



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.

United Solutions

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Technology

Member since April 2016

Management and Leadership

Environmental Policy Statement

United Solutions' mission is to do more with less using innovative technology. Our sustainability practices have come naturally such as utilization of shared equipment and office supplies, electronic documentation and communication (in lieu of paper), and motion-activated lighting.

United Solutions is devoted to increasing the organizational commitment for sustainability practices. To build upon our existing organization commitment for sustainable practices, United Solutions has:

- *Developed a comprehensive set of environmental policies and guidelines covering waste reduction and recycling, environmentally preferable purchasing, energy and water use and transportation and travel.*
- *Implemented a three year Continuous Improvement Plan to monitor goals as well as establish a set of sustainability metrics to measure our progress. The metrics and the improvement plan will be updated annually.*

Environmental Team

United Solutions, LLC has always been in the habit of practicing Green initiatives. Our mission statement, strategic goals, corporate values, and business philosophy all revolve around the concept of doing extraordinary things with technology and doing more with less. Our commitment to a sustainable workplace has led to the creation of our new Green Team, Environmental

Sustainability Policies, sustainability metrics (used to track our progress and improvements) and new resources/ training provided to our employees.

The Green Team focuses on educating employees and customers about our organization's recycling and waste reduction programs as well as our efforts to buy recycled supplies and materials. United Solutions' Green Team provides containers for recyclable materials and collection areas for storage of recyclable materials as well as clear information about what can and cannot be recycled. We engage our organization and employees in our sustainability program through our Green Team events, training, resources, and meetings. To encourage our business partners, consumers/clients, and the community, we host an annual event with others to share our Green practices, progress, and ideas.

Actions United Solutions' Green Team has taken:

- *Posted relevant information and signage to encourage sustainably office behaviors.*
- *Provided ongoing training opportunities and opportunities for employees to participate in Green office practices.*
- *Signed up for Clean Air Partners email notifications and provided employees with information regarding how they can help to reduce air pollution.*
- *Hosted an annual event to share our green progress with other organizations and encourage them to pursue their own sustainability goals as well.*
- *Conducted an annual employee survey to record and evaluate our company's sustainability efforts.*
- *Provided opportunities for our employees to green their personal lives.*
- *Conducted business with other local Certified Green Businesses.*
- *Offered customers environmentally responsible services that demonstrate a commitment to sustainability.*



Annual Environmental Goals

We recently implemented a Continuous Improvement Plan (CIP) that sets three-year goals and establishes a set of Sustainability Metrics to monitor our performance.

United Solutions has a Green Policy document, Continuous Improvement Plan document and metric, as well as a Green Purchasing document and tracking sheet to guide our office to successfully become more environmentally friendly. We also have Annual Employee Surveys and internal audits.



Environmentally Preferable Purchasing

United Solutions strives to increase the purchase of our Green office supplies. United Solutions has created a Green Purchasing guideline, which provides a list of green vendors, as well as an Office Purchasing tracking sheet.

United Solutions has increased its efforts to purchase environmentally friendly products and materials. United Solutions has:

- *Created a green purchasing criteria document and a preferred green vendor list to guide our purchasing decisions.*
- *Purchased increased amounts of office products with recycled content. (e.g., note pads, boxes, file folders, etc.).*
- *Purchased envelopes and copier/printer paper with at least 30% post-consumer recycled content.*
- *Purchased computers from a company that offers "take back" services.*
- *Used EPEAT registered labeled electronic products.*
- *Used low or no VOC cleaning products.*
- *When ordering catered food, utilized "green" caterers that use locally grown and/or organic food, offer a wide range of vegetarian options, minimize use of plastic utensils, etc.*
- *For catered events requiring registration, offered guests the option of selecting a vegetarian meal.*
- *When tea and coffee are provided, make sure they are Fair Trade certified and have low environmental impact.*
- *Used rechargeable batteries in battery operated appliances.*
- *Replaced toxic permanent ink markers/pens, correction fluid, etc. with non-toxic alternatives.*
- *Used green cleaning products with 3rd party certification such as Green Seal.*

