



**MISSOURI BAR ASSOCIATION – YLS COUNCIL  
GOING GREEN COMMITTEE  
RECOMMENDED BEST PRACTICES  
FOR MISSOURI BAR MEMBERS AND FIRMS<sup>1</sup>**



1. DEVELOPING A PROGRAM
  - (a) Establish a “Going Green” committee
  - (b) Try to develop an understanding of your firm’s carbon footprint (it helps you understand the best ways to cut back, and what changes will make the most difference)
  - (c) As an easy way to start, consider participating in the ABA Law Office Climate Challenge (<http://www.abanet.org/environ/climatechallenge/overview.shtml>)
  - (d) Announce your “Green” initiative in a firm wide announcement and your policy in break areas and near your firms copy and/or document production areas (consider hosting a “kickoff” lunch where your Green Committee explains its goals and how everyone can help)
  - (e) Include you “Green” policies as part of your new employee orientation
  - (f) Include all areas of the firm in your “Green” program and welcome ideas from everyone (consider offering prizes on a monthly/quarterly basis for best “Green” idea)
  - (g) Keep people aware of your efforts, post progress, and cost savings in areas where they are most likely to reinforce “Green” activities (e.g. above waste/recycling bins)
  - (h) Communicate programs and send “Green Tips” to your customers and prospects (use your web site, marketing materials, email template, speeches, etc.)
2. UNDERSTANDING YOUR FIRM’S PAPER USAGE
  - (a) Make efforts to reduce the amount of paper used (many of these suggestions have the added benefit of substantially reducing document storage costs as well)
    - (i) Replace paper pay stubs with online payroll information

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<sup>1</sup> The YLS Council Going Green committee would like to recognize the significant contributions of the law firms of Armstrong Teasdale, LLP, Lathrop Gage, and Greensfelder, Hemker & Gale, P.C. to the establishment of the Committee’s best practices recommendations

- (ii) Use an entire legal pad and don't file remnants
  - (iii) Reuse file folders, expandable files, and notebooks
  - (iv) Establish policy of communicating all memos electronically
  - (v) Encourage on-screen editing of documents
  - (vi) Encourage Electronic transmission and filing of documents whenever possible
  - (vii) Use continuous circulation envelopes for inter-office mail
  - (viii) Double-sided copying as standard in copiers and printers
  - (ix) Don't include attorney names on stationery (or use template)
  - (x) Save portions of unused paper to use for scratch paper
  - (xi) Use software such as Greenprint to eliminate blank pages from documents before printing
  - (xii) Don't print accounting/billing reports – send and review via computer
  - (xiii) Order supplies via phone or internet
  - (xiv) Encourage clients & vendors to utilize electronic billing
  - (xv) Route faxes electronically; use e-communications in lieu of paper documents
  - (xvi) Discontinue use of courier services and deliver all documents electronically when possible
  - (xvii) Narrow the margins on documents to conserve paper (unless prohibited by courts or agencies)
  - (xviii) Use letter-sized paper, files and pouches instead of legal-sized
  - (xix) Replace paper expandable files with more durable Tyvek (reduces number of files and saves labor cost as well)
- (b) Convert to chlorine-free recycled paper with high post consumer waste content for stationery, business cards, marketing materials, legal pads, and copy paper where possible
  - (c) Use 100% cotton bond paper for stationery (tree free) or paper with a high PCW and recycle content

- (d) Use paper for stationery and marketing materials that is Forest Stewardship Council (FSC) certified and utilize the FSC logo on your materials
- (e) Use packing products with high post consumer waste content
- (f) Use recycled paper products for plates, napkins, paper towels & toilet paper
- (g) Reuse boxes for shipping packages & use shredded paper as packing material

