



**B. HVAC**

- 1.) Maintain (and adhere to) a written policy that ensures blinds and curtains are closed during peak summer period (white reflects) to reduce A/C load.

*IEI has adopted the following policy: "All window blinds must be kept closed during peak summer period to reduce air conditioning load." This policy is posted in the Green Policies folder on the server and is included in the annual report of progress distributed to all employees.*

- 2.) Institute and/or maintain a written maintenance program: Inspect permanent filters every 3 months and clean permanent filters with mild detergents when necessary (change replaceable filters every three months); check the entire system for coolant and air leaks, clogs, and obstructions of air intake and vents; keep the condenser coils free of dust and lint; keeps the evaporator coils free of excessive frost.

*IEI has a preventive maintenance program for the HVAC through an outside company. See HVAC Maintenance document in the Green Initiatives folder.*

- 4.) If appropriate, apply window film to reduce solar heat gain.

*Illusions Glass Film Overlay with UV protection has been applied to all windows that receive direct sunlight. In addition, all windows are equipped with solar shades.*

**C. Lighting**

- 1.) Maintain (and adhere to) a written policy to turn off office lights when leaving for more than 15 minutes and post reminders.

*IEI has a policy to turn off lights in conference rooms and support spaces after 15 minutes, per signs that are posted. In the future upgrading the lights in the restrooms and turning off lights in offices will be discussed.*

- 2.) Replace incandescent bulbs with compact fluorescents or LED lights. Use halogen lamps only for low wattage task and spot lighting.

*Our office had two incandescent bulbs which we replaced with compact fluorescents. We use halogen lamps for low wattage spot lighting.*

- 3.) Arrange your workspaces to take advantage of areas with natural sunlight, and design for increased natural lighting when remodeling (workspace within 30' of natural light).

*Not applicable due to the design of our space. We have very little natural light due to the quantity, size, and locations of our windows.*

- 5.) Replace standard fluorescent lights with low- or no-mercury fluorescent lights that are higher efficiency.

*In our space we use a mixture of T8s and T5s that are part of OSRAM SYLVANIA's ECOLOGIC® program, focused on addressing environmental issues at all stages of lamp life. We replaced the two incandescent accent lights with fluorescent bulbs. All downlighting and track lighting lamps are metal halide, which is naturally efficient.*

- 7.) Disconnect unused ballasts in de-lamped fixtures and replace burned out lamps to avoid ballast damage.

*In our space there are not any de-lamped fixtures. Regular replacement of burned out lamps occurs every six months or as needed.*

- 10.) Use daylight sensors in lighting systems.

*Not applicable due to the design of our space. We have very little natural light due to the quantity, size,*

- 11.) Replacement magnetic ballasts with electronic ballasts and install T-8 or T-5 lamps.

*All fluorescent fixtures use electronic ballasts and T-8 or T-5 lamps*

- 12.) Install bypass/delay timers for off-hour lighting.

*IEI's policy is to manually turn off all lighting at the end of each work day.*

- 14.) Increase natural lighting through installing sidelights or lowering cubicle and non-structural walls that block lighting to interior workstations.

*To maximize what little daylight we receive in our office, we have adapted an open floor plan with low cubicle panels (42" high) and glazing to all interior offices and conference rooms.*

**D. Office Equipment**

- 2.) Establish purchasing program to buy only EPEAT certified computers and LED monitors that consume approximately 1/3 less energy than larger CRT monitors.

*It is IEI's practice that future purchases will be EPEAT certified computers and LED monitors.*

- 3.) Establish purchasing policy to only purchase Energy Star or energy efficient equipment and appliances.

*It is IEI's practice that future purchases will be Energy Star or energy efficient equipment and appliances.*

- 5.) Set refrigerator temperature between 38°F and 41°F and freezer between 10°F and 20°F.

*Refrigerators have been adjusted between 38°F and 41°F and freezer between 10°F and 20°F.*

**SECTION II. SUBTOTALS**

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### III. OPERATIONS & PROCUREMENT

Objective: Engage in purchasing practices that minimize environmental impacts within business and throughout the supply chain.

#### A. Facilities/Janitorial

- 3.) Replace aerosols with non-aerosol alternatives (such as pump sprays for fresheners and cleaners).  
*IEI does not use aerosol sprays or cleaners.*
- 4.) Buy low or no VOC paints, coatings, adhesives, and sealants for renovation projects.  
*As part of IEI's commitment to sustainability, any office renovations or changes will follow LEED 2009 for Commercial Interiors guidelines. This item corresponds with LEED Indoor Environmental Quality credits 4.1, 4.2, 4.3, and 4.4.*
- 5.) When replacing furniture, phase in low-VOC furniture.  
*As part of IEI's commitment to sustainability, any office renovations or changes will follow LEED 2009 for Commercial Interiors guidelines. This item corresponds with LEED Indoor Environmental Quality credit 4.5.*
- 6.) Use green cleaning techniques and products, including low-toxic, biodegradable cleaners, and properly dispose of expired materials.  
*Our cleaning service uses Clorox Green Works, Microban and hydrogen peroxide for cleaning. Also, they use a microfiber cloth for all glass and does not need to use Windex.*
- 7.) When renovating, use eco-friendly flooring, such as CRI green label plus carpeting, CRI green label carpet  
*As part of IEI's commitment to sustainability, any office renovations or changes will follow LEED 2009 for Commercial Interiors guidelines. This item corresponds with LEED Indoor Environmental Quality credits 4.1, 4.3, 4.4, and Materials and Resources credits 6 and 7.*

