

PRACTICE

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M-NCPPC SUSTAINABILITY STANDARDS

AUTHORITY This Administrative Practice was initially approved by the Executive Committee at its meeting on October 4, 1976, and last amended by the Commission on July 20, 2022.

APPLICATION This Practice applies to all M-NCPPC employees, including Department Heads and appointed officials of the Commission.

RESCISSION This Practice, as amended on July 20, 2022, updates and replaces all other internal sustainability practices and procedures.

PURPOSE AND BACKGROUND This Practice (originally titled Commission Resource Conservation Program) was initially established to communicate agency-wide policy on the conservation of energy sources, such as electricity, natural gas, fuel oil, and motor fuel.

Subsequent to initial adoption, the Practice has been amended as follows:

- May 1, 1979 and January 9, 1980: Revised to incorporate updated practices and responsibilities for achieving sustainability goals.
- November 19, 2012: Amended to reflect more modern concepts in the area of sustainability, including: green building management strategies which meet nationally accepted sustainability certifications for energy conservation and use of renewable resources; procurement of goods and services aimed at high efficiency products and other sustainable practices; implementation of green development strategies in community planning, landscape design and other site planning; strategies to foster ongoing awareness among agency employees and patrons on sustainability objectives and programs; and updated County and State sustainability mandates.
- July 20, 2022: Amended to update legal and policy references that pertain to this Practice; remove prescriptive requirements and detailed goals; incorporate three pillars of sustainability (Environmental Responsibility, Social Equity, and Economic Vitality) as guiding principles for the development of Sustainability Plans. The revised Practice serves as a guiding framework to develop the Sustainability Plans which will outline five-year goals, targets, and programs.

REFERENCES

Federal/State/Local Laws and Regulations

- Maryland Stormwater Management Act of 2007 and accompanying Environmental Site Design Standards
- Maryland Code, State Finance and Procurement, § 5-3123-602.1, High Performance Building Act
- Annotated Code of Maryland, Environment Article; Title 9, Water, Ice, and Sanitary Facilities; Subtitle 22, Expanded Polystyrene (effective July 1, 2020)
- Title 40 CFR§122.25(b)(16) and 122.32(a)(1) and Code of Maryland Regulations (COMAR) 26.08.01, 26.17.01, and 26.17.02. National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer (MS4) Permit
- Title 9 of the Environment Article, Annotated Code of Maryland, and the provisions of the Federal Clean Water Act (CWA), 33 U.S.C. §1251 et seq. and implementing regulations 40 CFR Parts 122, 123, 124, and 125, General Permit for Discharges from Stormwater Associated with Industrial Activities
- Code of Maryland Regulations (COMAR) 26.17.01 – Erosion and Sediment Control
- Montgomery County Bill 2-14, Environmental Sustainability – Buildings – Benchmarking, and Bill 35-15 Environmental Sustainability – Benchmarking – Amendments
- Montgomery County Code Chapter 18A, Environmental Sustainability
- Montgomery County Resolution 16-757, County Energy Policy (with reference to Interagency Committee on Energy and Utilities Management (ICEUM))
- Montgomery County Resolution 18-974, Emergency Climate Mobilization and Associated Montgomery County Climate Action Plan
- Montgomery County Code; Chapter 19, Erosion, Sediment Control and Stormwater Management
- Montgomery County Code; Chapter 48, Solid Wastes Regulations
- Montgomery County Code; Chapter 48, Solid Waste (Trash); Article VI, Disposable Food Service Products and Packaging Materials
- Montgomery County Code; Chapter 33B, Pesticides
- Montgomery County Code; Chapter 22A, Forest Conservation - Trees
- Montgomery County Code; Chapter 8, 12-20 – 2018 International Green Construction Code (IgCC)
- Prince George’s County 2017 Resource Conservation Plan: Countywide Functional Master Plan
- Prince George’s County Comprehensive Ten-Year Solid Waste Management Plan 2020 – 2029: Adopted by the County Council October 27, 2020; CR-50-2020
- Draft Climate Action Plan, Prince George’s County Climate Action Commission, November 1, 2021

