

# Puget Sound Water Quality Action Team

## Agency Sustainability Plan September 30, 2003

*"The nation behaves well if it treats the natural resources as assets which it must turn over to the next generation increased, and not impaired in value."*

- **Theodore Roosevelt**

*"Good economic policy is always good environmental policy. Whenever you see people trying to pit the economy against the environment, it's always in terms of short-term benefits. If you want to treat the planet as if it's a business in liquidation, you can generate cash flow and the illusion of prosperity, but our children are going to pay for our joy ride. It's just deficit spending, a way of making a few people rich by making everyone else poor."*

- **Robert F. Kennedy**

*"To live, work and play in a responsible, sustainable manner today, respectful of our limited, precious natural resources, is perhaps the greatest gift we can give to Puget Sound and future generations that call the Sound home."*

- **Puget Sound Action Team Staff**

### **Sustainability Policy Statement**

The Puget Sound Action Team, as part of its responsibilities to coordinate activities to protect and restore the biological health and diversity of Puget Sound, pledges to make continuing improvements to its current practices and policies so they are more sustainable and cause less harm to the environment so that future generations will have access to a clean, biologically productive, and economically vital Puget Sound.

### **Background**

The Puget Sound Action Team is responsible for developing and coordinating implementation of the *Puget Sound Water Quality Management Plan*, the state's comprehensive strategy for protecting and restoring the biological health and diversity of Puget Sound. The plan is also the federally approved Comprehensive Conservation and Management Plan for Puget Sound under the National Estuary Program (Section 320 of the federal Clean Water Act). The management plan contains 15 programs related to pollution

prevention, resource protection, education, monitoring, and overall management. Each program contains a goal, specific objectives, and needed actions to protect and restore Puget Sound.

The Action Team is composed of the Puget Sound Action Team, the Puget Sound Council, and the Action Team staff. Together, this group forms a broad-based partnership that coordinates government activities, conducts science, educates, and provides technical and financial assistance to guide protection and restoration efforts in Puget Sound.

To focus and prioritize actions, the Action Team develops and coordinates implementation of biennial work plans. The work plans contain the priorities, key actions, and budgets needed to make significant progress on issues during each two-year time frame (Chapter 90.71 RCW).

To help fulfill these responsibilities, the Action Team Chair and staff developed this vision and mission statement for its internal 2002-05 strategic plan:

**Our Vision:** Preserve a clean and biologically productive Puget Sound that supports an economically vital Puget Sound community. Governments, businesses, organizations and individuals work together as stewards of the ecosystem.

**Our Mission:** Support the Action Team, the Puget Sound Council and citizens of the state in protecting and restoring the water quality and biological health and diversity of Puget Sound.

These legislative responsibilities and strategic plan statements all inherently contain the need to act in a sustainable manner – to improve our work environment so that we do our part to help protect Puget Sound – for ourselves today and future generations tomorrow. Moreover, the actions called for in the Puget Sound management plan, and our staff's daily work to protect the Sound, contain at their core the theme of sustainability. Staff work with a host of partners daily to implement the management plan, which urges the Sound's residents and businesses to undertake sustainable practices that either lessen our harm to the Sound, or improve its health.

This sustainability plan is the first road map for our office that outlines short-term activities for the 2003-05 biennium and long-term objectives and performance targets for future biennia. The plan outlines how we plan to weave sustainability into our daily operations so that we tread as lightly as possible on the Puget Sound watershed. Our daily operations include where we work; how our office space and building are operated and the grounds maintained; what we purchase, lease and use; which vehicles we use and how much we use them; and how much energy and water we use. It also includes how we develop and carry out our internal strategic plan, biennial work plans, and the Puget Sound Management Plan.

