

ABA - EPA Law Office Climate Challenge - Enrollment Form Instructions

To enroll in the ABA – EPA Law Office Climate Challenge, you law office should first either implement best practices for office paper management or enroll in at least one of the three U.S. Environmental Protection Agency (“EPA”) partnership (that is, voluntary) programs involved in the Climate Challenge. The following are step-by-step instructions for taking those actions. More information about the Law Office Climate Challenge, best practices for office paper management, and the relevant EPA partnership programs is available at http://www.americanbar.org/groups/environment_energy_resources/projects_awards/aba_epa_law_office_climate_challenge.html.

Part A: Law Office and Contact Information

Section One: Law Office Information:

If your law office is part of an organization with more than one law office, then:

- Your law office may enroll in the Climate Challenge on its own behalf; on behalf of more than one, but not all, of the law offices in your organization; or on behalf of your entire organization.
- If your law office is enrolling on behalf of more than one law office in your organization, all of the law offices on whose behalf you are enrolling must meet the Climate Challenge through the same method (e.g., the EPA Green Power Partnership program).
- Separate law offices within your organization may enroll separately, and meet the Climate Challenge through the same method (e.g., the EPA Green Power Partnership program) or different methods.

Section Two: Contact Information:

If your organization has more than one law office participating in the Climate Challenge, you may select a single contact person for your entire organization, or you may select more than one contact person to each represent one or more of your law offices.

Part B: Law Office Climate Challenge Programs

Section One: Best Practices for Office Paper Management

Your law office may enroll in the Law Office Climate Challenge simply by implementing best practices for office paper management. More information about these best practices and how to participate in the Climate Challenge is available at http://www.americanbar.org/groups/environment_energy_resources/projects_awards/aba_epa_law_office_climate_challenge.html

[w office climate challenge/office paper wastewise.html](http://www.officeclimatechallenge.com/officepaperwastewise.html)

To enroll in the Law Office Climate Challenge by implementing best practices for office paper management, take these steps:

- (1) Implement at least two of the following three practices:
 - (a) Assure that at least 90 percent of all types of copier, printer, letterhead, and bond paper; as well as envelopes (including manila envelopes) purchased have, in total, at least 30% post-consumer recycled content. As a practical matter, you can implement this practice simply by adopting a policy that 100% of your future purchases of copier/printer paper have at least 30% post-consumer recycled content.
 - (b) Recycle at least 90 percent of discarded mixed office paper (defined as all types of white paper (copier, printer, letterhead, bond, and note paper), colored paper, file folders, and envelopes (including manila envelopes)). As a practical matter, you can implement this practice simply by establishing an office-wide policy of recycling these materials and assuring that all office personnel have ready access to recycling bins.
 - (c) Establish an office-wide policy of double-sided copying and printing for all internal documents (including drafts) of more than several pages in length, implemented as follows:
 - (i) Set double-sided copying or printing as the default mode for all copiers and printers that are typically used for documents of more than several pages in length, and which can accommodate double-sided copying or printing;
 - (ii) If the law office uses, for documents of more than several pages in length, copiers and printers that cannot perform double-sided copying or printing, establish a policy of making reasonable purchases of software or attachments as needed to enable double-sided copying as the default mode, or establish a policy of replacing those copiers and printers, at the appropriate time, with ones for which double-sided copying or printing can be enabled as the default mode; and
 - (iii) Establish a policy of assuring, to a reasonable extent, that any copiers and printers that are typically used for documents of only several pages in length are equipped for double-sided copying and printing as the default mode.
- (2) Complete the Law Office Climate Challenge Enrollment Form, part B, section one, by checking off the box, and submit the Enrollment Form.
- (3) When your Enrollment Form is received, the ABA will list your law office as a Law

Office Climate Challenge Partner.

Note that if you choose this approach to participate in the Law Office Climate Challenge, you do not need to calculate the amount of carbon dioxide (CO₂) emissions reductions that result from your efforts. If you are prepared to calculate those amounts and want the ABA to include those amounts next to your name as a Law Office Climate Challenge Leader and among law office total reductions, then you must join the WasteWise program, in the manner described immediately below.