### 3. BASIC STEPS TO CONSERVE ENERGY AND REDUCE WASTE

- (a) Install “Turn off lights” reminders on light switches (or motion detectors)
- (b) Automatically turn off lights during non-working hours and in all unoccupied areas
- (c) Switch from T-12 to T-8 fluorescent bulbs (up to 62% less energy)
- (d) Switch to CFL’s in desk table lamps
- (e) Set computer monitors to revert to stand by mode after 15 minutes (uses 90% less energy than regular operational mode)
- (f) Use power strips with motion detectors to turn off electrical equipment after 5 minutes of non-use
- (g) Switch from CRT to LCD monitors (use 50 to 65% less energy)
- (h) Avoid screen savers on computers (use as much energy as full power)
- (i) Use remanufactured toner cartridges (quality has improved significantly)
- (j) Set printers and copiers to revert to stand by mode after being idle for 15 minutes
- (k) Turn off all computers and monitors at day’s end
- (l) Unplug chargers, such as those for mobile phones or smartphones, when not in use (They still consume energy when plugged in, even if not charging a device)
- (m) Adjust refrigerator temperature (1 or 2 degrees can make a difference)
- (n) Eliminate space heaters in offices (they tax your HVAC system)

### 4. CHANGING YOUR “ENVIRONMENT”

- (a) Select suppliers on the basis of their environmental policies
- (b) Determine if your building participates in programs offered by U.S. Green Building Council (office renovation or expansion projects)

- (c) At lease expiration, consider relocating to a LEED (Leadership in Energy & Environmental Design) certified building
- (d) When renovating, make use of natural lighting in offices (reduce fixtures, consider floor to ceiling windows which allow more natural light)
- (e) When renovating, consider use of renewable products (hardwood floors v. carpet or carpeting made of recycled material)
- (f) Make certain all electronic equipment (including kitchen appliances) is Energy Star certified
- (g) Convert faucets to use lower gallon-per-minute aerators
- (h) Convert to low flow toilets (1.6 gallon)
- (i) Install auto hand dryers (eliminates paper towel usage; reduces waste; reduces janitorial costs; reduces storage space needs)
- (j) Consider recycled content of items purchased like furniture and carpet
- (k) Set up a re-use center for binders, folders, clips & other office supplies
- (l) Bring lunch to work in reusable containers or order takeout as a group to reduce the amount of packaging waste
- (m) Stock restrooms and kitchen with biodegradable soaps & recycled paper products
- (n) Ensure office cleaning service utilizes environmentally friendly products
- (o) Use environmentally friendly office products
- (p) Purchase Fair-Trade organic coffee
- (q) Purchase large bags of sugar instead of individual packages
- (r) Eliminate plastic eating utensils - use flatware or corn starch biodegradable utensils from a source such as: <http://www.worldcentric.org/store/cutlery.htm>
- (s) Use glass mugs and water glasses instead of plastic or paper cups (Consider providing employees with Glass Coffee Mug compliments of your “Green committee” with your Green Logo included on the mug – then eliminate paper coffee cups)
- (t) Establish a reusable mug program with coffee shop located in building

5. CHANGING THE WAY YOU TRAVEL

- (a) Provide incentives for carpooling or mass transit use (also reduces firm funded parking expenses)
- (b) Reduce travel to meetings – use audio, video or web based conferencing or send fewer attendees
- (c) Allow telecommuting where practical and encourage weekend hours to be worked from home (reduces travel expenses for employees, reduces office expenses for firm)
- (d) Choose hotels and conference centers with Green practices for your firm events and communicate these to all employees

6. RECYCLING

- (a) Recycle newspapers, research, magazines & phone books
- (b) Recycle soft drink cans
- (c) Eliminate bottled water
- (d) Use separate containers in each office for items to be recycled
- (e) Use separate container for wet waste items
- (f) Place recycling bins throughout the firm – kitchens, conference rooms, etc.
- (g) Recycle batteries
- (h) Recycle tyvek envelopes and cardboard boxes
- (i) Start program to recycle CD's, DVD's, and VHS tapes
- (j) Collect and donate used cell phones and eyeglasses
- (k) Donate used furniture to non-profit organizations
- (l) Recycle used computer equipment (equipment is donated to non-profits, remarketed, or recycled); nothing enters a landfill