**Agency Contact Information**

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## I. Current Impacts

- Currently have approximately 21 FTEs.
- Lease of approximately 8,000 square feet of office space in the Department of Ecology building, Lacey.
- Purchase of office furniture, computers, printers, phones and other equipment necessary to run this sized office.
- Our portion of the building's water use, energy use, and solid waste. (Note: Building management has not been able to supply us with our share of this load.)
- Our portion of the building's sewage discharge to the LOTT plant.
- Our portion of the janitorial services (cleaners, disinfectants, etc.).
- Our portion of the stormwater runoff from the building site.
- Fleet Vehicles and mileage:
  - 7 agency vehicles, each driven approximately 1150 miles per month (on average).
  - Total mileage: 8046 per month on average for all vehicles.
  - Vehicles consist of 3 Ford Taurus sedans, 1 Taurus wagon, 1 Toyota Prius sedan, 1 Chevrolet Celebrity wagon, and a GMC van.
- Paper usage (copiers and printers):
  - Average of approximately 23,500 copies made each month on our copiers (combination of single and double-sided printing).
  - Average of approximately 240,000 sheets of paper used each year in our copiers and printers.
  - Paper currently used is 30% recycled, with the majority of it being chlorine-free (the recycled content is not guaranteed to be chlorine free).
- Additional paper usage (printed publications)
  - Quarterly Sound Waves newsletter, biennial work plan, management plan, scientific update, general public update, other technical assistance and educational materials.
- Housed in building outside the urban core of Olympia and with limited bus service, probably increasing the vehicle miles traveled by staff to and from work.

## II. Current Practices and Opportunities

### Fleet Vehicles and Transportation

- Own two vehicles; remaining 5 are leased
- Majority of miles driven are on newer, cleaner burning vehicles. The van is used primarily, but not exclusively, for transporting equipment to periodic meetings and workshops.
- Recently leased agency's first hybrid car. We're on a waiting list for 3 additional hybrids. We would like to continue to lease our vehicles, and we'd like to switch the entire fleet over to cleaner burning, more energy efficient vehicles.
- Provide local bus and train schedules, and encourage employees to carpool or take public transit to meetings. Several staff who participate in the CTR

Program are given bus passes which can be used to take mass transit to meetings or to commute to work.

#### Purchase of Goods and Services

- All copier and printer paper currently purchased is 30% post-consumer recycled. The 30% portion that is recycled may contain chlorine. We intend to switch over to 100% recycled, chlorine-free paper, now that it's readily available from Central Stores.
- Most writing pads used are 50% waste content, 30% post-consumer recycled. We weren't able to find out how much chlorine is contained. We plan to research and then switch to higher-recycled content, processed chlorine-free paper.
- The post-its we use are 20% post-consumer recycled. Again, not sure of chlorine content.
- Use various disposable pens, adhesive tapes, paper clips, etc. We plan to test a refillable pen made from recycled tires and plastic, and tape made from cellulose. We wish that Central Stores offered more options for some office products (e.g., pens, tapes, clips).
- Use soy-based, non-toxic inks for printing publications. We request alcohol-free printing processes.
- Develop many publications and fact sheets annually, and rely heavily on electronic, web-based products to minimize the number of printed copies needed. We print fact sheets as needed.
- Use only energy efficient (star) computer equipment that goes to "sleep" mode when not in use.
- Recently bought duplexing equipment for two of our printers to allow for double-sided printing, and set double-sided printing as the default.
- Purchase used office furniture when it's available.

#### Facility Location, Construction, Operation and Maintenance

- Facility location is outside the urban core of Olympia, in Lacey.
- While there is bus service available to the building, most staff live in areas that are either not served by bus service or would need to take two buses to reach the building. Despite this, seven staff (35% of the office) participate in the CTR Program and bike, carpool or take the bus to work.
- Currently seeking new office space closer to downtown Olympia, and may have found a new space.
- Offer flexible work schedules to accommodate carpooling, biking or taking the bus to work.
- Offer condensed workweeks and telecommuting plans.
- As one of several tenants in the Ecology building, we have limited influence on how the facility is operated and maintained. However, we have participated on committees when they've been convened, such as the Indoor Environment Work Group.
- Currently have policy to turn off computers at night.

- Provide recycling for paper, beverage containers, and batteries. Provide separate recycling containers for different grades of paper
- Reuse file and hanging folders, pens, paper clips and other office equipment.

#### Grounds Maintenance

- Again, as one of several tenants in the Ecology building, we have limited influence on how the grounds are landscaped and maintained.
- Current practices at the building site include retention of native forest, extensive use of native plants, limited turf area and limited irrigation, and use of Integrated Pest Management principles. Maintenance workers use gas powered (two-cycle) engines to mow the turf area and blow and collect leaves (leaves are not mulched).

