



SUSTAINABLE RESIDENT GUIDE

Effective Date – 12/02/2024

Simpson Housing is committed to adopting Environmental, Social and Governance (ESG) policies and initiatives that promote sustainability, enhance quality of life for employees, increase resident satisfaction and reduce its carbon footprint organization wide.

We invite our residents to partner with us and adopt sustainable practices in their own homes.

OUR COMMITMENT

Simpson's commitment to minimizing our impact on the environment has led to the following initiatives, where applicable, across our portfolio:

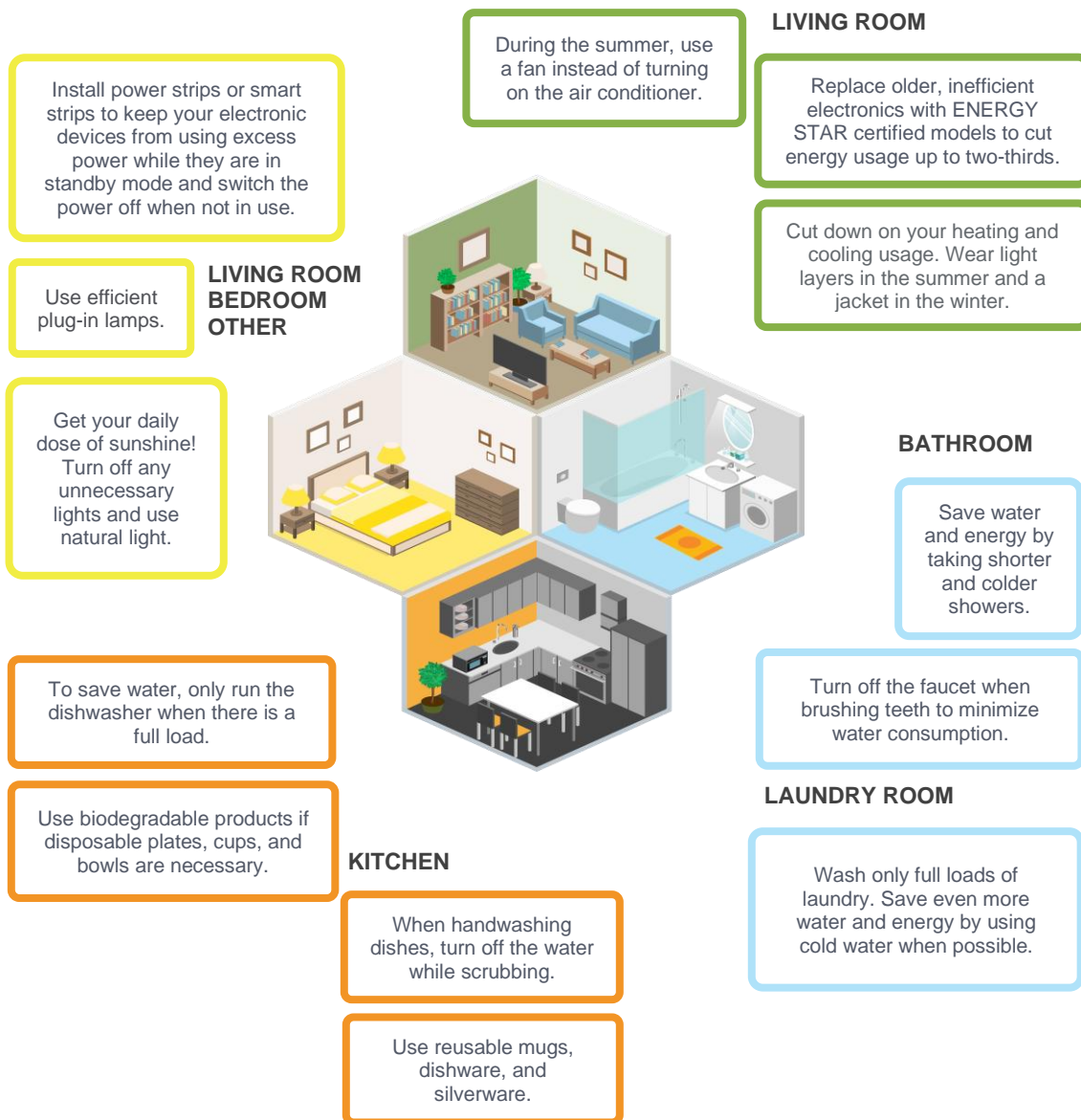
- LED light bulbs and/or fixtures
- Technology to monitor water and energy consumption and issue real-time alerts about unusually high consumption rates
- Leak detection
- Waste monitoring and tracking
- Move for Hunger – a program that addresses food waste and insecurity in our communities
- EV charging
- Green building certifications
- Green maintenance plan
- Rehabs of existing apartment homes – featuring LED lighting, low flow fixtures, low VOC paint and Energy Star appliances
- Smart apartment homes
- Resident surveys
- Responsible vendor policy
- Maintain green spaces to support local ecosystems

