

Sustainability Plan



11/30/2016

1.0 Introduction

In April 2008, Governor David A. Paterson signed Executive Order No. 4 Establishing a State Green Procurement and Agency Sustainability Program, which directs state agencies, public authorities and public benefit corporations to green their procurements and to implement sustainability initiatives. The Development Authority of the North Country's (Authority's) Sustainability Plan shall be used as a guide for planning and implementing initiatives that further the ideals of sustainability Authority-wide.

2.0 Sustainability Committee

The Authority has a Sustainability Committee, which is made up of employees from various divisions within the Authority. The committee meets on a quarterly basis.

The Authority was established with environmental stewardship as a guiding principle. The Sustainability Committee's mission is to provide leadership that will foster an environment of sustainability and environmental consciousness, ultimately guiding the Authority towards becoming the model of environmental stewardship within the North Country Region.

3.0 Environmental Policy Statement

The Authority's environmental policy commits the organization and employees to act as responsible stewards of the environment and to find ways to improve the environment and quality of life of the citizens in Jefferson, Lewis and St. Lawrence counties through planning, design, construction, maintenance and operation of its regional infrastructure. The primary environmental goal is to maintain excellence in environmental protection throughout the Authority's service area. The key elements of the Authority's environmental policy are to:

- Meet or exceed all environmental regulations applicable to the Authority's activities.
- Integrate environmental protection and enhancement into planning, design, procurement, construction and operations.
- Minimize the environmental footprint of the Authority by incorporating the three Rs (Reduce, Reuse and Recycle) throughout the organization.
- Support advancement in environmental protection and sustainability through the use of innovative technologies.
- Leverage the Authority's existing partnerships to impact regional environmental improvements.

4.0 Environmental Case Statement

Operating the Authority as a sustainable organization not only benefits the environment, it also benefits the Authority's customers. The following case statements indicate some of the ways those benefits can be achieved:

- **Community Benefits**

- As a regional organization, the Authority’s activities have wide-ranging environmental, health and safety impacts on the residents of Jefferson, Lewis and St. Lawrence counties. It is the Authority’s obligation to ensure that the organization is operating in a sustainable manner that will benefit the communities served now and into the future.
- Developing infrastructure that incorporates environmental improvements is beneficial to the communities served and to the Authority. These projects create a positive image of the Authority as a regional organization and improve the quality of life of the residents in the communities served (i.e., the Calcium Nature Trail, Murray Trail and Education Center).
- **Saving Taxpayer Dollars**
 - Reducing energy losses and improving operational efficiencies lowers operating costs and saves taxpayer dollars.
 - Retrofitting and upgrading aging infrastructure with more modern and efficient technology saves operating dollars in the years to come.
 - Finding other uses for scrap equipment, reducing waste generated from our facilities, and increasing recycling throughout our organization reduces operating costs.
- **Improving Employee Health**
 - Switching to green cleaning products reduces exposure to toxic chemicals; improves indoor air quality by reducing airborne dust and chemical gases and promotes a healthier environment, thereby, lowering sick days and absenteeism.

Saving Natural Resources

- “Purchasing a ton of paper made from 100% recycled paper saves the equivalent of 4100 kwh of energy (enough to power the average home for 6 months), 7000 gallons of water, 60 pounds of air emissions, 17 trees and 2.5 cubic yards of landfill space over purchasing non-recycled content paper”. Source: http://www.recycleworks.org/paper/paper_wbr.html
- Developing an innovative use for waste heat at the landfill will positively impact the carbon footprint of the North Country.
- Strategically replacing Authority-owned vehicles with more fuel efficient vehicles would save significant dollars in fuel costs, while eliminating tons of greenhouse gases.

5.0 Sustainability Initiatives

Improving the Authority’s commitment to sustainability requires planning, implementation and evaluating progress towards specific goals. The following initiatives have been identified by the Sustainability Committee as ways to improve the Authority’s sustainability program and evaluate progress:

- Create a shared understanding of sustainability;
- Prevent waste at the source and encourage reuse;
- Establish and track recycling and composting programs;
- Reduce the use of toxic chemicals;
- Encourage reductions in energy use;
- Conserve natural resources;
- Greening procurement and meeting EO#4 reduction goals

5.1 Creating a shared understanding of sustainability

To move the Authority toward a more sustainable organization it is important that all levels of the organization understand the principles of sustainability, why it is important and what roles they play in achieving sustainability goals. To this end the Authority will implement an initial and ongoing training regimen and encourage managers to include sustainability committee member updates at staff meetings.

