

# **Marine Employees' Commission**



## **Sustainable Practices Plan Annual Progress Report**

September 2004

# Sustainable Practices Plan

## Annual Progress Report 2003-2004

### Section 1: Agency Information, Policy and Goals

#### Agency contact information and responsible agency staff

**Agency Name:** Marine Employees' Commission  
**Agency Number:** 408  
**Responsible Agency Staff:** Kathy Marshall  
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#### 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.

#### 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

### Section II: Reporting on Objectives

#### 1. Employee Education and Awareness

- ◆ *Publicize the agency's written sustainability policy*  
Copies distributed to all employees May 2003  
Announced at agency public meeting September 2003
- ◆ *Develop written procedures to ensure plan objectives are implemented*  
MEC policy developed May 2003
- ◆ *Post reminders in strategic locations; change frequently to keep messages fresh*  
Reminders posted at copy machine
- ◆ *All new employees will be provided with a copy of the agency's sustainability plan*  
No new employees are hired during FY 2004

## 2. Office Environment

- ◆ *Print or copy 2-sided whenever possible*  
Every effort is made to reduce paper used by 2-sided copying
- ◆ *Turn off equipment at night*  
All electronic equipment is turned off at the end of the workday
- ◆ *Purchase highest possible recycled content paper*  
Currently using 30% post-consumer fiber recycled paper
- ◆ *Purchase chlorine free paper*  
Current agency budget is not sufficient for this objective
- ◆ *Buy environmentally friendly office supplies*  
Each order is reviewed for environmentally friendly options
- ◆ *Routine activities will be reviewed for possibilities to reduce or eliminate waste each year*  
Suggestions are made at the agency's quarterly management team meeting

## 3. Transportation (Vehicle Use)

- ◆ *Encourage carpooling to business meetings*  
All employees carpool or use public transportation to attend the monthly commission meetings
- ◆ *Publicize the agency's travel policy*  
New employees will be given a copy of the agency's travel policy

## 4. Purchasing

- ◆ *Copy/printing paper—begin moving to less bright; higher recycle content; chlorine free. Complete process by FY 06*  
For the past 4 years the MEC has purchased paper with 30% postconsumer fiber and 84 brightness. The current cost is \$2.68 per ream. Chlorine paper's current cost is \$3.34 per ream, 66 cents or 25% more than our other paper. Given the agency's extremely tight budget, the move to chlorine free paper will be delayed until the agency receives a budget increase.
- ◆ *All major purchases will be reviewed for compliance with the agency's plan*  
All purchases made are reviewed for plan compliance
- ◆ *More than 50% of all purchased materials will be non-toxic, recycled and remanufactured materials by FY 06*  
All purchases made are reviewed for non-toxic, recycled and remanufactured options

## 5. Health and Safety

- ◆ *Locate copy/printing machines away from work areas, provide exhaust systems*  
Copying/printing stations are located away from work areas
- ◆ *Adjust work stations to fit occupants*  
Work stations have been ergonomically adjusted to fit occupants

## 6. Energy Efficiency in Existing Buildings

- ◆ *Establish a turn-off policy*
  - All electronic equipment is turned off each evening
  - All lighting is turned off when not in use
- ◆ *Energy and water use will be carefully considered*
  - The agency is not directly billed for energy or water use, but conservation is practiced

## Section III: Communication and Education

Actions taken to educate employees or clients on sustainability

- ◆ *Publicized the agency's written sustainability policy*
  - Copies distributed to all employees May 2003
  - Announced at agency public meeting September 2003
- ◆ *Success Factors*
  - The agency's commitment to sustainability was communicated
- ◆ *Barriers and Challenges*
  - None were noted

## Section IV: Statewide Performance Measures

### A. Copy Paper Use (by quantity and type)

**120 reams of recycled xerographic paper**

*Target: 118 reams (2% less than FY 01)*

Target not reached due to high volume of current caseload, but paper consumption has been reduced since FY 01. FY 01 had 37 cases filed and 120 reams of paper were used; FY 04 had 67 cases filed (more than double) and still only 120 reams of paper were used.

### B. Vehicle Miles Traveled-Agency Fleet Vehicles and Personal Vehicles

**Personal vehicles = 1,308 miles (agency has no fleet vehicles)**

*Target: 5,781 miles (10% less than FY 01)*

Target was reached and exceeded.

### C. Fuel Purchases, by gallons and type of fuel

Agency has no fleet vehicles; no fuel was purchased

### D. Average Fuel Efficiency of Vehicles in Agency Fleet

Agency has no fleet vehicles; no fuel was purchased

## Section V: New or Updated Goals or Objectives

None at this time.