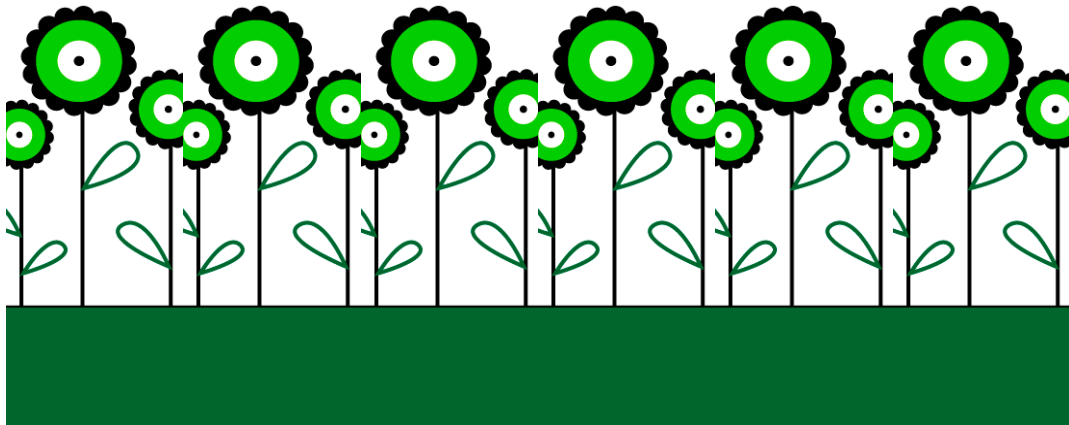




Green Guide for Lawyers



TIER 1: SUSTAINABILITY ADVOCATE

PEOPLE: The firm provides sustainability education to its employees through a series of newsletters, lunch n' learn workshops, educational events or other suitable means. Information about sustainability is included in the employee handbook. The firm adopts a sustainability mission statement.

Carpool/Public Transportation ~ Firm encourages and/or subsidizes workers to carpool and/or take public transportation to work.

- Organizations may exist in metro areas to assist employers/employees coordinate carpools (even in medium-sized cities such as Omaha, Neb.).
- Consider adopting the TransitChek. It gives benefits to both the employer (reduced payroll taxes) and employee (reduced income taxes) and allows employees to apply pre-tax money to things like mass transit use and even parking, so it's beneficial even in areas where public transit isn't as much of an option as other cities.

Use reusable mugs and/or glasses ~ Firm does not use paper or polystyrene cups and instead offers reusable mugs and/or glasses.

Just filter it ~ Firm filters water instead of providing bottled water (at least not the small, "individual-sized" bottles).

- Many popular bottled waters are nothing more than filtered water from municipal sources including Detroit, Fresno and other cities. Water from a quality filter is just as pure and saves on packaging and energy used in transporting bottled water.

Use environmentally friendly cleaning products ~ Firm encourages the use of environmentally friendly detergents, soaps, and other cleaning products.

- Products free from phosphates, nitrates, harsh chemicals and caustic agents cause less damage to natural waterways.

PLANET: The firm, working with appropriate property management or building owners, conducts energy efficiency audits for at least one of its offices to identify "low-hanging fruit" for energy efficiency or water efficiency upgrades.

Turn out the lights ~ Firm encourages workers to power down computers and turn out the lights at the end of each work day or installs motion sensitive switches.

- Electricity production generates more than 1.9 billion metric tons of carbon dioxide emissions per year.

Recycle ~ Firm recycles paper, cans, bottles, batteries and e-waste, such as old computers, monitors and other electronics. Firm reuses or recycles office supplies, such as file folders, red welds and exhibit tabs.

Buy recycled paper products ~ Firm purchases recycled toilet paper, paper towels, printer paper, and other paper products.

- Recycled paper products are readily available and are typically comparable in cost to non-recycled products.

Utilize 2-sided copies ~ Firm prints on both sides of paper whenever possible.

- 2-sided printing can save 30-45% of paper use; for firm's using 2000 reams of paper per month, potential savings could be \$40,000 to 60,000 per year.

Printer cartridges and toners ~ Firm recycles, reuses and/or refills printer cartridges and toners.

Firm joins at least 1 of 3 partnership programs: Waste Wise, Green Power Partnership, or ABA ~ See *Green Resources*.

PROFIT: The firm tracks its own energy consumption, transportation consumption (e.g. vehicle miles driven, airline miles flown, etc.), water usage, paper usage, solid waste from offices for internal purposes only.

TIER 2: SUSTAINABILITY PARTNER

PEOPLE: The firm allocates a certain number of hours of pro bono services to environmental or sustainability organization(s) of its choosing.

The firm provides sustainability education for its clients by including information in its newsletter, sponsoring educational events and other, directed discussions on an appropriate basis. The firm encourages clients, as appropriate, to adopt sustainability mission statements.

The firm includes a section about sustainability on its website that is accessible to its clients and employees.

PLANET: The firm, working with appropriate property management or building owners, conducts energy efficiency audits of all of its offices to identify “low-hanging fruit” for energy efficiency or water efficiency upgrades.

Use ENERGY STAR® electronic equipment ~ ENERGY STAR® was created in 1992 by the U.S. Environmental Protection Agency as an industry standard for energy-efficient electronic equipment.

- In a typical 200-person office, using equipment with Energy Star features yielded annual costs savings of approximately \$30,000 and 190 tons of greenhouse gas emissions.