5.2 Prevent waste at the source and encourage reuse

5.2.1 Paper Reduction:

- Set printer and copier defaults to double-sided printing
- Review draft documents electronically instead of printing
- Establish specified decreased margin widths
- Replace fax with email transmittals whenever possible
- When faxing is necessary use a fax label instead of a full cover sheet
- Encourage electronic filing of e-mails to reduce printing of e-mails
- Encourage copies of reports and other documents be submitted electronically
- Use company websites instead of paper catalogs
- Install warm air hand dryers in bathrooms to reduce paper towel waste, when feasible
- Cancel duplicate catalogs and subscriptions
- Don't print multiple copies of handouts for meetings; let attendees bring their own
- Use projectors for meetings to avoid needing multiple printouts
- Transition from employees manually signing off on policy changes and other documents to electronic system when feasible.

5.2.2 Purchasing:

- Purchase of copy paper, janitorial paper, and other paper supplies (note pads, envelopes, paper towels, etc.) shall be composed of 100% post-consumer recycled content whenever possible
- All copy and janitorial paper shall be process chlorine-free

- Purchase green office supplies, like soy based ink pens, pens/pencils made with recycled content, etc.
- Only purchase cleaning products listed on the Approved Cleaning Products list
- Disposable kitchen products will not be purchased by the Authority; employees are encouraged to bring their own reusable kitchenware

5.2.3 Printing:

- All Authority publications shall be printed on 100% post-consumer recycled content paper
- All necessary printing for internal use will be double-sided, where practical
- Set printer and copier defaults to black and white printing

5.2.4 Reuse:

- Reuse folders, files and binders
- Reuse training materials and books
- Return spent toner cartridges to supplier
- Set up a reuse areas in main offices where employees can drop off and pick up office supplies
- Utilize trade-in or take-back programs when making purchases
- Establish a DANC wide surplus program that documents items for reuse

5.2.5 Shipping and Mailing:

- Reuse boxes, mailers, etc.
- Reuse polystyrene foam packing peanuts
- Avoid large mailings by sending out notification post cards or emails
- Use internal mail instead of mailing documents between facilities whenever possible

5.2.6 Cleaning and Maintenance:

- Use refillable plastic containers for cleaning supplies
-
- Reuse mop heads and cleaning cloths
- Use concentrated cleaners
- Do not mandate plastic liners in trash cans
- Avoid the use of hazardous pesticides within facilities
- Ensure cleaners use green cleaning products in our facilities
- Lease shop rags that are reusable

5.2.7 Recycling:

- Authority facilities will be equipped with recycling bins and staff will recycle paper, cardboard, plastics, metals, glass, plastic films and any other materials for which a recycling program exists.

5.2.8 Furniture:

- Buy new furniture from sustainably managed forests
- Refurbish equipment and office furniture for reuse
- Keep an inventory of furniture available in storage to be referenced before making new purchases

5.2.9 Tracking/Reporting:

- The WQ and SWMF Division Managers will ensure that all items required per the EO#4 Tracking SOP are updated on a monthly basis

5.2.10 Power Conservation

- All non-essential workstation PCs will be “shut down” on a nightly basis to conserve energy; system hibernation and standby are not allowed as these modes still consume electricity

5.3 Recycling and Composting

The Authority utilizes single-stream recycling programs as detailed in the Authority’s Recycling Guidance & Procedure and has established composting programs at the Water Quality and Solid Waste Management facilities. In FYE 2016 over 2.55 tons of office waste was recycled and composted while sending only 0.91 tons to the landfill. To determine where improvements can be made in recycling, composting and overall waste reduction, the Authority must first understand what waste is being generated and disposed. To accomplish this, a set of periodic office waste audits will be conducted by the Sustainability Committee with assistance from the Engineering & Environmental Division. The results will be documented and recommendations provided to improve recycling and composting at Authority facilities. The objective for these audits will be to determine the composition and quantities of wastes being generated. This will provide a measurement of the effectiveness of the existing initiatives by providing a baseline and identifying opportunities for improvement. Along with the waste audits the committee will be looking at improvements in the waste measurement process and creating quarterly progress reports to track metrics to report out at Managers meetings.

