

WASHINGTON STATE PATROL

SUSTAINABILITY PLAN

September 2003

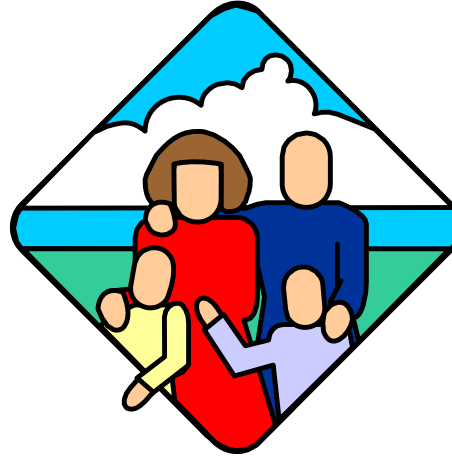


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Executive Summary

A common understanding of the principles of sustainability and defining how the Washington State Patrol can move towards achieving sustainability is key to the success of our Sustainability Plan. Sustainability means protecting and managing our resources to meet current needs without sacrificing the needs of future generations and natural systems. A sustainable activity is one that:

- Addresses the relationship between the environmental, economic, and social aspects of an activity.
- Addresses root causes of problems and prevents or eliminates them, rather than dealing with their consequences.
- Avoids shifting impacts from one area to another in relation to the environment, the economy, and the community.
- Recognizes the irreplaceable value of natural resources in supporting all life.
- If not fully sustainable, provides a transition toward more sustainable outcomes.

Utilizing these concepts as sustainable activities, the Washington State Patrol has established a six-year Sustainability Plan. A sustainable goal or objective must systematically address environmental, economic, and social issues over the long term. Objectives, action plans, and performance measures have been identified under each sustainability goal. The progress of our identified performance measures will be reported to the Office of Financial Management beginning October 15, 2004. Subsequent progress reports shall be submitted each October 15.

The Washington State Patrol's Sustainability Plan is a comprehensive strategy providing a framework for steps to achieve sustainability utilizing the following goals:

1. Increase sustainability practices in existing facility operation and maintenance
2. Improve compliance with sustainability guidelines in the purchase of goods and services
3. Increase sustainability practices of new facility construction
4. Increase sustainability practices with agency-wide vehicle purchase and operation

Through the adoption of a sustainability framework, and collaboration among employees, stakeholders, and suppliers, we can ensure that we protect the natural systems upon which all life depends.

GOAL #1

INCREASE SUSTAINABILITY PRACTICES IN EXISTING FACILITY OPERATION AND MAINTENANCE

OBJECTIVES	ACTION PLAN	CURRENT SUSTAINABILITY PRACTICE	ACCOUNTABILITY LINK
<ul style="list-style-type: none"> • Develop agency-wide commitment to incorporating principles of sustainable energy efficiency into operating and maintaining our facilities. • Develop a committee to review current processes and identify new processes that will reduce waste and increase recycling. • Inform employees of the benefits and cost savings of sustainable practices. 	<ul style="list-style-type: none"> • Educate employees on the principles of sustainability in the operation and maintenance of our facilities. • Encourage employees to conserve energy in unused office space and conference rooms. • Encourage employees to turn off computers, calculators, and other office equipment at night, on weekends, and holidays. • Encourage employees to recycle paper products, plastics, newspaper, and aluminum. • Encourage use of double-sided printing. • Encourage use of double-sided copier function on all copiers. • Turn down thermostats and hot water heaters. 	<ul style="list-style-type: none"> • Many staff work four day work weeks reducing energy consumption in buildings. • At our newest Tumwater facility which was built under green building standards we have: <ul style="list-style-type: none"> • Above ground fuel tanks with monitoring systems. • Eliminated hazardous waste generation. • On site retention for all storm water. • Most facilities' thermostats and hot water heaters have been turned down. 	<p>Property Management Manager</p>
<ul style="list-style-type: none"> • Increase energy conservation upgrades in existing facilities. • Incorporate new energy technologies into existing buildings. 	<ul style="list-style-type: none"> • Identify possible energy conservation upgrades in existing facilities. • Locate funding sources for upgrades. • Develop timeline for installing upgrades. 	<ul style="list-style-type: none"> • Energy efficient electronic lighting in newer facilities. We are in the process of converting older buildings to electronic ballasted lighting as funding permits. 	<p>Property Management Manager</p>

OBJECTIVES	ACTION PLAN	CURRENT SUSTAINABILITY PRACTICE	ACCOUNTABILITY LINK
<ul style="list-style-type: none"> • Reduce multiple copy pre-printed forms. 	<ul style="list-style-type: none"> • Review agency's use of multiple copy pre-printed forms to determine if these forms can be available electronically to reduce cost and paper used. 	<ul style="list-style-type: none"> • Many forms are available on our Intranet site, thereby reducing duplicate copies, costs, and the need to stockpile paper copies. 	Supply Section Manager Administrative Services Manager
<ul style="list-style-type: none"> • Replace use of chemical pesticide and herbicides with environmentally friendly products. 	<ul style="list-style-type: none"> • Replace existing landscaping with hardy, native plants that are not susceptible to pests. • Use natural mulch to reduce the need for herbicides. 	<ul style="list-style-type: none"> • Maintenance contractors have identified integrated pest management practices to discontinue the use of pesticides and herbicides. 	Property Management Manager
<ul style="list-style-type: none"> • Increase sustainable products and procedures. 	<ul style="list-style-type: none"> • Implement irrigation friendly landscaping. • Increase HVAC and interior lighting setbacks. • Install exterior lighting reduction in existing facilities. • Utilize recycled carpet and carpet squares. 	<ul style="list-style-type: none"> • The HVAC system at the Shelton Academy has been upgraded. • Use of carpet squares is a common practice in existing facilities. • All new landscaping designs include native plants that do not require additional watering. • In the process of reducing exterior lighting. 	Property Management Manager
<ul style="list-style-type: none"> • Encourage employees to utilize alternate forms of transportation. 	<ul style="list-style-type: none"> • Continue to market the Commute Trip Reduction (CTR) program. 	<ul style="list-style-type: none"> • Established CTR policy. • CTR participants are offered a cash subsidy or commuter bonus voucher. • Educate employees through Daily Bulletins regarding CTR opportunities and promotions. 	Commute Trip Reduction Coordinator

ANTICIPATED OUTCOMES

1. Increase staff awareness of sustainability guidelines
2. Reduction of energy consumption
3. Increase use of recyclable products
4. Increase number of employees utilizing alternate forms of transportation.

GOAL #2
IMPROVE COMPLIANCE WITH
SUSTAINABILITY GUIDELINES IN THE PURCHASE OF
GOODS AND SERVICES

OBJECTIVE	ACTION PLAN	CURRENT SUSTAINABILITY PRACTICE	ACCOUNTABILITY LINK
<ul style="list-style-type: none"> • Promote the use of environmentally preferable products. 	<ul style="list-style-type: none"> • Identify products that we are currently purchasing that are not environmentally friendly. • Develop a purchasing policy that promotes the use of environmentally preferable products. 	<ul style="list-style-type: none"> • Waterless hand cleaner • Low-water volume toilets • Use of latex and chemically reduced paints and glues 90% of the time. • Use of environmentally preferred glass cleaners, liquid disinfectants, liquid hand soaps, concrete sealers, and concrete rated cleaners. 	<p>Supply Section Manager</p>
<ul style="list-style-type: none"> • Reduce products that are not environmentally preferred. 	<ul style="list-style-type: none"> • Reduce the amount of hazardous products purchased. • Purchase energy efficient and water conserving products • Purchase “Energy Star” compliant office equipment • Purchase products that are reusable and refillable. • Buy recycled paper for letterhead stationery. • Purchase pre-printed forms made of recycled paper. • Reuse cardboard and packing material at Supply Section. • Use packing material that can be recycled and is not manufactured with non-renewable material. 	<ul style="list-style-type: none"> • As current supplies diminish, environmentally preferred products are being purchased. 	<p>Supply Section Manager</p>

