

SSC GREEN AUDIT

An Introduction



BRAINLAB

lisa@brain-lab.com

602-578-7930

www.brain-lab.com



THE BASICS

The SSC Green Audit is a methodology developed by Strategic Sustainability Consulting. It is specifically designed for organizations that have made a commitment to **going green** but who need help in taking practical steps towards that goal.

EACH SSC GREEN AUDIT INCLUDES:

- The Employee Survey
- The Office/Building Survey
- The Carbon Footprint
- The Onsite Visit
- Final Green Audit Report



EMPLOYEE SURVEY

- Gauges employee awareness and attitudes towards green issues
- Gathers employee-level data for the carbon footprint
- Deployed via email, takes each employee about 10 minutes to complete



OFFICE/BUILDING SURVEY

- Collects data on your operations - like office space, utilities, and IT equipment
- We have national averages for when data is unavailable
- Used to calculate your carbon footprint
- Takes about 2 hours per facility

CARBON FOOTPRINT

- Uses information from employee survey and office/building survey
- Calculates your organization's annual carbon footprint in total tons, and tons-per-employee.
- Identifies key carbon drivers - like utilities, air travel, and employee commuting)



ONSITE VISIT

- “Understanding Sustainability” morning workshop - for all employees
- Facility walk-through to look at office set-up and interview key personnel
- “Results and Recommendations” afternoon session with key executives to review results of employee survey, carbon footprint, and key recommendations