5.4 Reduce the Use of Toxic Chemicals

The Authority utilizes 3E Online service as a compliance tool for compliance with 29 CFR 1910.1200 (Hazard Communication standard) and as a tool to help manage the Authority’s chemical inventory. Subject Matter Experts have been designated in the Health and Safety Manual and trained to manage the inventories at Solid Waste, Water Quality and Admin/Telecom and ensure that each division is purchasing green options when possible and reducing the number of hazardous chemicals managed at their facilities.

5.5 Encourage Reductions in Energy Usage

Studies have shown that documenting environmental performance can encourage conservation. To document information required for Executive Order 4 reporting, the amount of electricity purchased from renewable resources (purchased or generated by wind turbines, solar, solar thermal, hydroelectric or renewable energy credits) will be documented and trending provided in Appendix A of this plan. As part of the annual budget setting process, the Finance Department (with assistance from the Sustainability Committee) will evaluate opportunities to increase the amount of renewable energy purchased annually to reach the goal of 20% Authority wide.

5.6 Conservation of Natural Resources

Preplanning for projects should include sustainable practices, to include opportunities for water quality protection such as porous asphalt, sustainable landscaping, use of organic fertilizers, low flow plumbing fixtures, gray water collection, rainwater collection and use of non-potable water. The Engineering & Environmental division will document sustainable practices implemented in projects annually for reporting.

5.7 Greening Procurement and Meeting EO#4 Reduction Goals

Tracking purchases of green products was established in 2011 using net requisitions. An annual review of the list shall be completed to include additional items that could be tracked. This has the potential to reduce the effort required for completing the recycling logs and including any additional items now listed in Executive Order 4 reporting. The goals established under Executive Order 4 include a 10% reduction in waste generated from year to year. To achieve this goal the Authority must continually look to improve procurement, recycling and composting efforts.

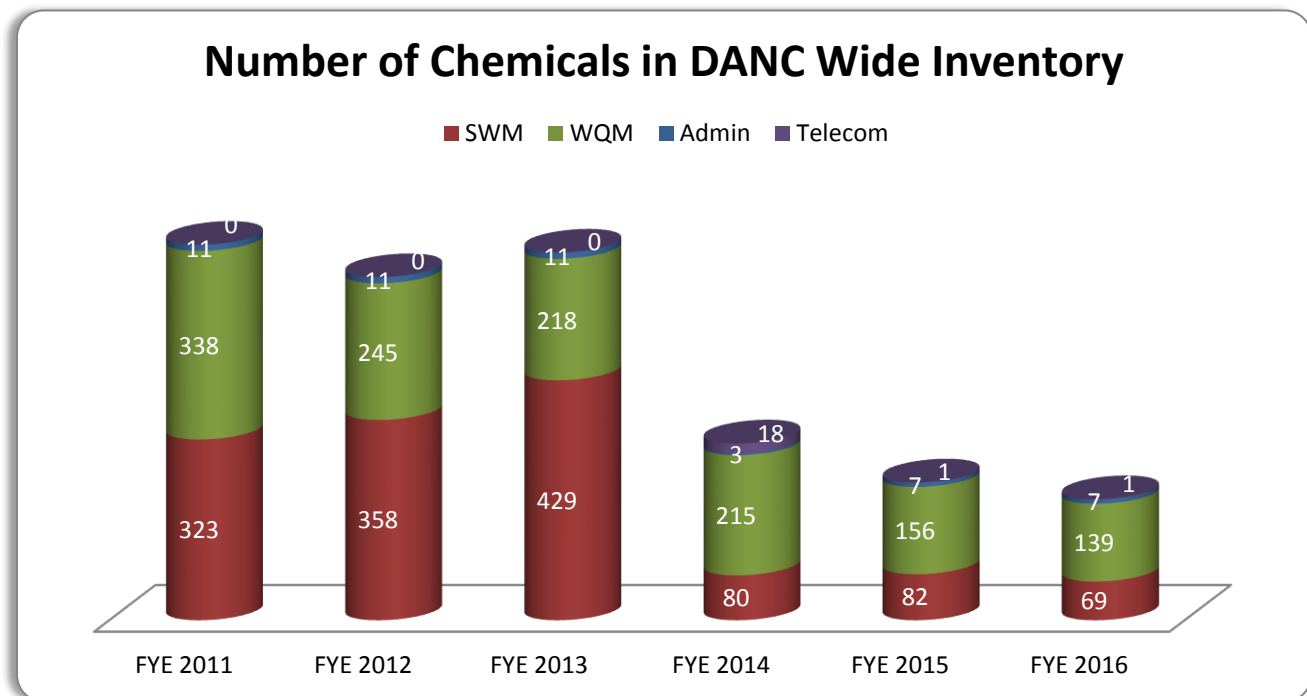
More information on Executive Order 4 compliant contracts, environmentally preferable contracts, and approved specifications can be found on the OGS website Executive Order 4 web page (<http://www.ogs.ny.gov/EO/4/Default.asp>).