Section Two: U.S. EPA WasteWise Program

Your law office may enroll in the Law Office Climate Challenge enrolling in the U.S. EPA WasteWise program and committing to implement best practices for office paper management. More information about the WasteWise program and how to participate in the Climate Challenge is available at

http://www.americanbar.org/groups/environment_energy_resources/projects_awards/aba_e_pa_law_office_climate_challenge/office_paper_wastewise.html

To enroll in the Climate Challenge by enrolling in WasteWise and implementing best practices for office paper management, take these steps:

- (1) Familiarize yourself with the WasteWise program.
- (2) Familiarize yourself with practices for office paper management. For present purposes, those best practices include:
 - (a) Assure that at least 90 percent of all types of copier, printer, letterhead, and bond paper; as well as envelopes (including manila envelopes) purchased have, in total, at least 30% post-consumer recycled content,
 - (b) Recycle at least 90 percent of discarded mixed office paper (defined as all types of white paper (copier, printer, letterhead, bond, and note paper), colored paper, file folders, and envelopes (including manila envelopes)),
 - (c) Implement an office-wide policy of double-sided copying and printing for at least 50% of the pages for all internal documents (including drafts), as determined through good faith, practical estimates. Such estimates can be based on enabling double-sided copying and printing as the default mode for copiers and printers that are the ones used most often for documents of more than several pages in length, as well as surveys of attorneys and other employees.
- (3) Enroll in the EPA WasteWise program by submitting to EPA the WasteWise Partner Registration Form. EPA will recognize your law office as a WasteWise Partner.
- (4) Subsequently, complete and submit to U.S EPA the first WasteWise Assessment Form,

which may be referred to as the Baseline Assessment Form, indicating your commitment to implement best practices for office paper management.

- (5) Complete the Law Office Climate Challenge Enrollment Form, check off the box in Part B., section two, and submit the Enrollment Form, along with a copy of your WasteWise Baseline Assessment Form.
- (6) When your Law Office Climate Challenge Enrollment Form is received, the ABA will list your law office as a Law Office Climate Challenge Partner.

After your law office submits the WasteWise Baseline Assessment Form, your office should proceed to implement at least two out of three best practices for office paper management, and file an annual WasteWise Assessment Form describing your progress. When your office files its annual WasteWise Assessment form, complete and submit to the ABA the Law Office Climate Challenge Update Form. The ABA will credit your law office with the carbon dioxide (CO₂) – equivalent reductions that you report with the Update Form. And, if your law office reports that you have fully implemented at least two out of three best practices for office paper management, then the ABA will list your law office as a Law Office Climate Challenge Leader.

Section Three: U.S. EPA Green Power Partnership Program

Your law office may enroll in the Law Office Climate Challenge by enrolling in the EPA Green Power Partnership program, which entails committing to purchase, or purchasing, at least a specified minimum amount of green power. For most law offices, that will mean purchasing commercially available renewable energy certificates. More information, including more detailed, step-by-step instructions, about how to participate in the Climate Challenge through participation in the EPA Green Power Partnership program as well as the purchase of renewable energy certificates, is

http://www.americanbar.org/content/aba/groups/environment_energy_resources/projects_awards/aba_epa_law_office_climate_challenge/green_power.html

To enroll in the Climate Challenge through participation in the EPA Green Power Partnership program, take these steps:

- (1) Familiarize yourself with the EPA Green Power Partnership program.
- (2) Enroll in the EPA Green Power Partnership program by completing and submitting to EPA the Green Power Partnership Agreement.
- (3) To enroll in the Green Power Partnership program, your law office must commit to purchase, or purchase, green power in at least a specified amount. By making this commitment or purchase, your law office will be recognized by EPA as a Green Power Partner, and EPA will send you a Green Power Partner certificate.
- (4) Complete the Law Office Climate Challenge Enrollment Form, part B, section two, by checking off the box at #1. Submit the Enrollment Form to the ABA, along with a copy of your Green Power Partnership Agreement and Green Power Partner certificate.

