

SEH FY 12 Annual Green Tier Report

Appleton and La Crosse Offices, Wisconsin

This report is intended to fulfill the requirements for annual reporting for the Wisconsin Green Tier program. This report is due to WI DNR by August 31st every year. SEH's fiscal year runs from July 1st through June 30th. Therefore the FY 12 annual report covers the period July 1st, 2011 through June 30th 2012.

Past/Current Performance

Both offices are currently doing a number of activities to contribute to environmental performance including:

- Close to lunch places- we walk vs driving
- Unplugged a seldom used fridge (LaX)
- No vending machines
- Allow telecommuting
- Task lighting- Lights off in offices and public spaces when not in use
- Printer shuts into sleep mode when not in use
- Turn computer off when leave for night
- No fax machine- printer serves multiple functions
- Printer is Energy Star Qualified
- Recycle paper and plastics and cans
- Make hard copies only when necessary
- Printing double sided when possible.
- Keep office comfortable- but not too warm. We wear sweaters.
- Adjust thermostat to setback for weekends (LaX)
- Keep blinds closed to conserve heat in winter and keep it out during summer (LaX)
- We use glasses and cups from home- minimal use of paper or styro-foam products
- We are right next door to a car rental place so that we can get a more efficient vehicle when
- Traveling out of town. (LaX)
- Our office location is on the bus line
- We don't use a dishwasher. (LaX)
- No water cooler. (LaX)
- We unplug the coffee maker when not in use (LaX)
- We use laptops- and they use less energy than desktop computers
- Use washable utensil

Potential Actions

The following is a list of potential action to improve environmental performance:

- Considering soy base ink
- Considering lighting exit signs with lower energy bulbs
- Considering replacing old lighting fixtures with more energy efficient
- Start reusing paper that has printed material on only one side
- Exploring paper with higher percentage of post-consumer recycled content

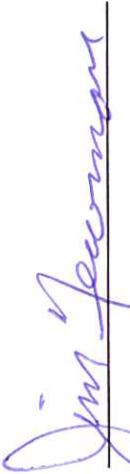
- Exploring ways to buy products in bulk to minimize packaging
- Possibly use automatic setbacks on weekends and evenings.
- Exploring energy saving monitors
- Looking for ways to recycle old computer equipment
- Looking at learning how to use skype and other video conferencing software
- Considering having the cleaning crew switch to nontoxic cleaning products
- Going to look into getting some plants to absorb indoor pollution.
- Considering a no shoe policy so that we can avoid tracking in chemicals and dirt- slippers only (LaX)
- Looking at using draft mode vs final mode on the copier more frequently.
- Looking to print black and white vs color (unless necessary)
- Looking for print cartridges with "remanufactured" label
- Start recycling ink cartridges
- Walk to the County building instead of driving (LaX)

FY 2013 Objectives & Actions

- Compete EMS for both offices (**Andrew Dane**)
- Align WI Green Tier reporting and processes with corporate Sustainability Planning efforts (**Andrew Dane**)
- Reduce paper consumption by 10% by end of FY 13
 - Change default printer settings to double-sided (**Chris Taylor**)
- Increase % of recycled content paper by 25% (**Mary Squires**)
 - Reduce energy consumption by 5% by end of FY 13
- Perform energy audit on Appleton office (**Andrew Dane**)
- Work with IT to implement energy saver controls (**Andrew Dane, Chris Taylor**)
- Increase # of LEED/other sustainably certified staff in Appleton and La Crosse offices office (**Andrew Dane/Rebecca Flege**)
 - Mr. Dane planning to get certified in FY13
 - Certify staff in ENVISION
- Organize at least one sustainability education event in Wisconsin (**Andrew Dane**)
- Update baseline benchmarks for the performance indicators (**Andrew Dane**)

The table below summarizes SEH's performance indicators which are incorporated into SEH's Environmental Management System (EMS). During the FY 12 period performance indicators were developed and some baseline information and processes were established. Data for the remaining indicators are being compiled for the FY 13 annual report.

Trend	GRI No.	SEH No.	Indicator	Progress to FY 12
-	EN1	1	Materials use by weight or volume	Determined baseline for FY 12. Appleton (258.36 lbs.); La Crosse (NA - office not open entire year)
-	EN2	2	Percentage of materials used that are recycled input materials	Determined baseline for FY 12. Appleton (.12% Avg. Post Consumer Recycled Content); La Crosse (NA - office not open entire year)
-	EN4	3	Indirect energy consumption by primary source	Not reported FY 12
-	EN5	4	Energy saved due to conservation and efficiency improvements	Not reported FY 12
-	EN7	5	Initiatives to reduce indirect energy consumption and reductions achieved	Not reported FY 12
-	EN16	6	Total direct and indirect greenhouse gas emissions by weight	Not reported FY 12; Calendar year 2010 = 785 tons of CO2 equivalent for the St. Paul, MN office
-	EN17	7	Other relevant indirect greenhouse gas emissions by weight	Not reported FY 12
-	EN18	8	Initiatives to reduce greenhouse gas emissions and reductions achieved	Not reported FY 12
-	EN23	9	Total number and volume of significant spills	None
-	SEH	10	Monetary value of significant fines and total # of non-monetary sanctions for non-compliance with environmental laws and regulations	No reported actions
-	SEH	11	Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce	2010 Calendar Year Baseline; 42,611 miles office travel (Appleton); La Crosse (office not open)
-	LA1/SEH	12	Total workforce by region (as of June 2011)	Not reported FY 12
-	LA2/SEH	13	Total number and rate of employee turnover	Corporate-wide voluntary turnover rate of 9.86% compared to a market average of 9.90%; Appleton/La Crosse data not reported FY 12
-	LA7	14	Rates of injury, occupational diseases, lost days, and absenteeism, and total number off work-related fatalities by region	Corporate-wide experience modification rating = 0.91
-	LA10	15	Average hours of training per year per employee	24 hours
-	LA13	16	Affirmative Action goals per category according to gender and minority group	Not reported FY 12 for Appleton/La Crosse Offices
-	EC6	17	Policy, practices, and proportion of spending on locally-based suppliers at significant locations of operations (Current measure is the average distance from vendor locations based on billing address to the closest SEH office)	104 miles corporate-wide
-	EC1/SEH	18	Understanding and describing significant indirect economic impacts, including the extent of impacts to use change in Share Value as a measure of our economic impact	Corporate-wide share value decreased 11.1%
-	SEH	19	Percentage of ESOP members participating in annual board election process (NOTE: SEH has a large number of them participants who are no longer employees. While these individuals have the opportunity to vote, very few of them participate)	October 2010 election participation = 48.5%
-	SEH	20	Number and type of LEED and other Sustainability-related certifications held by SEH Corporately and individuals	Appleton (2 LEED); La Crosse (1 LEED)
-	SEH	21	Number of employees biking, walking, taking mass transit to work	Appleton (5.); La Crosse (0)
-	SEH	22	Track programs established by staff incentive program and related cost reductions	Not reported FY 12



Jim Newman, SEH Eastern Region Leader/Senior Vice President

Short Elliott Hendrickson Inc. (SEH)