



10 Steps Towards Sustainability

1. Route efficiency and optimization.

- Route optimization reduces total routed miles, minimizes empty miles and reduces your overall carbon footprint, not to mention reduces cost!
- Proactive communication and visibility reduces re-work, go-backs and duplicate trips.

2. Invest in renewable energy sources.

- Investigate renewable energy sources for office or operational locations where feasible. Many utilities have plan options that provide electricity generated from renewable sources such as wind, solar or hydropower.
- Depending on your location, rooftop solar may be an option to provide renewable energy to an office or operational location.

3. Partner with sustainable suppliers.

- Consider using marketing providers who make their swag with/from recycled materials or environmentally conscious materials.
- Contract with janitorial services who use sustainable chemicals, microfiber cloths or paper products containing recycled materials.
- Purchase paper products for the office or facility that contain recycled content.

4. Practice water and energy stewardship.

- Install low-flow water fixtures and use motion sensor technology for automatic water cutoff.
- Use LED lighting in office and operational spaces, with timers and motion sensors.
- Use ENERGY STAR rated appliances.
- Use timers for the HVAC to optimize based on when facility is occupied vs. empty.

5. Landfill avoidance (Reduce, Reuse, Recycle!)

- Evaluate your supplies and the packaging they come in. Are there similar products with environmentally friendly packaging?
- Look for ways to eliminate single use plastics. For example, install water bottle refill stations in offices and operations to encourage reusable water bottles.
- Swap out Styrofoam coffee cups for paper, or even ceramic mugs that can be put through an office kitchen dishwasher.
- Recycle in your operations where you can; utilize a cardboard bailer or a Styrofoam densifier for large quantities.
- If you handle consumer durables such as mattresses, appliances or furniture, dispose or recycle properly to comply with regulations and recommended disposal practices.



6. Go paperless & embrace digital.

- Eliminate the physical paper trail and convert to digital communication for both internal and customer-facing workflows. This will both save money and trees.

7. Embrace hybrid or fully remote schedules for employees where feasible.

- Reduced frequency of commuting lowers emissions, reduces congestion, and often improves quality of life.
- If employees remain productive and have a dedicated, comfortable, quiet workspace at home, and want the option to WFH, consider making it a reality.

8. Engage with your employees and your community.

- Install passenger vehicle EV chargers for your employees.
- Consider adopting a road near your office or operation. Partnering with your local Keep (your city) beautiful non-profit is a great way to keep your work location clean, give back to the community, allow employees to engage in philanthropy.
- For employees commuting from the same general area to the office, offer monthly gift card drawings to encourage ridesharing.
- Have bike racks available for employees who ride their bike to work.

9. Maintain a modern fleet, explore alternative fuels.

- For asset fleets, maintain as young of a fleet as possible to take advantage of advances in emissions-reducing engine technology.
- Opt-in for equipment specifications including APUs, clean idle and idle shutoff, CARB and EPA compliant standards.
- Incorporate aerodynamic features into tractor and trailer procurement specifications.
- Sustainable tire procurement options and end of life recycling programs.
- Explore alternative fuels available today for existing engines such as renewable diesel, biodiesel, renewable natural gas, etc.

10. Explore free resources.

- Take advantage of resources dedicated to providing best-in-class transportation industry information and efficiency standards that help reduce costs and are also sustainable!
 - EPA SmartWay (www.epa.gov/smartway)
 - North American Council for Freight Efficiency – NACFE (www.nacfe.org/)
 - Smart Freight Centre (www.smartfreightcentre.org/en/)