



TUCKER ELLIS & WEST LLP
MEMORANDUM

TO: All Personnel
FROM: The Green Committee
SUBJECT: Green Initiatives

As your Green Committee works to educate and increase Green Practices throughout the Firm, we wanted to give everyone an idea of where we stand. Not only did we examine practices within each office, but also within specific departments. Below are current practices contributing to our green efforts as well as those we hope to accomplish in the near future. The final page of this document provides information on alternatives to printing documents. We hope this information is beneficial and aids in more efficient decisions regarding paper use.

All Offices

- Continuous circulation envelopes are used.
- Letterhead and business cards are printed on FSC certified paper.
- Programs are in place for proper e-waste disposal in each office.
- Video conferencing rooms decrease travel (in offices with video conferencing capability).
- Most All Personnel memos are sent electronically.
- Faxes are routed electronically.
- Documents are processed electronically when possible, using the scan option on copiers when appropriate, rather than printing copies.
- Documents are printed double sided to the extent possible.
- Attorneys and staff are asked to review the Handbook online instead of hardcopy.
- Quarterly phone directories are no longer provided to all employees, instead by request only.
- Monthly phone lists are no longer distributed hard copy. Instead they are listed on our intranet.
- Shredding bins are located throughout all offices. After documents are shredded the paper is recycled.
- High percentage of our office supply items are made from partially recycled material. Orders are placed as infrequently as possible.
- Redwelds and Binders are reused to the extent possible.
- Recycled toner is used.



Individual Offices

Cleveland

- Recycling program in place.
- Business cards are printed on paper generated by wind power.
- While sparkling water is available in bottles, pitchers provide the majority of water in conference rooms.
- Glasses and mugs are used in conference rooms instead of paper cups.
- Our cleaning company uses: green seal chemicals, heppa filters on vacuum cleaners to reduce internal air pollution, microfiber clothes for dusting/windows, coreless paper toilet rolls which eliminate waste due to the absence of a cardboard core all rolls are used completely, 3m easy scrub flat mop reduces amount of disinfectant in solution.
- Most of our vendors send invoices electronically.
- Decrease in the number of white and yellow pages that are ordered. They are distributed only as needed. Outdated phonebooks are recycled.

Denver

- Recycling program in place.
- Motion sensors control lights in all offices.
- Uses 30% recycled paper for printers and copiers.
- Mugs are used instead of paper cups for coffee.
- Glasses and mugs are used in conference rooms.
- Metal utensils are used when possible.
- Most vendors send invoices electronically.

Columbus

- Aluminum cans, newspapers and magazines are collected for recycling. Proceeds are donated to charities.
- Cardboard is recycled.
- Glasses and mugs are used in conference rooms.
- Metal utensils are used when possible.
- Paper is ordered only when necessary
- The thermostat is set at a lower temperature in the winter months
- Unnecessary lights are turned off if areas of the office are not in use.
- Appliances are unplugged over the weekend/holidays.
- Coffee pot is turned after the last use each morning.



- Plants add to air quality and are cared for by an employee.

Los Angeles

- Recycling program in place.
- Motion sensors control lights in all offices.
- Uses 30% recycled paper for printers and copiers.
- In the restrooms the toilets, sinks and soap dispensers are automated to reduce consumption.
- 6 to 10% of electrical power comes from renewable resources. The building is also in the process of registering as a green building.
- The building has a goal of recovering and recycling over 75% of the total waste generated.
- Aluminum cans are collected and proceeds are donated to charities.

- Water filters are used for coffee and drinking water to reduce plastic bottle waste.
- Glasses and mugs are used in conference rooms, coffee is provided in pots and water is provided in carafes.
- Re-use exhibit tab dividers, 3-ring binders, binding supplies, clips when possible.

