

Washington State Department of Community, Trade & Economic Development Sustainability Plan

VISION

The Washington Department of Community, Trade and Economic Development fosters sustainability by encouraging and enabling employees to find ways to apply ecologically sound principles in our day-to-day work.

What is sustainability?

As defined in Executive Order 02-03, sustainability provides for current needs without sacrificing the needs of future generations.

Principles of sustainability

- 1) Natural systems are the basis of healthy communities and economies.
- 2) Our ecology, economy and society are interdependent. We must integrate consideration of these factors into our decisions. Optimizing all three is sometimes described as the "triple bottom line."
- 3) We must primarily use renewable resources thoughtfully and efficiently and work to minimize waste.
- 4) The needs of future generations must be factored into our decisions as our decisions will affect the options and choices of future generations.
- 5) All decisions have local, regional, and global implications.
- 6) We must align our education, incentives, and regulations to achieve sustainable decision.
- 7) We have more creativity and flexibility when we factor sustainability into the beginning of our decision making.

What are the benefits of a sustainable community?

Environmental benefits:

- Enhance and protect ecosystems and biodiversity
- Improve air and water quality
- Reduce solid waste
- Conserve natural resources
- Wise use of our landscapes

Economic benefits:

- Reduce operating costs
- Enhance asset value and profits
- Improve employee productivity and satisfaction
- Optimize life-cycle economic performance

Health and community benefits:

- Improve air, thermal and acoustic environments

- Enhance occupant comfort and health
- Minimize strain on local infrastructure
- Contribute to overall quality of life
- Conserves historic and cultural resources

Example

If we rehabilitate a historic building we can create a productive work space that uses few resources, re-uses existing materials, reduces disposal costs, increases property value of this space and nearby properties, employs skilled workers in the rehabilitation all while revitalizing a community and preserving a key piece of our cultural heritage.

Our approach

We would like to engage all CTED employees (306.4 FTE) in our sustainability quest. A perfect, but unimplemented plan is not our goal. In addition sustainability is still an idea in evolution. We need you to participate for sustainability to become part of our culture! This draft plan is the first cut. This plan will be revised and the next version will include more long range goals and additional ideas how to incorporate sustainability into our every day work. We would like to:

- Increase awareness of sustainability;
- Seek to understand the affects of our current operations and decisions - create a baseline to measure progress from;
- Identify near term opportunities to simply incorporate sustainability into our day to day activities;
- Incorporate sustainability into our long term mission - make it part of who we are and what we do;
- Don't tell you what to, but;
- Instead - help you identify - explore - create - implement thoughtful and creative solutions; and
- Have fun and be successful

CTED & Sustainability - we already practice it - we seek to systematize, measure and improve our effort - maybe even become a model

Even though we are revising our sustainability plan in September 2004, CTED has made strides toward being a sustainable organization. Many of our programs are centered on sustainable concepts - healthy communities - economies - ecosystems.

For instance:

- Our Indoor Air Quality policy states that items like marker pens, whiteboard cleaners, and building carpets should be less toxic.
- We made many tenant improvements in both the RAAD and Davis Williams buildings that improve the energy efficiency and employee comfort.
- We installed environmentally friendly carpets.
- The Energy Policy Division supports wind and other renewable energy development.
- We support energy efficiency through our Low Income Weatherization and LIHEAP programs as well as our Energy Policy Division.

- We purchase recycled copier/printer paper.
- The Office of Archeology and Historic Preservation supports the reuse of historic buildings.
- The Growth Management Program guides communities to develop with efficient use of land and infrastructure, to preserve agricultural and natural resource lands, and to protect critical areas such as shorelines, wetlands, fish and wildlife habitats, aquifer recharge zones.
- The Resource Team funds local projects that enhance the health of our communities - ecosystems and economies.
- We turn off lights, computers, and copy machines.
- We purchase copiers and printers with double-sided printing capabilities.
- Many of our employees carpool, bike, or take the bus when it is possible.

The following goals address where we work, the tools we use at work, and how we work. These goals are a starting point and will need to be revised as we know more and understand more.

Sustainable Goals for CTED

Communication Goals

Goal 1. Increase CTED staff's awareness of sustainability by June 2005.

Strategy 1. CTED will e-mail a sustainability tip to every staff person monthly starting September 2004

Strategy 2. CTED will maintain a Sustainability Committee to implement and revise the plan as needed. The committee will find opportunities to educate staff including: developing written procedures to ensure strategies are implemented; developing sustainability postings in strategic locations (i.e. info on recycling by the garbage); arranging sustainability trainings for employees, e-mailing sustainable tips of the month to all staff; etc.

