SUSTAINABILITY PLAN

For

[*Business Name*]

Insert your business logo here.

[*Business Location*]

[*DATE*]

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**INTRODUCTION**

# GENERAL INFORMATION

[*Your Business Name*] is committed to operating in a sustainable and environmentally responsible manner. This sustainability plan outlines our approach to reducing our environmental impact, conserving natural resources, and promoting sustainability in all aspects of our operations.

[*Insert your business narrative here. Include business name, location, opening date, number of employees, industry, and products sold.*]

# PERSONNEL INFORMATION

## Management Team

**Company:** [*Business Name*]

[*Street Address*]

[*City, State, Zip*]

[*Telephone Number*]

**Highest Ranking Official at the Business:**

Name:

Title:

Phone/Email:

## Green Team

The formation of a dedicated sustainability team is crucial to driving our initiatives forward. This team is tasked with coordinating efforts across the organization, fostering collaboration, and ensuring alignment with our sustainability objectives. Comprising diverse members with varied expertise, the team will lead the development and implementation of our sustainability strategies, monitor progress, and champion sustainability across all levels of the organization. By empowering this team, we aim to cultivate a culture of sustainability that permeates every aspect of our business operations.

**Green Team Members:**

Name:

Title:

Phone/Email:

Role:

Name:

Title:

Phone/Email:

Role:

[*Insert additional lines as needed*]

# ENVIRONMENTAL POLICY STATEMENT

[*Insert company name*] has a longstanding belief in environmental stewardship and ecologically minded solutions. We strive to be a leader in sustainability and are dedicated to creating strategies that preserve the long-term viability of our employees, our business and our planet. We are committed to being transparent with our customers and pledge to educate and engage with our community where fit. We bear a responsibility to consider the impacts of our actions and how they affect the environment both directly in terms of our own operations, and indirectly through our purchasing decisions, the products and services we offer and the business opportunities we pursue. [*Insert specific business practice of yours/discuss your commitment to sustainable practices*].

The requirements of this policy apply to all entities and employees of

[*Insert company name*]. We want our products, services and production

to be part of a sustainable future.

We are committed to:

1. protecting the environment, including pollution prevention through

responsible management of our operations;

1. giving appropriate weight to this environmental policy when making

future planning and investment decisions;

1. designing products to reduce their adverse environmental impact in

production, use and disposal;

1. reducing resource consumption, waste and pollution in our operations.

**VISION AND GOALS**

# VISION AND GOALS

Setting ambitious yet achievable sustainability goals is at the heart of our strategy to drive positive change. These goals are designed to guide our efforts in reducing our environmental footprint, enhancing social responsibility, and fostering economic resilience. By aligning our goals with the SMART framework - specific, measurable, achievable, relevant, and time-bound - we ensure that they are actionable and aligned with our organizational priorities. Our sustainability goals reflect our commitment to continuous improvement and innovation, aiming to create lasting value for our stakeholders and the communities we serve. Through this focused approach, we strive to lead by example, promoting sustainability as an integral part of our business principles.

|  |  |  |  |
| --- | --- | --- | --- |
| Sustainability Vision | Metrics to Measure Goals | Short-Term Goals  (1-2 years) | Long-Term Goals (3+ Years) |
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**BENCHMARKING**

In our commitment to advancing sustainability, we recognize the importance of understanding our current performance in relation to industry standards and best practices. Benchmarking serves as a foundational step in our sustainability journey, allowing us to assess our environmental, social, and economic impacts comprehensively. By establishing a baseline, we can identify strengths, uncover opportunities for improvement, and track our progress over time. This process not only informs our strategic decision-making but also enhances transparency and accountability to our stakeholders. Our benchmarking efforts will focus on key performance indicators relevant to our industry, ensuring that our sustainability initiatives are both impactful and aligned with broader goals.

