

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Section II: Reporting on Objectives

Executive Division

A. Quantitative Measures of Progress

Under the direction of General Administration's Executive Division, GA has responded to Executive Order 02-03 responsibly by actively establishing a sustainability team charged with drafting and periodically updating the Agency sustainability plan and meeting periodically to evaluate goals and objectives, as well as report on progress annually to the the Office of Financial Management.

B. Narrative description of progress to date

■ Success factors:

General Administration's success factors to date, can be attributed to the early and deliberate selection of team members, clear communication of Governor Locke's intentions in executive order 02-03 to the team, and managing the drafting of the plan like a project by setting milestones and getting commitment from division management toward establishing the objectives set forth in the plan.

■ Barriers and Challenges:

In post WWII north american society, we have become **accustomed** to the freedom and flexibility afforded by the convenience of having a personal automobile, affordable fuel and convenient parking. We became **socialized** to "throw away" paper products like napkins, plates, plastic products like cups, bottles and dinnerware; industrial products like filters and lubricants. With the advent of 1970's and 80's we threw away toner and ink cartridges, and failed electronic equipment. Clearly, the barriers to achieving a sustainable GA are as follow: Communication of what sustainability is and the intent of Executive Order 02-03, getting at least a general acceptance by GA personnel, and getting commitment to make the effort to take steps toward change in attitude and behavior.

Our challenges are that to become "sustainable," we must demonstrate an economic incentive, help or otherwise be a catalyst to establish an environment that will foster sustainable practices and/ or make being sustainable a convenience. The true cost of being wasteful or not considering the long term ramifications of our business and day to day operating practices needs to be made obvious and considered in our business planning efforts.

Other challenges include the need for communicating the plan to GA personnel, achieving at least a general acceptance by our employees that consideration for sustainability is indeed the right thing for society, help the personnel of our agency takes steps toward transition, and encourage leadership and behavior that demonstrates consideration for the welfare of future generations.

C. Other programs or Initiatives

None cited at this time.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Section II: Reporting on Objectives

Administrative Division

A. Quantitative Measures of Progress

Ensure that GA reduces its employees' single occupant vehicle rate by 2005 at least 5% from 2003 levels, as measured by the 2005 CTR survey. Progress on this work is on-going.

Use the template provided by the Governor's Executive Policy Office to document report, and incorporate new information about new products, into the sustainability plan.

Use the template provided by the Governor's Executive Policy Office as the format and repository to collect the data.

B. Narrative description of progress to date

■ **Success factors:**

None to report at this time

■ **Barriers and Challenges:**

None to report at this time

C. Other programs or Initiatives

None to report at this time

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Section II: Reporting on Objectives

Division of Capitol Facilities

A. Quantitative Measures of Progress

All custodial cleaning products used on Capitol Campus will be environmentally friendly by 2010.

- ✓ *We have identified several friendly products and are testing them for effectiveness at this time*

All irrigation will be done with reclaimed water on West Campus by 2010.

- ✓ *Require funds for a pump station. We are also awaiting the outcome of negotiations with the City of Olympia and LOTT.*

By 2010, all paper products used by custodial services will be made of 60 percent recycled materials.

- ✓ *Currently, we provide hand towels of 60% recycled content. We are exploring alternatives for toilet tissues.*

70 percent of all solid waste generated on Capitol Campus will be recycled by 2015.

- ✓ *59% of solid waste is recycled.*

All buildings on campus will have energy efficient lighting with electronic ballasts by 2010.

90 percent of all construction waste generated by Tenant Improvement Services will be recycled by 2015.

By 2025, all Ground's vehicles used on campus will be electric and/or use alternate fuels.

- ✓ *We have purchased our first electric vehicle*

By 2025, reduce potable water consumption on Capitol Campus by 50 percent on a per capita basis.

- ✓ *We are using fiscal year 2004 to establish our baseline for comparisons. 8 million units were consumed. Need to identify a meaningful basis for the per capita piece.*

Use 100 percent reclaimed water for make up water in the Power House cooling tower by 2005.

Reduce paper use by setting division printers for two-sided printing and directing staff to submit timecards electronically by 2004.

- ✓ *Six network printers currently have duplex capability. Six network printers require a duplex attachment. Twelve network printers can duplex manually. Twenty-five employees remain to transition to electronic timecards.*

Investigate, and adopt if feasible, by 2008 the use of biodiesel in building generators and power plant boilers

- ✓ *Biodiesel is anticipated to double the cost of fuels for boilers. We anticipate Federal Subsidies will offset these costs.*

B. Narrative description of progress to date

■ Success factors:

- ✓ Sustainability emphasis in the state community.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

- ✓ Participation of local enterprises and government entities.
- ✓ "Good stewardship is a value-added process."

