STATE OF INDIANA

EXECUTIVE DEPARTMENT
INDIANAPOLIS

05-21

EXECUTIVE ORDER _____

FOR: GREENING THE GOVERNMENT

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS.

WHEREAS, Executive Order 99-07, dated April 22, 1999, created the Indiana Greening the Government Initiatives, and Executive Order 03-27, effective September 13, 2003 (collectively, with Executive Order 99-07, the "Prior Orders"), continued the Indiana Greening the Government Initiatives;

WHEREAS, sustainable and environmentally sound policies 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 economy, environment and citizens;

WHEREAS, efficiency and cost effectiveness are continuing objectives of state government;

WHEREAS, state government recycling efforts have significantly reduced the amount of waste generated at state facilities and the related costs of waste disposal;

WHEREAS, improved pollution prevention, energy efficiency and air quality efforts within state government and by state government employees will continue to decrease demand on resources to the benefit of all Indiana citizens; and

WHEREAS, state government and its employees recognize the importance of setting a positive example in efforts to improve Indiana's environment; therefore, state government activities should support sustainable products and services;

NOW, THEREFORE, I, Mitchell E. Daniels, Jr., by virtue of the authority vested in me as the Governor of the State of Indiana, do hereby order that:

I. Steps for Greening the Government

The following requirements are policy for all state agencies. The Departments of Administration (IDOA) and Environmental Management (IDEM) will continue to work, through a cooperative effort with Greening Taskforce members from the State's largest agencies, to assist and monitor agencies in pursuit of the goals below as well as other provisions of the Greening the Government Plan which has been previously developed under the Prior Orders.

a. Agencies shall appoint a Greening Coordinator who will be responsible for implementing the following policies, promote the availability and encourage use of the www.IN.gov/greening website to co-workers and who will act as their agency's liaison with the Greening the Government Program.

b. Agencies shall establish goals and work to reduce office paper usage through the following means whenever possible:
   1. If not already doing so, agencies shall create an electronic letterhead template and encourage its use for agency business in lieu of using pre-printed letterhead.
   2. Agencies shall duplex (double side) all copy and laser printing operations. Exceptions will be made when current technology does not allow for this provision or when specific documents require single-side printing. Whenever possible, new copy and printing machines will have duplex capabilities.
   3. Agencies shall cooperate with the Government Management Information System (GMIS) team to develop and implement additional procedures to reduce paper usage. The GMIS team has and will continue to develop and implement several state wide operational changes that will reduce paper requirements in state government. These efforts are supported as a significant step toward the state's waste reduction goals.

c. By July 1, 2005, all facilities that use office supplies will be required to establish a Green Room area to provide for the re-use of gently used office supplies. Instructions for Green Rooms are available on the Greening website. State employees are directed to check the available stock in the Green Room before being authorized to purchase new office supplies.

d. Agencies shall conduct a Clean Your Files Day at least annually, being sure to stress proper document retention requirements. The goal of these clean-outs is to make efficient use of office space and supply resources. Reusable office supply items that employees no longer need will be directed to the Green Room noted in (c.) above. Office paper and other recyclable materials will be recycled according to established programs and guidelines. The Greening Program will provide technical assistance or organize these clean-outs. Large items will be directed to State Surplus as required by state statute.

e. Facilities shall continue to recycle office paper, newspaper, beverage containers, and other items, unless implementation is not feasible for a given facility. Facilities are encouraged to find recycling options for additional materials, as well. The goal of these efforts is to conserve resources, reduce disposal costs and earn revenue. The Greening Program will provide technical assistance as needed.

f. The State shall continue to review the price, performance, availability, as well as the environmental attributes of various goods and services for state purchase and use. Environmentally preferable products, such as durable, recycled-content, energy efficient, non-mercury, low-toxicity and products with multiple environmental benefits shall be specified whenever possible.

g. Facilities shall continue to implement measures to meet their environmental responsibilities and to enhance pollution prevention, resource conservation, waste prevention and energy efficiency in building projects and in on-going building and equipment operations.

h. Agencies shall be strongly encouraged to use the IDOA 5-Star Environmentally Recognized MotorPool for vehicle-maintenance services. Additionally, all fleet vehicles based in Indianapolis that are capable of using Ethanol-85 are directed to refuel with E-85 at the designated City-State refueling site whenever possible. Agencies shall continue to purchase re-refined lubricating oil and recycle it through the same vendor in a closed-loop system. This policy does not preclude the use of bio-based fuels and oils.

i. In order to improve regional air quality, reduce energy consumption, reduce traffic congestion and reduce demand on state parking facilities, as well as make it easier for state employees to save money, the state will continue to actively promote participation in community-based alternative transportation methods. In the central Indiana region, the state's goal is to continually increase participation in the Central Indiana Commuter Services program to at least 5% of total employees by December 31, 2005. Alternative work schedules and parking cash-outs will continue to be pursued.

j. In order to maximize employee participation in Greening Programs, IDOA will continue to provide educational resources, technical expertise and tools to measure success to ensure employee access to Greening Programs. An awards program will recognize agencies and/or employees who implement additional procedures that positively impact the environment.

This order is effective Earth Day, April 22, 2005.

IN TESTIMONY WHEREOF, I, Mitchell E. Daniels, Jr., have hereunto set my hand and caused to be affixed the Great Seal of the State of Indiana on this 20th day of April, 2005.

Mitchell E. Daniels, Jr.
Governor of Indiana

ATTEST: Todd Rokita
Secretary of State