



# MAKING YOUR BUSINESS GREENER WORKBOOK



New Hampshire Department of Environmental Services  
November 2008  
CO-08-2

# INTRODUCTION

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This document provides some basic guidance to businesses, and especially small businesses, that want to make their facility and operations environmentally “greener.”

In these times of rising energy costs, global competition, and public awareness of environmental issues, more and more businesses have seen that it is profitable to become environmentally proactive in response to customer demands, costs, public image, legal concerns, and market share.

This workbook consists of checklists that guide the reader through a series of decisions or considerations for implementing different initiatives. The first initiative, Basic Green Business Practices, can apply to everyone. The others, in an increasing order of complexity, take different outlooks on managing environmental concerns, and may or may not be useful to your business’ needs and goals. Only those items that pertain specifically to complying with laws and regulations are mandatory.

These guidance documents are comprehensive but not all-inclusive. Companies and industries are too varied, and the state of the art is evolving too quickly, for brief checklists to cover all options. The initiatives you choose, and the actions and strategies you select to implement, are dictated by the environmental needs and desires of your company’s management and employees. Ultimately, your most important resource is the on-site expertise of your own staff and consultants.

Before using the checklists, write down, as precisely as possible, your goals in greening your business. This is your “environmental policy statement,” which will help to guide you as you work through the checklists. Then as you implement initiatives, experience may cause you to modify this policy statement, but you should always be guided by it.

A corporate environmental policy may be as simple as:

**Acme Buggy Whip Company is committed to sustainable business practices that include compliance with environmental regulations, advancement of environmental awareness, minimization of environmental risks, reduction of emissions and waste, and conservation of energy and water.**

On the other hand, a more detailed policy can provide a clearer description of the company’s environmental philosophy, and establish more specific environmental, health and safety goals. For example:

**Acme Buggy Whip Company will conduct its businesses in a manner that protects the environment, and the health and safety of employees, customers, and the public. We will integrate this commitment into our business planning and operations by establishing and maintaining management systems that carry out the following principles:**

**Compliance –**

Conduct our business in accordance with all applicable environmental, health and safety laws and regulations, and other relevant standards to which we may voluntarily subscribe, and provide the training, management systems, and resources necessary to do so.

**Health and Safety –**

Foster a culture that makes the health, safety and well being of our employees our number one priority - more important than production, profits, and serving the customer - and provides every employee the absolute right and obligation to question, stop and correct any unsafe act or condition.

**Pollution Prevention –**

Include pollution prevention and resource conservation opportunities in our business planning and operating decisions to help reduce our impact on the environment.

**Communications –**

Maintain an open and honest dialogue with our employees and stakeholders about the environmental, health and safety performance of our operations and services.

**Continuous Improvement –**

Establish key measures to track our performance, set objectives and targets to drive continuous performance improvement, conduct audits and assessments, and promptly correct conditions that we determine threaten human health, safety or the environment.

Involve your employees in this effort. Their ideas are some of your best resources.

Setting specific measurable goals is a theme seen throughout this handbook. In many ways, the greening of a business is about how the business is managed. Setting goals and objectives, measuring performance against those goals, and responding to the results of the measurements, are basic management skills, within or outside the environmental field.

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# CHECKLIST 1



## BASIC GREEN BUSINESS PRACTICES

Although it is impossible to define exactly which activities make a business green, it is generally accepted that environmentally proactive companies have addressed a basic set of core environmental issues. These include solid waste recycling, water and energy conservation, facility maintenance, vehicle use and waste reduction. These checklists offer a menu of possible activities a company could implement, most with minimal effort. Generally, these activities would be considered as part of a more comprehensive environmental improvement process such as a pollution prevention program or environmental management system, described later in this workbook.

### A. Solid Waste Reduction & Recycling

#### Conduct a Waste Assessment.

- We look at and quantify all solid wastes generated – type, volume, weight.
- We set a percentage goal for the diversion or reduction of the waste stream.
- We prioritize waste streams and choose one or more on which to focus.
- We find markets for wastes, making it a *product*, not a *waste*.

