

**OREGON LAWYERS FOR A SUSTAINABLE FUTURE**  
**Results of Baseline Survey on Sustainable Practices of the Law Office**  
**November 2006**

In 100% of firms

- Desk-side recycling boxes are at each workstation.
- Water pitchers rather than bottled water are provided in conference rooms. Filtered chilled water is in the kitchens.
- A reuse center has been established for supplies such as binders, file folders, etc.

In 92% of firms

- Central containers are available for bottles, cans, newspapers, magazines, cardboard, Tyvek envelopes, batteries, and plastic bags, and a procedure has been established for their recycling. [One didn't include batteries and two didn't include Tyvek envelopes or plastic bags.]
- Old office equipment, furniture, and supplies are sold or donated for reuse.

In 83% of firms

- Durable plates, cups, glasses, and utensils are provided in kitchen and conference rooms.
- Remanufactured cartridges for laser printers are purchased, and old cartridges are sent out for reuse.
- Some telecommuting is allowed.

In 75% of firms

- Employees have been educated about the recycling system, and this education is part of new employee training.
- Sharing of phone books and reference books (e.g., dictionaries, statutes) or use of online sources is encouraged.
- Timers have been installed, or there are procedures for turning off lights.

In 67% of firms

- Documents are processed electronically, using scan option on copier when appropriate, rather than printing hard copies.
- Procedures are in place for keeping mailing lists up-to-date so as not to waste paper.
- Employees are allowed to charge firm for cab fare when working beyond public transportation commute times.

In 58% of firms

- Procedures are in place for copy machines and printers to be turned off, or put in a standby mode, at the end of each day.

In 50% of firms

- A policy on data storage minimizes the use of paper (e.g., Imanage Documents, Interwoven Worksite, or MDY FileSurf).
- Paperless court and agency filing standards use the least paper that courts allow.
- Coffee, sugar, creamer, salt, and pepper are purchased in bulk rather than in single-serving containers.
- A subsidy of at least 50% is provided for bus passes (employees can pay their portion with pre-tax dollars). [One more had a subsidy but not that high.]
- Printers have an automatic duplex option.

In 42% of firms

- Employees are educated to save paper printed on one side and use it for printing drafts or for making note pads.
- Policy requires purchase of products with recycled content whenever available at a cost of up to 15% more than the same item without recycled content.
- Donations are made to organizations working for sustainability.

In 33% of firms

- Coffee is fair trade, organic, and shade grown.
- Policy requires personal computers and printers to be turned off at the end of each day.
- Free parking is not provided for partners or employees.
- Employees are given time off for firm-approved community service projects.
- Educational speakers on sustainability are invited and promoted as a part of firm training and orientation.

In 25% of firms

- Faxes are routed electronically.
- Letter-sized paper, files, and pouches have replaced legal-sized ones.
- Suppliers have been notified about firm's purchasing policy.
- Copy/printer paper and file folders have post-consumer recycled content of at least 30% and paper towels, letterhead, envelopes, and legal pads, PCR content of 100%.
- Incentive rewards are provided for participants in Bike Commute Challenge.
- Employees have the option of workplace giving through Earth Share of Oregon.
- One or more FlexCar memberships has been purchased.

In 17% of firms

- A policy states that all copy and print jobs are double sided unless otherwise specified.
- Policy specifies the use of lunch caterers that minimize disposables.
- Unbleached paper towels and napkins are purchased for at least 50% of firm supply.

In 8% of firms

- Soy-based ink is specified for print jobs.
- Kitchen cleaners of low toxicity and high biodegradability are purchased.
- Subsidies are provided for bike commuters.