



ABA-EPA Law Office Climate Challenge Update Form Completion Instructions

The American Bar Association (ABA) Section of Environment, Energy and Resources (SEER), and the Law Practice Management Section (LPM), in cooperation with the U.S. Environmental Protection Agency (EPA), proudly offer the ABA-EPA Law Office Climate Challenge: *Become a better environmental and energy steward by participating in a package of programs specially designed for law offices.*

More information about the Law Office Climate Challenge 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

These instructions are the same as for the Law Office Climate Challenge Enrollment Form. If any of your information for this Part A. of the Update Form differs from the information you supplied for Part A. of the Enrollment Form, please check the indicated boxes on the Update Form, which will facilitate efforts by the ABA to update its records.

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 U.S. 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 U.S. 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: Climate Challenge Programs

Section One: U.S. EPA WasteWise Program

Complete this section if your organization's Law Office Climate Challenge Enrollment Form indicated enrollment in the U.S. EPA WasteWise program. In enrolling in the U.S. EPA WasteWise program, your organization established a goal of implementing at least some degree of best practices for office paper management, and agreed to provide reports to WasteWise concerning your organization's progress in achieving those goals.

The purpose of this Law Office Climate Challenge Update Form is to inform the ABA of your organization's progress in achieving the office paper management goals. The following are instructions for so informing the ABA and for achieving further recognition. More information, including more detailed, step-by-step instructions, about how to participate in the Climate Challenge through participation in the U.S. EPA WasteWise program is available at http://www.americanbar.org/groups/environment_energy_resources/projects_awards/aba_epa_law_office_climate_challenge/office_paper_waste_wise.html

- After your organization has begun to implement your office paper management plan, submit to the U.S. EPA a WasteWise Assessment form describing your progress.

- Complete and submit to the ABA the Law Office Climate Challenge Update Form, Part B, Section One, #1, by including information reported in the WasteWise Assessment form, and include a copy of that form.
- When your Law Office Climate Challenge Update Form is received, the ABA will credit the amount of carbon dioxide (CO₂) emissions reductions that you have reported as resulting from your efforts. And if you have implemented at least two of three best practices for office paper management, check off the box in Part B, Section One, #2, and the ABA will list your law office as a Law Office Climate Challenge Leader.

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

Complete this section if your organization's Law Office Climate Challenge Enrollment Form indicated enrollment in the U.S. EPA Green Power Partnership program. By enrolling in the U.S. EPA Green Power Partnership program, your organization committed to purchase green power in at least specified amounts, or actually purchased green power in such amounts.

The purpose of this Law Office Climate Challenge Update Form is to inform the ABA that your organization has completed the purchase of green power to which you had previously committed, if you have not already so advised the ABA; or that your organization has purchased an additional amount of green power, such as for the year following the year for which you made your initial purchase. More information, including more detailed, step-by-step instructions, about how to participate in the Climate Challenge through participation in the U.S. EPA Green Power Partnership program, is available at http://www.americanbar.org/groups/environment_energy_resources/projects_awards/aba_epa_law_office_climate_challenge/green_power.html

- If, when you submitted your Law Office Climate Challenge Enrollment Form, you indicated (by checking off Part B, Section Two, #3 on that Form) that your law office had completed its purchase of green power, then you do not need to file this Law Office Climate Challenge Update Form until you make another purchase of green power, as described below.
- If, when you submitted your Law Office Climate Challenge Enrollment Form, you did not indicate that your law office had completed its purchase of green power, then you should complete your purchase of green power and report it to the U.S. EPA through the Green Power Partnership program's Partner Yearly Update form. Similarly, if you make an additional purchase of green power – such as for a time period after the period covered by your initial purchase -- then you should report this additional purchase through the Partner Yearly Update form.

If you submit to U.S. EPA your Partner Yearly Update form before February 1, 2009 (which is close to the end of the two-year pilot period for the Law Office Climate Challenge), then, at the same time, complete this Law Office Climate Challenge Update Form, including Part B, Section Two, #1, attach a copy of the Partner Yearly Update form, and submit to the ABA. If, under the requirements of the Green Power Partnership program, you are not required to submit the Partner Yearly Update until after February 1, 2009, then submit this Law Office Climate Challenge Update Form to the ABA by no later than February 1, 2009, even without attaching the Partner Yearly Update form.

- When you submit this Law Office Climate Challenge Update Form, the ABA will credit the amount of carbon dioxide (CO₂) emissions reductions that have resulted from your purchase of green power.
- Complete Part B, Section Two, #2, if, due to your subsequent purchases of green power, you have become recognized as a member of the U.S. EPA's Green Power Partnership Leadership Club; or if your organization uses less than 1,000 megawatt hours of annual electricity, and you have purchased green power in the amount of at least 100% of annual electricity use. Under either of these circumstances, the ABA will recognize your organization as a Law Office Climate Challenge Leader.

Section Three: U.S. EPA ENERGY STAR Program

Complete this section if your organization's Law Office Climate Challenge Enrollment Form indicated

enrollment in the U.S. EPA ENERGY STAR program. By enrolling in ENERGY STAR, your organization committed to develop an energy management plan and to report your progress to ENERGY STAR.

The purpose of this Law Office Climate Challenge Update Form is to inform the ABA of your organization's progress in implementing the energy management plan. The following are instructions for so informing the ABA and for achieving further recognition. More information, including more detailed, step-by-step instructions, about how to participate in the Climate Challenge through participation in the U.S. EPA ENERGY STAR program, is available at

http://www.americanbar.org/groups/environment_energy_resources/projects_awards/aba_epa_law_office_climate_challenge/energy_star.html

- After your organization has begun to implement your energy management plan, submit to ENERGY STAR an update describing your progress. In general, submit your update to ENERGY STAR at the earlier of (i) the date that you achieve at least a 10% reduction in electricity usage (if your law office is a tenant) or energy usage (if your law office owns its building); or (ii) by February 1, 2009, which is shortly before the close of the two-year pilot period for the ABA-EPA Law Office Climate Challenge.
- Complete the Law Office Climate Challenge Update Form, Part B., Section Three, by including information reported in the ENERGY STAR update. Recall that law offices that are tenants may calculate only their electricity savings, but law offices that own their building should calculate overall energy savings. Submit this Law Office Climate Challenge Update Form to the ABA.
- When your Law Office Climate Challenge Update Form is received, the ABA will credit the amount of carbon dioxide (CO₂) emissions reductions that you have reported as resulting 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 10%, then the ABA will list your law office as a Law Office Climate Challenge Leader.