

# Sustainability Plan

## Washington State Health Care Authority

### 1. Agency Contact Information

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### 2. Sustainability Policy Statement

The practice of sustainability is about creating new ways to carry out business activities while ensuring an environmentally healthy future for all people and the planet.

Per Executive Order 02-03, the Washington State Health Care Authority will model the principles of sustainability in its operations and decision making.

### 3. Long Range Goals

- \* Use of hybrid vehicles. As our agency vehicles age and Motor Pool has hybrid vehicles available, we will exchange our agency vehicles for hybrids.
- \* Paperless office. As our use of our imaging systems become more refined, we will use and dispose of less and less paper.
- \* Installation of recycled carpet. When our carpets need replacing, we will use new carpet made from recycled materials.

### 4. Describe Current Practices and Assess Opportunities

#### A. Agency Value

##### *Current Practice*

Sustainability has been incorporated into our Administrator's Performance Agreement with the Governor.

##### *Opportunity*

Sustainability will become an explicitly stated value in the agency's upcoming strategic planning process.

**B. Employee Awareness**

*Opportunity*

The HCA will plan and implement a communication campaign which will increase employee awareness and entice their participation.

**C. Reduce Energy Consumption**

*Current Practice*

As part of the '01-'02 renovation of our main office building (69,000+ SF) in Lacey and the '02 expansion of our Seattle Office (11,000+ SF), design standards included maximizing the use of natural light by placing open work spaces along the windows and enclosed spaces in the core of the buildings, the use of energy efficient light fixtures throughout the buildings, installation of occupancy sensors in all open work spaces, and the purchase of Energy Star appliances.

As a result of the above mentioned renovations/expansions, combined with other operational changes made in support of Executive Order 01-01 on Energy Conservation, we have reduced our kwh usage by an average of 18%/year and our therm usage by an average of 57%/year.

*Opportunity*

Purchasing standards for computer monitors have recently been updated to require that all new purchases be for Energy Star flat screens.

**D. Reduce Water Use**

*Current Practice*

As part of the '01-'02 renovation of our main office building in Lacey, lawn areas were minimized, native, low water plants were planted/preserved and large diameter bark was spread in all beds.

**E. Reduce Pollution**

*Current Practice*

As part of the '01-'02 renovation of our main office building (69,000+ SF) in Lacey, all building materials/products were rated as Low/No VOC's and the specifications related to HVAC operation were improved. We are now using pleated 60% efficiency high performance filters which are changed every 2 months and the ratio of fresh air being brought into the building has been increased to 25-30%. In addition, enclosed copy rooms with exhaust fans were established to house all copy and most FAX machines.

As part of the '03 re-bid of our Janitorial Contract, we are now using all "environmentally friendly" cleaning supplies.

As part of our Commute Trip Reduction Plan, we encourage employees to use alternative modes of transportation and/or to participate in work schedules that reduce vehicle miles traveled (for example: Flex-Schedules, Transportation Vouchers, Star Passes, preferred parking for carpool/vanpools, bike lockers and on-site showers).

**F. Reduce Waste**

*Current Practice*

All surplus computers and printers are given to the Computer for Kids program so that they can be re-used by Washington State Schools.

All paper waste and used cartridges (printer, FAX and copier) are recycled.

**G. Increase Use of Products Made from Non-Toxic, Recycled and/or Remanufactured Materials**

*Current Practice*

Approximately 60% of the furniture and panels that we purchase are made from remanufactured materials.

**Baseline Data (FY'03)**

Building Space	=	3 Buildings, 89,049 SF
Number of Employees (FTE's)	=	302
Number of State Owned Vehicles	=	2
Miles Driven on Agency Business	=	123,961 (reported)
Amount of Paper Consumed	=	5,000,000 sheets (in-house)
% of Virgin and Recycled Paper	=	100% Virgin

**5. Establish Objectives for Biennial Plan**

- \* Sustainability as an agency value. As part of this years' strategic planning process, sustainability will become an explicitly stated value and as such we will create a communication plan that will educate our employees as to what this means and how they can contribute both at work and at home.
- \* Use of recycled/chlorine free paper. Effective August 1, 2003 our purchasing standard for in-house copy paper will require that it be made from recycled material and that the manufacture of it be done in a chlorine free environment.
- \* Recycle burnt out light bulbs/tubes. Effective August 1, 2003, as light bulbs/tubes burn out, they will be collected and recycled.
- \* Continue current activities which are contributing to the agency's, the community's, the state's and the planet's sustainability.

**6. Roles and Responsibilities**

Establish sustainability as an agency value.	Administrator and Quality Improvement Manager
Establish a communication campaign.	Communications Director and Administrative Services Manager
Implement objectives.	Executive Team
Report annually.	Administrative Services Manager
Review and update plan annually.	Administrator, Executive Team and Administrative Services Manager

**7. Communication and Education**

Under development. The design and implementation of this component is one of our 2004 objectives.

**8. Performance Measures and Continuous Improvement**

Building Space  
Number of Employees (FTE's)  
Number of State Owned Vehicles  
Miles Driven on Agency Business  
Amount of Paper Consumed  
% of Virgin and Recycled/Chlorine Free Paper  
Kwh Usage  
Therm Usage  
Number of Light Bulbs/Tubes Recycled