OBJECTIVES	ACTION PLAN	CURRENT SUSTAINABILITY PRACTICE	ACCOUNTABILITY LINK
<ul style="list-style-type: none"> • Ensure agency photocopier machines and laser printers have the ability to use paper having at least 50% recycled content, 30% of which should be post-consumer content. 	<ul style="list-style-type: none"> • Review agency inventory of photocopier machines and laser printers. • Program laser printers to print double sided documents. 	<ul style="list-style-type: none"> • Currently encourage use of recycle paper products. 	Supply Section Manager
<ul style="list-style-type: none"> • Provide for environmentally sound disposition of used equipment. 	<ul style="list-style-type: none"> • Locate recyclers that properly dispose of electronic equipment and will recycle equipment at the end of its useful life. 	<ul style="list-style-type: none"> • Computers to school surplus. 	Supply Section Manager
<ul style="list-style-type: none"> • Eliminate toxic materials in construction, office products, furnishings, vehicles, and grounds maintenance 	<ul style="list-style-type: none"> • Develop plans for elimination of toxic materials in construction, office products, furnishings, vehicles, and grounds maintenance 	<ul style="list-style-type: none"> • Use remanufactured computer printer cartridges. 	Property Management Manager

ANTICIPATED OUTCOMES

1. Reduction in disposal costs
2. Market stimulation for environmentally preferred products
3. Reduced waste generation
4. Increased agency participation in support of environmentally preferred products

GOAL #3

INCREASE SUSTAINABILITY PRACTICES OF NEW FACILITY CONSTRUCTION

OBJECTIVE	ACTION PLAN	CURRENT SUSTAINABILITY PRACTICE	ACCOUNTABILITY LINK
<ul style="list-style-type: none"> Ensure agency-wide commitment exists to incorporate principles of sustainable design and energy efficiency into building projects. 	<ul style="list-style-type: none"> Develop a sustainability policy encompassing agency-wide sustainability practices. Include policy awareness in New Employee Orientation, Supervisor's Basic, and Mid-Managers training. 	<ul style="list-style-type: none"> Sustainable design and energy efficiency is utilized when possible in all new building designs and remodels. 	Property Management Manager
<ul style="list-style-type: none"> Implement capital program processes (green building, Leadership in Energy and Environmental Design (LEED)) that reduce or eliminate negative impacts. 	<ul style="list-style-type: none"> Energy: Minimize non-renewable energy consumption and maximize energy conservation. Materials: Maximize use of recycled and recyclable building materials. Water: Conserve and protect water. Indoor Environmental Quality: Enhance indoor building qualities for building occupants. Site: Optimize site potential while minimizing negative impacts Develop sustainability checklist for use during the design construction and commission phases of each WSP capital project. 	<ul style="list-style-type: none"> Each Capital project undergoes General Administration's energy conservation review and approval prior to project design completion. Value engineering is applied to capital projects to ensure the design proposed employs the most efficient means of meeting the needs of the agency program. 	Property Management Manager
<ul style="list-style-type: none"> Ensure funding is available for sustainability practices. 	<ul style="list-style-type: none"> Include sustainable design and energy conservation elements with capital budget requests. 	N/A	Property Management Manager