#### Paper Reduction Measures.

- We use and transmit documents electronically instead of in hard copy.
- We use double-sided printers and copy machines.
- We set computer defaults to double-sided printing.
- We set up a “reuse room” for reusable office supplies like folders, binders, etc.
- We keep previously used paper near printer and use it for drafts, internal memos, etc.
- We require double-sided copying for all reports, etc.
- We reuse office scrap paper for scratch pads.
- We reuse envelopes covering old addresses and stamps and affixing new ones.
- We design marketing materials that require no envelope; simply fold, seal and mail.
- We eliminated all junk mail and magazines:
  - Return magazines to source with request to discontinue mailings.
  - Purge mailing lists to eliminate duplication.
  - Remove company name from junk mail by contacting:

Mail Preference Service – Direct Mailing Association  
PO Box 3861  
New York, NY, 10163-3861

### **Solid Waste Reduction Measures**

- We select products with the least packaging or no packaging.
- We set up a space to make recycling easier – most items require bulking to make recycling practical.
- We provide reusable mugs, silverware, etc., in lunch rooms.
- We installed air dryers in bathrooms to eliminate paper towels.
- We arranged with suppliers to ship orders in reusable containers and pallets.
- We use shredded paper for packaging needs, instead of purchasing styrofoam peanuts, bubble wrap, etc.
- We send toner cartridges back to the supplier for recycling.
- We implemented procurement guidelines for products with minimum recycled content:
  - Purchasing all paper products with recycled content.
  - Purchasing office products (carpets, furniture, etc.) with recycled content.

### **B. Energy Conservation & Reduction**

#### **Have an energy assessment conducted for the facility:**

- We set a goal for percent reduction in annual energy use.
- We made energy source changes to reduce greenhouse gas impact

#### **Energy Reduction Measures:**

- We perform regular maintenance on HVAC system.
  - Clean or change filters every two months.
  - Check for leaks, clogs, obstructions, etc., each year.
- We installed sensors or programmable on/off timers for low occupancy areas
- We retrofitted incandescent bulbs with halogen par lamps, compact fluorescent lamps, etc.
- We upgraded T-12 fluorescent lamps to T-8 lamps with electronic ballasts
- We installed occupancy sensors to control lights, AC, heat, etc.
- We instituted a policy that all lighting and electronic devices are turned off in non-occupied rooms.
- We retrofitted exit signs with LED or fluorescent lamps.
- We checked location of thermostats or zone sensors and relocated them if they're located in areas of excessive solar heat or where the air is normally hotter or colder than elsewhere.
- We program thermostats to heat the space less when not used.
- We check the timing for outside lighting and adjusted for seasonal changes.
- We always request "Energy Star" when leasing or purchasing new equipment.
- We clean light bulbs, because dirt can reduce efficiency by 50 percent.
- We installed under-counter booster heaters for lunchroom sinks.

- We set water heaters to a maximum of 125°F - 130°F.
- We use landscaping to shade building in summer while allowing sunlight to enter windows in winter.
- We use high-energy thermal windows and increased building insulation where possible.
- We provide moveable drapes to allow solar gain from winter sun or reduce heat loss at other times.

#### **Facility Employee Measures:**

- We worked with computer support staff to set staff computers power management settings to send monitors to "sleep" mode in as short a time as practical (generally 5 minutes).
- We make sure all computers, monitors and power strips are turned off overnight and for weekends.
- We make sure someone turns off shared devices like printers, every night
- We have set screen saver settings to "none." (Screen savers use as much energy as the computer being turned on.)
- We use "task" lighting to reduce overhead lighting needs.
- We use manual doors rather than automatic doors.
- We use stairs rather than elevators, whenever possible.

### **C. Water Conservation**

#### **Conduct a water use audit:**

- We learned how to read a water meter and understand our water usage we know which equipment uses water, how much it uses and why it uses water.
- We set a goal for percent reduction for facility water use.
- If we don't have a water meter, we will obtain one.
- We considered separate meters for high-use lines, or for equipment we want to manage closely.

