

## USING THE ENVIRONMENTAL SUSTAINABILITY RESOURCES

Prepared by Skiba Consulting, Ltd.

[www.skibaconsulting.com](http://www.skibaconsulting.com)

Skiba Consulting has developed a suite of resources for companies that want to improve their environmental sustainability practices. This entire suite of resources is available for download from the Skiba Consulting Website at <http://www.skibaconsulting.com/library.html>. The resources include the following:

- **"Getting Started with Environmental Sustainability," a white paper on the options for getting started,**
- **"Environmental Sustainability Action List"** (in Excel format) which contains two worksheets: the **Action List** itself and a **Benefits Index** that can be used to build a business case for proceeding.
- **"Environmental Sustainability Online Resources"** (with web links) to be used for guidance in implementing the action items as well as identifying additional action items,
- **"Sustainability Recommended Reading."**

The **Action List Worksheet** has several columns:

- **Action Items** (self-explanatory).
- **Category/Department**—intended to organize the list and distinguish between the different types of initiatives in with an eye toward delegating the action items to the appropriate department within the company (e.g. **Community, Management, Maintenance, Manufacturing Process/Technology, Material Inputs, Physical Plant/Utilities, People/HR, Product Design/Stewardship, Office Administration, Transportation and Waste Management**).
- A grid that indicates what environmental impacts are associated with each item (**Air Pollution, Energy/ Climate, Hazardous Materials, Health/Safety, Light/Noise Pollution, Resource Conservation, Waste Management, Water, and Wetlands/ Deforestation**). A numeral "1" in the checkbox indicates a direct impact in the indicated environmental aspect, whereas a numeral "2" in the checkbox indicates more of an indirect/extrapolated (but still arguable) impact.
- A **Notes/Reference** column which provides additional explanation of the logic of certain non-obvious items, as well as specific links to websites or PDF reports which detail the specifics of implementing some of the more detailed or involved items.
- **Date Added/Date Updated** columns which users will be able to use in future versions to easily identify items which have been added or updated.

The Action List items are presorted by the **Category/Department** column, however, users interested in impacting a particular aspect of the environment can choose to sort the list by any or several of the columns in the impact grid. The impact grid can also be used as a secondary sort after the primary sort by Department/Category. **It is extremely important to be aware that when sorting in Excel, users must be careful to select each and every column in the list before executing any sorting operations. Failure to do so will result in sorting only the column selected, thereby destroying the critical data relationships that pertain across each row of the list. A reasonable precaution would be to save a backup copy of the pristine list before executing any sorting operations.**

The **Benefits Index** worksheet is a fairly self-explanatory grid that shows the relationship between the different positive environmental benefits identified in the **Action List**, and the resulting business benefits that accrue to the firm employing such initiatives.

The **Environmental Sustainability Online Resources** also has several columns:

- The **Resource Name** (self-explanatory).
- **Primary Category**—intended to mirror the **Category/Department** column in the **Action Item Worksheet** although due to the varied nature of the resources the correspondence is not identical.
- **Type**—intended to indicate the nature of the resource (e.g. *Government, NGO, Publication, Trade Association, & Web Resource*).
- **Business Oriented Web Link**—in order to save you time, significant effort has been made to identify the exact Webpage (within the Website) that has the most business oriented, practical interest/applicability. However, many of the sites have multiple worthwhile web pages, so users are encouraged to fully explore other links within and outside of these direct Website references when they have additional time to available.
- **Notes/Guidance**—brief descriptions of some of the resources and in some cases, suggestion for further exploration of the website.
- **Date Added**—(same as above).

It is important to note that as a value added feature of the **Environmental Sustainability Online Resources**, the list has been vetted to limit entries to those that appear to be respected and reliable sources of information, and that each resource contains information of specific relevance to sustainable business practices in particular. However, as with any information available on the internet, users should exercise due diligence with regard to the veracity of any specific claims or suggestions made within these websites.

It is our desire that this collection of resources will jumpstart a virtual clearinghouse that can be continually updated, improved, and refined. Towards that end, users of these resources are encouraged to respond to *Skiba Consulting* with any appropriate ideas and feedback, as well as additional items (action items, resources, and reading) that can be included for distribution in future editions of the lists. Please e-mail such recommendations to: [list@skibaconsulting.com](mailto:list@skibaconsulting.com).