Interagency Committee For Outdoor Recreation

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STATE OF WASHINGTON

OFFICE OF THE INTERAGENCY COMMITTEE
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October 17, 2005

TO: The Honorable Christine Gregoire, Governor

FROM: Laura E. Johnson, Director

SUBJECT: 2005 Sustainability Annual Report

The Office of the Interagency Committee for Outdoor Recreation (OIAC), Interagency Committee on Outdoor Recreation Board, Salmon Recovery Funding Board (SRFB), Governor's Forum on Monitoring Watershed Health and Salmon Recovery, and the Biodiversity Council are pleased to report continuing progress on meeting sustainability goals pursuant to Executive Orders 02-03 and 04-06. As you will see from our report, we continue to take the challenge seriously.

Our commitment to environmental sustainability starts with the idea that all IAC/SRFB employees and board members should be involved. As discussed in the report, the success of sustainability relies on the involvement of the entire 35-member staff and the four boards supported by the agency.

ANNUAL PROGRESS REPORT

SECTION I: AGENCY INFORMATION, POLICY AND GOALS

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Agency Information:

The Office of the Interagency Committee is a small executive branch state agency with approximately 35 staff members. It is on the second floor of the Natural Resources Building. The main focus of the agency is managing grants to local communities and government agencies. Many employees spend their time on the road providing technical assistance to those local communities. The office provides administrative support to four different boards, the Interagency Committee for Outdoor Recreation (IAC), the Salmon Recovery Funding Board (SRFB), the Governor's Forum on Monitoring Watershed Health and Salmon Recovery, and the Biodiversity Council. All four boards have several meetings a year and the board members are located across the state.

Each board is dedicated to protection and enhancement of the state's natural resources and outdoor recreational activities. For over 40 years, the IAC has improved the state's quality of life through its investment of public funds in parks, trails, beaches, boating facilities, wildlife habitat, and natural areas. The SRFB supports salmon recovery by funding protection and restoration projects.

The Governor's Forum on Monitoring Salmon Recovery and Watershed Health (EO 04-03), and the Biodiversity Council (EO 04-02) are also dedicated to protection and enhancement of the state's natural resources. The Forum is a technical and policy board charged with developing data sharing and reporting standards to show the effectiveness of the state's salmon restoration and recovery efforts. Written into the executive order that created the Biodiversity Council is the charge to coordinate efforts with the Sustainable Washington Council. Both boards are in the early stages of implementation.

Sustainability Policy Statement:

The Office of the Interagency Committee is committed to fulfilling its responsibilities under Executive Orders 02-03 (Attachment 1) and 04-06 (Attachment 2). In meeting the goals and objectives of all four boards, it provides administrative support to, and will

continue to strive to model the principles of sustainability in its operations, fleet management, and procurement practices.

Long Range Goals:

- Increase use of electronic communications both internally and externally.
- Increase use of Web pages (both internet and intranet) for documents and newsletters previously distributed by hard copy.
- Provide employee outreach, training, and involvement in sustainability practices annually.
- Only purchase "eco-friendly" cleaning products by 2005.
- Only purchase "energy star" compliant electronic products by 2005.
- Encourage the Department of General Administration to efficiently use building resources by having our facilities representative provide sustainable alternatives at the facility meetings.
- Purchase, and request the state printer to use, chlorine free paper products only.
- Use recycled paper only.
- Use both sides of paper before recycling.
- Increase ease in which staff can recycle paper, cans, plastic, etc.
- Find alternatives to use instead of plastic notebooks or find ways to decrease notebook usage by 75 percent by 2007.
- Have 90 percent of staff using reusable products, such as plates, silverware, glasses, and coffee cups, at staff gatherings by 2007.
- Purchase alternate fuel source vehicles when replacing state agency vehicles.
- Require requesting of alternate fuel vehicles when using motor pool or rental cars.
- Require carpooling to all major meetings.
- Encourage staff to consider compressed workweeks and telecommuting options to reduce the number of drive days. When commuting to and from work and meetings, encourage staff to carpool, walk, or find alternative energy-efficient modes of travel.
- Find meeting locations requiring the least amount of travel for a majority of the attendees.
- Consider providing some meetings trainings, and workshops, via satellite.
- Encourage applicants to use recycled products and encourage the use of alternative energy sources such as solar, wind, etc. for funded IAC/SRFB projects. Look to the possibility of awarding bonus points for IAC/SRFB projects that meet sustainability requirements.
- Combine all IAC manuals into one document and put it on the Web. Both applicants and staff can use this new IAC policy "notebook." The document can be searched electronically and users can print out specific pages as needed.
- Research the possibility of providing and storing time sheets electronically. If possible, start with a pilot project with 100 percent implementation by 2007.
- Submit 75 percent of our print jobs to the copy center electronically by 2005.

SECTION II: REPORTING ON OBJECTIVES

The Office of the Interagency Committee for Outdoor Recreation had four objectives in the original sustainability plan:

1. Develop an employee outreach, training, and resources plan.
2. Encourage management and employee accountability and recognition of successful sustainability projects.
3. Decrease paper usage in the office.
4. Find new ways for staff to reduce, reuse, and recycle different items.

The office continued to make progress on its sustainability practices during the past year.

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

   Measures of Success

   All employees are aware of the sustainability plan and propose new ways to reduce, reuse, or recycle regularly. The plan is posted on both the office Intranet and Internet Web pages. Both the IAC and SRFB have been briefed on the office plan and have contributed to its success by supporting efforts to use less paper, recycle plastic notebooks, and carpool to meetings.

   Success Factors

   All employees are aware of the plan. They have been updated at all-staff meetings and are encouraged to propose new ways to reduce, reuse, and recycle. Success is seen when staff recognize when they have not used sustainable practices – this shows a new philosophy is being engrained in the agency's way of thinking.

   Barriers and Challenges

   Although sustainability is now part of the agency's philosophy, addition of new staff, boards, and grant programs have increased the workload and limited time spent on training and resource planning efforts. Management continues to look at ways to reorganize staff to more efficiently handle the workload and, in doing this, will be able to create more focus on sustainability outreach, training, and resource planning.

2. Encourage management and employee accountability and recognition of successful sustainability projects:

   Measures of Success

   Success is measured in the fact that management is still talking about sustainability and looking for ways to implement more sustainable practices into the agency's value system.

   Success Factors

   The IAC citizen board members continue to recognize ways to increase sustainability practices and encourage staff to reduce paper use. The agency/board strategic plan and GMAP efforts link to the agency sustainability

plan continuing to incorporate sustainability into the agency and boards' value systems.

Barriers and Challenges
Workload has limited the time spent on sustainability practice recognition. Again, reorganization of workload should provide more time to implementing sustainability efforts.

3. Decrease paper usage in the office:
Measures of Success
The agency continues to find creative ways to reduce paper use in the office and in the past year have decreased the paper use by another 22% down from 726,500 pages in 2004 to 511,537 this year.

At the time of the 2003 Plan, all grant program evaluations were done in person using hard copy pages of the projects to be evaluated. Through implementation of the plan, most of the grant programs now use an "at home" evaluation process sending the evaluators project information on CDs or posting on a secure web site thus reducing both paper use and vehicle travel. Some grant programs and steps in the grant-making process are still handled in person and with hard copies of the information but staff continue to look for creative ways to honor the evaluation process and still work on finding new ways to implement sustainable practices.

Success Factors
The agency had many successes in the goal of reduction of paper usage:
- Development of agency Intranet to post schedules, phone lists, policies, and other agency updates and information.
- Decision to send all meeting notices and other meeting information to interested parties by e-mail rather than paper delivery.
- Posting all meeting information, manuals, and documents for public review on the agency Web page.
- Redesign of PRISM database to allow attachment of electronic files by staff and sponsors to grant applications thus reducing the need to have a paper copy of many items.
- Redesign of PRISM reports to print double-sided.
- Changing to a paperless evaluation process in several grant programs by sending evaluators information on CDs or posting on a secure Web page.

