



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.

Leonard Paper Company

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Baltimore, MD 21205
(443) 278-8286
www.leonardpaper.com
Wholesale Supplier
(Janitorial Supplies & Foodservice Disposables)
Member since October 2013

Management and Leadership



Environmental Policy Statement







Environmental Policy Statement



Leonard Paper Company is dedicated to reducing its impact on the environment. Working together with International Paper, we aim to reduce our carbon footprint and do our part to sustain a better world for future generations. We are committed to being an environmentally responsible company, taking a sustainable approach to business that balances environmental, social and economic needs.

At Leonard Paper Company, we promise to:

-  Do our part to protect the environment, preventing pollution and reducing waste whenever possible.
-  Train all of our office employees on our environmental program, advocating their active participation in our recycling efforts.
-  Continuously improve our environmental performance over time, coordinating additional projects or activities that will further reduce our impacts on the environment.
-  Measure our environmental impacts and set goals to reduce these impacts each year.

Signed: *Paul G. Gussard*
Printed/Title: President & Owner

Date: 1-25-11

Signed: *[Signature]*
Printed/Title: VP sales division

Date: 1/25/11

Signed: *[Signature]*
Printed/Title: Operations Manager

Date: 1/25/11

Signed: *[Signature]*
Printed/Title: VP/ General Manager

Date: 1/25/11



Environmental Team

The Mission of Leonard Paper Company's (LPC's) Green Team is to foster use of environmentally friendly practices in both our workforce and clientele. In order to accomplish our environmental goals, every individual on our workforce including managers and owners are expected to share the responsibility. The chain of responsibility begins with individual workers and extends to the Green Team Leader, the Operations Manager and the company managers and owners.

The Green Team must ensure that LPC's environmental policies and procedures are implemented in compliance with all state environmental regulations but is also encouraged to embark on projects or additional practices that improve the environmental performance of our company and lead us to greater cost or energy savings.

The Green Team Leader reports to Mr. Leonard Sr. via the Operations Manager and monitors environmental activities at LPC as well as educating employees in pollution prevention and waste reduction. The team's principal initiatives and goals include the following:

- *To quarterly assess LPC's environmental impact; reviewing policies and procedures and adjusting them in accordance with state environmental regulations when required.*
- *To ensure employee execution of LPC's environmental policies with provision of clearly labeled receptacles in several locations for proper disposal of waste and recyclables.*
- *As an environmentally responsible corporation, we will continually research and develop the most energy efficient measures to suit our business and maintenance operations.*
- *To encourage all members and friends of LPC to be more mindful of the impact that our everyday decisions beget and motivate them to make environmentally friendly choices.*



Annual Environmental Goals

Our immediate overall goals are to reduce our carbon footprint and greatly reduce our company's impact on our environment. Our specific goals are to be a net-zero energy facility with zero landfill impact.



Environmentally Preferable Products and Services

We foster environmentally friendly practices amongst both our employees and our clientele. We stock a considerable number of Green Seal certified chemicals and janitorial supplies. The full item listing is available online at www.leonardpaper.com/lpcgreenitemlist.html.

Waste



Recycling

In December of 2010, Leonard Paper Company further strengthened its recycling program by joining International Paper's recycling initiative. The company has provided easily accessible and clearly labeled bins for recyclables in several locations throughout the office and circulated the memo provided on the following page to all office employees and cleaning staff.

We recycle the following materials:

*Cardboard
Wood (Pallets)
Paper
Plastic wrap
Aluminum cans
Plastic bottles
Metal*

In 2011, we partnered with Waste Management which provides LPC with the removal and recycling materials and also disposes of the majority of our non-recyclable material in the Baltimore incinerator which converts it to energy. This incineration combined with our recycling program has resulted in our company achieving zero landfill status.

Energy



Energy Efficiency

In partnership with BGE and Constellation Energy, LPC initiated and completed a re-lamping of its three buildings with energy efficient lights and motion sensitive timers to shut off lights when not in use. The motion activated high efficiency lighting systems greatly reduced our company's overall consumption of energy and reduced electrical levels by 40%.

To further improve our environmental performance, LPC replaced inefficient HVAC equipment with state of the art, high efficiency units managed by computer software systems. Implemented upon installation to help maintain our HVAC equipment operation at peak efficiency, a Preventative Maintenance Program was customized by BGE to perform regular maintenance and meet all the unique requirements of our specific HVAC systems. Overall reductions in electrical use resulted in savings of over \$60,000 annually.



Renewable Energy

In September 2013, Leonard Paper Company completed its solar project which will generate enough energy to offset all Leonard Paper Company annual requirements for electrical power. This will achieve electrical savings of \$61,000 annually. Additionally, LPC is insulated from the effects of increased power costs for the next 25 years.

Transportation



Employee Commute

Leonard Paper Company has utilized teleworking technology for over a decade. Our sales workforce consists of over 35 salespeople whose homes vary in location from Maryland to Pennsylvania and Washington D.C. Teleworking has provided employees who cannot commute everyday with the option of working from their homes. This technology is available to our sales force and most office employees. One senior manager works from home two days a week.



Fleet Vehicles

In 2009, Leonard Paper Company converted to on-site fueling, using a company that delivers fuel in a tanker truck to each of our trucks, maximizing the efficiency of our fleet vehicles. Prior to on-site fueling, drivers had to travel 5 miles from Leonard Paper Company to a re-fill station 3-4 times a week. With the switch to on-site fueling, we have reduced the vehicle miles travelled by over 29,950 miles annually. This saves gallons of fuel used in our fleet vehicles as well as operational costs associated with overtime hours. Additionally, the on-site fueling company provides immediate response to any and all fuel spills on site, surpassing all state and federal requirements. These changes are saving us over \$14,000 annually in fuel costs and \$64,000 in overtime costs.

Water



Water Conservation

We are currently investigating the use of waterless urinals. One unit under evaluation would offer potential savings of 175,000 gallons of water per year and \$1,400 in cost savings.



Maryland

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

