

Progress in Implementing Agency Sustainability Plan Status as of March 1, 2004

Following is excerpted from the Puget Sound Action Team's *Agency Sustainability Plan*, pages 9-15. Status of implementation is underlined under performance targets. Status is characterized as "Completed," "Started," and "Not started," with explanations.

IV. Objectives and Performance Targets for the 2003-05 Biennium

The following activities will be undertaken during the 2003-05 biennium:

Agency Policy and Staff Education & Involvement

1. Work with staff to ensure 100% staff involvement in the development of the sustainability plan, and 100% agreement with the practices outlined in the plan.
2. Submit the final sustainability plan to the governor's sustainability coordinator by September 30.
3. Fully incorporate the philosophy, goals and objectives of the sustainability plan into our agency's strategic plan.
4. Support sustainability plans developed by other building tenants.
5. Create a "Top 10 list" of things staff can do daily to reduce use of resources. Distribute and post this where staff can access it periodically.
6. Distribute facts, data, quizzes and games, as available, to staff that show how sustainable practices elsewhere and in our office make a real difference.
7. Use staff meetings and email to communicate new agency policies and other changes regarding our sustainability plan. On a continuous basis, solicit ideas from staff for improving the sustainability plan.
8. Educate 100% of new employees about office sustainability practices.

Performance Targets

1. **By September 30, 2003** ensure that all staff are knowledgeable about the sustainability plan, have been involved in its creation, and are willing to do their part to carry it out. Completed.
2. **By June 30, 2004** the agency's strategic plan is amended to include the goals, objectives and activities of the sustainability plan. Started. Kevin's on it.
3. **By June 30, 2004** the agency's employee handbook is amended to include references to the sustainability plan, and all new staff receive a copy of it. Completed. Rather than amend the employee handbook, the new employee checklist was amended to include reference to the plan.
4. **By June 30, 2004** provide staff with a reminder about sustainability activities, progress towards meeting agency goals, information (if available) on the positive effects of sustainability practices, and reports on other agencies' progress in meeting goals (if available). Started. Will post this status report in kitchen and provide briefing at staff meeting.
5. **By June 30, 2005** provide staff with a report showing our agency's progress in meeting our sustainability objectives for the 2003-05 biennium. Started. Will provide status reports and a biennial wrap up report.

Office Building & Grounds

1. Work with the cafeteria and other building tenants to improve sustainability practices in the cafeteria by:
 - a. Introducing locally grown, organic foods as an alternative; and
 - b. Reducing solid waste by using only refillable dispensers for sugar, milk and half & half, and not offering any paper plates, plastic silverware, disposable cups, etc. (Offer only washable utensils, plates and cups.)
2. Talk to building management about using environmentally preferred cleaning products (if they are not already using them) and ensure that they are used exclusively.
3. Talk to building management about stormwater management practices at the building and how they might be improved through the use of low impact development techniques. Ensure that at least one technique is used.
4. Work with building management to ensure that an Integrated Pest Management Plan is used on site, and that the plan includes use of only non-toxic herbicides and pesticides (or none at all) and the appropriate use of fertilizers.
5. Talk to building management about opportunities to control pests by natural means (such as installing bat boxes).
6. As appropriate, work with building management to ensure that turf is minimized (or eliminated), that grass clippings and leaves are mulched on site, and that the predominant groundcover is native, drought-tolerant landscaping.
7. Continue to participate in the CTR Program to encourage alternative forms of transportation to work other than a single-occupancy vehicle.
8. Continue to offer flexible work schedules to accommodate carpooling, biking or taking the bus to work, and condensed work schedules. Review agency policy regarding telecommuting to ensure it meets everyone's needs.

Performance Targets

1. **By June 30, 2004** discuss with building management options for improving stormwater management through the use of low impact development practices. Started. Met with Stuart Simpson, GA's Sustainability Coordinator, and will do presentation to an interagency work group of project managers on 3/26.
2. **By June 30, 2004** talk to building management about grounds and landscape management and look for opportunities to improve current practices and provide additional wildlife habitat. Started. The talks and presentations described under #1 will partly cover this. Need to talk about native, drought tolerant landscaping.
3. **By December 30, 2004** start working with building management (and other building tenants) to institute green building policies related to energy and water use, ventilation, lighting, building materials, etc. Not started.
4. **By December 30, 2004** start working with building management (and other building tenants) regarding providing showers for staff who commute to work by bicycle, and provide bike lockers or other means to safeguard bikes ridden to work. Not started.
5. **Other** – Ridership on buses and walking is way up due to the new location!

