



## **Environmental Policy Statement**

Staff Pro recognizes the effect our business has on the environment and is committed to leading the industry in minimizing those effects by reducing our negative impacts on the environment in both our office and event operations.

*We will do so by adhering to the following principles:*

- Minimize waste by rethinking, reusing, repairing, and recycling materials and equipment.
- Striving to meet applicable green business standards set by leaders such as the San Francisco Green Business Program.
- A commitment to continual improvement through research of new practices and feedback on current policy.
- Communication, education, and training of both full and part-time employees to promote wider understanding and implementation.
- Sharing green ideals and educating our clients, business partners and suppliers on green business practices.

*To meet our commitments we will:*

- Purchase environmentally friendly products, including office and field equipment, from like-minded suppliers where possible.
- Make training and educational materials available to employees on-line.
- Create a framework for setting and reviewing environmental targets.
- Implement waste reduction and recycling programs at our offices and encourage the same at venues.
- Work with landlords to encourage eco-friendly building modifications and upgrades.

# GO GREEN PROGRAM STANDARDS

## Office Checklist



### STAFF PRO

#### Waste Reduction

#### Energy Conservation

#### Water Conservation

#### Pollution Prevention

#### General/Staff Education

#### REQUIRED ITEM

**Bold items indicate a required measure, and must be completed, if applicable.**

#### Email

cperez@staffpro.com

#### Website

www.staffpro.com

#### Waste Reduction Tip

Use a reusable cup or mug to save those paper or styrofoam cups from going in the trash. The average office worker who uses one cup a day will save over 250 cups from going in the landfill.

### Waste Reduction

#### Waste Diversion

- **Recycle or reuse paper including cardboard, mixed paper, newspaper, and office paper.**
- **Recycle all glass, plastic, and aluminum.**
- **Designate a recycling coordinator to take responsibility for monitoring and maintaining recycling and composting programs.**
- Conduct ongoing education about recycling, composting, waste reduction, and other environmental topics. Document dates and methods (emails, meetings, lunch presentations, ect.)
- Collect items that are prohibited from the garbage (batteries, CFL's cell phones and other electronics) and institute a program for their safe disposal.

#### Source Reductions

- **In the lunch/break room, replace disposables with permanent items (e.g. mugs, dishes, utensils, towels/rags, coffee filters, ect.) and use refillable containers for sugar, salt and pepper ect. to avoid individual condiment packages.**
- **Donate, sell, or exchange unwanted or unusable items (furniture, office supplies, electronics, ect.)**
- Serve dishes at office events in reusable serving dishes.
- Set copier/printer defaults to double sided. Make single sided the exception instead of the rule.
- Discourage the printing of emails.
- Keep a stack of previously used paper near printers. Use it for scratch paper or internal memos, make it into notepads, or designate a bypass tray for printing draft single-sided documents
- Use computer fax modems that allow faxing directly from a computer without printing.
- Reduce junk mail (<http://stopjunkmail.org>) and eliminate duplicates in your mailing list.
- Design marketing materials that require no envelope, simply fold and mail.
- Eliminate individual bottles of water for employees and guests. Install a



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### Energy Conservation Tip

Nearly 75% of all electricity used to power electronics is consumed by products that are switched off. Connect multiple electronics to one power strip and turn off the power strip when not in use over night.

water filtration system or use bulk-bottled water instead.

- Replace several similar products with one or two that do the same job. If using a multi function printer/scanner/fax eliminate auxiliary printers.
- Use a laundry service that provides reusable bags for dirty and clean linen.

### Environmentally Preferred Purchasing

- **Purchase copy, computer, and fax paper with a minimum 50% post consumer waste content (recommend 100%).**
- **Purchase folders or other paper products with recycled content.**
- Purchase letterhead, envelopes, and business cards with minimum 50% post consumer waste content.
- Purchase marketing materials with a minimum 50% post consumer waste content.
- Purchase janitorial paper (toilet paper, tissues, and paper towels) with minimum 35% post consumer waste content.
- Implement procurement guidelines for purchase of recycled content products.

