

Environmental Handbook

Parliament of Finland

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1 INTRODUCTION

The Chancellery Commission set up the Environmental Safety Programme working group, Yrttitarha, on 9.11.2006. The task of this working group was to produce an environmental management system for the Eduskunta, the Parliament of Finland. The Environmental Management System will enable the Eduskunta to systematically monitor, control, improve and report on the environmental impacts of its activities. The work of the working group was based on, and was an extension of, the Eduskunta's Environmental Analysis Report (publication of the Parliamentary Office 4/2006), that was produced in the first phase of the Environmental Safety Programme.

An initial environmental review was carried out in the first phase of the work of the environmental safety programme working group, and the environmental policy -appeal was drawn up. A set of environmental goals and objectives were defined in the second phase, based on the results of the environmental review. Using the proposal of the working group as a basis, the Eduskunta selected the main environmental considerations that they wished to influence, and approved an Environmental Programme, through which the goals and objectives would be achieved.

The Environmental Handbook produced in this second phase describes, at a general level, the environmental principles and procedures to be implemented in the Eduskunta. The Environmental Handbook, in accordance with the ISO 14001 standard, also contains descriptions of sections of the Environmental Management System. The Environmental Handbook provides information on the principles on which the system is created and maintained, by means of which matters and occurrences concerning the environment are managed in the activities of the Eduskunta. The handbook sets out the concrete objectives and the persons and organizations in charge, by area.

The members of the Environmental Safety Programme working group are the Chair, Erkki Pulliainen M.P., Vice-Chair, Safety Director Jukka Savola, Riitta Huikari-Hyvönen, Seppo Jolkkonen, Satu Keitaanpää, Pentti Kykkänen, Minna Majuri, Tuula Nyström, Timo Saikkonen, Pekka Siitonen, Barbro Söderlund and Antti Vehmas from the Eduskunta; and Helka Julkunen and Seija Piipponniemi-Lahti from TKK Dipoli.

The work of the working group started on schedule.

On 17.6.2008 the Chancellery Commission established the Yrtti working group to be responsible for the Environmental Management System, and appointed Safety Director Jukka Savola as Environmental Manager, under whose leadership the group operates. The Yrtti group has representatives from those units whose tasks fundamentally relate to environmental matters, or whose activities are essential for achieving the environmental objectives. Under the leadership of the Environmental Manager, the group assesses and specifies annually the important environmental considerations whose environmental impacts are to be monitored.

1.1 The work of the Parliament of Finland's Environmental Safety Programme working group, Yrttitarha (Herb garden)

The task of Yrttitarha, the Eduskunta's Environmental Safety Programme working group that was set up by the Chancellery Commission for the period 9.11.2006 - 31.8.2008, was to produce the Eduskunta Environmental Management System.

Producing the Environmental Management System's implementation element, the Environmental Programme, was based on the participation of the Eduskunta's own personnel. The work of the working group was divided into stages, so that the work could progress in accordance with the ISO 14001 standard.

The working group met a total of 7 times, in addition to which a separate workshop was held on 6.11.2007, at which concrete activities at department level were produced for the Environmental Programme's practical level.

On Green Flag Day, 2.2.2007, at the invitation of the Yrttitarha working group, representatives of the Green Student Association of Pihkakoski School visited the Eduskunta where they held a light-hearted waste-sorting competition for the employees and Members of Parliament.

On 14–16.3.2007 the working group had a familiarization and training session on a cruise, where they learned about the Silja Line environmental management system. The group members also visited the Finnish Environment Institute on 30.5.2007.

The Yrttitarha working group participated in the Energy Savings Week programme, 8–14.10.2007, by holding a two-hour training session on energy-saving at the Eduskunta on 12.10.2007.

The working group submitted five suggestions for improvement relating to environmental issues, some of which were implemented during the working of the group.

On 28.9.2007 the Yrttitarha working group was selected as one of the user groups for the Eduskunta renovation project. The group produced concrete suggestions from the environmental consideration for the renovation, and interacts with the other project organization involved in the renovation.

The group also made efforts to influence other development projects being undertaken at the same time in the Eduskunta, emphasizing the environmental consideration.

