

AGENCY SUSTAINABLE PRACTICES PLAN OUTLINE

Agency Name:
Agency Number:

Responsible Agency Staff:
Phone Number:
E-Mail:

I. Policy Statement and Long-Term Goal Focus

Statement of agency commitment to sustainability and description of how goals cited in section 1 of Executive Order 02-03 can be incorporated in our agency's operations.

Example: The Department of ABC is committed to protect the health and safety of its employees, reduce the department's adverse impact on the environment, support local communities and contribute to a healthy Washington economy. The department is committed to fulfilling its responsibilities under Executive Order 02-03 and will strive to model the principles of sustainability in its operations, fleet management, procurement, and building construction.

II. Assessment of Opportunities

Agencies will assess the impact of their operations on human health and the environment. Areas to be considered should include:

- Health and safety programs.
- Construction, maintenance, and operation of buildings and facilities, including building materials, recycling, cleaning products, and water and energy use.
- Grounds maintenance, including chemical use and watering.
- Fleets and transportation, including opportunities for the use of efficient, low-polluting vehicles such as hybrid or bio-diesel.
- Procurement, including the use of environmentally friendly products.

III. Action Plan

Describe the agency's action plan toward incrementally achieving its long-term objectives and improving the agency's positive impact on health and safety, the environment, community and economy. Identify necessary resources.

IV. Communication and Education

Describe how the agency will educate and engage employees in its sustainability efforts.

V. Annual Progress Report

Each agency will submit an annual report describing its progress in meeting its sustainability objectives and in moving towards the long-term goals outlined in the Executive Order. These will be posted on the Sustainable Washington Internet Website.