**APPENDIX A –
STATISTICS & PERFORMANCE TRENDS**

1. Reducing the Use of Toxic Chemicals

To reduce the use of toxic chemicals the Authority established the Pesticide Use Policy (2010) and Green Cleaning Products Use Policy (2011). In 2011 The Authority designated employees at three divisions as Subject Matter Experts (SMEs). The SMEs are tasked with reviewing and approving the purchase of products that may be hazardous and maintaining the Hazard Communication Inventories. The goal of these initiatives and policies are the purchase of products that are better for employee health, more environmentally friendly and reduce the use of toxic chemicals.

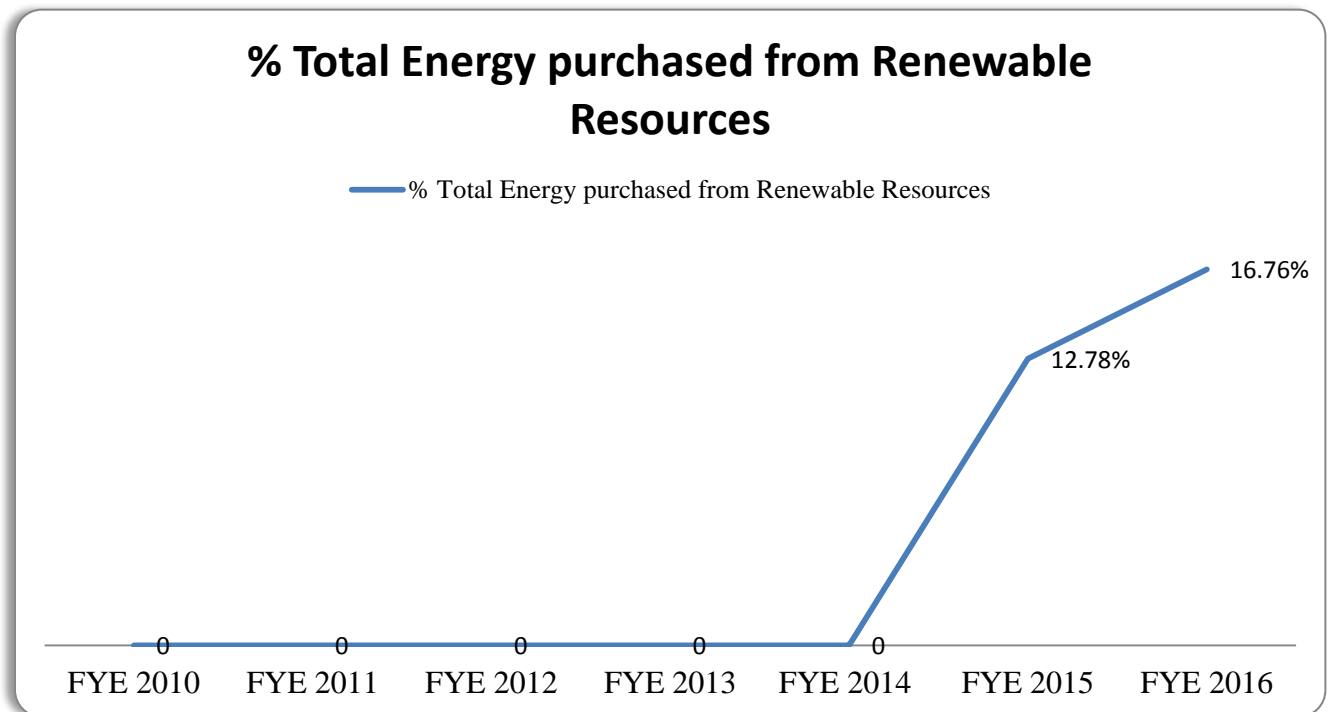
Reporting Year	Number of Chemicals in DANC Inventory	MM	WQM	Admin	Telecom
FYE 2011	672	323	338	11	0
FYE 2012	614	358	245	11	0
FYE 2013	658	429	218	11	0
FYE 2014	316	80	215	3	18
FYE 2015	246	82	156	7	1
FYE 2016	216	69	139	7	1