M-NCPPC Policies

- Administrative Practice 2-18, Work-Life Program and related Administrative Procedures including:
 - Administrative Procedures, 03-01, Telework

REFERENCES, M-NCPPC POLICIES (CONTINUED)

- Administrative Procedures 03-02, Alternative Commuting Resources
- Administrative Procedures 95-02, Compressed Work Schedule
- Administrative Practice 4-10, Purchasing Policy
- Administrative Practice 6-10, M-NCPPC Vehicle Use Program

DEFINITIONS

Biodiversity: Measure of biological variation at the genetic, species, and ecosystem levels.

Climate Action: Making the necessary changes to reduce greenhouse gas emissions and protect the planet through education, innovation, and adherence to our climate commitments.

Climate Change: A change in conditions (e.g. rainfall/temperature/storm strength) in a region over an extended period that is directly or indirectly related to human activity and is in addition to natural climate variability.

Climate Resiliency: The capacity of social, economic, and environmental systems to cope with a hazardous event or trend or disturbance, responding or reorganizing in ways that maintain their essential function, identity, and structure, while also maintaining the capacity for adaptation, learning, and transformation.

Commission: “Commission” or “agency” means the Maryland-National Capital Park and Planning Commission. The public body corporate entity that operates as a bi-county agency of the State of Maryland organized under Maryland law as the Maryland-National Capital Park and Planning Commission.

Ecosystem Services: The benefits provided to humans by healthy ecosystems in the natural environment.

Environmental Performance: Data-driven summary of the environmental impact arising from the use or operation of a building or facility including consumption of energy and the associated generation of greenhouse gas emissions, consumption of water, waste generation and management, and any other environmental impacts.

Fleet and Equipment Rightsizing: Management practice to assess resource needs (vehicles or equipment) against comparable job duties and make environmentally focused decisions to maximize efficiency within the organization.

Green Practice: The wise use of resources, conservation, and innovative environmentally-friendly designs that create or enhance sustainability.

Greenhouse Gas (GHG): A gas that increases the atmospheric reflection of infrared heat emissions from Earth’s surface, measured in carbon dioxide equivalent.

DEFINITIONS
(Continued)

Natural Climate Solutions: Actions that avoid greenhouse gas emissions and promote conservation, restoration, and improved land management practices that support and enhance the removal and storage of carbon (sequestration) in the environment.

Net-Zero Greenhouse Gas Emissions: Reduction of greenhouse gas emissions as close to zero as possible, with remaining emissions balanced with an equivalent amount of carbon removal (sequestration).

Sustainability: Creates and maintains the conditions under which humans and nature can exist in productive harmony and preserves resources so that they are not depleted or permanently damaged.

Sustainability Plan: A document outlining the strategies and resources to be implemented throughout the Commission in achieving sustainable goals that reduce the agency's dependence upon fossil fuels, reduce its carbon footprint, and increase the use of renewable energy, and recyclable materials; while moving toward greater conservation of energy, natural resources, and water quality to attain a maximum level of climate-friendly management of all resources under stewardship.

Sustainably Sourced: Integration of social, ethical, and environmental performance factors into the process of selecting suppliers and materials.

Watershed Hydrology: The science of water as it relates to a land unit, such as a basin, for water resource management.

POLICY

The Maryland National Capital and Planning Commission (M-NCPPC) seeks to stand as a leader among park and recreational organizations nationwide in the responsible management of its human and physical resources in a way that minimizes adverse impacts on the environment and advances concepts of fairness, equity, and inclusion. Toward that end, this Policy incorporates forward-thinking concepts and approaches that lay the foundation for continued progress in accomplishing the agency's sustainability goals.

