



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.

Greenavise, LLC

201 East Diamond Avenue, 2nd Floor

Gaithersburg, MD 20877

301-562-2100

www.greenavise.com

Sustainability Consultants

Member since April 2010

Management and Leadership

Environmental Policy Statement

Greenavise is committed to leading by example, whenever possible, in operating its offices and business in a sustainable manner. Management has adopted this policy and reviews and applies it regularly. Below is a list of ways to help us comply with this policy.

- *Incorporate sustainability into job descriptions and/or performance appraisals.*
- *Incorporate sustainability into training programs.*
- *Incorporate sustainability into employee orientations and staff discussions.*
- *Offer brown bag lunches, seminars and workshops with sustainability as a focus.*
- *Encourage staff ideas and input on greening the workplace and operations and organize a green committee.*
- *Post educational information in the office about our sustainability efforts.*
- *Highlight sustainability efforts on our website.*
- *Encourage and help clients to become green business certified. This is recommended all clients.*
- *Encourage employees to green their personal lives. One employee has purchased a hybrid vehicle and others plan to do so as well.*
- *Encourage participation in environmental restoration and other green projects.*
- *Offer environmentally responsible products and services to clients. This is a major thrust of our business.*

Environmental Team

Our entire staff is committed to leading by example operating our business in a sustainable manner. Our policy states that "Senior management (or the green committee) should examine applicable sustainability performance measurements annually and inform employees and customers/clients of the results." We have measured the impact of exchanging inefficient gas powered vehicles to hybrids, studied changing bottled water to filtered, changing lighting from incandescent to CFLs and changing a traditional HVAC for a mini-split system. In each case, we chose the more environmentally friendly option.

Environmentally Preferable Purchasing

It is our Policy to make purchases in an environmentally responsible manner whenever possible. We have made a concerted effort to change our purchasing to comply with this policy, including purchases of double sided printers, recycled paper products, environmentally friendly cleaning supplies, etc. Below is a list of ways to comply with this policy.

- *Buy and use paper with at least 30% post-consumer recycled content for copiers, printers, letterhead, business cards, envelopes, note pads, etc.*
- *Buy and use processed chlorine free paper (PCF).*
- *Use 100% recycled and PCF paper towels.*
- *Print or type "recycled content" on paper products with recycled content.*
- *Use vegetable-based or other low VOC inks when available.*
- *Use biodegradable garbage bags.*
- *Purchase products with no packaging, less packaging, or reusable packaging.*
- *Look for products in concentrate or bulk form.*
- *Prior to recycling or disposing, check to see if anyone can reuse packaging materials.*
- *Repack in the same cartons that transported materials to the office.*
- *Set up an area for employees to exchange used items.*
- *Rent equipment that you only use occasionally.*
- *Use remanufactured office equipment.*
- *Purchase EPEAT registered electronic products.*
- *Stock bathrooms with biodegradable soap without antibacterial agents and refill pump containers.*
- *Replace aerosols with pump dispensers.*
- *Invest in equipment which is high quality, durable and repairable.*
- *Buy low mercury fluorescent rather than incandescent bulbs.*
- *Create a list of approved vendors who offer products that meet high environmental criteria.*
- *Sell or give old furniture and equipment to employees or donate it to a local charity.*
- *Buy and use only environmentally friendly cleaning and de-ice products.*

Environmentally Preferable Products and Services

Greenavise offers business and property owners a turnkey solution for managing the greening process. We are an outsourced green team that can identify sustainability strategies to improve its client's image and bottom line. We work with clients to determine which measures to pursue and then help manage the implementation process.

Waste

Solid Waste Reduction and Reuse

It is our policy to reduce or eliminate waste and to recycle all office materials in an environmentally responsible manner. Below is a list of ways to comply with this policy. It is understood that this list is a guideline and that 100% compliance is not required but rather such activities are encouraged whenever possible. Compliance with this policy will reduce costs for the company as well as lessen our impact on the environment.

