



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.

PM America (Project Manager USA, Inc.)



101 Lakeforest Blvd., Suite 300
Gaithersburg, MD 20877 USA
202-412-8986
www.pm-america.com
IT Service Provider
Member since May 2018

Management and Leadership

Environmental Policy Statement

As an IT Services company, our business primarily revolves around people. At Project Manager USA, Inc. (DBA as PM America), we hope to minimize the impact we have on the environment by focusing on energy conservation, reducing vehicle emissions, reducing waste, increasing recycling, purchasing environment-friendly products and services, and conserving water. By taking these small steps to follow green practices at work and creating a green mindset among employees and customers, we hope to have a big impact in making the world a better place to live in.

Environmental Team

Our enthusiastic Green Team meets once a month to discuss the progress in our green efforts; review and modify the policy or other documents such as the green purchasing criteria, Green Vendors list, Continuous Improvement Plan, etc.; check for policy violations and implement correcting measures; share and discuss latest environmental news along with areas we can adopt new practices to make the Earth greener. PM America has designed and created various signs to encourage recycling, waste reduction, carpooling, and energy and water efficiency. These eye-catching signs are placed all over our office space to encourage employees, customers, and visitors to go green. Copies are available by request.

Annual Environmental Goals

PM America has set various goals to encourage our employees to actively start saving Mother Earth, become more sustainable, and be proud of our achievements. We aim to have at least 50% of our employees carpooling or using public transportation by 2019. We aim to finish up all the legacy items and transition from using paper with 30% recycled content to at least 50% recycled content by 2020.

Environmentally Preferable Products and Services

PM America offers its top-notch IT training courses with online training material and Instructor led class presentations on large screen TVs. We share tools and related materials on reusable flash drives. PM America has completely eliminated the need for providing printed training materials to all students, hence saving paper and other printing materials.

Environmentally Preferable Purchasing

PM America aims to consider our Green Purchasing Criteria as part of our Green Policy, to help the environment and encourage other green businesses. We strive to follow various guidelines to buy products/services that have a positive environmental impact. We buy environment-friendly cleaning products; EPEAT and Energy Star certified Energy-Efficient electronics; locally grown food and food from green caterers for office parties and kitchen needs; office supplies with recycled content; recycled printing paper, paper towels, etc. To track our efforts, we maintain a spreadsheet showing our progress in adhering to our green purchasing criteria.

Environmental Restoration or Community Environmental Projects

PM America is planning on having an outreach program to encourage all our friends and other small businesses to get Green Business Certified, which is a great step towards the journey of making the Earth more sustainable.

Waste

Solid Waste Reduction and Reuse

PM America has drastically reduced the use of paper for any office need. We send and read documents electronically. If it is absolutely necessary to print, we always print on both sides. We reuse lightly used paper for internal office

needs and keep a scrap paper bin in a central location. All employees share and use office supplies from a central location. We buy used furniture for office needs and recycle or donate all our electronics. We have eliminated the use of disposable kitchenware and have plates, cups, silverware that can be reused by employees. PM America's employees have been encouraged to bring reusable lunch bags. We have also purchased reusable shopping bags for office needs, hence eliminating the use of plastic bags.

Prior to 2018, PM America purchased plastic water bottles for in-office employee drinking water needs. In 2017, we purchased 200 drinking water bottles per month or 2,400 bottles per year. Though we recycled the bottles, we wanted to eliminate any unnecessary waste. So, the company purchased a water dispensing unit that uses reusable 5-gallon water bottles from a water delivery company, who delivers water to our office along with various other offices in the building, every month. By doing this, PM America is very happy to have prevented an additional 2,400 plastic bottles ending up in recycling yards or landfills.

Recycling

Our employees are continuously motivated to use the recycle bins appropriately. We recycle electronics, used binders, markers, and many other office supplies at participating local stores. On the request of PM America, the building management placed a separate bin for recyclables near the front entrance of the building.

Energy

Energy Efficiency

PM America has sensor-operated lights in all newly added rooms. We have also requested that building management change the switches in the older section to sensor-operated ones. PM America has and strictly implements a switch it-off policy where all employees are required to turn off their computers, laptops, and room lights when leaving the office. We have designed signs to remind all employees, to switch off lights and electronics and placed them in every room.

Transportation

Employee Commute/Customer Travel

We estimate that about 20% of our employees carpool to work every day and 30% telework from home. PM America encourages all employees to carpool and use public transportation by providing incentives up to 100 dollars every

month for every employee who carools on a regular basis. PM America has designed and posted signs in the office to encourage carpooling and inform about the benefits of using ride-sharing and commuter-connections programs offered by the state.

Efficient Business Travel

PM America has designed and posted signs in the office to encourage carpooling and inform about the benefits of using ride-sharing and commuter-connections programs offered by the state. PM America uses a Green Vendors List, with the names of Green Hotels at various locations, for employee stay during business travel.

Water

Water Conservation

PM America encourages all employees to conserve water by posting signs above the faucets. We have also requested the building management to replace the faucets with low-flow faucets.

Environmental Certification Programs, Awards, and Other Activities

- PM America is Montgomery County Green Business Certified.*



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

Learn more at green.maryland.gov