2. Energy

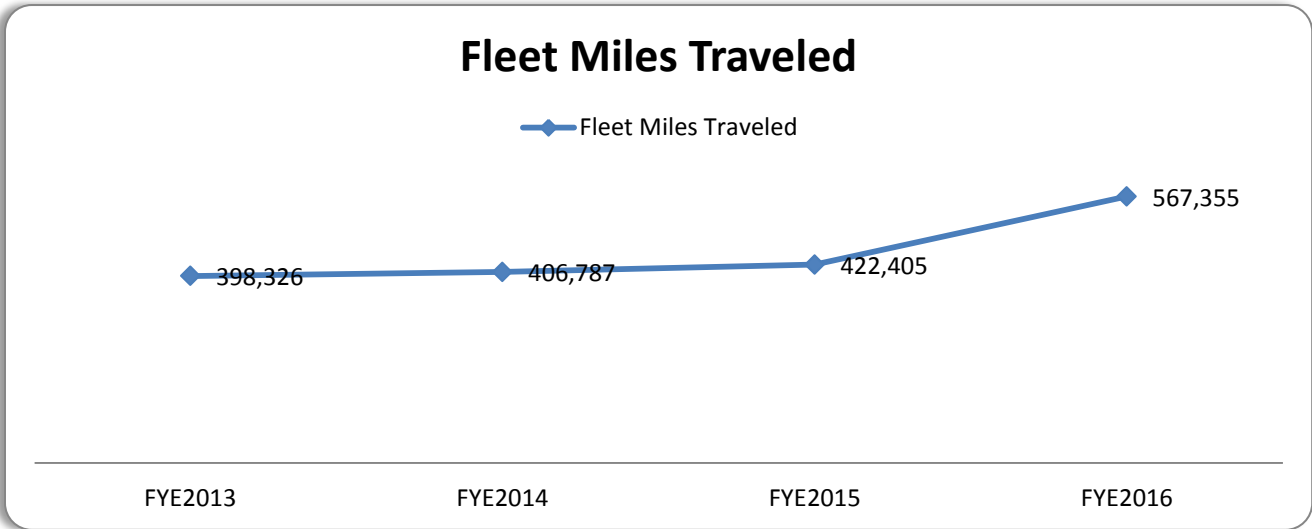
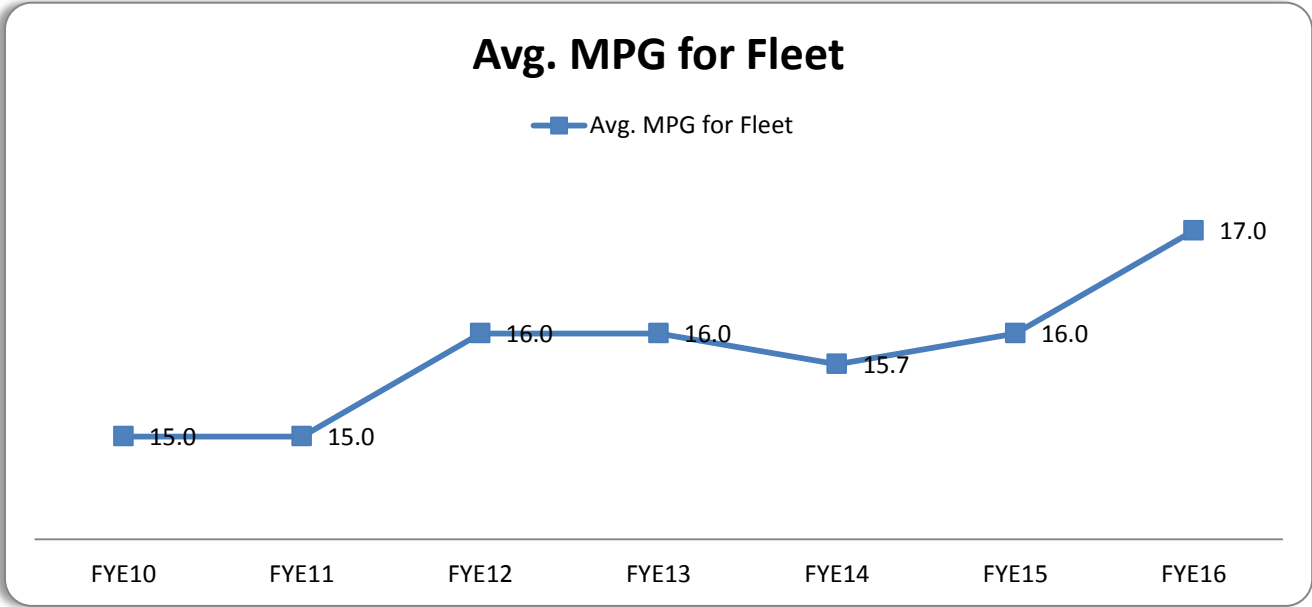
The Energy section includes the amount of Renewable Energy Purchased. There is no specific goal set by EO4 for renewable energy purchases. A single purchase of renewable energy credits was documented in the reporting but later investigation revealed that the credits were never issued. In FYE 2015 the goal for 20% was set and regular purchases of renewable energy certificates were initiated based on a percentage of total energy used.

