



Eco-Business Checklist

A tool to reduce your company's Environmental Footprint

Is your business taking the necessary steps it needs to in order to sustain itself and a healthier environment? Many members of the Ajax-Pickering Board of Trade (APBoT) ask what they can do to be 'green'. The **Eco-Business Checklist** was prepared by the APBoT Environment Task Force to help you to rise to this challenge. The face of business is changing, and the **Eco-Business Program** is your chance to be a leader.

The **Eco-Business Checklist** is available at www.apboardtrade.com under **Eco-Business**

Eco-Business Checklist

Business Name	_____	Contact Name	_____
Address	_____	Telephone	_____
Email	_____	Website	_____

Regardless of the size, type or location of your business, this **Eco-Business Checklist** will help you identify opportunities for change. These actions result in financial savings, improved corporate image and environmental benefits.

To be user friendly, the **Eco-Business Checklist** actions are categorized into the following groups:

- Transportation and Equipment**
- Water Conservation**
- Pollution and Waste Reduction**
- Energy Conservation**

The actions on the **Eco-Business Checklist** require little to no cost, 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.

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

**Ajax-Pickering Board of Trade
Environment Task Force**

Corporate Tip:
Every step counts; it can be helpful to start by designating an environmental captain or corporate green team that is responsible for investigating these opportunities and actions.

Eco-Business Checklist

Sustainable Business Starter List- No Cost/Little Effort Required

Transportation and Equipment Actions

	Already Doing This	Will Take This Step	N/A
Encourage employees to take public transit or carpool to and from work in order to reduce air pollution and greenhouse gas emissions.			
Encourage employees required at off-site meetings or conferences to participating via webinars, teleconferences and videoconferences, or by carpooling and taking public transit.			
Encourage employees to walk or cycle to work. Provide your employees with a safe bicycle storage area.			
Join the "Smart Commute" program to improve employee recruitment, retention and productivity while reducing greenhouse gas emissions. Refer to "Smart Commute Durham" program at www.durham.region.on.ca			
Consider benefits of offering flexible work hours or compressed work weeks in order to reduce transportation to and from the workplace.			
Reward carpooling vehicles by designating premium parking spaces for their use.			
Require employees to pre-plan trip routes efficiently to reduce driving time and fuel consumption.			
Ensure proper training for fleet and equipment maintenance enabling staff to recognize opportunities to save fuel and water.			
Invest in training your drivers to operate vehicles and equipment efficiently in order to save fuel, money and reduce greenhouse gas emissions. Refer to "Fleet Smart" and related programs at www.nrcan.gc.ca/transportation .			
Discourage idling of vehicles at anytime, including during deliveries, breaks, etc. Vehicles run efficiently year-round without warming up. Remind your employees of the 10-second rule: if you are stopped for more than 10 seconds, unless in traffic, it is better to turn off the vehicle.			
Require that suppliers not idle delivery trucks on or near your property during deliveries and monitor for compliance.			
Encourage co-workers to avoid using drive-throughs. The brief walk and stretch is not only beneficial for employee wellness but in some cases saves time. It also reduces fuel use and improves your corporate image.			
Investigate the availability of alternative vehicles and fuels such as hybrid, biodiesel, propane, electric and natural gas. Familiarize yourself with rebates that are available for purchasing alternative vehicles.			

Eco-Business Checklist

Sustainable Business Starter List- No Cost/Little Effort Required

Transportation and Equipment Actions (Continued)

	Already Doing This	Will Take This Step	N/A
Use vehicles and equipment appropriate for each task being undertaken. This avoids needless use of fuel and reduces emissions. For example, do not use a heavy-duty truck if a light-duty vehicle is sufficient.			
Check vehicle tire pressure once a month. Properly inflated tires will save fuel and reduce tire wear.			
Service vehicles regularly to ensure they are operating at optimum efficiency.			
Ensure fuel mixes are accurate to improve fuel efficiency and reduce air pollution.			
Ensure employees understand requirements for handling fuels in a safe manner and that steps for proper storage are followed. Ensure spills cannot enter storm and sanitary sewers, which eventually flow into creeks and Lake Ontario – the source of our drinking water. Hire licensed collectors to recycle/reuse materials, such as used fuel oil.			
Regularly clean and maintain heating ventilation and air conditioning (HVAC) system, including ducts and filters. Check annually for coolant and air leaks, clogs and obstructions to air intakes or vents.			
Reduce the use of non-essential equipment, especially on smog days, to reduce air and noise pollution.			
Keep condenser coils and vents free of dust/lint for better equipment performance and to save money.			
Adjust Heating Ventilation and Air Conditioning (HVAC) settings and allow staff to dress more casually in summer months to compensate; less air conditioning means energy and monetary savings.			
Clean and check the HVAC system annually for coolant and air leaks, clogs and obstructions of intakes/valves. This will help you save by using less energy to operate equipment.			
Maintain all equipment and systems regularly to have them operating at optimum efficiency.			
Regularly inspect workspaces and common rooms to ensure all doors and windows are properly closed year-round when heating or air conditioning is running.			

