

Washington Lottery Sustainability Plan

August 21, 2003

1. Agency Contact Information and Responsible Agency Staff
Bruce Eisentrout-Administrative Services Manager, 360 664-4790

2. Sustainability Policy Statement

The Washington Lottery is committed to fulfilling its responsibilities under Executive Order 02-03 and will strive to model the principles of sustainability in its operations, fleet management, procurement, and facilities. We will make choices to enhance and/or change our daily business practices in order to reverse trends of natural system decline which threaten the economic health and social vitality of our state. We support long range planning for future generations in line with our mission to benefit education and communities.

3. Long Range Goals

- Institutionalize sustainability as an agency value
- Raise employee awareness of sustainability in the workplace
- Minimize energy and water use
- Shift to clean energy for both facilities and vehicles
- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction
- Expand markets for environmentally preferable products and services
- Reduce or eliminate waste as an inefficient or improper use of resources.
- Model environmental responsibility for our customers

4. Current Practices and Opportunities

Baseline Data

Facilities	7	58,244 sq ft
Employees	146 FTE	
Vehicles	49 leased	908,244+36,232 POV miles
Paper	5600 reams	100% recycled, 0% virgin

Also see appendices

5. Objectives for Biennial Plan

- Raise employee awareness of sustainability in the workplace.
- Minimize energy and water use
- Shift to clean energy for both facilities and vehicles.
- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction.
- Expand markets for environmentally preferable products and services
- Reduce or eliminate waste as an inefficient or improper use of resources
- Model environmental responsibility for our customers.
- Reduce Pollution

6. Roles and Responsibilities-See Appendices

7. Communication and Education

This plan was drafted by a committee of employees selected by management. The committee solicited input for the plan by sponsoring a contest for employees. The appendices describe numerous methods of communication and education that will be used in the execution of the plan.

8. Performance Measures and Continuous Improvement-See Appendices

Appendix 1-Current Practices and Opportunities-Transportation
Appendix 2-Current Practices and Opportunities-Goods and Services
Appendix 3-Current Practices and Opportunities-Facilities and Grounds
Appendix 4-Current Practices and Opportunities-Health and Safety
Appendix 5-Strategies, Measures, Targets and Accountable Staff

CURRENT PRACTICES AND OPPORTUNITIES

FLEETS AND TRANSPORTATION

<i>RESULT</i>	<i>WHAT WE DO NOW</i>	<i>HOW MUCH</i>	<i>WHAT WE COULD DO</i>
?	Subsidized long distance commuting	Not recorded	Hiring requirement: live within x miles
?	Gas-powered agency vehicles	900,000 miles/year	
☺	Flexible-fuel vehicles (ethanol)	8 flexible vehicles	
?	Multiple trips to external services/vendors (POV travel)	\$12,500 POV travel(36,232mi)	
☺	Car pooling incentives (parking, guaranteed ride home)		
☺	Star Pass program	2? users	
☺	Alternative commuting methods	16 participants	
☺	Teleconferencing	Not measured	
☺	Multi-functional routing (defined as?)		
☺	Minimized travel between offices	FY02 travel \$174,000 (OBJ G)	Videoconferencing (save \$200,000 in travel)
☺	Telecommuting	1 participant	
☺	Laptops		
?	Air travel to east side of state		
			Add motorcycles to car pooling incentives

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CURRENT PRACTICES AND OPPORTUNITIES

GOODS & SERVICES

RESULT	WHAT WE DO NOW	HOW MUCH	WHAT WE COULD DO
☺	Use recycled paper in Sci Games ticket production		
☺	Recycle unsold Scratch tickets		Mount campaign to promote recycling of sold Scratch tickets (like Massachusetts)
☺	Recycle mixed paper (HQ & all regions; some by municipal services, some by volunteers)		
	Throw away recyclables (HQ)		Solicit and schedule volunteers to process recyclables, HQ (& regions?)
☺	Recycle toner cartridges via Central Stores		
	Avoid re-used cartridges (inferior performance)		
?	Send old cell phones & batteries, computers to Surplus Svcs		Amend requirement that goods must go to surplus (in case we can find a more enviro-friendly way to dispose, i.e., a vendor who will make fuel from goods)
	Throw away pager & alkaline batteries		
☺	Provide a box for dead batteries, HQ somewhere		Promote the “batteries box,” good location
☺	Purchase 30% recycled paper @ 84 brightness	2900 reams	
☺	Purchase 30% recycled paper @ 87 brightness	106 reams	
☺	Purchase zero reams of virgin paper		
?	Send Drawing Staff clothing to dry cleaner		Change to washable Drawing Staff clothing
☺	Require low voltage lighting in signage		
☺	Purchase some cotton clothes for promotions		Specify natural fibers in promotions
☺	Admin. Svcs. Staff cleans up used binders for re-use		

