1. What we have been doing
2. Employee Survey Results
3. Our GHG Emissions
4. Our company goal
5. Progress towards our goal
6. Info to track for 2015 GHG emissions calc
7. Future plans & purchases
● Green actions in place:
  ○ Heavy use of whiteboards
  ○ Turn off lights when room is empty
  ○ Use ceramic mugs
SunBlue 2014

- Green actions in place:
  - Thorough & labeled recycling
  - Use natural lighting
  - Use Energy Star rated Air Conditioner
Green actions in place:

- Recycled wood pallets into plant holders
- Use thermostat
- Reuse folders
- Share office supplies
Employee Survey Results:

Q5

I consider my workplace to be environmentally friendly.
Answered: 11  Skipped: 0

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Q16

Do you have convenient access to recycling containers with clear recycling instructions?
Answered: 10  Skipped: 1

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Employee Survey Results:

Q26

Do you use any of these commute options?

Answered: 6  Skipped: 5

- Carpool
- Vanpool
- Public transportation
- Bike
- Walk
- Telecommute

Q18

Do you reduce, reuse, recycle or compost any of the following materials in your office? Check all that apply:

- Copy paper
- Corrugated cardboard
- Newspapers
- Magazines
- Packaging material
- Printer and Fax Cartridges
- Batteries
- Office electrical...
- Fluorescent lighting tubes
- Plastic bottles
- Aluminum and steel cans
- Foods scraps
Current Emissions

2014 GHG emissions 113.56 metric tons of CO2e
Goal: Reduce emissions 10% by 2020

● Methods:
  o Reduce waste production
  o Reduce electricity consumption
  o Reduce travel emissions
  o Implement additions to our environmental policy
  o Employee awareness (ex. green tips, ecodriving)
  o Complete long term projects
2015 Green Processes Implemented:

- System to track waste volume and type
- Recycle electronics
- Monthly fleet vehicles tire pressure check
2015 Green Processes Implemented:

- Purchase only Green Seal cleaning products
- Annual green progress celebration
- Only purchase FSC certified paper materials
2015 Green Processes Implemented:

- Turn off computers overnight
- Replace light bulbs with T8 LED
- System to prevent and fix leaks

New SunBlue Energy environmental policies:

1. Turn off your computer at the end of the day.
2. New lighting added to the office or replacing previous bulbs will be T8, T5, LED or solatubes.
3. New appliances purchased or replacing previous ones when possible should be Energy Star rated.
4. Only purchase FSC certified printing paper (no more staples multi-use or SFI) ex. hp All-In-One Printing (FSC mix)
   ex. Domtar Earth Choice Office Paper (FSC mix)
5. Only purchase FSC certified paper towels and toilet paper (see examples below)
   a. Marcal (post-consumer recycled)
   b. Scott Naturals (FSC mix 60% recycled)
   c. CVS Earth Essentials (60% post-consumer recycled)
   d. Trader Joe’s (80% post-consumer recycled)
   e. 365 everyday value paper towels (100% post-consumer recycled)
6. Only purchase Green Seal Cleaning Products (see examples below)
   a. Green Works all-purpose cleaner
   b. Clorox Green Works Stain Remover
   c. Green Works dishwashing liquid
   d. Clorox Green Works disinfecting wipes
   e. Clorox Green Works natural glass and surface cleaner
   f. Seventh Generation
7. Share a green tip weekly (ex on weekly updates email)
8. As a part of the annual bbq celebrate the green progress we have made over the past year.
9. Report and repair any leaks asap (refrigerators, vehicles, air conditioning, bathroom etc)
10. Conduct a waste audit once a month.
11. Do not idle. When a vehicle is stationary turn it off.
12. Check tire pressure on fleet vehicles once a month.
2015 Information to track:

Energy:
- ConEd electricity bills
- building gas and heating consumption and cost

Transportation- business:
- miles and cost of travel by personal car, plane, or public transportation

Transportation- fleet:
- fuel consumed in gallons and cost by the work vans

Employee commuting:
- transport type and miles traveled per week

Waste:
- quantity and cost of removal by waste type
- waste types: mixed waste, recycled paper, mixed recycling (plastic, aluminum, glass)

Water:
- volume consumed and cost by type
- water types: town water, well water, non-potable water

Refrigerants:
- any new appliances with refrigerants find type and quantity
- any refill of appliances mark type and quantity

Green purchases:
- note the quantity and cost of any green purchases
Long term Projects & Purchases

● Purchase:
  o ESCOs with Green Mountain Energy (100% solar)
  o Energy Star products (as electronics need replacing)
  o Energy audit & seal air leaks (need landlord on board)

● Install
  o Solatubes
  o Dual flush toilet
  o Solar array