



Maryland Green Registry MEMBER

The Maryland Green Registry promotes and recognizes sustainable practices at organizations of all types and sizes. Members agree to share at least five environmental practices and one measurable result while striving to continually improve their environmental performance.

Habitat for Humanity Metro Maryland

9110 Gaither Road
Gaithersburg, MD 20877
301-990-0014

www.habitatmm.org

Nonprofit

Member since December 2014

Management and Leadership

Environmental Policy Statement

Habitat for Humanity Metro Maryland is committed to minimizing the impact of its activities on the environment. To this end HFHMM has developed a green initiative to help propel the organization towards achieving this commitment.

HFHMM's green initiative promotes:

- *Minimizing waste by evaluating operations and ensuring they are as efficient as possible*
- *Actively promoting reduce, reuse and recycling techniques both internally and amongst HFHMM's customers, donors, and volunteers*
- *Meeting or exceeding all state and federal environmental requirements*
- *Measuring HFHMM's impact on the environment and setting targets for ongoing improvement*
- *Implementing basic training programs for HFHMM staff and enlisting their support in improving the organizations performance*
- *Sharing HFHMM's experiences and successes with its customers, donors, and volunteers*

Environmentally Preferable Products and Services

Habitat for Humanity's ReStore is a nonprofit retail outlet specializing in the resale of quality new and gently used furniture, antiques, appliances and building supplies. ReStore is Habitat for Humanity's largest fundraising program

it helps to raise the necessary funds to support Habitats mission while diverting tons of reusable materials from local landfills. ReStore is an eco-conscious destination for homeowners, renters, remodelers and artists who are looking to purchase home goods and building materials at deeply discounted prices.

Habitat ReStore diverted more than 582 tons of waste from the landfill in FY 2014.

(\$896,738 (Sales) x 1.3 (average weight in pounds per dollar) / 2000 = 582 tons)

Environmentally Preferable Purchasing

All purchases are made with its environmental impact in mind. Currently:

- *All new paper products have at least 30% post-consumer recycled content*
- *All new cleaning products are biodegradable and earth friendly*
- *When available, all office furniture is used and sourced from ReStore and not purchased*
- *Office supplies are purchased by one person to reduce duplicative or excess purchases and minimize deliveries*

Waste

Solid Waste Reduction and Reuse

- *Employees and volunteers are encouraged to correspond through email and run meetings using electronic devices to reduce paper print outs*
- *Employees and volunteers are encouraged to use double sided printing and to scan documents rather than making copies to reduce paper usage*
- *Employees and volunteers are limited to using only reusable kitchenware on a daily basis and are only permitted to use disposable options during meetings and events*
- *Water bottles are not used at meetings. Pitchers are available to fill up from the water filter*

Recycling

HFHMM recycles or reuses as much as possible and are able to raise funds through recycling scrap metal, new and used toner, ink, cell phones, and laptops, raising over \$237. HFHMM also earned over \$14,000 last year with the scrap metal recycling program.

Energy

Energy Efficiency

- *The office and ReStore heating /cooling is operated by programmable thermostats. Employees and volunteers are not permitted to adjust thermostats*
- *Doors must be kept closed while the heating/cooling system is running. If necessary to keep doors propped open, please ensure that doors are closed immediately when task is completed*
- *Lights must be turned off when employees and volunteers leave a room. It is also important for all employees to ensure all lights are turned off at the end of the day in both the office and ReStore. Signs are posted throughout the office and ReStore reminding employees and volunteers to turn off lights*
- *Employees and volunteers must shut down their computers if not used for an extended time, this includes weekends and vacation. Employees who login remotely on a regular basis are exempt from this process*
- *HFHMM replaced all lighting with energy efficient lighting LEDs and received \$35,940 in rebate savings from our utility*

Transportation

Employee Commute

- *HFHMM encourages employees to walk, ride bikes, take public transportation, and carpool or car share whenever possible*
- *Public transportation information is publicly displayed in both the office and ReStore for employees, volunteers and customers*
- *Secure bicycle and scooter storage is provided by the office and ReStore for employees and volunteers who use these means to commute*
- *HFHMM incorporated pretax public transportation benefits as an employee benefit to promote commuting through public transportation*

Efficient Business Travel

All HFHMM vehicles must be shut off when loading and unloading. This procedure eliminates idling which emits air pollutants. It also saves money by conserving fuel.

Water



Water Conservation

- *Signs are posted throughout the office and ReStore reminding employees and volunteers to conserve water and to report any leaks*
- *The office dishwasher is run only when it is full and there is a sign to remind staff of this*
- *All faucets are equipped with aerators to reduce water usage*

Other



HFHMM is a Montgomery County Certified Green Business.



Help build a greener, more sustainable Maryland through voluntary practices that reduce environmental impacts and save money.

Learn more at www.green.maryland.gov/registry