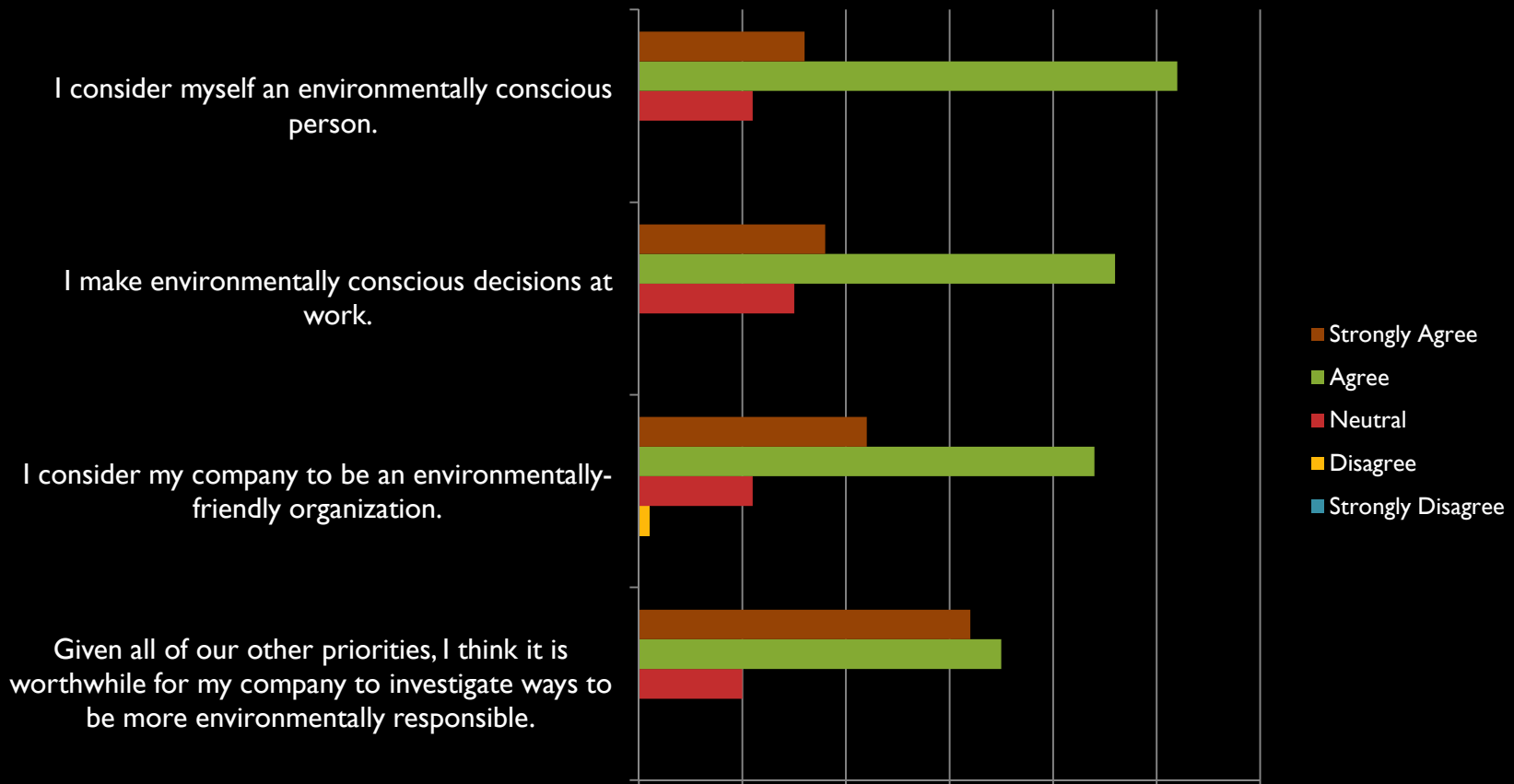
FINAL REPORT AND ACTION PLAN

**SO WHAT DO YOU ACTUALLY GET
WITH AN SSC GREEN AUDIT?**

***TAKE A LOOK AT SOME EXAMPLE
RESULTS...***

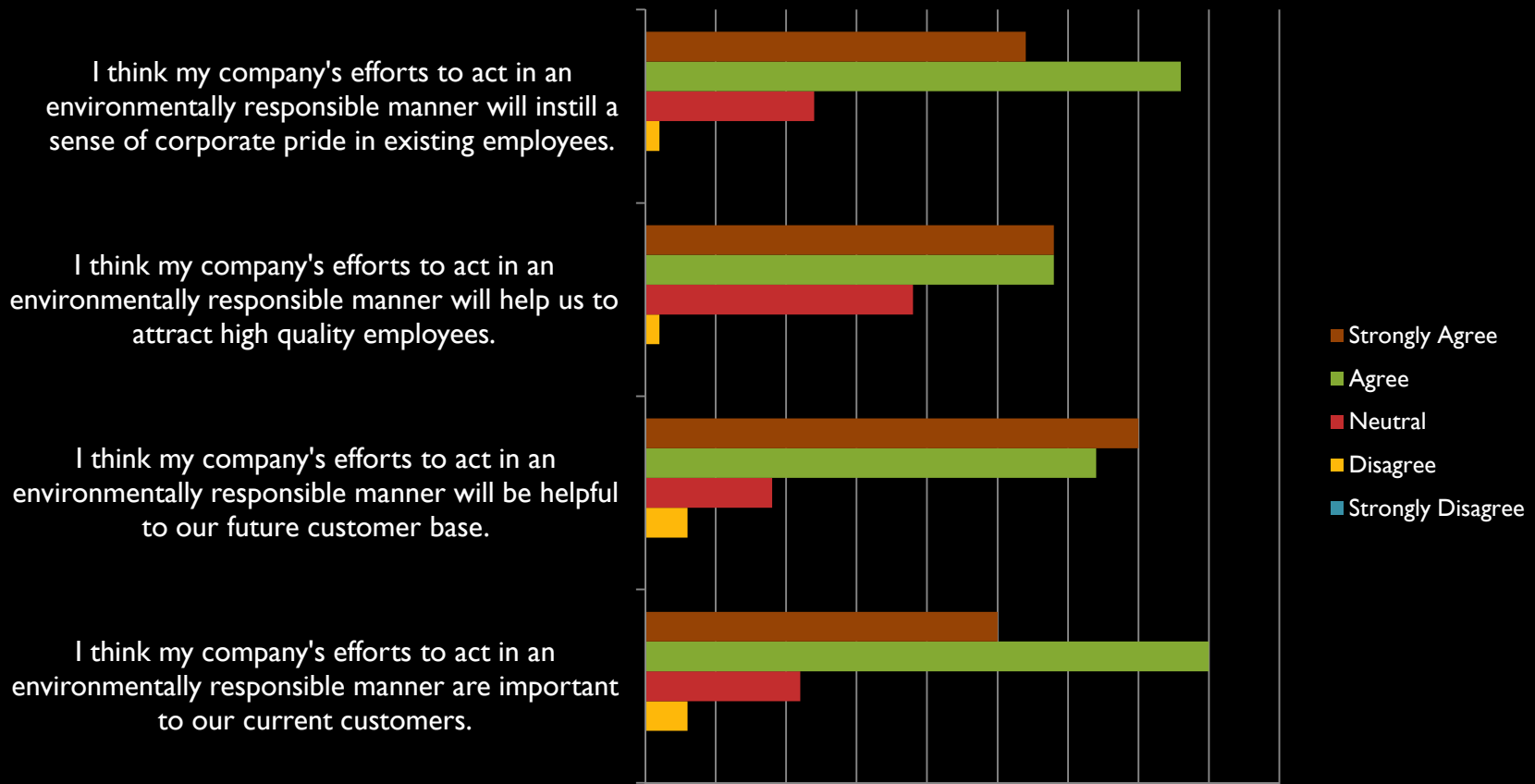
EMPLOYEE SURVEY RESULTS

HOW DO EMPLOYEES VIEW THEMSELVES AND OUR COMPANY?