## Energy Conservation

### General

- **Institute a written policy that all electronic devices, lighting, and room cooling/heating units are turned off when not in use, and use light switch reminders to remind staff.**
- **Use the standby mode on equipment. Set computers to sleep/hibernate after 30-60 minutes of inactivity.**
- Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows.
- If purchasing new computers, buy EPEAT (www.EPEAT.net) certified. EPEAT certified products are energy efficient and use lower quantities of hazardous components. If purchasing monitors, consider flat-screen LED monitors, which consume approximately 1/3 less energy than larger ray tube monitors.
- When replacing a refrigerator look for the ENERGY STAR label.
- Use or invest in renewable energy for at least 50% of your energy needs.



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### Water Conservation Tip

Make your current toilet a water saver by placing a full water bottle in the tank. You will save water because the space occupied by the water bottle does not require refilling with toilet water.

- Rearrange workspace area to take advantage of areas with natural light.
- Close blinds and curtains during peak summer periods (white reflects) or use fans to reduce A/C load.

### Lighting

- **Use light switch reminders to remind staff to turn off lights when not in use.**
- **Replace non-dimming incandescent bulbs with compact fluorescents.**
- Use task lighting instead of lighting the entire area.
- Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).

### Employee Practices

- **Assign a person to monitor each energy bill for sudden rises in energy use.**
- **Set refrigerator temperature between 38°F and 41°F and freezer between 10°F and 20°F.**
- Set thermostat to 76°F for cooling, 68°F for heating; use time devices to turn system down after hours.
- Use small fans or space heater during off hours instead of conditioning the entire office.
- Seal off unused areas. Block and insulate unneeded windows and other openings.

## Water Conservation

- **Understand your water bill and review it monthly for indications of leaks, spikes or other problems.**
- **Post signs in restrooms and kitchens to encourage water conservation and to report leaks.**
- Check the property for leaks every 6 months.
- Install low flow aerators or flow reducing valves with flow rate not to exceed .5gpm for hand washing sinks and 1.5gpm for kitchen sinks.



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### Pollution Prevention Tip

To find the nearest location to recycle products with hazardous components visit [www.Earth911.com](http://www.Earth911.com). Appliances, electronics, batteries, paints, and fluorescent bulbs are all considered hazardous.

## Pollution Prevention

### Environmentally Preferable Purchasing

- Use recycled or remanufactured laser and copier toner cartridges.
- Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries.
- Have an outdoor ashtray or cigarette “butt” can for smokers.
- Work with your janitorial service, or other service providers to use safer alternatives to potentially harmful products. Require your janitorial service company to use only low toxic cleaning products that meet the Green Seal certification standards ([www.greenseal.org](http://www.greenseal.org)) in your facility.
- Replace aerosols with pump dispensers.
- Use low toxicity multipurpose cleaners, rather than many special-purpose cleaners.
- Use unbleached and/or chlorine free paper products (copy paper, paper towels, napkins, coffee filters, ect.).
- Replace toxic permanent ink markers/pens with water-based ones.
- Print promotional materials with vegetable or other low-VOC inks.
- Replace standard fluorescent lights with low or no mercury fluorescent lights.
- Use low or no VOC paint products.

### Clean Air

- Patronize services close to your business (e.g. food/catering, copy center, ect.) and encourage employees to do the same.
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- Keep company vehicles well-maintained to prevent leaks and minimize emissions; encourage employees to do the same.



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### General/Staff Education Tip

Offer individual employee awards such as “zero waste hero of the month.” Reward the winners with prizes such as gift certificates to local green businesses.

## General/Staff Education

- Track water and energy usage, and solid waste generation.
- Adopt a written environmental policy statement stating your businesses’ commitment to operate as a green business and some practices that your business is implementing as a green business.
- Conduct an all staff presentation periodically on your environmental policy and ways in which employees can implement green business practices.
- Provide 3 on-going incentives or training opportunities to encourage management and employee participation. For example, incorporate Green Business into:
  - Staff meeting discussions.
  - Your company newsletter or bulletins.
  - Your company suggestion and reward programs.
- Inform your clients about your businesses’ environmental efforts and what you are doing to become more eco-friendly.
  - Post the green business logo, certification, and pledge in a visible location.
  - Post reminders listing steps you are taking to be a green business.
  - Highlight your eco-friendly efforts on your website.
  - Help clients make green decisions at their events and in their venues.

~This Staff Pro Go Green Office Checklist is inspired by and based on the San Francisco Green Business Program. After reaching our goals laid out in this document, we strive to meet the rigorous standards of San Francisco Green Business.~