

SEPTEMBER 2006

The seal of the Washington State Office of the Attorney General is a large, faint watermark in the background. It features a central figure of a person with wings, holding a pair of scales of justice. The scales are balanced. The figure is set against a circular background with the words "ATTORNEY GENERAL" at the top and "WASHINGTON" at the bottom. Two evergreen trees are positioned on either side of the central figure.

WASHINGTON STATE
OFFICE OF THE ATTORNEY GENERAL
SUSTAINABILITY PLAN 2006

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AGENCY CONTACT INFORMATION AND RESPONSIBLE AGENCY STAFF

AGENCY CONTACT:

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RESPONSIBLE AGENCY STAFF (SUSTAINABILITY COMMITTEE MEMBERS):

<u>Name</u>	<u>Division</u>
Shiela Case	Torts
Angie Chamberlain	Labor & Industries
Joe Christy	Social & Health Services
Jeffrey Erwin	Transportation & Public Construction
Brian Faller	Ecology
Cami Feek	Administration
Millie Jaeger	Administration
Dori Jaffe	Agriculture & Health
Ronda Larson	Criminal Justice
Le Perry	Administration
Shelley Rohr	Administration
Kelli Smith	Transportation & Public Construction
Talia Wilson	Utilities & Transportation Commission

SUSTAINABILITY POLICY STATEMENT:

Sustainable practices are critical to maintaining and improving the efficiency and cost-effectiveness of the Attorney General's Office (AGO). Sustainability means living within the ability of the environment to recycle and engaging in practices to sustain our resources and support a rich diversity of life. This policy is intended to institutionalize sustainable practices, make such practices a core agency value and raise employee awareness about the concept of sustainability.

PLAN OVERVIEW:

The AGO has had a Sustainability Plan since 2003. The initial plan was developed by the Sustainability Program Manager, approved by the Executive Team and carried out by a small group of employees with interest in specific components of the plan.

The agency has a new Sustainability Policy that was developed to support the 2006 Sustainability Plan. The new plan has been developed by a large group of employees dedicated to the AGO Sustainability Policy. The new policy is more specific, with long- and short-term goals and objectives and more specific responsibility assignments.

LONG RANGE GOALS: (LONG TERM VISION FOR THE AGO – 25 YEARS)

GREEN BUILDING PRACTICES (FACILITIES MANAGER)

1. Identify long-range facility projects through 2017 that will provide LEED™ certified Silver standard.
2. Move progressively toward Silver and Gold LEED™ standards.
3. Continue to incorporate green building elements into existing buildings during remodel projects.
4. Plan facilities with public transportation access, carpool/vanpool parking and the use of “green” janitorial services and supplies as existing contracts expire.

PETROLEUM-USE REDUCTION OF 20 PERCENT: (FLEET MANAGER)

- Replace pre-1996 vehicles with high-efficiency vehicles by June 30, 2008.

VEHICLE FLEET MANAGEMENT AND PLANNING PRACTICES: (FLEET MANAGER)

- Continue to complete and manage the annual agency fleet management plan.

DIRECTION ON VEHICLE RENTAL USE: (AGO SUSTAINABILITY COMMITTEE)

- Draft a policy on the use of hybrid/low-emission rental vehicles by June 30, 2007.

REDUCE PAPER USE BY 30 PERCENT, AND INCREASE THE USE OF ENVIRONMENTALLY PREFERABLE PAPER (EPP) TO 50 PERCENT BY JUNE 30, 2016. (PURCHASING MANAGER)

- Purchase EPP paper and paper products as they become available at Central Stores.

CONTINUE TO PURCHASE PAPER WITH 30+ PERCENT RECYCLED CONTENT. (PURCHASING MANAGER)

- When Central Stores carries paper with higher recycled content AGO will upgrade to the more environmentally preferable product.

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1. LEED™ is the acronym for Leadership in Energy and Environmental Design. It is a rating system for green building design that has been adopted by the U.S. Green Building Council. Buildings meeting the sustainable criteria can be certified Green, Silver, Gold, or Platinum. At the platinum level, a building must be nearly self-sufficient, providing its own energy, purification of reused water and disposal/recycling of virtually all waste and recyclables while having minimal impact on the environment.

AGO OBJECTIVES SEPTEMBER 2006 TO JUNE 30, 2009

GREEN BUILDING PRACTICES (FACILITIES MANAGER)

1. Relocation of AGO Port Angeles and/or Kennewick will be to be LEED Silver facilities if available.
2. Continue to incorporate green building elements into existing buildings during remodel projects.
This includes, for example, motion detectors on lights, multiple switching-on lights, use of reused or remanufactured components, waterless urinals, low-flow toilets and showers, and use of rice, wheat and other renewable resources in doors and other casework.
3. Plan facilities with public transportation access and carpool/vanpool parking.
4. Use of “green” janitorial services and supplies where available.