☺	Re-use or recycle all cardboard boxes (HQ)		Regions recycle cardboard (?)
?	Ship Scratch tickets in plastic disposable bags		
☺	Use surplus, re-useable office furniture		
☺	Re-use some office supplies		Staff use refillable pens/pencils instead of disposing of old
?	Replace computers on a 3-year cycle		
?	Schedule painting and cleaning on weekends		
☺	Spot test Scratch tickets, don't require testing all		
☺	One volunteer in Region 3 recycles bottles, cans, plastics		
☺	Send print jobs to vendors using soy-based inks		
			Interlott: refurbish ITVMs (12-bins)
			Research GTECH's enviro-friendly practices
			Use lots of bins everywhere that specify how to sort materials; direct staff where to put their "stuff"
			Recycle all PLACR
			Recycle all glass
			Recycle all POS
			Regions recycle all materials (?)
			Conduct a survey to learn about all recycling opportunities (for money? In other counties?)
			Compost/worm bin (lunches, etc.) –
			Get back money for used cartridges
			Ask if Adventure in Advertising is enviro-friendly
			Specify "recyclable" on vendor contracts

			Encourage re-using file folders
			Re-use wall mounted whiteboards, corkboards
			Print fewer copies
			Use black and white copying when possible
			Combine shipments
			Add recycled tagline to printed materials or symbol
			Consider environmental impact of shipping and distance when purchasing

6/30/03

CURRENT PRACTICES AND OPPORTUNITIES

FACILITIES & GROUNDS

RESULT	WHAT WE DO NOW	HOW MUCH	WHAT WE COULD DO
☺	Window cleaners use dishwashing soap		
☺	Provide enviro-friendly supplies to maintenance service (HQ)		
☺	Drought-tolerant landscaping		
☺	Landscaping watered only as needed, not on timer		
☺	HQ cleaning rags washed by Admin. Svcs. Volunteer		
☺	Lights are shut off when staff leaves at night		
☺	Reduce electricity consumption		
☺	Reduce natural gas consumption		
☺	Purchase green energy (4800 kwh/mo; \$96/mo)	10%	
☺	Provide and generally use energy-saving button on copiers (HQ)		
☺	Buy Energy Star computers and activate energy-saving features upon installation		
☺	Reduce # of equipment repair vendor trips by buying surge protectors for copiers, etc.		
☺	Energy-saving switches on pop machines		Require energy-saving function on all equipment
☺	Energy-saving switches on bathroom lights		
	Kill some plants inside building (HQ)		Add more plants inside HQ building; recruit volunteers to maintain them; post "No juice or coffee" signs by plants
☺	Save flip chart paper with electronic white boards		

☺	Use PRO SHIP to save shipping boxes		
☺	Use PRO SHIP to save paper for unused tickets		
☺	One campaign by volunteer to cut back on junk mail (HQ)		Conduct ongoing campaigns to eliminate junk mail
☺	Parking lot lights on programmed timer		
☺	Use ChemDry to clean carpets		
			Turn off lights when leaving rooms
			Reduce unsolicited faxes; educate staff about dialing the 800#)
			Install water-saving faucets, toilets

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CURRENT PRACTICES AND OPPORTUNITIES

HEALTH & SAFETY

<i>RESULT</i>	<i>WHAT WE DO NOW</i>	<i>HOW MUCH</i>		<i>WHAT WE COULD DO</i>
☺	Fragrance-free working environment (HQ & Region 3)			
☺	Safety committee meets quarterly, record available to all staff			
?	Fire extinguishers – new information on pollution?			
	Expose staff to fumes from printers, copiers, fax machines			
☺	No staff exposure to hazardous chemicals			
☺	Maintain HVAC regularly			
	Dispose of fluorescent lights with trash			Use approved (safe) disposal method

6/25/03

Goals & Objectives	Strategies	Measures	FY 04-05 Targets	Accountable Staff
1. Raise employee awareness of sustainability in the workplace.				
A. Educate all employees on the Lottery’s footprint.		Overall score on awareness survey	75%	Bruce E.
	Report on sustainability progress quarterly.	Reports completed		Bruce E.
	Distribute the updated sustainability plan to all employees annually.	Plan updates distributed		Bruce E.
	Write informational articles for agency newsletters/intranet/bulleting boards.	# of articles published	6	Tim B. & Steve H.
	Provide environmental speakers for employee meetings.	# of speakers arranged	2	Irene R.
	Continue the sustainability “ideas” contest.	# of ideas submitted	150	Stacy S.
	Survey employees on a periodic basis to measure awareness.	% of employees participating in survey	75%	Bruce E. & Todd B.
2. Minimize energy and water use				
A. Reduce power consumption.		% reduction in kwh	3%	Bruce E.
	Train employees to turn off lights when leaving rooms.	# of kwh saved	3%	Bruce E.
B. Reduce water use.		% reduction in cu. ft. of water used	2%	Bruce E.
	Install water-saving faucets, toilets.	# of fixtures replaced	1 bathroom refitted	Bruce E.
	Use cisterns as water sources for interior house plants.	# of gallons used	No tap water used for plants	Bruce E.
3. Shift to clean energy for both facilities and vehicles.				
A. Increase the purchase of green power.		% increase in green kwh	3%	Bruce E.
	Invest power savings in new green power purchase.	# of additional green kwh purchased	3% savings (4,000 kwh)	Bruce E.
4. Shift to non-toxic, recycled and remanufactured materials in purchasing and construction.				
A. Identify suitable, available options for conversion.		# of product conversions	50	Irene R.

