

## Agency Sustainability Plan

Revised November 14, 2006

*"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**

### I. Agency Contact Information

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### II. Sustainability Policy Statement

The Puget Sound Action Team, as part of its responsibilities to define, coordinate and help implement the environmental agenda for 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.

### III. Plan Overview

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 defines and coordinates government activities, conducts science, educates, reports results 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 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 an update to 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.

#### IV. Objectives and Performance Targets for the 2007-09 Biennium

##### 1. Communication and Education

- Ensure 100% staff involvement in the ongoing implementation of and periodic revisions to the sustainability plan.
- Distribute facts, data, quizzes and games, as available, to staff that show how sustainable practices elsewhere and in our office make a real difference.
- Use staff meetings and email to communicate new agency policies and remind staff about actions in our sustainability plan. Solicit ideas from staff for improving the sustainability plan when agency progress reports are due.
- Educate 100% of new employees about office sustainability practices.

##### 2. Facility Construction, Operations & Maintenance

- Talk to cafeteria managers regarding options for offering organic foods and locally grown produce, and reducing solid waste by offering refillable condiment dispensers and washable dishes and silverware.
- Talk to building management to ensure they continue to use environmentally preferred cleaning products.
- Talk to building management about stormwater management at the building and on the capitol campus and how it might be improved upon through the use of low impact development techniques.
- Talk to building management to ensure that Integrated Pest Management practices continue to be used on site.
- Talk to building management about using only non-toxic herbicides and pesticides and organic, slow release fertilizers.
- Talk to GA about using low impact development techniques at new building and parking lot construction projects.
- Continue to serve on the building tenant's committee and suggest new ways to improve sustainability practices.

##### 3. Fleets and Transportation

- Continue to lease only six cars for agency business (two for the main office and four for satellite office staff). Continue to use fuel efficient Toyota Prius hybrids for five of the six cars.
- When both main office cars are occupied and staff need another car for agency business, use motor pool car for the day.
- Continue to encourage staff to carpool to meetings with other attendees.

- Whenever possible, use teleconferencing rather than traveling to meetings.
- Continue to provide bus and train schedules to employees and support their using public transit to travel to meetings, workshops and conferences.
- Continue to participate in the CTR Program to encourage alternative forms of transportation to work other than a single-occupancy vehicle.
- 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.
- Continue to offer policy to reimburse remote office outreach staff for public transportation costs to and from Olympia.
- Continue to ensure that all leased vehicles are maintained regularly, and that any observed leaks are fixed immediately.

#### 4. Purchasing of Goods & Services

- Continue policy of purchasing environmentally preferred products as a first and primary option.
- Purchase only 100% recycled, chlorine-free paper for copiers and printers.
- Purchase only high-recycled content, processed chlorine-free paper for writing pads.
- Begin purchasing pens made from recycled materials.
- Purchase environmentally friendly soaps for washing dishes. (Continue to provide for a dishwasher to reduce water consumption.)
- Continue to purchase only non-toxic, soy-based inks for all printing projects. Continue to request alcohol-free printing processes.
- Continue to purchase only limited copies of publications and rely on web-based products.
- Purchase only energy efficient (star rated) computers, monitors, copiers and appliances.
- Continue to purchase duplexing equipment for printers to allow for double-sided printing.
- Continue to purchase and use only rechargeable batteries for computer mice and other uses. Purchase necessary battery chargers.
- Purchase used, rather than new, furniture as the first option.
- When needed, purchase additional washable plates, glasses, cups and silverware.

#### 5. Waste Management and Organics Recycling

- Continue to recycle to the greatest extent possible: Recycle all paper, plastic and paper bags, beverage containers, etc. (Staff bring plastic bags home to recycle, as recycling at work is not an option.)
- Continue to use only durable, machine-washable cups, plates and silverware in the office.
- Continue to print double-sided as the default.
- Talk to building management about removing the paper towel dispensers in bathrooms & installing automatic hand dryers.

- Continue to recycle food wastes through use of a worm bin. Consider getting a bigger compost bin to meet demand.
- Continue to reuse office folders and other reusable equipment.
- Continue to provide a water cooler to eliminate need for plastic water bottles.
- Email documents whenever possible (as opposed to making hard copies).
- Reduce paper distributed at meetings by emailing meeting documents prior to meetings and not bringing copies to the meeting.
- Use rechargeable batteries rather than disposable ones.
- Continue to recycle (resell) old computer equipment through the state process.
- Continue to distribute electronic versions of newsletter rather than printing hard-copy versions.
- Order lunches for work meetings and workshops in sustainable packaging (or buffet style). Recycle to the maximum extent possible.

