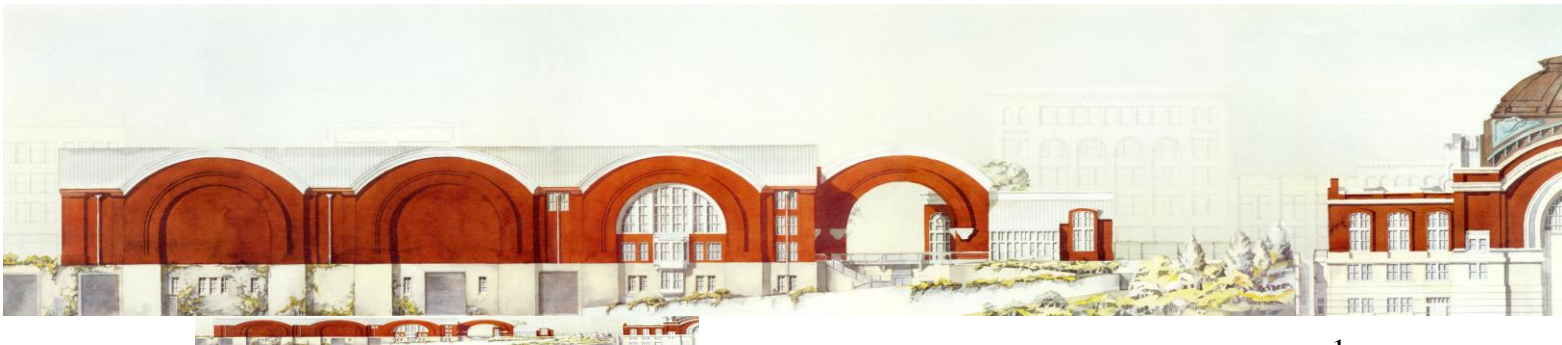


WASHINGTON STATE
**HISTORY
MUSEUM**



Sustainability Plan

September 1, 2009



Washington State Historical Society Sustainability Plan

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AGENCY CONTACT INFORMATION & RESPONSIBLE AGENCY STAFF

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SUSTAINABILITY POLICY STATEMENT

The Washington State Historical Society (WSHS) is committed to sustainable practices and the stewardship of resources to make state government and its public sector partners an example of sustainable stewardship for the citizens of the state. WSHS will pursue sustainability by empowering agency staff to conserve resources, assist with procurement of environmentally preferred products, and promote commute trip reductions.

The purposes of WSHS's Sustainability Plan are:

- To implement the Governor's Executive Order 05-01.
- To provide a framework for WSHS's Divisions to assess their environmental impacts, create long-term vision for eliminating waste of resources, and to set interim goals to make progress towards operational efficiencies.
- To address issues to make WSHS's operations more sustainable.
- To document WSHS's leadership and commitment to improving the environment by reducing the impact of its operations.

WSHS is comprised of eight operational areas:

1. Board of Trustees: includes Governance & Policy oversight and development.
2. Executive Director: includes Legislative & Community Relations, Business Development, Strategic Planning, Internal Quality, Public Affairs, Mission and Vision.
3. Administrative Services: includes Budget Development, Fiscal Accounting & Planning, Employee Services, & Training Services, Internal Audit Committee & Admissions Services.
4. Museum Services: includes Facility Services, Museum Support Services, Exhibit Services, & Collections Services.
5. Member, Donor & Public Relations: includes Membership Services, Public Relations, Donor Relations, and Marketing Services.
6. Outreach Services: includes Education Services, State Capital Museum, Heritage Resource Center, & Center of Columbia River History
7. Information Technology: includes Network Infrastructure, Desktop Applications, Information Services, & Technology Security Protocols.
8. Publication Services: Columbia Magazine.



LONG RANGE GOALS (BASELINE YEAR 2003)

GOAL #1 – INSTITUTIONALIZE SUSTAINABILITY AS AN AGENCY VALUE AND INCREASE EMPLOYEE IMPLEMENTATION OF STAINABLE PRACTICES.

Strategy –

WSHS will educate and encourage participation by staff and contractors in sustainable programs in both internal and external business activities.

GOAL #2 – IMPLEMENT SUSTAINABLE BUILDING PRACTICES

Strategy –

Design and build all major construction and renovation projects for state-owned facilities to the LEED (Leadership in Energy and Environmental Design) Silver Standard by 2005-2007 biennium and thereafter.

GOAL #3 – REDUCE TRANSPORTATION ASSOCIATED POLLUTION

Strategy –

Encourage agency staff and volunteers to reduce commuting through public transportation, car & van pooling, walking & biking to work.

GOAL #4 – MAXIMIZE RECYCLING, MINIMIZING WASTE, AND MINIMIZING USE OF PRODUCTS WITH 100% VIRGIN MATERIALS

Strategy –

WSHS's divisions will reduce or eliminate 90% of the waste generated by their operations, through recycling, by 2007 and reduce or eliminate 100% of the waste generated by their operations, through recycling, by 2009.