#### **Water Conservation Measures:**

- We look to recycle or reuse process water, wherever possible.
- We drain and flush hot water tanks every six months to prevent scale build up.
- We turn off cooling units in cool weather.
- We installed spring loaded shut offs on water fixtures, wherever possible.
- We installed low-flow aerators for sink faucet (1.0 gallons per minute, max.).
- We installed low flow toilets (1.6 gallons per flush).
- We installed waterless urinals in the men's rooms.
- We replaced water cooled equipment with air cooled equipment.
- We eliminated once-through cooling water systems with looped systems.

## D. Building and Grounds Maintenance

- We adopted an integrated pest management (IPM) program for pest control. IPM Strategies include:
  - Proper identification of pest.
  - Determination if infestation warrants treatment.
  - Denial of entrance, food, water and habitat.
  - Use of non-toxic pesticides.
  - Minimal use of toxic pesticides.
- We developed a composting program for waste plant materials.
- We landscaped with drought-tolerant native plant species.
- If our facility must irrigate:
  - We only irrigate in early morning to prevent water loss from evaporation.
  - We repaired all leaks in irrigation system.
  - We altered irrigation time in response to precipitation and season.
  - We made sure sprinklers are distributing water properly and don't over-water.
- We constructed gravel parking lots or pervious paving to allow storm water infiltration.
- We made sure all parking lots have catch basins to filter storm runoff.
- We labeled all catch basins to prevent dumping and clean them regularly.
- We keep all hazardous chemicals away from any catch basins or drains.
- If storing hazardous chemicals outside, we provide 110 percent containment and cover them to protect them from precipitation.
- We considered low maintenance, native landscaping that doesn't require mowing or upkeep.

## E. Fleet and Employee Vehicle Use

- We implemented a vehicle idling reduction policy. For companies using heavy equipment, this policy can bring great savings. Newer diesels start much easier than in previous decades.
  - We evaluated opportunities to minimize material and product transportation impacts, including the use of rail or mixed transportation, full truckloads and collaborative transportation programs.
  - We plan delivery trips for efficiency – see <http://www.epa.gov/smartway/>. We check tire pressure frequently and keep tires properly inflated.
  - We drive sensibly and observe the speed limit, since fuel economy decreases rapidly at speeds above 60 mph.
  - We plan ahead. – Good directions and knowing where you are going reduce travel time and distance.



- We will note trip destinations and encourage staff traveling to the same place at the same time to car pool.
- We consolidate trips rather than taking separate trips for each task.
- We buy materials and products from local suppliers.
- We encourage computer data linkages and teleconferencing to reduce conference travel.
- We set up a ride-sharing bulletin board to allow potential car poolers to make contact.
  - We provide priority parking to employees who car pool.
  - We provide priority parking to employees who use fuel efficient or alternative vehicles.
  - We provide readily accessible showers and bike racks to employees who bicycle to work.
- For pool vehicles, we assign cars based on distance traveled, assigning the most fuel efficient vehicles for the longest trips.
- We considered flexible work hours to reduce peak traffic volumes.

# CHECKLIST 2



## POLLUTION PREVENTION

**Pollution prevention** (P2) describes activities that reduce the amount or toxicity of wastes generated by a process, whether it is consumer consumption, driving, or industrial production. In contrast to pollution *control* strategies, which seek to manage a pollutant and reduce its environmental impact *after* it has been created, the pollution prevention approach seeks to increase the efficiency of the process, thereby reducing the amount of pollution generated or even eliminate its creation in the first place. Think of it as “preventive medicine” for hazardous wastes. Some professionals also use the term pollution prevention for source reduction or waste minimization activities that include reuse and recycling.

Pollution prevention is the first of the “systematic review and improvement” processes that include Total Quality Management, ISO 9000 and/or 14000 and Environmental Management System. These all have the same basic implementation steps:

1. Organize a team.
2. Analyze the process.
3. Identify alternatives.
4. Evaluate alternatives.
5. Implement projects.
6. Measure the results.
7. Take the results and repeat 2 – 6, modifying your plans in response to the situation.