YOUR COMMITMENT

We ask that our residents consider incorporating the following measures described in this guide into their lifestyle.

BEST PRACTICES

Top Ways to Green Your Home



Quick Tips for Living Sustainably

1. **Eliminate plastic use** by buying in bulk and bringing reusable bags for shopping
2. **Reduce “purchase miles”** by purchasing products locally, such as food, household goods, and services

3. **Choose eco-friendly cleaning products** that are non-toxic, volatile organic compound (VOC)-free, biodegradable, or use homemade alternatives
4. **Conserve energy** by turning off unused lights, using efficient plug-in lamps, and washing clothes in cold water
5. **Save water** by reporting leaks to maintenance immediately and taking shorter showers

Energy

Saving energy is one of the most effective ways to increase sustainability and energy efficiency. Many of the following strategies are simple to implement and require little to no new equipment, making them easy ways to live sustainably.

Strategies:

- **Overall and Bedrooms:**
 - Maximize natural light and turn off unnecessary lights
 - Use efficient plug-in lamps
 - Use power or smart strips to eliminate vampire loads and turn off power when not in use
 - Use ENERGY STAR certified electronics
 - Keep heat-producing equipment away from thermostats
 - Keep windows and doors closed to prevent air loss
 - Lower blinds in the summer and raise them in the winter
 - Close curtains or blinds during the hottest part of the day, especially for west-facing windows
 - Ensure all air registers or floor vents are unobstructed for property air circulation
 - Use portable or ceiling fans to move air and stay cool
 - Replace HVAC filters regularly for optimal system performance and improve air quality
 - Consider upgrading to MERV 13 or higher filters to capture allergens and pollutants
- **Living Room:**
 - Close the fireplace flue damper tightly when not in use to prevent air loss.
 - Always turn off lights and the television when leaving the room for an extended period
- **Kitchen:**
 - Set refrigerators between 37° and 40° F and freezers at 0° F
 - Cover liquids and wrap food stored in the refrigerator to prevent moisture buildup, reducing compressor work
 - Cool hot foods before placing them in the freezer
 - Keep the freezer compartment full for better efficiency
 - Do not block the cooling fan that allows air to circulate
 - Use appropriately sized pots on stove burners to maximize heat efficiency. A 6" pot on an 8" burner wastes over 40% of the burner's heat
 - Cover pots and pans to retain heat
 - Use a microwave oven instead of the conventional range or oven to reduce heat buildup and save energy
- **Bathroom:**
 - Take shorter, less-hot showers. On average, hot water accounts for 12% of your utility bill
 - Run the bathroom fan for 10 minutes after showering to reduce moisture
 - Unplug hair dryers and styling tools when not in use; they continue to draw power even when off
 - Dispose of chemicals and medications properly, not in sinks or toilets

- **Home Office:**
 - Turn off and unplug computers when not in use, as AC adapters and other electronic devices continue to draw power even when idle
 - Enable power management features on computers, monitors, and phones
 - Choose ENERGY STAR electronics, whenever possible
- **Laundry Room:**
 - Only run the washer and dryer with full loads
 - Separate heavy items (like towels) from lighter weight clothes to avoid over-drying
 - Wash clothes in cold water and use the cold-water rinse cycle.
 - Clean the lint filter before each load
 - Periodically clean the dryer drum to remove lint buildup.

Resources:

- Resources for overall energy conservation:
 - Reducing electricity use and costs: <https://www.energy.gov/energysaver/reducing-electricity-use-and-costs>
 - ENERGY STAR: www.energystar.gov
 - Electricity usage calculators for various household devices: https://energyusecalculator.com/calculate_electrical_usage.htm

Water

Residents can significantly reduce the building's water consumption by adopting the following simple habits.