## V. Long Range Goals

### Goal #1 – Integrate sustainability into office policy and everyday actions

#### Objectives

1. A staff person is designated as the office's lead on sustainability issues, and is responsible for completing and submitting required progress reports and updates to the sustainability plan.
2. Staff have the opportunity to participate in the development and revision of agency sustainability plans.
3. Staff understand and are comfortable with their roles in carrying out the plans, and feel a sense of ownership over them.
4. Staff are provided with periodic updates showing agency progress towards meeting goals, and other agencies' progress in meeting their goals.
5. When information is available, staff are provided with information, data, quizzes and games that demonstrate the positive effects of sustainability practices.
6. Staff are reminded periodically of sustainability policies and activities to keep them fresh in everyone's minds
7. Relevant sustainability activities are added to internal strategic plans, the Puget Sound Work Plan and Puget Sound Water Quality Management Plan, as appropriate.

### Goal #2 – Be sustainable in the office, and work in a sustainable building

#### Objectives

1. Be as sustainable as we can be in our own office.
2. 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.
3. 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.
4. The building contains showers for staff who commute to work by bicycle.

5. The building contains bike lockers or other means to ensure that bicycles rode to work are safe.
6. The agency continues to provide flexible work schedules, condensed workweeks, and telecommuting plans.
7. 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.)
8. 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.
9. Staff work with building management to ensure that only environmentally preferred products are used for cleaning of bathrooms, kitchens, etc.
10. Staff work with building management to ensure that drought-resistant, native plants are used as the predominant landscaping on site, and turf is minimized.
11. 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.
12. 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.
13. Staff work with building management to explore options for increasing wildlife habitat on site (e.g., bird and/or bat boxes).
14. 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.

Goal #3 – Reduce fleet size, convert to cleaner burning, more fuel efficient vehicles, and reduce vehicle miles driven

Objectives

1. The agency owns or leases only small to mid-size, newer gas or diesel hybrids or vehicles that run entirely on alternative fuels (e.g., biodiesel). If a larger vehicle, such as a van, is needed, one is rented for the day.
2. Agency fleet will be kept small – only as many vehicles as needed.
3. Vehicle miles driven annually is reduced by using alternatives to driving alone to meetings (carpooling, bus, train, attending by telephone, etc.).

*(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. We are told that failure to consistently meet this level might lead to loss of that vehicle.)*

4. Videoconferencing for meetings will be explored.

Goal #4 – Purchase and use only environmentally friendly products

Objectives

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 purchases used office furniture as a first option.
7. The agency purchases only energy efficient computer equipment and kitchen appliances.
8. The agency purchases and staff use digital cameras.

#### Goal #5 – Use energy and water wisely

##### Objectives

1. The most energy efficient (star rated) computer equipment, copiers, kitchen appliances and light fixtures available are used.
2. All computers, printers and copiers are turned off each night.
3. Computer equipment is turned off when not used for extended periods of time during the day.
4. All lights, except for mandatory security lights, are turned off each night.
5. The amount of “green” renewable energy purchased each biennium increases.
6. Staff work with building management to explore options for on site energy development (through the use of photovoltaic cells or another source).
7. 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.
8. A dishwasher is used in the kitchen to reduce water use.
9. Staff work with building management to reduce water demand by capturing rainwater on site and using it to irrigate landscaping and flush toilets.

#### Goal #6 – Reduce waste, reuse, and recycle

##### Objectives

1. Paper, beverage and food containers, and paper and plastic bags are recycled.
2. Computer disks and CDs are recycled.
3. Food wastes are separated and composted on site.
4. All printers are set for double-sided printing as the default.
5. Old computer equipment is recycled properly (e.g., resold) and not thrown away or shipped to another country for disposal.
6. The amount of paper distributed at meetings is reduced by emailing documents to all staff and distributing limited copies, and sharing, at meetings.
7. Rechargeable batteries are used for computer mice and other applications.
8. Washable plates, cups and utensils are used exclusively within the office.
9. File folders, hanging folders and other office supplies are reused, not recycled or thrown away.

10. Order lunches for work meetings and workshops in environmentally sustainable packaging that can be recycled. Recycle to the greatest extent possible.

Goal #7 – Ensure a healthy and safe environment for staff

Objectives

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.

VI. Performance Measures and Continuous Improvement

Success in meeting the objectives outlined in the biennial 2007-09 plan will be measured by the extent to which activities listed are carried out.

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

November 20, 2006

Date