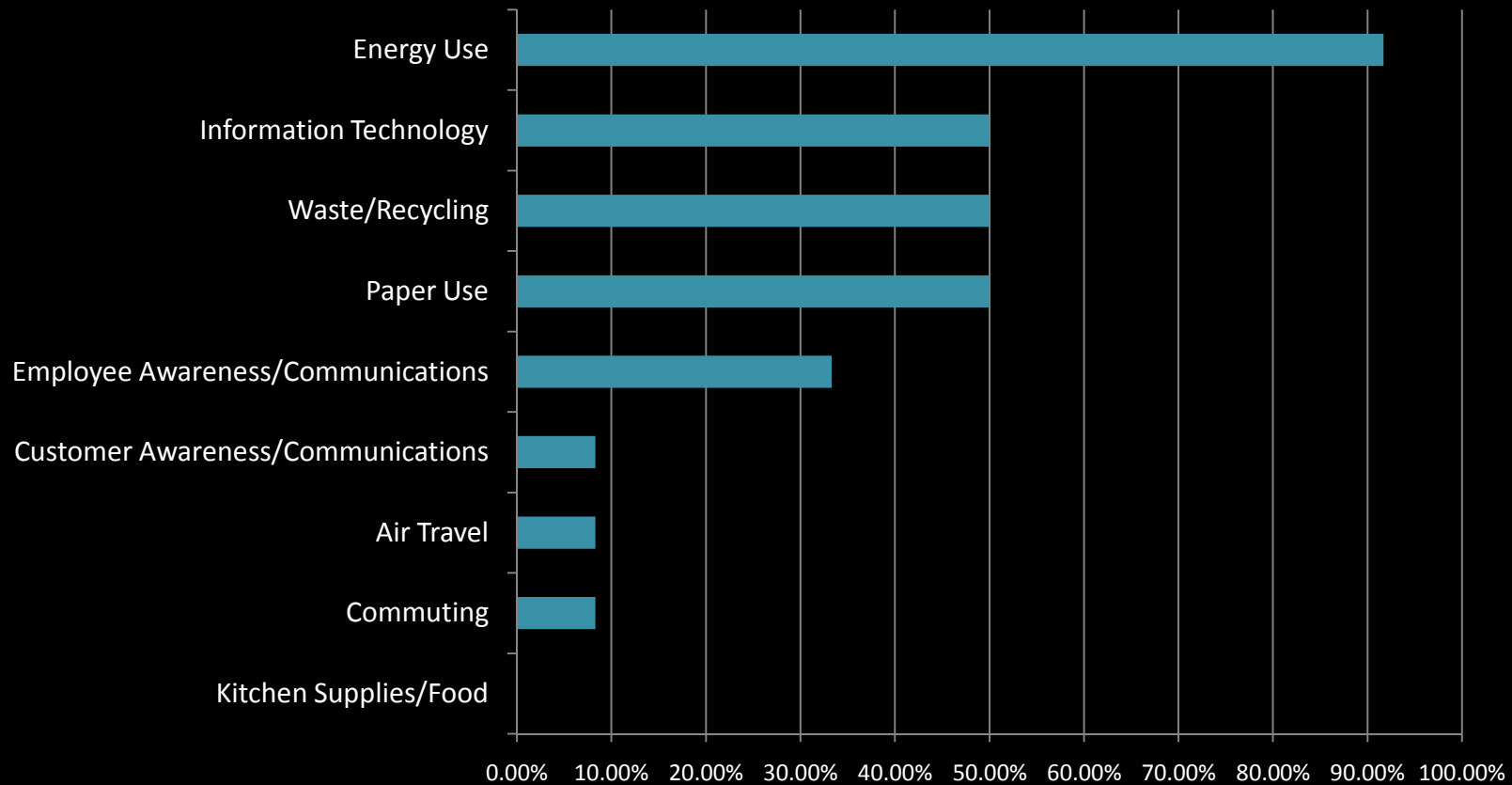
EMPLOYEE SURVEY RESULTS (2)

WHERE DO EMPLOYEES SEE BENEFITS IN GOING GREEN?