Strategies:

- Reduce shower time. Take shorter, cooler showers to save both water and energy
- Wash only full loads of laundry and use cold water when possible
- Run the dishwasher only when full
- Choose water-efficient dishwashers, which can save nearly 5,000 gallons of water per year
- Report any leaks to management immediately
- Turn off the faucet when brushing teeth to minimize water consumption
- Landscape with native, drought-tolerant plants to reduce water use and create green spaces and habitats for local wildlife
- Notify management of any unexpected water bill spikes so that leaks can be promptly investigated

Resources:

- Look for the EPA WaterSense seal, a recognized emblem of approval for water efficiency similar to ENERGY STAR. <http://www.epa.gov/watersense/>
- Visit the US Dept of Energy, for water efficiency Best Management Practices (BMPs) <https://www.energy.gov/eere/femp/best-management-practices-water-efficiency>
- Reliable Water Services <http://reliablewater247.com/apartments-reduce-water-usage/>

Materials and Resources

Reducing, reusing, and recycling materials are effective ways to reduce your environmental impact. By choosing recycled content and reusing materials, you minimize the need for raw resources. Sustainable living can be incorporated into every room, including the kitchen, bathrooms, and home office.

Strategies:

- Eliminate disposable paper plates, cups, and utensils. If necessary, choose those made from recycled content and/or biodegradable materials
- Avoid Styrofoam and single-use products
- Set home office computers to default print double-sided
- Reduce plastic bottled beverages
- Choose materials and furnishings with low- or no-VOCs and no harmful chemicals
- Store food in reusable containers instead of single-use bags.
- Donate or recycle old electronics
- Actively participate in recycling programs
- Purchase 100% post-consumer waste paper
- Refill toner and printer ink with eco-friendly cartridges
- Keep a recycling/trash bin set in the kitchen.
- Cancel unwanted paper subscriptions or opt for e-newsletters
- Replace paper towels with reusable hand towels
- Have a bin available near the printer for reusing paper with one printed side
- Donate, recycle or give away unwanted furniture and durable goods
- If possible, implement a composting bin for food scraps
- Prioritize low-carbon materials like reclaimed wood, recycled steel, or concrete alternatives to reduce upfront emissions

How to Sort Your Waste Stream

The following is a general guide to sorting your waste. Always check with your building's waste hauler or property manager to ensure you have the most up-to-date, carrier-specific information for your building.

Composting Bin:

- Fruit and vegetable scraps
- Coffee grounds, tea bags, and non-bleached coffee filters
- Eggshells (check local compost provider)
- Newspaper, cardboard, paper bags, and other "brown" paper products
- Used non-coated cardboard takeout containers

Recycling Bin - Recycle:

- Make sure all recycling is free of good residue and dry
- Aluminum and steel cans, foil, trays
- Glass bottles and jars
- Food and beverage paper cartons
- Plastic bottles, cups, containers, jugs, trays, tubs, and toys
- Styrofoam packaging

Recycling Bin - Do Not Recycle:

- Plastic containers with oil, food residue, or other contaminants
- Plastic bags and wraps (look for store drop-off locations)
- Electric cords, headphones, garden hoses, chains, wires, Christmas lights, and hangers
- Packaging with hazardous materials (e.g., oil paint, motor oil, fuel, poisons)

Trash Bin:

- Hygiene products, diapers, and pet waste
- Tissues and sanitizing wipes
- Plastic bags, wrappers, and film
- Plastic straws and utensils

Electronic Waste Collection:

- Electric cords, headphones, garden hoses, chains, wires, Christmas lights, and hangers
- Batteries (find a collection point at Call2Recycle.org)
- Electronics (use the Greener Gadgets Recycle Locator: <https://www.cta.tech/Landing-Pages/Greener-Gadgets/Recycle-Locator#/>)
- Light bulbs (check for special recycling programs)

Tips:

- Opt for reusable items and products with minimal packaging.
- Do not bag recyclables unless using open paper bags.
- Keep your recyclables clean and free of contaminants
- When in doubt, leave it out of recycling
- Check if your community recycles hazardous waste
- Donate usable items to local thrift stores, shelters, schools, and nonprofits.
- Drop off unused medications at collection points such as fire departments or select pharmacies (see resources below).

