

Puget Sound Action Team Sustainability Plan  
Annual Progress Report  
November 2, 2004

**I. Agency Information, Policy and Goals**

*Responsible agency staff*

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*Sustainability policy statement*

The Puget Sound Action Team, as part of its responsibilities to coordinate activities to protect and restore the biological health and diversity of Puget Sound, pledges to make continuing improvements to its current practices and policies so that they are more sustainable and cause less harm to the environment so that future generations will have access to a clean, biologically productive, and economically vital Puget Sound.

*Long range goals and objectives (from the September 2003 plan)*

Goal #1 – Agency Policy: Incorporate sustainability into agency policy and daily work  
Objectives

1. Sustainability goals, objectives and practices are added to current and future versions of agency strategic plans.
2. Sustainability practices are incorporated into daily work by adding them to the agency's strategic plan and employee handbook, through continuing education and involvement of staff, and periodic discussions at staff meetings.
3. All new staff are trained in the agency's sustainability goals, objectives and practices.
4. Sustainability practices are incorporated into the Puget Sound Work Plan and Puget Sound Water Quality Management Plan, as appropriate.
5. Environmentally preferred products, available through Central Stores, are chosen first for goods and services, if available.

Goal #2 – Education: Educate and involve staff about agency sustainability policies

Objectives

1. Staff have ample opportunity to participate in the development and revision of agency sustainability plans. Staff understand and are comfortable with their roles in carrying out the plans, and feel a sense of ownership over them.
2. Staff are provided with periodic updates showing agency progress towards meeting goals, and other agencies' progress in meeting their goals.
3. When information is available, staff are provided with information, data, quizzes and games that demonstrate the positive effects of sustainability practices.

4. Staff are reminded periodically of sustainability policies and activities to keep them fresh in everyone's minds.

Goal #3 – Office Building and Grounds: Work in an environmentally sensitive building that is managed sustainably

Objectives

1. The office building contains “green amenities” – natural lighting, energy efficient heating and cooling, operable windows, flooring and walls made from recycled materials, furnishings composed of non-toxic materials, use of certified or reclaimed wood, etc.
2. The agency continues to participate in the CTR Program and provide staff with incentives to commute to work via vanpools, the bus, bicycle, walking, etc.
3. The building contains showers for staff who commute to work by bicycle.
4. The building contains bike lockers or other means to ensure that bicycles rode to work are safe.
5. The agency continues to provide flexible work schedules, condensed workweeks, and telecommuting plans.
6. Staff work with building management to identify and implement opportunities to use low impact development techniques to improve how stormwater is managed on site (e.g., bioretention, green roof, permeable pavement, rain barrels, etc.)
7. If there is a cafeteria in the building, staff work with building management and other tenants to provide tenants with the option of locally grown, organic foods, and ensure that only washable cups, plates and utensils are used.
8. Staff work with building management to ensure that only environmentally preferred products are used for cleaning of bathrooms, kitchens, etc.
9. Staff work with building management to ensure that drought-resistant, native plants are used as the predominant landscaping on site, and turf is minimized.
10. Staff work with building management to ensure that grass cuttings and leaves are mulched on site and that gas-powered leaf blowers are not used.
11. Staff work with building management to ensure that integrated pest management practices are used on site, and that no listed bio-accumulative toxins are applied as herbicides or pesticides, and that opportunities are explored to use wildlife, such as bats, to control pest populations.
12. Staff work with building management to explore options for increasing wildlife habitat on site (e.g., bird and/or bat boxes).
13. Staff work with building management to ensure that soils amended with organic compost are used in landscaped areas to improve plant growth and infiltration, reduce surface runoff, and reduce watering needs.

Goal #4 – Vehicles: Convert fleet to cleaner burning, more fuel efficient vehicles and reduce vehicle miles driven

Objectives

1. The agency owns or leases only clean-burning, fuel efficient vehicles. The agency does not own or lease vehicles that get poor gas mileage (<30 miles per gallon). (Short-term this will be a hybrid, such as the Toyota Prius and Honda Civic.

- Longer term this will be an alternative, non-petroleum fuel, such as biodiesel and/or fuel cells. Much depends on the availability and cost of the fuels.)
2. Agency vehicles are composed entirely of small to mid-size coupes and sedans. If a larger vehicle, such as a van, is needed, rent one for the day.
  3. Agency fleet will be intentionally kept small – only as many vehicles as needed.
  4. Vehicle miles driven annually is reduced by using alternatives to driving alone to meetings. Carpooling is encouraged to meeting, and a building-wide and state interagency carpool system makes finding a carpool partner easier. Taking the bus or train to meetings is also encouraged, as is walking, and/or biking. Staff have access to bus and train schedules. Staff are encouraged to attend meetings by telephone and conduct work via the telephone or email. Staff, through the governor’s sustainability coordinator, consult with GA concerning public transit needs to meetings.
    - a. (Note: Our ability to reduce miles traveled is limited by the current motor pool requirement that all leased vehicles must be driven at least 1,000 miles per month.)
  5. The agency considers alternatives to traveling long distance to meetings or workshops by car (e.g., chartering a plane for a group traveling to the San Juan Islands).

