



## 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.

# CTCG

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IT Consulting and Recruitment Services

Member since May 2013

### Management and Leadership

#### **Environmental Policy Statement**

*CTCG is committed to the following environmental practices:*

*Commitment to recycle all paper, plastic and metal items that qualify.*

*Commitment to use teleconferencing, web chat, email and other messaging formats to alleviate the use of printing paper.*

*Commitment to use of mobile device applications to view and keep record of important documents and presentations.*

*Commitment to use digital storage vs. traditional storage in notebooks and binders.*

*Commitment to read books and business literature and education information via e-readers.*

*Commitment to carpool when traveling to events and to attend as many local events as possible to use the least amount of gas possible.*

*Commitment to reduce temperature in home whether heating or cooling (we are a home business).*

#### **Environmental Team**

*Marie Harvey, the Managing Director, oversees the company's green practices.*

*As new employees are hired, all staff will be trained on energy efficient procedures. She is also in charge of purchasing which will include the use of environmentally friendly products.*

## Waste

**Solid Waste Reduction and Reuse**

*We use technology where feasible to lessen the need of using paper and don't print documents unless it is absolutely necessary.*

**Recycling**

*We recycle 3,190 lbs of material (paper, plastics, metals and glass) annually and return empty ink cartridges to Office Depot.*

## Energy

**Energy Efficiency**

*We use the least heating and cooling tolerable indoors.  
We use energy saving light bulbs everywhere we can.  
We turn off lights and only use electricity in the room we are in. Major appliances stay on. We turn off our computers completely when we are finished working.*

## Transportation

**Employee Commute**

*As a home business, we are able to eliminate commute miles and are saving at least \$300/month.*

**Efficient Business Travel**

*Company employees carpool to business meetings and events and use public transportation when heading to DC or Arlington, VA.*

**Profile Updated June 2014**



*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](http://www.green.maryland.gov/registry)*

