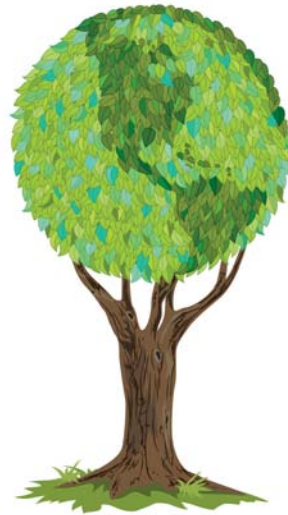




Environmental Stewardship Checklist

1. **Environmental Policy**
2. Environmental Management System
3. Annual Environmental Report
4. Carbon Footprint Analysis
5. Environmental Purchasing Policy
6. Vendor/Supply Chain Requirements
7. Mentoring to Other Businesses
8. Outreach Program
9. Green Building Certification
10. Green Building Implementation
11. Life Cycle Assessments
12. Hazardous Materials Reduction
13. Water Use Reduction
14. Material Conservation
15. Employee Trip Reduction
16. Process/Operation Energy Use Reduction
17. Transportation Energy Use Reduction
18. Renewable Energy Use
19. Environmental Enhancement Projects
20. Innovative Program
21. EPA Voluntary Programs



New Jersey Department of Environmental Protection

Bob Martin, Commissioner

Chris Christie, Governor

Kim Guadagno, Lt. Governor

For more information visit:

<http://www.stewardship.nj.gov/>

Or Contact:

Janet Smolenski

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Environmental Policy



Part of the **Environmental Stewardship Initiative**: a voluntary program that utilizes existing Department infrastructure and personnel to capture information during routine enforcement inspections and recognize members of the regulated community who are engaging in positive activities that benefit the environment.

Qualifying for Environmental Policy Stewardship Recognition

To receive stewardship recognition for an **ENVIRONMENTAL POLICY**, a business must operate under a comprehensive written environmental policy that establishes the environmental goals and principles of a company. The policy must be strongly supported by the organization's leadership, address more than just compliance and be incorporated in all levels of the organization's structure.



What should be included in an **ENVIRONMENTAL POLICY**?

*Communicate this policy with all employees or post it in a visible location on site



*Ideally, review and revise the policy statement each year



*Must be signed or endorsed by the executive officer

*Commit to realistically achievable goals beyond regulatory or legal compliance

An **ENVIRONMENTAL POLICY** should contain information regarding:

- ⇒ a clear vision that will unite a company's employees, management, stakeholders, customers and suppliers
- ⇒ a continued commitment towards sustainability
- ⇒ explicit goals to be implemented in each department
- ⇒ how the policy will be evaluated over time
- ⇒ how the policy incorporates business strategy

In short...

1. Tailor the policy to the company—where can progress be achieved?
2. Share the policy throughout the business and community to promote awareness and cooperation.
3. Show proof of the document to the site inspector.

For more information on writing an **ENVIRONMENTAL POLICY**, visit:

Colorado State University—Writing Guide for an Environmental Policy Statement

<http://writing.colostate.edu/guides/documents/policy/index.cfm>

Business Environmental Alliance—Developing an Environmental Policy Statement

http://sonoma-county.org/bea/pdf/how-to_1.pdf

Global Reporting Initiative

<http://www.globalreporting.org/>

Envirowise—How to Write an Environmental Policy

<http://www.envirowise.gov.uk/page.aspx?o=Ref0112>