#### Goal #5 – Purchasing: Purchase only environmentally friendly products

##### Objectives

1. The agency amends its purchasing practices so that environmentally preferred products are purchased as a first and primary option (paper, cleaners, pens, folders, writing pads, post-it pads, tape, clips, etc.).
2. The agency purchases only 100% recycled, chlorine-free paper for printers and copiers.
3. The agency purchases only high recycled content, processed chlorine-free paper for writing tablets.
4. The agency transitions to purchasing only low or no chlorine content paper for off-site print jobs.
5. The agency continues to purchase only 100% soy-based inks for off-site print jobs, and continues to request alcohol-free printing processes.
6. The agency attempts to purchase used office furniture as a first option.
7. The agency continues to purchase only energy efficient computer equipment and kitchen appliances.
8. The agency purchases and staff use digital cameras as a first option, when available.

#### Goal #6 – Energy and Water Use: Reduce demand for energy and water

##### Objectives

1. The agency uses the most energy efficient (star rated) computer equipment, copiers, kitchen appliances and light fixtures available.
2. Staff turn off all computer equipment at night and when not in use for extended periods of time throughout the day. Turn off monitors when not in use for even short periods throughout the day.

3. Staff turn off all printers and copiers at night.
4. The agency increases the amount of “green” renewable energy purchased (or manufactured) each biennium.
5. Staff work with building management to develop or retrofit the building’s restrooms with waterless urinals, low-flow flush toilets, hands-free sinks and motion detector hand dryers.
6. Staff work with building management to reduce water demand by capturing rainwater on site and using it to irrigate landscaping and flush toilets.
7. Lights are set so that they are controllable by section and automatically shut off at night.
8. Staff work with building management to explore options for on site energy development (through the use of photovoltaic cells or another source).

Goal #7 – Solid Waste: Reduce, reuse, recycle

Objectives

1. Staff continue to recycle all paper and various containers.
2. Food wastes are separated and composted on site.
3. All printers are set for double-sided printing as the default.
4. Old computer equipment is recycled properly (e.g., resold) and not thrown away or shipped to another country for disposal.
5. The amount of paper distributed at meetings is reduced by emailing documents to all staff and distributing limited copies at the meetings. (Staff share copies at the meetings.)
6. Rechargeable batteries are used for computer mice and other applications.
7. Washable plates, cups and utensils are used exclusively at staff meetings and parties. No paper plates, cups or plastic utensils should be used. Staff are responsible for bringing their own cups or mugs to meetings. Staff who provide snacks at meetings are responsible for washing other cutlery used at the meeting.
8. Staff continue to reuse file folders, hanging folders and other office supplies whenever possible.

Goal #8 – Health & Safety: Ensure a healthy and safe environment for staff

Objectives

1. The agency continues to provide ergonomic equipment, first aid kits, earthquake preparedness kits, and training on CPR for staff.
2. The agency continues to provide a safety officer for the office.

## II. Reporting on Objectives and Performance Targets for the 2003-05 Biennium

### 1. Agency Policy and Staff Education/Involvement

- All staff were involved in developing the agency sustainability plan and were briefed on its elements last fall.
- The plan was added to our intranet site and a copy was posted in the kitchen.
- In March 2004, staff were provided a progress report at a regularly scheduled staff meeting. This progress report will be shared with staff at the December staff meeting.
- On several occasions, staff received emails with interesting facts about the positive changes that result from sustainable practices, and reminders about office policies (e.g., to turn off computers at night).
- Challenges: While some actions, like recycling, are now ingrained as a result of years of education, other activities, like remembering to turn off monitors or trying to carpool to an out of town meeting, are not.

### 2. Office Building & Grounds

(Note: The Action Team moved from the Department of Ecology building in Lacey to the General Administration (GA) Building in February 2004. Some of the short-term objectives in the current sustainability plan were based on our location in the Ecology building and are no longer applicable in our new building. Also, as just one tenant in the GA Building, our ability to influence activities in the building and on the grounds is limited.)

- The office continues to participate in the CTR Program to encourage more sustainable means of commuting to work. Complimentary STAR passes are provided to staff. About 43% of staff (10 of 24) currently participate in the CTR Program.
- There are 4 home offices for outreach staff (who are assigned to counties around Puget Sound). This greatly reduces the number of miles that these staff need to travel to perform their jobs.
- After obtaining bids from 4 office furniture dealers and one from the Department of Corrections, the Action Team purchased recycled furniture, including filing cabinets, saving \$30,961.
- The office's sustainability coordinator met with Stuart Simpson of GA to discuss use of low impact development (LID) practices to improve management of stormwater runoff on state owned properties.
- Challenges:
  - i. The cafeteria in the GA Building offers only paper plates, Styrofoam food containers, disposable flatware and cups, and single use condiment packages. Changes are needed to reduce the daily solid waste from this area.
  - ii. Action Team staff need to meet with GA Building management to discuss ways to reduce stormwater runoff from the property by using various LID techniques, such as bioretention, permeable pavement, a vegetated roof, or rainwater harvest.