Reporting Year	Percent of Total Energy purchased from Renewable resources.
FYE 2010	0
FYE 2011	0
FYE 2012	0
FYE 2013	0
FYE 2014	0
FYE 2015	12.78%
FYE 2016	16.76%



3. Transportation

The transportation section requires an estimate of the average fuel efficiency and total miles traveled by the Authority light duty fleet. There are no stated goals for the transportation section.



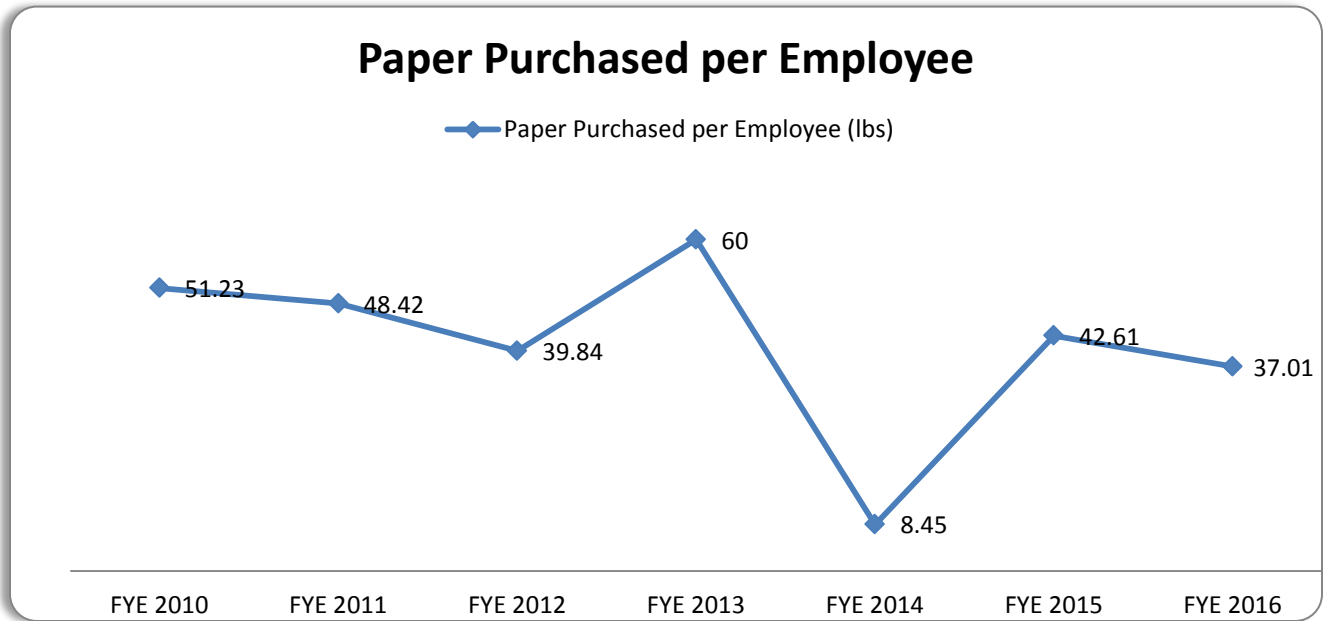
4. Office Paper Reduction

This section monitors the amounts of copy paper purchased and calculates the year over year change. *The EO#4 goal is a 10% reduction by year.*

The Net Requisition process was established in FYE 2011. The process has been continually refined as problems were identified and database errors were found. In FYE 2013 anomalies were identified in the reported paper purchases numbers. A review of the data revealed entries for paper purchases were duplicated in the reports, also in the transition to Net Requisitions the recycling log entries were not consistent with reports on file. The paper purchased data were recalculated and are reflected in the chart below.