Fleet Vehicles

1. Lease at least three new hybrid cars (Toyota Prius or Honda Civic) to replace current higher emission, larger vehicles in our fleet. This should represent 50% of the vehicle fleet.
2. Reduce the number of vehicles in our fleet to five vehicles. Sell the van and rent one when a large vehicle is needed. Sell the Chevrolet Celebrity.
3. Reduce vehicle miles traveled by working with other building tenants and other state agencies to establish a building-wide and interagency system to carpool to meetings rather than driving alone. In addition, staff should always try to carpool to meetings with other attendees.
4. Whenever possible, use teleconferencing rather than traveling to meetings.
5. Continue to provide bus and train schedules to employees and support their using public transit to travel to meetings, workshops and conferences.
6. Continue to offer policy to reimburse remote office outreach staff for public transportation costs to and from Olympia.
7. Continue to maintain or, if vehicles are leased, have maintained all vehicles that we own or lease. Fix all leaks immediately.
8. Look into possibility of using videoconferencing for meetings.

Performance Targets

1. **By December 30, 2004** work with other building tenants and other state agencies to develop carpool system, and look into possibilities of using videoconferencing. Not started. This is not very practical at this time, as everyone's moving out of the building!
2. **By June 30, 2005** 100% of fleet vehicles are fuel efficient, hybrid cars. Started. Leased 2 new Prius hybrids, and got rid of van and Chevy wagon. As of this date, all but one of our cars are hybrids (80% of fleet)!
3. **By June 30, 2005** reduce vehicle miles traveled by 10%. Not started. Will report on next quarter.

Purchasing of Goods & Services

1. Establish policy of purchasing environmentally preferred products as a first and primary option.
2. Purchase only 100% recycled, chlorine-free paper for copiers and printers.
3. Purchase only high-recycled content, processed chlorine-free paper for writing pads.
4. Begin purchasing pens made from recycled materials.
5. Continue to purchase only non-toxic, soy-based inks for all printing projects. Continue to request alcohol-free printing processes.
6. Continue to purchase only limited copies of publications and rely on web-based products.
7. Purchase only energy efficient (star rated) computers, monitors, copiers and appliances.
8. Purchase new duplexing equipment for printers to allow for double-sided printing.
9. Purchase and use only rechargeable batteries for computer mice and other uses. Purchase necessary battery chargers.
10. Purchase used, rather than new, furniture as the first option.

Performance Targets

1. **Immediately**, purchase environmentally preferred office products as a first option. Completed. We always consider these as first option.
2. **Immediately**, continue to request 100% soy-based inks and alcohol-free printing for all off-site print jobs. Started. The state printer automatically uses soy-based inks and alcohol free printing.
3. **Immediately**, continue to purchase only energy efficient, star-rated computers and kitchen appliances. Started. We regularly purchase star-rated computers; we considered a star-rated refrigerator but found it too expensive.
4. **Immediately**, purchase duplexing equipment to transition all printers to double-sided printing. Completed.
5. **Immediately**, consider purchasing recycled office furniture as a first option. Completed. Purchased recycled cubicle furniture for new office. Will continue to consider recycled furniture for other purchases.
6. **Immediately**, purchase rechargeable batteries and battery chargers. Not started.
7. **Immediately**, purchase and test an allotment of pens made from recycled materials (rubber and plastic). If they work well, ensure that at least a portion of all pens purchased are refillable and made from recycled materials. Not started.
8. **By June 30, 2004** purchase only 100% recycled, processed chlorine-free paper for all printers and copiers. Completed. This is all we purchase now.
9. **By June 30, 2004** purchase only high-recycled content, processed chlorine-free paper for writing pads. Not started. Sandy's researching this.
10. **By June 30, 2005** purchase high-recycled content, processed chlorine-free paper for at least one issue of Sound Waves, the agency's quarterly newsletter. Purchase high-recycled content, processed chlorine-free paper for at least 10% of all other off-site print jobs. Not started.

Energy and Water Use

1. Use only energy efficient (star-rated) computer equipment, copiers and kitchen appliances.
2. Turn off all computers and monitors at night, and when not in use for more than three hours during the day. Turn off monitors when not in use for more than one hour during the day.
3. Turn off all printers and copiers at night.
4. Talk to building management about purchasing at least 10% of the building's energy as renewable, "green power".
5. Restrooms: Talk to building management about installing automatic water faucets in sinks and waterless urinals, and automatic hand dryers. Talk to building management about restroom soap to ensure it's not anti-bacterial. (Anti-bacterial soaps help create "super" bacteria that, over time, grow resistant to anti-bacterial agents, thus becoming potentially more dangerous.)
6. Talk to building management regarding options for collecting rooftop rainwater and using it to meet irrigation needs for landscaping.
7. Talk to building management about making the lights controllable by section, automatically turning off lights at night, and using long-lasting, energy-efficient fixtures.