Resources:

- How Do I Recycle?: Common Recyclables. <https://www.epa.gov/recycle/how-do-i-recycle-common-recyclables>
- GreenSpec: The online GreenSpec® Product Guide lists over 2,200 environmentally preferable products selected by editors at BuildingGreen, LLC. The guide includes key insights on the green attributes of each product and the most critical green issues for each product category. Editors at BuildingGreen conduct their own independent research in assessing manufacturer claims, ensuring that the directory contains unbiased, quality information. GreenSpec does not charge for listings or sell ads. GreenSpec product listings are accessed on BuildingGreen.com with a subscription to BuildingGreen Suite. <http://www.buildinggreen.com/menus/>
- EPA's Environmentally Preferable Purchasing (EPP) Program: <https://www.epa.gov/sustainable-marketplace-greener-products-and-services/about-environmentally-preferable-purchasing>, a program that includes Recommendations of Specifications, Standards, and Ecolabels for Federal Purchasing: <https://www.epa.gov/greenerproducts/recommendations-specifications-standards-and-ecolabels-federal-purchasing>
- GREENGUARD: <https://www.ul.com/resources/ul-greenguard-certification-program>
- FDA drug takeback options: <https://www.fda.gov/drugs/disposal-unused-medicines-what-you-should-know/drug-disposal-drug-take-back-locations>

Transportation

According to the U.S. Department of Transportation, the average person commutes 15 miles one way to work, and the average passenger vehicle emits 4.6 tons of carbon dioxide into the atmosphere each year. To lower transportation costs, reduce greenhouse gas emissions, and benefit local communities, we encourage carpooling, public transit, biking, walking, and telecommuting. Opting for alternative transportation options for work, errands, and social activities can make a significant environmental impact.

Strategies:

Best practices for alternative transportation and sustainable commuting behavior include:

- Research local carpooling or rideshare programs for work commutes
- Walk or bike to nearby locations to reduce your carbon footprint
- Check if your building offers electric vehicle charging stations
- Ask your employer to:
 - Implement an Alternative Commuting Transportation Program

- Provide transit fare reimbursement for commutes
- Use teleconferences and videoconferences to reduce the need for travel
- Allow flexible or remote working arrangements to minimize commuting

Resources:

- Office of Transportation and Air Quality U.S. Environmental Protection Agency: www.epa.gov/otaq/
- Association for Commuter Transportation: www.actweb.org
- Commuter Savings Calculator: <https://www.rideshare.com/easy-commute/commuter-savings-calculator/>
- The Telework Coalition: www.telcoa.org
- WorkFit: <https://betterworkplace.com/>
- List of Ridesharing Companies: https://www.ridester.com/list-of-ridesharing-companies/#List_of_Ridesharing_Companies
- United States Census Bureau United States Commuting at a Glance: <https://shorturl.at/dVmbG>
- U.S. Environmental Protection Agency Greenhouse Gas Emissions from a Typical Passenger Vehicle: <https://www.epa.gov/greenvehicles/greenhouse-gas-emissions-typical-passenger-vehicle>

Health & Well-being

In addition to adopting sustainable practices, residents can enhance their overall health and well-being by utilizing available spaces and seeking opportunities to positively impact their communities. Creating a balanced lifestyle that prioritizes physical health, mental well-being, and community engagement fosters a more fulfilling living environment.

Strategies:

- **Health and wellbeing:**
 - Use stairs instead of elevators whenever possible
 - Shop and explore local businesses
 - Take walks within your neighborhood and spend time in nature
 - Utilize on-site fitness facilities if available at your property
 - Make healthy food choices, cook at home more often, and drink enough water
 - Incorporate plants into your living space to improve air quality and add aesthetic value
 - Choose active methods of transportation such as walking and biking
 - Prioritize sleeping at least 7 hours or more per night
 - Limit screen time and digital distractions to maintain a healthy work-life balance
- **Community:**
 - Participate in community-building activities and utilize property amenities that foster social interaction with neighbors
 - Engage in sustainability-focused community service projects
 - Take part in Simpson's Move for Hunger partnership to reduce food waste
 - Support or join sustainability-focused volunteer organizations to join or support

