

Public Disclosure Commission – 082 Sustainability Plan

- 1. Agency Contact Information** and Responsible Agency Staff
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2. Sustainability Policy Statement

The Washington Public Disclosure Commission is committed to fulfilling its responsibilities under Executive Order 02-03 (Appendix A). 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.

3. Long Range Goals

- Institutionalize sustainability as an agency value
- Raise employee awareness of sustainability in the workplace
- Minimize energy use
- 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
- Increase use of electronic communications both internally and externally
- Purchase only “energy star” compliant electronic products by 2005
- Purchase chlorine free paper products only
- Use only recycled paper
- Use both sides of paper before recycling
- Increase ease in which staff can recycle paper, cans, plastic, etc. by 2004
- When requesting motor pool vehicles, request alternate fuel vehicles
- Consider holding more meetings via telephone conference call
- Submit 75% of our print jobs to copy center electronically by 2005
- Provide video training to customers rather than on-site training

4. Current Practices and Opportunities

Fleets and transportation

- Reduce vehicle miles by holding more meetings via telephone conferencing
- Encourage carpooling to business meetings

Purchase of Goods and Services

- Purchase only Energy Star computers and activate energy-saving features upon installation
- Purchase flat panel computer screens as older screens need replacing
- Purchase 100% recycled paper for all projects
- Purchase paper cups instead of Styrofoam cups

Facility Construction, Operation and Maintenance

- Recycle electronic devices, using older computers for replacement parts
- Recycle toner cartridges from fax machines, copiers and printers
- Use surplus, re-usable office furniture
- Provide manuals, brochures and other documents on web site
- Encourage customers to obtain information from web site rather than paper copies; copy materials to CD or send via email rather than paper
- Encourage staff to set up folders for emails rather than printing to paper if at all possible
- Use two-sided copying as a standard
- Encourage staff to write notes on scrap paper rather than new tablet paper
- Replace flip chart paper with white boards
- Turn off office lights & task lights when not in use. Remove extra bulbs from over lit work areas
- At close of business, turn off computer screens, task lights and overhead lights
- Turn off all training room and customer service computers and monitors when not in use
- Copiers are to be set to “energy saver” mode at night
- Promote teleconferencing/video conferencing
- Re-use office supplies, e.g. 3-ring binders, file folders, binder and paper clips
- Recycle mixed paper, boxes and aluminum cans

This agency is housed in a leased facility.

- All lighting fixtures have been replaced with Energy Star fixtures
- Timers are installed on hallway lights
- Maintenance is performed quarterly on the HVAC (filters changed; system is fine tuned)
- Cleaning supplies used contain no hazardous chemicals

Grounds Maintenance

- Grounds/landscaping contains native plants with low water requirements; no pesticides or herbicides are used (leased facility)

Health & Safety Programs

- Safety committee will update staff quarterly via email on health and safety programs

- Monitor air quality using air purifiers throughout the office

5. Objectives for Biennial Plan

Raise employee awareness of sustainability in the workplace

- Educate all employees on the Commission's sustainability plan
(Distribute the updated sustainability plan to all employees annually via email.)

Minimize energy use

- Reduce power consumption

Shift to non-toxic, recycled and remanufactured materials in purchasing and construction

- Identify suitable, available options
- Use recycled paper, which has not been re-bleached with chlorine, to meet all copying and printing requirements.
- Add one new non-toxic product to the Commission's list of supplies

Expand markets for environmentally preferable products and services

- Increase purchase of environmentally preferable products
(Research existing markets, contracts for Commission use)

Reduce or eliminate waste as an inefficient or improper use of resources

- Increase awareness of how to re-use products
- Reduce consumption of energy

6. Roles and Responsibilities

Agency management staff shall be responsible for carrying out objectives; the Director of Administration shall be responsible for ensuring reporting and for education and communication of activities.

7. Communication and Education

Director of Administration met with employees who contributed ideas and input on the agency's current practices and long range goals. Education of employees will be done at least annually with updated plan information.

Management staff will communicate with employees via email at least quarterly the status of the plan and request assistance in developing new ideas to save resources and eliminate waste.

8. Performance Measures and Continuous Improvement

Items that can be measured, such as mileage and amount of paper consumed, will be reviewed on July 15 and January 15 of each year. If the consumption of paper and staff mileage has declined, then the outcome will be considered a success.

The following items have been identified for performance measurement:

- Paper copies of records for the public;
- Miles traveled for filer training and workshops;
- Paper consumption; and
- Toner usage.

A sustainability committee will be formed to review new products and ideas from staff. New products/ideas will be presented to management for review and possible inclusion in an updated Sustainability Plan.

Note: Requested baseline data is at Appendix B.

Appendix A

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:

- o 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:
 - Assist agencies in developing their Sustainability Plans; Assist agencies in educating their employees on sustainable business practices;
 - Chair an inter-agency work group to promote information-sharing and cooperation;
 - Create and maintain a Sustainable Washington Internet Website where agency plans and accomplishments can be viewed by state agencies and the public;
 - Develop incentives to recognize innovative agency practices that foster sustainability;
 - Work to eliminate barriers to sustainable practices; and
 - 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

BY THE GOVERNOR:

Appendix B

Baseline Data:

Building space (leased): 7,682 square feet

Number of employees: 22.7

Vehicles owned: 0

Amount of paper consumed: 367 cases (89%--30% recycled; 11% virgin)