Cool it ~ According to the Center for Sustainable Systems, space cooling accounts for 11 % of total electricity consumption in commercial buildings. Firms in mild climates should work with property managers or building owners to add an economizer, which conditions by bringing in outside air—not by using refrigerant—when it's cooler outside than in. For optimal wintertime savings, experts recommend setting thermostats to 68 degrees during work hours and 55 degrees after hours.

Power strips ~ Turning computers off after work and enabling power management and sleep-mode features can slash both energy use and the associated costs. Since electronics continue to draw power even when equipment is idle, install "smart" power strips.

Firm joins at least 2 of 3 partnership programs (WasteWise, Green Power Partnership, or ABA).

PROFIT: The firm tracks its own energy consumption, transportation consumption (e.g. vehicle miles driven, airline miles flown, etc.), water usage, paper usage, solid waste from offices for internal purposes only AND pledges to reduce its consumption by 5% annually for one year.

TIER 3: SUSTAINABILITY LEADER

PEOPLE: The firm allocates X hours of pro bono services to environmental or sustainability organization(s) of its choosing.

The firm provides sustainability education for its clients and the public through including information in its newsletter, sponsoring educational events and other, directed discussions on an appropriate basis.

Firm maintains an office that is located in a LEED-certified building or successfully certifies its own office space as a LEED for Commercial Interiors space.

The firm includes a section about sustainability on its website that is accessible to the public, clients and employees.

PLANET: Firm achieves carbon neutrality by tracking its carbon emissions and purchasing carbon and greenhouse gas emissions offsets equal to or in excess of the amount of its emissions from office operations, travel and other firm-related business activities.

The firm sponsors one non-profit organization to become “carbon neutral” by donating funds to purchase carbon offsets for an organization for one-year.

Firm joins 3 of 3 partnership programs (Waste Wise, Green Power Partnership, and ABA).

The firm tracks its own energy consumption, transportation consumption (e.g. vehicle miles driven, airline miles flown, etc.), water usage, paper usage, solid waste from offices for internal purposes only AND pledges to reduce its consumption by 10% annually for one year.

PROFIT: Firm engages in socially responsible investment and/or offers at least one socially responsible investment option to employees by way of its 401 K or other investment plan programs

The firm provides its employees with a tax-preferred carbon offset option through its payroll and benefits service.

GREEN RESOURCES

Green Power Partnership	www.epa.gov/grnpower/
Waste Wise	www.epa.gov/wastewise/
ABA-EPA Law Office Climate Challenge www.abanet.org/environ/climatechallenge/overview.shtml	
Green Schools	www.buildgreenschools.org
Green Homes	www.greenhomeguide.org
Green Remodel Homes	www.regreenprogram.org
Local Government	www.greenplaybook.org
U.S. Federal Government	www.ofee.gov www.epa.gov
Green Building	www.usgbc.org www.wbdg.org
Green Offices	www.smartoffice.com www.thegreenoffice.com
Green Living	www.thegreenguide.com www.greenlivingtips.com www.greenlivingideas.com www.nrdc.org/greenliving www.gliving.tv www.lowimpactliving.com www.greenlivingtips.com
Green Paper	www.marketsinitiative.org
Canadian Federal Government www.nrcan.gc.ca/es/etb/cetc/cetc01/htmldocs/Inncentive/index_e.htm www.nrteetrnee.ca/eng/index-eng.html www.ec.gc.ca www.ic.gc.ca/sd	
European Union ec.europa.eu/environment/climat/campaign/index.htm europa.eu/scadplus/leg/en/s15012.htm (legislation) ec.europa.eu/sustainable/ ec.europa.eu/environment/ www.businessseurope.eu	
Advanced Buildings	www.advancedbuildings.org
Advanced Transportation Technology Institute	www.ati-info.org

Alternative Fuels Data Center	www.afdc.doe.gov
American Council for an Energy Efficient Economy	www.aceee.org
American Society of Heating, Refrigerating and Air Conditioning Engineers	www.ashrae.org
American Wind Energy Association	www.awea.org
Best Work Places for Commuters www.bestworkplacesforcommuters.gov/index.htm	
Brownfield's Technology Support Center	www.brownfieldstsc.org
Clean Cities Vehicle Buyer's Guide for Consumers www.eere.energy.gov/cleancities/vbg/	
Congress for New Urbanism	www.cnu.org
Database of State Incentives for Renewable Energy	www.dsireusa.org
Earth 911	www.earth911.org
Ecological Restoration	http://ecologicalrestoration.info
Endangered Species Lists	www.frankws.gov/endangered/
Energy Star	www.energystar.gov
Fuel Economy Website	www.fueleconomy.gov/feg
Green Roofs for Healthy Cities	www.greenroofs.org
International Performance Measurement and Verification Protocol	www.ipmvp.org
International Union for the Scientific Study of Population www.iussp.org	
Lady Bird Johnson Wildlife Center	www.wildflower.org
National Climatic Data Center www.ncdc.noaa.gov/oa/climate/aasc.html	
National Marine Fisheries Endangered Marine Species List www.nmfs.noaa.gov/pr/species/esa_species.htm	
National Renewable Energy Laboratory	www.nrel.gov
National Resources Defense Council	www.nrdc.org

New Buildings Institute	www.newbuildings.org
North American Native Plant Society	www.nanps.org
Oikos	www.oikos.com
Plant Native	www.plantnative.org
Rocky Mountain Institute	www.rmi.org
Society for Ecological Restoration International	www.ser.org
Soil and Water Conservation Society	www.swcs.org
Union of Concerned Scientists	www.ucusa.org
Use Reuse Development Organization	www.redo.org
Used Building Materials Exchange	www.build.recycle.net
Water Wisers: The Water Efficiency Clearinghouse	www.awwa.org/waterwisers/

