



## 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.

# Maryland State Archives



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[www.msa.maryland.gov](http://www.msa.maryland.gov)  
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.*



*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)*

