**(***insert company name* **)**

**S U S T A I N A B I L I T Y**

**A C T I O N
P L A N
SAP**

**- (** *year* **) -**

**V I S I O N**

(***company name***) will be a premiere model for sustainability and environmental stewardship throughout our community and the greater landscaping industry.

There is opportunity for the integration of sustainable practices in all of (***company name***) main service divisions; (***include a bulleted list of main services***)

This report will highlight goals and key benchmarks for each division.

A monthly meeting will be held to discuss our progress and will serve as an indicator of our successes and failures. Sustainability and environmental responsibility will fall on all employees of (***company name***). All are held accountable for the mutual successes of our initiatives. All team members will sign the agreement at the end of this document to ensure a cohesive understanding of our sustainability goals and ensure our values are met.

**C O N T E N T S**

( service – e.g. “*Design/Build*” ) - pg. #

( service – e.g. “*Tree Care*” ) - pg. #

( service – e.g. “*Fertilizing*” ) - pg. #

( service ) - pg. #

( service ) - pg. #

Operations - pg. #

General Sustainability - pg. #

Long Term Goals - pg. #

Sustainability Codes of Conduct - pg. #

Agreement - pg. #

\*Specific goals for (***year***) are detailed at the

end of each section.

**S E R V I C E S**

**( S E R V I C E # 1 -** *e.g. “Design/Build”* **)**

(What does this service wish to accomplish in terms of sustainability? How can this service be improved to become more sustainable?)

sample text : “*The design/build division of* (***company name***) *looks to promote sustainability in all of its design work and operations. This will come in the form of targeting specific plantings and soil preparation techniques, promoting storm water management systems (rain gardens, bio-swales, rain barrels, rainwater harvesting systems, permeable pavers, etc.), utilizing sustainable products and materials, improving logistics, and utilizing native plants and local materials.*

Specific goals for (***year***) are detailed below.

**( SERVICE #1 ) Sustainability Goal #1**

(*define goal*) – One sentence

sample text : “*Promote the use and benefits of native plants.”*

(*detail goal*) – Paragraph

sample text : *“This is not an all or nothing approach...utilize native plants only where they are appropriate. Our focus needs to shift towards creating plant communities where plant placement is based on similar cultural needs, and a long-term goal of self-sustained low maintenance.”*

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

sample text :

* *“Extensive research on native plants and their specific cultural needs and habits. This ensures they will be utilized appropriately and we can fully convey to our clients what can be expected from each specific plant. (seasonal, growth habit, known issues, maintenance).*
* *Form relationships with native plant suppliers and nurseries .*
* *Become familiar with native plant pricing, including seeding + plug projects.*
* *Gain a strong understanding of maintenance and establishment techniques.”*

**( SERVICE #1 ) Sustainability Goal #2**

(*define goal*) – One sentence

(*detail goal*) - Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #1 ) Goal #3**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #1 ) Sustainability Goal #4**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( S E R V I C E # 2 –** *e.g. “Maintenance”* **)**

(What does this service wish to accomplish in terms of sustainability? How can this service be improved to become more sustainable?)

sample text : “*There is potential for sustainability in all aspects of (company) property maintenance division. Conventional maintenance is a standard which has rarely been challenged in the Midwest, and potential for innovation is virtually limitless. (company) would like to simplify property maintenance with a “back to basics” approach, yet be progressive in terms of new technology and techniques.”*

Specific goals for (***year***) are detailed below.

**( SERVICE #2 ) Sustainability Goal #1**

(*define goal*) – One sentence.

sample text : *“Reduce the amount of chemical applications being used for weed control and explore organic alternatives.”*

(*detail goal*) – Paragraph

sample text : *“Accomplishing this goal requires a strategic approach to maintenance. One that incorporates new tools, techniques, and a better understanding of “what happens when” during the landscape season. Using a hoe for cultivation, and conducting observational weeding should get us to a point where conventional chemicals are not necessary. More and more products are being developed to address weeds without the high inputs of synthetic chemicals into the environment.”*

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

sample text :

* *“Explore Fiesta as a spot spray alternative to RoundUp. Fiesta’s main ingredient is Iron.*
* *Cultivate planting beds more regularly.*
* *Install dense plant communities.*
* *Eliminate turf areas which are susceptible to heavy weed infiltration.“*

**( SERVICE #2 ) Sustainability Goal #2**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #2 ) Sustainability Goal #3**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #2 ) Sustainability Goal #4**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( S E R V I C E # 3 )**

(What does this service wish to accomplish in terms of sustainability? How can this service be improved to become more sustainable?)

Specific goals for (***year***) are detailed below.

**( SERVICE #3 ) Sustainability Goal #1**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #3 ) Sustainability Goal #2**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #3 ) Sustainability Goal #3**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #3 ) Sustainability Goal #4**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( S E R V I C E # 4 )**

(What does this service wish to accomplish in terms of sustainability? How can this service be improved to become more sustainable?)

Specific goals for (***year***) are detailed below.

**( SERVICE #4 ) Sustainability Goal #1**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #4 ) Sustainability Goal #2**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #4 ) Sustainability Goal #3**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #4 ) Sustainability Goal #4**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( S E R V I C E # 5 )**

(What does this service wish to accomplish in terms of sustainability? How can this service be improved to become more sustainable?)

Specific goals for (***year***) are detailed below.