#### Health and Safety Programs

- Provide ergonomic computer equipment and chairs.
- Provide first aid kits and train selected staff on CPR.
- Provide earthquake preparedness kits and drills.
- Have designated safety officer and backups.
- Have participated in building's air quality committee.

### **III. Long Range Goals**

#### Goal #1 – Agency Policy: Incorporate sustainability into agency policy and daily work

##### Objectives

1. Sustainability goals, objectives and practices are added to current and future versions of agency strategic plans.
2. Sustainability practices are incorporated into daily work by adding them to the agency's strategic plan and employee handbook, through continuing education and involvement of staff, and periodic discussions at staff meetings.
3. All new staff are trained in the agency's sustainability goals, objectives and practices.
4. Sustainability practices are incorporated into the Puget Sound Work Plan and Puget Sound Water Quality Management Plan, as appropriate.
5. Environmentally preferred products, available through Central Stores, are chosen first for goods and services, if available.

#### Goal #2 – Education: Educate and involve staff about agency sustainability policies

##### Objectives

1. Staff have ample opportunity to participate in the development and revision of agency sustainability plans. Staff understand and are comfortable with their roles in carrying out the plans, and feel a sense of ownership over them.

2. Staff are provided with periodic updates showing agency progress towards meeting goals, and other agencies' progress in meeting their goals.
3. When information is available, staff are provided with information, data, quizzes and games that demonstrate the positive effects of sustainability practices.
4. Staff are reminded periodically of sustainability policies and activities to keep them fresh in everyone's minds.

Goal #3 – Office Building and Grounds: Work in an environmentally sensitive building that is managed sustainably

Objectives

1. The office building contains “green amenities” – natural lighting, energy efficient heating and cooling, operable windows, flooring and walls made from recycled materials, furnishings composed of non-toxic materials, use of certified or reclaimed wood, etc.
2. The agency continues to participate in the CTR Program and provide staff with incentives to commute to work via vanpools, the bus, bicycle, walking, etc.
3. The building contains showers for staff who commute to work by bicycle.
4. The building contains bike lockers or other means to ensure that bicycles rode to work are safe.
5. The agency continues to provide flexible work schedules, condensed workweeks, and telecommuting plans.
6. Staff work with building management to identify and implement opportunities to use low impact development techniques to improve how stormwater is managed on site (e.g., bioretention, green roof, permeable pavement, rain barrels, etc.)
7. If there is a cafeteria in the building, staff work with building management and other tenants to provide tenants with the option of locally grown, organic foods, and ensure that only washable cups, plates and utensils are used.
8. Staff work with building management to ensure that only environmentally preferred products are used for cleaning of bathrooms, kitchens, etc.
9. Staff work with building management to ensure that drought-resistant, native plants are used as the predominant landscaping on site, and turf is minimized.
10. Staff work with building management to ensure that grass cuttings and leaves are mulched on site and that gas-powered leaf blowers are not used.
11. Staff work with building management to ensure that integrated pest management practices are used on site, and that no listed bio-accumulative toxins are applied as herbicides or pesticides, and that opportunities are explored to use wildlife, such as bats, to control pest populations.
12. Staff work with building management to explore options for increasing wildlife habitat on site (e.g., bird and/or bat boxes).
13. Staff work with building management to ensure that soils amended with organic compost are used in landscaped areas to improve plant growth and infiltration, reduce surface runoff, and reduce watering needs.

Long Range Performance Targets (beyond June 30, 2005)

1. **By December 30, 2005** ensure that at least one low impact development technique (such as rainwater reuse, permeable pavement or bioretention) is used on site. **Each biennium**, look for opportunities to increase the number of techniques used.

Goal #4 – Vehicles: Convert fleet to cleaner burning, more fuel efficient vehicles and reduce vehicle miles drivenObjectives

1. The agency owns or leases only clean-burning, fuel efficient vehicles. The agency does not own or lease vehicles that get poor gas mileage (<30 miles per gallon). (Short-term this will be a hybrid, such as the Toyota Prius and Honda Civic. Longer term this will be an alternative, non-petroleum fuel, such as biodiesel and/or fuel cells. Much depends on the availability and cost of the fuels.)
2. Agency vehicles are composed entirely of small to mid-size coupes and sedans. If a larger vehicle, such as a van, is needed, rent one for the day.
3. Agency fleet will be intentionally kept small – only as many vehicles as needed.
4. Vehicle miles driven annually is reduced by using alternatives to driving alone to meetings. Carpooling is encouraged to meetings, and a building-wide and state interagency carpool system makes finding a carpool partner easier. Taking the bus or train to meetings is also encouraged, as is walking, and/or biking. Staff have access to bus and train schedules. Staff are encouraged to attend meetings by telephone and conduct work via the telephone or email. Staff, through the governor's sustainability coordinator, consult with GA concerning public transit needs to meetings.
  - a. (Note: Our ability to reduce miles traveled is limited by the current motor pool requirement that all leased vehicles must be driven at least 1,000 miles per month.)
5. The agency considers alternatives to traveling long distance to meetings or workshops by car (e.g., chartering a plane for a group traveling to the San Juan Islands).

Long Range Performance Targets (beyond June 30, 2005)

1. **By June 30, 2007**, if fuels are available in Olympia, at least 25% of fleet vehicles will be powered by non-petroleum, clean burning fuels.
2. **By June 30, 2009**, if fuels are available in Olympia and regionally, at least 50% of fleet vehicles will be powered by non-petroleum, clean burning fuels.

Goal #5 – Purchasing: Purchase only environmentally friendly productsObjectives

1. The agency amends its purchasing practices so that environmentally preferred products are purchased as a first and primary option (paper, cleaners, pens, folders, writing pads, post-it pads, tape, clips, etc.).

2. The agency purchases only 100% recycled, chlorine-free paper for printers and copiers.
3. The agency purchases only high recycled content, processed chlorine-free paper for writing tablets.
4. The agency transitions to purchasing only low or no chlorine content paper for off-site print jobs.
5. The agency continues to purchase only 100% soy-based inks for off-site print jobs, and continues to request alcohol-free printing processes.
6. The agency attempts to purchase used office furniture as a first option.
7. The agency continues to purchase only energy efficient computer equipment and kitchen appliances.
8. The agency purchases and staff use digital cameras as a first option, when available.

#### Long Range Performance Targets

1. **By June 30, 2007** ensure that at least three issues of Sound Waves (38% of the total printed) and 33% of all other off-site print jobs are printed during this biennium on high-recycled content, processed chlorine-free paper.
2. **By June 30, 2009** ensure that at least four issues of Sound Waves (50% of the total printed) and 50% of all other off-site print jobs are printed during this biennium on high-recycled content, processed chlorine-free paper.
3. **By June 30, 2011** ensure that at least six issues of Sound Waves (75% of the total printed) and 75% of all other off-site print jobs are printed during this biennium on high-recycled content, processed chlorine-free paper.

#### Goal #6 – Energy and Water Use: Reduce demand for energy and water

##### Objectives

1. The agency uses the most energy efficient (star rated) computer equipment, copiers, kitchen appliances and light fixtures available.
2. Staff turn off all computer equipment at night and when not in use for extended periods of time throughout the day. Turn off monitors when not in use for even short periods throughout the day.
3. Staff turn off all printers and copiers at night.
4. The agency increases the amount of “green” renewable energy purchased (or manufactured) each biennium.
5. Staff work with building management to develop or retrofit the building’s restrooms with waterless urinals, low-flow flush toilets, hands-free sinks and motion detector hand dryers.
6. Staff work with building management to reduce water demand by capturing rainwater on site and using it to irrigate landscaping and flush toilets.
7. Lights are set so that they are controllable by section and automatically shut off at night.
8. Staff work with building management to explore options for on site energy development (through the use of photovoltaic cells or another source).

Long Range Performance Targets

**By June 30, 2007** capture and reuse at least a portion of the rainwater falling on site to irrigate landscaping. **Each biennium**, increase the percentage of rainwater captured until 100% of irrigation needs are met by the rainwater catchment system.

Goal #7 – Solid Waste: Reduce, Reuse, RecycleObjectives

1. Staff continue to recycle all paper and various containers.
2. Food wastes are separated and composted on site.
3. All printers are set for double-sided printing as the default.
4. Old computer equipment is recycled properly (e.g., resold) and not thrown away or shipped to another country for disposal.
5. The amount of paper distributed at meetings is reduced by emailing documents to all staff and distributing limited copies at the meetings. (Staff share copies at the meetings.)
6. Rechargeable batteries are used for computer mice and other applications.
7. Washable plates, cups and utensils are used exclusively at staff meetings and parties. No paper plates, cups or plastic utensils should be used. Staff are responsible for bringing their own cups or mugs to meetings. Staff who provide snacks at meetings are responsible for washing other cutlery used at the meeting.
8. Staff continue to reuse file folders, hanging folders and other office supplies whenever possible.

Goal #8 – Health & Safety: Ensure a healthy and safe environment for staffObjectives

1. The agency continues to provide ergonomic equipment, first aid kits, earthquake preparedness kits, and training on CPR for staff.
2. The agency continues to provide a safety officer for the office.

**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.
2. **By June 30, 2004** the agency’s strategic plan is amended to include the goals, objectives and activities of the sustainability plan.
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.
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).
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.

#### 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.
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.
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.
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.

#### 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.
2. **By June 30, 2005** 100% of fleet vehicles are fuel efficient, hybrid cars.
3. **By June 30, 2005** reduce vehicle miles traveled by 10%.

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.
2. **Immediately**, continue to request 100% soy-based inks and alcohol-free printing for all off-site print jobs.
3. **Immediately**, continue to purchase only energy efficient, star-rated computers and kitchen appliances.
4. **Immediately**, purchase duplexing equipment to transition all printers to double-sided printing.
5. **Immediately**, consider purchasing recycled office furniture as a first option.
6. **Immediately**, purchase rechargeable batteries and battery chargers.
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.
8. **By June 30, 2004** purchase only 100% recycled, processed chlorine-free paper for all printers and copiers.
9. **By June 30, 2004** purchase only high-recycled content, processed chlorine-free paper for writing pads.
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.

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).
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).
3. **Immediately**, all copiers and printers are turned off each night, and lights are controllable by section and automatically turn off at night.
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.
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.
6. **By June 30, 2004** discuss with building management options for collecting and using rainwater on site.
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.

#### 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.
2. **Immediately**, set all printers to double-sided printing as the default.
3. **Immediately**, email documents to meeting attendees prior to the meeting and don't make copies for the meeting.
4. **Immediately**, continue to reuse office materials (e.g., file folders) whenever possible.
5. **Immediately**, continue to provide a water cooler to discourage plastic bottles.
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.
7. **By June 30, 2004** talk to building management about not providing paper towels in the bathrooms and installing automatic hand dryers instead.
8. **By June 30, 2004** use only rechargeable batteries.
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.
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.)
11. **By June 30, 2005** reduce paper usage by at least 20%.

#### 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.

**V. Roles and Responsibilities**

Meeting the objectives and carrying out this plan will require the collective understanding, interest and participation of all staff.

Bruce Wulkan, with assistance from Kim Haggard and in consultation with Mary Getchell and Mary Knackstedt, will be responsible for reporting on agency progress, staff education and communication.

**VI. Communication and Staff Involvement**

Bruce Wulkan first briefed agency staff on the governor’s executive order and our agency’s role in helping to carry it out at an all-staff meeting. At that time, staff were asked to send their ideas for the plan to Bruce. Bruce gathered these ideas, developed additional ideas based on meetings with key administrative staff with responsibility for purchasing and vehicles, and developed two initial drafts for review by Brad Ack, the Action Team Chair. Following this review and a set of revisions, Bruce emailed a draft plan to all staff and presented the draft at an all-staff meeting. Based on subsequent comments, Bruce developed a final draft for review and approval by Brad. Following Brad’s approval, Bruce submitted a final plan to the governor’s office for their consideration.

**VII. Performance Measures and Continuous Improvement**

Success in meeting the objectives outlined in the biennial 2003-05 plan will be measured by whether all of the activities listed are carried out and whether the performance measures listed are met.

The biennial plan will be updated each biennium to incorporate a new set of objectives and performance measures.

This plan is a “living document”– it will be continually updated and refined as biennial objectives are met, new objectives are developed, challenges are encountered, and new solutions are found.

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Brad Ack, Chair  
Puget Sound Action Team

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Date