

# **Marine Employees' Commission**



## **Sustainable Practices Plan**

**Adopted August 2003**

# Sustainable Practices Plan

## 2003-2005

### 1. Agency Contact Information

**Agency Name:** Marine Employees' Commission  
**Agency Number:** 408  
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### 2. Sustainability Policy Statement

The Marine Employees' Commission (MEC) is committed to protect the health and safety of its employees, reduce the Commission's adverse impact on the environment, support local communities and contribute to a healthy Washington economy. The MEC is committed to fulfilling its responsibilities under Executive Order 2-03 and will strive to model the principles of sustainability in its operations.

### 3. Long Range Goals

- ◆ Emphasis of sustainability as an agency value
- ◆ Raise employee awareness of sustainability in the workplace
- ◆ All new employees will be provided with a copy of the agency's plan
- ◆ Review all major purchases for compliance with the agency's plan beginning FY05
- ◆ Minimize energy and water use
- ◆ Purchase at least 50% non-toxic, recycled and remanufactured materials by FY05
- ◆ Reduce paper consumption 1% per year beginning FY 04
- ◆ Consider recyclability in paper purchase decisions
- ◆ Reuse and recycle paper products
- ◆ Reduce or eliminate waste as an inefficient or improper use of resources
- ◆ Review routine activities annually for possibilities to reduce or eliminate waste

### 4. Describe Current Practices and Assess Opportunities

#### ***Health and safety programs***

The MEC will continue its encouragement to employees to follow the MEC's workplace safety policy and to use sustainable practices in the workplace.

#### ***Facility construction, operation and maintenance***

The MEC has no construction, operation, or maintenance of buildings and facilities, nor does the MEC do cleaning of its facility. The MEC will continue its present practice of recycling materials and careful water and energy use in everyday operations.

**Grounds maintenance**

Not applicable

**Fleets and transportation**

The MEC has no fleets. All the current commissioners and staff use mass transit, carpooling and/or bicycles to get to official functions in Seattle and its environs. MEC intends to encourage continuation of this practice.

**Purchase of goods and services**

The MEC will continue its current practice of purchasing and using environmentally friendly products whenever possible.

**5. Biennial Plan Objectives****Employee Education and Awareness**

- ◆ Publicize the agency's written sustainability policy
- ◆ Develop written procedures to ensure plan objectives are implemented
- ◆ Post reminders in strategic locations; change frequently to keep messages fresh
- ◆ All new employees will be provided with a copy of the agency's sustainability plan

**Office Environment**

- ◆ Print or copy 2-sided whenever possible
- ◆ Turn off equipment at night
- ◆ Purchase highest possible recycled content paper
- ◆ Purchase chlorine free paper
- ◆ Buy environmentally friendly office supplies
- ◆ Routine activities will be reviewed for possibilities to reduce or eliminate waste each year

**Transportation (Vehicle Use)**

- ◆ Encourage carpooling to business meetings
- ◆ Publicize the agency's travel policy
- ◆ Promote the use of buses and trains for trips up and down I-5; post schedules

**Purchasing**

- ◆ Copy/printing paper—begin moving to less bright; higher recycle content; chlorine free. Complete process by FY 06
- ◆ All major purchases will be reviewed for compliance with the agency's plan
- ◆ More than 50% of all purchased materials will be non-toxic, recycled and remanufactured materials by FY 06

**Health and Safety**

- ◆ Locate copy/printing machines away from work areas, provide exhaust systems
- ◆ Adjust work stations to fit occupants

### **Energy Efficiency in Existing Buildings**

- ◆ Establish a turn-off policy
- ◆ Energy and water use will be carefully considered

## **6. Roles and responsibilities**

The Agency's Administrator will have the role and responsibility of carrying out objectives, ensuring reporting and for education and communication activities.

## **7. Communication and Education**

The MEC will provide all new employees with a copy of the agency's sustainability plan and will emphasize that sustainability is an agency value. The agency's management team will review progress in meeting sustainability objectives following the long-term goals outlined in the Executive Order annually at the September Management Team meeting.

## **8. Performance Measures and Continuous Improvement**

- ◆ Reduce paper consumption by 2% during FY 04 and FY 05 from FY 2001 levels  
*Document amount of paper purchased*
- ◆ Recycle more paper during FY 04 and FY 05  
*Document recycle pick-up fees*
- ◆ Increase purchase of non-toxic, recycled and remanufactured materials during FY 04 and FY 05  
*Record and compare purchases*
- ◆ Request additional sustainability ideas at each quarterly management team meeting  
*To be recorded in meeting minutes*
- ◆ Maintain updated mailing list, to avoid outdated, unnecessary, duplicate mailings  
*Review mailing list monthly*

Effective Date: 5/27/03

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# POLICY

See also: Exec. Order 02-03                      Approved by: /s/ John D. Nelson, Chairman  
MEC Sustainable Practices Plan

*POL-1            VALUING SUSTAINABLE PRACTICES*

This policy is adopted to affirm the Marine Employees' Commission's (MEC's) commitment to sustainable practices.

The Marine Employees' Commission (MEC) is committed to protect the health and safety of its employees, reduce the Commission's adverse impact on the environment, support local communities and contribute to a healthy Washington economy. The MEC is committed to fulfilling its responsibilities under Executive Order 02-03 and will strive to model the principles of sustainability in its operations.

The MEC will consider the impact of its operations in the following areas:

*Health and safety programs*

The MEC will continue its encouragement to employees to follow the MEC's workplace safety policy and to use sustainable practices in the workplace.

**Construction, maintenance and operation of buildings and facilities, including building materials, recycling, cleaning products, and water and energy use**

While the MEC has no construction, maintenance, or operation of buildings and facilities, nor does it do cleaning of its facility, the MEC will continue its present practice of recycling materials and careful water and energy use.

**Fleets and transportation, including opportunities for the use of efficient, low-polluting vehicles such as hybrid or bio-diesel**

The MEC has no fleets, but when vehicles are used, carpooling is encouraged whenever possible. Bus use and bicycle riding are also encouraged whenever possible.

**Procurement, including the use of environmentally friendly products**

The MEC will continue its current practice of purchasing and using environmentally friendly products whenever possible.

The MEC will provide all new employees with a copy of the agency's sustainability plan and will emphasize that sustainability is an agency value.

An annual progress report will be submitted by the Administrative Assistant in October of each year describing the agency's progress in meeting its sustainability objectives and in following the long-term goals outlined in the Executive Order.

# **Marine Employees' Commission**



# Sustainable Practices Plan Appendix

September 2003

## Baseline Data

## Fiscal Year 2002-2003

<i>Total Building Space</i>	<i>889 square feet</i>
<b>Number of employees</b>	<b>5 part-time</b>
<b>Vehicles owned by agency</b>	<b>0</b>
<b>Miles driven/year on agency business</b>	<b>3,953</b>

**Amount of paper consumed**

**110 reams, 100% recycled**