

Eco-Business Checklist – Phase 2

Business Name	
Contact Name	
Address	
Telephone	
E-mail	
Website	
Date Submitted	

Is your business taking the necessary steps to sustain itself and a healthier environment? Many members of the Ajax-Pickering Board of Trade ask what they can do to be 'green'. The Eco-Business Checklist helps you to rise to the challenge.

Regardless of the size, type or location of your business, **Phase 1** and **Phase 2** of the **Eco-Business Checklists** will help you identify opportunities for change. These actions result in financial savings, improved corporate image and environmental benefits. The **Eco-Business Checklist** actions are categorized into the following groups:

1. Waste
2. Energy
3. Pollution
4. Water

The actions on each **Eco-Business Checklist** require a small financial investment, yet by accomplishing them you will be recognized as a leader in the community, one who is committed to operating your business in an environmentally friendly and sustainable manner. The market trend is driving “Eco-Action Oriented” businesses to thrive, be part of a movement and prosper.

It’s easy. Start by working through the **Phase 1** actions. You can use the three blank Customized Actions to tell us what other actions you’ve implemented. Submit your checklist to Ajax-Pickering Board of Trade to earn a **Phase 1** certificate and some positive press. Next, work through the **Phase 2** checklist which requires businesses to go above and beyond “Business as Usual”. **Phase 3** is for the cutting edge Eco-Business leaders.

Our Shared Goal - *To take real and effective actions now to improve our local environment, knowing that the Green Business community's individual and combined actions will leave a positive legacy for our children and successive generations- now and into the future!*

The Ajax-Pickering Board of Trade and the Eco-Business Advisory Committee

Prerequisites

GENERAL ACTIONS

Already
Doing This

GENERAL

1	Form an internal Green Team to lead sustainable initiatives.	
2	Have employees participate in at least one environmentally-related conference or workshop annually, or invite a guest speaker in for a lunch-n-learn.	
3	Challenge employees to declare their efforts towards sustainability.	
4	Publicly recognize employees who have demonstrated dedication to environmental actions.	
5	Include information about our office/departmental environmental policies and goals in hire packets for all new staff.	
6	Formally share your successes and barriers with others pursuing EcoBusiness status.	
7	Create awareness around Environmental events such as Earth Day, Earth Hour, Bike to Work Week and Energy Conservation Week. Demonstrate your commitment by posting	
8	Hang your Eco-Business Certificate in a prominent location at your business.	

Waste Reduction Actions				
Phase 2		Already Doing This	Will Take This Step	N/A
PAPER				
1	Use 'Track Changes' in Word documents to edit on the screen rather than on a hard copy.			
2	Reuse envelopes by covering and readdressing them.			
3	Set up a central bulletin board for notices, memos and trade journals instead of individual copies.			
4	Purchase paper with a 100% post-consumer recycled material.			
5	Host paperless meetings.			
TECHNOLOGY				
6	Repair broken or damaged goods rather than purchasing new ones.			
7	Purchase refurbished equipment rather than new, and find second-hand users for old equipment.			
8	Invest in office equipment that is durable, repairable, and/or recyclable.			
9	Print in draft and black & white format whenever possible to save ink.			
10	Recycle fluorescent tubes and compact fluorescent bulbs.			
FOOD				
11	Provide green bins and collection for composting food leftovers, coffee grinds and paper towel. Take turns bringing the contents home.			
12	Host green lunches using washable cutlery and dishes as well as cloth napkins.			
13	Limit the sale and availability of bottled water.			
14	Utilize caterers who have a Green Mandate.			
15	Use your own food containers for takeout, or provide employees with containers on loan.			
GARBAGE				
16	Establish a Green Procurement Policy.			
17	Conduct a waste audit.			
18	Attain a waste diversion rate greater than 50%.			
19	Participate in at least one litter-pick annually, or adopt-a-park.			
20	Donate or exchange unwanted but useable items (furniture, supplies, electronics, etc.) to schools, churches, hospitals, etc.			

OTHER			
21	Choose vendors who take back products after their shelf life is over (i.e. fluorescent light bulbs) OR work with vendors to minimize product packaging.		
CUSTOMIZED ACTIONS			
22			
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Energy Conservation Actions

