

The Phelps Group Business Greening Initiatives
(Items Completed October 1, 2006 - October 1, 2007):

General:

- ❑ Identified two environmental leaders to assist with greening implementation.
- ❑ Phased environmental policies into company manual and now request new employees to initial after reading.
- ❑ Informed staff of new environmental procedures by e-mail and requested participation.
- ❑ Educated employees on new environmental actions taking place.
- ❑ When selecting marketing materials, we give preference to eco-friendly items such as reusable water bottles, organic t-shirts, canvas bags etc.

Reduce Waste:

Reduce

- ❑ Prompted employees to reduce, reuse and recycle office materials by posting reminders.
- ❑ Reduced purchase of disposable kitchenware by providing reusable kitchenware for staff use.
 - Corelle dishes
 - Utensils
 - Personalized hot/cold mugs
- ❑ Requested employees to commit to reusing ONE kitchen item per day i.e., coffee mug or water bottle.

Reuse

- ❑ Increased stock of reusable kitchenware (see above)
- ❑ Reusing packing materials for shipping (i.e., boxes, CD cases, packing peanuts and large envelopes).
- ❑ Created a "REUSE" section in office supply area i.e., file folders, envelopes.

Recycle

- ❑ Implemented company-wide, mixed-use recycling program.
- ❑ Clearly marked 'RECYCLE' by placing labels on all bins office wide to increase awareness and reduce contamination.
 - Position recycling bins next to trash bins to increase recycling potential.
- ❑ Purchased small saddlebag bins for associates' workstations to encourage individual recycling.
- ❑ Separating hazardous materials from trash i.e., batteries, fluorescents. Drop off at city Household Hazardous Waste (HHW).
- ❑ Recycling toner cartridges via manufacturer.
- ❑ Organized computer/e-waste recycling event.

Education:

- ❑ Designating time to educate employees on recycling procedures and separating hazardous items.
- ❑ Actively share “tips” during our Monday Morning Meetings on how to be more eco-effective.

Purchasing:

Office Supplies

- ❑ Closing the “recycling loop” by consistently purchasing highest % of recycled content paper items
- ❑ Use 30% post-consumer content paper and soy-based inks for letterhead and business cards.
- ❑ Copy and printer paper is 30% post-consumer content.
- ❑ Integrating environmentally friendly materials into client projects, when possible

Food Supplies

- ❑ Stocking organic and/or fair-trade coffee.
- ❑ Giving preference to socially responsible companies (i.e., those that donate profits to bettering the world) when purchasing office food or drink items.
- ❑ Giving preference to eco-friendly caterers for in-house lunches and/or events (The Phelps Group provides lunch to all associates twice a week).
 - Avoid purchasing Styrofoam ‘to-go’ containers and encourage caterers to use environmentally friendly/recyclable containers.

Chemicals:

- ❑ Switched cleaning chemical supply to less toxic cleaning alternatives.
- ❑ Replaced bathroom deodorant aerosols with citrus with non-aerosol, non-toxic air fresheners.
- ❑ Stocking non-chlorine bleached coffee filters i.e., whitened with oxygenated process.
- ❑ Supplying associates with annual, mercury-free flu shots.
- ❑ Providing associates access to on-site delivery, environmentally friendly dry cleaner.

Energy:

- ❑ Instructed associates how to set computers to sleep mode after 15 minutes (screen savers do not save energy)
- ❑ Scheduled SoCal Edison (SCE) energy audit, which included estimated retrofit cost.
- ❑ Replaced incandescent light bulbs with compact fluorescents.
- ❑ Replaced halogen floodlights with fluorescent alternatives.
- ❑ Installed motion sensors in low traffic areas i.e., restrooms, and storage rooms.
- ❑ Replaced kitchen dishwasher with energy-efficient model.
- ❑ Installed task lighting at each workstation i.e., fluorescent tubes.
- ❑ Installed solar panels on building’s roof to offset company energy usage (largest commercial installation in the city of Santa Monica).

Water:

- ❑ Running dishwasher with full loads only.

- ❑ When replacing current urinals, will purchase water-less or low-water alternative.
- ❑ Installed water-saving aerators installed on all sink faucets.
- ❑ Installed water-filtration system.

Transportation:

- ❑ Promoting public transportation by providing MTA and bus route info.
- ❑ Encouraging staff to use alternative modes of transportation.
 - Included “how to get here using alternative transportation” into employee manual.
- ❑ Telecommuting options available to associates.
- ❑ If/when needed, use Eco Limo, which provides hybrid and CNG limousine service.
- ❑ Providing a secure area for staff bicycle storage.
- ❑ Providing showers for staff use.