EMPLOYEE SURVEY RESULTS (3)

WHERE SHOULD WE FOCUS OUR GREENING EFFORTS?



PART OF A COMPLETED OFFICE/BUILDING SURVEY...

Your Address/Location

123 Green Street, Sacramento, CA

How many people (full-time equivalents) work in your office?

15

How would you describe your building (concrete/steel, wood, LEED certified)

Concrete and Steel

In what year was your office space built?

April 2007

How many square feet does your organization occupy?

6112 square feet

What is the square feet of impervious space that your company uses (sidewalks, parking lots, roof, etc.)? (If you have parking spaces but don't know the exact square footage, just tell us the number of spaces.)

15 parking spaces

Over the last 12 months, what is the average monthly electricity use of your facility? (We are looking for Kwh, which can be found on your utility bill.)

3343 Kwh

How much of it is from clean, renewable sources such as solar/wind/geothermal/hydropower? (This will also be on your utility bill.)

none

Over the last 12 months, what is the average monthly natural gas use of your facility? (We are looking for Therms, which can be found on your utility bill.)

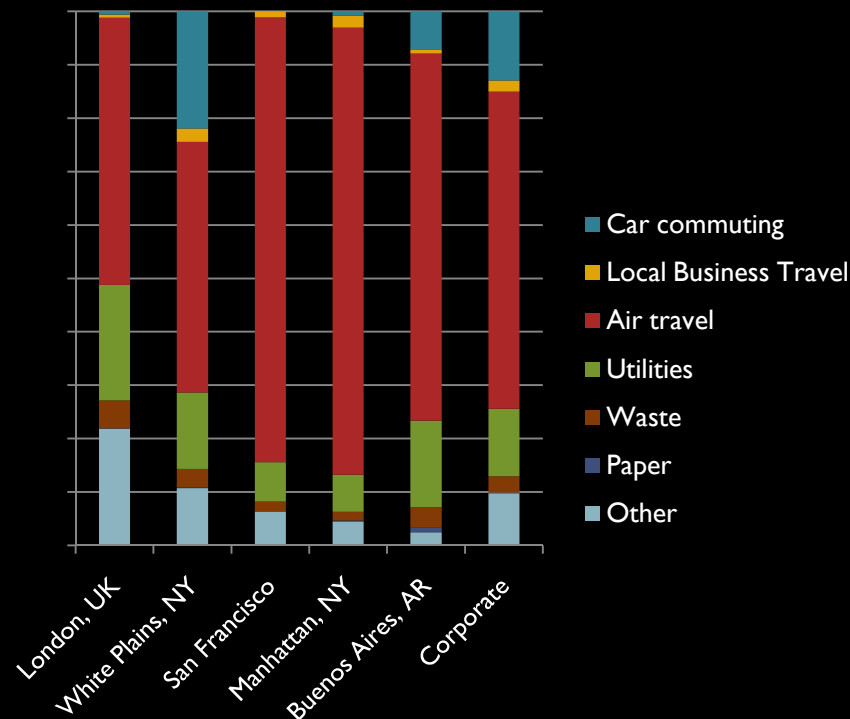
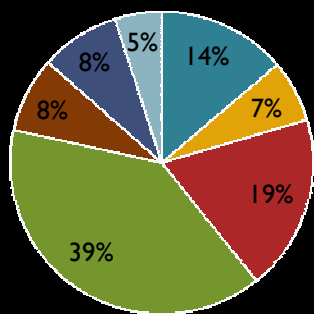
1480 therms

A FEW CARBON FOOTPRINT ANALYSIS GRAPHS...

Total Carbon
596.4 tons per year

If you have multiple offices, we'll
compare their relative impacts...

- Car commuting
- Air travel
- Waste
- Other
- Local Business Travel
- Utilities
- Paper



But the best part...

