and glasses in break rooms

Purchasing

Goal: Environmentally, socially and economically sustainable purchase of goods and services.

- Recycled content products receive preference to virgin material products
- Recycled content (80% of higher) in copy paper, letterhead and envelopes
- Support local suppliers
- Consider transportation costs from manufacture to destination when selecting suppliers

Travel

Goal: Encourage utilization of alternative transportation and mitigate negative impacts of transportation use.

- Encourage employees to use public transit/walking/cycling
- Offer telecommuting and the option of working at home where appropriate
- Support public transit pass programs
- Use e-mail, telephone and video conferencing as alternatives to travel

Staff

Goal: Increase staff understanding and awareness of environmental and social issues, and increase their ability to sustain productive effort.

- Flex-time and/or job-share are offered.
- Ergonomic workspace (also plants and artwork)

Audit Template

http://www.sierraclub.org/sustainable_consumption/downloads/institutional-audit.pdf

Mission Statement

Goal: An explicit commitment to environmental stewardship and social impact.

Paper

Goal: Minimize use, encourage recycling and minimize disposal.

- Central receptacles at copiers and printers
- Regular practice of printing on both sides of paper
- Avoid printing documents when an electronic copy is sufficient
- Paper recycling containers at each desk
- Use recycled-content paper-towels and toilet paper

Energy

Goal: Reduce energy consumption, procure from renewable sources, and undertake initiatives to reduce the harmful effects of energy production.

- Use of energy efficient appliances and equipment (copiers, lighting, dishwashers, etc.)
- Easy stair access, discouraging elevator use when appropriate
- Offer HVAC alternatives: open windows/doors for cross ventilation, blinds/curtains/awnings, turn-off appliances when not in use
- Use natural light as appropriate
- Use timers for appliances and equipment
- Energy awareness program for educating staff
- Discourage staff working from working over-time (saves energy)
- Sensor activated escalators
- Purchase renewable energy

Water

Goal: Minimize water use and recycle and pre-treat before disposal where possible.

- Use of low-flow sinks
- Use of dual flush toilets or other low-water models
- Water-wise landscaping and use of native species
- Use of non-phosphorous soaps
- Use of grey water (from sinks and rain) for landscape, toilets and other appropriate applications
- Hire plumbers that understand water conservation
- Water HVAC system operating at optimal temperature level (for dry climates)

Waste

Goal: Focus on avoiding and minimizing waste; and reusing and recycling before final treatment and disposal.

- Recycling of cardboard, aluminium, glass, plastics, and beverage cartons
- Return toner cartridges to manufacturer

- Recycle/compost organic waste
- Offer reusable plates, utensils mugs and glasses in break rooms
- Donate or recycle office furniture, computers, computer disks, telephones and other items

Purchasing

Goal: Environmentally, socially and economically sustainable purchase of goods and services.

- Recycled content products receive preference to virgin material products
- Recycled content (80% or higher) in copy paper, letterhead and envelopes
- Support local suppliers
- Consider transportation costs from manufacture to destination when selecting suppliers
- Lifecycle impact assessment for purchased goods
- Recycled content products receive preference to virgin material products
- Purchase in bulk to reduce packaging and delivery vehicle emissions
- Develop a list of preferred environmentally friendly products
- Regular maintenance and inspection of equipment to maximize life
- Use of environmentally friendly cleaning agents
- Low VOC carpeting, paints, etc.
- Rent equipment that is used infrequently

Travel

Goal: Encourage utilization of alternative transportation and mitigate negative impacts of transportation use.

- Encourage employees to use public transit/walking/cycling
- Offer telecommuting and the option of working at home where appropriate
- Support public transit pass programs
- Use e-mail, telephone and video conferencing as alternatives to travel
- Minimize car fleet while employing fuel-efficient or low-emission vehicles
- Easy access to bus/train time-tables or other transit information
- Provision of facilities for bicyclists: racks, lock-up areas, showers and changing rooms
- Organize a carpool program
- Purchase CO2 emission offsets for air travel

Staff

Goal: Increase staff understanding and awareness of environmental and social issues, and increase their ability to sustain productive effort.

- Flex-time and/or job-share are offered.
- Ergonomic workspace (also plants and artwork)
- Promote environmental understanding via meetings, surveys, information postings
- Established method (message board, meetings, e-mail) for disseminating information on recycling
- Create a position for a Workplace Sustainability Coordinator to focus on the company's products, staff and community impact
- Task sharing and diversification of duties.
- Common rooms and non-work space
- Wellness or stress reduction programs
- Teambuilding and social activities