

# Stevens Printing, Inc. Green Team

Sustainability Plan 8-1-08

## **Sustainability Coordinator:**

Stevens Printing shall appoint a Sustainability Coordinator. This person shall serve a minimum one calendar year term. This person shall organize and provide guidance to the Green Team, consider all goals recommended by the team and work with Stevens Printing management to implement policies that will move the company in a direction of continuously improving our conservation of natural resources in order to minimize Stevens Printing's impact on the environment.

## **Sustainability Team:**

A Sustainability Team of no less than four Stevens Printing employees shall be formed. The Term for a team member will be at minimum 1 calendar year with renewals at one year intervals as deemed necessary by management and/or the team. From time-to-time, new members will be added and/or replaced in order to provide new ideas and fresh perspective to the team. The team shall review current sustainable practices and recommend and implement new policies and design procedures to further Stevens Printing's sustainability efforts.

## **Vision:**

Stevens Printing's vision is to continuously improve the way we conserve natural resources and work to minimize our impact on the environment. We will accomplish this through positive reinforcement that encourages employees to reduce waste, consumption and also re-use and recycle as well as encouraging our vendors to adopt similar policies, with the goal of becoming positive environmental stewards in the community.

## **Goals:**

Using our vision statement as a guide, the Green Team's goals will be prioritized in an "action" list based on order of importance decided by the team. The order of priority will take in to account the significance of the goal's environmental impact as well as any costs related to implementation.

## **The Green Team will focus on the following areas:**

- Energy:** Specifically on reducing electrical consumption by purchasing more energy efficient lighting and better insulated windows but also looking at ways to become more efficient with all energy consumption.
- Water:** Specifically on reducing consumption through aerators for the faucets and water volume regulators for the toilets and being proactive, on an ongoing basis, with reducing waste and consumption.
- Transportation:** Look at subsidizing cost of Tri-Met passes for employees. Also, incentives for those that choose to carpool.
- Employee Education:** Copies of the minutes from each meeting will be made available to employees and continuing education will be provided at our weekly company meetings as necessary.

## **In addition, the Green Team will also focus on these other areas:**

- Building/Remodeling:**
- Garbage/Recycling/Composting:** Continually increase the amount of items we recycle each month and year.
- Production Equipment/Consumables:** Buy more "green" equipment and consumable items each month and year.

Updates and tracking of goal progress will occur between meetings as well as during each subsequent meeting.

**How often to meet?**

Once every two months during the lunch hour. Stevens Printing provides lunch to the team members.

**Minutes recorded and passed out to all employees after each meeting:**

One member will be selected to record minutes at each meeting. This person will serve at least one calendar year in this capacity. This person will also be responsible to distribute timely copies of these minutes to each team member. The minutes of each meeting will be kept in a Green Team 3-ring binder. Each member receives their own “Green Team” binder and another binder will be placed in the lunch room for employee access.

**Responsibilities of each team member:**

Team members will conduct a plant walkthrough prior to each meeting to survey the production environment, in order to assess ongoing sustainability efforts as well as discover new areas of interest. Committee members will perform the walkthrough as a group. Collection of data (ie articles; interesting information regarding what other companies and/or organizations are doing) that can be presented at the meeting is encouraged.

The sustainability coordinator will touch base with the team members a few days before each meeting to remind each committee member to bring info to the next meeting.

**Education:**

The team will help educate and encourage other employees to actively participate in our sustainability efforts, not only in within the company but also in the community.