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Water Conservation Actions

	Already Doing This	Will Take This Step	N/A
Use as little water as possible in all facets of your business to save money and conserve water.			
Regularly check for all water leaks in your facility i.e. toilets, hoses, faucets, sprinklers. For example, a few drops of food colouring added to a toilet's water tank will show leaks if the colour spreads into the toilet bowl without flushing. Fix problems promptly since leaks can increase water usage by 50%.			
Learn how to read your water metre/bill to check regularly and ask your water utility or water conservation service to conduct an audit of your facility; this will help you to save money and water.			
Shut off Heating Ventilation and Air Conditioning (HVAC) system and water-cooled air conditioning units when they are not needed.			
Use water-efficient appliances such as low flow toilets and automatic on/off sinks to save water.			
Use partially filled sinks/containers when washing foods or equipment instead of running the water constantly.			
Use dry surface cleaning methods, followed by damp mopping or wiping. Try sweeping rather than spraying facilities.			
Use commercial vehicle washing centres rather than on-site washing since most commercial centres recycle and reuse the water. This will also keep cleaning products out of sewers, creeks and Lake Ontario.			
Regularly clean dust and grit from rooftop equipment and surfaces using minimal amounts of water.			
When washing the exterior of any facility, use a bucket and squeegee rather than a power washer			
Do not dispose of oil and chemicals in drains, storm sewers or toilets.			
Disconnect downspouts and allow water to collect into rain barrels to use on property.			
Minimize irrigation, only water in early morning and limit coverage using adjustable sprinkler head for lawn/landscaping. Adjust sprinkler so that you are not watering the sidewalk and parking lot area.			
Plant trees to reduce evaporation. Trees help control air temperature and capture greenhouse gases.			
Consider reducing unnecessary paved areas with naturalized areas. If paving is required, use permeable pavement to increase rainfall infiltration and reduce run-off and flooding.			
Do not overwater, lawns only need 2.5 cm of water, whether from irrigation or rainwater per week.			
Reduce manicured lawn areas by expanding naturalized areas to reduce maintenance and water use.			

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Pollution and Waste Reduction Actions

	Already Doing This	Will Take This Step	N/A
Choose reusable coffee and equipment filters to reduce waste.			
Set printer and copier defaults to print two-sided copies, thereby saving paper.			
Use the back of previously printed paper for scrap notes and draft prints, reuse envelopes by covering and readdressing them.			
Minimize or eliminate use of CDs to transfer data. Use portable, reusable thumb drives or rewritable CDs.			
Encourage staff to bring waste-free lunches such as reusable lunch dishes, utensils and travel mugs.			
Replace paper hand towels in restrooms with energy-efficient hand dryers to reduce waste.			
Reduce garbage bag use by replacing them only when necessary. Empty smaller bags into one large bag.			
Collect organic waste such as food scraps, paper towel, coffee grounds/filters in green bins. Install a compost box on your property and use the compost on your lawns and gardens.			
Require staff to make it common practise to only print electronic documents and e-mails if necessary, to save money and paper.			
Use reusable containers (Bisphenol A-free or stainless steel) rather than non-reusable containers in order to reduce waste and minimize chemicals leaching into liquids.			
Encourage your suppliers/clients to provide truly environmentally-friendly products/services and to reduce the volume of waste their products/services generate for their clients.			
Change procurement practices to avoid overly packaged products and wasteful services.			
Ensure corporate lunches are sustainable by insisting on the use of cloth napkins, plastic or glass plates and reusable utensils.			
Eliminate all aerosol cleaners, aerosol-propelled substances and room fresheners.			
Inventory all hazardous and toxic materials on-site and regularly ensure all are properly labelled and safely stored to protect employees from volatile organic compounds and other harmful air contaminants. Limit to trained and authorized staff only the access and handling of hazardous and toxic materials and solutions.			
Be aware of the waste you are producing, how it should be stored and disposed to ensure safety of staff and the environment.			
Ensure all hazardous materials such as chemicals or grease released from your business are disposed of by a qualified professional at an approved location. These materials may be highly reactive, pose negative health impacts and present fire or explosion hazards.			

