



**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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Consulting, Information Engineering and Technical Services

Member since June 2011

Management and Leadership

Environmental Policy Statement

PSI Pax, Inc. is dedicated to being environmentally responsible in all communities in which we operate. It is our goal to continuously develop innovative and flexible solutions by implementing policies to reduce consumption and to improve energy efficiency within our organization. This is promoted through publishing company-wide environmental awareness articles, participating as a company in efforts to reuse and recycle materials, and is demonstrated through a corporate commitment to protect and preserve natural resources.

Environmental Team

The Green Team meets every two weeks to support and facilitate the PSI Pax "Green Mission." The Green Team is open to any interested PSI Pax employee on a voluntary basis. The Green Team researches environmental issues and solutions, develops corporate environmental strategies, coordinates PSI Pax involvement in community "green" and other environmentally-related events, and communicates with all PSI Pax employees to increase environmental awareness.

Annual Environmental Goals

1. *Reduce consumption of paper, office supplies and consumables*
 - a. *Reduce paper consumption by 10% by May 2012*

- i. *Track and measure reams of paper used throughout the year and educate employees on consumption*
 - ii. *Promote conservation of paper consumable supplies*
 - iii. *Promote consistent use of double-sided print-outs and copies*
- 2. *Recycling*
 - a. *Increase collection of recyclable material by at least 30% in 2012*
 - b. *Increase recycling awareness and initiate refuse monitoring to ensure that all recyclable materials are recycled.*
 - c. *Measure amounts of recycled material monthly*
- 3. *Electrical Consumption Reduction*
 - a. *Encourage and educate employees to:*
 - i. *Turn off computer equipment*
 - ii. *Turn off lights when not in working area for an extended period of time*
 - iii. *Turn off non-essential electrical appliances at the close of business day*
- 4. *Produce an electronic “Best Practices” manual to educate employees on PSI Pax’s environmental initiatives.*
- 5. *Communicate to employees, events and results of environmental initiatives (e.g., carpooling, recycling and local environmental events) through quarterly electronic newsletters, weekly emails and common SharePoint communication access.*

Environmental Restoration or Community Environmental Projects

PSI Pax employees participated in the worldwide Earth Hour 2011 with an employee participation rate of 11%. The PSI Pax Green Team’s goal is to achieve an employee participation rate of 25% for Earth Hour 2012.

PSI Pax’s Green Team and fellow employees participated in the annual Patuxent River “Wade In” on Sunday, June 12, 2011 at Jefferson Patterson Park in Calvert County. The “Wade In” is an annual event that began in 1993 when former State Senator Bernie Fowler began wading into the Patuxent River to highlight concerns about the declining water quality in Maryland’s tributaries and the Chesapeake Bay. The Green Team’s goal is to continue to make this an annual voluntary event for all employees.

Charles County, MD is hosting a “Green Expo,” on Saturday, June 18, 2011. Members of PSI Pax’s Green Team and employees are scheduled to attend this event, highlighting Charles County’s promotion to “Live, Shop & Work Green!” The goal of PSI Pax’s Green Team is to continue to make this an annual

event for all employees. Participation will be recorded and goals increased in subsequent years.

PSI Pax will participate as a sponsor in the annual St. Mary's County RiverFest event, celebrating St. Mary's River and its surrounding watershed. PSI Pax's corporate office is located in the St. Mary's River watershed. The event is on September 3, 2011 and will be attended by the PSI Pax Green Team and employees. A "Wade In" will be conducted for all interested parties. The goal of PSI Pax's Green Team is to continue to make this an annual event for all employees. Participation will be recorded and goals increased in subsequent years.

Waste

Solid Waste Reduction and Reuse

In an effort to reduce paper waste, the Green Team has implemented a tagline at the end of outgoing emails which states, "Please consider the environment before printing this email." The focus of this tagline to remind email recipients of PSI Pax's conservation efforts. For paper that must be printed and eventually discarded, PSI Pax utilizes the services of an environmentally friendly paper shredding company that recycles the shredded paper collected from PSI Pax offices.