#### B. Office

- 1.) Institute a written policy regarding the rental of office equipment where appropriate. Businesses that lease equipment tend to use more durable items, salvage reusable parts, refurbish, recycle, or donate used equipment that can no longer be leased.  
*IEI has instituted a policy to rent office equipment where appropriate.*
- 3.) Purchase boxes and bags for retail use or shipping made from recycled paper or plastic (or reuse old boxes and bags).  
*When shipping, we reuse old boxes, bags, and packing materials. If/when necessary, we will purchase products with recycled materials.*
- 4.) Where possible, use non-toxic water-based markers rather than toxic permanent markers/pens.  
*IEI purchases and uses non-toxic permanent markers and pens.*
- 6.) For shipping items, use shredded paper or corn starch pellets for packaging needs instead of purchasing Styrofoam pellets, bubble wrap or other packaging materials; also, reuse, in your own packaging, packaging materials received.  
*When shipping, we reuse old boxes, bags, and packing materials. If/when necessary, we will purchase biodegradable products.*
- 7.) When purchasing new printers, buy ones with duplex capability.  
*It will be IEI's practice that all future printer purchases will be for printers with duplex capability.*

#### C. General Practices

- 1.) Maintain (and adhere to) a sustainable purchasing policy (Energy Star equipment and appliances; recycled content, biodegradable paper products; energy-efficient, low-mercury lamps; plastic products; food products; building/renovation materials). Consider and favor products that are recyclable at the end of their useful life.  
*IEI has begun a sustainable purchasing policy. All purchases are reviewed and evaluated for their sustainable characteristics prior to being made.*
- 4.) Use local businesses for products and services whenever possible.  
*It is IEI's practice to use local businesses for products and services whenever possible.*
- 8.) When purchasing garbage pails or garbage bags, find ones that use recycled plastic (e.g. recycled HDPE trash liner bags instead of LDPE or LLDPE).  
*IEI has adopted the practice to use recycled plastic and recycled HDPE trash liners bags.*

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**SECTION III. SUBTOTALS**





15.) Minimize misprints by posting a diagram showing how to load special paper, such as letterhead.

*Diagrams were posted by each printer on how to load letterhead and labels (see attached document "Printer Diagrams.pdf").*

16.) Recycle toner cartridges, cell phones and dry cell batteries.

*After their life, toner cartridges are sent back to the manufacturer reusing the boxes that the new replacement cartridge arrived in. Cell phones are collected and donated to non-profit organizations. Dry cell and rechargeable batteries will be recycled at local businesses identified by <http://search.earth911.com/>.*

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**C. Policies**

1.) **Mandatory:** Make it easy for employees to recycle by placing clearly marked collection bins in convenient locations. Post signs and/or train employees regarding recycling policies and procedures in the office.

*Recycling bins were added to each workstation, offices, all copy/printer areas, the library, and the conference room. Signs were posted above the existing recycling receptacles in the kitchen, informing staff what can and cannot be recycled. As we changed our recycling policy, a company-wide email was sent out to review the policy.*

2.) Donate or exchange unwanted but usable items (furniture, supplies, electronics, scrap materials, computer disks, etc.) to schools, churches, hospitals, libraries, nonprofit organizations, museums, teacher resource organizations, etc.; or enroll in a waste exchange program.

*IEI has a policy to donate unwanted but usable items to local schools and non-profits. Within the last year we donated drafting tables to Moore and Drexel Universities.*

3.) Conduct a waste audit of your facilities.

*Waste Management conducted a waste audit from Jan to Aug 2009 with the following results: Recycle (commingle) 3.50 tons / MSW (trash) 1.75 tons*

**SECTION V. SUBTOTALS**

**VI. WATER MANAGEMENT**

*Objective: Reduce business's aggregate water use and discharge of pollutants into stormwater runoff.*

**A. Exterior**

1.) If you need to use water to clean concrete or asphalt surfaces, use "dry sweeping," water efficient "spray brooms," or low flow (<3 gpm) spray nozzles with automatic shut-off rather than a garden hose.

*Not applicable because IEI does not clean exterior areas – they are handled by landlord.*

2.) If company owns any vehicles, routinely check for leaks and keep a spill kit handy to catch/collect spills

*Not applicable because IEI does not own any vehicles.*

YES	N/A
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<b>2</b>	<b>3</b>

**B. Interior**

1.) Post signs in restrooms and kitchen areas encouraging water conservation

*Signs have been posted in the restrooms and kitchen areas. (see attached image "VI.B.1 - Conserve Water Sign.jpg").*

2.) Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets. Train your staff to monitor and respond immediately to leaking equipment.

*IEI regularly checks for leaks in our facilities and has them repaired immediately. We have asked our janitorial services company to alert us of any leaks they may see when cleaning the facilities.*

3.) Understand your water bill and review it monthly for indications of leaks, spikes or other problems.

*Not applicable because IEI does not pay the water bill (the landlord handles).*

**SECTION IV. SUBTOTALS**

**VII. INNOVATION**

*Businesses may attain up to two extra "innovation" credits for each category if they have instituted practices which are not on the checklist but which further the objective of the category.*

1.) Call or email the senders of junk faxes to be removed to reduce/eliminate the number of unnecessary faxes.

*Approved on 11/13/09.*

**SECTION IV. SUBTOTALS**

**GRAND TOTALS**

YES	N/A
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<b>1</b>	<b>0</b>
<b>72</b>	<b>12</b>