



Sustainability Plan

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Oklahoma Tobacco Settlement Endowment Trust Sustainability Plan

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“Sustainability means meeting the needs of current generations without impairing the ability of future generations to meet their own needs, and is an important strategy for the long-term health of the state’s environment, economy, and citizens.” (Executive Order 05-01)

The Oklahoma Tobacco Settlement Endowment Trust (TSET) 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. TSET will pursue sustainability, as reflected in TSET’s Strategic Plan, through its unique role of recycling.

The purposes of TSET’s Sustainability Plan are :

- To implement SB 833.
- To assess TSET’s environmental impacts.
- To address issues to make TSET’s programs and activities more sustainable.
- To document TSET’s leadership and commitment to improving the environment by more sustainable practices.

TSET’s primary areas of sustainability:

- **Commute Trip Reduction**
- **Recycling Efforts**
- **Consolidated Mail Services**
- **State Surplus Program**

Commute Trip Reduction	Utilizes statewide programs including personal use of vehicle, DCS motor pool, or Enterprise Car Rental dependant on Trip Calculator for most efficient cost.
Recycling Efforts	Responsible for recycling effort for entire building where TSET is located. For FY09 TSET collected 1053 lbs of mixed office paper for a total dollar amount of \$18.30
Consolidated Mail Services	Utilizes DCS InterAgency Mail for most incoming and outgoing mail needs. The exception being FedEx for overnights packages to Board Members.
State Surplus Program	ReUse, recycling, disposal and sale of agency surplus property maintained by DCS Surplus.

2 Year Goals		BaseLine Year 2009
	Goals	Objectives – Year 2011
Goal 1	Reduce Transportation Associated Pollution	<p>1.1 Continue to utilize DCS Trip Optimizer to calculate best rate for transportation.</p> <p>1.2 Office relocation closer to where routine meetings are held.</p>
Goal 2	Maximize Recycling, Minimize Waste	<p>2.1 TSET is currently in the process of becoming a 'paperless' agency. Reducing office paper use per employee.</p> <p>2.2 80% of all office paper will be recycled.</p>
Goal 3	Reduce Need for InterAgency Mail Services	<p>3.1 In the process of becoming a 'paperless' agency, most outgoing and incoming mail will be sent electronically.</p>
Goal 4	Continue Surplus Program	<p>4.1 Continue to utilize the State Surplus Program as equipment becomes obsolete and inefficient.</p>

5 Year Goals		BaseLine Year 2009
	Goals	Objectives – Year 2014
Goal 1	Reduce Transportation Associated Pollution	<p>1.1 Office now relocated closer to where routine meetings are held.</p> <p>1.2 Continue to utilize DCS Trip Optimizer to calculate best rate for transportation.</p>
Goal 2	Maximize Recycling, Minimize Waste	<p>2.1 TSET will be a 'paperless' agency. Reducing office paper use by 15% per employee.</p> <p>2.2 90% of all office paper will be recycled.</p>
Goal 3	Reduce Need for InterAgency Mail Services	<p>3.1 As a 'paperless' agency, 75% of mail is received and sent electronically.</p>
Goal 4	Continue Surplus Program	<p>4.1 Continue to utilize the State Surplus Program as equipment becomes obsolete and inefficient.</p>

20 Year Goals		BaseLine Year 2009
	Goals	Objectives – Year 2029
Goal 1	Reduce Transportation Associated Pollution	<p>1.1 Office now relocated closer to where routine meetings are held, within walking distance.</p> <p>1.2 Continue to utilize DCS Trip Optimizer to calculate best rate for transportation.</p>
Goal 2	Maximize Recycling, Minimize Waste	<p>2.1 TSET will be a 'paperless' agency. Reducing office paper use by 50% per employee.</p> <p>2.2 99% of all office paper will be recycled.</p>
Goal 3	Reduce Need for InterAgency Mail Services	<p>3.1 As a 'paperless' agency, 85% of mail is received and sent electronically.</p>
Goal 4	Continue Surplus Program	<p>4.1 Continue to utilize the State Surplus Program as equipment becomes obsolete and inefficient.</p>

OverView of Sustainability Efforts

Sustainability efforts are being integrated where feasible at every level of TSET. The following are ways TSET communicates its sustainability efforts:

- Sustainability Plan will be reviewed and revised annually by TSET Sustainability Committee. Goals will be assessed and projected out for the next biennium.
- Each area report quarterly on progress towards Strategic Plan objectives, and review and revise annually when appropriate.
- Share sustainable information, practices, and procedures with TSET Board meetings.
- TSET Sustainability Committee will include sustainability as a topic in staff meetings.
- Develop and implement use of Sustainable Office Practices guidelines to all personnel.
- Each employee will do their part in implementing sustainable practices.
- Annual progress report sent to DCS as it is designated as the official repository for all state agency energy efficiency and conservation plans.

Task List for 2011 Goals:

- **Office Relocation already in the works. The Proposed relocation site is closer to agencies that hold routine meetings affecting staff members, even close enough for walking distance.**
- **Also already in the works, becoming a 'paperless' agency. This will significantly reduce the amount of paper used per employee.**
- **As the agency becomes more and more 'paperless', the need for mail services will decrease as a result of the ability to send documents electronically.**
- **Continue to assess the condition of agency computers, printers, etc. to ensure optimal performance. Surplus any items that have become obsolete and/or inefficient.**