Barriers and Challenges
Barriers and challenges include:
- The continued mindset of "this is how we've always done it" in some agency programs, and
- Not enough time to set up printers to only print double-sided.

Spending more time on training, education, and outreach should help with the mindset issue. We were unable to meet last year's goal to reprogram all agency printers to print double-sided only but continue to work toward this goal.

4. Find new ways for staff to reduce, reuse, and recycle different items:
Measures of Success
No new ways for staff were identified in this report cycle.

Success Factors
None.

Barriers and Challenges
Not enough time/staff to focus on new sustainability practices.

SECTION III: COMMUNICATION AND EDUCATION

Our communication efforts have included updates at management team meetings and all-staff meetings, discussion of the plan at board meetings, and notice sent to clients informing clients of our sustainability goals and requesting their support.

We also have posted our sustainability plan on our agency's Web home page so all clients may view how we are trying to meet the executive orders.

SECTION IV: REVISIONS TO GOALS AND OBJECTIVES

No revisions to goals and objectives have been made at this time. Below is the list of original goals and status of each:

Long Range Goals:

- Increase use of electronic communications both internally and externally. *(Began sending previously mailed communications to clients by e-mail. Developed office intranet for posting office information and updates.)*
- Increase use of Web pages (both internet and intranet) for documents and newsletters previously distributed by hard copy. *(All grant program manuals are posted on the Internet along with schedules and other pertinent board and agency information. As mentioned above, we now have an Intranet for posting staff updates, forms, and policies.)*
- Provide employee outreach, training, and involvement in sustainability practices annually. *(Sustainability has been discussed at all-staff and management meeting. We have also included sustainability in the agency strategic plan and GMAP reporting.)*
- Only purchase "eco-friendly" cleaning products by 2005. *(Still working on this item.)*
- Only purchase "energy star" compliant electronic products by 2005. *(Still working on this item.)*

- Encourage the Department of General Administration to efficiently use building resources by having our facilities representative provide sustainable alternatives at the facility meetings. *(Our facilities representative has taken building sustainability concerns to the facility meetings and encourages facilities to use sustainable practices.)*
- Purchase, and request the state printer to use, chlorine free paper products only. *(Still working on this.)*
- Use recycled paper only. *(Have been practicing this although some of the paper purchased is only 30 percent recycled. See Attachment 3 for paper usage report.)*
- Use both sides of paper before recycling. *(Need to continue to work on this goal.)*
- Increase ease in which staff can recycle paper, cans, and plastic etc. *(Recycling containers for plastic, aluminum, and glass have recently been placed near our office making it easier for staff to recycle items.)*
- Find alternatives to use in place of plastic notebooks or find ways to decrease notebook usage by 75 percent by 2007. *(In the past year our plastic notebook order increased from 212 in the 2004 report to 374 in the last year. This increase may be due to an increase in boards and grant programs supported by the agency and will need to be looked at for the upcoming year.)*
- Have 90 percent of staff using reusable products such as plates, silverware, glasses, and coffee cups, at staff gatherings by 2007. *(We have missed this goal through lack of outreach and training efforts.)*
- Purchase alternate fuel source vehicles when replacing state agency vehicles. *(Replaced Ford Taurus with 2004 Prius. Staff seems to like the new vehicle. Our fleet is owned by Motor Pool and we will continue to work with Motor Pool, as vehicles need replacing, to get alternate fuel source vehicles.)*
- Require requesting of alternate fuel vehicles when using motor pool or rental cars. *(Need to work on this goal through education and outreach efforts.)*
- Require carpooling to all major meetings. *(We have been doing a fairly good job of this. One disincentive has been that if a state vehicle or carpooling option is available and staff decide to drive their own cars for personal reasons, no mileage reimbursement is allowed, unless there is an excused reason to use their own cars.)*
- Encourage staff to consider compressed workweek and telecommuting options to reduce number of drive days. When commuting to and from work and meetings, encourage staff to carpool, walk, or find alternative energy-efficient modes of travel. *(More staff are working a compressed workweek or telecommuting regularly. Staff is encouraged to carpool, walk, or find alternative energy-efficient modes of travel to work or meetings although we need to do more on this goal through outreach and education, and work on better incentives for staff.)*
- Find meeting locations requiring the least amount of travel for a majority of the attendees. *(Have been working on this but limited free meeting space is a hindrance for this goal.)*
- Consider providing some meetings, trainings, and workshops via satellite. *(Continue to work on this goal.)*
- Encourage applicants to use recycled products and encourage the use of alternative energy sources such as solar, wind, etc. for funded IAC/SRFB projects.

Look to the possibility of awarding bonus points for IAC/SRFB projects that meet sustainability requirements. *(The IAC board will be reviewing policies in the upcoming year and will present this idea to them as one to be worked on.)*

- Combine all IAC manuals into one document and put it on the Web. Both applicants and staff can use this new IAC policy "notebook." The document can be searched electronically and users can print out specific pages as needed". *(Need to work on this although it has been decided that some of the manuals will no longer be copied but will be in electronic versions only – clients without internet access or printer capabilities may request a paper copy but we won't automatically make hundreds of copies for the grant cycle.)*
- Research the possibility of providing and storing time sheets electronically. If possible, start pilot project by 2004 with 100 percent implementation by 2007. *(Have discussed this but due to some federal regulations are not able to implement yet. Hopefully with new Washington Works changes, this will be easier to accomplish in the upcoming year.)*
- Submit 75 percent of our print jobs to the copy center electronically by 2005. *(Have started doing this on most print jobs but need more education on the process before everyone will feel comfortable with this option.)*

Attachment 1

EXECUTIVE ORDER 02-03

SUSTAINABLE PRACTICES BY STATE AGENCIES

WHEREAS, the state of Washington is committed to the mutually compatible goals of economic vitality, a healthy environment and strong communities; and

WHEREAS, sustainability provides for current needs without sacrificing the needs of future generations; and

WHEREAS, within state government, sustainable practices require decisions based on a systematic evaluation of the long-term impacts of an activity or product on health and safety, communities, and the environment and economy of Washington State; and

WHEREAS, reversing the steady decline in the natural resources and ecosystems on which people and economic vitality depend is critical to our future; and

WHEREAS, the regional and global implications of climate change, loss of biological diversity, and threats to resources such as clean water require us all to examine and change behaviors; and

WHEREAS, state government should model sustainable business practices that contribute to the long-term protection and enhancement of our environment, our economy and the health of current and future generations;

NOW THEREFORE, I, Gary Locke, Governor of the state of Washington, declare my commitment that state government operations be conducted in a manner consistent with these principles of sustainability and contribute positively towards the quality of life of all citizens.

It is THEREFORE ordered and directed that:

1. Each state agency shall establish sustainability objectives and prepare a biennial Sustainability Plan to modify its practices regarding resource consumption; vehicle use; purchase of goods and services; and facility construction, operation and maintenance.

   Plans should be guided by the following long-term goals:

   - Institutionalize sustainability as an agency value;
   - Raise employee awareness of sustainable practices in the workplace;
   - Minimize energy and water use;
   - Shift to clean energy for both facilities and vehicles;
   - Shift to non-toxic, recycled and remanufactured materials in purchasing and construction;

- Expand markets for environmentally preferable products and services; and
- Reduce or eliminate waste as an inefficient or improper use of resources.

Initial plans may be modeled on the outline accompanying this executive order and shall include descriptions of currently used sustainable practices. Each agency shall complete its initial plan by September 1, 2003. Subsequent plans shall be completed by September 1 each even-numbered year thereafter.