San Francisco

- Recycling program in place.
- Motion lights are in all offices.
- Uses 30% recycled paper for printers and copiers.
- In the restrooms the toilets, sinks and soap dispensers are automated to reduce consumption.
- Bottled water is available, but pitchers provide the majority of water in conference rooms.
- Glasses and mugs are used in conference rooms along with paper cups.
- Most of our vendors send bills electronically.

Departments

Marketing

- Work with attorneys to send business development and firm marketing materials electronically as appropriate.
- Send event invitations electronically whenever possible.
- Reuse paper from printer for drafts and other non-final documents.
- Inform designers that we require recycled paper for print materials, environment-friendly inks, etc. (Vendors/designers are on board with this.)
- Include environmental awareness and going green in talks about TEW culture. Currently looking for ways to incorporate this into our marketing materials.
- Use the intranet and email as much as possible to avoid hard copy instructions, memos, etc.



- Turn off lights at lunch and when leaving at night.
- Request electronic bills from vendors
- Inform merchandise vendors that we give preference to manufacturers with documented humane practices and, when possible, free trade organizations.
- Procedures are in place to ensure mailing lists are up to date to the extent possible.

Benefits

- Flexible Spending Account (medical spending & dependent care) quarterly statements are no longer circulated via hard copy. Instead, these statements are sent in e-mail format.
- Limited printing of Payroll files and insurance carrier reports. Instead they are reviewed on-line.
- Communication pieces about health and wellness topics are only sent electronically.

- Employees are directed to websites for provider directories for medical, dental and vision coverage. Paper directories from the carriers are no longer provided (the electronic format directories are more current than the paper directories).

Docket

- Duplicating department makes scratch pads from printed reports that are no longer needed.
- Re-use redwelds when possible.

Information Technology

- Dispose of computers using a recycling company. (<http://www.recycleelectronics.com/>)
- All new computer purchases are Energy Star compliant. (<http://www.energystar.gov/>)
- All printer toner cartridges are recycled through Applied Laser Technologies (<http://www.altconnect.com/>)
- Our datacenter fire suppression system uses Halon 1301 in Cleveland. Halon is a low-toxicity, chemically stable, non-conductive compound that is easily recyclable. It is serviced twice a year by ABCO. (<http://www.abcofire.com/>)
- All printers and copiers are set to go into low power mode when they are idle to save electricity.
- In training classes manuals are no longer distributed hard copy. Instead people are directed to the website where these materials are posted.

Library

- Reuse second side of paper to print documents when feasible.
- Keep lights off in study carrels when not in use.
- Save documents electronically.
- Subscribe to web resources instead of subscribing to printed materials.



Cleveland Office Services/Pitney Bowes

- Recommend to end-users to have documents printed/copied double-sided.
- Re-use exhibit tab dividers, 3-ring binders, binding supplies, clips when possible.
- Convert scrap paper to scratch pads, for internal use.
- Some staff switched to a 4 day work week.
- Recycle copier toner cartridges when possible.
- Consolidate department ordering when possible.

Conflicts/Records Department

- Conflict checks or file reports are sent electronically.

Accounting

- Many reports are sent electronically including: Management reports monthly, the cash snapshot (summary of the daily deposit) to management via email daily, billing attorney cash collections via email daily, detail of the accounts payable and expense reports to management via email weekly.
- Planned for the near future: Chrome River (expense reporting software) will reduce paper, and also save on storing paper. Reimbursement of expense reports will be possible via direct deposit.
- Considerations for the future: Print prebills double-sided, email all practice group reports, billing attorney reports, and working attorney reports monthly. Also, email the aforementioned reports in a double-sided format, currently, the secretary/lawyer are provided one paper copy of each final bill, and Accounting keeps another duplicate paper copy of the same bill. One of these paper copies could be reduced; many final bills are mailed by Accounting to the client. We have a few clients that have their bills electronically sent to them. We could reduce paper by having the billing attorney's contact their clients to see if they would be willing to receive their bills via email. Postage would also be saved. The bill would also be received faster and maybe paid faster.

