



SILVER

Sustainable Office Toolkit Track – Silver Level Criteria

Continuous improvement equals environmental success

Pre-requisites:

- ‰ Environmental team established
- ‰ Environmental policy developed and approved
- ‰ Business activities with environmental impacts identified
- ‰ Environmental impacts prioritized
- ‰ Baseline for amounts of waste generated and natural resources consumed
- ‰ Employee education/training program in place
- ‰ Action plan documented for commitment in **one** module of the Sustainable Office Toolkit

Phase I: Create and implement an action plan for **two** 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. Alternative Transportation Module: We commit to reducing single-occupancy commuting by 25% in 2009*).

Phase II: Continue to educate your staff about your program with role-specific training.

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

- ‰ Notify and seek input from the community about your environmental efforts through regularly scheduled meetings and communications
- ‰ Support a community recycling or cleanup program
- ‰ Promote public environmental education activities
- ‰ Develop a habitat protection program
- ‰ Participate on the board of a non-profit environmental organization
- ‰ Other (subject to Sustainability Division approval)

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

- ‰ Incentivize your suppliers to develop environmental sustainability plans
- ‰ Participate in U.S. EPA's Green Suppliers Network (www.epa.gov/greensuppliers)
- ‰ Participate in U.S. EPA's SmartWay Transit Partnership (www.epa.gov/otag/smartway)
- ‰ 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 Sustainability Division approval)

Phase V: Evaluate your progress by scheduling an outside assessment of your program (with representative or other subject to Sustainability Division approval).

Reporting: Report to the Sustainability Division annually on your environmental activities and commitments (using the annual performance report form found at http://www.gasustainability.org/documents/pp_reports.html).