Phase 2		Already doing this	Will Take This Step	N/A
HEATING/COOLING				
1	Install a programmable thermostat in order to reduce heating and cooling after work hours.			
3	Install cellular blinds, designed to keep heat out in summer and heat in during winter. This will help with lowering HVAC costs.			
4	Regularly clean and maintain your HVAC system, including ducts and filters, and have an annual check for coolant and air leaks, clogs and obstructions of air intakes and vents.			
5	Use permanent furnace filters rather than disposable ones and clean them with mild detergents every three months.			
6	Ensure all vents are free of obstructions throughout your facility.			
LIGHTING				
7	Switch over all lighting to energy efficient options. Check with your local utility company for program incentives.			
8	Install LED exit signs where applicable.			
9	Replace incandescent bulbs with compact fluorescent lights.			
10	Install dimmable ballasts to dim lights when daylight is available.			
11	Invest in an "all-off" switch that turns off everything when you go out the door.			
ALTERNATIVE ENERGY				
12	Support alternative energy generation			
13	Install solar panels to power external lights.			
OTHER				
14	Implement a policy to only purchase ENERGY STAR qualified equipment (computers, printer, photocopiers , etc)			
15	Take the first steps to reduce energy consumption for commercial and institutional organizations, visit www.oeenrncan.gc.ca .			
16	Remind staff by email on a regular basis that computers, desk lights, and all electrical equipment should be shut down over lunch, outside of working hours and when away from desk. Include link to bulletin board posting of instructions on various options.			

CUSTOMIZED ACTIONS

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Pollution Reduction Actions

Phase 2		Already doing this	Will Take This Step	N/A
GREEN PROCUREMENT				
1	Switch from single use to re-useable, rechargeable, or efficient items such as rechargeable batteries and compact fluorescent bulbs, wherever possible to reduce the amount of hazardous materials produced.			
2	Switch to laundry and uniform services that use environmentally responsible (i.e. perchloroethylene-free) cleaning solutions and reusable bags for dirty and clean laundry.			
TOXINS IN THE ENVIRONMENT				
3	Install containment or berms around liquid storage and transfer areas to capture spills from entering storm drains or watercourses.			
4	Install shut-off valves at storm drains on property or keep temporary storm drain plugs on hand for quick spill response.			
5	Provide on-site containment for large amounts of liquid supplies.			
6	Ensure that any used water that can not be re-used internally is directed to sanitary sewers for treatment. Water that goes down storm sewers does not get treated.			
7	Minimize the use of hazardous materials. Environmental technology consultants can evaluate your operations and identify opportunities for pollution reduction.			
8	Require cleaning/sanitizing product suppliers to take back empty buckets or drums.			
9	Retrofit production processes to enable the purchase and use of essential hazardous or toxic products			
10	Ensure that litter and debris on and around property is collected on a regular basis and does not end up in storm drains.			
AIR QUALITY				
11	Register your business and encourage staff to participate in Smart Commute Durham, or offer teleworking or a compressed work week to reduce vehicle use.			
12	Improve indoor air quality by using products, i.e. paints, carpets, particleboard, with low or no volatile organic compounds (VOCs).			
LIGHT POLLUTION				
13	Utilize exterior lighting only when necessary. Use sensors where possible.			
CUSTOMIZED ACTIONS				
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Water Conservation Actions				
Phase 2		Already doing this	Will Take This Step	N/A
IRRIGATION				
1	Reduce area of manicured lawn by planting native species which are adapted to the local climate and rainfall and/or switch to xeriscaping (an innovative, comprehensive approach to landscaping for water conservation and pollution prevention).			
STORMWATER				
2	Disconnect downspouts from storm sewer system and redirect water using a roof top cistern, rainbarrel, or other alternative method. Rain water can be used on site for irrigation, flushing toilets, etc.			
3	Clean private catch basins annually, before the first rain, and as needed thereafter.			
4	Label all storm water drains with "No dumping, drains to lake" message.			
APPLIANCES & FIXTURES				
5	Recycle water for the same application for which it was originally used, i.e. cooling.			
6	Ensure that all systems are regularly monitored for leaks and water wasting processes.			
OTHER				
8	Remove water-wasting appliances such as garburators.			
9	Reuse greywater (water used for dishwashing, laundry, cooling for other uses such as landscape irrigation, agricultural irrigation, aesthetic uses such as fountains, and fire protection).			
10	Read all meters monthly to help detect leaks. If you have implemented some water savings efforts, the meter will help you measure the results.			
11	Check all water pipes for leaks and repair immediately. A 1/32" hole in a pipe wastes 6,300 gallons (28,665 litres) each month.			
12	Change window-cleaning from a regular schedule to "as required".			
13	Ensure adequate protection of watercourses from erosion and sediment entrainment during construction and/or renovation.			
CUSTOMIZED ACTIONS				
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Eco-Business Checklist



Thank you congratulations for completing this checklist!

Please return it by:

1. Clicking the "Submit Button" on this pdf
2. Saving your form and then e-mailing it to peter.forint@wardell.biz
3. Or, if you completed the paper version of this form, fax it to (877) 414-7764 or drop off at the Ajax-Pickering Board of Trade office.

Regards,

A handwritten signature in blue ink that reads "Peter".

Peter Forint
Director, Ajax-Pickering Board of Trade and Chair, Eco-Business Advisory Committee
Wardell Professional Development of Ontario