

SUSTAINABLE FUTURE SECTION

OF THE OREGON STATE BAR

**Partners in Sustainability Program**

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**Notes:**

1. This Program includes criteria for an Oregon law office, including in-house counsel offices, to meet in order to qualify as an Oregon State Bar Partner in Sustainability.
  2. To be identified in Section publicity as a Partner in Sustainability during the latter half of 2016, an application must be submitted by June 30, 2016, to the Sustainable Future Section at the e-mail address noted on the application form.
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**Background on Program**

The Sustainable Future Section (the Section) of the Oregon State Bar (OSB) seeks to encourage law offices to adopt sustainable practices. This Partners in Sustainability Program (the Program) is in line with the goals of (1) Article 26 of the OSB Bylaws on sustainability and (2) ORS 184.423 enacted to encourage sustainable practices in public agencies.

The Program will recognize law offices, and offices of in-house counsel, of all sizes that meet the criteria set forth below. For this program, three categories of office size have been selected, based on the number of attorneys in a contiguous office in the state of Oregon. Organizations with law offices or in-house counsel in multiple locations may qualify each location based on the number of lawyers with their primary office at that location:

Small office 1 to 5 attorneys

Medium office 6 to 24 attorneys

Large office 25 or more attorneys

An office satisfying the criteria set forth below will be recognized as an Oregon State Bar Partner in Sustainability, and will be publicized by the Sustainable Future Section, and listed on its website. If an organization qualifies more than one office, the organization name shall be listed only once, with office locations noted.

An application may be submitted to the Section at any time. An office will be recognized as a Partner in Sustainability on the Section's website and in the Section's quarterly newsletter, The Long View, as soon as practicable after acceptance of the application. Although the Section will accept applications at all times, offices must meet specified deadlines in order to be recognized in scheduled media advertisements or press releases. In general, an office that has its application accepted before June 30 of any year will be listed as a Partner in Sustainability for that year (with other Partner firms) in any Section communication about current Partners or advertisement in selected media. Furthermore, those firms submitting applications before June 30, 2016 will be identified as Partners in Sustainability in a Section advertisement during the latter half of 2016 and in other Section communications in 2016.

After the application is accepted by the Section, a law office may state that it is an Oregon State Bar Partner in Sustainability or OSB Partner in Sustainability, but shall not state that it is “certified” because no third-party certification is involved in this Program.

In addition, the Section will grant to the Partner firm for the duration of its participation in the Program a non-exclusive, royalty-free license to use the Program logo on its website or in its marketing materials to signify participation in the Program with respect to its qualifying offices.

### Criteria for OSB Partners Program

**NOTE: Bold items are required for all participating offices. Italicized criteria apply as indicated for small, medium, and large offices.**

#### A. General

- A written sustainability policy has been adopted by the office including required elements noted in the Model Law Office Sustainability Policy of the Sustainable Future Section.
- The office has established a permanent position (which may be part-time or volunteer) of sustainability coordinator for large or medium offices, and a contact person for small offices, and the coordinator or contact person is charged with the responsibilities defined by the office.
- An education program for office personnel is in place. See B.IV below.

#### B. Office Operations

##### I. Paper Management

- Copy/printer paper and other writing paper products have 100% post-consumer recycled content.
- Office policy on data and document storage minimizes paper use.
- Office policy on court and agency filing procedures favors using the least paper that such court or agency allows.
- Paper towels and toilet paper, if supplied by the law office, have 100% post-consumer recycled content and shall be non-chlorine bleached and un-dyed.
- Copy and print jobs should be double-sided unless otherwise specified. The default on all copiers and printers that have a duplex setting is set at duplex. For copiers and printers that do not have a duplex setting, the office has considered purchasing a device that allows the copier or printer to print in duplex.

*Large offices must satisfy all 4 of the following:*

*Medium offices must satisfy 3 of the following:*

*Small offices must satisfy 2 of the following:*

- Documents are processed electronically when appropriate, including the use of the scan option on copier, rather than printing hard copies.

- Payroll information is provided to employees online, eliminating paper paystubs, envelopes, and mail delivery.
- Office employs hardware and software to scan for electronic document distribution and storage.
- Office announcements, invitations, and holiday greetings are either sent electronically or have 100% post-consumer recycled content and are 100% recyclable.

## II. Energy and Water Reduction

- Office policy calls for giving preference to the purchase of Energy Star appliances (joint Environmental Protection Agency/Department of Energy program) when the office purchases new or replacement appliances.
- Office policy calls for individual computers and printers to be turned off at the end of each day, with exceptions allowed for standard maintenance and when sleep or restart mode is required for updates and maintenance after normal working hours.
- Procedures are in place for shared copy machines and printers to be turned off, or put in standby mode, at the end of each day.
  - (1) Lights are controlled by timers or motion sensors, or (2) office policy calls for lights to be turned off at the end of the day and when leaving the office for more than thirty minutes;
  - Monitors are set to go to sleep after 30 minutes or less.
  - If the law office is in rented space, discussions have been held with a representative of the building owner to discuss how to reduce energy and water use in the building generally and the feasibility of the following steps (unless the office occupies space certified as LEED Gold or Platinum):
    - More switches installed to reduce lights per switch, ambient light levels in office spaces adjusted to no more than 1.4 watts per square foot, law office space sub-metered or Energy Star appliances installed.
    - Low-flow faucets and, if applicable, shower heads and dual flush toilets installed.
    - The office has opted through its electricity utility for at least 50% of its power to be furnished from renewable energy resources if such an option is available from the utility supplying electric power to the office. If the office is in rented space, the law office manager had requested that building owner's representative opt into 50% renewable power for the building or at least space occupied by the office.
    - If the law office is in owned space, the office has considered the items listed in the preceding bullet points and implemented those that are feasible (unless the office occupies space certified as LEED Gold or Platinum).

