

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.

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SECTION II. SUBTOTALS

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.

SECTION III. SUBTOTALS

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IV. TRANSPORTATION

Objective: Reduce carbon footprint of employee travel by encouraging alternative commuting and fuel economy.

A. Commuter

- 1.) Have a bike kit for employees who may have bicycle emergencies or problems.
IEI has purchased a bike tire pump, tire removal tool, tire patch kit, and a set of metric allen wrenches for bike emergencies for use by anyone who rides a bike to our office.
- 3.) Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps, transit schedules, commuter ride sign-ups, etc. in a visible area for employees.
We developed a map of our local alternate transportation options (bike and public) and sent it electronically to our staff. We plan to post it on our website and integrating it into our employee handbook, so visitors, clients, and staff are aware of the many green transportation options available near our office.
- 4.) If space locations are convenient, enroll your company in a car-sharing program.
Not applicable because Philly Car share and Zip Cars do not have spaces within a 2 block radius of our office. Our employees drive out to meetings are the same employees who use a car to commute in to the office. Employees who do not have cars share with coworkers who do for meetings.
- 5.) Operate a car pooling message board for employees who drive.
Not applicable because our employees who drive to work do not live close to each other.
- 6.) Sign up for commuter benefits such as TransitChek for employees.
Effective November 1, 2009 IEI has enrolled in the TransitChek Voucher program through the DVRPC, which allows employees to purchase transit vouchers for commuting purposes with tax free money up to the IRS allowable monthly limit .
- 7.) Distribute free or discounted public transportation passes (beyond discounts offered by TransitChek), or offer incentives (such as additional vacation days) for using public transportation.
TransitChek incentives will be given on a quarterly basis to employees who are enrolled in the program. Employees who receive \$100 or less a month will receive a quarterly \$10 bonus TransitChek; employees who collect more than \$100 a month will receive a quarterly \$20 bonus TransitChek.
- 8.) Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.
IEI offers a \$100 rebate to employees who purchase a bicycle for commuting.
- 9.) Offer secure areas for bicycle storage for both employees and customers.
Bicycles can be safely stored in a closet area by the main lobby or by one of the back exits.
- 12.) Institute flextime and work-at-home days for employees who commute by car.
Flextime is used by IEI's employees to reduce the time of their commute and save gas.
- 14.) Provide a commuter van or offer a shuttle service to and from bus, train and/or light rail stops; or be located within walking distance of transit stop.
IEI's office is located within walking distance (1 block away) to the Spring Garden Station on SEPTA's Elevated Market-Frankford subway line. The Spring Garden Station also provides access to SEPTA's Routes 5, 25 and 43 buses. SEPTA's Route 57 bus runs up and down 3rd and 4th Streets and is also within walking distance to the office (1 to 2 blocks away).

B. Business Travel

- 1.) Have written policy to use hybrid cars during business travel when it is necessary to rent a car.
It is IEI's policy to use hybrid cars whenever possible when renting cars for business travel.
- 3.) Use teleconferencing to cut down amount of business travel.
IEI employees utilize conference calls over scheduling in-person meetings whenever possible.

C. Fleet

- 1.) Carefully plan delivery routes and errands to eliminate unnecessary trips.
Not applicable because IEI does not have a fleet.
- 2.) Purchase carbon dioxide offsets for company vehicles.
Not applicable because IEI does not have a fleet.
- 3.) Convert company vehicles to low-emission/fuel efficient vehicles (hybrid and/or using natural gas, electricity or alternative fuels).
Not applicable because IEI does not have a fleet.
- 4.) Make 50% of company fleet zero emissions vehicles (ZEV) or ACEEE 40 or less rated.
Not applicable because IEI does not have a fleet.

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SECTION IV. 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.

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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

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