



## **Sustainability Plan**

**9/15/03**

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### **Sustainability Policy Statement**

The Pollution Liability Insurance Agency (PLIA) is committed to fulfilling its responsibilities under Executive Order 02-03 and will strive to model the principles of sustainability in its operations, fleet management, contracting and procurement.

Protection of the environment is the foundation upon which PLIA is built. PLIA is proud to be part of Washington's sustainability effort and we look forward to the benefits that will be derived from improvements throughout all state agencies. An improved sustainability effort will allow PLIA to continue to support a public – private partnership that fosters economic and environmental quality, opportunity and excellence.

### **Long Range Goals**

- Institutionalize sustainability as an agency value.
- Raise employee awareness of sustainability in the workplace.
- Increase the use of the agency's website for document distribution.
- Explore the availability of alternate fuel source vehicles when needed.
- Use non-toxic, recycled and remanufactured materials in purchasing whenever possible.
- Reduce or eliminate waste as an inefficient or improper use of resources.

### **Current Practices and Assess Opportunities**

#### **Fleets and Transportation**

The agency currently owns one vehicle (1998 Ford Taurus) which is used on a limited basis for site visits. POV's are used for meetings and some in-state travel.

#### **Purchase of Goods and Services**

The agency currently purchases 30% post-consumer use recycled paper. We will begin using 100% post-consumer use recycled chlorine free paper starting with our next order.

### **Facility Construction, Operation and Maintenance**

The building owner is currently working on replacing old ballasts in the fluorescent lighting fixtures used throughout the building. The agency recently replaced two older copy machines for one which is networked into all agency computers. We have stopped buying toner for individual printers and are phasing out their use. We plan on having one backup printer on each floor in-case the copy machine is out of service. The copy machine is also being used as the agency's fax machine. The agency currently recycles paper, cardboard, cans and bottles.

### **Grounds Maintenance**

The building owner is responsible for grounds maintenance which is done on a very limited basis. The building has minimal landscaping which requires no watering.

### **Health and safety programs**

The agency subscribes to a monthly health publication (Hope Health) and encourages employee training in CPR and First Aid.

## **Establish Objectives for Biennial Plan**

- Enroll in Puget Sound Energy's "green power" program by 10/1/03.
- Require the use of double-sided copying when possible by 9/30/03.
- Use 100% recycled, chlorine-free paper for all in-house purposes by 6/30/04.
- Work with the building owner to replace existing fluorescent light ballast with more energy efficient ballasts (in process).
- Replace the use of a hard copy training request form with an electronic version by 12/30/03.
- Replace Styrofoam cups with reusable cups/utensils in coffee area by 12/30/03.
- Reduce the use of personal printers to one per floor and only as a backup to the networked copier by 6/30/05.
- Replace computer monitors with flat screens by 6/30/05.

## **Roles and responsibilities**

- All agency staff will be responsible for implementing the agency's sustainability objectives regarding the efficient use of state resources.
- The Administrative Secretary is responsible for assuring compliance with the agency's purchasing guidelines, implementing the "green power" program, and communications with the building owner.
- Computer support staff will be responsible for IT related issues (i.e. monitors and printers).
- The Deputy Director will be responsible for education and communication and reporting.

## **Communication and Education**

- Agency employees were informed about the plan during the agency's yearly planning effort. The plan and objectives were incorporated into the agency's Performance Agreement.
- Because of the agency's small size (7 FTEs), information is easily shared at weekly staff meetings and via e-mail.

## **Performance Measures and Continuous Improvement**

- Each objective will be noted when met in the agency's performance agreement quarterly report.
- The agency will continuously look for ways to implement new sustainability ideas and report on those activities.



**Sustainability Plan  
Baseline Data Report  
(July 1, 2002- June 30, 2003)**

**Building Information**

The Pollution Liability Insurance Agency (PLIA) is located at 1015 10th Avenue SE, Olympia, WA. It is a two-story, privately owned building, approximately 3,048 square feet.

**Number of Employees**

PLIA currently has 7 FTEs.

**Vehicle Information**

<b>VEHICLE TYPE</b>	<b>MILES DRIVEN</b>
Motor Pool	3,668
1998 Ford Taurus	4,974
Staff POV	1,937
<b>Total Miles</b>	<b>10,579</b>

**Paper Consumption**

<b>PAPER</b>	<b>% RECYCLED</b>	<b>AMOUNT *(REAMS)</b>
8 ½ x 11	30	120
8 ½ x 14	30	30
State Printer Jobs (All paper types)		37
<b>Total</b>		<b>187</b>

*\*500 sheets of paper in each ream.*

PLIA is using up the current color and specialty paper supply. Reorders will be done on an as-needed basis only.