



# New York State Pollution Prevention Institute (NYSP2I)

## Sustainability Plan Development Worksheet

*This worksheet can be used to brainstorm and start thinking about the elements of a sustainability plan for your company.*

**Your Name and Position:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Industry Sector:** \_\_\_\_\_

**Does company have a strategic business plan (1 year, 3 years, 5 years)?**

NO, YES

**Does the strategic business plan currently include elements of sustainability (employees, community, environment, health & safety, customers, suppliers)?**

NO, SOME ELEMENTS, MANY ELEMENTS

**Create a Business Case for integrating Sustainability into your business. Think about:**

- Business and economic opportunities & risks
- Cost reduction opportunities
- Regulatory compliance
- Environmental impacts (see questions further down)
- Social impacts
- Customer requirements
- Transportation and supplier interruptions
- Industry trends
- Brand value and reputation
- Your competition's sustainability commitments
- How you can differentiate your company

**Notes:** \_\_\_\_\_

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**Consider Top Management and Key Internal Stakeholders** (names and/or titles) that will need to have buy-in the sustainability commitment:

For example: Owner / CEO / President, CFO, COO, Production Manager, Key Departments, Procurement, Facilities & Maintenance, Human Resources, Marketing, Employee Representatives

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**List Top External Stakeholders** that influence your business decisions such as key customers, investors, suppliers, governments, employee organizations, the community surrounding your business, industry trade associations, NGOs, activist organizations, experts and academic institutions

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**Write your vision for your company's sustainability commitment:**

What is the company hoping to achieve? How would it contribute to a sustainable world? How can this vision last into the long-term future? Remember, this is a *vision*, not an end goal.

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## What are your company's key impacts?

- What are your key processes and activities? How are they managed?
- What materials and chemicals are brought into your company and used?
- What energy is consumed (natural gas, propane, oil, electricity) and how much? Do you use any alternative energy?
- What is water used for? How much is consumed and discharged?
- What comprises your waste? How much waste is generated? Is any reused, recycled, or composted? How can waste be reduced?
- What products do you produce and what happens to them once they leave your facility? What impact do your products have over their lifespan? What happens to them at the end-of-life?
- What impact does your company have on its community? What is your relationship and interdependence on the community? What do you take from the community and what do you give to it?
- Where are your purchased products and material inputs coming from? How are they originally obtained, harvested or mined?
- What is your impact on your industry? Can you affect change on your industry?
- What is the cost of each of these impacts?

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**What are your areas for improvement? Prioritize them.**

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**What are your Top Goals?**

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

**What Action Plans are needed to achieve your Goals:**

Notes: \_\_\_\_\_  
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**Next Steps:**

1. Communicate and keep an open dialogue going with your top management and internal and external stakeholders about committing to sustainability and what they consider the most important sustainability topics to manage and report on
2. Create a planning team to assist with setting the direction for sustainability for the company, developing the Sustainability Plan and action plans, and leading sustainability efforts.
3. Establish baseline measurements to then monitor performance and measure progress.
4. Benchmark against your completion or industry and follow marketplace trends
5. Report on your vision, goals and progress to your stakeholders