

Boston Bar Association Green Office Program

FOR ALL LAW OFFICES:

Put Someone in Charge

1. A GEO (Green Executive Officer) is designated to be accountable for the Program.

Recycle More

2. Desk-side recycling boxes or containers are at each desk or workstation and larger containers are available in the office for bottles, cans, newspapers, magazines, and cardboard.
3. Recycling services for all of items in step 2 are in place. (If a landlord does not provide regular recycling, the office makes arrangements with provider such as Earthworm for pick up.)

Reduce Paper Use

4. All copiers and printers are set to duplex (double-sided) printing option. Office policy regularly reminds all users to have the default mode on computers and copiers set to duplex printing.

Increase Use of Recycled Paper

5. Copy and printer paper and file folders have at least 30% post-consumer recycled content. Letterhead paper, envelopes, and legal pads have at least 90% post-consumer recycled content.

Reduce Electricity Use

6. Switch to energy efficient lighting. All standard incandescent bulbs are replaced by compact fluorescent lights (CFLs) or light emitting diodes (LEDs), which use 75% to 85% less energy, last longer, and generate less heat (important for air conditioning) than incandescent bulbs.
7. Computers, printers, copiers, and lights are automatically turned off for nights and weekends. (An override is available for users to use equipment and lights after the normal shut-off time.)
8. Issue monthly email tips, such as: screensavers do not save energy and may double energy use v. sleep mode, keeping chargers for cell phones and PDAs plugged in wastes electricity.

Promote Sustainable Transportation

9. Subsidize or otherwise encourage employee use of mass transit & car pools. Provide or pay for bike storage or other biking commuter amenities. Locate new office space near public transit.

FOR LARGER OR MORE COMMITTED OFFICES –

Eliminate Bottled Water (“Drink at the Sink!”) and Discourage Disposable Cups and Plates

10. Provide tap water in kitchens and pitchers in conference rooms instead of bottled water. Encourage lawyers and staff to use (and individually wash) durable mugs, cups, glasses, and plates (rather than paper, plastic, or Styrofoam) and provide these for visitors when feasible.