

Interagency Committee For Outdoor Recreation

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STATE OF WASHINGTON

OFFICE OF THE INTERAGENCY COMMITTEE

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August 20, 2003

TO: The Honorable Gary Locke, Governor  
FROM: Laura E. Johnson, Director  
SUBJECT: Sustainability Plan

The Office of the Interagency Committee for Outdoor Recreation (IAC) and Salmon Recovery Funding Board (SRFB) is pleased to submit our first report on Sustainability Practices pursuant to the Executive Order 02-03. This report provides information on the Office's plans to implement this Order. We are excited that you have directed state agencies to make a concern for the environment an aspect of everyday operations. As you will see from our report, we have taken the challenge seriously.

Our commitment to environmental sustainability starts with the idea that all IAC/SRFB employees should be involved. As discussed in the report, the success of sustainability in our Office will rely on the involvement of the entire 30-member staff.

We look forward to implementing Executive Order 02-03 resulting in tangible and permanent benefits for the environment.

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**Agency Information:**

The Office of the Interagency Committee (IAC) is a small executive branch state agency with approximately 30 staff members. It is housed on the second floor of the Natural Resources Building. The main focus of the agency is grant program management and, as such, many employees are project managers and spend much time on the road providing technical assistance either one-on-one or through workshops, site evaluations, and compliance inspections. The Office provides administrative support to two different Boards, the IAC and the Salmon Recovery Funding Board (SRFB). Both Boards have several meetings throughout the year and the Board members are located across the state.

Each Board is dedicated to protection and enhancement of the state's natural resources and outdoor recreational activities. For almost forty years, the IAC has improved the state's quality of life through its investment of public funds in parks, trails, beaches, boating facilities, wildlife habitat and natural areas. The Salmon Recovery Funding Board (SRFB) supports salmon recovery by funding protection and restoration projects. It also supports related programs and activities that produce sustainable and measurable benefits for fish and their habitat.

**What is Sustainability?**

Sustainability is a way of meeting present needs, without compromising future generations of their ability to meet their own needs, while integrating environmental protection, economic need, and social concerns.

"Sustainable development meets the needs of the present generation without compromising the needs of future generations." *United Nations Commission, 1987*

"I recognize the right and duty of this generation to develop and use the natural resources of our land: but I do not recognize the right to waste them, or to rob, by wasteful use, the generations that come after us." *Theodore Roosevelt, c. 1902*

**IAC/SRFB Sustainability Motto:**

"If not now, when? If not us, who?"

**Sustainability Policy Statement:**

The Office of the Interagency Committee is committed to fulfilling its responsibilities under Executive Order 02-03 (Attachment 1), and in meeting the goals and objectives of both Boards it provides administrative support to, and will continue to strive to model the principles of sustainability in its operations, fleet management, and procurement understanding that sustainability involves continuous learning and improvement.

**Current Practices<sup>1</sup>**

- The office depends on the Office of General Administration (GA) for most efficient use of the building resources such as heating, cooling and lighting requirements.
- Staff is encouraged to carpool to Board meetings, use best practices for state resources, and purchase energy efficient equipment.
- To help encourage carpooling to all major meetings, rideshare options are offered to attendees.
- The Office recycles paper, cardboard, aluminum cans, glass bottles, CDs, batteries, printer cartridges, and toner cartridges.
- The Office surpluses equipment when it is no longer needed.
- The Office provides notices for many meetings and workshops via e-mail.
- Staff is now e-mailing reports, work requests, and other information to the appropriate people rather than the previous practice of printing out a hardcopy of this information.
- Chlorine-free recycled paper is being used.
- “Eco-friendly” cleaning products are being purchased.
- Project sponsors are encouraged to submit grant applications on-line through the agencies database “PRISM.”
- Several employees are working a flex- or compressed workweek schedule, thereby reducing the number of drive trips to work. Many employees also carpool, walk, take public transportation, or ride bikes to work on a regular basis.

**Long Range Goals:**

- Increase use of electronic communications both internally and externally.
- More use of Web pages (both internet and intranet) for both documents and newsletters previously distributed by hardcopy.
- Provide employee outreach, training, and involvement in sustainability practices annually.
- Only purchase “eco-friendly” cleaning products by 2005.
- Only purchase “energy star” compliant electronic products by 2005.
- Encourage the GA to efficiently use building resources by having our facilities representative provide sustainable alternatives at the Facility meetings.
- Purchase, and request the state printer use, chlorine free paper products only.
- Use recycled paper only.
- Use both sides of paper before recycling.
- Increase ease in which staff can recycle paper/cans/plastic/etc.

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<sup>1</sup> Agency baseline data report attachment 2.

