



Maryland State Archives

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State Agency

Member since March 2015

MANAGEMENT AND LEADERSHIP

Environmental Policy Statement

The Maryland State Archives is committed to reducing its impact on the environment.

Our commitment to the environment extends to our customers, our staff, and the community in which we operate. We are committed to:

- *Comply with all applicable environmental regulations*
- *Prevent pollution whenever possible.*
- *Train all of our staff on our environmental program and empower them to contribute and participate.*
- *Communicate our environmental commitment and efforts to our customers, staff, and our community.*
- *Continuously improve over time by striving to measure our environmental data (waste, energy, and water) and setting goals to reduce those totals each year*
- *Ongoing review and assessment of our environmental program with annual reporting of progress to management and the Maryland Green Registry program.*

It is management's responsibility to ensure that this policy is available and accessible to all employees and that the environmental program meets the terms of this policy.

Environmentally Preferable Purchasing

We purchase 100% recycled content paper for our offices.

WASTE

Solid Waste Reduction and Reuse

We print double-sided, whenever possible, to reduce the amount of materials used.

Recycling

We recycle paper, cardboard, as well as glass, plastic, and tin bottles and cans. In calendar year 2014, we had a recycling rate of 30.39% (approximately 9 tons of recycled material).

ENERGY

Energy Efficiency

Our facility utilizes occupant sensor lighting for our offices.