

The Green Law Office Initiative: Getting Started



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How Could We Reduce Our Environmental Impact?

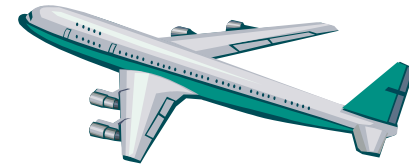
- Group of volunteers met informally to make initial plans
- We got involved with our professional organization and helped design the EPA-ABA Law Office Climate Challenge
 - We proposed they include paper and volunteered to do a paper pilot study to develop best practices for law firms
- What kind of impact could we have across the profession by leading a Green Law Office effort?





What Is Our Environmental Impact?

- Arnold & Porter LLP
 - 51 million sheets of paper per year
 - Flight miles (3 million pounds CO₂/year)
 - 7-9 million air travel miles per year
 - Seven buildings: HVAC, lighting, technology, etc.
 - Waste from 1,470 employees
- One Million U.S. Lawyers Have Big Environmental Impacts
 - 20-100 billion pages per year
 - 9 million trees
 - 1 – 4.5 million tons CO₂/year





Reasons to Implement a Green Law Office

- Social Responsibility
 - The right thing to do
 - Consistent with other “sustainable” practices such as commitment to diversity and family-friendly policies
- Professional Leadership
 - Opportunity to magnify the benefits of using green practices
- Align with Clients’ Goals
 - Clients adopting sustainable practices demand suppliers do the same
- Recruiting and morale
 - Top talent want their professional home to reflect socially responsible values





How We Did It: Practical Steps

- Policy
 - Prepared a broad environmental policy
 - Gained buy-in from firm leadership
 - Adopted and announced

ARNOLD & PORTER LLP

Green Office Initiative: Arnold & Porter LLP Environmental Policy Statement

Arnold & Porter LLP recognizes the importance of protecting the ecosystem, conserving natural resources, reducing the potential for global climate change, increasing awareness of our collective impact on the environment, and thus is committed to conducting all of its operations in an environmentally sound manner with these goals in mind.

Arnold & Porter's environmental policy is intended to create long-term positive environmental benefits, minimize the consumption of natural resources and energy whenever possible, and protect our employees and clients as members of the global community.

In order to protect the environment, in all of its offices around the world, Arnold & Porter will strive to:

- provide healthful and safe workplaces;
- use recycled paper and other materials;
- minimize waste in the use of materials;
- reuse or recycle the materials we do use;
- purchase equipment with low electricity and water demands;
- use non-toxic materials for cleaning, maintenance, and other operations;
- when building or renovating space, use recycled or renewable building materials;
- encourage the use of environmentally sound methods of transportation; and
- continue to look for new methods for reducing the firm's environmental impact.

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How We Did It: Practical Steps

1. Low hanging fruit
 - Simple steps that would make a big difference
 - Identified, researched, piloted, and verified costs
 - Paper pilot program
 - Researched carbon offsets
2. Education and Outreach
3. Higher hanging fruit
 - Ongoing efforts





The Green Team



Green Office Working Committee

- Our core “Green Team” consists of six members representing different facets of the firm.
- The Green Team is advised by a small group of decision makers in the firm

Each of the seven offices has its own Green Team to focus on programs unique to each building (i.e., different recycling programs, building managers, etc.)

We created a Green Team electronic “suggestion box” to solicit others’ ideas

Working on an internal website to provide green tips and information about events



Our Green Offices: Paper

- Reduced printing
 - “Piloted” our new printing program in 2006.
 - Default, double-sided printing instituted April 2007
 - Switched to paper with 30% post-consumer waste content. Still looking for acceptable 100% PCW content.
- Eliminated Wasteful Practices
 - Switch to an electronic culture: email all internal communication; eliminated printing faxes, automate internal reports





Our Green Offices: Paper

- Other paper products and vendors
 - Converted from yellow to white recycled legal pads
 - Prefer vendors who use recycled paper
 - Convert all paper products to recycled or biodegradable products
 - Ecotainer coffee cups, cafeteria products
- Holiday Cards sent by e-mail





Our Green Offices: Energy

- Inventoried Energy Use and Made Changes
 - Working closely with building manager on common goals is key
 - Highest impact areas: heating/cooling, lighting, office equipment
 - Installed energy efficient lighting where it was not already in use
 - Installed motion sensors in bathrooms, conference rooms
 - Shut off escalator evenings, weekends
- Energy Star
 - Equipment (already in use)
 - Office building (in Washington)
- Replace CRT monitors with LCD screens
- Reset power savings settings on equipment
- Education is an ongoing effort
 - Turn off lights, switch off power strip