ANTICIPATED OUTCOME

1. Increased awareness and support of sustainability practices

GOAL #4

INCREASE SUSTAINABILITY PRACTICES WITH AGENCY-WIDE VEHICLE PURCHASE AND OPERATION

OBJECTIVE	ACTION PLAN	CURRENT SUSTAINABILITY PRACTICE	ACCOUNTABILITY LINK
<ul style="list-style-type: none"> • Increase the amount of clean-fuel or hybrid vehicles purchased 	<ul style="list-style-type: none"> • Identify areas where can increase clean-fuel or hybrid vehicles. 	N/A	Fleet Manager
<ul style="list-style-type: none"> • Ensure vehicle maintenance schedules are followed. 	<ul style="list-style-type: none"> • Establish and monitor a schedule for compliance with manufacturer recommended vehicle maintenance schedules that ensures the efficient operation of motor vehicles designed to reduce unnecessary emissions and attain the maximum useful life. 	<ul style="list-style-type: none"> • Employees who are assigned vehicles initiate a vehicle maintenance check with fleet. Agency policy/regulations are in place for vehicle maintenance schedules: 17.00.070 and 17-00-090. 	Fleet Manager
<ul style="list-style-type: none"> • Establish business practices that take advantage of centralized purchasing, storage, and re-use of equipment for vehicle equipping. 	<ul style="list-style-type: none"> • Establish a system with the Supply Manager for centralized purchasing efforts. • Identify storage areas. • Locate equipment for vehicle equipping that can be re-used. 	N/A	Fleet Manager
<ul style="list-style-type: none"> • Ensure hazardous waste is properly disposed. 	<ul style="list-style-type: none"> • Identify locations for hazardous waste disposal. • Notify employees of hazardous waste locations. 	<ul style="list-style-type: none"> • Many of our offices have HAZMAT disposal areas and rules for disposal. 	Fleet Manager
<ul style="list-style-type: none"> • Use bio-diesel as a substitute for diesel in Fleet vehicles 	<ul style="list-style-type: none"> • Identify sources of bio-diesel. 	<ul style="list-style-type: none"> • Our fleet currently uses standard diesel. 	Fleet Manager

OBJECTIVE	ACTION PLAN	CURRENT SUSTAINABILITY PRACTICE	ACCOUNTABILITY LINK
<ul style="list-style-type: none"> Purchase vehicles with long life attributes 	<ul style="list-style-type: none"> Work with Ford to ensure long life attributes accompany each vehicle purchase, i.e. 80,000-mile tires, six-year batteries and 100,000 mile tune-up requirements. 		Fleet Manager
<ul style="list-style-type: none"> Ensure WSP Fleet operates at optimum efficiency. 	<ul style="list-style-type: none"> Purchase high-quality, refined motor oil and other EPP vehicle fluids. 	<ul style="list-style-type: none"> We change oils every 3,000 miles in fleet vehicles. 	Fleet Manager

ANTICIPATED OUTCOMES

1. Reduced consumption of non-renewable fossil fuels
2. Reduced air emissions
3. Reduced water pollution

PLAN IMPLEMENTATION

The Washington State Patrol has assigned the coordination of plan implementation and the reporting function to Mr. Les Brodie, Property Management Division Administrator, 8623 Armstrong Road, Olympia, WA 98504-2626, (360) 596-6001. Successful implementation of the plan will include assigned coordination at each of our facilities.

Our sustainability plan is organized into four major goals. The goals focus on operation and maintenance, purchase of goods and services, new facility construction, and vehicle purchase and operation.

In key functions such as purchasing, Mr. Benny Austin, Supply Manager, 8623 Armstrong Road, Olympia, WA 98504-2626, (360) 596-6016, has been appointed to lead the analysis of goods and services and direct purchasing decisions toward sustainable options. Mr. Bob Green, Fleet Manager, 8623 Armstrong Road, Olympia, WA 98504-2626 (360) 596-6041, has been appointed to lead the analysis of vehicle purchasing and maintenance along with fuel consumption and vehicle equipping strategies. Mr. Jim Lee, Property Management Division Manager, 8623 Armstrong Road, Olympia, WA 98504-2626, (360) 596-6002 will be in charge of the operation and maintenance, and new facility construction to ensure sustainability efforts are implemented.

An essential first step in the implementation of this plan is developing agency-wide policies that coincide with the sustainability guidelines established for our state. Education of our employees will enable each to understand why a sustainable approach to doing business is needed, and what the benefits to them and the agency will be. Managers will need to embrace this plan, acquire a sense of ownership, and become advocates for the agency sustainability strategy. Training opportunities will be identified in New Employee Orientation, Supervisor's Basic, and Mid-Manager's training at the Academy located in Shelton.

Funding some of the identified objectives will be a challenge due to revenue shortfalls and budget cuts. With that in mind, we will be looking at funding alternatives to implement this plan. We plan to utilize the savings realized through sustainability strategies to help fund others.