The best possible practices and source materials were utilized in creating the Environmental Management System. Networking and cooperation with other national parliaments will be strengthened in future working as and when similar environmental projects commence elsewhere.

2 ENVIRONMENTAL POLICY OF THE PARLIAMENT OF FINLAND

The environmental policy of the Eduskunta is written in the form of an appeal as follows:

The sparing use of natural resources and reduction of environmental loading is a matter for us all. Our appeal: Let us adopt working practices that advance this. Let us save energy and paper, let us sort recyclable materials, let us favour public transport. Let us not hesitate to switch off the light when leaving our offices for a period of longer than 15 minutes, and our computers overnight; let us avoid unnecessary printing out of digital messages and documents, and when we do print out, let us also print two-sided copies. Even actions that seem small can have an impact, as we are so many.

In its decisions, the government will support working practices that save energy and materials, and will serve as a model. Communications will be made digitally as far as possible. Publications will only be distributed to those that want them. Environmental perspectives will be taken into consideration in the procurement of goods and service. Through sufficient training and clear instructions the aim is that each person working in the Eduskunta will know for their part how to improve their activity.

The Eduskunta is currently creating an Environmental Management System that will enable the environmental impacts of its activity to be monitored and controlled. An environmental analysis has been carried out as the basis for the system. An environmental report will be prepared annually. Let's get to grips with the matter if it appears that the words and actions, the objectives and the reality are in conflict.

3 ACTIVITY PLANNING

3.1 Identifying the environmental considerations and impacts

Under the leadership of the Environmental Manager, the Yrtti group assesses and defines those important environmental considerations whose environmental impacts will be monitored. The environmental considerations are reviewed and assessed whenever an activity changes and the management will approve them in conjunction with the auditing and the annual environmental report.

Based on the analyses, the most important environmental considerations in the work of the Eduskunta are as follows:

- energy and water consumption
- waste
- the environmental issues of cleaning
- cleanliness and safety
- procurements that cause the least possible environmental loading
- taking environmental matters into consideration in travelling and transportation
- reducing consumption
- knowledge and attitudes
- communication regarding environmental issues
- chemicals
- accidents and fires

Of the important environmental considerations mentioned in the list, those that will be focused on at this stage have been selected for the appended 2008 – 2010 Environmental Programme. Indicators, aims and objectives, as well as development programmes have been created for the environmental considerations selected, and they have been taken into account in the steering. These, together with the actions, are set forth in the appended Environmental Programme. The Environmental Programme will be updated as the activity progresses either according to the assessments or on the basis of the annual Environmental Review. In this case, indicators and aims will be created both for the selected and for the new important environmental considerations that have been noted, and these will be taken into account in the steering.

3.2 Statutory and other requirements

3.2.1 Laws and statutes

The Environmental Analysis Report contains a list of the legislation, statutes and directives that apply to the Environmental Management System (Parliamentary Office publication 4/2006). The Yrtti group monitors any developments and changes in environmental legislation and informs those concerned about the changes that concern the Environmental Management System. The Yrtti group handles the updating of the list of laws and statutes that apply to the Environmental Management System. The validity of the list is checked during the auditing.

3.2.2 Other requirements

The Yrtti group monitors other regulations relating to the Environmental Management System, such as, for example, the Eduskunta's own requirements applying to sub-contractors.

3.3 Objectives and targets

The aim is to decrease the detrimental environmental impacts of the activity when it is possible economically and by using the best technology and knowledge available. The environmental objectives are based on the Eduskunta's environmental policy and the important environmental considerations. The achievement of the goals is monitored using indicators, which allow the achievement of the targets to be assessed on an annual basis. The methods and indicators used to assess the important environmental considerations are confirmed in the management review. The Yrtti group monitors the achievement of the targets and makes plans for their achievement. The achievement of the environmental targets is monitored annually in conjunction with the environmental reporting and auditing.

3.4 Environmental programme

The Environmental Programme for the nine important environmental considerations approved by the Chancellery Commission on 17.6.2006 is appended to the Environmental Handbook, and the Yrtti group is committed to implementing these monitoring their achievement. The Environmental Programme, which is continuously updated to correspond to current requirements, is reviewed annually.