- Find alternatives to use in place of plastic notebooks or find ways to decrease notebook usage 75% by 2007. (Between July 1, 2002, and June 30, 2003, the agency purchased 736 notebooks.)
- Reach 90% of staff using reusable products for staff gatherings such as plates, silverware, glasses, and coffee cups by 2007
- Purchase alternate fuel source vehicles when replacing state agency vehicles.
- Require requesting of alternate fuel vehicles when using motor pool or rental cars.
- Require carpooling to all major meetings.
- Encourage staff to consider compressed workweek and telecommuting options to reduce number of drive days. When commuting to and from work/meetings, encourage staff to carpool, walk, or find alternative energy efficient modes of travel.
- Find meeting locations requiring the least amount travel for a majority of the attendees.
- Consider providing some meetings/trainings/workshops via satellite.
- Encourage applicants to use recycled products and encourage the use of alternative energy sources such as solar, wind, etc. for funded IAC/SRFB projects. Look to the possibility of awarding bonus points for IAC/SRFB projects that meet sustainability requirements.
- Combine all IAC manuals into one document and put it on the web. Both applicants and staff can use this new IAC policy “notebook”. The document can be searched electronically and users can print out specific pages on an “as needed basis”.
- Research the possibility of providing and storing timesheets electronically. If possible, start pilot project by 2004 with 100% implementation by 2007.
- Submit 75% of our print jobs to the copy center electronically by 2005.

### **Objectives for Biennial Plan**

The Office has four objectives for the first Biennial Sustainability Plan:

1. Develop an employee outreach, training and resources plan,
2. Encourage management and employee accountability and recognition of successful sustainability projects,
3. Decrease paper usage in the Office, and
4. Find new ways for staff to reduce, reuse, and recycle different items.

### **Roles and Responsibilities**

We will meet our objectives by:

- Encouraging staff review and provide input to the Sustainability Plan
  - Discuss EO 02-03 at the July 24, 2003, management staff meeting.
  - Inform rest of the staff about EO 02-03.
  - Once drafted, provide an e-mail copy of the draft report asking for review and comment by staff.
  - After review and comment period, provide the management team a final review copy for additional review and comment.
  - Director Johnson will provide final review, comment, and support of the plan.

- Director Johnson will submit the initial sustainability plan to the Governor's office by September 1, 2003.
- Discuss sustainability at staff meetings
  - At the September 17, 2003, All Staff meeting the Planning Committee will set aside time to discuss the Sustainability Plan and ways to implement.
- Develop an Intranet web page for information such as interoffice newsletters, manuals, policies, procedures, telephone lists, weekly schedules, etc.
  - The Web Team will work to create an Intranet site for office documents currently being provided in hard copy.
- Purchase rechargeable batteries and chargers for staff using cordless mice and digital cameras. Curtail purchasing of cordless mice, unless absolutely necessary, since they use batteries.
  - The purchasing coordinator will look into purchasing rechargeable batteries and battery chargers.
- Purchase a sweeper for small cleaning jobs to reduce use of a large motorized vacuum cleaner.
  - Staff performs its own routine cleaning of the office. Currently the only option for vacuuming is a full-sized electric vacuum. The purchasing coordinator will purchase a carpet sweeper to provide staff an option when cleaning their spaces. Through the outreach and training objective, staff will be encouraged to use the sweeper for most jobs.
- Encourage staff to provide their own reusable products for staff gatherings such as plates, silverware, glasses, and coffee cups
  - Management Team will put in place a 'One Less Cup' campaign.
  - Staff will be reminded to bring their reusable items to staff gatherings.
- Encourage two-sided copying in all cases
  - All staff will be responsible for copying on both sides of the page when copying memos, letters, or documents for files or distribution. Continue researching the ability to select 2-sided reports in PRISM.
- Laminate meeting door signs so they can be used a multitude of times
  - Meeting coordinators will be asked to laminate any meetings signs that can be used for more than one meeting. With the number of meetings, workshops, and trainings provided by this agency, the paper savings could be substantial.
- Encourage reuse of paper
  - Through the communication and education plan, staff will be encouraged to reuse paper before recycling.

- Decrease paper usage
  - Update the PRISM database to allow project sponsors to attach electronic files to their on-line application. This reduces the number of application pages being sent to the office. Applications can then be copied onto CDs reducing need for paper further. Do not take copies of manuals to workshops. Require applicants to download application manuals off our web site.
  
- Find alternatives to use in place of plastic notebooks or find ways to reduce the number or reuse the notebooks.

### **Communication and Education**

We will communicate and educate staff and our clients by:

- Sustainability issues will be discussed at staff meetings and general information will be posted on the intranet site.
- Both Boards will be informed of the Sustainability Plan and asked for their feedback and ideas.
- E-mail will be used to solicit ideas from staff.
- Educational materials will be shared by e-mail or posted on the Intranet site.
- Our clients will be informed of our efforts through posting the Sustainability Plan and subsequent reports on the agency web page and providing information on agency generated e-mails.

### **Performance Measures and Continuous Improvement**

The Office will report annually to the Office of Financial Management its progress on implementing the Sustainability Plan. The first annual report (October 2004) will provide baseline performance measurements and goals for success.

The agency will review and revise the initial Sustainability Plan and update by September 1, 2005.