**( SERVICE #5 ) Sustainability Goal #1**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**( SERVICE #5 ) Sustainability Goal #2**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**O P E R A T I O N S**

(***company name***) operations can be improved drastically through sustainability. Currently, (***company name***) does very little in terms of operating sustainably. There is opportunity to start making some immediate changes. There are several components to the operational side of sustainability; promoting sustainable practices to our employees (leading by example), reducing our carbon footprint, and demonstrating our offered sustainable services. These components are detailed below.

Promoting Sustainable Practices to Our Employees - Creating an environmentally conscious culture

**Education**

* Morning and one-on-one meetings - Set personal sustainability goals, track progress.
* Personal Binders - Section dedicated to sustainability with personal progress worksheets.
* Organic vegetable garden at shop - Learning by working together, promoting healthy habits, consuming vitamin N (nature), team building exercise.

**Provide Incentives for Employees to Make Changes**

* Bringing lunch to work in re-usable containers - Saves on fuel (not having to go off route to pick up fast food), saves on waste materials, healthier eating habits. Incentive is either a bonus base or free lunch/gas card.
* Recycling - Bringing in recycling from home is encouraged, Recycling at shop is strictly enforced.
* Philanthropy/Volunteer hours - Recognized and rewarded. Not mandatory at this point (will be in future).
* Transportation - Incentives for riding bike or carpooling to work provided as a monthly bonus.
* Sharing -Employees will be rewarded for bringing in and presenting information/stories relevant to sustainability and/or educational topics being covered in morning meetings.

**Reducing Our Carbon Footprint** (*Below are just examples – use specific examples as they pertain to your company!)*

* Going paperless - Printing double-sided, scanning all documents into digital filing system, using recycled paper, digital time-clock, encouraging clients to receive invoices/estimates/newsletters through e-mail.
* Fleet Management - Fleet management programs promise to reduce overall vehicle costs, maximize workforce, improve fleet safety, and cut unnecessary fuel usage. All of which increase revenue and help to obtain accurate job costs.
* Toxic Waste Disposal - Taking the time to properly dispose of toxic materials: oil, paint, fertilizer, insecticide/herbicides, etc.
* A disposal resource sheet will be created for quick reference.
* Weatherize Shop - Insulation, sealing/caulking drafts.
* Hand Dryer in Bathroom - Reduce the amount of paper towel waste.
* Use of environmentally friendly cleaning/hygiene products -Widely available, no excuse not to be using these products.
* Scavenger (i.e. *Craigslist*) - Buy as little new materials/furniture/equipment as possible.
* Employee Health -Install air purification systems in offices and a central exhaust system in garage
* Showcase Rain Garden / Bio-Swale at operations facility.
* Composting Operations - Set up compost tea operation. This requires a small holding tank and aerator. Compost food scraps on a small scale to be used in our organic garden and teach employees/clients about composting.
* Organic Vegetable Gardening – Raised garden beds, which will be cultivated, planted, tended to, and harvested by (***company name***) family. Educational and team building project which will also be used as an educational tool for our clients.
* Other Sustainable Features – Explore apiary design (beekeeping), keeping chickens at shop (legality?), etc.

Specific goals for (***year***) and these sections are detailed below.

**Operations Sustainability Goal #1**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**Operations Sustainability Goal #2**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**Operations Sustainability Goal #3**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**Operations Sustainability Goal #4**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**G E N E R A L S U S T A I N A B I L I T Y**

Long-term Goals & the Big Picture

A general sustainability ethic will not only be built by executing the provided outline and set goals for each of (***company name***) (***number of services***) main services, but it will also be built through much broader involvement and the establishment of long term goals. Through involvement in various sustainability driven organizations, getting our HOA and municipal clients onboard with sustainable practices, and becoming certified as accredited professionals we will ensure that we remain on the edge of sustainable practices. This will ensure that we gain the credentials and vital experience to offer high quality sustainable services, and eventually reach a point where sustainability is second nature. We will arrive at a point where it becomes easier to operate sustainably than to operate unsustainably.

Specific goals for (***year***) and beyond are detailed below.

**General Sustainability Goal #1**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**General Sustainability Goal #2**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**General Sustainability Goal #3**

(*define goal*) – One Sentence

(*detail goal*) – Paragraph

**How we will accomplish this goal...**

**(*List how goal will be accomplished through specific actions / steps*) –** Bulleted List

**Long Term Sustainability Goals for (***company name***)**

(***List long-term sustainability goals – THINK BIG!***) – Bulleted List

**(company name)**

**General Codes**

**of Sustainable Conduct**

Recycling is mandatory

Compost food scraps (no fats/meat/dairy!)

Use re-usable containers

Turn off lights when not in use

Turn off equipment/trucks when not in use

Double-sided printing...Print on both sides

Pick up all trash outside (at shop and on-site) and dispose of properly

Avoid spilling gas, fertilizer, and oil. If spill occurs, clean up immediately

Promote (***company name***) sustainability values daily

Treat the landscape with respect

Lead by example – Practice what we preach

Vote with your dollar

Go outside

**(These are examples – Be creative and specific to your company’s vision and goals!)**

**I Agree. Let’s do this!**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will do everything in my power to achieve the goals and values which have been outlined in the (***company name***) (***year)*** Sustainability Action Plan. I will periodically reference this document to ensure I am adhering to its codes of conduct and that I am continually working towards its long and short-term goals. I will also act as a leader by example and will always promote these values to all members of (***company name***) to ensure cohesiveness in thought and objectives among the team.

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\* For a downloadable example of a fully completed and yearly updated* ***SAP*** *check out:*

*ringerslandscaping.com and visit the “Sustainability” section.*