

# Office of Financial Management

## Sustainability Plan

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### **II. Sustainability Policy Statement**

The Office of Financial Management is dedicated to meeting the values and practices of sustainability described in Governor Gary Locke's Executive Order 02-03. We will take a leadership role in our daily operations and long-term planning to strengthen our business practices to protect and enhance the environment, improve the health of agency employees, model sustainability for medium-sized agencies, and be thoughtful stewards of Washington's resources for future generations.

*"Just one environmentally focused purchasing policy or guidance – if properly implemented and enforced – can bring widespread benefits to an institution.*

*"By investing in everything from energy-efficient lighting to organic food, growing numbers of businesses, government agencies, hospitals, and other organizations are not only creating safer and healthier workplaces, but are also saving money."*

-- Lisa Mastny  
Worldwatch Research Associate

To this end, we aspire to the following long-range goals and have developed a set of biennial objectives designed to move us towards achievement of these goals.

### **III. Long Range Goals (by 2008)**

1. Reduce by 25% greenhouse gases emitted through facility and vehicle use.
2. Eliminate the purchase of products containing persistent, bioaccumulative toxics (PBTs).
3. Eliminate wasteful practices and maximize the reuse and recycling of all materials and products.
4. Institutionalize sustainability as an agency value.
5. Raise staff awareness about the cumulative impacts of our business activities and the availability of alternatives.
6. Purchase recycled and remanufactured products whenever practicable.
7. Recognize and reward progress and achievements.

### **IV. Current Practices and Opportunities for Improvement**

This section describes current sustainable practices and identifies possible future improvements under each major business area. These ideas were generated by the OFM Sustainability Team and from other staff input.

## **A. Fleets and Transportation**

During fiscal year 2003 OFM employees drove 152,442 miles in their own personal vehicles or agency owned or leased vehicles. Assuming that employee personally owned vehicles reflect the general vehicle fleet as a whole (56 % automobiles, 44% trucks and SUVs), POV and agency cars produced an estimated 1,072 pounds of hydrocarbons and 553 pounds of nitrogen oxides that contribute to smog and toxic air pollution; 8,247 pounds of carbon monoxide; and 144,258 pounds or 72.1 tons of carbon dioxide which contributes to global warming. These vehicles also used approximately 7,354 gallons of gasoline.

### Current Practice

- Offer Commute Trip Reduction incentive dollars to encourage staff to carpool to work, meetings, conferences, etc.
- Established a Telecommuting and Flexible Work Schedule Policy for employees.
- Decreased privately owned vehicle (POV) usage through on-demand desktop training. Example: DOP's E-Learning Program.
- Use teleconference meetings whenever possible.

### Future Opportunities

- Continue to promote/increase employee use of telecommuting and flexible work schedules.
- Continue to actively promote the Commute Trip Reduction Program.
- Use hybrid or other high-mileage, low-polluting vehicles.
- Replace individual desktop computers with laptop models and increase the supply of laptop loaners to facilitate telecommuting.
- Establish a Virtual Private Network to allow OFM employees to access the agency network using DSL or cable modem.

## **B. Purchase of Goods and Services**

In FY 2003 OFM used 3.63 million pages of copy paper. This amounts 11,747 pages per employee per year. Although OFM uses paper with 30% post consumer recycled content this paper usage still has a significant environmental impact. Manufacturing this paper resulted in 630 million BTU, 47.6 tons of carbon dioxide, 329,000 gallons of water, and 91,000 lbs of wood. Switching to 100% recycled paper would reduce energy usage by 35%, carbon dioxide by 29%, water usage by 41% and 100% for wood usage.

The amount of paper used in print jobs sent to the State Printer or other outside companies is under review.

### Current Practices

- Purchase flat screen computer monitors that contain less toxic materials.
- Purchase 30% recycled paper products.
- Purchase printers with capacity to produce two-sided copies.

### Future Opportunities

- Purchase higher content recycled paper products.
- Purchase an increasing percentage of chlorine-free paper.
- Require janitorial services to use only environmentally/people safe cleaning products.
- Require janitorial services to use unbleached or chlorine-free paper products.
- Purchase computers, printers and monitors that minimize the use of toxic materials and can be remanufactured and or recycled.
- Identify alternatives to products containing persistent, bioaccumulative toxins.
- Continue to purchase flat screen computer monitors.
- Work with GA to provide more environmentally friendly products.