**WE CAN BENCHMARK YOUR
PERFORMANCE AGAINST YOUR PEERS**

EXAMPLE OF RESULTS

*LOOKING AT OTHER NON-PROFITS WITH
20 – 30 EMPLOYEES...*

Carbon tons per employee (annual basis)

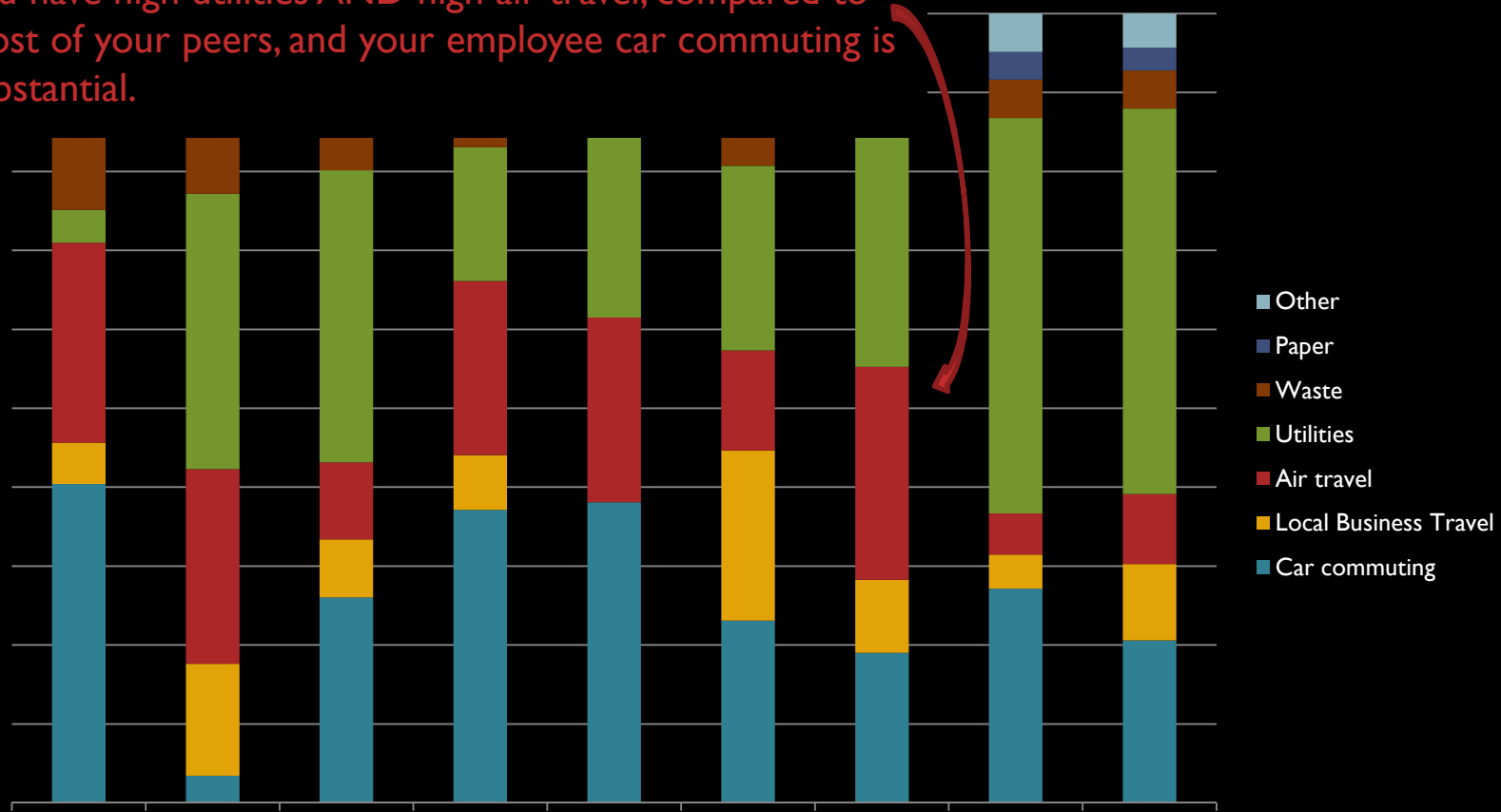


You are the third worst!

AND WHY ARE YOU THIRD WORST?

*LOOKING AT OTHER NON-PROFITS WITH
20 – 30 EMPLOYEES...*

You have high utilities AND high air travel, compared to most of your peers, and your employee car commuting is substantial.



NOW THAT WE KNOW YOUR **IMPACTS** AND WHERE EMPLOYEES ARE **ENTHUSIASTIC** WE'LL MAKE OUR **RECOMMENDATIONS.**

Our recommendations are tailored to each client that we work with, but commonly include issue areas such as:

Energy Efficiency and Renewable Energy

Commuting/Public Transit/Alternatives

Eco-Purchasing and Supply Chain

Employee Awareness and Education

Green Building and Retrofitting

Customer Outreach and Communication

Waste and Recycling

Marketing and Transparency

DEPENDING ON THE SCOPE OF YOUR SSC GREEN AUDIT, YOUR FINAL REPORT MAY BE...

