



BUSINESS ENVIRONMENTAL CHECKLIST

This checklist is designed to help you identify opportunities to save your business money and prevent pollution. Most of the practices identified here do not involve expensive, sophisticated technology making them easy to implement in any business from small shops to large plants.

General Operating Practices

Do you:

- know municipal, provincial and federal legislation that affects your business or industry?
- have an environmental protection or pollution prevention program in place?
- look for ways to reduce the creation of waste and pollution at the source ?
- provide training for employees to increase their knowledge about reducing the environmental impact of your business operations ?
- keep employees informed about the company's environmental efforts and encourage their participation?

Purchasing

Do you:

- manage your inventory using a “first-in, first-out” approach?
- buy recycled and recyclable products, wherever possible (e.g. paper, toner and ink cartridges)?
- buy environmentally friendly products (e.g., EcoLogo Products)?
- consider purchasing biodegradable and/or less toxic cleaning products
- use “ just in time” purchasing to avoid having an excess inventory of materials

which may become obsolete or outdated ?

- rent instead of buying items that are used infrequently in your business?
- work with suppliers to eliminate, reduce or reuse packaging and to accept leftover or expired material and empty containers?
- when feasible buy one multi-use product (e.g. solvent or cleaner) instead of a number of speciality products?

*For Additional Information See:
Environmental Choice Program*

<http://www.environmentalchoice.com/>

Energy Conservation

Do you conserve energy by:

- reducing heat to stairwells, hallways and lobbies?
- reducing thermostat settings at night, weekends, and holidays?
- installing energy efficient lighting throughout work areas?
- turn off lights and office equipment when not in use (e.g., overnight or weekends)?
- when replacing office equipment and other equipment purchase products that have low energy use ratings and automatic power-save or sleep modes (e.g, products with the Canadian EcoLogo or US EPA Energy Star Logo)?
- properly maintain your heating and ventilation equipment?
- use energy efficient emergency, exit and outdoor lighting?

For Additional Information See:

Nova Scotia Power Business Energy Efficiency Page:

www.nspower.ca

click on “Your Business”

Prepared by:

Environmental Innovations
Branch
Nova Scotia
Environment & Labour
Box 697, Halifax
Nova Scotia
B3J 3B7
(P) 902.424.5300
(F) 902.424.0503

www.gov.ns.ca/enla/envin/p2/



Water Conservation

Do you conserve water by:

- repairing leaking pipes, hoses, fittings and faucets immediately?
- not allowing hoses to run continuously?
- installing water saving devices and timers on taps, showers, and toilets?
- using low maintenance landscaping (e.g., drought tolerant or native/naturalized plants, and water conserving mulch in landscape beds)
- maximize dry wipe and cleanup before using wash down cleaning ?

Waste Reduction

Do you reduce waste in the office by:

- avoiding unnecessary paper use (e.g. use double sided printers, double sided copies, avoiding printing e-mails, use one side good paper for notes/phone messages etc.)?
- avoiding using disposable food/beverage containers for meetings, in lunch rooms and at company functions?
- using white board instead of flip charts in meeting rooms?

Do you reduce waste in other parts of your business by:

- ensuring all equipment is properly maintained for optimum operating efficiency ?
- looking for ways to reduce “set-up” waste?
- ensuring staff is trained to properly operate all equipment they may need to use ?
- organizing and scheduling operations to reduce the generation of waste and allow for lower cleaning frequency?

Do you reduce solvent waste by:

- use water or detergent based cleaners where possible (e.g. for general clean-ups) ?
- select solvents with the lowest levels of volatile organic compounds (VOCs)?
- keep solvents and solvent saturated rags in closed containers to minimize evaporation and VOC emissions ?
- do you dry wipe or use dirty rags and dirty solvents for pre-cleaning ?
- use a safety can, pump or squirt bottle to deliver a controlled amount of solvent to a shop towel and spot wash instead of pouring solvent onto parts to be cleaned?
- use a recirculating solvent sink where practical ?

Material Recovery & Waste Management

Do you:

- use closed loop processes when practical ?
- recycle rinse-water when feasible ?
- collect and reuse or recycle chemicals (e.g., solvents, oils, fluids) where possible?
- segregate your waste material into recyclable material, compostable material, waste and waste dangerous goods for disposal in compliance with government regulations?
- set goals for waste reduction?
- reuse and recycle used paper?
- reuse and recycle plastics, cardboard, drums, other packaging materials?
- recycle batteries, used oil, pallets/shipping materials, large containers, etc.?

For Additional Information See:

NSDEL Solid Waste Resource Management Page

<http://www.gov.ns.ca/enla/emc/wasteman/>

Chemical Management

Do you:

- stack and store containers to provide easy access and minimize the chance of tipping, spilling or breaking ?
- follow recommended storage procedures for chemicals ?
- know and follow recommended treatment and disposal procedures for all waste and excess or spent chemicals, effluent and contaminated materials (e.g., rags, absorbent pads) ?
- install system to prevent spills or leaks from entering sanitary or storm sewers?
- clearly date chemical stock as it is received ?
- buy bulk or concentrated products (e.g. cleaners) and dilute them on site?
- replace hazardous chemicals or materials with less toxic chemicals or materials ?
- extend the use of chemical baths by reducing drag-in and drag-out ?

This factsheet provides general advice on pollution prevention Opportunities for business. It does not provide information on how to comply with the provisions of the Environment Act and regulations which may to business and industry in Nova Scotia. This factsheet is not intended to replace reading the Environment Act and regulations or seeking advice from a lawyer or environmental expert.