# ESTABLISHING A BASELINE

# Benchmarking/Assessments

* + 1. **[*Insert Energy Results*]**
    2. **[*Insert Water Results*]**
    3. **[*Insert Waste Results*]**

## Audits

* + 1. **[*Insert Energy Result*]**
    2. **[*Insert Water Results*]**
    3. **[*Insert Waste Results*]**

**ACTION PLAN**

# SUSTAINABLE ACTIONS

In pursuit of our sustainability goals, we have identified a series of targeted actions designed to reduce our environmental footprint, enhance social responsibility, and drive economic resilience. These sustainable actions reflect our commitment to integrating sustainability into every facet of our operations, from energy efficiency and waste reduction to community engagement and ethical sourcing. By implementing these initiatives, we aim to not only meet regulatory requirements but also exceed industry standards, positioning ourselves as a leader in sustainable business practices. Each action outlined in this section is aligned with our strategic priorities and has been carefully selected based on its potential impact, feasibility, and alignment with stakeholder expectations. Through these efforts, we are dedicated to creating lasting value for our business, our stakeholders, and the planet.

Each action is summarized below and the details for each action are contained in the Action Worksheets found in Appendix 1.

## Management & Leadership

### Identify Sustainable Leader/Team

Identifying a sustainability leader and team involves selecting a qualified individual to lead our sustainability efforts and forming a team with representatives from various departments. This team will be responsible for developing, executing, and monitoring sustainability projects, fostering a culture of sustainability within the organization, and ensuring alignment with our sustainability goals.

[*Insert Action Leader*]

[*Insert Timeline*]

### Establish Environmental Goals

Establishing environmental goals involves a structured approach to defining, implementing, and monitoring objectives aimed at improving an organization's environmental performance.

[*Insert Action Leader*]

[*Insert Timeline*]

### Green Purchasing Plan

To create sustainable production and consumption model across society by changing how we consume materials an resources; how we design the products that we use; and how we extend the productive life of all goods and products in our society and economy.

[*Insert Action Leader*]

[*Insert Timeline*]

### Utilize Environmental Green Products & Services

Utilizing environmental green products and services involves selecting and using products and services that have a lower environmental impact throughout their life cycle. This includes products made from recycled materials, energy-efficient appliances, biodegradable cleaning supplies, and services that follow sustainable practices.

[*Insert Action Leader*]

[*Insert Timeline*]

### Implement Enviromental Management Safety

Implementing environmental management safety involves developing and enforcing policies, procedures, and practices aimed at minimizing environmental risks and hazards. This includes conducting risk assessments, training employees, monitoring compliance, and continuously improving safety measures to prevent environmental incidents.

[*Insert Action Leader*]

[*Insert Timeline*]

### Aspirational Goals

Creating aspirational goals involves setting high-reaching targets that go beyond compliance and conventional practices to significantly advance our sustainability agenda. These goals should be bold, transformative, and aligned with global sustainability initiatives, such as the United Nations Sustainable Development Goals (SDGs).

[*Insert Action Leader*]

[*Insert Timeline*]

### Custom Action

[*Insert custom action*]

[*Insert Action Leader*]

[*Insert Timeline*]

## Energy

### Perform Energy Benchmarking

Energy benchmarking involves the regular measurement of energy consumption across our facilities and comparing this data against industry standards or peer organizations. This process will provide insights into our current energy performance, highlight inefficiencies, and guide future energy management strategies.

[*Insert Action Leader*]

[*Insert Timeline*]

### Conduct Energy Audit

An energy audit involves a systematic examination of energy use in our facilities to identify inefficiencies and recommend improvements. This process includes collecting data on energy consumption, analyzing energy systems and equipment, and providing actionable recommendations to enhance energy performance.

[*Insert Action Leader*]

[*Insert Timeline*]

### Improve Efficiency of Office Equipment

Improving the efficiency of office equipment involves assessing current equipment, identifying inefficient devices, and implementing upgrades or replacements with energy-efficient alternatives. This includes optimizing the use of computers, printers, copiers, and other office electronics through best practices and technological improvements.

