

PART B: ABA – EPA Law Office Climate Challenge Programs

[Complete as many of sections one, two, or three, below, as applicable.]

SECTION ONE: BEST PRACTICES FOR OFFICE PAPER MANAGEMENT

[Complete this section by checking the box below if your organization has implemented best practices for office paper.]

___ My organization has implemented at least two out of three of the following best practices for office paper management:

- Assure that at least 90 percent of all types of copier, printer, letterhead, and bond paper, as well as envelopes purchased have, in total, at least 30% post-consumer recycled content
- Recycle at least 90 percent of discarded mixed office paper (defined as all types of white paper, colored paper, file folders, and envelopes)
- Adopt a policy of double-sided copying and printing for drafts and internal documents. This policy entails taking reasonable steps to enable copiers and printers to conduct double-sided copying and setting double-sided copying as the default mode on those machines.

SECTION TWO: U.S. EPA WASTEWISE PROGRAM

[Complete this section by checking the box below if your organization has joined the U.S. EPA WasteWise program and committed to implement best practices for office paper management.]

___ My organization is a WasteWise Partner. Enclosed is a copy of the first Assessment Form that my organization filed with WasteWise.

SECTION THREE: U.S. EPA GREEN POWER PARTNERSHIP PROGRAM

[Complete this section by checking all the boxes that apply if your organization has joined the U.S. EPA Green Power Partnership program.]

1. ___ My organization is a Green Power Partner. Enclosed is a copy of my organization's Green Power Partnership Agreement and Green Power Partner certificate from U.S. EPA.
2. a. ___ My organization is a member of the Green Power Leadership Club.
 - b. ___ My organization uses less than 1,000 megawatt hours of annual electricity, and has purchased green power in the amount of at least 100% of annual electricity use.
3. ___ My organization has purchased _____ megawatt hours of green power for the following 12-month period: _____. This purchase has resulted in the avoidance of _____ pounds/tons of carbon dioxide emissions.

SECTION FOUR: U.S. EPA ENERGY STAR PROGRAM

[Complete this section by checking the box below if your organization has joined the U.S. EPA ENERGY STAR program.]

___ My organization is an ENERGY STAR Partner. Enclosed is a copy of my organization's partnership letter to ENERGY STAR.

SECTION FIVE: FIRM SUMMARY

[Complete this section if your organization has more than one office that is enrolling in the ABA-EPA Law Office Climate Challenge. Identify the location (City, State/Country) of each such office and classify each one as a leader [L] or a partner [P] for the appropriate category.]

Example: Chicago, IL [P]; New York, NY [L]; London, England [P]

Location of Office [Classification] (City, State/Country [Leader (L) or Partner (P)])	Category
	Office Paper Management
	Waste Wise
	Green Power
	ENERGY STAR
<u>Comments:</u>	

Return Form to:

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