

Greater Philadelphia Green Business Commitment

	COMMITMENT	PERSON(S)	ACTION TAKEN	DATE COMPLETED
LEADERSHIP AND EDUCATION				
1	Designate a "green office advocate" or committee	CURRENT	Todd is the advocate	5-May
2	Assess and track our carbon footprint	Jeff Morris	Do and give to Matt	15-May
3	Regularly promote sustainability initiative	CURRENT	Monthly COE Meetings	5-May
4	Develop and implement a plan to reduce carbon footprint	CURRENT	This checklist is the implemented plan	5-May
5	Appoint a management level sustainability officer	CURRENT	Carolyn Simons is the officer.	5-May
6	Encourage employees to adopt sustainable practices outside of work	Heather Coyne/CURRENT	Via email	13-May
7	Host regular green awareness events within the company	Committee/CURRENT	COE meetings	5-May
8	Prepare an internal annual report of progress for employees	Jeff Morris	Plans to write an annual report about our yearly energy use	15-May
9	Post and maintain our current GPGBC Self-Certification Report on our website	Matt Wittemann	This checklist on the website	18-May
10	Post and maintain our current carbon footprint summary data on our website	Matt Wittemann	J. Morris' data posted on website	18-May
11	Establish and promote individual green pledge for employees	Anne Wertz	Written - not distributed yet	5-May
ENERGY				
1	Conduct an informal energy audit of our facility	Todd/Jim Hobson	Completed at building meeting	7-May
2	Maintain a written policy that ensures blinds and curtains are closed during the peak summer period	Carolyn M/Katie W	Signs posted at windows	8-May
CL 3	Maintain a policy to turn off office lights when leaving for more than 15 minutes	Lyn Roberts/CURRENT	Lyn turns off all lights that are not programmed currently	5-May
4	Replace incandescent bulbs with compact fluorescents or LEDs	Todd/Lyn/Doug	in process	
5	Use task lighting with energy efficient bulbs when needed	Todd/Lyn/Doug	in process	
CL 6	Set all office equipment to go to standby mode when not in use	Katie Webb/CURRENT	All office equipment is set to standby mode	5-May
PP 7	Establish a purchasing program to buy only EPEAT certified computers and LED monitors	Donna Zalecky	Purchasing Policy written	11-May
PP 8	Establish a purchasing policy to only purchase Energy Star or energy efficient equipment	Donna Zalecky	Purchasing Policy written	11-May
9	Install or use plug load controllers for office equipment to switch equipment off after hours	ABC	All equipment goes to sleep mode when not in use	5-May
10	Set refrigerator temperature between 38 – 41 F and freezer between 10 - 20 F	Lyn Roberts		5-May
11	Institute a written maintenance program: inspect filters every 3 months, clean, check for clogs, etc	Dante Sandoli	Met with building maintenance to confirm	7-May
12	Implement a weatherizing policy and measures (weather stripping, caulking, sealing, etc)	Anne Wertz	Met with building maintenance; weatherizing policy with new windows	7-May
OPERATIONS AND PROCUREMENT				
BM 1	Buy toilet paper, tissues, and paper towels that have 35%-100% post-consumer recycled content	Dayna/Lucia	Met with building; next step to contact cleaning staff; part of PP	7-May
BM 2	Implement a "just in time" purchasing policy and a "first in/first out" chemical usage policy	Dayna/Lucia	Met with building; next step to contact cleaning staff; part of PP	7-May
3	Replace aerosols with non-aerosol alternatives	Lucia Schlossberg/CURRE	Part of purchasing policy	7-May
4	Buy low or no VOC paints, coatings, adhesives and sealants for surface coating projects	Carolyn Simons/CURRENT	Part of purchasing policy	7-May
5	Phase in low-VOC furniture when making replacements	Carolyn Simons/CURRENT	Part of purchasing policy	7-May
6	Use green cleaning techniques and products and properly dispose of expired materials	Lucia Schlossberg	Contacted Green Business Partners; they are switching - date unknown	11-May
7	When renovating, use eco-friendly flooring	Carolyn Simons/CURRENT	Part of purchasing policy	7-May
PP 8	Purchase copy, computer, or fax paper, etc with at least 35% post-consumer recycled content	Chris Elden	Need to meet with ABC to work out an agreement; part of purchasing policy	15-May meeting
PP 9	Purchase boxes and bags made from recycled paper or plastic for retail use or shipping	Lyn Roberts/CURRENT	Part of purchasing policy	7-May
PP 10	Where possible, use non-toxic water-based markers rather than toxic permanent markers/pens	Lyn Roberts/CURRENT	Part of purchasing policy	7-May
11	Use recycled or manufactured laser and copier toner cartridges	ABC/CURRENT	Part of purchasing policy	7-May
PP 12	For shipping items, use shredded paper, etc for packaging and reuse received materials	Lyn/Gene/CURRENT	Part of purchasing policy	7-May
PP 13	Maintain a sustainable purchasing policy	Katie W	Purchasing Policy written	11-May
PP 14	Choose vendors who can articulate sustainable practices	Katie W/Jim Hobson	Part of purchasing policy	7-May
PP 15	Use local businesses for products and services whenever possible	Taffy/CURRENT	Part of purchasing policy	7-May
PP 16	Choose vendors who take back products when their shelf life is over (e.g. fluorescent light bulbs)	Taffy	Part of purchasing policy	11-May
PP 17	Purchase items with the least packaging and minimize packaging in our products and services	Lyn Roberts/CURRENT	Part of purchasing policy	7-May
PP 18	Specify deliveries in reusable or returnable containers	Taffy/CURRENT	Part of purchasing policy	7-May
PP 19	When purchasing garbage pails or bags, find ones with recycled plastic (e.g. recycled HDPE)	Lyn Roberts/CURRENT	Part of purchasing policy	7-May
PP 20	Arrange to order goods from vendors who make deliveries of multiple items in a single delivery	Taffy/CURRENT	Part of purchasing policy	7-May
PP 21	When purchasing new printers, buy ones with duplex capability	ABC/CURRENT	Part of purchasing policy	7-May
PP 22	Ask vendors to take back packaging and used or damaged products for reuse or recycling	Lyn Roberts/CURRENT	Part of purchasing policy	7-May
23	Ban smoking from interior spaces and designate exterior smoking at least 25 feet from entries/intakes	Todd/ Dayna	Met with building to confirm; signs posted outside building	7-May