To reduce the consumption of paper in our corporate office, PSI Pax promotes doubled-sided printing and copying when feasible. The cost savings of this initiative will be measured over the course of the next year and will be reported to the PSI Pax employees as a green accomplishment.

To reduce waste in the corporate office and the client sites supported by our employees, the PSI Pax Green Team encourages our employees to use reusable utensils and dishware, instead of disposable materials, whenever possible. The cost savings of this initiative will be measured over the course of the next year and will be reported to the PSI Pax employees as a green accomplishment.

Recycling

PSI Pax began implementing a recycling program over a year ago. A large recycling receptacle has been placed in the corporate kitchen area and each office and cubicle has been outfitted with an individual recycling container. A sign has been placed over the trash container in the kitchen area, reminding employees to recycle. The Green Team has also educated the corporate staff as

to what can be recycled. Our recycling collection has doubled since this effort was initiated. Green Team members have volunteered to assist with taking the recycling receptacle to the larger recycling unit on the ground floor of our office building. Keeping the office recycling receptacle empty encourages employees to continue filling it up with recyclable goods.

PSI Pax has requested a larger recycling container from the company that picks up our recycling so that all companies in our building can participate in recycling activities. We are hopeful that other offices will follow our lead in protecting the environment.

A drop off location has been set up in the PSI Pax corporate office for battery recycling, which has doubled the number of batteries being recycled. A member of the Green Team volunteers to take the used batteries to the local recycling center.

Items that are currently being recycled include:

- 1. Plastic food containers*
- 2. Batteries*
- 3. Manila folders*
- 4. Office paper (including paper that is shredded and recycled)*
- 5. Junk mail*
- 6. Envelopes*
- 7. Cardboard*
- 8. Corrugated cardboard*
- 9. Phone books*
- 10. Catalogs*
- 11. Magazines*
- 12. Aluminum cans*
- 13. Plastic bottles*
- 14. Paper packing material*
- 15. Milk and juice cartons*
- 16. Aluminum trays and pans*
- 17. Miscellaneous items bearing the recycle symbol*

The estimated annual weight of recycled materials is 780 pounds.

At the PSI Pax "All Hands" quarterly meeting in July 2011, the focus will be "Going Green," and will be used as a time to educate employees on efforts made by the Green Team, and to challenge them to participate at their job sites and in their own homes. The meeting will also address recycling and local events promoted by the Green Team, such as designating older computer equipment to

be donated to non-profit organizations and the environmental events discussed above.

Energy

Energy Efficiency

The majority of PSI Pax corporate employees use laptop computers, which use less energy than desktops. Corporate copiers, monitors and printers are equipped with automatic “power down” features. The PSI Pax “Best Practices” policy encourages employees to shut down their computer equipment at the end of each day. This policy also encourages employees to turn off lights when leaving their offices for an extended period of time.

As a tenant of an environmentally managed office building, PSI Pax has limited control over lighting and environmental options. According to our building management company, our office space utilizes T8 lighting with electronic ballasts, which use substantially less energy than standard T12 bulbs. T8 lamps also use less mercury than standard bulbs and are more sustainable. Temperature controls are set at minimum and maximum temperatures to avoid overuse and all office environmental controls are shut down completely on weekends. The building’s mechanical economizer cycle heating and cooling system heats and cools the building using outside air to reduce energy consumption.

Transportation

Efficient Business Travel

PSI Pax encourages all employees on business travel to share vehicles to reduce fuel consumption.

We also reduce the need for extensive business travel through the use of video teleconferencing, web chats and other available state of the art communication technologies.

Water

Water Conservation

PSI Pax has changed our water cooler system from one using a 5-gallon water bottle to a unit which filters the water through reverse osmosis. This move

not only eliminated the need for bottles and the fuel consumed in their delivery, but also saves the company the cost of the bottle delivery service.



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