[*Insert Action Leader*]

[*Insert Timeline*]

### Install Energy Efficient Lighting

LED (Light Emitting Diode) bulbs are highly efficient lighting options that consume significantly less energy compared to traditional incandescent or fluorescent bulbs. By replacing conventional bulbs with LEDs, we can decrease electricity usage and subsequently lower our carbon footprint.

[*Insert Action Leader*]

[*Insert Timeline*]

### Smart Controls

Automating the power of equipment and lighting involves installing smart systems that automatically control the power states of various office devices and lighting fixtures. These systems can be programmed to turn off equipment and lights during non-working hours or when spaces are unoccupied, thereby minimizing unnecessary energy use.

[*Insert Action Leader*]

[*Insert Timeline*]

### Custom Action

[*Insert custom action*]

[*Insert Action Leader*]

[*Insert Timeline*]

## Waste

### Conduct Waste Audit

Conduct a comprehensive waste audit to evaluate the current waste management practices within the organization. This audit will involve collecting, categorizing, and analyzing waste streams to identify inefficiencies and areas for improvement. The findings will inform the development of targeted waste reduction and recycling initiatives, contributing to the organization’s overall sustainability goals.

[*Insert Action Leader*]

[*Insert Timeline*]

### Enhance Procurement Strategies for Efficiency and Sustainability

Implement a strategic initiative to improve procurement efficiency by optimizing procurement processes, fostering sustainable supplier relationships, and integrating sustainability criteria into purchasing decisions. This initiative will involve assessing current procurement practices, identifying areas for improvement, and developing actionable plans to enhance sustainability performance and operational efficiency.

[*Insert Action Leader*]

[*Insert Timeline*]

### Enhance Operational Efficiency through Sustainable Practices

Implement a targeted initiative to enhance operational efficiency across the organization. This initiative will involve a detailed assessment of current operational processes to identify inefficiencies and areas for improvement. Streamlining workflows, reducing resource consumption, and minimizing waste, will ensure operations are more sustainable and cost-effective.

[*Insert Action Leader*]

[*Insert Timeline*]

### Reduce Packaging Waste

Implement a comprehensive packaging waste reduction initiative that includes optimizing packaging materials, adopting reusable and recyclable packaging solutions, and engaging suppliers and customers in sustainable packaging practices.

[*Insert Action Leader*]

[*Insert Timeline*]

### Implement Office Recycling

Develop and roll out an office-wide recycling initiative that includes the segregation of recyclable materials, employee education and engagement, and partnerships with recycling service providers to ensure proper waste management and recycling practices.

[*Insert Action Leader*]

[*Insert Timeline*]

### Recycle Electronics

Establish a structured electronics recycling initiative that includes the collection, sorting, and proper disposal of electronic waste. This program will involve partnerships with certified e-waste recyclers, employee education, and compliance with regulatory standards to ensure the safe and environmentally-friendly recycling of electronics.

[*Insert Action Leader*]

[*Insert Timeline*]

### Reduce Hazardous Waste with Less Toxic Products

Implement a comprehensive program to identify, evaluate, and replace hazardous materials with safer, less toxic alternatives. This initiative will involve thorough product assessments, supplier collaboration, and employee training to ensure the successful adoption of less hazardous products.

[*Insert Action Leader*]

[*Insert Timeline*]

### Equipment & Process Changes

Implement a strategic program to upgrade outdated equipment and refine operational processes. This initiative will involve assessing current equipment and processes, identifying opportunities for improvements, and integrating more energy-efficient and sustainable technologies and practices.

[*Insert Action Leader*]

[*Insert Timeline*]

### Establish Spill Prevention & Response

Develop and implement a robust spill response and mitigation program that includes procedures for spill prevention, immediate response actions, and effective cleanup. This initiative will involve training employees, equipping the workplace with necessary spill response tools, and establishing partnerships with emergency response services.