The M-NCPPC is committed to stewardship of the environment, the community, and the workplace through the implementation of sustainable practices that preserve natural and economic resources; reduce waste and consumption; reduce the carbon footprint; promote green practices in Commission facilities and programs; and support the health and wellness of employees and the community. The agency also strives to inform and educate employees and patrons about sustainable best practices.

The sustainability initiatives outlined in this Practice are to be carried out as an agency and within each department, wherever economically feasible and practicable. In determining the economic feasibility and practicability of sustainability initiatives, the agency shall assess:

**POLICY
(CONTINUED)**

- The prudent use of public dollars;
- The cost-benefit of proposed actions and the return on investment for dollars expended;
- The availability of green materials/services;
- The ability to maintain or improve existing service levels and safety; and
- The ability to safeguard the integrity of facilities/structures, including concerns for historic preservation.

Sustainability efforts shall culminate in the form of a five-year Sustainability Plan developed by a Sustainability Committee comprised of representatives from the M-NCPPC operating departments within Montgomery and Prince George's Counties. One plan is developed by Montgomery Parks and Montgomery Planning, and another is developed by the Prince George's County Department of Parks and Recreation and the Prince George's County Planning Department.

Each plan shall prescribe methods the agency will undertake to ensure continued progress toward achieving specific goals that reduce the negative effects on health and the environment. Each plan shall also incorporate concepts of fairness and equity and the principles of diversity, equity and inclusion, and social equity as well as embrace outreach and community participation through effective planning and community development.

The goals, programs, practices, and initiatives outlined in the Sustainability Plan shall be based on existing environmental regulations and current scientific research. The Sustainability Plan shall identify rigorous long-term and short-term goals and milestones to advance agency-wide sustainability efforts.

In developing the Plans, the Committee shall:

- Ensure coordinated efforts for agency-wide initiatives wherever practical;
- Share ideas and expertise for the implementation of sustainability goals on a departmental level; and
- Recommend new or revised goals to ensure that the M-NCPPC stays at the forefront of sustainability practices. Where feasible, each respective M-NCCPC Sustainability Plan shall strive to mirror the goals, programs, and policies of the more restrictive plan.

The Sustainability Committee shall also submit a report every two years to the Executive Committee, and if requested, to the Commission. The report will outline progress made toward achieving the Sustainability Plan's goals which are updated every five years.

POLICY
(Continued)

The principles established in this Practice are represented by three pillars, as follows:

I. Environmental Responsibility

- A. Climate Action and Resiliency
- B. Greening Agency Buildings and Facilities
- C. Waste Reduction and Recycling
- D. Water Resources
- E. Natural Resources and Natural Areas
- F. Transportation and Equipment

II. Social Equity

A. Diversity, Equity, and Inclusion

- 1. Expand Availability of Resources to Underserved Communities
- 2. Remove Barriers to Accessing and Participating in Programs, Services, and Facilities

B. Education and Outreach

- 1. Engage and Educate the Community on Sustainability
- 2. Engage and Educate Commission Employees on Sustainability
- 3. Promote Community Health

C. Planning and Community Development

- 1. Advance Policies and Development Goals that Minimize Harmful Environmental Impacts.
- 2. Encourage Greater Participation of Historically Under-Represented Population Groups in Planning and Project Development
- 3. Protect Environmentally Sensitive Underserved Areas.

III. Economic Vitality

- A. Sustainable Procurement
- B. Project Performance and Cost Analysis
- C. Grants and Incentives

I. ENVIRONMENTAL RESPONSIBILITY

The goal of the M-NCPPC is to protect, restore, and responsibly utilize resources while eliminating unnecessary waste.

