



## Lincoln Responsible Business Award Survey 2010

The Lincoln Responsible Business Awards are a way to assess the environmental sustainability of your business, improve your business practices, save money, free advertising about how sustainable your business is, all for no cost. Why pay thousands of dollars? There will be a Platinum award this year for Lincoln businesses so that the gold winners have something to aspire to and also a trophy for the best Business. If you had an award in 2009, now is the time to have a reassessment, and perhaps upgrade! Please answer each question by simply ticking the appropriate answer "Yes", "No", or "Not applicable" (N/A). Businesses that complete the survey will receive a visit by one of the Envirotown team to discuss your answers with you and you will be awarded a certificate (Bronze, Silver, Gold or Platinum) based on your current performance compared with what is possible for your business. The details are at the end of the survey.

If you have any questions regarding the Lincoln Envirotown Trust or the Award contact Sue Jarvis Phone: 329 5858

The details of the surveys from individual businesses will remain confidential unless permission is gained from the business to do otherwise. Businesses gaining top awards will be publicised to encourage people to use local sustainable businesses. If you have any suggestions about how to improve the survey, please let us know.

Business Name:

Contact Person:

Telephone:

Email:

Web site:

Site visit appointment:

Consultant: Rose Spijkerman

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This survey was developed for LET by Prescott Horn Limited see [www.prescotthorn.co.nz](http://www.prescotthorn.co.nz)



**SECTION 1: SOLID WASTE MANAGEMENT**

| 1. SOLID WASTE- does your business undertake any initiatives to minimise the following from being disposed in the general rubbish i.e. ending up in the landfill? | YES | NO | N/A | Examples of initiatives that businesses can undertake to reduce waste to landfill. | List details of the actual initiatives the business undertakes to reduce waste being disposed to landfill? |
|---|-----|----|-----|--|--|
| a. Plastic  |     |    |     | Purchase in bulk to reduce packaging, recycles.                                    |  |
| b. Office paper   |     |    |     | Use print preview function on the computer, print double-sided, recycles.          |  |
| c. Cardboard  |     |    |     | Reuse cardboard boxes, recycles.   |  |
| d. Other paper e.g. envelopes, magazines, newspapers  |     |    |     | Don't use window envelopes, subscriptions shared by multiple users, recycles.      |  |
| e. Miscellaneous packaging e.g. bubble wrap, blue strapping, shrink-wrap from pallets etc   |     |    |     | Avoid purchasing items with unnecessary packaging, reuse packaging, recycles.      |  |
| f. Metal  |     |    |     | Separates and recycles.  |  |
| g. Glass  |     |    |     | Recycles.  |  |
| h. Fabrics and rags   |     |    |     | Reuses rags when practical.  |  |
| i. fuel oils and lubricants   |     |    |     | Collects all waste lubricants, oils, fuels, coolants for recycling.                |  |
| j. Organic waste i.e. food, garden trimmings  |     |    |     | Bokashi, worm farm, composting, animal food.                                       |  |
| k. Hazardous waste e.g. batteries, cell phones, computers etc   |     |    |     | Separated and disposed of as recommended by the manufacturer or local council.     |  |



