

Office of Personnel Management

Sustainability Plan

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SUSTAINABILITY POLICY STATEMENT

The Office of Personnel Management (OPM) is one of five state agency tenants in the Jim Thorpe Building. The overall responsibility for building maintenance and efficiency rests with the Department of Central Services. However, the overall purpose of this plan is to describe the steps OPM will use to conserve energy and natural resources to contribute to a green work environment. OPM is committed to sustainable practices and the stewardship of resources to make state government and its public sector partners an example of sustainable stewardship for the citizens of the state.

The purposes of OPM's Sustainability Plan are:

- To implement Senate Bill 833.
- To assess OPM's environmental impacts
- To create a long-term vision for reducing the agency's environmental impacts with interim organizational goals
- To provide structure and mechanism with accountability for OPM to reduce negative environmental impacts from its operations.
- To address issues to make OPM's programs and activities more sustainable
- To document OPM's leadership and commitment to improving the environment by more sustainable practices.

OPM is organized into one primary operational area:

Administration:

- Oversees all agency operations to include financial management, human resources, and information systems.

2 Year Goals
Goal

Baseline Year 2010
Objectives - Year 2012

Goal 1	Minimize Waste	10% reduction of office paper used by each OPM employee
Goal 2	Maximize Recycling	80 % of office paper used will be recycled. 50% of copy paper purchased by OPM will be 100% recycled content.
Goal 3	Minimize Energy Use	Each OPM employee will be responsible for ensuring that lights, office equipment, etc. are turned off at the end of each work day and that office equipment not being used is turned off. Employees will not use space heaters or unnecessarily use fans.
Goal 4	Reduce Transportation Associated Pollution	50% of OPM employees will car pool using state motor pool vehicles or walk, when feasible, to offsite meetings/and or conferences.

5 Year Goals
Goal

Baseline Year 2010
Objectives - Year 2015

Goal 1	Minimize Waste	15% reduction of office paper used by each OPM employee
Goal 2	Maximize Recycling	85 % of office paper used will be recycled. 60% of copy paper purchased by OPM will be 100% recycled content.
Goal 3	Minimize Energy Use	Each OPM employee will be responsible for ensuring that lights, office equipment, etc. are turned off at the end of each work day and that office equipment not being used is turned off. Employees will not use space heaters or unnecessarily use fans.
Goal 4	Reduce Transportation Associated Pollution	60% of OPM employees will car pool using state motor pool vehicles or walk, when feasible, to offsite meetings/and or conferences.

20 Year Goals
Goal

Baseline Year 2010
Objectives - Year 2030

Goal 1	Minimize Waste	50% reduction of office paper used by each OPM employee
Goal 2	Maximize Recycling	98 % of office paper used will be recycled. 85% of copy paper purchased by OPM will be 100% recycled content.
Goal 3	Minimize Energy Use	Each OPM employee will be responsible for ensuring that lights, office equipment, etc. are turned off at the end of each work day and that office equipment not being used is turned off. Employees will not use space heaters or unnecessarily use fans.
Goal 4	Reduce Transportation Associated Pollution	80% of OPM employees will car pool using state motor pool vehicles or walk, when feasible, to offsite meetings/and or conferences.

OVERVIEW OF SUSTAINABILITY EFFORTS

Sustainability efforts are being integrated where feasible at every level within the Office of Personnel Management. The following are ways OPM communicates its sustainability efforts:

- Sustainability Plan will be reviewed and revised annually by the OPM Sustainability Committee. Goals will be addressed and projected for the next biennium.
- Reports of Sustainability progress will be submitted to the Oklahoma Department of Central Services as required.

ADDITIONAL EFFORTS

1). Implement and Provide Sustainability Awareness/Training to OPM Employees

- Develop and implement use of Sustainable Office Practices guidelines to all OPM personnel.
- Each employee will participate in implementing and using sustainable practices.
- Share sustainable information with OPM employees at team meetings and through email.

2). Reduce Transportation Associated Pollution

- OPM will utilize Motor Pool vehicles with maximum fuel efficiency and/or hybrids for employee use when traveling for in-state business.
- OPM employees will walk to off-site meetings when feasible and will car pool to off-site meetings and in state- travel when possible.

3). Maximize Recycling, Minimize Waste and Use Products Made of 100% Virgin Materials

Paper recycling is at nearly 100% for office related paper. Recycle bins and established pick up schedules have been the standard for many years. Other ways in which OPM supports recycling includes:

- Purchasing PCs and monitors under state contracts with high percentages of recyclable materials and low hazardous materials.
- Utilize recycled materials for office interior decor.

- Use of recycled content carpeting for office remodels.
- Provide electronic forms via the OPM internet and intranet and file forms electronically rather than via paper form.

4). Minimize Energy Use

- All agency computer monitors automatically shut off after 30 minutes on inactivity and all computers go into the same energy-saving status after one hour of key board inactivity.
- OPM employees will turn off lights in areas not being used and at the end of each work day.
- OPM employees will unplug small electronic devices when not in use.
- OPM will utilize energy-efficient light bulbs in lamps used in office spaces.
- Electric heaters will be prohibited in all OPM offices

Task List for 2012 Goals

Goal 1 Implement and Provide Sustainability Awareness/Training to OPM Employees

Objectives	Assessments	Tasks
10% reduction of office paper use per employee	Measure amount of paper purchased	<ul style="list-style-type: none"> • Purchase duplex copiers and printers • Set up PC's for duplex printing as default
Maximize Recycling	80 % of office paper used will be recycled. 50% of copy paper purchased by OPM will be 100% recycled content.	<ul style="list-style-type: none"> • Promote use of 100% recycled content paper
Minimize Energy Use	Measure energy use and savings within OPM office space for comparison with 2010 levels.	<ul style="list-style-type: none"> • Each OPM employee will be responsible for ensuring that lights, office equipment, etc. are turned off at the end of each work day and that office equipment not being used is turned off. Use of space heaters or unnecessarily use fans will be prohibited.
Reduce Transportation Associated Pollution	Document and measure use of motor pool car by employees and the number of employees car pooling to off-site training, conferences, etc.	<ul style="list-style-type: none"> • Employees will attend alternate training/conference/meeting venues, such as webinars automated training sessions to reduce the need for travel.