A. Climate Action and Resiliency: To achieve net-zero greenhouse gas emissions produced from operations by reducing utility consumption, advancing the use of renewable energy resources, and implementing natural climate solutions, the M-NCPPC shall strive to:

1. Implement targeted actions to combat climate change and its impacts through utility conservation and efficiency projects that reduce energy demand and consumption, reduce carbon emissions, and increase local renewable energy generation. These efforts are intended to, meet or exceed, the climate action targets of federal, state, and local jurisdictions.
2. Increase the amount of electricity produced or supported through renewable energy sources, prioritizing on-site generation from sources such as wind, solar, geothermal, hydro, and other alternative energy sources.
3. Accelerate the natural removal of carbon (sequestration) from the atmosphere with land use policies and protocols that provide for the protection, resilience, and restoration of soil and plants, wetland habitats, meadows, forests, and trees.
4. Employ measures to enhance organizational capacity to actively prepare for and respond to adverse conditions, trends, and hazards as they relate to the changing climate.

B. Greening Agency Buildings and Facilities: To continually improve the environmental performance of buildings and facilities, the M-NCPPC shall strive to:

1. Ensure adherence to all relevant federal, state, and local green building standards and regulations for the design, construction, and maintenance of new and retrofit facilities.
2. Establish internal guidelines and specifications for the sustainable siting, design, material selection, construction, retrofit, and maintenance of facilities, structures, and amenities on M-NCPPC parkland.
3. Ensure compliance in reporting on buildings and facilities to achieve targets and determine annualized progression.
4. Encourage the use of efficient low-energy lighting solutions in place of less efficient lighting.
5. Pursue grants for energy efficiency studies, upgrades, and retrofits for planned and existing facilities, and support enhancements and improvements to internal maintenance programs.

SECTION I, ENVIRONMENTAL RESPONSIBILITY (CONTINUED)

C. Waste Reduction and Recycling: To achieve, if not exceed, any waste diversion targets established by state and/or local regulation, the M-NCPPC shall strive to:

1. Identify, promote, and pursue initiatives and programs for sustainable materials and resource management.
2. Reduce and eliminate waste and maximize the use of appropriate recycling streams (including food scrap composting, as available and appropriate).
3. Recycle and dispose of materials in a manner that complies with relevant federal, state, and local safety and regulations.
4. Maximize the processing of yard trim, brush, trees, vegetation, and other organic waste into compost or reuse as other useful, recycled materials (e.g. mulch, wood chips, topsoil, milled wood, manure).
5. Integrate sustainably focused practices into the procurement process through the development of supply and service specifications that reduce waste, provide for resource conservation and environmental protection, and reduce adverse social impacts.
6. Implement strategies that reduce material and supply waste in office settings, at public and employee events, and in settings that involve construction and maintenance activities.

D. Water Resources: To efficiently use potable water resources, mitigate flooding, and protect local water quality, the M-NCPPC shall strive to:

1. Reduce consumption of potable water resources through investment in conservation and efficiency projects and technologies within interior (buildings and facilities) and exterior (parks, open spaces, and athletic fields) spaces.
2. Protect and enhance water resources, including headwaters, wetlands, stream habitat, and water quality to improve watershed hydrology and ecological functions. Implement strategies through protective land use, restorative plans, and investments to achieve improved habitat, more naturalized flow, and enhancement of conveyance and storage capacity in streams, floodplains, wetlands, and aquifers.
3. Ensure compliance with applicable federal, state, and local regulations for the management of stormwater through the implementation of programs identified in the National Pollutant Discharge Elimination System (NPDES), Municipal Separate Storm Sewer System (MS4), and/or other applicable programs.
4. Ensure compliance with applicable federal, state, and local regulations related to sediment and erosion control for construction projects completed on M-NCPPC parkland.