Waste



Recycling

United Solutions strives to reduce waste and increase good recycling practices. To build upon our existing waste reduction and recycling practices, United Solutions has:

- *Educated employees and customers about the organization's recycling and waste reduction goals, as well as our efforts to buy recycled office products.*
- *Provided recycling containers and provide employees with clear information about what can and cannot be recycled.*
- *Recycled all the following materials: mixed paper (including cardboard) and co-mingled material (cans, bottles, etc.)*
- *Donated or recycle old computers and other electronics.*

- *Reduced unwanted mail by switching to online subscriptions & electronically opting out of receiving hard copy of catalogs and mailers.*
- *For drafts and internal documents; printed on previously printed paper and designate a draft printer tray.*
- *Designated a sharing and reuse area for office supplies such as binders, folders, staplers, etc.*
- *Donated furniture, supplies, and computers.*
- *Replaced disposables with reusable kitchenware (e.g., mugs, utensils, etc.).*

Below are some of our measurable results from this past years Annual Employee survey:

- *In 2015, 33% of United Solutions employees used double sided printing 75-100% of the time.*
- *In 2015, 22% of United Solutions employees used double sided printing 50-74% of the time.*
- *In 2015, 34% of United Solutions employees used double sided printing 25-49% of the time.*
- *In 2015, 11% of United Solutions employees used double sided printing 1-24% of the time.*
- *In 2015, 78% of United Solutions employees reported that they recycled cans and bottles in the office 75-100% of the time.*
- *In 2015, 22% of United Solutions employees reported that they recycled cans and bottles in the office 0-24% of the time.*

Energy



Energy Efficiency

United Solutions ensures that energy saving features on office equipment are enabled and, where applicable, use network controls to regulate power use. We use and regularly maintain lighting controls such as occupancy sensors and bypass/delay timers in all of our office spaces. In the summertime, we draw the blinds and draperies to keep the heat out; during the winter, we open blinds and drapes on sunny days and close them at night and on cloudy days. United Solutions has assigned a point person to turn off shared office equipment (e.g. printers, copiers, etc.) and lights at the end of the day. We also placed work station computers and peripherals on powerstrips that are easy to access and turn off at the end of the day.

Below are some of our measurable results from this past years Annual Employee survey:

- *In 2015, 11% of United Solutions employees reported that they turned off their computer every night.*
- *In 2015, 44% of United Solutions employees reported that they turned off their computer every other night.*
- *In 2015, 11% of United Solutions employees reported that they turned off their computer for some weekeneds.*
- *In 2015, 11% of United Solutions employees reported that they turned off their computer every weekend.*
- *In 2015, 22% of United Solutions employees reported that they never turned off their computer.*

Transportation

Employee Commute

United Solutions regularly distributes and provide a display of information on transit, car/van pooling, and other commuting alternatives. We offer telecommuting opportunities and offer on-site lockers and showers to encourage walking, jogging, and bicycling to work; we also provide bicycle racks for staff and customers. United Solutions also provides videoconferencing and other technological solutions that reduce employee travel. United Solutions understands the environmental impacts of transportation and travel.

Below are some of our measurable results from this past years Annual Employee survey:

- *In 2015, 67% of United Solutions employees reported that they most frequently use Gas Vehicles as their transportation to work.*
- *In 2015, 11% of United Solutions employees reported that they most frequently use car pool as their transportation to work.*
- *In 2015, 11% of United Solutions employees reported that they most frequently use public transportation as their transportation to work.*
- *In 2015, 11% of United Solutions employees reported that they most frequently use electric/ hybrid vehicles as their transportation to work.*

Water

Water Conservation

United Solutions uses the dishwasher only when it is full and post signage to remind employees of this practice. We also only use water efficient faucets. Our company does not use much water at all but we are mindful to not being wasteful when we do use water.

Other



Awards

We were recently awarded the ECO-Leadership award from the Alliance of Workplace Excellence.

We have received Green Business Certification from the Montgomery County Department of Environmental Protection.



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

