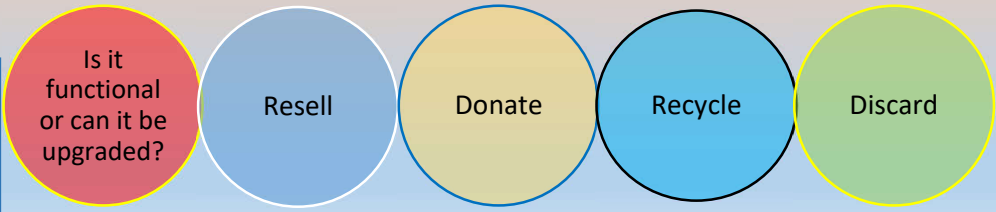


Step 1: Make an agenda Choose realistic Sustainable Development Goals . Scale to your organization's size and abilities.	What do you want to accomplish?	Begin with the easy actions	Share sustainability goals with vendors and customers	Estimate cost of sustainability activities
	List your goals	Choose a team member who will monitor each goal	Add a link or tab to sustainability on your web site	Build a fee schedule in your projects
	Create a timeline for each goal. Is it monthly, annual or long-term?	Accountability and easy goals give a feeling of progress	Summarize your sustainability goals in bids, quotes, email signatures	Customers need to be included as participants in sustainability

Step 2:
Inventory unwanted and outdated equipment

Create categories of unwanted equipment. Do quarterly updates on actions and inventory.



```

    graph LR
      A((Is it functional or can it be upgraded?)) --> B((Resell))
      B --> C((Donate))
      C --> D((Recycle))
      D --> E((Discard))
  
```

Step 3:
Identify a certified recycler and verify qualifications

Check local requirements. Your city may have recommended recyclers who are registered and licensed for e-waste.

Certification: Basal Action Network e-Steward

The e-Steward must track toxic materials downstream of their facilities, account for them, and ensure proper management.

Certification: R2 "Responsible Recycling"

Requires health and safety programs, environmental responsibility, and operational efficiency.

Certification: RIOS

Standard for Electronics Recyclers to protect the environment by minimizing pollution and hazardous waste.

Step 4:
Publicize your commitment to your sustainability goals!

Sustainability should be part of your sales, service, and employee recruitment communications

1	Include a brief statement of your sustainability commitment in your sales and project quotes
2	Your customers can be part of the solution. Discuss disposal or re-use options with them
3	When recruiting new employees, share your commitment to your sustainability goals