Each state agency shall report annually on its progress in implementing its Sustainability Plan. The first progress report shall be submitted to the Office of Financial Management by October 15, 2004. Subsequent progress reports shall be submitted each October 15.

2. The Office of Financial Management shall designate a Sustainability Coordinator to assist state agencies in meeting the goals of this executive order. The Coordinator shall:

   - Assist agencies in developing their Sustainability Plans;
     Assist agencies in educating their employees on sustainable business practices;
   - Chair an inter-agency work group to promote information-sharing and cooperation;
   - Create and maintain a Sustainable Washington Internet Website where agency plans and accomplishments can be viewed by state agencies and the public;
   - Develop incentives to recognize innovative agency practices that foster sustainability;
   - Work to eliminate barriers to sustainable practices; and
   - Identify opportunities for coordinated sustainable activities by state agencies such as the purchase of sustainable products through state contracts.

3. The Sustainability Coordinator, in consultation with state agencies, shall establish Sustainability Advisory Council consisting of representatives from the private sector and others with sustainability expertise to advise state agencies on how to make state government operations more sustainable.

   The Sustainability Advisory Council shall report to me by February 1, 2004 on the status of agency sustainability activities, opportunities for improvements based on effective strategies used elsewhere in the public and private sectors, and the best means to integrate sustainability into state government policies and actions.

I invite institutions of higher education, public schools, elected officials, commissions, and others to participate in implementing this executive order within their organizations.

This executive order shall take effect immediately.

Attachment 2

EXECUTIVE ORDER 04-06

Establishing Sustainability and Efficiency Goals for State Operations

WHEREAS, sustainability means meeting the needs of current generations without impairing the ability of future generations to meet their own needs, and is an important strategy for the long-term health of the state's economy, environment and citizens; and

WHEREAS, efficiency and cost effectiveness are continuing objectives of state government; and

WHEREAS, establishing targets and adopting sustainable building, transportation, paper use and energy use practices will accelerate progress in accomplishing the sustainability goals established in Executive Order 02-03; and

> **WHEREAS,** the use of green building practices can improve employee productivity, improve building operational performance, reduce building operating costs and improve compatibility between the natural and built environments; and

WHEREAS, transportation activities are responsible for a majority of the greenhouse gas emissions in Washington state, and state fleets represent an opportunity to decrease greenhouse gas and other toxic emissions as well as achieve operating savings and efficiencies; and

WHEREAS, state government can reduce the resource and environmental impacts of paper throughout its lifecycle by changing the way we purchase, use and recycle paper.

NOW, THEREFORE, I, Gary Locke, Governor of the State of Washington, declare my commitment that state agencies shall adopt targets and take action to further the use of sustainable practices.

It is therefore ordered and directed that:

1. **Agencies incorporate green building practices in all new construction projects, and in major remodels that cost over 60% of the facility's assessed value.**

    A. All building construction projects and major remodels over 25,000 gross square feet entering the predesign phase in the 2005-07 Biennium and thereafter, will be built and certified to the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) Silver Standard (or certified to an equivalent standard as approved by the Department of General Administration).

B. For all building construction projects and major remodels between 5,000 and 25,000 gross square feet entering the predesign or design phase in the 2005-07 Biennium and thereafter, the Department of General Administration will develop and implement a review process to ensure that green building performance standards consistent with the U.S. Green Building Council (LEED) Silver Standard are being applied, wherever appropriate. However, LEED Certification will not be required for these projects. The Department of General Administration may collect a nominal fee for providing this review.

C. The Department of General Administration and other affected state agencies will develop processes and procedures to ensure that green building practices are integrated into design and construction process for all new construction and remodels.

D. The Department of General Administration will provide reimbursable training and support to all affected project managers.

2. **Agencies take all reasonable actions to achieve a target of a 20% reduction in petroleum use in the operation of state vehicles and privately owned vehicles used for state business by September 1, 2009.**

A. By September 1, 2009, state agencies shall replace standard diesel with a 20% biodiesel blend. As soon as practicable, agencies will begin using a minimum 5% biodiesel blend.