■ Barriers and Challenges:

- ✓ Availability of recyclable products.
- ✓ Honoring the priority of sustainable practices during project scheduling.
- ✓ Budget constraints.

C. Other programs or Initiatives

None cited at this time.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Section II: Reporting on Objectives

Division of Engineering and Architecture Services

A. Quantitative Measures of Progress

- ✓ The Energy Section has an on-going program conducting energy audits of existing Capital Campus facilities to minimize energy waste through the end of 2004. The outcome of which will be reported in future annual sustainability plan reports.
- ✓ The development of environmental guidelines for design, construction, and operation of state buildings is also in process with a draft expected in July 2005.
- ✓ LEED criteria has been discussed at several Project Management Team meetings. The nature of our business paradigm enables project managers to advertise and select architects and engineers who are qualified to do LEED standard projects at the direction of the funding agency.
- ✓ Implementation of construction waste management guidelines for new construction and renovation projects has been adopted in the division's boiler plate specs.

B. Narrative description of progress to date

■ Success factors:

- ✓ Dedicated personnel, encouragement by division management.

■ Barriers and Challenges:

- ✓ The cost of documenting the Leadership in Energy and Environmental Design (LEED) varies in cost from \$30K to 60K, depending on the complexity of the project. In the community college market, this added ambition takes money away from equipment, furnishings or even the maximum allowable construction cost. The client agency, confronted with this prospect, lacking the appreciation for the value of achieving a LEEDs standard, has great difficulting in funding a LEED certification activity.
- ✓ A few successful key pilot projects may cause a shift in the trepedation experienced by our client agencies.

C. Other programs or Initiatives

None cited at this time.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Section II: Reporting on Objectives

Division of Facilities Planning and Management

A. Quantitative Measures of Progress

Of the objectives reported in the September 15, 2004 Sustainability Plan, progress has occurred on the following:

GA will replace all system motors with efficiency motors by 2013.

- ✓ New variable frequency drive exhaust fans have been installed in the Natural Resources Building for increased energy efficiency and better air quality (project# 04-024)

Repair all steam, water, and storm water leaks by 2010.

- ✓ An emergency repair of a steam leak in the Executive Mansion was effected.
- ✓ The storm water pipe that traverses the flag circle roadway is being replaced (project 04-082G)
- ✓ The storm water pipe north of the Temple of Justice will be replaced in Sept. '04 (project 04-082G)

GA has a goal of increasing recycle and reuse practices in capital construction projects through the Construction Waste Management specifications so that 80 percent of waste is saved from the landfill per project by 2005.

- ✓ The Legislative Building Rehab reports a 92% rate of recycling of construction waste.
- ✓ The East Plaza 4 project reports the recycling of 200-tons of dirt and 500-tons of concrete

FPM commits to request only hybrid vehicles for agency use from Motor Pool by 2005.

- ✓ DFPM has been assigned one vehicle at this time. Most other travel requirements for DFPM have required vans. However, no hybrid vans are currently available from the motor pool.

B. Narrative description of progress to date

■ Success factors:

- ✓ Dedicated personnel, encouragement by division management.

■ Barriers and Challenges:

- ✓ None cited at this time.

C. Other programs or Initiatives

- ✓ High efficiency mechanical systems have been installed in the Legislative Building (Project 04-224)

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

- ✓ Marathon Park will be irrigated with reclaimed water from LOTT upon finalizing an agreement with the City of Olympia.
- ✓ LOTT has installed a reclaimed water line to the powerhouse for future campus irrigation use. DFPM is considering options to bring reclaimed water to the west capital campus in th 07-09 Capital Plan.
- ✓ Meters are being installed as part of a campus chilled water loop project to track chilled water usage. the loop project will allow the buildings to run independently of each other and to increase chilled water use efficiency. (project# 03-121)
- ✓ Office building #2 will receive two higher efficiency electric transformers, and a new, more efficient cooling tower. (project# 02-069)
- ✓ CTR participation in DFPM sees 50% of the staff working a compressed work week while 10% use alternative means of transportation to get to work.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Section II: Reporting on Objectives