Resources:

- 25 Simple Tips to Make your Diet Healthier: <https://www.healthline.com/nutrition/healthy-eating-tips>
- The Best Houseplants for Every Home and Skill Level: <https://www.forbes.com/sites/forbes-personal-shopper/2022/02/27/best-indoor-plants/?sh=faf19f73ad62>
- Active Transportation and Health: <https://www.transportation.gov/mission/health/active-transportation-and-health>
- How much sleep do I need?: <https://www.cdc.gov/sleep/about/index.html>

CONCLUSION

Thank you for taking the time to explore the various strategies to create a more sustainable living space. We hope this guide inspires you to incorporate these practices into your daily routine. Remember, even small changes can make a huge impact.

APPENDIX A: GREEN RESIDENT CHALLENGE SCORECARD

To support your efforts in creating a more sustainable residence, we have created a Green Resident Challenge Scorecard. In the future, we will host a Green Resident Challenge to recognize those who go above and beyond to save energy and water in their residence. The scorecard will be used to judge the challenge.

GREEN RESIDENT CHALLENGE

Resident Name:

Property Name:

Enter Points Here ★: <20 points, ★★: 20-35 points, ★★★: 36-50 points, ★★★★: 51-65 points, ★★★★★: 66-75 points

	Total Points	75
	Transportation	10
	Use teleconferences and videoconferences to reduce travel	1
	Use local carpooling or rideshare programs when commuting to work	3
	Walk to nearby locations or use other forms of alternative transportation	2
	Purchase a fuel efficient or alternative fuel vehicle	4
	Energy & Atmosphere	14
	Maximize natural light and turn off unneeded lights	1
	Lower blinds in the summer and raise them in the winter	1
	Draw the curtains or blinds during the hottest part of the day to keep the house cool, especially for west-facing windows	1
	Keep windows and doors closed to prevent the loss of heated / cooled air	1
	Use a portable fan to move air and keep you cool	1
	Use power strips or smart strips to switch power off when not in use	1
	Remember to always turn off lights and television when leaving a room for an extended period	1
	Place heat producing equipment away from thermostats	1
	Make sure all air registers or floor vents are clear of furniture so that the air can circulate freely	1
	Refrigerators should be set at 37° degrees to 40° F and the freezer compartment at 0° F	1
	Enable power management features on computers, monitor, and phones	1
	Only run the washer and dryer when they are fully loaded	2
	Use the right sized pot on stove burners. A 6" pot on an 8" burner wastes over 40% of the burner's heat	1
	Materials & Resources	25
	Eliminate the use of paper plates, cups and utensils. If it is necessary to use paper plates and utensil for gatherings, ensure that they are made from recycled content and/or biodegradable products.	2
	Do not purchase Styrofoam and single use products	1
	Eliminate plastic use by buying in bulk and bringing reusable bags for groceries	2
	Set all home office computers to default print double-sided	1
	Reduce bottled water and canned soft drink purchases	1
	Use (FSC) certified paper with recycled content 30% (2pts), 50% (3pts), 100% (4pts)	4
	Store food and pack lunches in reusable containers instead of single-use bags	2
	Donate or recycle old electronics	2
	Actively participate in recycling programs	2
	Refill toner and printer cartridges	1
	Ensure the kitchen has recycling/trash/compost bin set	1
	Cancel unwanted paper publications and subscriptions or register for e-newsletters	1
	Replace paper towels for hand towels	2
	Have a bin available near the printer for reusing paper that has one side printed on it	1
	Properly dispose of furniture and durable goods (donate and/or recycle)	2
	Water	10
	Take shorter showers. <10mins (1 pt), <5 mins (2 pts)	2
	To save water, only wash full loads of laundry	2
	To save water, only run the dishwasher when there is a full load.	2
	Report any leaks immediately	2
	Turn off the faucet when brushing teeth to minimize water consumption.	2
	Engagement	16
	Reduce "food miles" by purchasing local, organic produce	3
	Use stairs instead of elevators where possible	1
	Make healthy food choices, cook at home more often and drink enough water	2
	Utilize property amenities where social interaction is encouraged	2
	Participate in sustainability-focused community service projects	3
	Find sustainability focused volunteer organizations to join or support	5