



Green Business Hawaii
Sixth Annual Recognition Program
April 20, 2011
PBR Hawaii



Founded in 1970, PBR HAWAII & Associates, Inc. is a multi-disciplinary firm offering consulting services in Land Planning, Environmental Studies, Landscape Architecture, and Graphic Design. We are looking for ways to reduce our environmental footprint and enact sustainable initiatives within the PBR office. We believe making even small changes can have a dramatic impact.

Reduce

- 1) Electricity
 - a. Copiers, scanners, computer, and monitors are switched off at night or whenever you are away from your desk for an extended period.
 - b. If available, use standby mode or any energy saver buttons on equipment.
 - c. Turn off all lights when you are the last one leaving the office.
 - d. Set refrigerator temperature between 38F to 41F and freezer 10F to 20F.
 - e. Replace refrigerators every 10 years. Regular inspection and cleaning should be scheduled.
- 2) Gasoline
 - a. Encourage employees and clients to take public transit.
 - b. Encourage employees to ride a bicycle.
 - c. Offer flexible schedules for employees.
 - d. Encourage employees to join a carpool program.
 - e. The Kapolei office provides job opportunities on west side of the island, and reduces commute distances for PBR employees who live in that area.
- 3) Paper
 - a. Double sided printing and copying.
 - b. Pages per Sheet Printing - By increasing the number of pages printed on a sheet of paper, the amount of ink and paper used is significantly reduced.
 - c. Economy Mode Printing – It lightens the contrast of the print while keeping the page readable.
 - d. Using electronic files rather than paper ones – Minimize printing by eliminating unnecessary forms and documents or sending them electronically.
 - e. Tri fold company marketing material – Design marketing materials to require no envelope.
 - f. Reduce unwanted mail – Unsubscribe to unwanted and duplicated magazines or mail. Request the electronic version if available.
- 4) Water - Water conservation is encouraged.
 - a. Don't let the water run while you wash dishes in the sink. Only turn the faucet on when needed.
 - b. Notify office manager if there is a dripping faucet.
 - c. Install water-saving aerators on kitchen faucets.
- 5) Disposable Tableware – To be both green and sanitary, PBR will stop providing the disposable tableware such as plastic forks, spoons, knives, and wood or bamboo chopsticks. Employees are encouraged to pack their lunch in reusable containers.

Reuse

- 1) Folder/Envelope/One-sided Paper
 - a. If used folders and envelopes are in good condition and reusable, employees should save them and stock them for future internal reuse.
 - b. Paper printed on one side should be collected at the “one-sided paper depot” for reuse.
 - c. Reusing paper with printing on one side is the primary choice for printing draft working documents or office internal use material.
 - d. Employees are encouraged to use paper with printing on one side as scratch paper. Paper with printing on one side will also be sorted and made into scrap paper pads by employee volunteers periodically

Recycle

- 1) Recycle Aluminum, Glass and Plastic Containers
 - a. Two recycle bins are located in the kitchen cabinet. One is for aluminum cans and the other is for glass and plastic containers.
 - b. Aluminum cans should be emptied and rinsed then crushed with the can crusher, mounted on the kitchen wall, before being tossed into the bin.
 - c. Empty glass and plastic containers must be rinsed before being tossed into the recycle bin. Caps must also be removed.
- 2) Recycle Bottle Caps and Plastic Lunch Bags: Two separate containers are located in kitchen for storing recyclable plastic bottle caps and plastic grocery shopping/lunch bags.
- 3) Recycle Cardboard: Bishop Square Management provides for the collection of cardboard recycling. The collection bin is located in the recycle room of the basement area of the ASB Tower.
- 4) Blue Recycle Bin
 - a. The blue recycle bins around the office are provided by Bishop Square Management for recycling white paper materials only.
 - b. We help our building to separate the white paper waste from others at the source. White paper includes black and white or colored print /photocopy paper, white letterhead, white notes.
- 5) Recycled Product Purchasing
 - a. When available, the company should purchase boxes made from recycled paper or plastic.
 - b. When available, the company should purchase recycled garbage bags, and recycled HDPE liner bags instead of LDPE or LLDPE.
 - c. All paper products including paper, folders, letterheads, envelopes, business cards and paper towels should be products with 30% to 100% post consumer waste. If possible, we should also buy from a company with a commitment to environmental stewardship.
 - d. The company should purchase recycled/remanufactured toner cartridges.
 - e. The company should buy recycled and low-VOC paint products.
- 6) Recycle Business E-waste: Donate old electronic equipment to local schools and organizations if they are accepted. If not, find an e-cycle program or vendor.