REDUCTION OF PETROLEUM USE IN STATE/PRIVATELY-OWNED VEHICLES ON STATE BUSINESS: (FLEET MANAGER AND OPERATIONS COMMITTEE)

1. Replace pre-1996 vehicles depending on budget availability by June 30, 2008.
2. Continue the freeze on purchase of four-wheel drive vehicles that operate on less than 30 miles per gallon.
3. Continue to prioritize the purchase of hybrid and other fuel-efficient/low-emissions vehicles.
4. Submit a fleet management plan and report annually to Department of General Administration reporting agency progress.
5. Make fuel-efficient, low-emission vehicles a priority for commercial car rentals by adopting a vehicle rental policy not later than June 30, 2007.
6. Evaluate whether diversifying the fleet to include high-efficiency diesel/bio-diesel vehicles as well as high-efficiency hybrid vehicles would be a more prudent long-term strategy by June 30, 2007.
7. Continue to reduce trips outside the office by encouraging greater use of conference calls and alternative communication technologies, such as video telecommunication and real-time networking. This will be an ongoing requirement.
8. Evaluate the possibility of establishing an online carpool coordination service with one or more local areas (e.g. airport, Seattle, etc.) by June 30, 2008.

REDUCE LIFECYCLE IMPACTS OF PAPER PRODUCTS (DIVISION SUSTAINABILITY CONTACT, FACILITIES AND PURCHASING MANAGERS)

1. Reduce the use of paper by 3 percent per year (2003 baseline) (Division Sustainability Contact) by June 30, 2008.
2. Purchase at least 50 percent EPP paper by June 30, 2008 (Purchasing Manager).

ENERGY EFFICIENCY: (ECOLOGY, FACILITIES, FLEET MANAGERS)

- Reduce petroleum use in state/private-owned vehicles on state business (Fleet Manager)

PURCHASED GOODS AND SERVICES:

- Develop an AGO Environmentally Preferred Purchasing Policy (Purchasing Manager).

FACILITY CONSTRUCTION, OPERATION AND MAINTENANCE: (FACILITIES MANAGER)

1. During new or remodel construction projects, employ motion sensors in all rooms that are frequently vacated.
2. When replacing refrigerators and similar appliances, replace with Energy Star rated items.
3. Review the compatibility of facilities with available green power by June 30, 2008.
4. Investigate hand-drying options for rest rooms to reduce paper and energy consumption; include in AGO Space Standards by June 30, 2007.
5. Continue upgrading facilities to water-saving fixtures as part of all new and major remodel projects.
6. When possible, upgrade HVAC systems with current technology for energy savings and/or cleaner air.
7. Continue to require green janitorial services where available in all new and renewable contracts.

WASTE MANAGEMENT AND ORGANICS RECYCLING: (AGO OPERATIONS COMMITTEE, BUILDING FACILITY CONTACTS AND DIVISION SUSTAINABILITY CONTACTS)

1. With the cooperation of building owners, locate a site to be set aside for compost. This site could be shared with other buildings in the immediate vicinity and could be tended by volunteers and the groundskeepers. In addition to the building waste, it would accommodate the trimmings from the nearby gardens and/or landscaping. The product of the site would be used on and around the grounds. Have the first compost projects in operation by January 1, 2008. (Facility Contacts)
2. The collection of plastics, aluminum and food waste shall be strategically located in or around the kitchen areas and coffee stations to motivate and remind people of their purpose and availability. Such refuse will be picked up by the custodian and recycled to their proper locations. Programs should be in operation by June 30, 2007. (Facility Contacts)
3. The double-sided printing default should be initiated immediately for all AGO employees and managers, to be used with few exceptions. Program to be operational by January 1, 2007. (Facility Contacts)
4. A “Don’t Print This E-Mail” message at the end of all e-mails will encourage people to think twice before printing. Institute by January 1, 2007. (Division Sustainability Contact)
5. Establish a “used but not abused” recycle center in each office would provide a source for readily available items that would otherwise be thrown away. Institute by June 30, 2007. (Facility Contacts)
6. Encourage staff to turn off as much equipment as possible at the close of each business day. Institute by January 1, 2007. (Division Sustainability Contact)
7. Require, with few exceptions, employees to receive their pay through electronic funds transfer rather than checks and paper statements. Institute by June 30, 2007. (Operations Committee)
8. Eliminate distribution of printed earning statements by January 1, 2007 (Operations Committee)