Office of State Procurement

A. Quantitative Measures of Progress

- ✓ Moving the majority of OSP copy paper consumption to the most environmentally preferable/sustainable option available on state contract, **has been completed.**
- ✓ Elimination of resource utilization associated with delivered portable water and water coolers as well as installation of water filters to improve taste of locally available potable water from tap, **has been completed.**
- ✓ Migration from CRT technology to LCD technology for computer displays, to reduce hazardous waste stream volumes is **45% complete.**
- ✓ OSP has been actively participating in available recycle programs for paper, toners, etc.
- ✓ Reduce training associated travel and associated pollution by bringing more training on site and participating in more “webinars”, teleconferences, and satellite broadcast training. Support local professional purchasing chapters to attract more local training.
6 Webinars for 110 professional staff held in Olympia, reducing the need to travel 13,200 reimbursable travel miles to Seattle venues for that caliber of professional training.
- ✓ Participate in legislation to modernize public purchasing RCWs to reduce paper and support electronic communications for bid notifications and reverse auctions. **The legislative environment is favorable to pursue this activity.**
- ✓ Encourage use of State vehicles rather than privately-owned. Eliminate privately- owned vehicle reimbursement by 2004. **Ongoing**
- ✓ Implementation of a contract strategy to offer four (4) more new product lines for environmentally preferred/sustainable products/services by June 30, 2005, **has been completed. As of June 30th, 2004, 13 product lines have been implemented:**
 1. Ultra low diesel fuel
 2. High mpg vehicles
 3. Vehicles mfr'd w/o mercury
 4. Scrap metal recycling services
 5. Remanufactured auto parts
 6. Recycling spent computers
 7. Seqway human transporters
 8. School bus retrofit kits
 9. Ultra low emission vehicles
 10. Partial zero emission vehicle engine for contracted station wagon
 11. HVAC air filters
 12. Recycled/ chlorine free copier paper
 13. Playground equipment
- ✓ 10-year stretch goal – 50 percent of state contract portfolio will include new product lines for environmentally preferred/sustainable products/services. **Ongoing**
- ✓ Recommendation of environmentally preferable/sustainable alternatives for two (2) Correctional Industries product lines by June 30, 2005 has occurred.
- ✓ 10-year stretch goal – 50 percent of Correctional Industries products/services portfolio will include new product lines for environmentally preferred/sustainable products/services.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

- ✓ 6 product lines have been implemented in fiscal year 2004
 1. Recycled fabric
 2. Burlap sandbags
 3. Hydrostripping of signs
 4. Composting - processing
 5. Recycling services (metal and cardboard)
 6. Environmental services (asbestos abatement)
- ✓ Potential Candidates for fiscal year 2005 include:
 1. Organic based fertilizer
 2. Strawboard
 3. Recycled diesel oil
 4. Worm casting
- **Success factors:**
 - ✓ Dedicated personnel, encouragement by division management.

- **Barriers and Challenges:**

None noted at this time

C. Other programs or Initiatives

- ✓ Implement a contract strategy to offer an **additional four (4) more** new product lines for environmentally preferred/sustainable products/services by June 30, 2005.
- ✓ Candidates for twelve (12) more new product lines for environmentally preferred/sustainable products/services for fiscal year 2005 include:
 1. Hybrid trucks
 2. Environmentally responsible floor care products
 3. Environmentally responsible dishwashing detergents
 4. Environmentally responsible laundry detergents
 5. Mercury free (or reduced) cathode ray tube monitors
 6. Environmentally responsible cleaning products
 7. Lead free ammunition
 8. Hybrid Ford Escape
 9. Parks recycling program
 10. Recycling floppy disks & compact disks services
 11. Food service containers
 12. Flotation docks

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Section II: Reporting on Objectives

Division of State Services

A. Quantitative Measures of Progress

Increase to 80 percent use of electronic storage and transfer of documents, use of internet online forms, and use of electronic/digital transmission of documents by 2005.

Recommend site design standards for facilities to accommodate walkers and bikers by 2005.

Real Estate Services

Develop criteria and supporting policies to encourage consolidation and co-location of state agency programs and discourage fragmentation by 2005.

- ✓ Completed and incorporated into policies and practices.
- ✓ Embarked on a series of consolidations in Thurston County and have successfully consolidated the Dept. of Health, Revenue, Gambling Commission, divisions of the Dept. of Social and Health Services and next year will have completed consolidations for the Dept. of Corrections and Transportation.

Develop policies and procedures that encourage agencies to coordinate with each other and consolidate their space requests into fewer solicitations, resulting in larger, multi-agency office buildings by 2005.

- ✓ Policy is in place. We are working with agencies on a project by project basis to implement.

Provide LEED training and orientation for agencies and developers by 2004.

- ✓ Completed a number of training sessions for agencies and developers.

Provide Real Estate Services staff opportunities to become "LEED Certified" professionals by 2005.

- ✓ Staff have attended a number of sustainability and LEED training sessions.
- ✓ Design staff will be attending certification classes and will become certified by 2005.