4 IMPLEMENTING AND MAINTAINING THE ENVIRONMENTAL MANAGEMENT SYSTEM

Senior management will ensure that the essential resources are available for the creation, implementation, maintenance and development of the Environmental Management System. The resources include human resources and special skills, organizational infrastructure, and technological and financial resources. The roles, responsibilities and powers are defined and documented, and these are then communicated to enable the effective control of environmental matters. The senior management of the Eduskunta has appointed representatives to whom, irrespective of other responsibilities, roles, responsibilities and powers have been given:

- to ensure that the Environmental Management System is implemented and maintained in accordance with the requirements of the international ISO 14001 standard
- to obtain information about the workings of the Environmental Management System for review purposes, and to ensure continuous improvement in the handling of environmental matters.

4.1 Organization and responsibilities

On 17.6.2008 the Chancellery Commission established the Yrtti working group to be responsible for the Environmental Management System, and appointed Jukka Savola, Safety Director, as Environmental Manager (alongside his other duties), and Pekka Siitonen, Engineer, as Deputy Environmental Manager (alongside his other duties). Represented in the Yrtti group are those units whose tasks fundamentally relate to environmental matters, or whose activities are essential for achieving the environmental targets.

The Yrtti group will monitor that the Environmental Handbook and the Environmental Management System specifying the operating guidelines contained in the handbook are implemented in accordance with the requirements of the ISO 14001 standard. The Yrtti group will maintain and develop the Environmental Management System and, through this, continuously improve the quality of the handling of the Eduskunta's environmental matters. The Environmental Manager will report on environmental matters as necessary to the leadership group.

The members of the Yrtti group will monitor that the departments observe the principles set forth in the Environmental Handbook and in the sector-specific operating guidelines. Each employee will follow the operating guidelines concerning their own work and will promote environmental matters in their own department.

4.2 Training

One of the most important objectives in personnel training is that everyone learns to recognize the environmental impacts relating to their own work, is aware of ways to reduce these impacts, and understands the most important content of the environmental policy.

The members of the Yrtti group will receive training to assimilate knowledge about the environmental impacts of the work in their areas of responsibility, and they will pass this knowledge on to other employees.

The certificates and programmes relating to courses and training sessions on the environment will be recorded in accordance with the prevailing practice in the Eduskunta.

4.3 Environmental Management System communication

4.3.1 *Internal communication*

The Yrtti group is responsible for internal environmental communication in the Eduskunta in the manner agreed with the Parliament's Information Department.

The aim of internal communication is to provide the personnel with information concerning environmental matters and to give them the skills to develop the Eduskunta's environmental activity. Enquiries and suggestions for improvement concerning the Environmental Management System made by staff members will be forwarded to members of the Yrtti group. The Eduskunta Environmental Manager is responsible for internal communication in cases where serious irregularities relating to the Environmental Management System occur.

4.3.2 *External communication*

The Parliament Information Office in cooperation with the Yrtti group is responsible for communication relating to the Environmental Management System. The Yrtti group coordinated by the Environmental Manager and the Parliament Information Office are responsible for handling external questions concerning the Environmental Management System.

4.3.3 *Communication during crisis*

Communication during time of crisis will follow the Parliament's crisis communication procedures.

4.4 Environmental Management System documentation

The documentation for the Eduskunta Environmental Management System includes the following:

- Environmental policy, and its goals and main objectives
- description of the scope of the Environmental Management System
- description of the main elements of the Environmental Management System and how they interact, and references to related documents
- documents required for the ISO 14001 standard, which the organization has specified as necessary to ensure the effective planning, operating and monitoring of the processes relating to the organization's important environmental considerations

This Environmental Handbook contains a description of the Environmental Management System. Operational departments have sector-specific guidelines.

4.5 Monitoring of documents relating to the Environmental Management System

The Yrtti group is responsible for the distribution of the Environmental Handbook and the appended Environmental Programme. The members of the group are responsible for the availability of the Environmental Handbook and Environmental Programme in their own areas. The content of the Environmental Handbook is evaluated in conjunction with the Environmental Audit and the Environmental Review, where any necessary changes will be decided. The Yrtti group is responsible for any changes.