A great deal of ground work is being done at this stage of the sustainability plan. We plan to work ambitiously to establish baseline data with the objectives identified under our four major goals in the next six months. The baseline data will assist us to establish targets for the future and identify our progress through this journey.

Keeping staff informed on the progress of our sustainability efforts will be an essential component of our success. We will be updating employees through the use of our Daily Bulletins, staff meetings, the "Inside Out" agency newsletter, and Intranet site. Our progress on the identified outcomes will be reported in the monthly Strategic Advancement Forum from the Property Management Division. We plan to post the results of our outcomes on the WSP homepage.

EXECUTIVE ORDER 02-03

SUSTAINABLE PRACTICES BY STATE AGENCIES

WHEREAS, the state of Washington is committed to the mutually compatible goals of economic vitality, a healthy environment and strong communities; and

WHEREAS, sustainability provides for current needs without sacrificing the needs of future generations; and

WHEREAS, within state government, sustainable practices require decisions based on a systematic evaluation of the long-term impacts of an activity or product on health and safety, communities, and the environment and economy of Washington State; and

WHEREAS, reversing the steady decline in the natural resources and ecosystems on which people and economic vitality depend is critical to our future; and

WHEREAS, the regional and global implications of climate change, loss of biological diversity, and threats to resources such as clean water require us all to examine and change behaviors; and

WHEREAS, state government should model sustainable business practices that contribute to the long-term protection and enhancement of our environment, our economy and the health of current and future generations;

NOW THEREFORE, I, Gary Locke, Governor of the state of Washington, declare my commitment that state government operations be conducted in a manner consistent with these principles of sustainability and contribute positively towards the quality of life of all citizens.

It is **THEREFORE** ordered and directed that:

1. Each state agency shall establish sustainability objectives and prepare a biennial [Sustainability Plan](#) to modify its practices regarding resource consumption; vehicle use; purchase of goods and services; and facility construction, operation and maintenance.

Plans should be guided by the following long-term goals:

- Institutionalize sustainability as an agency value;
- Raise employee awareness of sustainable practices 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; and
- Reduce or eliminate waste as an inefficient or improper use of resources.

Initial plans may be modeled on the outline accompanying this executive order and shall include descriptions of currently used sustainable practices. Each agency shall complete its initial plan by September 1, 2003. Subsequent plans shall be completed by September 1 each even-numbered year thereafter.

Each state agency shall report annually on its progress in implementing its Sustainability Plan. The first progress report shall be submitted to the Office of Financial Management by October 15, 2004. Subsequent progress reports shall be submitted each October 15.

2. The Office of Financial Management shall designate a Sustainability Coordinator to assist state agencies in meeting the goals of this executive order. The Coordinator shall:
 - o Assist agencies in developing their Sustainability Plans;
Assist agencies in educating their employees on sustainable business practices;
 - o Chair an inter-agency work group to promote information-sharing and cooperation;
 - o Create and maintain a Sustainable Washington Internet Website where agency plans and accomplishments can be viewed by state agencies and the public;
 - o Develop incentives to recognize innovative agency practices that foster sustainability;
 - o Work to eliminate barriers to sustainable practices; and
 - o Identify opportunities for coordinated sustainable activities by state agencies such as the purchase of sustainable products through state contracts.
3. The Sustainability Coordinator, in consultation with state agencies, shall establish Sustainability Advisory Council consisting of representatives from the private sector and others with sustainability expertise to advise state agencies on how to make state government operations more sustainable.

The Sustainability Advisory Council shall report to me by February 1, 2004 on the status of agency sustainability activities, opportunities for improvements based on effective strategies used elsewhere in the public and private sectors, and the best means to integrate sustainability into state government policies and actions.

I invite institutions of higher education, public schools, elected officials, commissions, and others to participate in implementing this executive order within their organizations.

This executive order shall take effect immediately.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the State of Washington to be Affixed at Olympia this 18th day of September A.D., Two Thousand Two.

GARY LOCKE
Governor of Washington