


# Sustainability Improvements: Checklist for Roasters

Task	Subtask / Detail	Doing	Would like to do	Not doing	Not relevant	Other Comments
<b>Roastery</b>	Review the NZSCA + ECCA Coffee Energy Checklist <a href="#">Coffee sector tools and resources   EECA</a>					
	Measure your Energy consumption and use the NZSCA + ECCA Energy Calculator to identify potential energy and cost opportunities  EECA-Energy-calculator-or-coffee (2).xlsx <a href="#">Coffee sector tools and resources   EECA</a>					
	Review the <a href="#">Coffee sector tools and resources   EECA</a>					
	Review of the ECCA Global Technical Scan, <a href="#">Coffee sector tools and resources   EECA</a>					
	Review certifications like Toitu, B Corp, ISO 14001 Environmental					
<b>Green Coffee</b>	Choosing Coffee Beans Know the Source: Research where your coffee comes from. Ask About Sustainability: Check with your supplier about their eco-friendly practices. Support Sustainable Farming: Choose beans from farms that prioritise the environment and fair wages and human rights.					
	Establish baseline reporting from Suppliers, review blends based on sustainable practices/origins/carbon footprint					
	Review Complete the Low-cost improvements for Roasters					
<b>Recycling / Reuse</b>	Packaging boxes are returned to suppliers to reuse.					
	Purchase sustainable items like recycled paper towels and toilet paper, tissue paper etc					
	Follow your Recyclable materials are separated. Follow your council guidelines					
	Recycle wood pallets					
	Reduce the number of garbage bin liners by reusing bags and having unlined bins (recycle bin should not have liner bags) Use corrugated or recyclable board in place of foam core board					
	Review opportunities to repurpose the waste chaff such as worm farms – Set up a Compost bin for food and waste. Close the loop, do you have plants or a herb garden that the compost could be used onsite?					
	Compactor for Chaff to reduce volume and easier to handle and re-purpose. Donating chaff for use as food in compost bins					
	Collect Soft Plastics for Recycling (plastic bags, pallet wrap etc)					
	Reduce Waste through reuse and partnerships to donate items					
	Reuse or donate for repurposing; Coffee sacks, plastic bags and 1 tonne bags, chaff					

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<b>Water</b>	Water leaks are repaired immediately.					
	Install sensors or mechanical push timers for Toilet and taps					
	The water pressure of taps, washbasins, and bathrooms is regulated and limited to allow water savings (e.g., use of water blades)					
	Implementing energy-efficient dishwashers					
	Post signs in restrooms and lounge room to encourage water conservation and reporting of leaks					
	Use reclaimed water or harvested rainwater for plant irrigation					
	Check with local council for any initiatives on water saving/storage/waste					
<b>Energy /Electricity</b>	Review converting lights to LED Install movement sensor lighting, and ensure external security lights are on a sensor					
	Replace light bulbs (T-12 fluorescent) with energy-efficient (T-8 or T-5) bulbs or other equivalent efficiency lighting					
	Make sure your espresso machines, grinders, fridges are maintained and in good working order					
	Air conditioning, heating or cooling are only used, when necessary, rather than from habit.					
	The temperature of refrigerators, cooling chambers, are monitored and recorded.					
	Maintain appliances as recommended by the manufacturers to ensure levels of energy efficiency.					
	Explore Solar Options					
	Use power management software/plug load to save energy					
<b>Food Waste</b>	Coffee grounds are given to customers or composted.					
	By composting your food scraps and compostable packaging, you can successfully divert waste from landfills and produce nutrient-rich compost					
	Donate surplus ingredients to charities					
<b>Coffee Equipment</b>	Recycle or reuse parts- Scrap metal, divert plastic waste					
	Work with suppliers to package machinery in recyclable or reusable materials or take their packing back. Ask the supplier to remove the polystyrene or take their packing back. Ask the supplier to remove the polystyrene					
	Garage sale on equipment not being used					
<b>General Waste Reduction</b>	Eliminate use of disposable wares by using only permanent wares and use refillable containers for condiments					
	Collect hazardous waste (batteries, electronics, or fluorescent light bulbs) and create a procedure for proper disposal					

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	Make two-sided printing or copying the default practice					
	Minimise packaging (e.g. individually wrapped items)					
	Use fewer disposable items with signs by the trash bin					
	Eco-friendly cleaning products are not only effective but also safe for the environment, reducing the use of harmful chemicals.					
	Reduce/eliminate the use of disposable to-go food service ware					
	Consider more sustainable packaging options e.g. recyclable or compostable.					
<b>Pollution Prevention</b>	Periodically evaluate actual and potential sources of pollution. Keep roastery afterburners in good working order					
	Reduce or eliminate the use of toxic cleaning products -Use Environmentally Friendly Cleaning Products					
	Replace all aerosols with pump dispensers, if available					
	Have adequate absorbent material to contain all possible spills					
	Keep outside garbage or containers covered and away from storm drains					
	Keep and maintain products MSDS readily available for employees					
	Arrange a single vendor to make deliveries for several items					
<b>Encouraging Employee Feedback on Sustainability</b>  By valuing employee input, you can enhance your Roastery sustainability efforts	<b>Foster a Welcoming Environment:</b> Highlight the importance of sustainability and encourage open communication.					
	<b>Appoint a Point Person or Green Team:</b> Designate someone to collect and review suggestions.					
	<b>Set Up Feedback Channels:</b> Use suggestion boxes, digital forms, or team meetings for idea submissions.					
	<b>Acknowledge and Act:</b> Review and implement feasible suggestions and recognise contributors.					
	<b>Promote Ongoing Dialogue:</b> Hold regular sessions to discuss and generate new sustainability ideas.					
	Look at webinars/conferences/online tools to upskill on the latest information for your place.					
	Invest in sustainable mats and flooring for comfort behind the counter					
<b>Customer Engagement</b>	Ensure your customers are aware of your Roastery sustainability practices. Spread the word and invite them to join your sustainability journey					
	Market your green business efforts to existing and potential customers					



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Useful Links	<a href="#">WasteMINZ</a> <a href="#">Sustainable Business Council</a> <a href="https://www.lgnz.co.nz/local-government-in-nz/councils-in-aotearoa/council-websites-and-maps/Local-Government-NZ">https://www.lgnz.co.nz/local-government-in-nz/councils-in-aotearoa/council-websites-and-maps/Local Government NZ</a> <a href="#">Ministry for the Environment</a>					