Reduce

- *Eliminate unnecessary reports and reduce report size.*
- *Eliminate unnecessary forms and redesign to use less paper.*
- *Make fewer copies. Share copies and don't make more copies than you need.*
- *Print or copy on both sides or in booklet printing format.*
- *Proof documents on screen and preview before printing.*
- *Computers are set to automatically print two-sided when available.*
- *Remove duplicate names and out-of-date entries from mailing lists.*
- *Take steps to reduce unsolicited mail. We have registered our office to prevent mailings.*
- *Design mailers which avoid the use of envelopes (e.g., fold and staple the paper).*
- *Use e-mail and voicemail.*
- *Post announcements on bulletin boards or circulate copies.*
- *Circulate memos, documents, reports, and publications.*
- *Avoid hard to recycle materials such as Styrofoam (polystyrene).*
- *Allow internal documents to be circulated with some markups instead of reprinting.*
- *Print directly on envelopes rather than using labels.*
- *Eliminate disposables in the kitchen.*

Reuse

- *Collect paper that has been used on one side and reuse as draft paper in fax machines for scratch pads and copies.*

- *Buy only copiers and printers that will make two-sided copies reliably. Several machines were recently purchased with this capability*
- *Routinely reuse envelopes by placing a label over the old address.*
- *Use reusable envelopes for interoffice mail.*
- *Use outdated letterhead for in-house memos.*
- *Re-use file folders.*
- *Use old newspapers for package padding.*
- *Reuse dishware, glassware and eating utensils in the kitchen and run dishwasher only when it is full.*
- *Use cloth towels (or air dryers) in bathrooms instead of paper towels.*
- *Refill toner cartridges whenever possible. This is done routinely.*

Kitchen Policies

- *Keep reusable cups, plates, and silverware in the kitchen and in offices.*
- *Employees are encouraged to bring lunch to work in reusable containers.*
- *Bottled water is prohibited in the office. A study was conducted of the costs of changing from bottled water to filtered water and bottled water was banned in the office.*



Recycling

We recycle all materials to fully comply with Montgomery County's recycling program. It is mandatory that all employees review and understand the rules for recycling and comply with such requirements. Containers are provided throughout our offices to separate into three waste streams: (i) paper products; (ii) other mixed recyclables; and (iii) trash.

The office manager is responsible for disposing of all non-trash items that must be specially recycled (e.g., CFL bulbs, e-waste, carpets, etc.). In addition, the office manager is available to answer any questions regarding recycling.



Hazardous Waste/Toxic Use Reduction

It is our Policy to operate our business in an environmentally responsible manner to lessen the impact of our operations on the environment. The following is Greenavise's Pollution Prevention Policy

- *The Company has subscribed to Clean Air Partners for daily email notifications regarding air quality and will provide information to its employees of reported events (e.g., poor air quality -- Code Orange, Red or Purple) and any recommended action, including telecommuting options on such days.*

- *Trash and recyclables are to be put in the proper containers and any special waste (e.g., CFLs, e-waste, spent ink cartridges, etc.) should be given to the office manager for proper disposal.*
- *Inform employees of e-cycling events that can be used to dispose of home or office e-waste.*
- *Replace fluorescent bulbs with low mercury fluorescent bulbs whenever possible.*
- *Use and encourage employees to use rechargeable batteries whenever possible.*
- *Replace toxic permanent ink markers/pens with non-toxic alternatives.*
- *Use vegetable or other low-VOC inks when using an outside commercial printer.*
- *Use environmentally friendly cleaning products whenever possible.*
- *Use alternatives to salt for de-icing sidewalks and parking lots.*

Energy



Energy Efficiency

We have replaced all incandescent bulbs in our office, most were 65 watt floods that have each been changed to CFLs which produce the same or better light but only consume 15 watts per bulb which is a 50 watt per bulb savings. Over the lifetime of the bulbs, this amounts to a savings of 18,000 kWh, 27,720 lbs of CO₂, and \$3,220 in electricity costs. Also, we have purchased adequate wind power RECs from a regional supplier to ensure that our electric use for the year is considered to be purchased as from a renewable source.

We also have programmable thermostats which have been set at energy savings set points when employees are in the office and at lower or higher temperatures when employees are not present. We do not have year over year data but believe our savings is significant as opposed to having manually controlled HVAC.

The following is Greenavise's Energy Efficiency Policy

It is our Policy to conserve energy in the operation of our business to lessen the impact of our operations on the environment and to save money.

Below is a list of ways to comply with this policy. It is understood that this list is a guideline and that 100% compliance is not required but rather such activities are encouraged whenever possible. Compliance with this policy will reduce costs for the Company as well as lessen our impact on the environment.

