

GREEN BUSINESS RESOURCE KIT

This document was created as a toolkit for businesses searching for ways to become more environmentally conscious (decreasing carbon footprint, improving waste diversion rates etc.).

For more information, please contact the Abbotsford Mission Recycling Program at: recycling.education@abbotsfordcommunityservices.com

General:

measures completed:

1. Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting etc.).
2. Incorporate green practices into employee orientations, staff meeting discussions etc. Train new employees on green business procedures and practices. Highlight green business procedures and practices through your company's employee handbook.
3. Adopt a written environmental policy statement stating your business's commitment to operate as a green business, which must include a detailed green purchasing policy.

Waste:

measures completed:

1. Divert compostable and recyclable materials from the landfill.
2. Make two-sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing).
3. Eliminate individual bottles of water and one-time use items for employees and guests.
4. Offer an incentive to customers who bring their own shopping bags, coffee mugs, etc. and or use a disincentive such as charging a fee for disposable containers and bags.
5. Purchase products with the highest postconsumer waste recycled content (e.g. janitorial paper products; letterhead; envelopes; business cards; and copy, computer and fax paper etc.).
6. For catered events (lunches, meetings, etc.) institute a zero waste policy. If disposable dishware is necessary use recyclable/compostable options and have recycling/composting collection easily accessible.

Energy:

measures completed:

1. Use zone heating and cooling during off hours instead of conditioning entire office.
2. Install programmable thermostat(s) and properly set cooling and heating. Program the thermostats for unoccupied hours when the facility is closed.
3. Use efficient indoor and outdoor lighting – At least as efficient as T-8 fluorescent bulbs and consider LED lighting for even greater efficiency.

Water:**measures completed:**

1. Install high efficiency toilets and urinals in staff washrooms.
2. Install aerators on kitchen sinks (except fill sinks) and showerheads.
3. Regularly check for and repair all leaks in your facility.

Pollution:**measures completed:**

1. Encourage employees to use greener alternative modes of transportation by offering incentives.
2. Collect items that are prohibited from the garbage (batteries, CFLs, cellular phones, and other electronics, etc.) and institute a program for their safe disposal. OR educate employees about disposal options for prohibited items.
3. When sourcing with a commercial printer, request vegetable or other low-VOC (volatile organic compound) inks.
4. Offer environmentally preferable products.
5. Purchase organically or locally grown foods and beverages for the office kitchen and do business with other green businesses.
6. Safely dispose of unwanted or old chemicals by finding a recycling/disposal facility near you (Recycling Hotline: 1.800.667.4321/hotline@rcbc.ca).
7. Use low toxic cleaning products.

TOTAL MEASURES COMPLETED: