

Pennsylvania Lawyers United for Sustainability (PLUS) Program

The PLUS Program is intended to provide an opportunity for Pennsylvania attorneys and law firms to publicly demonstrate their commitment to sustainability in their professional practices.

How to get started:

- Designate one person in your organization as the environmental liaison.
- Adopt and implement the PLUS GUIDELINES set forth below. Make them your sustainability policy or customize them to your practice.
- Educate co-workers about the policy and integrate it into new employee training. Educate attorneys and support staff with whom you share office space about these PLUS GUIDELINES.
- Implement a check system that regularly monitors this policy.
- Encourage your landlord to review his or her sustainable practices.
- Renew your pledge and commitment to the PLUS Program at the beginning of each calendar year with the PBA.
- Invite and promote educational speakers on sustainability to be part of your organization's training.

ENERGY SAVINGS

LIGHTS

- Turn off the lights when you leave.
 - If you have cleaning staff, verify that they will turn off the lights when they leave your office.
 - Install motion detectors in lavatories and in other areas of the office if you cannot verify the lights are being turned off.
- Substitute inefficient, older light bulbs with compact fluorescent light (CFL) or Light Emitting Diode (LED) bulbs.
 - The CFL bulb needs 60 percent less energy than a conventional light bulb.
 - The LED bulb lasts up to 60,000 hours and can use as little as two watts of energy.
- Replace old, inefficient light fixtures.

EQUIPMENT

- Mandate the use of stand-by mode for computers not in use during work hours.
- Require attorneys and staff to turn off computers after work.
- Ensure shared copy machines and printers are put in standby mode when not in use or turned off at the end of each day.
- Use a Kill-A-Watt™ (electricity usage monitor) to determine which appliances are using the most energy; then replace with more energy-efficient models or reduce operating time.

THERMOSTATS

- If possible, calibrate thermostats to adjust for seasonal changes. Adjust your thermostat up two degrees in the summer and down two degrees in the winter.

- Install programmable thermostats that can automatically adjust temperature settings during non-business hours.

MEASURE YOUR PROGRESS

- Create a record-keeping system to measure your program’s effectiveness. One simple way to do this is to keep track of your energy bills.

LANDLORDS

- Encourage your landlord to review their sustainable practices. Ideas include:
 - Working with your landlord to save energy and maximize building systems (particularly if utility costs are in your lease)
 - Encourage your landlord to install CFLs throughout common areas.
 - Encourage landlord to buy green power. Visit EPA.gov/greenpower.
 - Contact your local utility to request a free energy audit and educate landlord of results.
 - Encourage your landlord to install a green roof. Visit GreenRoofs.org.
 - Promote sustainable building practices used by the U.S. Green Building Council LEED program. Visit USGBC.org.

PAPER REDUCTION

- Choose 100 percent recycled paper.
 - You will substantially reduce your environmental impact substantially by ensuring that no forests were destroyed in the production of that paper. In most cases, you and your copy machine will not even know the difference.
- Ensure your copiers and printers have an automatic duplex option.
 - Encourage use of both sides of the paper on lengthy documents, especially on internal documents, such as drafts.
- Reduce paper use.
 - Electronically route faxes, interoffice memoranda and reports throughout office.
 - Utilize the Internet to send documents when feasible.
 - Process documents electronically using the scan option on a copier when appropriate, rather than printing hard copies.
 - Create note pads from used paper printed on one side.
 - Use letter-sized paper, files and pouches rather than legal sized items whenever possible.
 - Refrain from printing e-mails when feasible
 - Print documents in small fonts, with small margins and reduced spacing.
 - Keep mailing lists up-to-date so as not to waste paper.
 - Include at the bottom of email signature blocks “Please consider the environment – do you need to print this email?”
- Whenever possible, use court and agency electronic filing procedures.
- Get off unwanted mailing lists. Go to 41pounds.org.
- Assess archive inventory to determine whether documents are ripe for recycling.
- Encourage sharing of phone and reference books (e.g., dictionaries, statutes) and use of online sources.

RECYCLING & WASTE REDUCTION

- Install recycling bins at each workstation, copier, fax machine and kitchen/cafeteria.
- Provide recycling for bottles, cans, paper and cardboard. Work with town or city officials to set up a recycling program if it is not currently available.
- Provide a procedure for recycling items not accepted in standard recycling, such as Tyvek envelopes, batteries, plastic bags, CFLs and computers.
- Provide durable plates, cups, glasses and utensils for the kitchen and conference rooms rather than disposable items.
- If feasible, install a dishwasher and run it only when fully loaded.
- If feasible, compost office food waste.
- Provide pitchers with filtered water, rather than bottled water, in conference rooms.
- Arrange for your supplier to pick up old cartridges for reuse or recycle old ink cartridges (confirming that recycling actually occurs).
- Create an internal reuse center for supplies such as binders, file folders and large envelopes.
- Donate old office equipment, furniture and supplies.
- Purchase remanufactured cartridges for laser printers (confirming that the warranty is still in effect).

TRANSPORTATION

- Encourage and utilize public transportation and carpooling.
- Reduce the need for business travel by encouraging employees to work from home when logical, utilizing teleconferencing as a substitute for in-person meetings and employing other strategies.
- Provide a subsidy of at least 50 percent, preferably 100 percent, for using public transportation. This subsidy has great tax incentives for you and the members of your organization.
- Encourage personnel traveling on business to rent fuel-efficient cars.
- Avoid providing free parking for any personnel if safe and reasonable alternative modes of transportation exist.
- Walk often. Join National Walk to Work Day. Go to **Walking.About.com**.
- Provide incentives for bike commuters such as financial, storage space and gym membership support. Participate in Bike to Work Week. Visit **BikeLeague.org/programs/bikemonth**.
- Purchase a car-sharing membership or set up a ride-share bulletin board.
- If a company vehicle is needed, purchase a hybrid vehicle.

SUSTAINABLE PURCHASING

OFFICE ITEMS

- Purchase computers that are rated highly by the Electronic Product Environmental Assessment Tool (EPEAT). Visit **EPEAT.net**.
- Purchase Energy Star office equipment and appliances and give preference to equipment with an energy-saving device when replacing equipment. Go to **EnergyStar.gov**.
- Purchase fair trade coffee that is organic and shade grown.
- Purchase computer monitors and printers that have an energy efficient “standby” mode, consuming 90 percent less energy than regular mode.
- Purchase dishwashing liquid, hand soap and automatic dishwashing detergent free of phosphates, triclosan, chlorine or other antibacterial ingredients to the extent use of such products does not increase the likelihood of transmitting illness in the office.
- Purchase kitchen cleaners with low toxicity and high biodegradability or clean with products such as baking soda, white vinegar and club soda.
- Purchase unbleached paper towels and napkins.

PAPER

- Strive to purchase copy paper that is 30 percent postconsumer recycled or more.
- Always give preference to products with recycled content whenever available.
- Purchase file folders that have a minimum of 30 percent post-consumer recycled content.
- Strive to purchase letterhead, envelopes and legal pads with 30 percent post-consumer recycled content or more.
- Purchase small-sized paper towels with 100 percent post-consumer recycled content and that are perforated in half sizes.

PREFER SUSTAINABLE SERVICE PROVIDERS

- Give preference to vendors that use sustainable practices.
- Notify suppliers about your organization’s desire to purchase sustainable products.
- Encourage the use of lunch caterers that minimize disposables and purchase locally grown organic food.
- Encourage hiring event planners who have expertise in sustainable events.
- Specify soy-based ink for outsourced printing jobs.