



## 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.

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Law Firm

Member since April 2010

## Management and Leadership

### Environmental Policy Statement

*O'Malley, Miles, Nylan & Gilmore, P.A. is committed to participating in efforts to improve our environment. As new technologies and opportunities are developed and refined, OMNG continues to adjust its best practices to improve its sustainability policy. We believe that by increasing our awareness of green practices and implementing effective practical measures, we can improve the work environment for our employees, better serve our clients in their business objectives, and be an active participant in the movement to improve our environment in ways that make business sense.*

<http://www.omng.com/Green%20Policy/Green%20Policy.htm>

### Environmental Team

*O'Malley, Miles, Nylan & Gilmore's Environmental Team consists of two principals with the firm, one associate, and one administrative support staff member because we believe that it's important to have representative input from everyone in our office. Additionally, we welcome feedback and suggestions from all employees of the Firm. Our mission is to reduce our office's impact on the environment by promoting recycling, reducing electricity use, and making responsible materials and supplies choices (choosing recycled goods when possible, providing reusable items, et cetera). Our Environmental Team meets quarterly to brainstorm new ideas and to track the progress and success rate of the ideas that we have already implemented in our workplace.*

**Annual Environmental Goals**

*Our Environmental Team meets on an ongoing basis to review our goals, assess our successes, and to implement new strategies. We meet at least quarterly throughout the year. At our final quarterly meeting, we set goals for the next year based upon our assessment of what worked well during the previous year and what could use improvement. We also solicit input from all employees and ask that they come up with one goal that they would like to work towards. Based upon this input and after our final quarterly meeting, we revise our “Green Office Manual” to reflect the addition of these new goals and circulate the revisions to all employees. The Office Manager also discusses our new yearly goals with staff during one of her regularly scheduled staff meetings.*

**Environmentally Preferable Purchasing**

*We believe that it’s important to purchase office supply materials that are either reusable (kitchen ware) or are made from recycled content, and strive to do this whenever it is economically feasible. We currently purchase the following materials that are made from recycled content:*

- . Telephone message books*
- . Steno notebooks*
- . Blue copy paper*
- . Writing pads*
- . Adding machine tape*
- . White index cards*
- . Blue index cards*
- . Legal dividers*
- . Legal folders*
- . Manilla folders*
- . Envelopes of all sizes*

**Environmentally Preferable Products and Services**

*We have a Green Building Practice Group which consists of three attorneys, each of whom is a LEED Accredited Professional. We are knowledgeable and capable of aiding our builder and developer clients with the legal aspects relating to green building. The Firm also sponsors a legal blog, [www.buildingagreenmaryland.com](http://www.buildingagreenmaryland.com), authored by Megan L. Reuwer, an associate with the Firm. This blog provides free, valuable content to the public on matters concerning environmental laws, green building regulations, and other sustainability issues from a legal perspective.*

## Waste

### Solid Waste Reduction and Reuse

*We provide reusable silverware, mugs, cups, plates, and bowls for all employees to use.*

### Recycling

*We encourage all our employees to recycle paper, plastic, glass, and aluminum items. Each section of the office has its own recycling containers, and a large recycling can is located in the kitchen. Paper goods that are of a confidential nature are placed into shred bins which are then recycled by the company that empties the bins. We also recycle our printing ink cartridges. Our recycling goals are set forth in our "Green Office Manual" that has been circulated to and reviewed by all employees.*

*In 2009, through our paper recycling efforts, we saved 70 trees (verified by our paper shredding company via the invoices we received for 2009).*

## Energy

### Energy Efficiency

*While we do not own our building and therefore do not have ultimate control over fixtures and appliances, we have taken steps to reduce our energy use and increase our energy efficiency by instituting a policy of turning off all task lighting and computers at the end of the work day. We also turn off conference room lighting when the rooms are not in use. Our landlord provides us with efficient fluorescent lighting for all of our office spaces.*



*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)*