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TRANSPORTATION				
	1 Have a bike kit for employees who may have bicycle emergencies or problems	Shoshanah Murray	Purchased; located in marketing	
CL	2 Encourage commuter alternatives by informing employees and visitors about transportation options	Nicole Freyer	Posted transit maps around office	7-May
	3 Enroll in a car-sharing program	Gene Delaney/CURRENT		7-May
	4 Sign up for commuter benefits such as TransitChek	Betsy Schmidt/CURRENT		7-May
PP	5 Have a written policy to use hybrid cars during business travel when necessary to rent a car	Tim Hesser	Part of purchasing policy	11-May
PP	6 Have a written policy to use public transit or car share when traveling from office in metro area	Tim Hesser	Part of purchasing policy	11-May
	7 Provide a commuter van to/from transit stops, or be located within walking distance of transit stop	CURRENT	Located within walking distance to several transit stops	7-May
WASTE REDUCTION AND RECYCLING				
CL	1 Recycle food and beverage containers (glass, #1 and 2 plastic, and aluminum)	Heather Coyne/CURRENT	Confirmed with building	7-May
	2 Supply water through a fountain, cooler or tap (eliminate bottled water)	Muffy Byrne/CURRENT	Filtered water at fountains	7-May
	3 Use refillable containers of sugar, salt, pepper, half & half to avoid individual packets	James Templeton		15-May
	4 Use your own reusable dishes, or encourage caterers to serve in reusable serving dishes	Alan Lerro/CURRENT	Provide reusable containers/dishes in the kitchen	7-May
CL	5 Eliminate disposables in the break room by using permanent ware	Joanne Pizzo/CURRENT	Provide reusable containers/dishes in the kitchen	7-May
CL	6 Recycle all paper products that your recycling vendor will accept	Donna Zalecky/CURRENT	Confirmed with building	7-May
CL	7 Maintain a written policy of "green printing practices"	Julie J/Nicole F	Personal Checklist	15-May
CL	8 Encourage employees to edit/comment on documents on the computer whenever possible	David Knapp/CURRENT	Newforma and personal checklist/reminders	7-May
	9 Keep a stack of previously used paper near printers to use for scratch paper or drafts	Julie J/Nicole F		15-May
CL	10 Recycle tyvek envelopes	Betsy Schmidt	Part of personal checklist	15-May
	11 Contact senders to request removal from mailing list and reduce junk mail	Taffy	Standard practice	15-May
	12 Return labels from duplicate mailings and subscriptions requesting all but one be removed	ABC/Lyn Roberts	Standard practice	15-May
	13 Write "refused" on unwanted first class mail and return to sender	Lyn Roberts/CURRENT	Standard practice	7-May
	14 Purge your own mailing lists to eliminate duplication	Tim H/Shoshanah M	Accounting - done, Marketing - in process	15-May
	15 Switch to electronic forms, eliminate excess forms, and make paper forms more efficient	Chris Elden	Newforma	7-May
CL	16 Reuse envelopes as both send and return envelopes when possible	Katie Webb	Part of personal checklist	15-May
CL	17 Institute a written policy encouraging the use of the size reduction feature in photocopying	Nicole F/Chris E	Part of personal checklist	15-May
	18 Minimize misprints by posting a diagram showing how to load special paper, such as letterhead	Jeff Morris	No diagram, but instructions included on personal checklist	15-May
	19 Recycle toner cartridges, cell phones, and dry cell batteries	Gene Delaney	ABC recycles toner; Gene recycles cells to Cell Phones for Soldiers	7-May
	20 Encourage recycling by placing clearly marked collection bins in convenient locations	Geoff Ziegler	Standard practice	7-May
	21 Donate or exchange unwanted but usable items or enroll in a waste exchange program	Donna Z/Katie W/CURRENT	Donations to schools/other organizations	7-May
	22 Conduct a waste audit of our facility	James Templeton	Part of building meeting	11-May
WATER MANAGEMENT				
	1 Post signs in restrooms and kitchen areas encouraging water conservation	Heather DeFreytas	Only needed in kitchens	15-May
	2 Regularly check for and repair all leaks in your facility; respond immediately to leaking equipment	Janusz Karnowski/CURRENT	Standard practice	7-May
	3 Understand and review water bill monthly for indications of leaks, spikes or other problems	Gene Delaney/CURRENT	Standard practice	7-May