

Office of the Attorney General
Annual Sustainability Progress Report
October 15, 2004

Section I: Agency Information, Policy and Goals

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Sustainability Policy Statement:

The Office of the Attorney General is committed to providing a high quality of life for the people of the state of Washington now and for the future. This means to live within the ability of the environment to recycle waste, provide resources and support a rich diversity of life. Altering attitudes as well as policy is the ultimate goal of the AGO Sustainability Plan.

Long Range Goals:

- Institutionalize Sustainability as an agency value and raise employee awareness.
- Continue to minimize the use of energy and water through employee training and improved technology in AGO facilities and vehicles.
- Continue the shift to clean energy for AGO facilities and vehicles.
- Reduce single occupancy vehicle trips to SeaTac Airport, regional offices, training sessions and other common destinations.
- Continue the shift to not-toxic recycled and remanufactured materials in office operations, construction and maintenance.
- Educate the AGO staff on “Green” products that are available for home and office use.
- An intranet project will assist to manage administrative processes using web-based electronic forms, minimizing the need for paper forms.
- Conduct training by videoconference between Olympia, Seattle, Spokane and possible other state wide locations.
- Reduce waste through the systematic recycling of office products, construction materials, and by purchasing in bulk or items with minimal packaging.

Section II: Reporting on Objectives

Objectives for FY 03-05

- Obtain GA and OFM approval and complete planning for a new facility using Leadership in Energy and Engineering Design (LEED) standards
 - Department of General Administration has approved the project and plans.
 - OFM has given tentative approval for funding.
 - Final approval pending Executive Team presentation Oct 2004.
- Ensure all building construction and maintenance projects are completed through the application of LEED standards.
 - LEED upgrades have been added to projects in the Spokane and Vancouver offices as well as the new Tumwater Warehouse.
 - Upgrades are in final planning stages for the Wenatchee and Bellingham offices.
- Construct a new video conference center in the Spokane Regional Office.
 - The new center became operational in December 2003.
- Begin conducting videoconference training sessions between Olympia, Seattle and Spokane.
 - State wide video training began in January 2004.
- Replace system printers, scanners, copiers, and fax machines with multi-purpose machines increasing energy efficiency over the 370 individual office machines currently in use.
 - The contract has been signed.
 - Analysis and testing is nearly complete.
 - The next phase will be ordering the equipment.
 - Final implementation is scheduled for late 2004.
- Reduce telephone cabling by 40% by using data cabling for Voice over Internet Protocol (voice over IP).
 - Project analysis has been completed.
 - The feasibility study will begin November 2004
 - The RFP is scheduled to be let in January 2005
- Create an annual Agency Sustainability Award to be presented to the employee or group of employees contributing the most to agency energy reduction or efficiency. The Award will be presented on Earth Day.
 - A glass Earth trophy was presented on Earth Day 2004
- Set copy machines to default to double-sided copies, except at Document Services.
 - Only a handful of digital copiers were able to be programmed to this function. New machines being purchased as part of the multi-purpose machine upgrade will have the ability to meet this requirement.
- Limit copy machines to 50 copies, except those at Document Services and regional offices without access to a state print shop.
 - Action completed.

- Hybrid vehicles will be required for all replacement vehicles except vans, trucks or those specifically authorized by the Chief Deputy Attorney General.
 - The AGO has increased its hybrid fleet from 11% to 20% with more on order.

Section III: Communication and Education

- The AGO Executive Team has been briefed on the agency plan and has provided support and recommendations for program improvement.
- The Sustainability Manager has addressed several division staff meetings highlighting the program.
- Good Morning AGO is a daily on-line newsletter. Several sustainability articles have been published this year including one on the new AGO Sustainability Policy and Plan, one on the Sustainability Award winner and one on progress being made by the agency.
- The Sustainability Award nomination process provided agency wide recognition of the program and participation by additional staff.

Section IV: Statewide Performance Measures

- Copy paper use during FY 2004 was 55,200 reams. This establishes the baseline for future reports.
- FY 2004 vehicle miles traveled
 - AGO Fleet vehicles traveled 1,425,000 miles
 - Privately owned vehicles traveled 289,282 miles
- Fuel Purchased
 - Gasoline for fleet vehicles 54,567 gallons
- Fuel Efficiency
 - Approximately 26 miles per gallon

Section V: New or Updated Goals and Objectives

- New Goal
 - Establish a baseline for the use of equipment, supplies and products with Persistent Bioaccumulative Toxins including Mercury used in light switches and fluorescent tubes and Chlorine used in cleaning products and paper processing. This will be a combined effort between the Facilities manager, the Purchasing manager, the AGO Supply Center and office managers.
- Revised Objectives
 - Begin construction on a new LEED certified facility to replace four aging, inefficient facilities. Phase I to be completed 2005 and phase II in 2006.
 - Construct a new video training room in the Training Unit to allow state wide video training. To be completed in 2005

- Complete the transition from printers, copiers, fax and scanners to multi-purpose machines in 2005.
- Reduce telephone cabling by 30% by using data cabling for Voice over Internet Protocol phone systems state wide transition to begin June 2005 and be completed in 2007.