

**Meeting Summary of the Interagency Committee on Sustainability and Green Procurement  
("Committee") – November 4, 2008 – Meeting Eight**

**Reports from Subcommittees**

- ❖ *Sustainability Sub-Committee ("Sustainability") – Progress Update*
  - Sustainability met on Tuesday, October 21, 2008.
  - Sustainability recommends that Coordinators have their sustainability goals coincide with their agency's mission statement.
- ❖ *Training Sub-Committee ("Training") – Welcome Packet ("Packet") Final for Approval*
  - Training will follow up with Coordinators regularly by means of surveys and emails.
  - The final version of the Packet will be posted on the Office of General Services' (OGS) Executive Order 4 (EO 4) website.
  - A vote was taken to approve the Packet presented before the Committee at this meeting. All attendees were in favor.
- ❖ *Reporting Sub-Committee ("Reporting") – Presentation*
  - Reporting gave a slideshow presentation at this Committee meeting. The presentation provided the following recommendations for agency progress reports required under EO 4:
    - Agencies required to report under EO 4 should measure their goals by "pounds per employee;"
    - To determine the baseline amount of paper used for goal setting, agencies should use the audits done by OGS on 10 state agencies or agencies conducting their own audits. The mean of the audits would then become the baseline amount;
    - Agencies should strive to reduce their per capita waste generation by 10 % each year. Agencies will need to begin tracking for the coming fiscal year;
    - Agencies should measure paper use reduction by the "amount purchased;" and
    - Agencies should develop vendor reporting requirements.
  - Reporting circulated a draft cover letter for the EO 4 Reporting Form ("Form") at the Committee meeting. The letter explains the differences between EO 4 and EO 142 as well as what will be required in the future from agencies reporting under EO 4.
  - Reporting also circulated the draft Form; which looks similar to the EO 142 Reporting Form except for pages 2, 4 and 8 – 10. The Form will be used for the 2007-08 and 2008-09 Fiscal Years.
  - The cover letter and Form will be up for approval at the next Committee meeting.
- ❖ *Procurement Sub-Committee ("Procurement") – Present Specs for Approval*
  - Procurement electronically circulated proposed procurement specifications ("specs") for Desktop Computers, Laptop Computers, Engine Block Heaters and Passenger Vehicles to Committee members for approval at this meeting.
  - A vote was taken to tentatively approve the specs presented. All specs were unanimously approved by the Committee members.
  - Final approval of the specs will be made at the Committee meeting held closest to the December 1<sup>st</sup> deadline.

**Advisory Council – Meeting Schedule – Agenda**

- ❖ The first Council meeting will be Thursday, November 13, 2008 at the Department of Environmental Conservation (DEC) in Room 919 from 9:30 am – 11:00 am.
- ❖ The agenda includes a power point presentation; a discussion of the Committee's progress with specs and chemicals to avoid; and an invitation to members to give lectures at the Training Workshop for the Coordinators on Thursday, January 29, 2009.

**Next Steps**

- ❖ The next Committee meeting will be held on Tuesday, November 25, 2008 from 1:00 – 3:00 pm on the 41<sup>st</sup> floor of the Corning Tower in Conference Room A.