

Sustainability Plan
Annual Progress Report
As required under Executive Order 02-03

Section I: Agency Information, Policy and Goals

- **Agency contact information and responsible agency staff:**

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- **Sustainability Policy Statement:**

The Washington Public Disclosure Commission is committed to fulfilling its responsibilities under Executive Order 02-03. We will make choices to enhance and/or change our daily business practices in order to reverse trends of natural system decline which threaten the economic health and social vitality of our state.

- **Long Range Goals**

- Institutionalize sustainability as an agency value
- Raise employee awareness of sustainability in the workplace
- Minimize energy use
- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction
- Expand markets for environmentally preferable products and services
- Reduce or eliminate waste as an inefficient or improper use of resources
- Increase use of electronic communications both internally and externally
- Purchase only "energy star" compliant electronic products by 2005
- Purchase chlorine free paper products only
- Use only recycled paper
- Use both sides of paper before recycling
- Increase ease in which staff can recycle paper, cans, plastic, etc. by 2004
- When requesting motor pool vehicles, request alternate fuel vehicles
- Consider holding more meetings via telephone conference call
- Submit 75% of our print jobs to copy center electronically by 2005
- Provide video training to customers rather than on-site training

Section II: Reporting on Objectives

- **Fleet Maintenance**

Six Commission meetings were held via telephone conference call during FY 04 rather than in Olympia saving a total of 5,082 travel miles and other costs totaling approximately \$4,000.

- **Purchase of Goods and Services**

During FY 04, the agency replaced all agency employees' computer monitors with flat panel computer screens thereby reducing the amount of radiation emitted from older models. In addition, all agency employees are currently using Energy Star computers.

- **Facility Construction, Operation and Maintenance**

Toner cartridges from fax machines, copiers and printers were donated to charity or returned to the manufacturer for recycling.

Instruction manuals and forms, calendars, brochures and other information were sent to candidates on CDs rather than hard copy. In addition, all information necessary to register and report is available on the Commission's web site at www.pdc.wa.gov. Savings from providing CDs to candidates rather than paper totaled approximately \$14,300.

Customers are directed to the agency web site for requested information. If the information is not available on the web site, information is either emailed to the customer or copied to a CD and mailed. Providing information via email and on the web site has saved the agency paper and mailing costs.

The agency purchased 30% recycled paper. While using this paper in our copiers, we have found that we have more paper jams and the feeder pulls more than one page through at a time. We will continue to try different brands of recycled copy paper or possibly have the copier adjusted to accommodate the recycled paper.

Employees are printing drafts of reports on scrap paper thus utilizing both sides of a page prior to recycling.

The storage room has an area set aside for previously used 3 ring binders, file folders and paper clips. Employees in this agency are re-using supplies whenever possible rather than requesting new items.

Employees use recycle bins set up in the office for mixed paper. In addition, card board is broken down and placed in recycle bins in the building garage.

At the close of business, copiers are set to "energy saver" mode.

Section III: Communication and Education

Sustainability issues are discussed at staff meetings and general information is emailed to staff at least quarterly. Employees will continue to receive informational emails as new information is available.

A link to the Sustainable Washington web site has been emailed to all staff. Email will be used to solicit ideas from staff.

Section IV: Statewide Performance Measures

Copy Paper Use: 30% recycled; 420 reams
Vehicle Miles Traveled: 2,714

Section V: New or Updated Goals and Objectives

- Purchase printers capable of making double-sided copies. Set all existing printers to default to double-sided output, if capability exists.

In response to Directive and Executive Order 04-01, the following new long term goals are added to the Sustainability Plan:

- Purchase products that do not contain the toxic flame retardant known as PBDE
- Encourage landlord (of our leased office space) to use low mercury fluorescent lighting and to recycle all lamps and bulbs