B. Effective immediately, agencies shall give priority to the replacement of pre-1996 light duty vehicles as they update their fleets.

C. The Office of Financial Management shall institute a fleet efficiency audit, to be completed by July 1, 2006. The goals of this audit are to evaluate current state practices and make recommendations regarding:

1. Appropriate vehicle utilization rate and size of agency fleets.

2. Appropriate age and mileage for vehicle turnover to maximize performance and minimize maintenance costs and environmental impact.

3. Cost/benefit of personal vehicle use and reimbursement policies.

4. Strategies for improving the overall efficiency of acquiring, using and maintaining all vehicles in the state fleet.

5. Cost effectiveness of car sharing services.

6. Increasing opportunities for employee ride-sharing on business travel.

3. **Agencies take all reasonable actions to reduce the lifecycle impacts of paper products, and achieve the following goals by September 1, 2009:**

   A. Reduce the use of office paper by 30%, based on data reported in 2003 agency "sustainability plans."

   B. Increase the percentage of environmentally preferable office paper purchased to at least 50%. Environmentally preferable paper (EPP) is defined as 100% recycled content paper, with a minimum of 50% post consumer waste, and, when available, process chlorine free with no old-growth fiber.

   C. Recycle 100% of used office paper.

   D. Significantly reduce the environmental impacts of janitorial paper products through increased use of post consumer recycled and non-chlorine bleached products.

4. **Agencies take the following actions in support of these goals by September 1, 2005:**

   A. Office paper purchased by state agencies must have a minimum of 30% post consumer recycled content.

   B. The Department of Printing will lead a taskforce including the Department of General Administration, the Department of Information Services and other interested agencies, to recommend efficiency improvements for the management of printers and copiers in state agencies.

   C. The Department of Ecology will provide best management practices for paper selection, reduction and recycling, and provide training to agencies.

   D. The Department of General Administration will lead state agencies, colleges and universities in a collaborative effort to establish a regional paper bid proposal for environmentally preferable paper EPP in order make EPP paper available at a competitive price.

   E. The Department of General Administration will report annually to agencies regarding the type and quantity of janitorial paper products purchased through Central Stores for state facilities.

5. **Agencies achieve further gains in energy efficiency.**

A. By September 1, 2009, state agencies shall reduce energy purchases by 10% from FY 2003, using all practicable, cost effective means available, including energy efficiency programs and the use of on site renewable resources.

B. Agencies will report total energy use annually to the Department of General Administration. Agencies will report by September 1 of each year for energy used in the previous fiscal year.

6. Agencies include the following information in their Sustainability Plan Progress Reports, required under Executive Order 02-03:

A. Total annual petroleum use.

B. Vehicle miles traveled on state business.

C. Number and type of state vehicles owned, by model year.

D. Amount and type of office paper and janitorial paper products purchased.

E. Quantity of office paper recycled.

F. Justification for any virgin office paper purchased.

Agencies are encouraged to work cooperatively with one another to achieve the targets and reductions outlined in this executive order.

I invite institutions of higher education, public schools, statewide elected officials, commissions, and others to implement the practices herein described within their agencies.

This executive order shall take effect immediately.

Attachment 3

Data Report
As of October 1, 2004

Vehicle Information (July 1, 2004 – June 30, 2005):

Vehicle Type	Miles Driven
2001 Dodge Caravan #M1418	12,392
2000 Dodge Caravan #M1421	9,775
2000 Ford Ranger #M0500	9,946
2004 Toyota Prius #M3106	14,317
2000 Stratus #M3003	7,800
Staff POV Travel	29,327
Board POV Travel (IAC, SRFB, & Hatchery)	24,885
Total Miles Driven*	108,442
* Motor Pool Fleet Usage should be covered in the Motor Pool report.	