### **III. Waste and Toxics Reduction**

- Desk-side recycling boxes are at each workstation.
- Durable plates, cups, glasses, utensils (including for stirring coffee), and coasters are provided in kitchen and conference rooms (if any).
  - Coffee, sugar, creamer, salt and pepper and condiments for use in kitchens are purchased in bulk rather than in single-serving packets. Single-serving packets may be provided in conference rooms and other public areas to the extent that the law office has explored bulk purchasing for those areas and determined that it is not reasonably practicable.
  - Collection containers are set up for bottles, cans, newspapers, magazines, and cardboard, and a procedure has been established for their recycling.
  - A procedure has been established to provide for non-curbside recycling of non-reusable items, such as batteries, plastic bags, clamshells, electronics, CFLs, etc.
  - The office has held discussions with the building owner's representative regarding the hazards of chemicals in the workplace including paints, glues, and other products used in tenant improvements, and requested that cleaning supplies are certified by Green Seal or meet US EPA's Design for the Environment standard, and that the janitorial staff be trained in the benefits of non-toxic cleaners. If the building contracts with a janitorial service, the office has requested that the building owner require the service to use non-toxic cleaners and methods by negotiating their use into the contract. If the office controls the cleaning practices, it imposes the same requirements on itself. 5 Form 02102014
    - Old office equipment, furniture, and supplies are sold or donated for reuse when feasible.
    - Food scraps are composted if the building in which the office is located provides compost collection service. If the building in which the office is located does not provide compost collection service, the office has held discussions with the building owner's representative regarding the feasibility of implementing such service. Information from the City of Portland on implementing office composting is available [here](#).
    - Office purchases remanufactured ink cartridges and/or makes arrangements for its used cartridges to be reused.

### **IV. Office Education**

- All employees have been, or will be within three months of submitting an Application to become a Partner, educated about the office sustainability policy and portions of the Partners' certification criteria that relate to their work, and such education is part of new employee orientation.
- The office has an ongoing education program calling for at least two noon-time or work-time education programs each year focused on matters pertinent to sustainability.

- Attorneys/staff are trained on paperless options, waste reduction, toxics reduction, and resource conservation.

## V. Sustainable Purchasing

- Office has a written purchasing policy regarding the purchase and delivery of supplies, equipment and services (including cleaning supplies, electronics and food) with a goal of minimizing packaging, disposables, and toxics and maximizing recycled and recyclable content.

- If lunches are ordered by the office regularly, the policy encourages the utilization of lunch caterers that minimize disposables and purchase locally grown, organic food.

- Individual plastic bottles of water are not provided by the office.

- If coffee is purchased by the office, consideration has been given to organic, fair-trade and/or shade-grown varieties.

## C. Transportation Energy Reduction

- Office has implemented and educated personnel about options for reducing business travel by, for example, installing teleconferencing equipment, subscribing to GoToMeeting or similar services, or instructing personnel on the use of Skype.

- If public transportation is available to firm personnel, the office provides a subsidy of at least 50% for bus or light rail passes for employees who commute regularly by public transportation.

- Incentives are provided for non-car commuters in the form of subsidies and/or items like showers, changing rooms, lockers and/or secure and dry bike storage on premises for medium and large offices, or available nearby for small offices.

*Large offices must satisfy 3 of the following:*

*Medium offices must satisfy 2 of the following:*

- *Office does not provide free parking for any personnel.*
- *Office provides a carpool pairing resource.*
- *Office has purchased a shared vehicle or one or more car-sharing memberships and posted this information for personnel.*
- *Office reimburses cab fares for employees who commute by alternative methods who must work beyond a certain time in the evening.*
- *Office personnel have use of a Level 2 charging station (for car batteries) provided by the office, or building manager, on premises or available nearby.*

## SUSTAINABLE FUTURE SECTION

## OF THE OREGON STATE BAR

## **Partners in Sustainability Program**

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## Law Office Application to Qualify as Partner in Sustainability

Please submit application electronically to: [obsustainablefuture@gmail.com](mailto:obsustainablefuture@gmail.com)

## **1. Contact information:**

**Name of office:**

### **Address(es) in Oregon:**

## Contact person:

**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**2. Office size: Lawyers with a primary personal office by address listed above:**

### **3. Law office certification:**

The undersigned Oregon lawyer, being a principal, partner, or manager of the law office, certifies that the office at each address listed above meets the current Criteria for OSB Partners Program\* and intends to continue meeting the criteria in the future.

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**Name and title (for office)**

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Date:

\*The current criteria for the OSB Partners in Sustainability Program can be found on the website for the Sustainable Future Section of the Oregon State Bar.

## Acceptance:

The OSB Sustainable Future Section accepts the application. The law office is qualified as a Partner in Sustainability for calendar year(s) \_\_\_\_\_.

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## Name and Title (for Sustainable Future Section)

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Date: