

Washington Traffic Safety Commission Sustainability Plan

Agency Contact Information:

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Agency Information:

The Washington Traffic Safety Commission (WTSC) is a small state agency with approximately 20 employees. WTSC's mission is to save lives and reduce injuries on Washington roads through leadership, innovation, coordination and program support, in partnership with traffic safety activists, professionals and organizations throughout the state. WTSC's primary goal is to eliminate all deaths and disabling injuries resulting from traffic crashes by the year 2030, we refer to this as our Target Zero goal.

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*

Sustainability Policy Statement:

The WTSC is committed to fulfilling its responsibilities under Executive Order 02-03 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

- ❑ Efficient use of the building resources such as heating, cooling and lighting requirements.
- ❑ Staff is encouraged to carpool to meetings, use best practices for state resources, and purchase energy efficient equipment.
- ❑ WTSC surpluses equipment when it is no longer needed.
- ❑ WTSC provides notices for many meetings and conferences via e-mail.
- ❑ WTSC recycles paper, cardboard, aluminum cans, printer cartridges, and toner cartridges.
- ❑ Recycled paper is being used.
- ❑ Staff e-mails reports, work requests, and other information to the appropriate people rather than the previous practice of printing out a hardcopy of this information.

- ❑ Several employees are working a flex- or compressed workweek schedule, thereby reducing the number of drive trips to work.

Long Range Goals:

- ❑ Encourage staff to carpool to major meetings, conferences, etc.
- ❑ Find meeting locations requiring the least amount travel for a majority of the attendees.
- ❑ Reduce number of mailings by utilizing email and website more efficiently.
- ❑ Encourage staff to conduct meetings via telephone.
- ❑ Purchase, and request the state printer use chlorine-free recycled paper by 2005.
- ❑ Request the state printer use recycled paper for WTSCs educational materials.
- ❑ Encourage janitorial service to purchase only “eco-friendly” cleaning products by 2005, or as soon as current cleaning products need to be re-ordered.
- ❑ Only purchase “energy star” compliant electronic products by 2005, where available.
- ❑ Purchase alternate fuel source vehicles when replacing state agency vehicles.
- ❑ Include glass bottles, CDs and batteries to recycle process.
- ❑ Increase use of electronic communications both internally and externally.
- ❑ More use of Web page for both documents and publications previously distributed by hardcopy.
- ❑ Grant recipients are encouraged to submit grant applications on-line through the agency’s database.
- ❑ Provide employee outreach, training, and involvement in sustainability practices annually.
- ❑ Encourage staff to consider compressed workweek and telecommuting options to reduce number of drive days.

Objectives for Biennial Plan

Objectives for the first Biennial Sustainability Plan:

1. Develop an employee outreach, training and resources plan.

Roles and Responsibility

We will meet our objectives by:

- ❑ Encourage staff review and provide input to the Sustainability Plan
 - Discuss EO 02-03 at Monday staff meeting
 - Once drafted, provide an e-mail copy of the draft report asking for review and comments
 - After review and comment period, Director Moffat will provide final review, comment and support of the plan and submit the initial sustainability plan to the Governor’s office by September 15, 2003.
- ❑ Discuss sustainability monthly at Monday staff meetings
 - Discuss sustainability plan and ways to implement
- ❑ 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. Research purchasing two-sided printer.

- Encourage reuse of paper
 - Through the communication and education plan, staff will be encouraged to reuse paper before recycling. Use as scratch paper.
- Discuss sustainability plan with janitorial service
 - Start using only “eco-friendly” products
- Encourage recycling of glass bottles, CDs and batteries
 - Purchase and place bins for easy recycling
- Execute plan to track miles driven on agency vehicles, privately owned vehicle and paper used starting September 1, 2003.
- Encourage less use of paper plates and cups, plastic utensils, etc.
 - Have staff bring own plate, cup and utensils to office gatherings, etc.

Communication and Education

We will communicate and education staff by:

- Sustainability issues will be discussed at staff meetings and general information will be posted on the bulletin board
- E-mails will be used to solicit ideas from staff

Performance Measures and Continuous Improvement

WTSC will report annually to the Office of Financial Management its progress on implementing the Sustainability Plan.

WTSC 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. Eco-friendly office ideas will be solicited from the Washington Department of Ecology and the Thurston County Solid Waste and Recycling Program.

Approved:

John M. Moffat, Director

September 12, 2003
Date