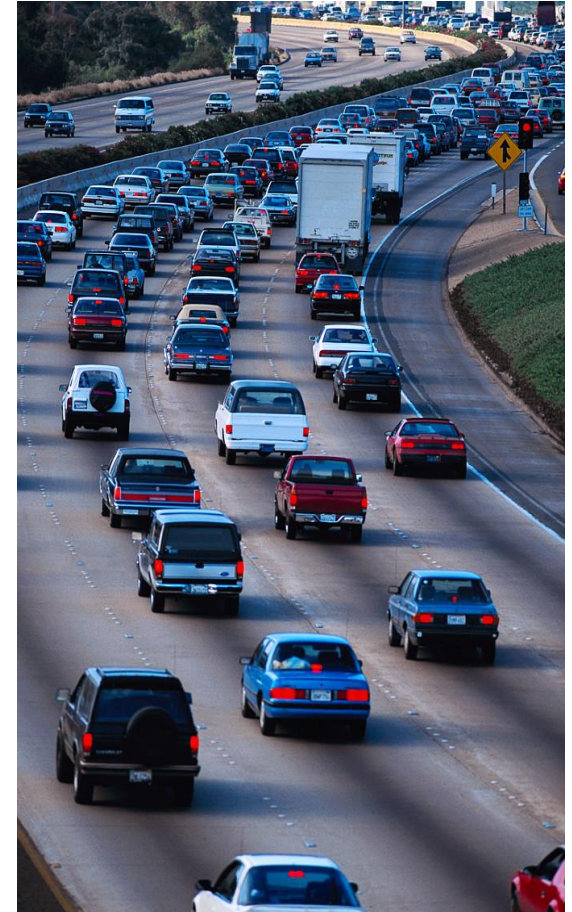


Our Green Offices: Transportation

- Offset Impact for Air Travel
 - Purchased/retired credits through Carbonfund to offset air travel miles
 - Rainforest restoration
 - Wind power investment



- Commuting
 - Preference for car services with hybrid cars (DC and NY)
 - Installed commercial tire pump installed in garage (based on client idea)
 - 3% improved efficiency





Our Green Offices: Other Waste Reduction

- Improved Scope of Recycling
 - Commingled recycling in Washington
 - Expanded recycling in Denver, Los Angeles offices
- Reduce cafeteria, conference services waste
 - Eliminating plastic water bottles. Replacing with pitchers, stainless steel water filtration systems
 - Donate extra food from our cafeteria to a homeless shelter
- Electronics Recycling
 - Secure the Call (BlackBerrys)
 - Electronics collection (CRT disposal)
- Challenged each department to “green” their programs
- Exploring use of soy-based toner





Education Efforts



Education is our single biggest challenge

- Created quarterly newsletter
- America Recycles Day events
 - 2007 - Collected 3,000 plastic bags in DC, winners received reusable shopping bags
 - 2008 - Held used clothing drive and donated clothes to homeless
- Quarterly Lunch Program
 - Program encourages office-wide support of our Green Office program
 - Topics have included a showing of “An Inconvenient Truth,” planting a rain garden, calculating your carbon footprint, how to recycle
- The Pledge Tree



Some of Our Accomplishments

- Paper use reduction
- Donated **1,560 meals** in 2007-08
- Recycled **125 tons** of paper/plastic/aluminum
- Named EPA Green Power Partner for wind power investment
- Positive recognition from media, other firms, clients, recruits
 - Washington Business Journal green business award for Innovation
 - One of five honorees in Bisnow Green Leadership Awards
 - Only law firm in DC to join EPA Green Power Leadership Club in 2007
 - ALA Conference, Keystone, Conference Board webcast
 - Legal Times, Channel 9 News, Washington Post





Challenges and Next Steps

- Changing work habits
- Cafeteria waste (composting)
- Continued investment
- Researching the trade offs
 - Cleaning reusable china v. energy cost of “biodegradable” cups
- Quantifying our impact

Be a Part of the Solution, RECYCLE!

DESK SIDE & COPY ROOMS – (Blue Recycle Bins)

Acceptable	Unacceptable
Cardboard	Aluminum cans
Catalogs	Ceramics
Cereal boxes	Containers—butter, yogurt, salad dressing
Copier & printer paper—all colors	Crystal
Flyers	Drinking glasses
Letterhead	Hanging folders
Magazines	Kleenex
Manilla folders	Light bulbs
NCR forms	Medicine containers
News papers	Microfilm
Office paper—all colors	Napkins
Paper clips—metal, plastic	Paper board
Stapled pamphlets	Paper towels
White non-window envelopes	Pizza boxes
Plastic wrappers	
Soiled or food contaminated cardboard	
Soiled paper	

PANTRIES – (Grey Recycle Bins)

Acceptable	Unacceptable
Cans	Ceramics
Clear glass bottles	Containers—butter, yogurt, salad dressing
Jars	Drinking glasses
Juice bottles	Kleenex
Milk cartons	Light bulbs
Narrow-neck plastic bottles	Medicine containers
	Paper towels
	Pizza boxes
	Plastic wrappers
	Soiled or food contaminated cardboard
	Styrofoam cups
	Teabags

PANTRIES – (Sliding Drawers)

Acceptable	Unacceptable
Aluminum foil	Ceramics
Aluminum soda cans	Containers—butter, yogurt, salad dressing
Clear glass bottles	Drinking glasses
Jars	Kleenex
Narrow-neck plastic bottles	Light bulbs
Plastic cups	Medicine containers
Plastic forks & knives	Paper towels
	Pizza boxes
	Plastic wrappers
	Soiled or food contaminated cardboard
	Styrofoam cups
	Teabags