Once you have completed the Pollution Prevention process, you are in a position to more easily implement the remaining, more environmentally comprehensive programs.

### Upper Management Support:

- We developed a written, corporate policy making pollution prevention a priority.
- We established clearly defined waste reduction goals with measurable objectives.
- We created a pollution prevention review team/task force.

### Planning and Assessment:

- We trained employees in pollution prevention practices.
- We conduct regular assessments to identify pollution prevention opportunities.
- We identified the types, volumes and toxicity of wastes generated at each step in the process. Look for the root cause of a waste’s generation.
- We examine the standard and *hidden* costs of managing both hazardous materials and hazardous wastes.

**Inventory Controls:**

- We employ first in, first out inventory control to ensure materials don't exceed shelf life.
- We practice "just in time" inventory control to quickly move raw materials to the manufacturing process.
- We ask suppliers for non-hazardous alternatives to hazardous materials.
- We reduce unnecessary use of hazardous materials by centralizing and limiting access to them.

**Production Changes:**

- We investigate potential product reformulation to minimize the need for hazardous materials.
- We organized the production line flow to minimize the handling of hazardous materials.
- We regularly calibrate and adjust all automatic process controls to prevent losses.
- We look for ways to substitute non-hazardous materials for hazardous materials in the production process.
- We consider whether the use of a hazardous material can simply be eliminated, e.g., eliminate a cleaning step if not necessary.

**Technology Changes:**

- We look for ways to modify equipment to make them more efficient, e.g., switch from standard to high volume low pressure spray guns.
- We covered process tanks to prevent heat and evaporation losses.
- We installed spill controls like splash guards and drip pans to existing equipment.
- We replaced old equipment with newer, more efficient equipment.
- We installed quality monitoring systems to reduce waste and production rejects.

**Good Housekeeping:**

- We continuously train employees in proper procedures, spill prevention, etc.
- We keep storage and work areas clean and well organized.
- We use mechanical fluid transfer equipment rather than hand pouring.
- We store hazardous materials and wastes so as to allow for easy inspection.

**Reuse & Recycle:**

- We look for ways to reuse cleaners and solvents, e.g., reuse solvent from cleaning slightly soiled parts to pre-clean heavily soiled parts.
- We consider on-site distillation/filtration and reuse of fluids.

# CHECKLIST 3



## DESIGN FOR ENVIRONMENT

Design for Environment (DfE) means to design a product that meets the requirements for quality, cost and consumer appeal while at the same time minimizing its environmental impacts. DfE starts with determining a life-cycle analysis of the product from the extraction of raw materials for its manufacture, to the effects of its post-consumer disposition. Once the process is understood and incorporated, it becomes an integral part of the normal design process including the development of concepts, design of prototypes, final design and marketing.

### Life Cycle Thinking:

- We systematically include environmental quality and efficiency (EQE) as a key factor in product and process design.
- We consider the environmental impacts of our products and processes throughout their life cycle, including extraction, production, distribution, use and disposal.
- We have established a formal qualitative or quantitative life cycle analysis system for major products and processes.
- We take life cycle responsibility by designing for efficient and economical disposal or take-back of our products at the end of their useful life.

### Materials:

- Our design and/or procurement specifications favor the least toxic materials with minimal environmental impact.
- We continually strive to replace toxic materials with less toxic alternatives.
- We established and implemented a "buy recycled" policy specifying recycled content in procurement of product feedstock, packaging, office paper, etc.
- We purchase products and packaging with recycled content when available within a reasonable price differential.
- We purchase products and materials that are easily recyclable at end of life.
- We continually strive to minimize use of materials and energy in our products and processes.

### Product:

- We emphasize durable, long-life products to maximize customer value and minimize environmental impact.
- We design our packaging to minimize materials and waste and to maximize reusability

- We design our products to be easily recyclable at end of life.
- We strive to dematerialize our products by providing more benefit with less physical “through-put” of energy and materials.

