

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.

# **Total Tax Service**

3006 Savoy Lane
Bowie, MD 20715
(301) 262-8636
www.totaltaxservice.net/
Tax and Bookkeeping Services
Member since September 2015

### **Management and Leadership**

# ☑ Environmentally Preferable Purchasing

Total Tax Service purchases Staples Brand 100% recyclable paper and environmentally friendly cleaners. Vinegar and water is used in our office for general cleaning. The office is sprayed down daily with Lysol as a deterrent to Covid-19.

#### Waste

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

We strive to be a paperless business and stress utilizing e-mail as well as electronic tax documents. Since 2010, we have reduced our paper usage from 10 cartons of paper annually to 1 carton. This has reduced our waste created by an estimated 500 pounds per year.

# ✓ Recycling

We recycle shredded office documents by separating those materials for recycling collection.

#### **Transportation**

# **Employee Commute**

We have implemented a work from home option for employees, which reduces the number of single occupancy vehicle trips to and from our office.

#### Water

#### **✓** Water Conservation

We have a low-flow toilet (1.5 gal) installed in our office bathroom that reduces our water consumption. Water heater temp reduced to 112 degrees.

**Profile Updated December 2021** 