The environmental guidelines for the offices are updated as necessary. The operational guidelines and documents of the Environmental Management System are stored in the departments responsible in accordance with the prevailing guidelines for the archiving and preservation for documents etc.

The Yrtti group will meet and prepare material for the Environmental Report using the annual internal Environmental Audit as the basis. The Yrtti group will use the results of the audit to update the Environmental Programme, which will be approved by the leadership group as necessary.

4.6 Readiness and action in emergency situations

The Eduskunta has an emergency plan. The Security Department is responsible for maintaining the emergency plans. Safety equipment is tested regularly.

5 ASSESSMENT

5.1 Monitoring and measurement of environmental impacts

The Eduskunta monitors the environmental impacts of its activity by means of indicators based on the important environmental considerations (appended Environmental Programme). The indicators have been approved in the Environmental Review carried out in the different departments of the Eduskunta, and they have been integrated into the Eduskunta's process management system, which is already in use. Only the important environmental considerations are monitored by means of the indicators, although the Yrtti group continuously monitors activity and developments relating to environmental matters and, when changes occur, can re-examine the environmental considerations if necessary.

5.2 Assessment of compliance with statutory and other requirements concerning the environment

The Yrtti group continuously monitors compliance with statutory and other requirements within the framework of agreed working periods, and compliance with requirements is examined annually.

When deficiencies are discovered, a plan is made regarding how to get the situation to the required level. The implementation of the plan is monitored, and the activity of the Eduskunta is examined and reviewed in the light of current environmental legislation and other requirements to which the Eduskunta is committed. The results of the regular assessments are recorded so that they can be examined when necessary.

5.3 Exceptional, corrective and preventative actions

Irregularities that are recorded can be categorized in the Eduskunta as:

- cuts in the supply of heat, electricity or water
- near-miss situations, which would have had a considerable environmental impact had they occurred, e.g. a broken pipe
- unexpected emissions to the atmosphere, water, soil or surrounding nature, e.g. breakdown of transport vehicle causing a spillage
- dangerous situations, e.g. fire

Persons to take charge are designated for irregular situations. The post-holders in charge of the departments are responsible for recording irregularities, and they report to the Yrtti group.

When an irregularity occurs, the persons in charge must minimize the immediate impacts of the irregularity using the means at their disposal, and must investigate the irregularity and its cause.

After investigating an irregularity, preventive and corrective measures are planned, the aim of which is to prevent the re-occurrence of a similar situation. The planned measures must be proportionate to the irregularity that occurred and to the extent of the problem.

The persons designated as being in charge monitor that the corrective measures are carried out and that the impacts of these are adequate in terms of the existing problem.

The Yrtti group records the changes caused by the corrective and preventive measures in the agreed manner. The proposed changes to the Environmental Handbook shall be dealt with immediately or, after consideration, in conjunction with the next Environmental Review.

5.4 Environmental records

The records are environmental documentation, which can subsequently be used to show the conformity of an activity or product, the implementation of a principle or achievement of a goal, and also to show that environmental considerations have been taken into account in making decisions. The Yrtti group undertakes the appropriate handling and storage of environmental documents, e.g. minutes of meetings. In the handling and storage of environmental documents, the general archiving and operational guidelines and, for example, the official storage periods that apply to documents will be followed.

5.5 Internal auditing

The Yrtti group holds an annual planning meeting, where the programme for the next audit period is decided. At the same time the content of the Environmental Programme is updated on the basis of observations made during the year, and new procedures are agreed. The main principle is that each main process and action stated in the Environmental Programme is audited on an annual basis. The auditing frequency is affected, however, by the situation of the subject to be assessed (e.g. significant changes) and the importance in such a way that the most important subjects in terms of the overall activity are audited more frequently or more thoroughly. However, assessments of the achievement of a subject's environmental objectives may be made less frequently if the entity to be audited has shown continuous positive improvement without any significant irregularities.

The results of the internal audit are recorded as agreed.

