



# Best Practice Checklist

## Feeling Inspired But Not Sure Where or How to Start?

We have 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 organisation.

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**1 Identify information and assets being managed across the organisation 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 organisation.
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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 organisation and through extended partnerships to realise 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 improvement in patient and 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 growth and adoption.