SECTION I, ENVIRONMENTAL RESPONSIBILITY (CONTINUED)

E. Natural Resources and Natural Areas: To enhance local biodiversity and ecosystem services, accelerate natural climate solutions (sequestration), and integrate sustainable principles into operations and maintenance, the M-NCPPC shall strive to:

1. Protect and enhance land-based resources, including forests, meadows, shrubs, and edge habitats, as well as wildlife, through practices and policies that support the acquisition, preservation, and restoration of unique and valuable habitats. Implement strategies to enhance ecological function through protective land use, restorative plans, and investments to promote healthy plant and animal communities, including tree canopy.
2. Implement strategies, programs, and/or policies to increase the use of trees, shrubs, and herbaceous plants best suited for long-term survival under existing growing conditions at developed sites. Take targeted action to restore tree canopy, and promote tree health, structural integrity, and species diversity for landscape trees in developed areas.
3. Implement policies and operational best management practices that integrate sustainable strategies into managed park spaces including athletic fields, structural amenities (e.g. playgrounds, trails, and sports courts), and other maintained unprogrammed park open spaces. These efforts would focus on practices related to equipment selection, use, material and product selection, maintenance protocols, and support plant health through effective selection of species best suited for site conditions (including turfgrass).
4. Utilize and adjust integrated pest management practices non-native/invasive (NNI) plant control to protect the natural habitat.

F. Transportation and Equipment: To eliminate greenhouse gas emissions and air pollution through vehicle and equipment selection, operational best management practices, and transportation strategies, the M-NCPPC shall strive to:

1. Pursue strategies to ensure that the staff-utilized vehicle fleet and equipment program operates under progressive management with safety, fuel efficiency, and energy conservation as basic components. This includes sound management, purpose-driven fleet and equipment right-sizing, use of alternative fuels and innovative technology, implementation of appropriate maintenance schedules, and promotion of alternatives to physical travel for workday meetings. Furthermore, to implement strategies to ensure operational best management practices for the use and maintenance of the vehicle fleet and equipment.
2. Establish targets for the utilization of high-efficiency fleet vehicles and equipment. Implement the use of progressively innovative technologies, as available (e.g. installation of electric vehicle charging infrastructure).

SECTION I(F), TRANSPORTATION AND EQUIPMENT

3. Implement strategies and promote publicly available transit programs/resources to reduce single-occupancy vehicle (SOV) travel for daily workday meetings, business-related travel, and personal commutes.
4. Encourage procurement of vehicles and equipment that meet the highest standards for such factors as fuel efficiency, energy conservation, safety, and effective operation.

II. SOCIAL EQUITY

The goal of social equity for the M-NCPPC is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the distribution and availability of agency program opportunities, services, and facilities. An additional goal for the agency is to ensure that opportunities to participate in planning and decision-making are equally available to historically under-served populations.

A. Diversity, Equity, and Inclusion: To ensure under-served populations (inclusive of protected groups covered in the Commission's Diversity Resolution 21-07) are afforded equal access to facilities, parks, natural areas, programs, and services provided by the Commission and can enjoy the benefits of a healthier, greener, and more livable community, the M-NCPPC shall strive to:

1. Expand availability of agency resources to underserved communities by:
 - a. Equitably implementing programs, events, public forums, and services that are accessible to all persons and maximize reach in diverse communities served by the agency, including but not limited to areas where there are concentrations of non-English speaking persons and racial and ethnic minority populations; and
 - b. Planning programs and services that fill gaps in resources not readily available in communities with significant racial and ethnic minorities and non-English speaking populations;
2. Remove barriers to accessing and participating in programs, services, and facilities by:
 - a. Offering programs and services in buildings or facilities near convenient locations such as major public transportation routes, high-density residential areas, high-density commercial areas, and near existing Commission facilities;
 - b. Ensuring that new features are accessible to all when designing parks, buildings, and facilities;
 - c. Implementing programs, events, public forums, and equitable services, and seek to maximize reach in the diverse communities served by the agency; and
 - d. Ensuring that the natural environment and parks are equitably distributed, and available in all communities throughout the Commission's service area to foster a better quality of life, and equitable access to all ages, abilities, socio-economic groups, and people of different cultures.