[*Insert Action Leader*]

[*Insert Timeline*]

### Custom Action

[*Insert custom action*]

[*Insert Action Leader*]

[*Insert Timeline*]

## Water

### Conduct Water Use Audit

Conduct a detailed water use audit to assess all points of water consumption within the organization. This audit will identify inefficiencies and opportunities for water conservation, leading to actionable strategies to reduce water usage, lower operational costs, and enhance environmental stewardship.

[*Insert Action Leader*]

[*Insert Timeline*]

### Install Water Efficiency Equipment

This initiative involves the installation of state-of-the-art water-efficient equipment, such as low-flow faucets, high-efficiency toilets, and smart irrigation systems. These installations aim to minimize water waste and promote sustainable water use practices, contributing to both environmental conservation and financial savings.

[*Insert Action Leader*]

[*Insert Timeline*]

### Optimize Water Reuse

This action involves the development and implementation of systems and practices to capture, treat, and reuse water within our operations. By optimizing water reuse, we aim to decrease our overall water consumption, lower wastewater discharge, and contribute to environmental sustainability.

[*Insert Action Leader*]

[*Insert Timeline*]

### Maximize Dry Clean Up

This action involves the adoption of high pressure/low volume nozzles for cleaning tasks that traditionally require significant water usage. By maximizing the efficiency of dry clean-up procedures, we aim to minimize water waste, decrease operational costs, and improve overall sustainability in our cleaning practices.

[*Insert Action Leader*]

[*Insert Timeline*]

### Landscape with Native & Drought Resistant Plants

Design and implement landscaping strategies that prioritize native and drought-resistant plants to conserve water and support local ecosystems.

[*Insert Action Leader*]

[*Insert Timeline*]

### Optimize Irrigation Systems

Implement advanced irrigation technologies and practices to ensure efficient water use in landscaping and agricultural applications.

[*Insert Action Leader*]

[*Insert Timeline*]

### Reduce Stormwater Runoff

Implement strategies such as permeable pavements, green roofs, and rain gardens to capture and manage stormwater runoff effectively.

[*Insert Action Leader*]

[*Insert Timeline*]

### Precision Application of Fertilizer

Implement soil testing and precision agriculture techniques to optimize fertilizer application, minimizing runoff and environmental damage.

[*Insert Action Leader*]

[*Insert Timeline*]

### Custom Action

[*Insert custom action*]

[*Insert Action Leader*]

[*Insert Timeline*]

## Transportation

### Encouraging Car Pooling

 Establish a carpooling program for employees to share rides to and from work.

[*Insert Action Leader*]

[*Insert Timeline*]

### Increase Business Travel Efficiency

Implement policies and technologies to reduce unnecessary travel and optimize necessary travel.

[*Insert Action Leader*]

[*Insert Timeline*]

### Maximize Fleet Efficiency

Optimize the use of company vehicles to reduce fuel consumption and emissions.

[*Insert Action Leader*]

[*Insert Timeline*]

### Encourage Electric Vehicles (EVs)

Provide incentives and infrastructure to support the use of EVs. Install EV charging stations in the parking areas for use by employees.

[*Insert Action Leader*]

[*Insert Timeline*]

### Custom Action

[*Insert custom action*]

[*Insert Action Leader*]

[*Insert Timeline*]

## Emergency Preparedness

### Establish Emergency Preparedness Team Leader

Appoint a team leader responsible for emergency preparedness and response.

[*Insert Action Leader*]

[*Insert Timeline*]

### Create Checklist

Develop a comprehensive checklist for emergency preparedness.

[*Insert Action Leader*]

[*Insert Timeline*]

### Create Emergency Contacts

Develop and maintain an up-to-date list of emergency contacts.

[*Insert Action Leader*]

[*Insert Timeline*]

### Assess Ecological Hazards

Conduct a thorough assessment of ecological hazards and develop mitigation strategies.