Under Consideration

- Determining the Firm's carbon footprint/monetary savings from changing to green products.
- Ordering 100% recycled business cards, letter head and bond paper Firmwide.
- CLE purchasing 30% recycled paper; Meeting the ABA Law Office Climate Challenge.
- CLE switching to all energy efficient bulbs.
- CLE eliminating use off bottled sparkling water in conference rooms.
- Institute a policy that everyone shut off his/her lights when leaving their office; turn off lights that are not necessary during regular working hours.
- Encourage folks to use the TEW mugs they received upon hire in lieu of paper cups.
- Encourage people to decrease paper margins.



- Paperless payroll.
- Policy to shutdown PCs at night (if VPN is not needed).
- Green tag line for e-mails “Please consider the environment before printing this e-mail.”



Alternatives to “PRINTING” a Document:

1. Save the document to DeskSite/iManage for later use and/or review.
2. Print it to PDF by:
 - Going to **File> Print** – and in the printer drop-down list, select the **Win2PDF** or **pdfDocs Printer**, **click OK**. Designate a local Save to location (e.g. your Desktop) for later access. **Note: you can print to pdf from any application. There is no need to print and then scan any electronic document using the scanner. This is a waste of ink, paper and time.*
3. Open the document and either email it or fax it from within the application.

When you are in Word:

You can **EMAIL** the document you are currently in by:


- Going to **File > Send to- Mail Recipient (As Attachment)**

You can **FAX** the document you are currently in by:

- Clicking on the **Send a Genifax** button, filling out the necessary fields and hitting the *Send* button.
- Going to **File> Print** – and in the printer drop-down list, select the **Genifax Printer**, **click OK**. Fill out the necessary fields and hit the *Send* button. **Note: you can print to Genifax from any application*

When you open the **Document Worklist** from DeskSite/iManage (File>Open), you can click to select a document, right-click on it and:

- Send it as an attachment to an email – you have two choices:
 1. You can choose **Send Document** – which attaches a copy of the document
OR
 2. You can choose **NRL link** – which actually sends a link to the live document in DeskSite. [This option can only be used if you are emailing it to someone inside the firm. People outside of the firm cannot access our database, so they wouldn't be able to open the link.]
- **View** the document
- **Export** the document – save it to another location such as a CD, DVD or a flash drive

When you are in **OUTLOOK** – click the **Insert a WorkSite document** button on the toolbar. It looks like a paperclip with a rainbow atom behind it. 

1. Use the same **email** options – send a **copy** of the document or a **link** (Note: Link is the default, click the dropdown arrow to access the “copy” option if sending outside the firm).



RECYCLING PROGRAM AT THE HUNTINGTON BUILDING

The Huntington Building has rolled out a new and exciting recycling program that will include more items to be recycled with almost no effort on your part. This program will allow 70-80% of all waste from this Building to be recycled. The Huntington Building is proud to be doing our part to reduce our waste stream and protect our natural resources.

NEW PROGRAM: Throw almost anything into your desk side trash receptacle.

Carry your food waste and food containers to the break room or designated waste receptacles.

DESK-SIDE RECYCLING

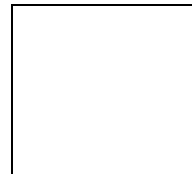
- Office paper – all colors
- Envelopes-even windowed and labeled
- Junk mail
- Magazines
- Newspapers
- Three ring binders
- Brochures, reams, wrapping paper and greeting cards
- Plastic containers - #s 1-7
- Glass bottles – all colors
- File folders
- Aluminum cans
- Cardboard



BREAK ROOM TRASH

(Carry the following items to break room or designated trash containers)

- Food waste and food containers (plastic/paper plates and bowls, food wrappers, pizza boxes, etc...)
- Styrofoam containers/cups
- Break room waste



The EPA estimates that over 80% of desk side waste can be recycled. With your assistance, this new program will help the Huntington Building do our part for the environment.