COMMUNICATION AND EDUCATION:

1. Division Sustainability Committees will draft a monthly summary to include the latest AGO sustainability issues and most recent Sustainability Tips that Division Sustainability Contacts can present during staff meetings. Institute by June 30, 2007. (Division or Building Sustainability Committee Chair)
2. Designate Sustainability Committee Liaisons by January 1, 2007. This position will be similar to the Wellness Committee Liaisons. These employees do not attend meetings but are included in emails. They are primarily for divisions without Committee representation, particularly in smaller office locations. (Division Sustainability Contact)
3. Encourage/welcome all staff to attend Sustainability Committee meetings (post date/time/place on InsideAGO); (AGO Sustainability Committee Chair)
4. Provide minutes from the most recent Sustainability Committee meeting to all staff on InsideAGO. Create an archive page with past meeting minutes Institute by January 1, 2007. (AGO Sustainability Committee Chair)
5. Create a terms/definitions/facts/FAQ page on Inside AGO for staff not familiar with Sustainability and/or related terminology. Institute by June 30, 2007. (AGO Sustainability Committee Chair)
6. Archive past Sustainability Tips on Inside AGO. Institute by June 30, 2007. (AGO Sustainability Committee Chair)
7. Submit to the Operations Committee an amendment to the AGO Strategic Plan, regarding the education of staff about sustainability, the committee and office-wide sustainability practices, including updates to the agency's Sustainability Plan. Submit prior to the next Strategic Plan update, but not later than June 30, 2008. (AGO Sustainability Committee Chair)
8. The Sustainability Committee will draft a list of issues/facts/tidbits (incl. current Sustainability Tip), geared toward those in management/supervisory positions, that can be relayed at management meetings. Institute by June 30, 2007. (AGO Sustainability Committee Chair)

ROLES AND RESPONSIBILITIES:

1. **Division Contact** – Each division will establish a point of contact for sustainability planning, implementation and reporting. This person will be the Sustainability Committee Liaison and will work with the Sustainability Program Manager and Sustainability Committee Chair to ensure the achievement of sustainability goals. Liaisons to be assigned and names provided to the Sustainability Program Manager by January 1, 2007.
2. **Sustainability Program Manager** – Responsible for creating the AGO Sustainability Committee, soliciting input from employees for the Sustainability Plan, preparing the Plan, preparing the annual report, and participating in the AGO Sustainability Committee;

3. **Sustainability Committee Chair** – Conducts meetings of the AGO Sustainability Committee, informs employees of the sustainability goals and the methods for achieving those goals, and assists the Sustainability Program Manager in collecting data for the Sustainability Plan and annual report. Sustainability Committee to elect a chair by October 15, 2006.
4. **Chief of Staff** – Project sponsor for the Operations Committee;
5. **Operations Committee** – Endorses the biennial Sustainability Plan and approves the Sustainability Report annually by October 1st.
6. **The Attorney General or designated representative** – Approves the Sustainability Plan prior to October 15th of even numbered years.

IMPLEMENTATION

SUSTAINABILITY PROGRAM MANAGER AND THE SUSTAINABILITY COMMITTEE

The Sustainability committee will meet and input each of the 25-year and 2-year goals on the progress report spreadsheet. This entails determining who within the AGO is responsible for each goal. The program manager will assign a point of contact for each goal and be confirmed by the committee.

Volunteers will be identified to oversee the accomplishment of the goals and work with the contacts. The assigned members will meet with the division contacts to identify anticipated obstacles and methods of achieving the goal, including developing sub-goals and timelines. Where the steps to achieving a goal may be complex or detailed, it may be useful to develop a separate plan for achieving the goal. The information developed will be recorded in the annual progress report.

DIVISION-LEVEL INVOLVEMENT

Each division within the office will appoint a Sustainability Committee Liaison to represent the division as the division contact in achieving the goals of the Sustainability Plan. The Liaison will present information and sustainability tips to the division at staff meetings. The division contact will be on the forefront of achieving a cultural shift in the AGO toward sustainability.

REWARD SYSTEM

Rewarding sustainability is key to implementing the plan. A subcommittee of the Sustainability Committee will be responsible for reward ideas and coordination. For example, the person in a division who is instrumental in the agency's accomplishment of a goal should be written up on Inside AGO. The same is true of a person in a division who has devoted an exceptional amount of time or energy to one or more sustainability practices. Also, a division should receive recognition for success in achieving goals. In addition to the Individual AGO Sustainability Award, there should be a team award and a division award.