**Value Chain Management:**

- We provide our environmental quality standards to our vendors, and make environmental quality a factor in procurement and vendor selection.
- We monitor our vendors for environmental quality with checklists, audits or other means.
- We work with our vendors and distributors to “design out” hazardous materials and improve overall EQE.

**Process Design:**

- We incorporate EQE criteria in facilities design.
- We systematically identify opportunities to link processes, e.g., cogeneration, for multiple benefits.
- We systematically identify opportunities to use wastes as feed stocks.
- We systematically drive out waste of all kinds: energy, materials, quality, time and opportunity.
- We conduct regular pollution prevention assessments of both new and existing processes, with an ultimate goal of zero “waste” (outputs that bring no revenue).

**Systems and Strategy:**

- We incorporate EQE indicators into our quality management systems.
- We make DfE part of process of continuous improvement processes.
- We ensure open communication across design and engineering, production, sales and customer service organizations, to ensure that design is responsive to customers.
- We actively link our DfE processes and core business strategy.

# CHECKLIST 4



## GREEN PROCUREMENT

Green procurement is a way of adding environmental considerations to the price and performance criteria businesses use when making purchasing (transaction) decisions. Green purchasing is a consideration of supply chain management and is also known as environmentally preferred purchasing (EPP), green procurement, affirmative procurement, eco-procurement, and environmentally responsible purchasing. Green purchasing attempts to identify and reduce environmental impact and to maximize resource efficiency.

### Planning:

- We check surplus supplies to ensure that no comparable product is available internally.
- We considered whether or not the purchase is really necessary.
- We investigated, as an alternative, the feasibility of short-term rental, leasing or sharing the product.
- We check if the quantity requested is appropriate and sure to be used.
- We make sure the product is used to the end of its useful life. If not, it will be reallocated.

### Acquisition:

- We have a complete list of the product's ingredients available on request.
- The product is be free of hazardous components that would require special labeling, handling and/or waste disposal practices.
- The product maintenance and upkeep is free of hazardous materials.
- The product is less polluting during its use than competing products, e.g., non-toxic, biodegradable.
- The manufacturer has certified in writing that the health of humans, other animals and plant life is not endangered in any way due to the manufacture, use and disposal of the product.
- We know the product is more energy-efficient or water-efficient during use and operation than competing products.
- The product is free from banned substances and resources that come from environmentally sensitive regions.
- The product has been certified under a recognized eco-labeling program.
- The product is designed to minimize waste.
- The product is reusable or includes reusable parts, e.g., rechargeable batteries.
- All non-essential features will be eliminated.

- The product contains post-consumer recycled materials.
- The product is recyclable in the locale in which it is to be used.
- If made of several components, the product can be dismantled to recycle parts.
- The product is available from a local supplier.

**Packaging:**

- All packaging is compliant with the state's Toxics in Packaging Law (RSA-149-M: 35).
- The supplier/manufacturer has made efforts to reduce the amount of packaging needed to properly ship, store and use the product.
- The product is purchased in bulk.
- The product arrives from the supplier packaged in material(s) that is reused by either the end user or the supplier.
- The product arrives from the supplier packaged in material(s) that can be recycled within available recycling programs or the supplier takes back the packaging for recycling.
- The packaging material(s) contains post-consumer recycled content.
- The packaging is free of any hazardous or non-recyclable components.

**Operation, Utilization and Maintenance:**

- The product is easy to maintain in good operating condition.
- The product is economical to repair.
- Allowing for possible future needs, the product can be easily enhanced or upgraded.
- Replacement parts are recycled, recyclable or reconditioned.
- We have ensured that components required for maintenance of the product are not environmentally damaging.

**Disposal:**

- The product and its parts can be reused, reallocated, sold or donated to others.
- The product or its parts can be returned to the supplier for reuse, recycling or recovery.
- The product or its parts can be contributed to a waste exchange program.
- We have ensured that there are no special costs involved in safely disposing of the product or its component parts.

