



## Additional Actions

### A list of workplace best practices to consider using for the “additional actions” section of Sustainability at Work’s Certification applications.

There are many actions that can contribute to a sustainable workplace. Since we can’t list them all on our certification application, there’s space near the end of the application for you to write in your own.

If you’re looking for reminders of actions you are already doing and could include, this list may help. However, this list is **not** intended to represent the only actions that will count towards your certification. We always like to see your own unique actions listed on your application.

Are you already certified through Sustainability at Work? Maybe this list will spark some new ideas for you.

### Reduce, Reuse, Recycle

Promotional materials such as business cards or brochures are printed on recycled-content paper and the percentage of recycled content is printed on the document somewhere.

Recycling containers are located next to every trash can.

Garbage cans have been removed from individual work spaces and are located only in central locations.

At least one additional material (batteries, toner cartridges, etc.) is recycled.

Annual waste audits are conducted.

Copier PIN or mailbox features are used to minimize unclaimed print jobs.

Second-hand or repurposed office furniture, equipment, or supplies are purchased and used whenever possible.

Office furniture and office supplies are donated for reuse when no longer needed.

Refillable white board markers are used.

Reusable (dry erase) table tents/name cards are used for meetings and events.

Cloth napkins and towels are used instead of paper products in the kitchen.

Cloth towels are used instead of paper towels in restrooms.

### Toxics/Hazardous Waste/Air Quality

Green cleaning products are made using household ingredients (vinegar, baking soda, etc.).

Only low-VOC (volatile organic compound) paints are used.

MetroPaint, GreenSeal or other eco-certified paint is used.

Landscaper is certified through Ecobiz.

“No idling” signs are posted wherever trucks or cars tend to stop for long periods (at loading docks, school pickup lanes, etc.).

Fleet is enrolled in EPA's SmartWay program.

## Employee Engagement

Business has supported at least one current employee in taking [Master Recycler](#) training.

Sustainability is included as part of job descriptions/applications.

Sustainability is included as part of annual employee reviews.

## Transportation

Flex time and/or telecommuting are an option for most employees.

Subsidized parking has been eliminated (100%) to discourage auto commutes.

Teleconferences and videoconferences are encouraged to reduce business travel.

Showers and lockers are provided for bike and walk commuters.

Business has purchased a [BIKETOWN group membership](#) for employees.

Business has received [Bike Friendly Business](#) certification.

Catered lunches or food arrive by bicycle courier.

## Energy

Business purchases only [EPEAT-certified](#) equipment.

Solar panels or wind turbines are in use on our building.

Carbon offsets are purchased for energy-related activities, especially travel.

Ceiling fans are set to rotate clockwise in winter (heating months) and counter-clockwise in summer.

Laptops, notebooks, and other portable devices are used rather than desktop computers.

Canopies are installed to minimize building's cooling needs.

Rooftop economizers are used for building cooling.

Smart power strips are used at workstations that have three or more peripherals (monitor, printer, speakers, fan, etc.)

## Water

Building has an ecoroof.

Faucets have automatic shut-off sensors.

Efficient irrigation controls are used. (WaterSense-labeled irrigation controls, efficient spray heads, etc.)

Stormwater is managed on site through cistern, rain barrels, bioswales, pervious pavers, etc.

[Water Restoration Certificates](#) are purchased to offset our business' water footprint.

An area on our property has been [depaved](#) in the last 5 years.

## Food

Bulk/reusable containers are used for condiments, sugar, creamers, etc.

Participate in CSA (community supported agriculture); scheduled drop-off site at workplace.

## Restaurant or Office Cafeteria

Food is thawed in refrigerator, not under running water.

Water is served to customers only at their request.

Reusable bottles are provided to staff for tap water (to avoid bottled water delivery).

Non-GMO food is offered.

Organic ingredients are used.

Regional ingredients are used.

Heated dipper wells are used rather than constant-flow water wells.

Door closers and strip curtains are installed on walk-in cooler doors.

Magnetic door gaskets are used to maintain the seal on refrigeration units.

Variable-speed hood fans are installed to adjust fan speed according to demand.

Trays have been eliminated where food is served cafeteria style to reduce wasted, uneaten food.

Heat recovery ventilation is used on hood exhaust vents to capture and reuse heat on incoming air or water.

Plastic straws provided only by request.

## Retail and Neighborhood Services

Customers who bring back containers and bags for reuse or refill are rewarded.

Customers who bike, walk or use public transportation to visit our location are rewarded.

## Other

Donate a percentage of day's sales to local nonprofits, schools, or other causes.

Campus or other open space is certified as [urban wildlife habitat](#).

One or more employees has participated in a [Northwest Earth Institute Course](#) within the past 3 years.

Participation in [Lights Out Portland](#) program.

Building, or office space, has received [LEED certification](#).

Building has been certified through the [International Well Building Institute](#).

Our business has received a [JUST label](#)

Business is a [Benefit Corporation](#) or has become [B Corp certified](#).

Hire from within our neighborhood.

*We welcome new ideas! Please email suggestions for new actions, edits, or corrections to:*  
[sustainabilityatwork@portlandoregon.gov](mailto:sustainabilityatwork@portlandoregon.gov).