Paper Consumption (July 1, 2004 – June 30, 2005):

Paper	% Recycled	Amount (Reams)
White 8 ½ x 11	100%	630
White 8 ½ x 14	40%	26
11 x 17 (both white and color)	30%	6
Color 8 ½ x 11	30%	68
Color 8 ½ x 14	30%	4
Copy Center (estimate) all paper types		283.1
Total Reams		**1017.1**
*Total pages of paper (11 x 17 counts for 2 8 ½ x 11) 500 pages per ream		511,537

*State Printer report should include agency-printing projects sent through the state printer.

Number of Employees:
As of October 1, 2005, the IAC/SRFB has 35 full-time staff, one full-time project position, two part-time project positions, and 10 citizen board members.

Building Information:
The IAC/SRFB is in the Natural Resources Building, 1111 Washington Street S.E., Olympia, Washington. This building is under General Administration (GA) control and square footage should be covered in the GA report.

Sustainability Executive Order Key Provisions

	REQUIRED ACTIONS	Goals	Progress to date	Barriers & Challenges	Success Factors	Documented Savings and Environmental Benefits
Green Buildings Incorporate into all new projects (as modified by ESSB 5509)	1. All new construction projects and remodels over 5,000 sf built and certified to LEED Silver Standard (or equivalent) 2. GA and other agencies will develop processes to ensure green building practices are integrated into design and construction process.	NA – the IAC rents office space in the NRB. Goals are covered in the GA plan.	NA – the IAC rents office space in the NRB. Progress to date is covered in the GA plan.	NA – the IAC rents office space in the NRB. Barriers and Challenges are covered in the GA plan.	NA – the IAC rents office space in the NRB. Success factors should be reported in the GA plan.	The IAC is located in the Natural Resources Building which is covered by GA's plan.
Vehicles Reduce petroleum use	1. Reduce petroleum use 20% by 2009. 2. Freeze purchase of 4-wheel drive SUVs. Those needed for law enforcement or emergency response exempt. Agency directors may approve exemptions. 3. By 9/1/09, replace standard diesel with B20. Begin using B5 as soon as practicable. 4. Purchase of hybrid gas/electric and other fuel efficient/low emission vehicles. 5. Replace pre-1996 light duty vehicles w/in 3 years. 6. Fleet management plans and annual progress reports for due 9/1/05. Consider transfers of vehicles or contract with GA for fleets with fewer than 100 light duty vehicles. 7. Request fuel efficient, low emission vehicles for employees from commercial vendors.	NA – the IAC uses Motor Pool for its fleet. Goals are covered in the Motor Pool plan.	NA – the IAC uses Motor Pool for its fleet. Progress is covered in the Motor Pool plan.	NA – the IAC uses Motor Pool for its fleet. Barriers and Challenges are covered in the Motor Pool plan.	NA – the IAC uses Motor Pool for its fleet. Success factors should be reported in the Motor Pool plan.	Agency Fleet is covered by Motor Pool's plan.

Sustainability Executive Order Key Provisions

Paper Reduce lifecycle impacts of paper products	1. Office paper minimum 30% post consumer recycled content. 2. Reduce use of office paper by 30% based on 2003 plans 3. Increase % EP paper to >50% 4. Recycle 100% of used office paper 5. Increase use of recycled and chlorine free janitorial paper products	• Increase use of electronic communications both internally and externally. • Increase use of Web pages (both internet and intranet) for documents and newsletters previously distributed by hard copy. • Provide employee outreach, training, and involvement in sustainability practices annually. • Purchase, and request the state printer to use, chlorine free paper products only. • Use recycled paper only. • Use both sides of paper before recycling. • Increase ease in which staff can recycle paper, cans, plastic, etc. • Research the possibility of providing and storing time sheets electronically. • Submit 75 percent of our print jobs to the copy center electronically by 2005.	1. No paper has been purchased with less than a 30% post consumer recycled content. 2. Have reduce office paper use by 75% from 2003 plan 3. ?? 4. All office paper is recycled. 5. NA – GA purchases janitorial products for our office.	We have not had the time or staff available to implement some of our goals.	Continue to find ways to decrease paper use. What paper we do purchase has at least 30% post consumer recycled content.	

Sustainability Executive Order Key Provisions

Energy Achieve gains in energy conservation	1. Reduce energy purchases by 10% from FY 2003, use energy efficiency programs and on site renewable resources. 2. Report total energy use annually to GA.	NA – the IAC rents office space in the NRB. Goals are covered in the GA plan.	NA – the IAC rents office space in the NRB. Progress to date is covered in the GA plan.	NA – the IAC rents office space in the NRB. Barriers and Challenges are covered in the GA plan.	NA – the IAC rents office space in the NRB. Success factors should be reported in the GA plan.	The IAC is located in the Natural Resources Building which is covered by GA's plan.
Toxic Chemicals Reduce use of products with persistent, toxic chemicals. EO 04-01	1. Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals 2. Report annually on progress in sustainability plans	• Only purchase "eco-friendly" cleaning products by 2005. • Only purchase "energy star" compliant electronic products by 2005.	Still working on these goals.	Staff request items that may not be as eco-friendly as they could be.	New purchasing procedures should help us to meet sustainability goals.	
Communica-tions and Education	1. Steps taken to educate employees or clients 2. Education on plan as well as general sustainability educational efforts.	Our communication efforts have included updates at management team meetings and all-staff meetings, discussion of the plan at board meetings, and notice sent to clients informing clients of our sustainability goals and requesting their support. We also have posted our sustainability plan on our agency's Web home page so all clients may view how we are trying to meet the executive orders.	All staff is aware of the plan and has started to make sustainability part of their daily lives showing a change in agency philosophy.	Lack of time to provide staff additional training on sustainability efforts.	Most staff are environmentally conscientious and are familiar with sustainability practices in their home life.	N/A

Sustainability Executive Order Key Provisions

	REQUIRED ACTIONS	FY 2003 Data	FY 2004 Progress	FY 2005 Progress
Performance Measures Data from FY 2005	A. Annual petroleum use, vehicle miles traveled and # and type of state vehicles owned B. Number of exception purchases of 4-wheel drive SUVs made C. Amount and type of office paper and janitorial paper products purchased D. Quantity of office paper recycled E. Justification for virgin office paper purchased	A & B NA – the IAC uses Motor Pool for its fleet. Sustainable practices are covered in the Motor Pool plan. C. See below. D. 100% recycled E. No virgin paper purchased	A & B NA – the IAC uses Motor Pool for its fleet. Sustainable practices are covered in the Motor Pool plan. C. See below. D. 100% recycled E. No virgin paper purchased	A & B NA – the IAC uses Motor Pool for its fleet. Sustainable practices are covered in the Motor Pool plan. C. See below. D. 100% recycled E. No virgin paper purchased
New or updated goals and objectives	No new or updated goals or objectives at this time.			

Paper Consumption	***2003 Report***		***2004 Report***		***2005 Report***	
	July 1, 2002 – June 30, 2003		*July 1, 2003 – June 30, 2004*		*July 1, 2004 – June 30, 2005*	
Paper	**% Recycled**	**Amount (Reams)**				
White 8 ½ x 11	30%	898	30%	0	30%	0
White 8 ½ x 11	100%	40	100%	650	100%	630
White 8 ½ x 14	# included in 30% 8 ½ x 11 count		30%	15	40%	26
11 x 17 (both white and color)	30%	4	30%	2	30%	6
Color 8 ½ x 11	30%	80	30%	90	30%	68
Color 8 ½ x 14					30%	4
Copy Center (estimate) all paper types		1091		691		283.1
State Printer jobs (estimate) all paper types		1907		3		*0
Total Reams		**4020**		**1451**		**1017.1**
*Total pages of paper (11 x 17 counts for 2 8 ½ x 11) 500 pages per ream		2,012,000		726,500		511,537

*State Printer report should include agency-printing projects sent through the state printer.