

**OFFICE OF THE CITY ATTORNEY
CITY OF SAN DIEGO**

SUSTAINABILITY POLICY

The day-to-day practice of law has significant environmental impacts. The consumption of natural resources and its associated waste stream has a substantial impact on climate change and environmental quality, and has a significant impact on the quality of life for present and future generations. Additionally, implicit in the concept of sustainability is the notion that using fewer resources such as paper and energy will lower the costs of legal services. Implementation of the Office Sustainability Policy below will help our Office minimize the environmental impacts of our law practice. The Office's Sustainability Committee will meet on a quarterly basis to evaluate the Office Sustainability Policy's effectiveness, and to consider updates to the Policy to continue to reduce our impact on the environment. The following policies are based on the State Bar of California's Model Law Office Sustainability Guidelines as tailored to the individual needs of our municipal law office operations.

EDUCATION

- Educate all new and existing employees and firm members about the Office Sustainability Policy.
- Educate employees regarding the Office Sustainability Policy during regular staff meetings.
- Invite and promote speakers on sustainability and conservation during Office training.
- Maintain communication with the building owner regarding sustainable management of the office building.

REDUCE PAPER USE

- Default all printers to print double-sided and train staff how to alter settings to print single-sided for court documents or where single-sided printing is otherwise required.
- Use E-File for all court filings, where available.
- Where possible, enter into stipulations with opposing counsel to conduct discovery electronically.
- Provide an area in copy rooms for saving paper printed on one side for use in printing drafts, making note pads, or other purposes when appropriate.
- Strive to eliminate legal-sized paper, pouches, and files and replace with letter-sized items, where appropriate.
- Conduct correspondence via e-mail, rather than hard copy, where possible.
- Process documents electronically whenever possible, using the scan option on copier when appropriate, instead of printing hard copies.
- Keep mailing lists up-to-date.
- Encourage sharing of phone and reference books (e.g., dictionaries, statutes) or use of online sources.
- Distribute hard copies of phone directories only upon request.

- Where possible, avoid making copies for files and scan documents to ProLaw matters.
- Post signs in all copy rooms with encouraging employees to copy only where necessary, and double-sided. These signs should contain instructions on how to change the copier settings to print double-sided.
- Encourage employee use of electronic reference materials.

ELIMINATE DISPOSABLES

- Encourage employees to bring their own dishes and utensils to the office. Provide areas for storage in kitchens.
- Provide pitchers with filtered water, rather than bottled water, in conference rooms.

REUSE EQUIPMENT AND SUPPLIES

- Encourage employees to check with Administrative staff for existing equipment and supplies before ordering new items.
- Use rechargeable batteries whenever possible.

REDUCE ENERGY USAGE

- Turn off individual computers and printers daily.
- Turn off, or put in standby mode, all shared copiers and printers at the end of each day.
- Encourage employees to turn off office lights when not needed, as appropriate.
- Encourage an office culture that does not associate “lights on” with work productivity.
- Place signs next to all common area light switches reminding employees to turn off lights when not in use, as appropriate.
- Encourage the use of teleconferencing and phone meetings to avoid off-site travel, where appropriate.
- Educate and encourage employees to use office thermostats in a manner that conserves energy.

PURCHASE SUSTAINABLE PRODUCTS

- Inform employees about Rainforest Alliance Certified coffees for personal consumption. To be Rainforest Alliance Certified, coffee growers need to achieve a standard set by the Sustainable Agricultural Network (SAN) and adhere to a set of ten guiding principles and are audited annually. The SAN, for instance, forbids deforestations, and no farm is certified if there is evidence of deforestation after 2005. Those qualifying for the certification work on reforestation program by developing shade grown coffee and foresting non-production areas of their farms.
- Encourage employees to form “coffee clubs” to provide for coffee and condiments in bulk, or to bring reusable cups when purchasing coffee.

RECYCLE

- Post “What Goes Where” Flyer in all common areas of office.
- Encourage all employees to place all recyclable items in BLUE recycle bins throughout the office. Recycle bins may be used for all of the items listed in the blue section of the “What Goes Where” flyer: bottles, cans, paper, etc. The large blue dumpsters located in the copier rooms may be used for all types of recyclable products.
- Set up recycling collection area for fluorescent lights, batteries, old paint, and scrap metal. Arrange for proper disposal. Inform employees.

PROVIDE COMMUTER INCENTIVES

- Encourage employees to participate in the City’s Transportation Alternative Program (TAP). Employees who work a minimum of 12 days per month and use public transit at least 3 days per week to commute to and from work are eligible to receive the City’s public transit pass subsidy. Information on applying for the program is available on the City Intranet.
- Inform employees regarding the location of available bicycle parking facilities.
- Inform employees of the Guaranteed Ride Home program provided by SANDAG iCommute, which provides a free ride home for commuters who carpool, vanpool, take transit, bike, or walk to work. The qualifying mode must account for at least 75percent of your commute distance to qualify. Qualifying events for this program are personal or family emergency; unscheduled overtime with supervisor signature; and stranded at work due to carpool driver leaving for emergency. Three emergency rides home allowed per fiscal year per participant.
- Inform employees on how to access City pool vehicles for business-related travel.
- Develop a policy related to compressed work schedules / work-at-home opportunities.

DEVELOP SUSTAINABLE INFORMATION/TECHNOLOGY PRACTICES

- Automatically set all copiers and printers to power down after 4 hours of non-use
- When replacing computers, consider purchasing laptop computers instead of desktop computers for attorneys to reduce the need to print out documents when attending hearings.

USE AND ENCOURAGE OTHERS TO USE GREEN MEETING GUIDELINES

- Minimize use of paper by using electronic correspondence.
- Encourage employees that attend off-site meetings to carpool or use alternative modes of transportation, where appropriate.

SUSTAINABILITY-RELATED PUBLIC SERVICE

- Inform employees of volunteer opportunities in the community that do not conflict with employee’s work and that can be performed during non-working hours