Continuous improvement and progress will be made through the communication and education of staff and clients. New ideas and measures will be incorporated in the subsequent plans.

## EXECUTIVE ORDER 02-03

### SUSTAINABLE PRACTICES BY STATE AGENCIES

**WHEREAS**, the state of Washington is committed to the mutually compatible goals of economic vitality, a healthy environment and strong communities; and

**WHEREAS**, sustainability provides for current needs without sacrificing the needs of future generations; and

**WHEREAS**, within state government, sustainable practices require decisions based on a systematic evaluation of the long-term impacts of an activity or product on health and safety, communities, and the environment and economy of Washington State; and

**WHEREAS**, reversing the steady decline in the natural resources and ecosystems on which people and economic vitality depend is critical to our future; and

**WHEREAS**, the regional and global implications of climate change, loss of biological diversity, and threats to resources such as clean water require us all to examine and change behaviors; and

**WHEREAS**, state government should model sustainable business practices that contribute to the long-term protection and enhancement of our environment, our economy and the health of current and future generations;

**NOW THEREFORE**, I, Gary Locke, Governor of the state of Washington, declare my commitment that state government operations be conducted in a manner consistent with these principles of sustainability and contribute positively towards the quality of life of all citizens.

It is **THEREFORE** ordered and directed that:

1. Each state agency shall establish sustainability objectives and prepare a biennial [Sustainability Plan](#) to modify its practices regarding resource consumption; vehicle use; purchase of goods and services; and facility construction, operation and maintenance.

Plans should be guided by the following long-term goals:

- Institutionalize sustainability as an agency value;
- Raise employee awareness of sustainable practices in the workplace;
- Minimize energy and water use;
- Shift to clean energy for both facilities and vehicles;
- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction;
- Expand markets for environmentally preferable products and services; and
- Reduce or eliminate waste as an inefficient or improper use of resources.

Initial plans may be modeled on the outline accompanying this executive order and shall include descriptions of currently used sustainable practices. Each agency shall complete its initial plan by September 1, 2003. Subsequent plans shall be completed by September 1 each even-numbered year thereafter.

Each state agency shall report annually on its progress in implementing its Sustainability Plan. The first progress report shall be submitted to the Office of Financial Management by October 15, 2004. Subsequent progress reports shall be submitted each October 15.

2. The Office of Financial Management shall designate a Sustainability Coordinator to assist state agencies in meeting the goals of this executive order. The Coordinator shall:
  - o Assist agencies in developing their Sustainability Plans; Assist agencies in educating their employees on sustainable business practices;
  - o Chair an inter-agency work group to promote information-sharing and cooperation;
  - o Create and maintain a Sustainable Washington Internet Website where agency plans and accomplishments can be viewed by state agencies and the public;
  - o Develop incentives to recognize innovative agency practices that foster sustainability;
  - o Work to eliminate barriers to sustainable practices; and
  - o Identify opportunities for coordinated sustainable activities by state agencies such as the purchase of sustainable products through state contracts.
3. The Sustainability Coordinator, in consultation with state agencies, shall establish Sustainability Advisory Council consisting of representatives from the private sector and others with sustainability expertise to advise state agencies on how to make state government operations more sustainable.

The Sustainability Advisory Council shall report to me by February 1, 2004 on the status of agency sustainability activities, opportunities for improvements based on effective strategies used elsewhere in the public and private sectors, and the best means to integrate sustainability into state government policies and actions.

I invite institutions of higher education, public schools, elected officials, commissions, and others to participate in implementing this executive order within their organizations.

This executive order shall take effect immediately.

**Attachment 2**

**Baseline Data Report  
 As of August 14, 2003**

Vehicle Information (July 1, 2002 – June 30, 2003):

<b>Vehicle Type</b>	<b>Miles Driven</b>
Ford Taurus #2899	17,421
Ford Taurus #2936	14,027
Plymouth Voyager #1421	13,760
Plymouth Voyager #1418	10,456
Ford Small Pickup #0500	10,008
Staff POV Travel	12,086
Board POV Travel	8,208
<b>Total Miles Driven*</b>	<b>85,966</b>
* Motor Pool Fleet Usage should be covered in the Motor Pool report	

Paper Consumption (July 1, 2002 – June 30, 2003):

<b>Paper</b>	<b>% Recycled</b>	<b>Amount (Reams)</b>
White 8 ½ x 11	30%	898
White 8 ½ x 11	100%	40
White 11 x 17	30%	4
Color	30%	80
Copy Center (estimate) all paper types		1091
State Printer jobs (estimate) all paper types		1907
Total pages of paper (11x17 counts for two 8½ x11 pages per page) 550 pages per ream		2,012,000

Number of Employees:

As of August 14, 2003, the IAC/SRFB has 29 full-time, 2 part-time, and 10 citizen Board members.

Building Information:

The IAC/SRFB is located in the Natural Resources Building, 1111 Washington Street SE, Olympia, Washington. This building is under General Administration (GA) control and square footage should be covered in the GA report.