## **C. Facility Construction, Operation and Maintenance**

OFM Employees are located in five different state owned or lease facilities amounting to 81,739 square feet. In general OFM is not responsible for maintenance to the building or grounds of these facilities. Rather, the agency relies upon the Department of General Administration or the building owner to complete this work.

### Current Practices

- Shut down copiers and computer monitors each night.
- De-lamp overhead light fixtures and use only energy efficient light bulbs where advisable.
- Operate the Point Plaza West (PPW) water retention pond's fountain pump four hours/day vs. 24 hours/day.
- Recycle paper/cans/plastic/cardboard/glass bottles/printer and toner cartridges, etc. at most facilities.
- Set printers to default to two-sided copying.
- Electronically distribute the *Statewide Accounting and Administrative Manual (SAAM)*, newsletters, telephone lists, etc.
- Decreased the need for paper copies, not only for OFM, but also for 15 other participating agencies with the OFM Travel Voucher System.
- Establish an Intranet website sustainability page, devoted to raising employee awareness of sustainability practices.

### Future Opportunities

- Substantially increase the use of two-sided documents.
- Ensure that recycling opportunities are provided for all recyclable materials at all facilities.
- Continue to promote the use of the Travel Voucher System (TVS) by state agencies.
- Continue to promote the use of Electronic Funds Transfer (EFT) in lieu of paper warrants for payments by agencies.
- Streamline agency document retention/storage practices.
- Increase the use of electronic communications, internally, with other agencies and the public.
- Eliminate unnecessary handouts, meeting agendas, copier banner sheets, mainframe reports, etc.

- Encourage the Department of General Administration to move to Integrated Pest Management on the Capital campus and to minimize and ultimately eliminate the use of pesticides, herbicides and non-organic fertilizers.

#### **D. Health and Safety Programs**

##### Current Practices

- Wellness areas for employee use are located in the PPW and IBM buildings.
- Safety Committee.
- Mail handling practice policy.
- CPR/First Aid training.
- Earthquake procedures.
- Panic button at most receptionist desks.
- Personal body alarms available for check out.

##### Future Opportunities

- The Team will actively promote employee health and safety through the Agency Safety Plan, Wellness Program, Quality of Life Initiative, Fitness Challenges, etc.
- Raise employee awareness of the cumulative impacts on human health and the environment from our daily activities.

#### **V. Major Objectives for Biennial Plan**

##### **Long-Term Goal #1**

Reduce by 25% greenhouse gases emitted through facility and vehicle use.

##### Immediate Actions

- a. Encourage employees to use hybrid motor pool vehicles rather than their own vehicles.
- b. Collect information on types of vehicles used and miles driven by employees in motor pool and personal vehicles.
- c. Establish Virtual Private Network to allow employees to access OFM network at home, enhancing telecommuting opportunities.

##### Longer Term Actions

- a. As OFM vehicles are replaced, purchase hybrid or other vehicles that use less energy and produce fewer greenhouse gases.
- b. Continue to reduce energy consumption.
- c. Purchase energy for OFM facilities from green sources.

##### **Long-Term Goal #2**

Eliminate the purchase of products containing persistent, bioaccumulative toxics (PBT) and other toxic materials.

##### Short Term Actions

- a. Conduct an assessment, or collaborate with other agencies and GA, in conducting an assessment of all products purchased which contain PBTs and other toxic materials.
- b. Identify alternatives for each product.
- c. Consider hiring an intern to conduct the assessment and identification of alternatives.
- d. Develop a plan for the phased in replacement of all products.
- e. Continue to replace computer monitors with less toxic flat screen versions.

### **Long-Term Goal #3**

Eliminate wasteful practices and maximize the reuse and recycling of all materials and products.

#### Short Term Actions

- a. Switch printers and copiers to default to two-sided copying whenever possible.
- b. Educate staff about paper saving opportunities (through use of website and strategically posted signs).
- c. Eliminate unnecessary handouts, meeting agendas, copier banner sheets, mainframe reports, etc.
- d. Insure that all OFM office locations have opportunities to recycle as many products as possible, including cans, glass, plastic, batteries, CDs and paper products.
- e. Explore pre-sorting higher grade from lower grade paper at collection points.
- f. Continue to reduce unnecessary document printing by moving documents to the Internet and more closely monitoring usage of documents.

### **Long-Term Goals #4 and #5**

Institutionalize sustainability as an agency value and raise staff awareness about the cumulative impacts of our business activities and the availability of alternatives.