In FYE 2014 another issue was identified, when bulk purchases occurred at the end of a fiscal year it biases the total pounds of paper upward and creates what appear to be large swings in paper usage year to year. The Authority has modified its paper purchasing practices to avoid bulk end of year purchases.

Reporting Year	Paper Purchased (lbs)	Paper Purchased Pounds Per Employee	% Change
FYE 2010	2792	51.23	
FYE 2011	2905	48.42	-5.5
FYE 2012	2500	39.84	-17.7
FYE 2013	4050	60.00	50.6
FYE 2014	600	8.45	-85.9
FYE 2015	3100	42.61	404.2
FYE 2016	2785	37.01	-13.1

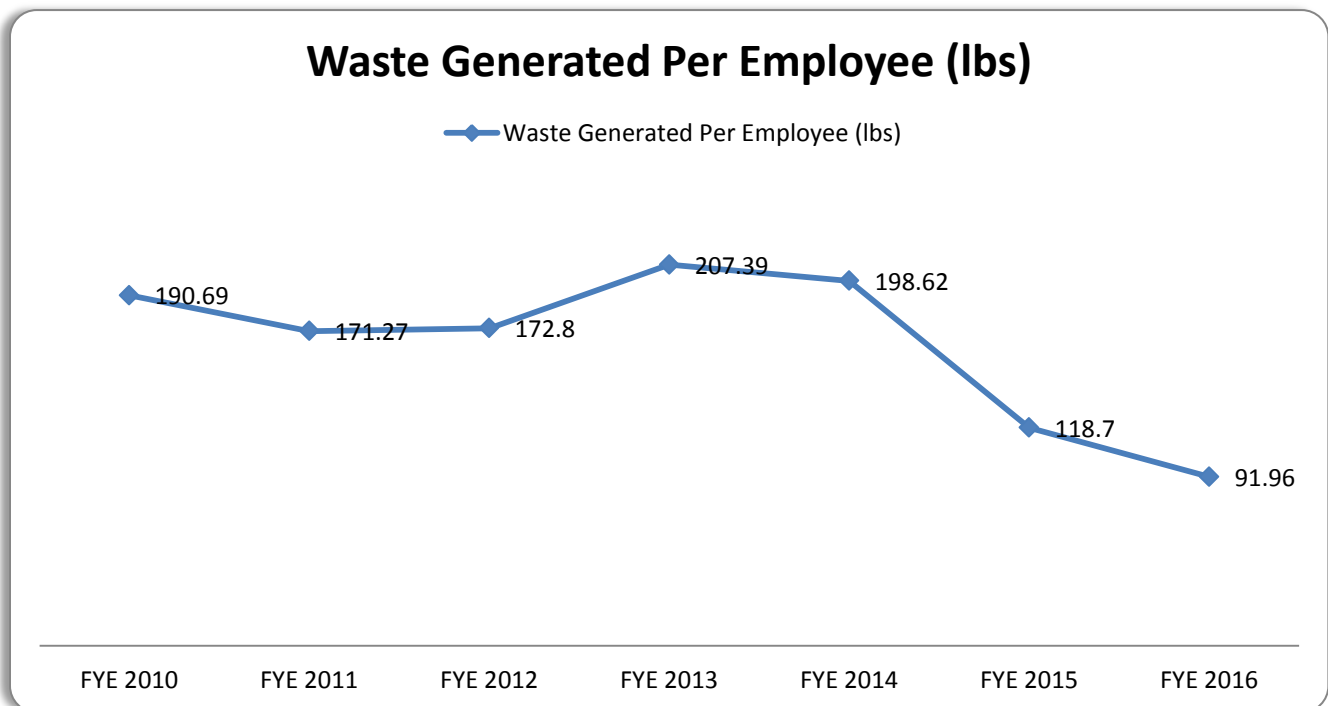


5. Office Waste Reduction

This section monitors the amount of recyclables, compost and waste disposed to calculate the amount of waste generated per employee and progress toward the waste reduction goal. **EO#4 calls for a 10% reduction** in the amount of office waste generated per employee compared to the previous year.