[*Insert Action Leader*]

[*Insert Timeline*]

### Flood Proof Your Business

Implement flood-proofing measures to safeguard the business.

[*Insert Action Leader*]

[*Insert Timeline*]

### Custom Action

[*Insert custom action*]

[*Insert Action Leader*]

[*Insert Timeline*]

## Community

### Support Well Being of Employees

Implement programs and initiatives to support employee well-being.

[*Insert Action Leader*]

[*Insert Timeline*]

### Improve Indoor Air Quality

Implement measures to monitor and improve indoor air quality.

[*Insert Action Leader*]

[*Insert Timeline*]

### Serve Customers with Disabilities

Implement measures to ensure accessibility for all customers.

[*Insert Action Leader*]

[*Insert Timeline*]

### Support Communities Initiatives

Participate in and support local community initiatives and projects.

[*Insert Action Leader*]

[*Insert Timeline*]

### Adopt a Cause/Project in your Community

Identify and adopt a cause or project in the local community to support.

[*Insert Action Leader*]

[*Insert Timeline*]

### Custom Action

[*Insert custom action*]

[*Insert Action Leader*]

[*Insert Timeline*]

## Green Building

### Incorporate Sustainable Materials in Construction and Renovations

Implement sustainable practices in the construction of new buildings and retrofit existing structures to improve energy efficiency, reduce waste, and enhance overall environmental performance. For all new construction and renovation projects, prioritize the use of sustainable materials, such as recycled content, water-based paints, and FSC-certified wood. This approach will reduce the company’s ecological footprint and improve indoor air quality.

[*Insert Action Leader*]

[*Insert Timeline*]

### Integrate Comprehensive Sustainability Practices Across the Building Lifecycle

Incorporate sustainable practices throughout the building lifecycle, from design to operation, to ensure buildings maximize energy efficiency, resilience, and environmental performance.

[*Insert Action Leader*]

[*Insert Timeline*]

### Custom Action

[*Insert custom action*]

[*Insert Action Leader*]

[*Insert Timeline*]

## Environmental & Community Restoration

### Become Involved in Environmental Restoration/Community Environmental Projects

Participate in and support environmental restoration projects.

[*Insert Action Leader*]

[*Insert Timeline*]

### Communicate Environmental Initiatives and Acheivements

Share success stories related to environmental initiatives and achievements. Enhance transparency and engagement by sharing the sustainability plan and environmental success stories with stakeholders through the company website.  Additionally, regularly update the website with success stories highlighting achievements in environmental initiatives.

[*Insert Action Leader*]

[*Insert Timeline*]

### Custom Action

[*Insert custom action*]

[*Insert Action Leader*]

[*Insert Timeline*]

**MANAGEMENT**

# MONITORING AND REPORTING

To ensure continuous improvement and maintain transparency, accountability, and stakeholder engagement, we will implement the following monitoring and reporting measures:

* **Regular Tracking and Reporting:** We will regularly track and report on key metrics related to energy, water, and waste. This ongoing monitoring will help us identify trends, measure progress, and make informed decisions about our sustainability initiatives.
* **Annual Sustainability Audits:** Conducting annual sustainability audits will allow us to assess our progress against established goals and identify areas for improvement. These audits will provide a comprehensive review of our sustainability practices and ensure alignment with our strategic objectives.
* **Review and Update Goals and Actions:** We will periodically review and update our sustainability goals and actions to ensure they remain relevant and effective. This process will involve incorporating feedback from employees, customers, and stakeholders to refine our strategies and enhance our impact.
* **Key Performance Indicators (KPIs):** To measure our sustainability performance, we will track specific KPIs that align with our goals. These indicators will cover areas such as energy use, carbon emissions, water usage, waste management, and social impacts. We will provide a rationale for choosing these KPIs to reflect the priorities of our sustainability strategy.
* **Data Collection and Management:** We will employ robust processes and systems for data collection, management, and verification to ensure accuracy and reliability. Tools and technologies will be utilized to streamline data gathering and analysis, facilitating timely and informed decision-making.
* **Frequency and Form of Reporting:** Sustainability reports will be published on a regular basis (e.g., annually, biannually) in formats that are accessible and understandable to stakeholders. These reports will be available through digital platforms, printed documents, or interactive online formats, ensuring comprehensive communication of our sustainability journey.
* **Annual Sustainability Report:** We will publish an annual sustainability report to communicate our progress and achievements. This report will serve as a key tool for sharing our successes, addressing challenges, and maintaining transparency with stakeholders.