A simple collection of our audit findings and recommendations:

- Details of the employee survey
- Analysis of your carbon footprint
- Tailored recommendations for “going green” along with resources to get you started

A complete plan to kick-start your green initiative:

- Everything you get with a simple audit, plus
- Detailed guidelines for each of our recommendations
- A month-by-month action plan for the first 180 days of your green initiative

SCREENSHOTS FROM AN SSC SUSTAINABILITY ACTION PLAN

STRATEGIC SUSTAINABILITY CONSULTING PRESENTS

SUSTAINABILITY ACTION PLAN

August 2007 – January 2008

How To Use This Sustainability Action Plan

Sustainability Action Plan	2
Tracking Progress	7
Energy	8
Waste	18
Water	36
Facilities	45
Purchasing	50
Transportation	62
Human Resources	68
Communications and Community	79

© 2007 STRATEGIC SUSTAINABILITY CONSULTING
4938 HAMPTON LANE, SUITE 221
BETHESDA, MD 20814
PHONE: 1.202.475.3248
EMAIL: INFO@SUSTAINABILITYCONSULTING.CO

Sustainability Action Plan	Month 1 August	Month 2 September	Month 3 October	Month 4 November	Month 5 December	Month 6 January
Energy						
Turn off the lights						
Set computers to sleep						
Turn off and unplug electronics at night						
Take the stairs						
Offset your carbon						
Switch to a green power source						
CPUs and LEDs						
Automate your thermostats						
Switch to recharge batteries						
Capable A/C alternatives						
Investigate energy savings for by						
Switch to eco-friendly web hosts						
Waste						
Minimize email usage and minimize printing						
Encourage staff to use bring their lunches in reusable containers						
Start a compost program						
Reduce food waste at the office						
Print in "dark" mode						
Use old paper for scratch						
Recycle or reuse printer cartridges						
Properly dispose of e-waste						
Recycle office supplies						
Check for water spills and water overflow						
Optimize use of washing equipment and facilities						
Check water pressure and avoid pressure reducing						
Update equipment for washing and cleaning						
Install water saving equipment in washrooms						
Invest in water efficient technology during upgrades						
Facilities						
Use healthy and environmentally sound paints						
Use eco-friendly solvents and cleaners						
Use occupancy sensors for indoor lights						
Advertise job openings with diversity oriented websites						
Create a transportation policy						
Purchase car-sharing memberships						
Other alternative transportation incentives						
Limit like sales						
Provide showers and changing rooms						
Human Resources						
Encourage diversity and EEO policies						
Adhere to labor and human rights laws						
Form a Green Team						
Conduct a supplier assessment						
Appoint a Chief Sustainability Officer						
Complete a formal EEO policy						
Communications and Community						
Assess current sustainability-related communications						
Communicate your carbon footprint						
Benchmark against industry standards						
Survey clients for feedback on environmental priorities						
Establish a sustainability policy						
Take advantage of existing environmental program standards						
Develop a Green Newsletter						
Add sustainability information to your website						
Use electronic communications instead of paper mailings						
Revised attendees about green aspects of meetings						
Engage with or join a sustainable business network						
Join the UN Global Compact						
Present "Eco-days" in local advertising						
Contact local media for a sustainability interview						
Publish a Sustainability Report						

Action: Set computers to sleep

Project Area: Energy **Difficulty Level:** Low

Description: Set computers to "sleep" after 10 minutes of inactivity.

Potential Benefits: Reduce the amount of energy your computer consumes.

Awareness/Education: Let employees know about the change on their computer and reasons behind it.

How To Do It (These directions work for most Windows-based computers)

- Right click on your desktop. Select the "Properties" option. A new window will pop up.
- Click on the "Screen Saver" tab at the top of the window. Under the "Monitor Power" section of the window, select the "Power" button.
- Another window will pop up entitled "Power Option Properties". At the bottom of a new window, there is a section titled "System standby". Select 10 minutes from the drop down menu.
- This will set your computer to go to sleep after 10 minutes and reduce the amount of power it uses.

Consult with your IT department to setup computers running operating systems other than Windows XP.

Estimated Time: 10 minutes per computer **Actual Time:**

Estimated Cost: Free **Actual Cost:**

Who Will Take Responsibility?

Notes:

STILL HAVE QUESTIONS? CONTACT US!



BRAINLAB

lisa@brain-lab.com

602-578-7930

www.brain-lab.com