Develop criteria and supporting policies and procedures to evaluate proposed new leased facilities under new Leased Space Requirements that include LEED Certified Building Elements by 2005.

- ✓ The Leased Space Requirements document has been revised to incorporate "green building" and LEED elements. This document will become effective on January 1, 2005.
- ✓ The LEED rating system has been used on a number of projects in 2004 and will continue to be used on a project by project basis to effectively transition to the new emphasis on sustainability.

Develop methodology to highlight and recognize LEED Certified Buildings by 2005.

- ✓ As part of the revision of the Leased Space Requirements, the LEED rating system is being adapted for use as an evaluation and monitoring tool.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Reduce travel cost by video-conferencing and teleconferencing 35 percent by 2005.

- ✓ The RES Group has no data on this objective.

State Commute Trip Reduction Program

Encourage the adoption of building design standards as part of Leased Space Requirements that encourage the most intensive use of public transportation and other alternative transportation modes by 2005.

- ✓ The Thurston County Preferred Development Areas (PDA's) and Preferred Leasing Areas (PLA's) Policies require that state facilities - owned or leased - need to be located:
 - Within central business districts or urban centers or similarly designated areas as identified in each city's comprehensive plan; and
 - It is highly accessible to the public; and
 - It possesses fully developed and effective street network; and
 - It possesses fully developed pedestrian circulation system(s) directly adjacent to potential sites; and
 - It possesses infrastructure accessible to individuals with mobility impairments; and
 - It possesses high quality (regularly scheduled and frequent) public transit directly adjacent to potential sites
- ✓ The new edition of the Leased Space Requirements includes pedestrian and transit compatible/friendly building design and siting.
- ✓ To reduce the number of vehicles on the roadways, thus assisting with sustainability. The CTR program through GA provides:
 - Fare-free bus passes to all state employees in Thurston County.
 - A home free guaranteed ride home program to all state employees in Thurston, Pierce, King and Spokane Counties
 - Bicycle cages on the campus, and
 - Shared, zoned parking at all state worksites.

State Motor Pool

Perform an alternate fuel fueling site feasibility study in the Olympia area in conjunction with the Clean Cities Coalition and other interested state agencies by the end of 2005.

- ✓ Motor Pool is awaiting the outcome of a similar feasibility project being conducted on McChord Air Force Base which is trying to develop and E85. It will be using this data in its feasibility study to be conducted in 2005.

By 2004, meet with Motor Pool's ten largest users to discuss downsizing vehicles to reduce fuel consumption.

- ✓ Discussed Governor's executive order on sustainability with our customers and included a copy with vehicle request packages.

Consolidated Mail Services

1. Conservation of natural resources
 - I. Less resources consumed.
 - II. Less material to landfills.
 - III. Less fossil fuels consumed.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

2. Save budget dollars by maximizing usefulness of products and services.
3. Improve partner relationships through mutual cooperation.
 - ✓ Combination deliveries of mail and Central Stores.
 - ✓ Certain sizes of boxes are culled for Central Stores to reuse in their package shipments.
 - ✓ "On Demand" supply deliveries are effectively being made.

Surplus Program

Establish a transportation partnership with Central Stores maximizing the use of existing state freight vehicles and reduce duplication of services and equipment by 2005.

- ✓ Surplus programs truck and driver (along with all costs) was transferred to Central Stores in July 2003. Central Stores charges Surplus Programs a "per pallet" charge to pickup surplus property. This has consolidated the shipping process but has not produced any savings for Surplus Programs.

Act as a clearinghouse on electronic component waste disposal by December 2003.

- ✓ Used state contract with Total Reclaim, since July 2003.
- ✓ As of July 2004, Surplus Programs has a Memorandum of Understanding with the Federal Bureau of Prisons, (UNICOR) to responsibly recycle electronic waste. General Administration has a non-mandatory electronic waste contract available as well.

B. Narrative description of progress to date

■ Success factors:

Real Estate Services

- ✓ The Preferred Leasing Areas (PLA) policy has been successful; over 95% of leased facilities have been located within the PLA's. This initiative is being expanded statewide within the next biennia.
- ✓ Two major building projects have been designed for LEED Certification Rating.
- ✓ A major lease development project has been designed for LEED Silver Rating.
- ✓ Two more major projects are in the process of being designed with the equivalence of a LEED Certified Rating.

State Commute Trip Reduction Program

- ✓ The STAR Pass program - pre-paid bus pass for all state employees based in Thurston County.
- ✓ The SAFE-Ride program - a guaranteed ride home program that is supplied by contracted vendors in Thurston, Pierce, King and Spokane counties.