The divisions estimated waste and recyclables until FYE 2014 when weighing the recyclables and waste disposed began. The establishment of the EO4 Tracking SOP in FYE 2015 standardized how the Authority tracks office waste and non-office waste across the divisions. These improvements are positively affecting the waste generated numbers but more importantly provide more reliable trending moving ahead.

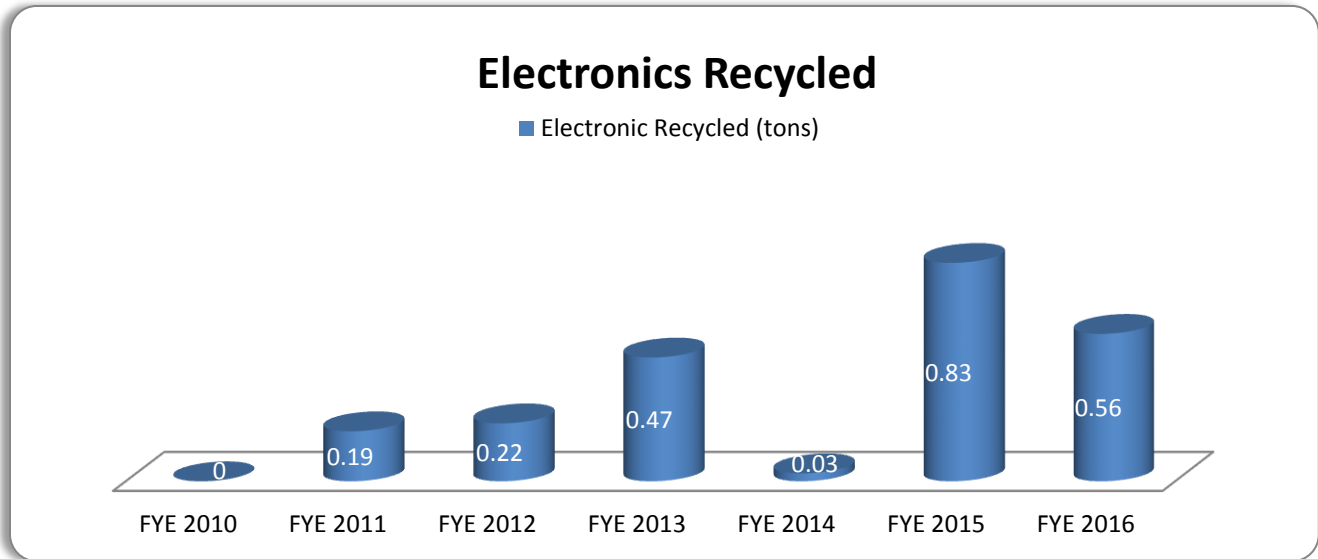
Waste Generated Per Employee			
Reporting Year	Waste Generated (tons)	Waste Generated lbs/employee	% change
FYE 2010	5.20	190.69	
FYE 2011	5.14	171.27	-10.18
FYE 2012	5.42	172.80	0.89
FYE 2013	7.00	207.39	20.02
FYE 2014	7.05	198.62	-4.23
FYE 2015	4.32	118.70	-40.24
FYE 2016	3.46	91.96	-22.53



6. Electronics Recycled

The process for recycling electronics was updated in FYE 2014, prior to that the divisions accumulated electronics and decided independently when to recycle them. The amount recycled was documented in the EO4 recycling log. The process was updated and documented in the Recycling Guidance and Procedure. Computers and Cell phones are delivered to the IT department for processing prior to recycling. All electronics are then collected at the Warneck Pump Station for recycling at the County transfer station where a weigh ticket documents the weight of electronics recycled.

Reporting Year	Electronics Recycled (tons)
FYE 2010	0
FYE 2011	0.19
FYE 2012	0.22
FYE 2013	0.47
FYE 2014	0.03
FYE 2015	0.83
FYE 2016	0.56



7. Composting

This section asks for the amount of food scraps, soiled paper, and other compostable materials collected from office settings and composted.

Composting at the Authority takes place at the Solid Waste and Water Quality divisions. The compost was initially estimated but has been weighed since FYE 2014.

Reporting Year	DANC Composting
FYE 2010	0
FYE 2011	0.24
FYE 2012	0.29
FYE 2013	0.18
FYE 2014	0.20
FYE 2015	0.22
FYE 2016	0.25

