



# Terra

## ENVIRONMENTAL GREEN POLICY



### MORE WORK, LESS ENERGY

A computer is the central tool at work. Optimizing the energy settings for computers and other devices can be more than a modest energy saver. All computers are set to go on stand-by after 1 hour of inactivity. Printers, scanners, and other peripherals that are only used occasionally need to be unplugged until they're needed. And of course, turn off lights in spaces that are unoccupied.



### DIGITIZE

The greenest paper is no paper at all, so keep things digital and dematerialized whenever possible. The more you do online, the less you need paper. Keep files on computers instead of in file cabinets. Review documents onscreen rather than printing them out. Send emails instead of paper letters. Convert letters and/or memos to PDF for paperless document sharing. Refer clients or employees to our eBooks online instead of distributing printed copies of materials.



### DON'T BE A PAPER PUSHER

Recycled paper and envelopes with a high percentage of post-consumer content and the minimum of chlorine bleaching is used whenever possible. The higher the percentage, the better. 100% post-consumer recycled paper is waste paper that has served its intended purpose and has been recycled into new paper. Print on both sides of the page when appropriate and use misprints as notepaper. Select double-sided printing for all internal documents. When shipping packages, reuse boxes and use shredded waste paper as packing material.



### DON'T START YOUR CAR, START YOUR COMPUTER

Reduce carbon emissions by conducting meetings, training or I/T support through live, online web conferences whenever possible. Taking advantage of video and audio conferencing technologies available today can greatly reduce, or even eliminate, the need to travel by car or plane to conduct business. Meetings, training or I/T support can be efficiently done without leaving your office. This is not only a huge cost savings, but also reduces our organization's carbon footprint. Go to [www.webex.com/carboncalculator.html](http://www.webex.com/carboncalculator.html) for a useful calculator that estimates travel time, CO<sub>2</sub> emissions, and costs of business travel based on the user's entered variables.

#### INTERESTING FACTS ABOUT CO<sub>2</sub> EMISSIONS:

- ▶ *Flying roundtrip between San Francisco and New York generates approximately 2,000 lbs. of CO<sub>2</sub> per passenger.*
- ▶ *Driving 12,000 miles/year the typical car generates 10,534 lbs. of CO<sub>2</sub> and an SUV generates 13,227 lbs. of CO<sub>2</sub>.*



### LUNCH TIME

Bringing lunch to work in reusable containers is likely the greenest (and healthiest) way to eat at work. Getting delivery and takeout almost inevitably ends with a miniature mountain of packaging waste. Also, bring in a reusable plate, utensils, and napkins. If you do go out for lunch, try biking or walking instead of driving.



### **GET OTHERS IN ON THE ACT**

Spread the word. Ask everyone to bring in a mug or glass from home and keep some handy for visitors so that you reduce or eliminate use of paper cups.



### **USE GREEN MATERIALS**

Pens and pencils can also be made of recycled materials, and refillable pens and markers are preferable to disposable ones. Terra uses biodegradable soaps and recycled paper in the bathroom and kitchen. Biodegradable cleaners are provided for the custodial staff. We buy in bulk so that shipping and packaging waste is reduced, and we reuse the shipping boxes. Recycling printer cartridges is often free, therefore please ensure all printer cartridges are recycled. If possible, recycled printer cartridge replacements are used also reflecting a cost savings as well.



### **REDESIGN THE WORKSPACE**

Furniture purchases are to be manufactured from recycled materials as well as recyclable. Incandescent bulbs are to be replaced with compact fluorescents. Employees should consider LED desk lamps or computer monitors that use miniscule amounts of energy. Natural daylight is a free source of lighting for the office; it has been proven to improve worker productivity—so open up the blinds when possible! Workspace air quality is also crucial. Terra will ensure good ventilation and low-VOC paints and materials to keep employees healthy.



### **ENERGY STAR**

When purchasing new office equipment we strive for the most energy efficient. Energy Star office equipment uses about half the energy of standard models.



### **RAMP UP RECYCLING**

Make it a habit to recycle everything Terra collects. Just about any kind of paper you encounter in an office, including fax paper, envelopes, batteries and junk mail can be recycled. Even your old cell phone, PDA, or pager can be recycled. Terra places recycling bins in accessible, high-traffic areas and they provide clear information about what can and cannot be recycled. Be sure everyone has a small recycling bin so that recycling is just as easy as throwing paper away.



### **DON'T STOP IN THE "OFFICE"**

Terra recycles cardboard, paper, used oil and used oil filters in our Maintenance shop. Used tires are sent to retread and recycle centers. Batteries are returned for core charging to be reused.

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## **GREEN GOALS**

- ▶ *Making offices 25% more energy efficient by 2012*
- ▶ *To motivate employees to become greener and healthier*
- ▶ *Purchase field equipment offering 40% more fuel efficiency*
- ▶ *Using 100% reusable or recyclable office supplies by 2015*
- ▶ *Reduce our carbon footprint by 10% in the next three years*