



## 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.

# CohnReznick

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Accounting Firm

Member since April 2014

## Management and Leadership



### Environmental Policy Statement

*CohnReznick Bethesda is committed to the environment. The Bethesda office will demonstrate best practices in reducing our footprint on Earth, collectively and individually, while encouraging others to do the same.*

*From partnering with green companies to our recycling, waste reduction and energy conservation practices, CohnReznick is resolute in its commitment and determination to protect the environment.*



### Environmentally Preferable Purchasing

- *Purchasing managers approve all purchases which eliminates duplicative or excess purchases and minimizes deliveries.*
- *Many products already being ordered contain some post consumer recycled material (file folders 30%). Purchasing managers will continue to select products with higher levels of post consumer material and other environmentally-responsible products when not cost-prohibitive.*
- *EPEAT registered electronic products are purchased.*
- *Our stationary products are made from recycled paper and we use remanufactured ink cartridges.*
- *The cleaning company used by the building stocks paper towels, tissue and toilet paper made with recycled content.*

## Waste



### **Solid Waste Reduction and Reuse**

*We do the following to reduce paper use and other waste:*

- *Re-use paper when possible (i.e.: tape expense report receipts to the back of printer cover pages or other non-confidential paper).*
- *Reduce unwanted mail by encouraging electronic correspondence (i.e. invoices, newsletters).*
- *Client files are stored in GoFileRoom to avoid the storage of printed files.*
- *Continuous circulation envelopes are used to route information to internal staff.*
- *Packaging materials are reused when possible.*
- *All new hire/employee paperwork is completed through an online system and stored in our electronic file system.*
- *Benefit enrollment and payroll changes and forms are all accomplished through online forms found on the intranet site.*
- *Stationary use has declined consistently over the years as we are sending more documents electronically. We have electronic letterhead and have eliminated stationary paper from our financial statement assembly.*
- *We encourage employees to think twice about printing an email or document that can be read from their computer or by using a second monitor.*
- *When printing is necessary, we use two-sided printing and we use multi functional high speed copiers for scanning, emailing and PDF-ing documents.*
- *Each employee is given a water bottle and mug, and is to use these items rather than paper cups, which are available in a limited quantity for guests.*
- *Furniture and other supplies are donated to established assistance programs, local businesses, or schools.*



### **Recycling**

*We recycle paper, aluminum, plastic, cardboard, computers and toner/ink cartridges.*

*We have approximately 115 various models of printers throughout the Bethesda location. The average machine needs a replacement cartridge every 35-45 days so the numbers shown below are based on a replacement cartridge 6 times per year. The cost per cartridge is an average cost for all printers.*

*Number of laser printers in use: 115*

*Number of toner-cartridge changes per printer (per yr): 6*

Cost per brand-new cartridge: \$103.74  
Cost per remanufactured toner cartridge \$65.47  
Weight per toner cartridge (in pounds): 3  
Total purchase costs for brand-new toner cartridges: \$71,573.70  
City disposal costs \$135.58  
Total costs associated with brand-new toner cartridges: \$71,709.29  
Purchase cost for remanufactured toner cartridges: \$45,174.30  
Total savings due to using remanufactured toner cartridges: **\$25,534.99**  
Amount of waste prevented (in pounds): **2,070**  
Worksheet Calculator provided by The City of New York  
[http://www.nyc.gov/html/nycwasteless/html/at\\_agencies/measurement\\_tools\\_to\\_ner.shtml](http://www.nyc.gov/html/nycwasteless/html/at_agencies/measurement_tools_to_ner.shtml)

**Hazardous Waste/Toxic Use Reduction**

*CohnReznick for many years has been recycling, donating or selling electronic equipment to staff or organizations. None of our e-waste goes into the trash. Below is a list of items and what happens to them after our use:*

- *All computer equipment is inventoried and tracked (see E-waste Spreadsheet)*
- *Computer equipment no longer wanted is sold, donated or recycled.*
- *Batteries from laptop computers are taken to the Shady Grove Processing Center.*
- *Ink cartridges and toner cartridges are recycled.*
- *Old telephone equipment is sold, donated or recycled.*
- *Microwaves or any other kitchen product is taken to the Shady Grove Processing Center.*
- *Calculators are recycled and are taken to the Shady Grove Processing Center.*
- *Cell phones and blackberries are donated to organizations or recycled if no longer working.*

**Energy**

**Energy Efficiency**

*Individual space heaters are prohibited in the office, and personal appliances are discouraged.*

*Power strips are available to all employees and are used to control power loads from equipment.*

*Where motion-detected lights are not available, employees are asked to turn off lights when exiting a room. Light bulbs may be removed from ceiling fixtures above workstations.*

*Common refrigerators are set between 35 – 38 degrees and freezers set between 0-5 degrees Fahrenheit*

*Employees are asked to turn off monitors when they leave the office each night*

*Group policies regulate the power save mode that all computers connected to the Reznick network will follow to minimize energy waste while employees are away from their computers*

## **Transportation**

### **Employee Commute**

*Employees may set aside monthly funds of pre-tax salary for transit and carpooling.*

*Ride-sharing and transit information is available to all employees. They are encouraged to take advantage of the resources that Bethesda Transportation Solutions offers. BTS is located in the lobby of our building.*

*As dictated by the needs of the business and each employee's position, telecommuting and flexible schedules are available options at the discretion of managers.*

*Secure bicycle racks are available on premise.*

*Our extensive videoconferencing resources should be considered first before scheduling any interoffice travel.*

### **Efficient Business Travel**

*When traveling for campus recruiting events employees are expected to carpool as often as is feasible*

## **WATER**

### **Water Conservation**

*We ask employees to only run the dishwasher when it is full.*

*Employees are to report any leaking water fixtures to the Bethesda General Office address.*

**Stormwater Management and Site Design**

*To reduce the chance of trash entering our stormdrains and water way, we make sure that our trash cans, dumpsters and recycling containers are all covered with lids fitting tightly.*

*Loading docks, dumpsters and the parking garage are kept free of litter, oil, chemicals or other contaminants.*

*Employees are asked to report any leaking vehicle fluids noticed in the garage to the Bethesda General Office address.*

*Outdoor ashtrays/cans are available to employees.*

**Green Building**

**LEED Silver**

*We lease space in a LEED Silver building.*

**Other**

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

