



Sustainable Office Toolkit Track – Gold Level Criteria

On the road to sustainability

Pre-requisites:

- Environmental team established
- Environmental policy developed and approved
- Business activities with environmental impacts identified
- Environmental impacts prioritized
- Actions plans documented for commitments in **two** areas of the Sustainable Office Toolkit
- Amount of waste generated and natural resources consumed recorded to establish a baseline and posted centrally for all employees to see
- Employee training program in place
- Environmental program evaluation completed (by P²AD representative or other subject to P²AD approval)

Phase I: Continue to improve your system.

Phase II: Create and implement an action plan for **four** of the modules from the Sustainable Office Toolkit. Note the tasks your team will be undertaking, who will be responsible, and the timeframe for implementation. Make a meaningful and measurable commitment within the scope of that module (*e.g. Energy Module: We commit to purchasing 15% of our electricity from renewable sources by 2009*).

Phase III: Continue to educate employees by updating procedures to include regular training for all employees, including new hires.

Phase IV: Spread the word about your environmental program outside of your business by conducting **three** of the following:

- Notify and seek input from the community about your environmental efforts through regularly scheduled meetings and communications
- Reduce noise, light, or odor pollution from your buildings
- Support a community recycling or cleanup program
- Promote public environmental education activities
- Develop a habitat protection program
- Other (subject to P²AD approval)

Phase V: Be a catalyst for change by sharing your environmental efforts with members of your supply chain by implementing **three** of the following:

- Incentivize your suppliers to develop environmental sustainability plans
- Participate in U.S. EPA's Green Suppliers Network
- Participate in U.S. EPA's SmartWay Transit Partnership
- Improve your vehicle fleet through the purchase of high efficiency vehicles and/or the use of alternative fuel vehicles
- Begin or comprehensively expand an employee commuter assistance program
- Other (subject to P²AD approval)

Phase VI: Become a leader in the environmental sustainability movement by completing **one** of the following:

- ▣ Adopt environmental cost accounting methods:
(<http://www.epa.gov/oppt/library/pubs/archive/acct-archive/resources.htm>)
- ▣ Participate in established conservation programs
- ▣ Develop a relationship with/support a community revitalization program
- ▣ Redevelop a brownfield for your building relocation/expansion.
- ▣ Use green building standards when renovating or constructing new buildings.
- ▣ Other (subject to P²AD approval)

Phase VII: Become a mentor to others by completing **two** of the following:

- ▣ Educate other businesses or organizations about the importance of becoming a P²AD Partner and encourage their enrollment
- ▣ Mentor other companies on developing a sustainability program.
- ▣ Encourage suppliers to participate in U.S. EPA's Green Suppliers Network

- ▣ Participate on the board of a non-profit environmental organization
- ▣ Other (subject to P²AD approval)

Reporting: Report to P²AD annually on your environmental activities and commitments (using the annual performance report form found at [www.P²AD.org/Assets/Documents/pp_reports.htm](http://www.P2AD.org/Assets/Documents/pp_reports.htm)).