# CHECKLIST 5



## ENVIRONMENTAL MANAGEMENT SYSTEMS

This is where a business brings it all together. An environmental management system (EMS) is one that addresses potential environmental impacts and provides an organized approach to management decisions based on business needs, resources, and facility-specific goals. The idea is to integrate responsibilities and practices into an overall management system to increase efficiency and reduce environmental impacts.

There is no one type of EMS, but there are standards or formats to follow that provide a single flexible framework that help create a level playing field in the world market. The most well known and widely used EMS standard is the ISO 14001 standard. This checklist works you through the parts of an ISO 14001-type EMS.

For additional information, see [www.des.nh.gov/organization/commissioner/p2au/pis/emsp/index.htm](http://www.des.nh.gov/organization/commissioner/p2au/pis/emsp/index.htm).

### **Environmental Policy:**

- We have an environmental policy.
- We commit the business to compliance with relevant laws and regulations.
- We commit the business to preventing pollution.
- We commit the business to continuous improvement.
- All commitments have been communicated within the business.
- Commitments are available to outside parties.
- Commitments have been implemented.

### **Aspects and Impacts Listing:**

- We listed the environmental impacts (positive or negative) of every aspect of the company.
- We ranked which environmental impacts are significant to us.
- We know which of our company activities result in these environmental impacts.
- We considered all of our company's goods, products, and services in this analysis.
- The analysis is recorded.
- We re-visit this analysis periodically and revise it in response to changing conditions.



**Legal and Other Requirements:**

- We know all of our company's pollution control approvals/licences/permits and any conditions attached to these.
- We have a means to actively check what legal requirements our company is subject to.
- We periodically check to see that we're up to date on our legal issues.
- We have a means to actively track other requirements our company may be subject to, such as contractual obligations or corporate policies.

**Goals and Objectives:**

- When setting goals and objectives for a given year, we consider our significant environmental impacts, the views of stakeholders and legal issues.
- We set measurable targets for each goal.
- We set a schedule to achieve each goal.
- We make definite assignments of people and resources to accomplish each goal.
- We check our progress toward each goal and adjust in response to performance.

**People:**

- Everyone in our organization knows about our environmental policy.
- A cross-section of our staff is involved in the design and operation of our EMS.
- Everyone knows his or her role and responsibility in carrying out the policy.
- The people involved in the activities that produce our significant environmental impacts have been specifically trained to manage those impacts properly.
- The people involved in the activities that produce our significant environmental impacts are reviewed on their performance in this regard in annual personnel reviews.
- All employees knows where to send questions.
- Our environmental issues, concerns, and practices are communicated to contractors or other people who may be working at our facility.
- We show our employees, either continuously or periodically, how we're doing in addressing our environmental issues.
- We do the same with the outside community, customers, and suppliers.

**Documentation:**

- The core documents of our EMS – policy, aspects and impacts list, goals and objectives list, records of management reviews – are kept in a secure and retrievable manner.
- The activities that produce our significant environmental impacts are controlled by documented procedures.
- Our records, especially those regarding our legal obligations, are kept in a secure and retrievable manner.
- We ensure that any outdated procedure or policy is replaced or destroyed.

**Emergency Preparedness:**

- We identified potential emergencies and responses.
- We have procedures and equipment necessary to address these emergencies.
- We test these procedures, e.g., fire drills, spill response.
- We brought the local fire department and/or rescue squad into our facility to brief them on its potential hazards.
- We are in contact with the local emergency planning board.

**Monitoring and Measurement:**

- We monitor the operations associated with our significant environmental impacts.
- We monitor progress toward our goals and objectives.
- We monitor our compliance with the relevant laws and regulations.
- Where applicable, we calibrate monitoring equipment and keep calibration records.

**Corrective and Preventative Action, Auditing:**

- When things do not go as planned, we have a process to assess the cause of the problem, and to change procedures as needed to prevent the issue from re-occurring.
- We periodically check, or audit, our system and its performance.
- Outside parties audit our system and its performance.

**Integration:**

- Our EMS works well with our occupational health and safety systems or procedures.
- Our EMS works well with our quality management systems or procedures.
- Our EMS works well with our overall communications or public relations procedures.