GOAL #5 – MINIMIZE FACILITY RELATED ENERGY AND WATER USE

Strategy –

WSHS will reduce energy use by 10% by 2009 by use of advanced building technology and empowering staff to conserve resources.



CURRENT PRACTICES AND OPPORTUNITIES

Board of Trustee & Executive

Provides leadership and communication regarding WSHS's sustainability efforts. Leads by example for Divisions by supporting sustainable office practices.

Administrative & Fiscal Services

Makes tools available to other divisions within WSHS, to save paper, enable telecommuting, flex-schedules, and enhancing electronic services.

Intranet used for publication notices, training materials, policies and procedures on-line.

Electronic payroll staffers replace 95% of hard copy payroll staffers.

Electronic Inventory Control is utilized.

Active health and safety programs including ADA policy, Family Medical Leave Act (FMLA) Policy, Military Leave Act, and Return to Work Program to keep WSHS workforce on the job and productive.

Museum Services

Performs energy monitoring and control, purchases energy efficient electronic ballasts, uses low volatile organic compound VOC paint, on-going effort to add separate water meters to track domestic, irrigation, and cooling tower water usage, requires commissioning of new systems installed during capital projects, janitorial staff use environmentally safe cleaning supplies, products are purchased with minimal packaging to reduce waste, paper, cardboard, cans, and glass are recycled, grounds staff adhere to water conservation plan, maximize the use of drought resistant plants, limits use of chemicals that are toxic to the environment, encourages customers to use Construction Waste Management Guidelines and strive for silver LEED rating in construction of major projects, promotes commute trip reduction program, promotes reusing of exhibit materials where able.

Member, Donor & Public Relations

Encourages publication vendors to use recycled content papers when possible, encourages on-line and telephonic membership renewals, promotes electronic notifications of events.

Outreach Services

Encourages recycling and reusing Outreach Materials, encourages on-line booking and confirmation of educational tours and programs. Promotes classroom history boxes to schools to cut costs and limit commuting.

Information Technology

Used PC's and monitors go to State Surplus for potential resale/reuse, PC's and other IT components are reutilized in reduced function or non-production areas to extend life cycle, printer and fax cartridges are recycled, all appliances are Energy Star rated.



CURRENT EFFICIENCY PRACTICES

Office Paper-

- WSHS is currently purchasing its white office paper of various sizes from state contract containing 100% recycled, 100% post consumer, and chlorine free. Various colored papers purchased on state contract are also 100% recycled 100% post consumer, and chlorine free.
- WSHS routinely emphasizes to agency staff the importance of paper conservation by re-using office paper for drafts printed from officer printers to reduce the usage of office paper.
- Reductions are based off of FY 2005

Annual Paper Costs

	2003 Benchmark	2004	2005	2006	2007	2008	2009 Target
Annual Totals	Not Available	Not Available	\$2,677.00 Approx.	\$2,500.00 Approx.	\$2,375.00 Approx.	\$2,375.00 Approx.	\$2,375.00 Approx.
Reductions	N/A	N/A	N/A	6.6%	11.3%	11.3%	11.3%

Specialty Papers-

- WSHS's Membership & Marketing department requires specialty papers for:
 - Exhibition "Rack-Cards"
 - Exhibition Posters
 - Brochures and Promotional Labels
 - Press folders and Exhibit flyers
 - Columbia Magazine issues
- WSHS's Research Center requires the use of virgin, acid free papers due to the conservation of the state's collections.

Specialty Paper Costs

	2003 Benchmark	2004	2005	2006	2007	2008	2009 Target
Annual Totals	Not Available	Not Available	\$108,000.00 Approx.	\$35,000.00 Approx.	\$30,000.00 Approx.	\$28,400.00 Approx.	\$20,000.00 Approx.
Reductions	N/A	N/A	N/A	67.6%	72.2%	73.7%	81.5%



Janitorial Paper Products-

- WSHS purchases its sanitary paper products from state contract. All sanitary paper products meet or exceed the recycle content and post consumer content.

Janitorial Paper Costs

	2003 Benchmark	2004	2005	2006	2007	2008	2009 Target
Annual Totals	Not Available	Not Available	\$3,300 Approx.	\$2,800 Approx.	\$2,800 Approx.	\$2,800 Approx.	\$2,500 Approx.
Reductions	N/A	N/A	N/A	15.1%	15.1%	15.1%	24.2%

Paper Recycling –

- WSHS formerly contracted with the Weyerhaeuser Company for recycling services which only concentrated on mixed paper and cardboard. In 2008 WSHS moved to a commingling recycling program with the City of Tacoma and the City of Olympia. This change in recycling services allows the agency to continue to capture mixed paper and cardboard materials and to also capture plastics, aluminum, glass and acceptable food containers.
- WSHS is recycling 100% of office paper and 100% of dated specialty papers used in marketing and production of museum materials.

