



Best Practice Checklist

Feeling Inspired But Not Sure Where or How to Start?

Based on our experience working with leading organizations across the country, we've pulled together a few best practice tips to help you identify and advance opportunities to reduce waste and enable more environmentally conscious management of information across your organization.

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1 Identify information and assets being managed across the organization that result in some form of waste being generated.
Identify how that waste is being managed, and **think bigger than just paper**. Consider plastics, IT devices, and other items used in high volume across the organization.
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2 Isolate high-impact opportunities to elevate environmental responsibility.
Identify the natural and energy resources supporting the management of information assets and assess how **a reduction in consumption or the introduction of eco-friendly alternatives** could impact near- and long-term environmental, societal, and financial goals.
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3 Leverage collaboration within your organization and through extended partnerships to realize your vision.
Empower your employees to be part of the solution through ongoing education, and strategically **select partners with a like-minded commitment** who offer both the resources and reach to amplify your program's impact.
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4 Expand the way you think about workflows and processes.
Do not think about the supply chain solely as a linear process with a starting and an end point. Think about your processes as cycles to uncover often-overlooked opportunities to **recycle, remarket, or reuse materials** in new and exciting ways.
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5 Align sustainability programs to business priorities.
In order to gain leadership's buy-in, build a business case that **demonstrates the business value** in addition to the positive social or environmental impact. This might include forecasted savings, process efficiencies, or improvements in employee safety.
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6 Measure, Measure, Measure.
Once the program is in place, **regularly measure and report** on your program's impact to create a level of visibility and excitement that will support long-term adoption, growth and sustainability goals.