8. Talk to building management about options for developing a portion of the building's energy needs on site (e.g., photovoltaic).

Performance Targets

1. **Immediately**, all computer equipment, copiers, light fixtures (other than fixed overheads), and kitchen appliances purchased or leased are energy efficient (star rated). Started. Computer equipment is star-rated, but the refrigerator's not due to cost.
2. **Immediately**, all computers and monitors are turned off each night and when not in use for at least three hours during the day (monitors when not in use for more than one hour). Started. Most staff turn off their computers and monitors at night. Not sure how many staff turn off their computers when not used throughout the day.
3. **Immediately**, all copiers and printers are turned off each night, and lights are controllable by section and automatically turn off at night. Started.
4. **By June 30, 2004** discuss options with building management for retrofitting the building's restrooms with waterless urinals, low-flow flush toilets, hands-free sinks and motion detector hand dryers. Talk to building management to ensure that they're not using anti-bacterial soaps in restrooms. Not started.
5. **By June 30, 2004** discuss with building management options for developing a portion of the building's energy needs with on site energy development. Not started.
6. **By June 30, 2004** discuss with building management options for collecting and using rainwater on site. Not started.
7. **By June 30, 2005** 10% of the building's energy needs are derived from green, renewable sources. **Each biennium**, 10% more green power is purchased (or generated on site) until 100% of energy usage is derived from green, renewable sources. Not started.

Solid Waste

1. Continue to provide recycling for all paper and beverage containers. Continue to separate out high-grade paper from lower grade.
2. Use only durable, machine-washable cups, plates and silverware for staff meetings, other meetings and other functions. Discontinue use of plastic cups, silverware or plates. (Staff are responsible for bringing their own cups and plates; staff who supply snacks are responsible for washing other cutlery.)
3. Set all printers to two-sided printing as the default.
4. Talk to building management about removing the paper towel dispensers in bathrooms & installing automatic hand dryers.
5. Talk to building management and other tenants about installing a composting bin in our kitchen to separate food wastes from the garbage stream. Participate with other building tenants in an on site composting facility. (Note: For this activity to work, we will need the participation of all staff in separating food wastes, and the participation of some staff in the management of the compost.)
6. Continue to reuse office folders and other equipment.
7. Continue to provide a water cooler to discourage plastic water bottles.
8. Email documents whenever possible (as opposed to making hard copies).

9. Reduce paper distributed at meetings by emailing meeting documents prior to meetings and not bringing copies to the meeting.
10. Use rechargeable batteries rather than disposable ones.
11. Continue to recycle (resell) old computer equipment through the state process.

Performance Targets

1. **Immediately**, continue to recycle all paper, containers and computer equipment. Completed.
2. **Immediately**, set all printers to double-sided printing as the default. Completed.
3. **Immediately**, email documents to meeting attendees prior to the meeting and don't make copies for the meeting. Started. This is done for some but not all meetings.
4. **Immediately**, continue to reuse office materials (e.g., file folders) whenever possible. Completed.
5. **Immediately**, continue to provide a water cooler to discourage plastic bottles. Completed.
6. **By June 30, 2004** provide durable, washable plates, utensils and cups for meetings and use them exclusively. Do not use plastic plates, cups or utensils. Purchased dishes, mugs, glasses and silverware for staff to do use on daily basis. Also dishcloths to dry dishes. Coffee purchased is organic.
7. **By June 30, 2004** talk to building management about not providing paper towels in the bathrooms and installing automatic hand dryers instead. Not started.
8. **By June 30, 2004** use only rechargeable batteries. Not started.
9. **By June 30, 2004** talk to building management about setting up a food-composting bin in our kitchen and arrange with building management (and perhaps some volunteer staff) about emptying the bin according to a schedule, and adding organic matter and aerating it as needed. Not started.
10. **By June 30, 2005** reduce solid waste generated by 10% (Note: We have requested baseline information from Ecology building management concerning this but have yet to receive a reply.) Not started. We'll need to find what our baseline is at the new building.
11. **By June 30, 2005** reduce paper usage by at least 20%. Started. We have very limited data, but paper usage appears to have dropped dramatically in 2003. (200 reams of paper purchased in September '02 lasted only 4 months whereas 200 reams of paper purchased in January '03 lasted 12 months!)

Employee Health and Safety

1. Continue to provide ergonomic equipment, first aid kits, earthquake preparedness kits, and training on CPR.
2. Continue to have safety officer and backups

Performance Targets

1. **Immediately**, continue to provide these services for staff. Completed.