**SECTION TWO: ENERGY MANAGEMENT**

| <b>2. ENERGY MANAGEMENT- does your business undertake any initiatives to minimise the amount of energy your business consumes?</b> | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>Examples of initiatives that businesses can undertake to reduce energy consumption</b>   | <b>List details of the actual initiatives the business undertakes to reduce non renewable energy consumption</b> |
|--|------------|-----------|------------|---|--|
| a. Electricity (heating, machinery etc)  |            |           |            | Good building design, machinery fit for purchase (correct motor size), pipe lagging, insulation, energy star ratings, heat transfer, natural passive heating, heating timers. |  |
| b. Electricity (lighting)  |            |           |            | Natural light (clean skylights), sensors, energy efficient bulbs, correct level of lighting, lighting switched off when not needed.   |  |
| c. Gas (LPG etc)   |            |           |            | Preheat of water using solar, forklifts not left running for long periods when not in use.  |  |
| d. Coal  |            |           |            | Reduce use and find an alternative energy source.   |  |
| e. Wood  |            |           |            | Reduce use and find an alternative energy source.   |  |
| f. Fuel oil (heating)  |            |           |            | Reduce use and find an alternative energy source.   |  |
| g. Other (please specify)  |            |           |            |   |  |
| h. Vehicle use- car, motorbike, truck, taxis etc   |            |           |            | Encourage public transport, carpooling, bike storage area, staff shower.  |  |
| i. Air travel  |            |           |            | Skype, videoconferencing, teleconferencing.   |  |
| j. Couriers  |            |           |            | Limit the number of courier pickups.  |  |
| k. Appliance purchasing  |            |           |            | Energy rating considered (EnergyStar)   |  |
| l. Renewable energy (wind, solar)  |            |           |            |   |  |



### SECTION THREE: WATER QUALITY MANAGEMENT

| 1. WATER QUALITY- does your business undertake any initiatives to minimise the amount of water you use as well as the quality waste water you dispose of (e.g. sewer) | YES | NO | N/A | Examples of initiatives that businesses can undertake to minimise water consumption and improve waste water quality | List details of the actual initiatives the business undertakes to reduce water consumption and improve waste water quality |
|---|-----|----|-----|---|--|
| a. Fresh water  |     |    |     | Flow restrictors, low flow taps and hoses, reuse rinse water, rain water collection.                                |  |
| b. Waste water (e.g. washing water, process water etc)  |     |    |     | Reuse rinse water, remove solids, control pH,   |  |
| c. Chemical use (e.g. cleaning)   |     |    |     | Non toxic, biodegradable  |  |
| d. Other substances (e.g. oils, cooking fats etc)   |     |    |     | Separate oils and cooking fats.   |  |

### SECTION FOUR: AIR QUALITY MANAGEMENT

| 1. AIR QUALITY- does your business undertake any initiatives to minimise the amount of pollutants you discharge into the air | YES | NO | N/A | Examples of initiatives that businesses can undertake to minimise air pollutants | List details of the actual initiatives the business undertakes to reduce air pollutants |
|--|-----|----|-----|--|---|
| a. Dust  |     |    |     | Work indoors, dust extraction systems  |   |
| b. Odour   |     |    |     | Work indoors, scrubbers, cleaning practices                                      |   |
| c. Fumes (e.g. motor, machinery, stacks etc)   |     |    |     | Scrubbers, ventilation, reduce operating times                                   |   |
| d. Noise   |     |    |     | Buffer zones, control of operating hours   |   |



## SECTION FIVE: PURCHASING

| <b>5. PURCHASING- does your business source products and services with a lower environmental impact and/or offer these products to customers.</b> | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>Examples of responsible purchasing</b>  | <b>List details of the actual initiatives the business undertakes to ensure purchasing decisions are made responsibly.</b> |
|---|------------|-----------|------------|--|--|
| a. Organics and/or Fairtrade  |            |           |            | Purchasing certified organic, fair-trade, ecolabel, carbon neutral products.                                 |  |
| b. Packaging  |            |           |            | Purchasing products with minimal packaging (e.g. in bulk) or with packaging that can be reused for recycled. |  |
| c. Chemicals  |            |           |            | Non-toxic, biodegradable, low irritant,  |  |
| d. Sustainable supply (e.g. wooden products etc)  |            |           |            | Sustainable harvested wood (e.g. forest stewardship council), New Zealand pine, locally source produce.      |  |

