

SUSTAINABILITY PLANNING WORKSHEET

Sustainability Management: A Team Effort - Engaging Employees and Stakeholders

October 23, 2018

Awareness

Who in your organization needs to be educated about sustainability (specific individuals, teams, whole organization)?

How will awareness be brought to individuals/teams/organization identified (readings, in-service, other)?

What tools are needed in order to share this information (sustainability primer, more training, etc.)?

Baseline

System Condition 1: In a sustainable society, nature is not subject to systematically increasing concentrations of substances extracted from the Earth's crust.

List 1-3 of your organization's biggest uses of fossil fuels/metals/minerals. For each, what do you need to measure the baseline?

BIGGEST USES OF FOSSIL FUELS/METALS/MINERALS	HOW CAN YOU MEASURE THE CURRENT BASELINE?
1)	
2)	
3)	

System Condition 2: In a sustainable society, nature is not subject to systematically increasing concentrations of substances produced by society.
 List 1-3 substances produced by society that are used by your organization. For each, what do you need to measure the baseline?

USES OF SUBSTANCES PROVIDED BY SOCIETY	HOW CAN YOU MEASURE THE BASELINE?
1)	
2)	
3)	

System Condition 3: In a sustainable society, nature is not subject to systematically increasing degradation by physical means.
 List 1-3 impacts your organization makes on the physical environment. For each, what do you need to measure the baseline?

CONTRIBUTIONS TO DEGRADATION OF NATURE	HOW CAN YOU MEASURE THE BASELINE?
1)	
2)	
3)	

System Condition 4: In a sustainable society, people are not subject to conditions that systematically undermine their capacity to meet their needs.
 List 1-3 ways your organization may contribute to conditions that systematically undermine people’s capacity to meet their needs. For each, what do you need to measure the baseline?

CONTRIBUTIONS TO CONDITIONS UNDERMINING CAPACITY TO MEET NEEDS	HOW CAN YOU MEASURE THE BASELINE?
1)	
2)	
3)	

Compelling Vision and Creative Solutions

Who needs to be at the table to help create a compelling vision that people will buy into; and to brainstorm creative solutions (administration, maintenance, managers, interns, heads of departments, new hires, senior staff, current sustainability champs)?

Who are your potential allies – at any level?

How will you create the Vision? Carry out the brainstorming (retreat, regular meetings, online forums)?

Down to Action

Determine priorities and take the first steps:

Who will help identify the priorities?

How will the priorities be identified?

What professional resources exist to assist your organization?

What internal or external resources or opportunities can be used to put the plan in action (internal or external funds, renovation and/or building plans, new product/service lines)?

Evaluation:

Metrics: What/how measure?

Guiding Questions for Baseline Analysis

Sustainability Principle #1: In what ways is your business/organization contributing to *systematic increases in concentrations in nature of substances from the Earth's crust*?

- Do you use or produce products that contain trace metals and minerals (e.g. mercury in electronics, cadmium in batteries or paint-dyes, etc...)? If so, what are these? What ultimately happens to these metals and minerals?
- Do you rely on fossil-fuel based energy for operations (e.g. coal-fired electricity, gas-fired electricity, gas for heating, etc.) or transportation to move people and things (e.g. vehicle fleets, flights for visitors, commuting of employees, collection of garbage, transport of products and supplies, etc.)? If so, in what parts of your operation?

Sustainability Principle #2: In what ways is your business/organization contributing to *systematic increases in concentrations in nature of substances produced by society*?

- Do you use or produce synthetic substances that contain persistent compounds (e.g. PVC in piping, volatile organic compounds in cleaners, paints and adhesives, CFCs in refrigerants, brominated fire-retardants in electronics and furniture, etc.)?
- Do you rely on production processes that use synthetic substances that contain persistent compounds (e.g. dioxins or furans in the pulp and paper process)?

Sustainability Principle #3: How is your business/organization contributing to *systematic degradation of nature by physical means*?

- Do you use food and fiber from unsustainably harvested renewable resources (e.g. lumber from non-certified forests, food from farming practices that result in loss of biodiversity and topsoil)?
- Do you rely on processes that require continuous encroachment into nature (e.g. design practices resulting in urban sprawl)?
- Do you rely on processes that modify ecosystems or introduce foreign and invasive species into an ecosystem?
- Do you rely on landfills to manage waste and/or as the ultimate fate of your products?
- Do you rely on processes that use water?

Sustainability Principle #4: How is your business/organization contributing to *conditions that undermine people's ability to meet their needs*?

- Do you rely on inputs that come from regions or companies where authorities create obstacles for people to meet their needs? Does your organization have any practices itself that do so?
- Do you rely on processes that create economic conditions that hinder people from meeting their needs?
- Do you rely on processes with unsafe and unhealthy work environments and/or that contribute to unsafe and unhealthy living environments for people in local communities?