Checklist

	1 COMPLETED	2 IN PROGRESS	3 FUTURE PROJECT

Inventory Control

Practice "just-in-time" inventory control, which moves raw materials directly from the receiving dock to the manufacturing area for immediate use.

Reduce unnecessary use of hazardous materials by centralizing and limiting access to them.

Substitute non-hazardous materials where possible.

Energy Efficiency

Schedule an energy audit that addresses heating/cooling, lighting, steam losses, and motors.

Use Energy Star's Portfolio Manager to track and benchmark energy usage.

Consider transitioning from incandescent light bulbs to electronic ballast, low-mercury vapor lamps, compact fluorescents, LED exit lamps, solar-powered exterior lighting, timed switches and motion sensors.

Allow natural light into work areas.

Install fans to bring heat down from high ceilings in winter to work areas or draw heat up to ceilings in summer.

Keep shades and blinds closed during the hottest part of the day and use window coatings to increase efficiencies in building envelope.

Turn off computers, printers and copiers at night and work with IT to install software to reduce energy use from computers and monitors.

Clean HVAC filters once a month and service your HVAC system twice a year.

Insulate hot water holding tanks and hot and cold water pipes.

Use an ultrasonic leak detector to identify leaks from compressed air system. Turn off air compressor at the connection valve when not being used.

Consider cogeneration of electricity, steam and renewable energy.

Water Efficiency

Use Energy Star's Portfolio Manager to track and benchmark water usage.

Reduce water usage on faucets with devices that reduce flow (e.g., motion sensors and aerators).

Use high pressure, low volume water nozzles.

Maximize dry cleanup—attempt to cleanup as much as possible before hosing down surfaces.

Transportation

Provide incentives to employees for using alternative modes of transportation.

Provide preferred parking for carpool members and low-emission, fuel-efficient vehicles.

Consider transitioning company fleet to fuel-efficient vehicles, low-sulfur diesel fuels and/or biodiesel.

Evaluate opportunities to consolidate purchase orders and frequency of deliveries.

Chemical Management

Perform a hazardous chemical/material audit and update at least annually.

Train staff to respond to and be prepared for hazardous spills, with clearly labeled spill supplies and signage.

Ensure only rain enters the storm drain.

Solvents:
Replace aerosol cans with pump dispensers, if available.

Replace the solvent used in parts washers with a less-toxic solvent and/or change equipment to a type that recycles and reuses the solvent.

Utah Department Environmental Quality

Environmental Checklist

This checklist has been designed to provide a yardstick of where your business fits on the environmental improvement spectrum. Businesses can use this checklist to identify specific environmental improvement projects and track progress over time. The environmental improvement projects in the checklist are organized by program area and are not in any specific hierarchical order. Prioritize your environmental improvement efforts by starting with small projects and gradually expand your program over a period of time, such as three to five years, depending on resources and other goals.

Checklist

Planning/Stewardship

	1	2	3
Establish Environmental Mission Statement including values and goals with measurable objectives.			
Identify Sustainability Director to lead environmental sustainability programs throughout company.			
Establish Green Team to design, implement, and assess environmental sustainability initiatives. Report on performance to senior management, staff, and others as needed.			
Track water use, energy use, and solid and hazardous waste generation.			

Education

	1	2	3
Develop a poster campaign, educational brochure and/or communicate company's environmental goals and programs to customers and general public on company website.			
Educate staff, including new employees, and management on company's sustainability initiatives, the importance of the initiatives, and their role in achieving sustainability goals.			
Inform your suppliers about your Environmental Mission Statement.			

Waste Management and Reduction

	1	2	3
Track solid and hazardous waste generation.			
Achieve and maintain a recycling rate of > 25% of total waste stream.			
Reduce Paper Usage: Implement a two-sided printing program.			
Share and circulate documents. Post announcements in central locations.			
Set up central filing systems. Convert as many documents into an electronic format as possible.			
Office Supplies: Purchase paper with at least 30% and paper towels with at least 35% post-consumer content that are processed chlorine-free when possible.			
Buy mechanical pencils, refillable pens, and refillable tape dispensers.			
Use reusable envelopes with metal clasps for interoffice mail.			
Use rebuilt or recharged toner cartridges for copiers and laser printers.			
Switching from Disposables to Reusables: Replace limited use transport packaging, such as pallets, boxes, and stretch wrap with more reusable containers. Encourage suppliers to ship material in reusable containers.			
Use cloth towels which can be laundered for reuse.			
Purchase reusable mugs and water bottles for employees or bring containers from home.			
Recycling: Implement cardboard, newspaper, paper, glass, metal, plastic, and beverage recycling program.			
Ensure that recycling centers are conveniently located and recycling containers are near printers and copiers.			
Reuse or recycle all "Universal Wastes" (fluorescent tubes and bulbs; batteries; electronics).			
Educate all employees of recycling policies and post signs on recycling containers as reminders.			

Environmentally Preferable Purchasing

	1	2	3
Develop list of targeted materials of concern (such as mercury, polyvinyl chloride or PVC, brominated flame retardants, urea formaldehyde, volatile organic compounds or Bisphenol A) for new purchases.			
Develop a policy that outlines the selection and purchase of environmentally preferable products (EPP) and services that meet certain environmental criteria (e.g., ability to recycle, recycled content, non-hazardous, packaging and end of life disposal requirements) and ensure criteria are included in contract language. Educate suppliers on your EPP policy.			
Purchase products that are Green Seal or EcoLogo-certified.			
Purchase EPEAT-registered computers, monitors, and laptops and Energy Star-certified products and equipment.			
Purchase reusable air filters for your building's heating, ventilation, and air conditioning systems.			
Purchase microfiber mops and cleaning cloths as mechanism to reduce water and chemical use, reduce cross contamination and ergonomic stress.			

epeat

EPEAT (Electronic Product Environmental Assessment Tool) easy-to-use resource for purchasers, manufacturers, resellers and others wanting to find or promote environmentally preferable products.

GREEN SEAL CERTIFIED

Green Seal is a non-profit organization that uses science-based programs to empower consumers, purchasers and companies to create a more sustainable world.

EcoLogo™

EcoLogoTM is North America's largest, most respected environmental standard and certification mark. EcoLogo provides customers—public, corporate and consumer—with assurance that the products and services bearing the logo meet stringent standards of environmental leadership.

ENERGY STAR

ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping us all save money and protect the environment through energy efficient products and practices.

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