

MCBA's "Green Star Office Program"

To assist our members in becoming green businesses, MCBA has developed the "Green Star Office Program." We have established different levels of achievement, based on specific criteria. When a member (or member's firm) satisfies the criteria of a particular level, MCBA will recognize each member or law firm for their accomplishment with a certificate, and will also acknowledge the achievement in the monthly newsletter.

Here is how it works:

When you have satisfied all of the criteria listed under a "Star" category below, let us know. That's all there is to it! You will be recognized for each Star category that you satisfy.

★ One Star

- Discourage printing emails and learn how to archive emails using Microsoft Outlook or some other program.
- Encourage emailing rather than faxing and mailing.
- Recycle discarded office paper.
- Recycle cardboard and newspapers.
- Recycle glass, plastic and aluminum bottles and containers.
- Recycle plastic bottles and containers.

★★ Two Stars

- When doing legal research, email or download the results to your computer as often as possible rather than printing the results.
- Use double-sided copying and printing at least for drafts and internal documents.
- Centralize acquisition and storage of forms and materials generally used by attorneys in the firm or building, ie. Federal Express, US Post Office boxes.
- Purchase office paper with at least 30% recycled content.

★★★ Three Stars

- Eliminate all plastic bottles from the workplace.
- Have toner cartridges refilled or recycled.
- Purchase recycled envelopes.
- When possible, scan document and correspondence and store in your computer rather than printing or copying them.

★★★★ Four Stars

- Turn off all of the nonessential lights after working hours.
- Institute a formal policy that all nonessential electronic devices and lighting be turned off when not in use.
- Use the standby mode on equipment (e.g., energy saver buttons on copiers).
- Rearrange workspace to take advantage of areas with natural light.
- Set thermostat to 78 degrees F for cooling, 68 degrees F for heating; use the thermostat's night setback

★★★★★ Five Stars

- Replace incandescent bulbs with more efficient compact fluorescents.
- Replace older T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts.
- Clean lighting fixtures, diffusers and lamps so they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- Use task lighting instead of lighting the entire area.

★★★★★ Six Stars

- Become officially certified as a certified green business in Marin! Go to the Marin county website <http://tinyurl.com/greenmarin> for the official application.

While satisfying all of the criteria of our “Green Star Office Program” won’t automatically qualify you as a green business by the County of Marin, it will give you a good head start on becoming a green business when you do decide to apply with Marin County.