- (5) When your Law Office Climate Challenge Enrollment Form is received, the ABA will list your law office as a Law Office Climate Challenge Partner.
- (6) Under the EPA Green Power Partnership program, if your law office purchases an additional amount of green power, your law office will qualify as a member of the Leadership Club. (Note that for purposes of membership in the Leadership Club, if your office is part of a multi-office organization, the amount of green power required for purchase must be calculated with reference to the electricity usage of all offices in your organization.) If your law office has purchased the amount of power to be a member of the Leadership Club, then in the Law Office Climate Challenge Enrollment Form, part B, section two, check off the box at #2.a. When your Enrollment Form is received, the ABA will list your law office as a Law Office Climate Challenge Leader.
- (7) Note that under the EPA Green Power Partnership program, organizations that use less than 1,000 megawatt hours of annual electricity are not eligible for membership in the Leadership Club. If your law office 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, then in the Law Office Climate Challenge Enrollment Form, part B, section two, check off the box at #2.b. When your Law Office Climate Challenge Enrollment Form is received, the ABA will list your law office as a Law Office Climate Challenge Leader. (Note further that for this purpose, if your office is part of a multi-office organization, your office must purchase green power in the amount of at least 100% of the annual electricity use of your entire organization, under the same rules that apply for the Leadership Club, described above.)
- (8) If, by the time you have submitted your Green Power Partnership Agreement to the EPA, your law office has purchased green power, and has so indicated on the Partnership Agreement, then in the Law Office Climate Challenge Enrollment Form, part B, section two, complete #3 by identifying the amount of megawatt hours of green power that your law office has purchased, the 12-month period for which your law office made that purchase, and the amount of CO₂ emissions that your purchase has avoided. The ABA will credit the amount of CO₂ emissions reductions that have resulted from your purchase.

If, when you submit your EPA Green Power Partnership Agreement, your law office has committed to purchase green power, then, when your law office completes its purchase of green power, complete the Law Office Climate Challenge Update Form, and submit it to the ABA. The ABA will credit the amount of CO₂ emissions reductions that have resulted from your purchase.

If your law office makes additional purchases of green power, such as for a subsequent 12-month period, then complete the Law Office Climate Challenge Update Form, and submit it to the ABA. The ABA will credit the additional amount of CO₂ emissions reductions that have resulted from your purchase.

Section Four: U.S. EPA ENERGY STAR Program

Your law office may enroll in the Climate Challenge by enrolling in the EPA ENERGY STAR program, which entails committing to develop an energy management plan. EPA and the ABA Section of Environment, Energy, and Resources (“SEER”) have developed a Law Office Guide to Energy Efficiency, <http://www.abanet.org/enviorn/climatechallenge/lawofficeguide.pdf>. More information, including more detailed, step-by-step instructions, about how to participate in the Climate Challenge by participating in the EPA ENERGY STAR program, is available at http://www.americanbar.org/groups/environment_energy_resources/projects_awards/aba_epa_la_w_office_climate_challenge/forms.html.

To enroll in the Climate Challenge through participation in the EPA ENERGY STAR program, take these steps:

- Familiarize yourself with the Law Office Guide to Energy Efficiency and with the EPA ENERGY STAR program.
- Enroll in the ENERGY STAR program by signing and submitting to EPA the ENERGY STAR partnership letter.
- Complete the Law Office Climate Challenge Enrollment Form, part B, section three, by checking off the box. Submit the Enrollment Form, along with a copy of your ENERGY STAR partnership letter.
- When your Enrollment Form is received, the ABA will list your law office as a Law Office Climate Challenge Partner.

After your law office implements its energy management plan and realizes reductions in electricity or energy usage, complete the Law Office Climate Challenge Update Form at http://www.americanbar.org/groups/environment_energy_resources/projects_awards/aba_epa_la_w_office_climate_challenge/forms.html. The ABA will credit the amount of carbon dioxide (CO₂) emissions reductions that have resulted from your efforts, and if you have successfully reduced your electricity usage (if you are a tenant) or energy usage (if you own your building) by at least ten percent, then the ABA will list your law office as a Law Office Climate Challenge Leader.

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]