

DIVISION OF PARKS AND RECREATION

May 19, 1999

STAFF DIRECTIVE 99-7

TO: Division Staff

FROM: Philip K. McKnelly *PKM*

SUBJECT: Environmental Sustainability

As a result of Governor Hunt's Environmental Sustainability Initiative, Secretary McDevitt has identified six items that Division directors can take to bring sustainability into their daily operations. Effective immediately, the following measures will be taken to comply with the Department's Environmental Sustainability Plan.

1. Where practical, all Division employees will car pool when their jobs require travel.
2. All copies will be double-sided.
3. All forms, reports, studies, grant applications, and other documents submitted to the Division by other state agencies, local governments, corporate and nonprofit organizations, and consultants are to be printed double-sided on 30% post-consumer recycled paper.
4. The Division will purchase and use paper products with the highest post-consumer recycled content available.
5. Any new printers purchased by the Division must have the capability of printing two-sided documents.
6. Any equipment purchased by the Division must carry the EPA Energy Star certification. (The Division of Purchase and Services plans to approve no equipment purchases that fail to meet the Energy Star requirement.)

PKM/GSR