

Sustainability Plan

{Date}

Bureau Director Approval:

Signature

Date: _____

Sustainability Vision:

{Insert your Bureau's sustainability vision, mission or commitment statement. }

A vision and/or commitment statement establishes the foundation of your sustainability efforts and plan. A clear vision helps to identify the key sustainability priorities of your bureau, so that everyone will be working toward the same goals. When crafting your vision, consider:

- *What are the results you are trying to achieve?*
- *What activities will lead to those results?*
- *What benefits to the community or your bureau will your actions result in?*

Sample sustainability vision statements:

Interface Carpets: <http://www.interfacesustainability.com/visi.html>

City of Grand Rapids: http://www.grand-rapids.mi.us/index.pl?page_id=4003

Wine Institute: http://www.wineinstitute.org/programs/swp/vision_statement.php

Citywide Sustainability Policies and Goals Affecting {Bureau Name}:

{Review the various sustainability related policies, programs and goals and summarize your bureau's responsibilities for those that affect you.}

Visit <http://www.portlandonline.com/osd/index.cfm?c=44621> for summaries and links to many of these policies.

You may also have other bureau-specific policies or plans that also need to be included here. Use this as an inventory tool to help your bureau keep track of and incorporate these policies and goals into your sustainability plans. A sample summary might look like (not a comprehensive list):

SUSTAINABILITY CITY PRINCIPLES:

- All staff follow the Sustainable City Principles.*

CLIMATE CHANGE:

- Reduce City government greenhouse gas emissions to 10% below 1990 levels by 2010.*

ENERGY:

- Invest in all energy-efficiency measures with paybacks of 10 years or less*
- When available, procure products that meet or exceed Energy Star criteria for energy efficiency*

PAPER USE:

- Reduce paper consumption by 15% below FY 03-04 levels by 2008.*
- All paper products purchased by the City meet EPA procurement and recovered materials guidelines, such as 30% post consumer recycled content.*
- 10% of all paper products purchased by the City exceed EPA procurement and recovered materials guidelines, such as 100% post consumer recycled content.*

TOXICS REDUCTION:

- By using the Precautionary Principle as a framework, replace toxic substance, materials and products of concern with viable least-toxic alternatives by 2020.*

GREEN BUILDING:

- All tenant improvements to City facilities are LEED for Commercial Interiors (CI) Silver and/or G/Rated Tenant Improvement Guide certified.*

WASTE REDUCTION and RECYCLING: * Pending Council adoption of Portland Recycles! Plan**

- Achieve a recycling rate of 85% by 2015.*
- Waste prevention goal: No increase in the volume of the waste stream, including recycling.*

PEAK OIL:

- Strive to reduce oil and natural gas consumption (community-wide goal = 50% by 2030).*
- Expand non-fossil fuel transportation options and use of alternative fuels.*

Sustainability Plan:

{ Complete the following table for each of the functional units in your bureau (referred to as a "Department" below). Cut and paste new blank tables into the document as needed. Inserting a department/functional unit organizational chart at the beginning of this section may add value to this document as well. }

<p>{Department} Description and Responsibility Overview.</p>	<p><i>Vehicle & Equipment Services (Fleet) provides a full-service menu for the vehicle needs of the city bureaus, from acquisition through disposal. Fleet is responsible for implementing the city’s sustainability initiatives related to vehicle operations and maintenance. This includes projects related to biofuels, fuel efficiency and tracking, emission controls and maintenance.</i></p>		
<p>Summary of {Department’s} Current Practices in Key Sustainability Areas.</p>	<ul style="list-style-type: none"> • <i>All four of Fleet’s garages are certified through the Eco-Logical Business Program, a third-party certification that includes compliance with a strict set of environmentally responsible business practices.</i> • <i>Fleet has worked with user bureaus to ensure that all diesel vehicles and equipment operate on a minimum blend of 20% biodiesel.</i> • <i>Fleet has installed fuel mileage and consumption software, which will enable bureaus to evaluate fuel usage by vehicle.</i> • <i>Fleet removes and recycles mercury switches from vehicles before they are disposed of.</i> <p><i>Checklists located at this website may help you identify key sustainability areas to evaluate current practices in: http://www.portlandonline.com/osd/index.cfm?c=44622</i></p>		
<p>{Department’s} Opportunities for the Future.</p>	<ul style="list-style-type: none"> • <i>Initiate an employee education and awareness campaign related to fuel efficient driving techniques and idle reduction.</i> • <i>Increase the availability of E85 (85% ethanol, 15% gasoline) refueling facilities for the City’s Flex Fuel Vehicles.</i> • <i>Develop a comprehensive green fleet plan, including guidelines for new vehicle sizing specifications, emission control technologies, and alternatively fueled vehicles.</i> • <i>Evaluate alternatives to continue to reduce the use of hazardous or toxic substances and products in vehicle maintenance.</i> 		
<p>{Department} Actions for {insert date timeframe}.</p>	<p>Action</p>	<p>Responsible Party</p>	<p>Measure of Success</p>
	<p><i>Install stickers or placards in all vehicles reminding staff of idle reduction policy guidelines.</i></p>	<p><i>Jane D.</i></p>	<p><i>Number of vehicles with stickers installed.</i></p>
	<p><i>Work with the city’s Toxics Reduction Strategy committee to evaluate alternatives to using lead wheel weights.</i></p>	<p><i>John D.</i></p>	<p><i>Alternatives assessment produced and shared with Fleet’s management team for review and adoption.</i></p>

Employee Communication Plan:

{Insert your bureau's plan for communicating with bureau staff about this Sustainability Plan }

Potential actions could include:

- *Providing staff with a copy of the draft plan, plan updates and progress reports, and giving them ample opportunity and encouragement to provide feedback.*
- *Delivering progress reports and updates at staff meetings.*
- *Provide verbal, written and/or visual feedback on progress of key metrics (such as paper use consumption and waste generation) – maybe by including sustainability segments in the bureau newsletter or through the use of a bulletin board in the break room, etc.*
- *Utilize existing staff feedback tools, such a “suggestion boxes.”*
- *As appropriate, incorporate sustainability actions and responsibilities into employee position descriptions and performance evaluations.*