Petroleum Usage –

- WSHS currently owns a 1991 Dodge Ram Cargo Van and leases a 2003 Ford Taurus and a 2006 Ford Taurus through the State Motor Pool, which are used only for state business.
- The Cargo Van is driven approximately 2,000 miles per year. Approximately 98% of petroleum consumption is by the van.
- The remaining 2% petroleum consumption is from grounds maintenance equipment (Lawn mower, gas-trimmers, & pressure washing).
- Even though WSHS's vehicle is pre-1996, the vehicle is paid for and a newer vehicle of same capacity would cost the agency tens of thousands of dollars to replace. The State Motor Pool does not provide a vehicle of its kind to lease, nor does the WSHS meet the minimum monthly miles required to make a lease cost effective.

Petroleum Usage – Cargo Van

2003	2004	2005	2006	2007	2008	2009
Not Available	Not Available	170 gals Approx.	170 gals Approx.	170 gals Approx.	170 gals Approx.	170 gals Approx.



Petroleum Usage – Grounds Equipment

2003	2004	2005	2006	2007	2008	2009
Not Available	Not Available	25 gals Approx.	25 gals Approx.	25 gals Approx.	25 gals Approx.	25 gals Approx.

Miles Traveled –

- Benchmark numbers were not available, thus working from FY04 data.
- Totals include reimbursable miles driven by staff POV, agency Van, and introduction of state motor pool vehicle.
- The Historical Society has experienced an increase in miles traveled on state business due to advancements in Outreach Services grant program, Lewis and Clark Bicentennial programs and exhibition, Capital Projects in Olympia to include the Heritage Resource Center & Executive Office Building planning and Legislative appropriations for Women’s Suffrage Centennial exhibition.

Miles Traveled on State Business

2003	2004	2005	2006	2007	2008	2009
Not Available	20,252	25,729	38,772	26,763	30,701	30,032
Reductions	N/A	-27.0%	-91.4%	-32.1%	-51.6%	-48.3%

Energy Consumption –

- Significant operating changes were made to our boilers and chillers in FY 2000 & 2001, prior to the benchmark year of 2003.
- Prior to the benchmark, the agency accomplished a 28.6% reduction in power consumption at the History Museum facility from 1996 to 2003. This was accomplished by reducing firing rates on boilers; various control strategies, and piping revisions.
- The agency has continued to modify HVAC components and operational controls to maximize efficiencies.
- The agency has national museum accreditation standards to properly maintain climate controls for collections and artifacts of the State of Washington.

Electricity Consumption – All Facilities

	2003 Benchmark	2004	2005	2006	2007	2008	2009 Target
Annual Totals	3,503,265 KWH	3,733,194 KWH	3,874,369 KWH	3,681,703 KWH	3,767,973 KWH	3,550,625 KWH	3,236,854 KWH
Reductions	N/A	-6.5%	-10.6%	-5.1%	-7.5%	-1.3%	7.6%



Natural Gas Consumption – All Facilities

	2003 Benchmark	2004	2005	2006	2007	2008	2009 Target
Annual Totals	73,358 Therms	76,861 Therms	74,325 Therms	49,630 Therms	50,792 Therms	54,132 Therms	54,545 Therms
Reductions - % = increase	N/A	-4.7%	-1.3%	32.3%	30.7%	26.2%	25.6%



PERFORMANCE MEASURES & CONTINUOUS IMPROVEMENT

Board of Trustee & Executive

Support of sustainability goals and provide Leadership and Commitment to improving the environment by reducing the impact of agency operations.

Administrative Services

- Provide information, support and training for employees to participate in sustainable programs.
- Reduce waste by implementing additional on-line/electronic forms and communication.
- Procurement of EPP papers.
- Encourage agency CTR program.

Museum Services

- Practice LEED standards in Capital projects.
- Energy – Monthly monitoring of energy consumption and quarterly reporting of consumption results and efficiency measures taken during the review period.
- Paper Recycling – Quarterly review of quantity recycled and staff reminders to participate in program.
- Fuel Consumption - Quarterly review of fuel consumption.
- Janitorial – Procure EPP for papers and cleaning supplies.

Member, Donor & Public Relations

- Encourage service and supply vendors to provide EPP products where possible.
- Encourage members to use electronic forms to reduce waste.
- Provide electronic drafts for advertising & public relations.

Outreach Services

- Encourage use electronic forms for booking and confirming educational tours to reduce waste.
- Use 2-sided forms when possible to reduce waste.
- Encourage agency CTR program.

Information Technology

- Purchase Energy Star rated equipment under state contracts for increased buying power.
- Surplus and/or Recycle equipment beyond minimal standards.
- Upgrade equipment where possible to reduce costs.

