Subject: Sustainability
Policy Number: ADM-06
Effective Date: April 1, 2016
Review Date: April 1, 2018

Applicability:
This administrative policy applies to all Oregon Department of Energy employees, volunteers and agents.

Purpose:
To define the principled commitments and implementing policy that will guide the integration of sustainability into our operations.

Policy:
It is the policy of the Oregon Department of Energy to promote sustainability as a core value of its mission, and thereby encourages agency employees to integrate sustainability throughout all agency operations, program and services, including its statewide policy development and planning.

The agency’s mission to lead Oregon to a safe, clean, and sustainable energy future and sustainability as described in ORS 184.421 share a long-term goal to achieve the best outcomes for Oregon [ORS 184.421 says state agencies shall maintain sustainability in their workplace by “using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives”]. In keeping with both ORS 184.421 and the agency’s mission statement, the agency encourages its employees to assist in meeting sustainability goals as described in the agency’s sustainability plan and this policy.

Employees will integrate sustainability principles, criteria, and performance standards within programs, rules, and other service-based programs (consistent with legal requirements). Examples include authorizing programs to integrate sustainability in design, considering sustainability within rulemaking processes, and promoting, through communications and outreach activities, the connection between energy and sustainability.
The agency will include sustainability in statewide policy development. The agency develops, advises on and implements policies for a wide array of energy-related activities. Where compatible with energy goals, policy development should continue to pursue sustainability benefits beyond energy, such as those listed in ORS 184.421. The strength of this work is enhanced when aligned with other state agencies and policies, including initiatives such as emissions reductions under state climate change action plans, water conservation under the Integrated Water Resources Strategy, and other similar statewide frameworks for public health, education, and innovation.

Programs and services include sustainability as a component of design and evaluation, and may include it as a criterion for decision-making. Sustainable considerations may include, but are not limited to, waste reduction or re-use, reduced water or energy consumption, toxin reduction and green chemistry, lowest life cycle cost, air and water quality, equity in decision-making processes, equitable services to disadvantaged communities, economic development and employment, improved public health, and equitable transportation. Agency may also consider third party sustainability guidance and incorporate another agency’s sustainability guidance and policies as deemed appropriate.

ODOE will enable and encourage sustainable communities in program development and services provided to Oregonians. Agency employees and managers will work to identify opportunities for equity, economic, and environmental improvement. This may include particular attention to diverse locations, rural or distressed communities, watersheds and other sensitive landscapes. Specific targets may be developed, such as greater investment in Minority, Women, and Emerging Small Businesses within the energy sector or prioritization of projects that enhance natural habitat. Where programs have unique benefits to these communities, the agency may provide additional resources to ensure continuity and growth of these benefits.

Roles and Responsibilities:
Sustainability Coordinator
The director will appoint and maintain an agency sustainability coordinator to carry out sustainability activities and education, and serve as the Chair of the Sustainability Committee. The coordinator will serve as the agency’s liaison to the Oregon Sustainability Board and the Interagency Sustainability Coordinators Network. The coordinator will commit sufficient time to meet the needs of agency, up to 5% of their scheduled work-time.

Sustainability Committee
The committee will be comprised of volunteers from throughout the agency and will meet at least four times a year during participants’ regular working hours. The committee will also
encourage representation across all agency divisions. The committee will provide guidance and leadership for sustainability planning and activities within the agency. The committee will ensure employees are aware of and have access to sustainability opportunities within the agency. The committee will make develop a sustainability plan and make recommendations to the director concerning activities that can be integrated within agency work and services.

Sustainability Plan

The sustainability plan will be updated on a biannual basis by June 30 of even years, to be approved by the management team and director. The plan will be provided to the Oregon Sustainability Board as requested. The plan will contain elements such as current activities, performance metrics, assessment of new opportunities, and recommend goals and targets for agency activities and practices. Once approved, the final sustainability plan will be shared with employees electronically and be made available on the agency intranet.

Agency

The agency will offer a variety of opportunities for employees to engage in and promote sustainability. Examples may include on-site recycling and composting, educational events, and availability of hybrid vehicles and information concerning commute alternatives. The agency may also offer flex schedules and telecommuting for suitable positions in accordance with current statewide and agency policy. The agency will commit reasonable time and resources (e.g., equipment, funding as approved) and leverage these resources toward developing and implementing sustainability activities and the agency plan pursuant to state statute and executive order.

Supervisors

Supervisors will support this policy and have the opportunity to highlight employees’ commitment to sustainability in performance appraisals. Supervisors will also encourage employee involvement in the sustainability committee and collaborate with staff to adhere to the sustainability policy in designing and delivering programs and services.
Employees

Employees should incorporate the agency’s core value of sustainability into their decision-making and day-to-day activities to protect public land, property, and natural resources. For example, employees should consider how they can meet business objectives while minimizing emissions, waste and water use. Employees are encouraged to take advantage of agency sustainability activities and offerings.

Human Resources

Human Resources will foster an awareness of a culture of sustainability at the agency. To this end, Human Resources will make employees aware of this policy and incorporate sustainability education in new employee orientation.

Central Services

Central Services will incorporate sustainability in decision-making for core business services such as procurement, budget, information technology, and facilities as it continues to seek best value opportunities for the agency. Examples include procurement considerations of lifecycle cost, recyclability, toxin reduction, and green chemistry. Where the agency makes a significant commitment of resources, Central Services will ensure highest feasible efficiency and lowest life cycle costs are used as a factor in these decisions.

Definitions:

Sustainability

As defined in Oregon Revised Statutes 184.421, sustainability means using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives.

History:

April 1, 2016 - Policy Established

Attachments: