



HUTCHINS & HUTCHINS
Your Cleanroom Supplier

Green Sustainability Initiative Mission Statement

Hutchins & Hutchins, Inc. is aware of its carbon footprint on the environment and our community and takes daily steps to implement eco-friendly practices and opportunities for our employees and dedicated customers. Recently, we've made substantial improvements to our full-service distribution facility, which has stemmed a significant reductions in our energy use.

We work with several different vendors who provide environmentally safe products and non-hazardous, cleanroom and laboratory waste recycle programs. We proudly supply our customers with products backed by a commitment to sustainability and respecting the world we live in for future generations.

Hutchins & Hutchins, Inc. operates in a very competitive business environment. Reducing cost along with efforts to increase overall in-house efficiency is something we take very seriously. We are dedicated to providing our employees a working atmosphere that encourages overall performance and proficient growth.



Utilize Electronic Communication for All Correspondence

- Ongoing transition of administrative & regulatory records to an electronic record management system
- Use of cloud software to store / share paper files electronically
- Email invoices, statements, quotes, orders, etc. eliminates the need for printing and use of hard copies
- No postal mailing needed, lessening amount of materials & resources

Constant Evaluation of the Shipping & Receiving Process and Inventory Control Procedures

- Resulting in greater output while keeping levels maintained, and still meeting customer needs

Utilizing Biodegradable Packing Products in Our Shipping Process

Control Raw Material Cost with New and Current Vendors, whenever possible

On-Site Purified Jugs of Drinking Water, Cutting Back on Plastic Bottle Waste

Use of One-At-A-Time Paper Towel Dispensers, Reducing Paper Waste

Practice and Use of Environmentally Friendly & Safe Housekeeping Methods

Company Car Available for Carpooling, when necessary

Use of Energy Saving Features & Products

- Computers are set to sleep after hours
- Turn off unused office equipment at nights and on weekends
- Use of natural light and energy saving appliances
- Energy efficient lighting throughout the entire warehouse
- Our facility is equipped with an energy efficient HVAC system
- When the weather allows, windows are opened to enjoy the fresh air
- Thermostats are monitored by appointed department heads, turned down at night and kept at a minimum during working hours



Repurpose Useless Hard Copies for Scratch Paper

Wastebasket Liners are Used More Than Once, when practical

Corrugated Boxes are Re-Purposed as Packaging Materials for Delicate Items

Product Donations are made on Occasion

- Used as product displays during presentations



Recycling of Pallets and Cardboard Packaging

- Utilize a general trash dumpster and a cardboard only dumpster

Recycle of Office Supplies

- Printer toners and cartridges
- Paper products
- Cardboard boxes
- Plastic

Utilizing Local Agencies for the Proper Disposal of Electronic Equipment



Provide Employees Efficient Training Programs

- Avoid on the job injury
- Reduce medical expenses and loss of employee productivity
- Steel toes shoes and plastic shoe covers mandatory in specific work areas
- All injuries, no matter how slight are required to be reported to supervisors and follow proper protocol procedures

Encourage Healthy & Organized Work Area Initiatives

- Yearly Heart and Wellness Checks
- Informative Material Wellness Wall
- Equal opportunity employer, to ensure that all employees are treated justly and respectfully by department heads and coworkers

Security Preparedness

- New 'Key Card Only' Security System
- In case of an emergency plan in place
- Upgraded to energy efficient security lighting in and outdoors
- Fire exits and door alarms are kept free and clear at all times
- Monthly check of fire extinguishers and training



Community Support

- Sponsor local youth sports teams
- Offer yearly Vision In Business Scholarship to high school seniors

Local Charities

- Blue Ridge Area Food & Fund Drive Donations
- Salvation Army Toys for Tots Donations
- Philippine Gospel Assoc. and Natural Disaster Donation