Motorpool

- ✓ Purchased 29 Toyota Prius hybrid sedans.
- ✓ Purchased 176 flexible fuel vehicles capable of operating on ethanol (E85) or gasoline including 99 Ford Taurus sedans, 15 Ford Taurus wagons, and 62 Ford Explorers.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

■ Barriers and Challenges:

Real Estate Services

- ✓ Agencies have sometimes resisted GA's efforts to locate facilities in areas with appropriate infrastructure, claiming that such sites cost more. This has not proven to be the case.
- ✓ Lease projects present unique challenges that are not present in a Public Works type project. In a state-owned project on the other hand, it operates under the Public Works process. The site is selected, the design team is selected and the decision to have a LEED project is made before it is put out to bid for construction. That means that LEED has been built into the project in the beginning.
- ✓ The lease process involves a solicitation for space in a geographical area and having developers respond with proposals. Requiring that the project be a LEED project is a challenge to the developer because among other things hee needs to know what the agency is bringing to the project in the way of supporting LEED program elements. This is generally not known by the developer until later in the design process. The challenge is to identify and develop agency supported elements prior to the solicitation.
- ✓ The cost for LEED documentation and certification seems excessively high. Indeed getting timely and adequate information from the Green Building Council is not a project friendly process. It costs a lot to fund registration of a project. A submitter can only obtain responses to two questions for free; subsequent questions are answered for \$500 each. This does not provide an incentive to become involved in the certification process, let alone attempts to obtain assistance, once registered.

State Commute Trip Reduction Program

- ✓ Attempting to coordinate with and assist state agencies and institutions of higher education - all of which have different goals and objectives.

Motorpool

- ✓ The Energy Policy Act of 1992 requires the state to purchase 75% of new vehicles to be capable of operating on alternate fuel. The hybrid vehicles do not meet the alternate fuel requirements, limiting the number of hybrid vehicles that can be purchased.
- ✓ Currently E85 (ethanol) fuel is not available in Washington state.
- ✓ Hybrid vehicles cost about \$3,000 more than a conventional vehicle.

C. Other programs or Initiatives (Written by the Sustainability Team member)

Real Estate Services

The following objectives are expressed in the Real Estate Services Business Plan, 2005-2011:

- ✓ Objective 4.2: Expand the "preferred development areas" and "preferred leasing areas" approach to major urban areas statewide through outreach and partnership agreements.
- ✓ Objective 5.1: Continuously, ensure that buildings that the state intends to occupy for long periods of time (over ten years) embody High Performance Building standards.
- ✓ Objective 5.5: Continuously, reduce energy consumption at leased facilities.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

- ✓ Objective 5.6: Reduce energy consumption at state managed facilities.

State Commute Trip Reduction Program

- ✓ Objective 5.4: encouraged the incorporatin of CTR programs as an important element in agency sustainability plans.

Motorpool

- ✓ The Motor Pool vehicle maintenance section recycles tires, batteries, oil, anti-freeze, parts cleaning solution, and metals.
- ✓ The Motor Pool is a member of the Clean Cities Coalition - a fleet organization dedicated to reducing emissions and petroleum consumption.
- ✓ The Motor pool was a primary member of the OFM Sustainability Task Force, created to comply with the Governor's executive order.

Consolidated Mail Services

- ✓ Replacement of conventioinal lighting fixtures in it's facility with digitall operated ones with a "payback" within one year.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Section III: Communication and Education

■ **Success factors:**

None cited at this time.

■ **Barriers and Challenges:**

None cited at this time.

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Section IV: Statewide Performance Measures

A. Copy Paper use, by quantity and paper type

Virgin Paper – 478 reams (6.5% of ream purchase volume) - \$1330.53 (6.4% of paper dollar purchase volume)

30% recycled – 5841 reams (79.4% of ream purchase volume) - \$15,838.98 (76.3% of paper dollar purchase volume)

100% recycled, Chlorine free – 1042 reams (14.2% of ream purchase volume) - \$3,594.90 (17.3% of paper dollar purchase volume)

B. Vehicle Miles Traveled, by agency fleet vehicles as well as personal vehicles

Fleet Vehicles: 15,101,557 miles

Privately Owned Vehicles: 254,326 miles.

C. Fuel purchases, by gallons and type of fuel

Gasoline only: 593,598 gallons.

D. Average fuel Efficiency of Vehicles in Agency Fleet

25.44 miles per gallon

Annual Sustainability Progress Report

Washington State Department of General Administration - 2004

Section V: New or Updated Goals and Objectives

None cited at this time.