



Green Environmental Program Plan

Symmetric Program Management LLC

SPM 04 | Version 1.0 | Prepared October 11 2026

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Purpose and scope

SPM will reduce avoidable resource use, pollution, and waste in consulting, training, purchasing, travel, and subcontracted services. Environmental choices must preserve safety, information security, accessibility, quality, and client requirements. This program establishes actions and measurement; it does not represent environmental certification or verified carbon neutrality.

Responsibilities and planning

The CEO owns the program and approves annual objectives. Project managers identify environmental impacts, client requirements, and vendor responsibilities at startup. Suppliers provide evidence for environmental claims affecting an award or purchase. Personnel follow disposal rules and report releases, waste, and opportunities to improve.

Environmental impact review

Assess paper and printing, electricity, travel, event supplies, packaging, electronic equipment, and any field chemicals or refrigerants. Rank impacts by potential harm, frequency, volume, controllability, and legal obligations. For field work, coordinate with the hazardous materials plan and client environmental lead. Identify permits and waste responsibility before mobilization.

Resource conservation

Use electronic deliverables and signatures when accepted. Print only necessary copies, use duplex settings, and protect confidential paper through secure destruction. Enable device power management and turn off unused equipment where operationally safe. Maintain equipment to extend useful life and repair before replacing when economical and secure.

Purchasing and events

Evaluate durability, repairability, energy efficiency, recycled content, packaging, supplier take-back, and total cost. Verify claims rather than assuming a label proves compliance. Choose reusable event supplies and right-size orders; request recycling arrangements from venues. Select lower-impact alternatives only when technical, safety, and contractual requirements are met.

Travel and delivery choices

Use remote meetings when the client permits and they meet delivery needs. Combine necessary site visits, plan efficient routes, and evaluate public or shared transportation when practical. Record business travel by mode and distance. Do not publish emissions totals without an identified calculation method, boundaries, and supporting data.

Waste and pollution prevention

Separate ordinary recycling from confidential paper, batteries, electronics, chemical waste, and other regulated streams. Use approved handlers and keep receipts. Prevent spills through suitable storage and handling. Do not dispose of chemicals or contaminated materials in drains or general trash without a documented lawful determination. Technical subcontractors must provide refrigerant recovery and disposal records when relevant.

Initial program objectives

Measure	Proposed first year objective	Evidence
Unnecessary paper printing	Reduce pages per comparable project by 10% from the established baseline	Print count and project volume
Controlled asset disposal	100% documented disposal of retired company electronics	Asset record and disposal receipt
Environmental task briefing	100% completion for assigned personnel before field exposure	Briefing record
Travel alternatives	Review remote options for every planned business trip	Travel approval
Environmental actions	Close routine actions within 30 days or document approved extension	Action log

Baseline and reporting

Establish available baselines during the first 90 days after adoption. Measure only operations SPM can substantiate; document missing data and changes in business volume. Review objectives quarterly and report progress annually. Targets are prospective and may be revised by the CEO based on verified baseline information.

Environmental incident procedure

Stop unsafe work, protect people, isolate the area, and notify the project manager and CEO immediately. Use qualified responders where necessary. Document substance, location, approximate quantity, affected media, and actions without exposing personnel. Determine required authority and client notices promptly; internal review does not delay reporting. Follow the hazardous materials plan for containment and disposal.

Environmental action register

Field	Entry
Impact or improvement opportunity	_____
Action and measurement method	_____
Baseline and target	_____
Owner and due date	_____
Evidence and result	_____
Closure or escalation approval	_____

Reference

EPA stationary refrigeration and air conditioning resources, <https://www.epa.gov/section608>, for applicable technical work. Local environmental, purchasing, and client requirements govern each project. Review the program annually and after material changes in operations.