



## Maryland Green Registry MEMBER

The Maryland Green Registry promotes and recognizes sustainable practices at organizations of all types and sizes. Members agree to share at least five environmental practices and one measurable result while striving to continually improve their environmental performance.

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Law Firm

Member since April 2010

### Management and Leadership



#### **Environmental Policy Statement**

*O'Malley, Miles, Nylan & Gilmore, P.A. is committed to participating in efforts to improve our environment. As new technologies and opportunities are developed and refined, OMNG continues to adjust its best practices to improve its sustainability policy. We believe that by increasing our awareness of green practices and implementing effective practical measures, we can improve the work environment for our employees, better serve our clients in their business objectives, and be an active participant in the movement to improve our environment in ways that make business sense.*

<http://www.omng.com/Green%20Policy/Green%20Policy.htm>



#### **Environmental Team**

*O'Malley, Miles, Nylan & Gilmore's Environmental Team consists of two principals with the firm, one associate, and one administrative support staff member because we believe that it's important to have representative input from everyone in our office. Additionally, we welcome feedback and suggestions from all employees of the Firm. Our mission is to reduce our office's impact on the environment by promoting recycling, reducing electricity use, and making responsible materials and supply choices (choosing recycled goods when possible, providing reusable items, et cetera). Our Environmental Team meets periodically to brainstorm new ideas and track the progress and success rate of the ideas that we have already implemented in our workplace.*

**Annual Environmental Goals**

*Our Environmental Team meets on an ongoing basis to review our goals, assess our successes, and to implement new strategies. At our Firm's annual meeting, we set goals for the next year based upon our Environmental Team's assessment of what worked well during the previous year and where we can improve. We also solicit input from all employees and ask that they come up with one goal that they would like the Firm to work toward. Once new goals are set, we revise our "Green Office Manual" to reflect the addition of these new goals and circulate the revisions to all employees. The Office Manager also discusses our new yearly goals with staff during regularly scheduled staff meetings.*

**Environmentally Preferable Purchasing**

*We believe that it's important to purchase office supply materials that are either reusable or are made from recycled content, and strive to do this whenever it is economically feasible. We currently purchase the following materials that are made from recycled content:*

- Paper*
- Steno notebooks*
- Blue copy paper*
- Writing pads*
- Adding machine tape*
- White index cards*
- Blue index cards*
- Legal dividers*
- Legal folders*
- Manilla folders*
- Envelopes of all sizes*
- Coffee pods*
- Coffee stirrers*
- Toner cartridges*

**Environmentally Preferable Products and Services**

*Our attorneys are knowledgeable and capable of aiding our builder and developer clients with the legal aspects relating to green building.*

*Additionally, our Firm has implemented a 4-day work week alternative for staff and a 1 day per week telecommuting option for all attorneys which contributes to decreasing the automotive impact to the environment caused by transportation and traffic congestion resulting in a reduction of vehicle emissions and improving air quality.*

**Waste**

**Solid Waste Reduction and Reuse**

*We provide reusable silverware, mugs, cups, plates, and bowls for all employees to use.*

**Recycling**

*We encourage all our employees to recycle paper, plastic, glass, and aluminum items. We supply recycling containers, and a large central recycling can is located in the kitchen. Paper goods that are of a confidential nature are placed into shred bins which are then recycled by the company that empties the bins. We also recycle our printing ink cartridges. Our recycling goals are set forth in our "Green Office Manual" that has been circulated to and reviewed by all employees.*

*Our paper recycling efforts saves trees which is verified by our paper shredding company via the invoices we receive.*

**Energy**

**Energy Efficiency**

*While we do not own our building and therefore do not have ultimate control over fixtures and appliances, we have taken steps to reduce our energy use and increase our energy efficiency by instituting a policy of turning off all task lighting and powering down any computers/devices not necessary to maintain our business at the end of the work day. When investments are made for appliances and/or devices, our Firm consciously makes every effort to invest in energy efficient options. We also turn off conference room lighting when the rooms are not in use. Our landlord provides us with efficient fluorescent lighting for all of our office spaces. The implementation of the 4-day work week alternative for staff and a 1 day per week telecommuting option for attorneys results in an impact of energy savings in a reduction of 20% use on energy each week of the computer equipment and devices that are not run while they are out of the office.*

**Profile Updated January 2020**



*Help build a greener, more sustainable Maryland through voluntary practices that reduce environmental impacts and save money.*

*Learn more at [green.maryland.gov](http://green.maryland.gov)*