**Management Review:**

- Our company's top management periodically reviews our EMS in general.
- Our company's top management periodically reviews progress toward goals and objectives.
- Our company's top management periodically reviews performance vis-à-vis our legal and other requirements.
- Our company's top management periodically reviews our aspects and impacts list, including which are significant at a given time.
- Our company's top management provides response and feedback from these reviews.
- These reviews are recorded.

As a final note on EMSs, this particular checklist may appear daunting. We have found however, that most businesses already have many of these items in place, whether they realize it or not. Much of the work in developing an EMS involves gathering pre-existing material and using it in new and hopefully more effective ways.

# CHECKLIST 6



## SUSTAINABLE BUSINESS

Sustainable business is one that meets the needs of the present without compromising the ability of future generations to meet their own needs. Sustainability is a holistic approach to living and problem solving that addresses social equity, environmental health, and economic prosperity. To be sustainable, the economy must support a high quality of life for all people in a way that protects our health, our limited natural resources, and our environment. Environmental, economic, and social goals need to be engaged simultaneously in decision-making to maintain a high quality of life for current and future generations.

### **Waste Management:**

- We minimize the need for raw materials and resource use.
- We minimize the production of waste and re-use or recycle waste materials.
- We eliminate or reduce toxic materials used, the toxic component of products and the toxicity of waste products created.
- We make use of recycled products, where practicable.

### **Health and Welfare:**

- We promote healthy living among employees and the community.
- We promote the production and consumption of local food and sustainable methods of food production.
- We contribute to, and promote, good physical and mental health and well-being and the concept of healthy lifestyles.
- We provide healthy and safe working environments for employees.

### **Habitat and Biodiversity:**

- We protect and enhance the community's biodiversity resources.
- We promote awareness and understanding of, and participation in, biodiversity conservation and enhancement.
- We conserve, enhance and encourage people to enjoy the community's characteristic landscape and features.
- We make use of previously developed land or vacant buildings rather than green sites.

### **Community:**

- We maintain clear, open, honest communications with the community and provide information on company practices, projects, etc.
- We provide a work site that is easily accessible by foot, bike or public transportation.

- We increase awareness and understanding, and promote the concepts of “sustainable communities” and “sustainable lifestyles.”
- We conserve and enhance the built environment, protect the local heritage and promote local diversity and distinctiveness, thus ensuring a sense of community and neighborhood.
- We encourage participation in community sport, recreation, art, culture and heritage opportunities.
- We encourage employees to become informed and involved in decision-making.
- We promote respect for different cultures, the environment and biodiversity.

#### **Local Economy:**

- We provide satisfying and fairly paid work, with opportunities for the local workforce.
- We use local goods and services whenever possible.
- We provide or support business opportunities in the environmental sector, e.g., production of environmental goods and services, renewable technologies, etc.
- We help improve facilities and conditions for pedestrians, bicyclists and public transportation users.

#### **Environment:**

- We incorporate good environmental management practices both to increase a competitive advantage and benefit the environment.
- We require contractors and suppliers to operate in an environmentally green fashion, minimizing their impact on the environment.
- We promote and encourage sustainable transport and support greener travel options, including car-sharing, energy efficient vehicles, etc.
- We lead by example to encourage the more efficient use of all resources, including water, energy, land, construction materials, packaging, etc.
- We promote the development and use of renewable or recycled resources, i.e., energy, paper, water, etc.
- We lead by example to promote sustainability in building and construction, i.e., energy conservation, water recycling, solar energy, etc.
- We are aware of, and help address, global pressures on the environment and resources.

# RESOURCES

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For further assistance in performing environmental self-audits, please contact the New Hampshire Department of Environmental Services, Planning, Prevention and Assistance Unit, PO Box 95, Concord, NH 03302-0095.

Paul Lockwood      paul.lockwood@des.nh.gov      (603) 271-2956

Bob Minicucci      robert.minicucci@des.nh.gov      (603) 271-2941