Goals & Objectives	Strategies	Measures	FY 04-05 Targets	Accountable Staff
	Add only non-toxic products to supply list when new products are needed.	% of products added which are non-toxic	100%	Irene R.
	Specify “recyclable” on vendor contracts.	% of contracts specifying recycled	100%	Irene R.
5. Expand markets for environmentally preferable products and services.				
A. Increase “green” purchasing.		# of 5.A. strategies achieved	100%	Irene R.
	Understand our current markets and research existing markets with potential for Lottery use.	% of overall purchases qualifying as green products	10% of purchases	Irene R.
	Specify natural fibers in promotional materials.	% of items containing natural fibers	50%	Irene R.
	Consider environmental impact of shipping and distance when purchasing.	% of “non-price” awards	10%	Irene R.
	Acquire flat screen displays when replacing CRTs	% of replacements that are flat screens	100%	Jim J.
B. Increase the availability of flexible vehicle fuels.		% of new vehicles classified as flexible fuel or gas hybrid	60%	Bruce E.
	Acquire flexible fuel or gas hybrid staff vehicles.	% of new acquisitions qualifying	60%	Bruce E.
6. Reduce or eliminate waste as an inefficient or improper use of resources.				
A. Increase awareness of how to re-use products.		% of awareness survey respondents scoring 70% or above on re-use questions	75%	Irene R.
	Promote recycling of cardboard.	# of announcements made	12	Irene R.
	Promote use of refillable pens/pencils.	# of announcements made	12	Irene R.
	Place bins that specify how to sort materials; direct staff where to put their recyclable waste.	# of new bins placed	10	Irene R.
	Provide instructions for recycling obsolete plastics/acrylics, glass (Point Of Sale materials).	# of obsolete orders sent out accompanied by recycling instructions	100%	Irene R.
	Promote reusing file folders.	# of announcements made	12	Irene R.

Goals & Objectives	Strategies	Measures	FY 04-05 Targets	Accountable Staff
	Re-use wall mounted whiteboards, corkboards.	% of boards re-used	100%	Irene R.
B. Reduce consumption of energy.		% of 6.B. strategies achieved	100%	Bruce E.
	Substitute videoconferencing for travel when practical.	% of reduction in travel vouchers processed	10%	Tanya E.
	Require energy-saving function on all equipment.	% of items with energy saving features acquired	60%	Irene R.
	Print fewer copies and reduce toner.	% reduction in copy paper purchased	10%	Irene R.
	Change default on printers to double sided documents.	# of printers with feature enabled	50%	Sue F.
C. Increase awareness on how to prevent waste of resources.		% of awareness survey respondents scoring 70% or above on waste reduction questions	75%	Sue F.
	Conduct ongoing campaigns to eliminate junk mail.	# of reduced inches of bulk mail, using a weekly average	25%	Sue F.
	Reduce unsolicited faxes; educate staff about dialing the 800#s.	# of pages of unsolicited faxes	10%	Sue F.
7. Model environmental responsibility for our customers.				
A. Increase players' recycling awareness.		?? % of 7.A. strategies achieved ?? (Todd help?)		Stacy S.
	Promote advanced plays.	% of increase in advance plays	5%	Stacy S.
	Use top of 07 message to remind retailers to recycle.	# of messages sent	8	Stacy S.
	Promote recycling of sold <i>Scratch</i> tickets.	Frequency of published reminders.	2 per year	Stacy S.
	Add recycled tagline/symbol to printed papermaterials.	% of new jobs with recycled indicia	100%	Stacy S. & Steve H.
B. Evaluate the feasibility of retailer partnerships in agency recycling.		# of opportunities for partnering	1	Tim B.
	Explore acquiring refurbished ITVMs/12-bins.	Report completed		Tim B.
	Research vendors' enviro-friendly practices.	Report completed		Tim B.
8. Reduce pollution.				

Goals & Objectives	Strategies	Measures	FY 04-05 Targets	Accountable Staff
A. Increase employee awareness of pollutants.		% of awareness survey respondents scoring 70% or above on pollutants questions	75%	Irene R.
	Place smoking areas away from building air intakes.	Activity completed		Bruce E.
B. Reduce Lottery contribution to pollution.		% of 8.B. strategies achieved	100%	Irene R.
	Use an approved, safe disposal method for fluorescent light bulbs.	% bulbs disposed of safely	100%	Irene R.
	Add more plants inside HQ building, with volunteers to maintain them; post “No juice or coffee” signs by plants.	# of plants with volunteer caretaker added to building	10	Carmen A. & Linda P.
	Promote the “batteries box” and place it in a good location.	# of announcements made	6	Jenna P.
	Change from dry-clean only to washable Drawing Staff clothing.	% of replacements changed to washable	100%	Stacy S.
	Include reduction of hazardous chemicals in new vendor contracts.	# of new contracts changed	100%	Irene R.
Long term strategies:				
	Co-locate with other businesses in “green” business parks.			
	Maintain operation of Sustainability Team.			