By integrating these monitoring and reporting practices, we aim to foster continuous improvement in our sustainability efforts and build a strong foundation for long-term environmental, social, and economic resilience.

# CONTINUOUS IMPROVEMENT

Continuous improvement is a core principle of our sustainability strategy, emphasizing our commitment to evolving and enhancing our practices over time. Recognizing that sustainability is an ongoing journey rather than a destination, we strive to learn from our experiences, adapt to emerging challenges, and seize new opportunities for innovation. By fostering a culture of continuous improvement, we aim to drive lasting positive change, align with best practices, and remain responsive to stakeholder expectations. This section outlines our approach to evaluating and enhancing our sustainability initiatives, ensuring they remain effective, relevant, and impactful.

## Evaluation and Feedback Mechanisms

[*Describe the processes used to evaluate the effectiveness of sustainability initiatives, such as regular reviews, audits, or assessments. Explain how feedback from stakeholders, including employees, customers, and partners, will be integrated into decision-making.*]

## Innovation and Adaptation

[*Outline strategies for fostering innovation in sustainability, such as encouraging employee ideas, collaborating with partners, or investing in research and development. Discuss how the organization will remain flexible and adaptive in response to new challenges or opportunities.*]

## Performance Monitoring and Reporting

[*Describe how ongoing performance monitoring will be conducted to track progress against sustainability goals and KPIs. Explain the role of regular reporting in identifying areas for improvement and celebrating successes.*]

## Goal Review and Adjustment

[*Explain how sustainability goals will be regularly reviewed and adjusted based on performance data, stakeholder feedback, and changes in the external environment. Highlight the importance of setting new targets to ensure continued progress and ambition.*]

**CONCLUSION**

By implementing this sustainability plan, *[Insert business name]* aims to significantly reduce our environmental impact and contribute to a more sustainable future. We are committed to continuous improvement and will regularly review and update our plan to ensure that we achieve our sustainability goals.

[*Insert summary of key points of the sustainability plan and reiterate business's commitment to sustainability and its role in creating a more sustainable future.*]

**Approved by:** *[Name, Title]*  
**Date:** *[Approval Date]*

**Revision Date:**

**APPENDIX 1 – Action Worksheets**

[*Use the worksheet below as a template for all your planned actions or* [*download*](https://dep.nj.gov/wp-content/uploads/sustainability/plan-for-sustainability/plan-for-sustainability-action-worksheets.docx) *the prefilled worksheets for each of the actions summarized in Section 5.0 above. The appropriate prefilled worksheets can be copied and pasted into this document.*]

|  |  |
| --- | --- |
| **[*INSERT ACTION NAME*]**  **[*INSERT ACTION CATEGORY*]**  **[*INSERT ACTION LEADER NAME*]** | **DIFFICULTY**  Choose an item. |
| **REQUIRED APPROVAL LEVEL** |
| **ACTION STATUS** |
| Choose an item. |

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| **Action Objective** |  |
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| **Action Description** |  |
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| **Assessment and Planning** |  |
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| **Resources Required** |  |
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| **Monitoring and Evaluation** |  |
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| **Expected Outcomes** |  |
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| **Success Metrics** |  |
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| **To Do** |  |
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| **NOTES** |  |
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