## SECTION SIX: BIODIVERSITY

| <b>6. BIODIVERSITY- does your business undertake any activities to increase the biodiversity on your premise or within the community</b> | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>Examples of initiatives to increase or promote biodiversity</b> | <b>List details of the actual initiatives the business undertakes to increase or promote biodiversity</b> |
|--|------------|-----------|------------|--|---|
| a. Business property   |            |           |            | Garden, planting to attract birds                                  |   |
| b. Community tree plantings (participate in)   |            |           |            | Staff participation in community tree planting days                |   |
| c. ** Sponsorship (plantings, birds, rare species etc)   |            |           |            | Financial contribution toward protecting native or rare species    |   |



**SECTION SEVEN: STAFF AWARENESS AND COMMITMENT**

| <b>7. STAFF AWARENESS- does your business show commitment by raising staff awareness on the environmental impact of their job?</b> | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>Examples of initiatives to increase staff awareness and education</b>                                       | <b>List details of the actual initiatives the business undertakes to increase staff awareness and education</b> |
|--|------------|-----------|------------|--|---|
| a. Staff meetings  |            |           |            | Issues raised and discussed at staff meetings  |   |
| b. New staff induction   |            |           |            | Environmental and sustainability issues relevant to the business are included on the staff induction checklist |   |
| c. Staff training  |            |           |            | In-house training, external training, training records.  |   |
| d. Work instructions   |            |           |            | Documented work instructions, notices, or standard operating procedures  |   |

**SECTION EIGHT: CUSTOMER AWARENESS**

| <b>8. CUSTOMER AWARENESS- does your business inform your customers or users of alternative options?</b> | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>Examples of initiatives to increase customer awareness</b> | <b>List details of the actual initiatives the business undertakes to increase customer awareness</b> |
|---|------------|-----------|------------|---|--|
| a. environmentally sustainable options (low energy, water etc)  |            |           |            | Product information, staff knowledge.                         |  |
| b. healthier options (low toxins, chemicals, preservatives etc)   |            |           |            | Product information, staff knowledge                          |  |



**SECTION NINE: COMMUNITY-** If you have provided sponsorship or in another way contributed to improving the sustainability or “resilience” of the community, apart from biodiversity, please put the details here:

| 9. Do you or your business support community sustainability in any other way not already mentioned | YES | NO | N/A | Examples of initiatives to support sustainability                      | List details of the actual initiatives the business undertakes to support community sustainability |
|--|-----|----|-----|--|--|
| a. Financial contributions   |     |    |     | Sponsorship of Lincoln Envirotown or other environmental organisations |  |
| b. Voluntary time  |     |    |     |  |  |
| c. Other   |     |    |     |  |  |



**BUSINESS RATING BY LINCOLN ENVIROTOWN (TO BE COMPLETED BY THE ASSESSOR)**

This section is for the Lincoln Envirotown Assessor to complete when they visit the business:

Write the score achieved next to the columns in each section above and summarise the scores below:

| <b>SECTION</b>        | <b>Yes (total ticks)</b> | <b>No (total ticks)</b> |
|-----------------------|--------------------------|-------------------------|
| 1. Solid Waste        |                          |                         |
| 2. Energy Management  |                          |                         |
| 3. Water Quality      |                          |                         |
| 4. Air Quality        |                          |                         |
| 5. Purchasing         |                          |                         |
| 6. Biodiversity       |                          |                         |
| 7. Staff Awareness    |                          |                         |
| 8. Customer Awareness |                          |                         |
| 9. Community          |                          |                         |
| <b>Totals</b>         |                          |                         |
| <b>Final Score</b>    |                          |                         |

The final score = total number of 'yes' ticks/ sum of the 'yes' and 'no' ticks

e.g. a business scores Yes= 20 No=9

The total score = 20/29= 69% (Silver)

**NONE: Score = below 39%    BRONZE: Score: 40 to 59%    SILVER: 60 to 79%    GOLD: 80 to 94%    PLATINUM 95% and over**



**FEEDBACK FOR THE BUSINESS**

**Three things this business is doing really well and can be commended for:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Three things this business could do to improve:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_