#### Short Term Actions

- a. Promote the use of the sustainability page on OFM's Intranet website to educate, encourage and inform employees about impacts of daily choices on the environment and human health, and about the availability of alternatives.
- b. Establish an ongoing sustainability team to monitor progress of plan implementation. Team should include representatives from key divisions and representatives from each building site.
- c. Provide yearly sustainability briefings for each division.
- d. Incorporate sustainability into the agencies Strategic Plan for the 2005-07 Biennium.
- e. List paper recycled content on all documents published by OFM.

### **Long-Term Goal #6**

Purchase recycled and remanufactured products whenever practicable.

#### Short Term Actions

- a. Switch to 10% of paper purchases 100% recycled and chlorine free.
- b. Evaluate feasibility of funding increased cost of higher recycled content paper through revenue in pre-sorting recycled paper.

#### Long Term Actions

- a. Work with the State Printer to use paper with higher recycled content and manufactured without chlorine.
- b. Work to increase recycled and post consumer content of all paper products purchased by agency.

### **Long-Term Goal #7**

Recognize and reward progress and achievements.

#### Short Term Actions

- a. Establish an annual sustainability award for employees who make the greatest contribution to improving agency sustainability.

## **VI. Roles and Responsibility**

- OFM Executive Management Team (EMT) will approve resources necessary to carry out objectives.
- Deputy Director will sponsor implementation of the Sustainability Plan.
- Assistant Directors will work with Sustainability Team to implement recommendations.
- OFM's website sustainability page will be maintained by dedicated IS staff.
- The Sustainability Team will be responsible for monitoring plan implementation. The Team will provide periodic updates to the EMT on progress and results.
- Current Members: Lynn Helbrecht, LaVern Todd, Jim Cahill, Chip Halsey, Rudy Kleinhans, Yvonne Makoviney and Vivian Pendleton.

## **VII. Communication and Education**

- The Sustainability Plan will be available on the Intranet website and will provide an opportunity for staff to make suggestions and comments on an ongoing basis.
- The Sustainability Plan will be included in the On-Line orientation program.
- Team members will publicize sustainability results by sharing them at divisional staff meetings, the OFM Forum and by posting them in strategic locations.
- Dedicated IS staff will maintain the sustainable page; assuring a timely display of updated documents, SAAM information, newsletters and other items previously distributed by paper copy.

## **VIII Performance Measures and Continuous Improvements**

We will track the following measures:

- Overall copy paper usage and percent of 100% recycled paper used.
- Paper used in printing and publications including recycled content.
- Use of the Intranet sustainability website by OFM staff
- Amount of janitorial products that are low/non toxic or use unbleached/chlorine free paper.
- Amount and percentage of recycled paper/cans/plastic/cardboard/glass bottles/printer and toner cartridges, etc.
- Energy use by facility.
- Number and type of vehicles owned by agency, and miles driven per year by OFM employees in OFM vehicles, state motor pool and personal vehicles.
- Building Space occupied by the agency and the number of separate facilities.

## Baseline Data Report – September 15, 2003

### Agency Vehicle Information (June 02-July 03)

Vehicle Type	Fuel Type	Ownership	Miles Driven/Year
1997 Dodge Intrepid	Unleaded Gas	Agency purchase	11,502
2001 Ford Taurus	Flex Fuel – Gas/Ethanol	Agency purchase	18,419
1997 Chevrolet Astro Van	Unleaded Gas	Lease	10,000
Personally Owned Vehicles	Various		104,000
Motor Pool	Flex Fuel – Gas/Ethano		8,521
Total			152,442

### Copy Paper Consumption (June 02-July 03)

Paper Type	Percentage of Recycle	Amount (Reams)	Amount (Pages)
White 8 ½ x 11	30%	6,700	3,350,000
Colored 8 ½ x 11	30%	346	173,000
White 8 ½ x 11, 3-hole	30%	40	20,000
White 8 ½ x 14	30%	180	90,000
White 11 x 17	30%	5	2,500
Total		7,271	3,635,500

### OFM Office Sites

Building	Address	Sq. Ft.	No. Employees
Insurance	302 14 <sup>th</sup> Avenue SE	39,601	175
Point Plaza West	6639 Capitol Boulevard	24,000	75
IBM	410 11 <sup>th</sup> Avenue SE	8,275	25
GA	210 11 <sup>th</sup> Avenue SE	5,000	20
“515”	515 15 <sup>th</sup> Avenue SE	4,860	14
Total		81,736	309