

Sustainable Business Program

Sustainable Business Self Assessment

1. Stormwater pollution prevention

- Don't tip chemicals or oil down the sink. Use a sink strainer to prevent solids going down the drain
- Ensure that leaks & spills are cleaned up immediately & disposed to garbage. Prevent spills & leaks where possible by regular maintenance of equipment & training staff
- Don't hose materials to the stormwater drain, instead clean outside areas with a dustpan and brush & dispose of the rubbish in the waste bin
- Don't litter & encourage customers not to litter outside shopfront by having a dustbin/ recycling bin
- Dispose of cigarette butts correctly & encourage customers not to throw the butts on the street by providing signage and ash trays if possible. These need to be emptied and maintained
- Ensure waste, recycling & chemicals are stored safely & away from stormwater drains
- Consider using environmentally sensitive alternatives to chemicals or oil - e.g. Natural Cleaning Kit
- Use a grease trap to prevent pollution going down drain

2. Procurement & contract management, i.e. packaging, materials, processes, equipment & services

- Select appliances with a high water & energy efficiency, such as fridges, dishwashers, washing machines, dryers, computers etc. (see WELS labelling scheme)
- Use products with high recycled content such as toilet roll or paper for photocopiers & printers. Consider reusable equipment such as refillable ink cartridges (See the Australasian Cartridge Remanufactures Association www.acra.asn.au for a list of members)
- Purchase environmentally friendly (Natural) cleaning products
- Purchase locally where possible to support local community & reduce transport burden
- If purchasing from overseas in non-OECD countries check that the company is Fair Trade certified
- Purchase food & drink from organic sources & check there is no genetically modified (GM or GE) ingredients.
- Avoid products with batteries - if unavoidable ensure the batteries are rechargeable
- Purchase wooden products that are sourced from a Certified Sustainable Forest
- Train staff and contractors on your environmental policy, procedures and systems
- Use contractors that have developed an EMS or environmental management plan (where possible)

3. Energy management

- Turn off lights & equipment when they are not needed for more than 15 minutes
- Turn off office equipment off at the plug when not in use— this eliminates 'stand by' power & reduces energy use by approximately 10%
- Ensure equipment, such as photocopiers, computers & fax machines go into low power mode when not in use for short periods of time.
- Purchase energy efficient appliances such as light bulbs, fridges, washing machines, air conditioners
- Convert to a 100% certified Green Power energy provider (see the electricity watch report 2006)
- Use lighting strategically - only illuminate areas & items necessary
- Use shading of windows to reduce sunlight entry in summer & heat loss in winter
- Insulate & draught proof windows, doors & floorboards
- Install a Solar Hot Water heater if possible



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4. Waste reduction, reuse & recycling (the 3 R's)

- Monitor waste generated—it is hard to reduce waste if you don't know how much you generate
- Reduce paper use by only printing when absolutely necessary & printing on both sides of the paper
- Recycle all paper & cardboard. Arranging material recycling is cheaper than sending waste to landfill
- Recycle all glass, steel, aluminium & plastic containers. As above this can save money by reducing your garbage collection fees.
- Recycle toner cartridges & purchase recycled cartridges
- Compost or worm farm kitchen and garden scraps where possible. This can reduce garbage by up to 60% and save money
- Form partnerships with neighbouring businesses to share recycling or waste collection costs. This can make it significantly more cost effective if you produce only a small amount of waste or recycling
- Reduce purchase of unsustainable products or packaging for your business. Consider using alternatives to plastic bags, such as reusable natural fibre bags, paper or biodegradable corn starch
- Return product packaging to the manufacturer where possible so they can be reused

5. Water management

- Install a water meter
- Install a low flush or dual flush toilet or simply place a cistern weight or place a water displacement device such as water hippo or brick in cistern
- Install water saving devices such as a AAA rated shower head, which can reduce water use from more than 20 litres per minute to less than 9 litres per minute. Fixing leaking taps (a single leak can waste between 20 - 200 litres per day) installing low flush toilets, toilet cistern weights, and tap aerators can significantly reduce water use and save money. Please note that installation of flow control devices may not be suitable where instant hot water is used - check with Sydney Water
- Install sensors on taps & urinals, or consider waterless toilets and urinals
- Don't wash dishes under running tap & soak dishes rather than rinse before going in washing
- Check you have a trade waste permit with Sydney Water

6. Local neighbourhood, i.e. noise generation

- Purchase appliances that emit low noise levels such as air conditioners, refrigeration units, etc.
- Maintain burglar alarms & car alarms
- Where noise emission from appliances cannot be avoided, block the source of the noise with a barriers & noise bunds made out of noise absorbent materials
- Ensure the hours of operation comply with those specified in your business' Development Application approval

7. Your Action Plan:



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