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Pollution and Waste Reduction Actions

	Already Doing This	Will Take This Step	N/A
Buy cleaners that are in concentrate form to reduce waste. Be sure to clearly mark the reusable dispensers.			
Investigate ways to minimize use of hazardous and toxic materials and solutions. Replace harmful products with EcoLogo certified (or equivalent) non-toxic options for cleaning supplies, dishwashing detergents, disinfectants, sanitizers and pest control etc.			
Dispose of all non-hazardous waste materials properly. Use a licensed hauler to transfer, properly handle and dispose of materials so that they are not dumping illegally onto roadsides, ditches or creeks.			
Do not pour detergents, chlorinated water or other chemicals, such as prescriptions, pharmaceuticals etc., down drains or toilets because it is very harmful to aquatic life.			
Aside from specific exemptions, cosmetic pesticides (herbicides, insecticides, fungicides) are banned. Refer to the Ministry of Environment website for the Cosmetic Pesticides Act, 2008. Information can be found at www.ene.gov.on.ca/en/land/pesticides . Investigate and choose ecologically-friendly methods to maintain lawns and gardens.			
Use proper lawn and garden care practices to reduce problems from the start. Ensure your service provider is Integrated Pest Management (IPM) certified.			
Ensure proper garbage and food storage to reduce pests like insects to eliminate the need for chemical treatments.			
Request that your waste disposal service provider collect, reuse, and recycle, industrial, commercial and institutional (ICI) waste.			
Have a contest to find ways to reduce the amount of waste material your business generates for clients, such as with packing materials or non-recyclable products.			
Used water that cannot be reused must be directed to sanitary sewers for treatment, opposed to storm sewers where it is not treated.			
Regularly remove cigarette butts and litter from facility/property and dispose of properly. Install smoker stations, garbage and recycling units as necessary to reduce litter.			
Ensure that you have sufficient recycling containers throughout facilities (desks, lunchrooms, coffee stations, outside, foyer). Waste diversion needs to be convenient to be effective.			
Set up a central bulletin board for notices, memos and trade journals.			
Use laundry and uniform services that use environmentally-friendly cleaning solutions and reusable bags for dirty and clean laundry.			
Know the source - inventory the types and amounts of waste produced and disposed of during one month, including sources and causes, and adopt an in-house Waste Reduction Challenge for management and employees (offer regular incentives and reminders).			

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Energy Conservation Actions

	Already Doing This	Will Take This Step	N/A
Do not turn on unnecessary lights or equipment and turn others off when not in use.			
Check with your utility provider to find out what conservation programs may be available to you.			
Set an example by ensuring the doors to your business are kept closed at all times to retain heat or cooled air to save money and energy. Use signage to attract customers.			
Learn how to read utility (e.g. electricity) and fuel bills and ensure they are reviewed regularly/annually for fluctuations.			
Create a start-up and shut-down process/schedule for all electrical equipment, computers and small appliances, such as coffee and vending machines. Avoid leaving any equipment on when the business is closed.			
Identify problems or inefficiencies and act to resolve them quickly.			
Use cold water opposed to heated water in all processes, where possible, to save energy.			
Conduct a self audit of energy consumption to reduce inefficiencies.			
Contact Veridian (www.veridian.on.ca/connections_business_powerwise_start) and other energy providers for advice and recommendations on how to reduce energy consumption.			
Inventory the types of lighting in your facility and around your property.			
Set water heaters to a standard of 60°C - 65 °C (140°F-150° F).			
Clean lighting fixtures regularly to maintain optimal lighting.			
Identify hot water heaters/distribution pipes that could be insulated to reduce heat loss.			
Only operate equipment for as long as necessary, then turn it off or put on Power Save. Use power bars to reduce even more electricity by stopping “phantom power” usage.			
Draw curtains/blinds during the day. Refer to www.smartliving.ca			
Explore available new technologies and alternate energy sources.			
Learn about low-cost energy options available to businesses of different sizes. Refer to www.oeenrcan.gc.ca			
Use a programmable thermostat so that heating or cooling can be reduced after work hours.			

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Energy Conservation Actions

	Already Doing This	Will Take This Step	N/A
Replace old office equipment, such as computers, printers, photocopiers etc., with Energy Star models.			
Consider installing timers, motion sensors and energy-efficient lighting.			
Acknowledge you need help to assess your capacity to reduce energy use. Either train managers in energy efficiency and conservation or contract an outside professional to identify viable options to reduce energy use.			

The Ajax-Pickering Board of Trade – Environment Task Force appreciates your comments on the **Eco-Business Checklist** and how it helped your business to bring about changes to reduce its “environmental footprint”. Please forward your results and/or comments about how to improve the Checklist to info@apboardoftrade.com