

STORYBOARD TEMPLATE

LOCAL HEALTH DEPARTMENT NAME: Lincoln Trail District Health Department
 ADDRESS: 108 New Glendale Road Elizabethtown, KY 42701
 PHONE NUMBER: 270-769-1601
 SIZE: District Health Department
 POPULATION SERVED: 253,092
 PROJECT TITLE: Going Green at LTDHD



Public Health
 Prevent. Promote. Protect.
 Lincoln Trail District
 Health Department

PLAN

Identify an opportunity and Plan for Improvement

1. Getting Started

The newly formed Quality Improvement Team at Lincoln Trail District Health Department (LTDHD) identified implementing a "Going Green" Project as one area of improvement to address in developing a culture of Quality Improvement at LTDHD. The group decided to implement the project at the central office initially and then expand to the county offices throughout the district.

2. Assemble the Team

Team members were members of the Quality Improvement Team at the central office in addition to the purchasing agent for the district.
 Linda Sims, Director
 David Johnson, IT
 Pat Flanagan, Human Resources
 Wendy Keown, School Health Program
 Glenda Bastin, Director of Nursing
 Shelly Greenwell, HANDS Director
 Sara Jo Best, Environmental Director
 Beverly Embry, Home Health Director
 Lisa Pollock, Finance Director
 Steve Montgomery, Purchasing Agent
 Stefanie Goff, Project Facilitator

AIM Statement:

An opportunity exists to improve the internal and external environment by reducing the carbon footprint created by LTDHD, beginning with the implementation of a "Going Green" Project at LTDHD Central Office and ending with an agency-wide Going Green Initiative as evidenced by an Agency Going Green Policy adopted and enacted by the LTDHD Board of Health in November 2012.

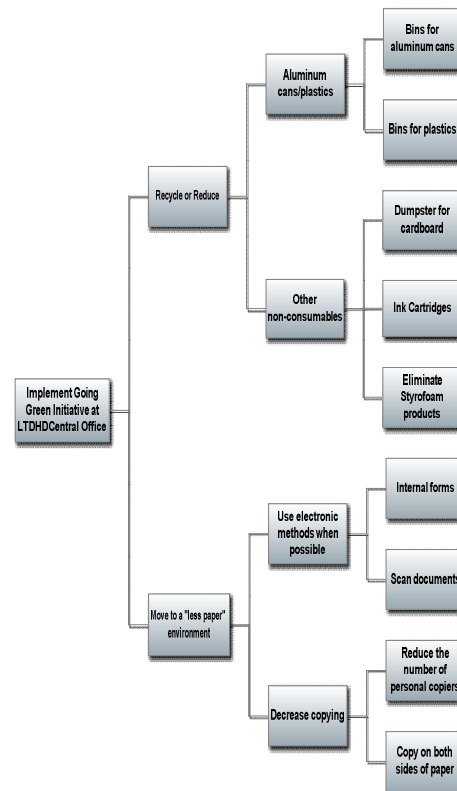
This project should improve the recycling efforts of materials, move towards a "less paper" work environment, and reduce the use of non-recyclable products in the agency. This project is important to LTDHD to decrease agency costs for paper, toner, waste pick up, decrease energy consumption and conserve natural resources to improve the environment

3. Examine the Current Approach

Currently, the central office is recycling aluminum cans; however, there is no system in place for recycling plastic bottles. The soft drink and water machine in the building dispenses plastic bottles. These bottles have been going into the regular trash. It was also determined that most of the trash in the dumpster was cardboard boxes and not trash. The central office staff uses Styrofoam cups in the break room for coffee and other drinks. There is limited use of electronic forms and many staff have personal copiers.

4. Identify Potential Solutions

A tree diagram was created to generate an action plan for the "Going Green" Initiative.



5. Develop an Improvement Theory

If we educate staff on the benefits of recycling to the environment and the potential money saved, they will start recycling.

DO
 Test the Theory for Improvement

6. Test the Theory

Staff were informed and educated on the importance of the project through staff meetings and emails. Recycling bins labeled with Plastic Bottles and Aluminum Cans were placed in the employee kitchen and in the large meeting room. The current 8 cu. yd. dumpster was reduced to a 4 cu. yd dumpster and an 8 cu. yd. cardboard dumpster was placed on-site. The pick-up frequency has been reduced from once weekly to once every other week. Styrofoam cups have been removed from break room. Electronic forms for leave requests, purchase orders have been created and distributed to staff for use.

CHECK

Use Data to Study Results of the Test

7. Check the Results

The recycling bins are being used at the central office with staff volunteering to take them to local recycling centers. Through the elimination of Styrofoam cups and the change in size of dumpsters and frequency of pick up, cost savings have been demonstrated while helping the environment. Supervisors report an increase in use of the electronic forms that have been distributed.

ACT

Standardize the Improvement and Establish Future Plans

8. Standardize the Improvement or Develop New Theory

The project has now been implemented in the county offices. Based on the initial results, the Going Green Policy will be presented to the LTDHD BOH in November 2012 for adoption.

9. Establish Future Plans

Due to the positive feedback, a staff survey via survey monkey has been distributed to all staff to solicit more suggestions for recycling and/or saving energy and costs. These will be analyzed by the QI Team. Staff were given the option to put their name on the survey for recognition if their proposal was adopted.