5.6 Management review

Each year, the Environmental Report prepared by the Yrtti group will be reviewed by the leadership group, who will then approve this as the management review. The report includes a description of the activities of the previous period, its results, and a plan for developing environmental matters further. The form, scope and detail of the Environmental Report is agreed separately.

APPENDIX

ENVIRONMENTAL PROGRAMME 2008–2010

The following important environmental considerations, which will be updated in future, have been selected for the Eduskunta Environmental Programme 2008 – 2010. In future years, mobility and transportation, water consumption, and the kitchen functions will also be included in the Environmental Programme.

1. Thermal energy
2. Electrical energy
3. Waste management and recycling
4. Procurement, use and recycling of IT equipment
5. Paper consumption
6. Procurement of office supplies
7. Internal and external communication
8. Cleaning
9. Internal transportation

As far as the A and E buildings are concerned, the matters that belong to the environmental policy are mainly included in the renovation project. For the renovation project, the Yrtti group acts as a user group that puts forward concrete suggestions for the renovation plan from the environmental perspective, and interacts with the other project organization involved in the renovation.

1 THERMAL ENERGY

Thermal energy, Pikkuparlamentti

Target To reduce the consumption of thermal energy by 10% by the end of 2009 in comparison with the level at the corresponding time in 2007.			Indicator Thermal energy consumption kWh/m ³
Action	Person in charge	Timetable	Completed
Introduction of heat recovery system	Matti Vuori Pekka Siitonen	ongoing	
Adjusting the temperatures as far as possible as follows: offices + 21 °C district cooling in summer	Matti Vuori Pekka Siitonen	2009	
Improving the automation of temperature adjustment and monitoring	Matti Vuori Pekka Siitonen	2009	

Thermal energy in buildings A and E

Consumption of thermal energy to be reduced using the best possible means in conjunction with the renovation by, for example, constructing a heat recovery system, insulating and replacing windows, and by increasing thermal insulation in the walls.

2 ELECTRICAL ENERGY

Electrical energy, Pikkuparlamentti

Target To reduce the consumption of electrical energy by 5% by the end of 2009 in comparison with the level at the corresponding time in 2007. To reduce carbon dioxide emissions caused by the consumption of electrical energy by 5% by the end of 2009 in comparison with the level at the corresponding time in 2007.			Indicator Electricity consumption kWh/m ²
Action	Person in charge	Timetable	Completed
Guide the personnel to be more efficient in the use of lighting	Pekka Siitonen	ongoing	
Guide the personnel to be more efficient in the use of computers, printers, copying machines and other office equipment	Pekka Siitonen Information Management Office	ongoing	
Improve the efficiency of lighting automation	Matti Vuori Pekka Siitonen	2009	
Improve the efficiency of the buildings' heating, plumbing and air conditioning equipment	Matti Vuori Pekka Siitonen	2009	

Electrical energy in buildings A and E

Consumption of electrical energy to be reduced using the best possible means in conjunction with the renovation. It is known that the renovation work will mean greater than normal electricity consumption. With the renovation, electricity consumption will increase due to improved working conditions, because the power of the office and corridor lighting will increase. The possibility for decreasing carbon dioxide emissions caused by electricity consumption will be investigated. One possibility may be to utilize some other source of energy.

3 WASTE MANAGEMENT AND RECYCLING

Waste management will be greatly improved during the renovation of buildings A and E. During the renovation period the focus will be on reducing the amount of waste and improving sorting, especially in Pikkuparlamentti.

Target Reducing the amount of landfill waste as far as possible. The problem is the renovation of buildings A and E.			Indicator Amount of landfill waste
Action	Person in charge	Timetable	Completed
Making a waste management plan	Timo Saikkonen Ilona Nokela	2008	
Investigate the possibility of increasing the categories for waste sorting	Timo Saikkonen Ilona Nokela	2008	
Investigate the possibility for collecting energy waste	Timo Saikkonen Ilona Nokela	2009	
Analyse the need for collection containers for procurements	Timo Saikkonen Cleaning supervisors	2008	
Make a comprehensive guide to recycling and sorting	Timo Saikkonen Cleaning supervisors	2008	

4 PROCUREMENT, USE AND RECYCLING OF IT EQUIPMENT

Hansel is the largest supplier for procurements. Cooperation with Hansel and its chosen framework contract suppliers is important, as the majority of procurements are from contract suppliers put to competitive tender by Hansel.

