

## ATTACHMENT 2

### Tier 1 Applicants:

**Describe your past and current environmental performance with respect to each covered facility or activity included in this application. Within this attachment establish a baseline date against which future progress can be measured.**

Insight into our overall cooperative philosophy lies in our Mission, Vision, and Goals.

**Vision:** Our Vision is to serve the community in such a way that we are recognized as a sustainable asset and valued resource by all.

**Mission:** Our Mission is to create jobs at a living wage or better in a safe, humane, and democratic environment by providing quality transportation services in the greater Madison area.

**Goals:** Our Core Values are:

1. The safety and health of our members and the public are of paramount importance.
2. We are dedicated to the principles of worker rights and membership responsibilities.
3. Open and honest communication and direct involvement are our rights and responsibility as members.
4. Managing growth carefully is fundamental to creating quality in our work life and fostering a strong sense of community.
5. A living wage at a 40-hour work week is a priority.
6. Customer satisfaction is everyone's job and is critical for our success.
7. We are dedicated to operating our business in an environmentally responsible way.

### NOTES:

We believe the information presented below is functionally equivalent to an environmental analysis of our activities. Most of the information presented can be considered qualitative. The biggest piece lacking is a quantitative look at our actions.

In general, it is best to discuss the cooperative's environmental performance for both buildings at the same time. Where changes were for a particular building, that will be specified by adding the address "2458." or "2470." to the beginning of the line.

**Pre-2010: The following information represents our baseline.**

### Organizational/Awareness

- ▲ We are a worker-owned and -operated cooperative. The Membership established Mission Statement, Vision Statement, and Core Values. In 2008, the Membership added Core Value #7 reflecting our Environmental Values: "We are dedicated to operating our business in an environmentally responsible way."
- ▲ Management created a Green Team in 2009 to address the environmental impact of the business. The Green Team consists of the Business Manager, the Facilities Manager, at least one Board member, and 2-3 at-large members of the cooperative. This gives the Team sufficient structure and power to make decisions and implement projects quickly.
- ▲ Articles published monthly in our member newsletter that focus on health and environmental practices.
- ▲ Promote Earth Day and 350.org Day of Action events beginning in 2009.
- ▲ Manage cooperative resources in a way that supports environmental improvements.
- ▲ Energy usage monitored by Board, management and the Green Team.
- ▲ Recycling bins located in convenient locations throughout the property.
- ▲ Green Power Tomorrow Partner at 50% level with MG&E.
- ▲ Education campaign for our drivers in the areas of fuel conservation.
  - ▲ Check/maintain tire pressure at 35 psi
  - ▲ Good driving habits such as smooth driving, smooth braking, speed control, and reduce idling

- ▲ All drivers undergo a half-day of driver training that includes the above key points when they start.
- ▲ Member of Madison Metro's Commuter Choice Program for payroll pre-tax purchase of bus passes.
- ▲ Promote and support member alternatives such as biking, walking, busing, and ride-sharing.
- ▲ Membership remains involved, committed, and aware of environmental impact.

### **Office And Shop Efficiencies**

#### **We save, reuse, or recycle office and shop equipment**

- ▲ computer monitors and parts
- ▲ scrap steel
- ▲ parts from retired cabs
- ▲ tires
- ▲ oil and anti-freeze
- ▲ fluorescent lights
- ▲ paper, plastic, cardboard, and aluminum.
- ▲ 3-ring binders, chairs, shelving

#### **Sound fleet maintenance practices**

- ▲ Use a recycled anti-freeze
- ▲ Shop parts washer is citrus-based and non-flammable
- ▲ Citrus based degreasers and chemicals with low Volatile Organic Compounds (VOC) used whenever possible
- ▲ Barrels of windshield washer fluid are watered down in warm months to reduce consumption
- ▲ Oil filters are crushed, oil extracted, and recycled
- ▲ Shop rags are collected, contaminants extracted, and recycled

#### **Building and office equipment maintenance and use practices**

- ▲ We use flat screen monitors.
- ▲ Computers, copiers, printers, fax machines, are powered down to sleep mode when not in use.
- ▲ We strive to reduce paper use by making use of electronic communication and double siding reports when possible.
- ▲ We purchase eco and worker friendly cleaning products including natural cleaners such as vinegar, baking soda, citrus, and lemon juice

#### **Lighting**

- ▲ Replaced metal halide lights in large driver's room with fluorescent lights.
- ▲ All outside lights on both properties and tower have dusk-to-dawn sensors.

#### **Heating, Venting and Air Conditioning**

- ▲ Replaced 2458 Pennsylvania rooftop HVAC system.
- ▲ Replaced 2458 Pennsylvania lower level furnaces.
- ▲ Maintenance contract to replace filters, clean and inspect rooftop HVAC.
- ▲ Replace ground level furnace filters bi-monthly or as needed.
- ▲ All thermostats at 2458 Pennsylvania are programmable.
- ▲ Waste oil burner for 2470 Pennsylvania heats the shop.

#### **Facility**

- ▲ Installed insulation in the large drivers room ceiling to an R24 value.

- ▲ New energy-efficient refrigerators and air conditioners.
- ▲ Roof surfaces on 2458 and 2470 Pennsylvania are light in color, minimizing heat absorption in summer.
- ▲ Planted trees and other plants and shrubs on our lots to promote on-site water management.
- ▲ Replaced underground gas storage tank.
- ▲ Leased an overflow parking lot from MGE, and paved it with a permeable product.

## **2010 and 2011: Sustainability Action timelines attached separately for these calendar years.**

### **2012: Actions to Date**

March 2012: All of our sedans were upgraded to Toyota Prius, dramatically reducing our fuel consumption. Early estimates of CO2 savings are 400 tons/year.

March 2012: We held our first Live Smarter Challenge, a member wellness and environmental fair that included tables from Group Health Cooperative, MACSAC, EnAct, Summit Credit Union, Community Pharmacy, and our own "Drive Smarter Challenge" table where drivers shared their Best Practices.

April 2012: Turn off four IT servers as we begin data virtualization.

May 2012: In 2011, we applied for and received a \$10,000 Solar Giveaway Grant from Green Madison and MadiSUN. Work was completed on that project on May 8, 2012. A 5 KWH solar system was installed on the roof of 2470 for the benefit of the entire cooperative. It is estimated to offset ~4.5% of our total annual electrical usage, and about 1-1/2 to 2 of our fleet mini-vans.

May 2012: Installed two rain barrels in strategic locations, and use for watering the gardens. Install Energy Star vending machines.

October 2012: Reapply to Wisconsin Sustainability Business Council. **2458:** Add a second door at the entryway as a wind barrier. **2470:** Install a wind barrier curtain at the west overhead entry door.

### **Describe your future plans for enhancing the environment with respect to the same facilities/activities.**

The Green Team is the entity that carefully manages our environmental impact. We analyze, research, communicate, implement, and track projects designed to reduce our environmental footprint and create a broader definition of sustainability; i.e., beyond financial sustainability, to include environmental, worker, and community aspects. We expect two goals for the next year will be a major piece to aid in decision-making: adding energy metrics to tracking of our action items, and preparation of an EMS.

Our established Green Team will be the governing body of our EMS. Each January we will review our previous years performance against our predicated outcomes. We will identify new aspects on which to place our emphasis, or if sufficient ground was not gained, we will keep working on those that we identified the previous year.

### **FY 2012-13: Strategic Plan**

The following goals have been identified; each have associated action steps, designed to make each a SMART goal (Specific, Measureable, Achievable, Realistic, Timely):

#### **Fleet**

- ▲ Improve average fuel mileage of each vehicle type by 3%
- ▲ Develop plan for response to air quality alerts to reduce emissions impact
- ▲ Identify alternative fuels to continue to 'green our fleet' for Large Van and MiniVan purchases

#### **Facilities**

- ▲ Reduce Electrical Consumption in each building by 5%
- ▲ Reduce Gas Consumption at 2458 by 5%
- ▲ Actively manage energy and resource usage

## Education and Outreach

- ▲ Promote Member involvement in sustainability measures, build interest by 5%
- ▲ Promote our sustainability measures within community

Our EMS system (one of the "actively manage energy and resource usage" goals under Facilities) will be designed to address the functionally equivalent components of an ISO 14001 system:

1. Main environmental policy will be documented and available on our website.
2. Documentation of our identified environmental impacts in an online spreadsheet for ease in calculating results.
3. Plans and procedures to comply with environmental regulations will be reviewed annually, as described above, and documented as updated in our Green Team Charter (example of current year charter appended), as part of each year's review and planning process.
4. Using the same process as #3, in combination with regular review of industry changes, we will stay current on all environmental requirements relevant to our industry.
5. Roles of specific individuals are identified and documented in the Green Team Charter, which is posted on our internal Wiki and on a member bulletin board.
6. The Charter will be amended to define the structure for operational controls.
7. The employee training program will be strengthened to reinforce personal responsibility for environmental management.
8. The Facilities Manager maintains an OSHA Right To Know Compliance Kit and a set of industry-relevant MSDS sheets.
9. A communication plan for members and the public will be included as part of the annual review.
10. Document control and record-keeping procedures will be integrated into the Charter.
11. EMS audits will be conducted by early fall of each year.
12. Audit results and a strategic plan for Green Team actions will be submitted to the Board and Steering Team for review and approval each fall.