SECTION II, SOCIAL EQUITY (CONTINUED)

B. Education and Outreach: To inform and engage the community and Commission employees on programs and resources that promote sustainability, conservation, and health, the M-NCPPC shall strive to:

1. Engage and educate the community on sustainability by:
 - a. Integrating sustainability concepts and green practices with relevant program offerings, to further enhance knowledge of environmental preservation and encourage conservation practices by patrons and employees.
 - b. Develop community-based information programs to encourage, demonstrate, and educate patrons on sustainable best practices including but not limited to ways to recycle, reuse, and reduce solid waste, and transitioning to renewable and/or more economical energy alternatives as well as the conservation of water resources.
2. Engage and educate Commission employees on sustainability by:
 - a. Providing training for agency staff on how to implement and maintain sustainable best practices as it pertains to the workplace;
 - b. Developing strategies and programming that raise awareness about conservation and operational best management practices to promote behavior change and minimize adverse impacts on the environment;
 - c. Promoting practices that reduce energy consumption and a healthier workplace by encouraging the use of alternative work arrangements such as telework and compressed work schedules/workweeks to reduce, environmental impact and costs/needs associated with workspace operations (See: Administrative Practice 2-18 Work-Life Program and related Administrative Procedures); and
3. Promote community health by:
 - a. Coordinating agency resources, programs, and services with community partners, when practical, to address concerns such as education, employment, economic opportunities, improved transportation options, and food insecurity;
 - b. Advancing initiatives and events that support a healthy community such as nutrition programs, mental health & family counseling and exercise classes, financial literacy classes, exposure to nature and outdoor activities; and
 - c. Linking commission resources with local government programs to enhance the quality of life.

SECTION II, SOCIAL EQUITY (CONTINUED)

C. Planning and Community Development: To foster community participation as stakeholders in the planning and development process the M-NCPPC shall strive to:

1. Protect environmentally sensitive underserved areas by:
 - a. Considering the environmental impact of land-use planning and investments in parks and land acquisitions on sensitive geographic areas that have been disproportionately impacted by environmental damage caused by development activities; and
 - b. Using available “state-of-the-art” tools to aid the agency in targeting its land-use planning programs and in making decisions about investments in parks, land acquisitions, and focusing resources on areas with a concentration of low-income, minority, and immigrant populations.
2. Advance policies and development goals that minimize harmful environmental impacts by:
 - a. Drafting and implementing effective land-use policies, and master plans that focus on the intersection of sustainability with health and wellness; and
 - b. Incorporating environmental justice principles as a component when assessing the impact of plans and projects, particularly, when proposals could negatively affect sensitive geographical areas that have been disproportionately damaged by environmental and socio-economic factors.
3. Encourage greater participation of historically underrepresented populations in planning and project development by:
 - a. Engaging the community in the planning stages when developing agency facilities to ensure maximum input so that resources are allocated efficiently and meet the needs of the public being served;
 - b. Including a diverse pool of community partners in building projects and land use planning processes; and
 - c. Ensuring transparency to build trust, and equitable access to all ages, abilities, socio-economic, and cultural groups.

III. ECONOMIC VITALITY

The goal of economic vitality is to establish equitable guidelines for financial resource stewardship within the context of sustainability initiatives and policies. The objective is to strengthen project viability and engage leadership in support of strategies that improve economic opportunity in service area communities inclusive of under-represented populations.

SECTION III, ECONOMIC VITALITY (CONTINUED)

A. Sustainable Procurement: To create and maintain equitable procurement and employment policies that reduce resource use, include a diverse pool of vendors, and promote sourced materials that further sustainability goals, the M-NCPPC shall strive to:

1. Create policies for procurement contracts and solicitations that promote diversity by:
 - a. Addressing gaps in diversity inclusion; particularly seeking to engage and educate minority, women, disadvantaged, disabled, and veteran-owned businesses on how to register and participate in the procurement process; and
 - b. Including a commitment to diversity and inclusion in purchase orders, cardholder agreements, and any other procurement actions.
1. Training staff on sustainable procurement policies for new and existing purchase card holders and staff who handle procurement in departments, divisions, and offices throughout the Commission.
2. Develop procurement specifications that encourage the use of goods and services that support the agency's commitment to sustainability in areas including, but not limited to, resource conservation, protection of the environment, and workplace health and safety.
3. Encourage procurement practices that promote efficiencies and save economic and environmental resources by:
4. Incorporating sustainable purchasing guidelines to secure economies of scale and promote sustainable product and service offerings by vendors; and
5. Combining purchases of equipment, goods, and materials when reasonable to reduce deliveries to minimum essential requirements and to save costs and energy where possible.

B. Project Performance and Cost Analysis: To create and maintain reliable indicators to measure and track project performance and cost-effectiveness, the M-NCPPC shall strive to:

1. Implement processes to periodically assess performance and cost analysis for projects specifically designed and constructed with energy and water conservation goals; and
2. Assess outset costs, potential or actual cost savings, and projected long-term savings as factors in analyzing cost-effectiveness and efficiencies.

SECTION III, ECONOMIC VITALITY (CONTINUED)

- C. **Grants and Incentives:** To seek alternative funding resources to further sustainability strategies, and projects and achieve overall goals, the M-NCPPC shall strive to:
1. Identify innovative opportunities to fund sustainability projects and programs; and
 2. Proactively apply for grants and incentive programs to help advance progress toward sustainability goals.

RESPONSIBILITIES

The following responsibilities are assigned for the overall administration of the agency's sustainability policy. Responsibilities may be delegated as appropriate.

Department Heads of Montgomery County Parks, Montgomery County Planning, Prince George's County Parks and Recreation and Prince George's County Planning shall:

- Ensure compliance with this Policy.
- Name members from their respective department to the Sustainability Committee.
- Review reports on the status of achieving sustainability goals and objectives outlined in this Practice and in the departmental Sustainability Plan.
- Participate in quarterly sustainability program briefings.
- Ensure progress on milestones is reviewed and the findings are presented, in the form of an Executive Summary-style presentation, to the Executive Committee at least every two years and the full Commission upon request.

Departmental Sustainability Coordinators shall:

- Serve as the departmental point of contact and clearinghouse for all sustainability-related issues for the M-NCPPC.
- Lead development of the Departmental Sustainability Plan that meets the objectives and focus areas outlined in this Practice.
- Lead development of Departmental Sustainability reporting and associated presentations.
- Communicate goals outlined in the departmental Sustainability Plan to administrative and operational staff and provide support for the implementation of the Plan.

RESPONSIBILITIES, DEPARTMENTAL SUSTAINABILITY COORDINATORS (CONTINUED)

- Strengthen information exchange with intergovernmental relationships in the area of sustainability (e.g., Council of Governments, County/State agencies, local municipalities) and, where relevant, explore opportunities to promote cooperative partnerships and complementary cost-savings with the potential implementation of various measures with or across organizational boundaries.
- Collect data and perform analyses to monitor and assess ongoing progress on meeting standards and complying with guidelines.

Sustainability Committee shall:

- Prepare an Executive Summary-style Sustainability Report to the Executive Committee every two years, and to the Commission as requested, that describes the progress from initiatives that have been implemented throughout the agency.
- Prepare and present a final five-year report to the Executive Committee with an updated five-year Sustainability Plan that would be presented to the Commission upon request.
- Prepare a five-year Sustainability Plan that aligns with Commission-wide and Departmental goals and regulatory mandates.
- Work collaboratively to share ideas for the development of sustainability goals throughout the agency and on a departmental level. Tasks may include:
 - Recommending communication tools to educate the workforce and the community on sustainability goals, initiatives, and progress; and
 - Recommending new or amended initiatives to comply with the goals identified in the Sustainability Plan.
- Promote sustainability awareness within M-NCPPC and the region.
- Assist, as needed, in preparing reports on sustainability initiatives implemented throughout the agency.