In terms of IT equipment, great benefit can be obtained when the amount of equipment using electricity is decreased.

Target			Indicator
Reduce the amount of energy consumption caused by the use of Energy Star compliant IT equipment.			The amount of purchased and recycled equipment
Action	Person in charge	Timetable	Completed
Decrease the amount of equipment, work stations, printers and telephones	Chancellery Commission, Information Management Office	2010	
Guide users in using IT equipment in ways that save energy	Information Management Office	2008, ongoing	
Ascertain from sub-contractors that IT equipment is recycled efficiently and appropriately	Information Management Office	2008, ongoing	
Set the printer defaults to two-sided printing	Information Management Office	2008, ongoing	

5 PAPER CONSUMPTION

Target			Indicator
To reduce the use of paper by 5% by the end of 2009 in comparison with the level at the corresponding time in 2007, and to increase the environmental-friendliness of paper.			Amount of paper purchased
Action	Person in charge	Timetable	Completed
Guide the users to do two-sided printing and copying.	Information Management Office	ongoing	
Clarify the usability of paper with FSC (Forest Stewardship Council) marking	Antti Vehmas	2008	
Promote digital information handling	Antti Vehmas Information Management Office	ongoing	
Decrease paper use in different ways	Antti Vehmas Personnel MPs	ongoing	
Clarify the Eduskunta's largest paper users in addition to the reprographics office. Influence them so that the use of paper decreases significantly	Yrtti group	2010	

6 PROCUREMENT OF OFFICE SUPPLIES

The largest supplier is Hansel. Cooperation with Hansel and its chosen framework contract suppliers is important.

Target			Indicator
Reduce the amount of office supplies purchased by 5% in 2009 compared with the amount in 2007. Purchase more environmentally-friendly products.			The amount of office supplies purchased The amount of environmentally-friendly products purchased
Action	Person in charge	Timetable	Completed
Develop environmental criteria for purchases in cooperation with Hansel and the framework contract suppliers	Simo Valkeajärvi Pentti Kykkänen	2009 - 2010	
Mark environmentally-friendly products in the stock management program	Pentti Kykkänen	2009 - 2010	
Promote a reduction in the use of office supplies	Yrtti group	2008 - 2010	

7 INTERNAL AND EXTERNAL COMMUNICATION

Target Develop an information channel for environmental matters and create an operating model for handling communication relating to environmental matters.			Indicator The number of eco-hints The number of articles on the intranet
Action	Person in charge	Timetable	Completed
Create an environmental website on the intranet	Environmental Manager	2009	
Pass on eco-hints and guidelines on a regular basis	Parliament Information Office	ongoing	

8 CLEANING

Target Increase the environmental-friendliness of cleaning.			Indicator The amount of environmentally-friendly cleaning agents and cleaning equipment The amount of cleaning agents used
Action	Person in charge	Timetable	Completed
Analyse the environmental-friendliness of the cleaning agents, equipment and machines used	Cleaning supervisors	2009	
Increase the use of environmentally-friendly products	Cleaning supervisors	2009	
Investigate the possibilities for recycling machines and uniforms	Cleaning supervisors	2010	
Increase the possibilities for caretaking operatives to monitor and develop the achievement of recycling	Cleaning supervisors	2010	
Implement a new stock bookkeeping system for monitoring purposes	Cleaning supervisors	2009	

9 INTERNAL TRANSPORTATION

Target Reduce the environmental impacts of the Eduskunta's own transportation.			Indicator CO ₂ and particulate emissions caused by cars The amount of cleaning agents used
Action	Person in charge	Timetable	Completed
Increase the environmental-friendliness of the cars	Seppo Jolkkonen	2011	
Arrange regular training on economical driving habits for the drivers	Seppo Jolkkonen	ongoing	
Increase the use of products with environmental marking	Seppo Jolkkonen	ongoing	
Increase the efficiency of the use of cleaning agents and car waxes	Seppo Jolkkonen	ongoing	