General Energy Efficiency

- *Purchase Energy Star rated products whenever possible and ensure that the energy saving features are enabled (e.g., refrigerators are to be set between 35 and 38 degrees F) and use network control whenever available.*

- *Personal refrigerators and water coolers are prohibited.*
- *Unplug or turn off the coffee maker and other appliances after use.*
- *Turn off power strips when office equipment is not in use to lessen “phantom loads” that waste energy.*
- *All cathode ray tube (CRT) monitors are to be replaced with liquid crystal displays.*
- *Office cleaning is to occur during daylight hours (or energy efficiency language must be added to any contract).*
- *Offices are to be inspected regularly and employees should report to the Office Manager any drafts or insulation gaps in the building envelope. Remediation should be undertaken promptly.*

Lighting

- *Turn off all lights when not in use or if daylight is adequate.*
- *Use of incandescent bulbs in the office is prohibited (except in special circumstances approved by management). CFLs or other energy efficiency lighting should be used whenever possible.*
- *LED lights or other high efficiency lighting shall be used for all exit signs.*
- *When possible, install lighting control systems or occupancy sensors to conserve energy automatically.*

HVAC

- *HVAC systems are to be serviced regularly to ensure they are working efficiently.*
- *Install and properly program thermostats for energy efficiency (set thermostats between 66 and 70 degrees F in winter and between 74 and 78 degrees F in summer).*
- *Adjustments will be made to the thermostat program when the building is unoccupied to save energy.*
- *Encourage the use of desk fans (or ceiling fans) to circulate air in offices to increase comfort of the occupants.*
- *Personal space heaters are prohibited.*
- *Purchase high efficiency HVAC systems when replacing any systems.*
- *Purchase Renewable Energy Certificates (RECs) or other clean energy supply for all of its electrical use whenever possible.*



Renewable Energy

We have purchased adequate wind power RECs from a regional supplier to ensure that our electric use for the year is considered to be purchased as from a renewable source.

Transportation

Employee Commute

See policy below.

Efficient Business Travel

It is our Policy for our employees to be environmentally conscious when travelling on business or commuting. Below is a list of ways to comply with this policy.

- *Encourage employees to take public transportation, including for business travel.*
- *Use public transportation for office business.*
- *Encourage biking and walking to and from work.*
- *Encourage employees to work from home when possible.*
- *Encourage employees to use teleconferencing, video conferencing and webinars in lieu of travel.*
- *Encourage patronizing local businesses.*
- *Encourage use of hotels with environmentally preferable programs when travelling on business.*
- *Encourage employees to purchase hybrid vehicles for their personal and business use.*

Fleet Vehicles

Although we have no company vehicles, one employee has traded in his gas powered vehicle for a hybrid. The prior vehicle used premium gasoline and got 18 MPG and the new vehicle gets 50 MPG, reducing gasoline consumption from 19 barrels to 6.9 barrels per year. All other employees are considering similar vehicle choices.

Water

Water Conservation

It is our policy to conserve water and reduce pollution in the operation our business to lessen the impact of our operations on the environment and to save money. Below is a list of ways to comply with this policy.

- *Report all water leaks to the office manager for prompt repair.*
- *Water conservation signs are posted to encourage water conservation whenever possible.*
- *The dishwasher is only permitted to be run when full. This policy is posted in our kitchen.*

- *All toilets are low capacity and all faucets are properly aerated and have water conservation features.*



Stormwater Management and Site Design

It is our policy to conserve water and reduce pollution in the operation our business to lessen the impact of our operations on the environment and to save money. Below is a list of ways to comply with this policy.

- *Keep trash cans, dumpsters and recycling containers covered with tight fitting lids.*
- *Keep trash area clean and all waste in proper receptacles.*
- *Inspect the parking areas for petroleum spills regularly and keep a spill kit available to absorb any such spills to be disposed of properly.*

Other



Greenavise is a Certified Green Business under Montgomery County's Green Business Certification program (<http://mcgreenbiz.org/directory/>).

Greenavise is also a PEPCO C&I Energy Savings Program Trade Ally. The Trade Allies provide technical support with the applications and/or installations of energy efficient equipment for commercial, industrial and institutional buildings. All Trade Allies listed on the website are required to go through an approval process prior to being listed. See <https://cienergyefficiency.pepco.com/Findally.aspx>



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

