



**State of Illinois
Illinois Green Governments Coordinating Council**

Model Sustainability Plan for Medium and Large State Agencies

AGENCY OVERVIEW

Agency Name: Illinois Department of Economic and Environmental Resources

Liaison First Name: _____

Liaison Last Name: _____

Liaison Title: _____

Phone: _____

Email: _____

Password: _____

Sustainability Committee Members:

The mission of this agency is to:

The agency employs 500 people.

List major locations below:

We occupy approximately 90,000 square feet of space.

MODEL SUSTAINABILITY PLAN

Area of Operations: Office Operations

Goal: Minimize generation of waste and increase recycling of materials.

Objective: Decrease amount of paper used by 25% by 2012.

Measure: Amount of paper purchased by quantity and type.

Strategies:

- Establish a baseline and track consumption of copy and printing papers.
- Increase electronic correspondence and distribution methods as much as possible.
- Develop/encourage electronic forms and reports.
- Set duplex as the default on all applicable copiers.
- Require use of double-sided copying, when possible.
- Provide employee tips on reducing unnecessary printing.
- Improve software capabilities for information sharing and processing.
- Move to use of projected images at public meetings with electronic versions of materials available online.
- Provide training on how to use the computer for filing to reduce paper use.
- Eliminate use of fax cover sheets; write on fax or attach a fax post-it.

Objective: Achieve a 50% recycling rate by 2010 and implement cost-effective waste reduction program.

Measure: Pounds of materials recycled.

Strategies:

- Develop additional management systems to monitor recycling efforts.
- Centralize trash and recycling cans together for efficiency and consistency.
- Ensure that recycling is convenient to use and improve labeling of bins.
- Consider adding items to recycling program (e.g., Ni-Cd batteries, fluorescent lighting, CDs, plastic bottles).
- Identify and encourage suppliers to reduce their packaging materials.
- Establish exchanges for reusable or surplus items; set up an area for this purpose.
- Plan waste-free conferences and meetings.
- Purchase in bulk and avoid individual packaging, where feasible.
- Investigate feasibility of composting food scraps.

Area of Operations: Purchasing of Goods and Services

Goal: Expand procurement of environmentally preferable products and services.

Objective: Add three new environmentally preferable products and/or services to contracts each year.

Measure: Number of environmentally preferable products purchased.

Strategies:

- Establish process to determine and implement system for purchasing environmentally preferable products.
- Increase staff knowledge about available, quality and prices of recycled content products.
- Keep office supply storage areas organized and inventoried to reduce unnecessary purchasing.
- Track consumption of different paper types.
- Pilot use of copy paper with 100% post-consumer content.
- Convert to green cleaning supplies at two facilities.
- Purchase solar-powered calculators and rechargeable batteries for staff.
- Work with building manager to ensure only necessary and appropriate pest control practices and non-chemical methods where possible.
- Consider fair trade coffee.
- Buy nontoxic glues, pastes, glue sticks and correction fluid.

Area of Operations: Transportation

Goal: Reduce fuel consumption.

Objective: Reduce vehicle miles driven by 10% by 2012.

Measure: Miles driven per year by employees in agency vehicles and state motor pool.

Strategies:

- Use videoconferencing and conference calls instead of travel when possible.
- Encourage employees to carpool to conferences and major meetings, whenever possible.
- Establish system to tune up vehicles on regular basis and ensure proper tire pressure.
- Consider proximity to public transportation when leasing building space.
- Ensure that agency-sponsored conferences are held at locations served by public transportation. Include bus or train directions on the invite.
- Provide secure bike parking.

Objective: Decrease use of conventional fuels by 2% annually.

Measure: Fuel purchases for fleet operations.

Strategies:

- Obtain information on fuel consumption and establish baseline data and systems for tracking progress.
- Encourage employees to refill E-85 vehicles with ethanol fuel.
- Evaluate greater use of bio-diesel vehicles.
- As needed, replace older vehicles with higher efficiency vehicles, e.g., hybrids.
- Train staff to evaluate fleet average fuel efficiency and set fuel economy improvement goals.
- Consider alternative fuel vehicles when using motor pool or rental cars.
- Conduct outreach to reduce unnecessary idling of fleet vehicles.

Area of Operations: Facility Management

Goal: Reduce energy use and improve energy efficiency at all facilities.

Objective: Decrease electricity consumption by 5% annually from 2007 baseline.

Measure: Amount and cost of electricity purchased.

Strategies:

- Improve system for tracking energy use and establish baseline data.
- Schedule energy audit through local power company.
- Policies for turning off lights, computers and other electronic that are not in use.
- Continued use of Energy Star equipment.
- Work with building manger to install occupancy sensors in conference and bathrooms and use LED exit signs.
- Switch to more efficient lighting for outdoor uses.
- Review all maintenance plans; perform routine cleaning and maintenance on equipment.
- Turn off lights in vending machines.
- For windows that receive direct sunlight, close blinds after work and on weekends to prevent excess heating in the summertime.
- Identify energy conservation opportunities at leased properties.
- Determine ability to purchase electricity from renewable sources.
- Consider using a reflective coating or “white roof” on main building.

Goal: Reduce water consumption and increase water reuse.

Objective: Reduce water consumption at three facilities, based on 2007 baseline levels.

Measure: Amount and cost of water consumed.

Strategies:

- Establish baseline for water consumption.
- Use non-potable water, where applicable.
- Capture rainwater for landscaping needs, whenever practical.
- Work with building manager to install low flow fixtures and faucets.
- Preventative maintenance of drips and leaks.
- Include water conservation requirements in future-leased space standards.
- Raise awareness of water conservation practices.
- Use drought-tolerant, native vegetation.

Area of Operations: Construction and Renovation

Goal: Increase use of green building construction and renovation practices.

Objective: Adopt green building policy by 2009.

Measure: Number of green building projects.

Strategies:

- Achieve LEED certification for new buildings.
- Use sustainable building materials.
- If replacing carpeting, use low-emission adhesive materials.
- Recycle construction/renovation materials.
- Utilize solar panels/natural lighting.
- Install directional lighting that does not cause light pollution.

Area of Operations: Employee Education and Communication

Goal: Increase employee awareness of sustainability practices.

Objective: Increase number of employee sustainability projects by 15 %.

Measure: Number of employee sustainability projects.

Strategies:

- Create an intranet sustainability website for staff; post this sustainability plan; post a training PowerPoint.
- Host sustainability “brown bag” lunches.
- Provide an opportunity for employees to make suggestions for improving the sustainability of the department’s operations; recognize employees whose suggestions are implemented.
- Recognize and support employees who practice sustainable behavior.
- Celebrate Earth Day (April 22) and use it to initiate new ideas and generate interest in green practices.
- Include sustainability in new employee orientation.
- Notify employees of environmental outcomes related to the implementation of the sustainability plan.

TRACKING AND REPORTING

The Sustainability Committee will establish a work plan, including timelines and responsibilities for each objective in the Sustainability Plan. The committee will work with the financial/accounting department to capture data and monitor program outcomes. The committee will meet monthly to track progress of the objectives and recommend updates or changes to the plan as needed. The committee will collect and evaluate data to prepare the annual report.