

Growth Management Hearings Board Sustainability Plan

As Required by Executive Order 02-03

Agency Contact Information and Responsible Agency Staff

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Sustainability Policy Statement

The GMHB is committed to fulfilling its responsibilities under Executive Order 02-03 and will strive to model the principles of sustainability in its operations, procurement, and maintenance.

Long Range Goals

- Institutionalize sustainability as an agency value and raise employee awareness.
- Strive to minimize energy and water use.
- Continue to shift to non-toxic, recycled and remanufactured materials in purchasing.
- Expand availability of environmentally preferable products and services for home and home-office use.
- Continue to minimize the frequency of travel through alternative conferencing methods.
- Reduce or eliminate waste through the systematic recycling of office products and by purchasing bulk items with minimal packaging.
- Recognize waste as an inefficient or improper use of resources.
- Recognize that each agency and individual has a role in reducing waste and achieving sustainability.
- Use the Boards website to make available information that is most requested from the Boards to reduce paper use.

Describe Current Practices and Assess Long Term Objectives

1. Transportation

- Telecom advances now allow the GMHBs to conduct many conferences and procedural hearings telephonically. The agency is committed to continuing this practice and promoting trip reductions through the use of available telecom technology.
- The GMHBs have implemented a Travel Policy that complies with OFM guidelines and State regulations. The policy will be amended to include voluntary language that encourages trip reduction and carpooling whenever possible.

2. Purchase of Goods and Services

- Energy Star computer equipment is purchased as a routine procedure. The agency will also show preference to energy-efficient flat panel monitors when purchasing new PCs.

- Purchasing preference will be given to paper products with a high recycled content and low chlorine content.
- The GMHB currently recycles all used copier/printer toner drums. We commit to purchasing recycled toner to replace used toner drums in all equipment where use of recycled toner is an option.

3. Facility Operation and Maintenance

- Cleaning products purchased for use at the agency or home-offices will be environmentally friendly with preference shown to biodegradable products.
- The grounds for each office are leased in urban areas and have little or no landscaping.
- Recycling of paper and aluminum products is encouraged in each office and will be incorporated as an agency value through this Sustainability Plan.
- The Board currently requires copies of pleadings filed by parties before the Board to be double-sided in the interest of conserving paper and reducing paper waste. Office copier defaults will now be set on duplexing to conserve paper in the distribution of outgoing documents whenever possible.
- Each office of the GMHB hereby institutes a “turn-off” policy, committing to turn off lights and computers at the close of business in the interest of conserving energy.
- The Boards will make commonly requested and used information (decisions, digest, intervenor and petitioner packets, etc.) available on its website to reduce the use of paper.

Roles and responsibilities

- All employees of the GMHB are encouraged to provide new ideas that contribute to the agency’s Sustainability Plan.
- The Administrative Chairs of each office of the GMHB will report on the achievement of the goals of the Sustainability Plan in their quarterly Quality Assurance reports to the Governor’s Office.

Communication and Education

- GMHB employees will be made aware of the Sustainability Plan by its adoption as an internal GMHB policy.
- The GMHB will encourage discussion and suggestions on sustainability topics when the Joint Boards meet annually and semi-annually.

Performance Measures and Continuous Improvement

- GMHB Sustainability Plan will be based on achievement of its goals. The success of the program will be reported subjectively rather than statistically. Where readily available, reports will contain quantifiable savings and outcomes.
- Administrative Chairs will solicit input to allow new items to replace goals already achieved and take advantage of developing technology to achieve greater success.