Goal 2. Increase the environmental consciousness of our publications including reducing hard copy printing by 50% by 2005 and by 75% by 2010.

Strategy 1. All CTED publications will be available on the web. Hard copies will be available by request only.

Strategy 2. When hard copies are needed and printed, we will consider the longevity of the usefulness of the publication. Don't print more than you think you will need.

Strategy 3. All publications will be printed with soy or other non-toxic ink.

Goal 3. The Sustainability Committee will continue to work to improve and implement the plan and communicate with all levels of CTED.

Strategy 1. The Committee will meet on an as needed basis through FY2005 to refine the plan and develop more detailed implementation strategies.

Strategy 2. The Committee will report progress on implementation and plan update annually via e-mail to agency staff.

- Strategy 3. The Committee will meet with the Management Team each year annually to provide progress reports.
- Strategy 4. The Committee will track the goals set out in this plan and prepare the annual progress report and plan update.
- Strategy 5. The Committee will work with agency staff and appropriate staff from other agencies to collect data for measurement toward agency goals.
- Strategy 6. The Committee will increase its membership to include at least one participant from each division by January 2005.

Administrative Services Division Goals

Goal 1. Streamline our services to our customers.

- Strategy 1. Continue to reduce the number of warrants and their attachments that are sent out in regular mail.

Community Services Division Goals

Goal 1. Increase staff awareness of sustainability principles by the close of FY05.

- Strategy 1. Provide sustainability information and examples of sustainability practices to staff at all division-wide staff meetings; have staff answer short survey at beginning and end of FY05 on sustainability principles, and that asks for information regarding personal sustainability behavior (e.g. two-sided copies, use of state vehicle for travel, etc.)

Goal 2. Increase contractor awareness of sustainability principles by the close of FY05.

- Strategy 1. Provide sustainability information and examples of sustainability practices to contractors some time during FY05, in a manner to be decided by each program within the division.

Goal 3. Implement a battery recycling program.

- Strategy 1. Research the feasibility of a battery recycling program. Data will be gathered on battery sizes/types used by Division staff, on locations to take spent batteries for recycling; and on costs associated with recycling (including staff time to recycle batteries and transport to recycle facility, recycle containers, and on recycling charges). Data will be assessed to determine whether it would be feasible to begin a battery recycling program.
- Strategy 2. Begin a battery recycling program, if the battery recycling research indicates that it is feasible to do so (i.e. not cost or time prohibitive, given Division resources). Set up recycle containers in strategic locations. Staff remove spent batteries from their machines (personal organizers, computer mice, laptop computers, etc.), and place in recycling containers. Spent batteries are taken to area recycle center.

Energy Division Goals

Goal 1. Support the use of renewable energy

Strategy 1. Increase the diversity of our electricity supply options with a particular focus on expanded use of energy efficiency, renewable resources, and combined heat and power.

Goal 2. Support the industry development through implementation of our clean/smart energy business plan.

Strategy 1. Increase the number of clean/smart energy businesses in Washington.

Housing Division Goals

Goal 1. Grow a diversified and sustainable economy.

Objective: Increase investment in home energy conservation and other sustainable building practices that preserve affordable housing.

Strategy 1. Create funding opportunities to promote and reward utility and other investment in low-income weatherization.

Goal 2: Advance the health, safety and social well-being of families and communities.

Objective: Increase the capacity of housing providers to develop and effectively manage low-income housing.

Strategy 1. Increase the availability of affordable housing by investing HTF resources in projects that are viable, ready to go and can serve individuals and families that are most in need of assistance according to locally identified housing priorities.

Strategy 2. Preserve, improve and encourage siting of manufactured homes for affordable housing.

Strategy 3. Support and increase the number of affordable housing units through rehabilitation of historic properties.

Strategy 4. Improve the durability and affordability of low-income housing through repair, rehabilitation, and weatherization of low income housing

International Trade Division Goals

Goal 1. Promote Washington's sustainable products.

Strategy 1. Increase the number of sustainable products from Washington that are sold in other countries.

Local Government Division Goals

Goal 1. Provide support to Washington communities to improve their sustainability.

Strategy 1. Increase the number of jurisdictions that have adopted critical areas ordinances.

Strategy 2. Increase the percent of development that occurs within urban growth areas within Washington's five largest counties.

The metrics that have been requested are:

Paper - In FY04 CTED purchased 8,463 reams of 30% post consumer content paper. This is an increase over last year which points out some of the work we need to do.

Transportation - Our estimate of personal miles and Motor Pool miles in FY04 is 700,000. This is similar to FY03.

CTED Contact Information - Members of Sustainability Committee

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