- iii. Although it is a small site, the GA Building does have turf grass that could be replaced with native landscaping. (In general, native landscaping requires far less watering and fertilization than does turf grass, and no chemical pesticides.) Adjacent Capitol Campus also has large stretches of turf grass, some of which could be replaced with native landscaping.
- iv. The GA Building is an older building in need of a general restoration effort. Because of this, there may be reticence to make significant investments to make it incrementally “greener” at this time.

### 3. Fleet Vehicles

- The Action Team has transitioned to the predominant use of fuel efficient, low emission Toyota Prius sedans. In December 2003, only 20% of the office’s vehicles (1 of 5) was a Prius. As of June 2004, 80% of the office’s vehicles (4 of 5) are Toyota hybrids. The Action Team is on track to meet its goal of having 100% of its fleet hybrid vehicles by June 2005.
- During the reporting period for this report, the Action Team sold its two largest, least fuel-efficient vehicles: a 1980s GMC van and a 1980s Chevy station wagon.
- Vehicle miles traveled:
  - i. For the reporting period, the 5 vehicles leased by the Action Team were each driven on average 846 miles/month.
    - July – December 2003, each vehicle was driven on average 805 miles/month.
    - January – June 2004, each vehicle was driven on average 886 miles/month.
- Since moving to the GA Building, staff report they are now able to walk to many more meetings. Destinations reported include the Capitol Campus and the Natural Resources, WSDOT, and Fish & Wildlife buildings.
- Local bus schedules are available to all employees to encourage use of buses to meetings, workshops and conferences. One manager reports that he has used the Sound Transit Express on multiple occasions to travel to Seattle for meetings.
- Staff report carpooling to meetings with staff from other offices.
- All vehicles are currently leased, and are regularly inspected and maintained by the Motor Pool. This reduces chances of oil leaks and excessive air emissions (often a result of an improperly tuned vehicle).
- Challenges:
  - i. One objective called for Action Team staff to meet with other building tenants to discuss establishing a building-wide system to carpool to meetings. Because the Action Team is the only natural resource-based office in the GA Building, there may be very few opportunities to carpool to meetings with other building tenants.
  - ii. Action Team outreach staff, who have 3 of the 5 agency vehicles, work in home offices around Puget Sound and travel extensively to

meetings, presentations, etc. Their ability to carpool or take mass transit to meetings is limited; therefore the agency's ability to reduce vehicle miles traveled is also limited.

- iii. The Motor Pool requires that leased vehicles be driven at least 1000 miles/month. In some cases this may conflict with an agency's interest in reducing vehicle miles traveled.

#### 4. Purchasing of Goods & Services

(See Appendix A for a full list of environmentally friendly products that are currently purchased.)

- Environmentally preferred products are purchased as a first and primary option.
- 100% recycled, processed chlorine-free paper is purchased for all copiers and printers.
- Duplexing equipment was purchased and installed on all printers, and all printers are set for two-sided printing as a default.
- Publications staff request 100% soy-based inks and alcohol-free printing for all off-site print jobs.
- A battery charger and rechargeable batteries were purchased for computer mice and other uses.
- A small stock of recycled pens was purchased and distributed to staff on a trial basis.
- Durable dishes, glasses and flatware were purchased and are used in the kitchen and for staff meetings.
- Only star-rated computer equipment is purchased.
- Only environmentally friendly cleaning products are used in the office.
- Challenges:
  - i. Staff would like to use more 100% recycled, processed chlorine-free paper in their printed products, but currently the cost for publication-grade paper is prohibitively expensive, given our print budget.
  - ii. Staff have had to purchase numerous "green" products at the Olympia Co-Op and other stores because they're not available through Central Stores. (See Appendix B for a list of environmentally preferred products that are not currently available through Central Stores.)

#### 5. Energy and Water Use

- Only efficient (star-rated) computer equipment is used.
- All computer equipment, printers and copiers are turned off at night.
- Office lights are controllable by section, and lights in the conference rooms and kitchen are turned off until the rooms are being used. Lights in the main part of the office are sometimes turned off during the day (natural lighting from a bank of windows often provides enough light).

- There is a separate heat control for our office and thus far this fall the heat's been left off (natural lighting through a bank of windows heats the main part of the office sufficiently).
- Challenges:
  - i. Staff sometime forget to turn off computer monitors at night and when they're out of the office for several hours during the day.
  - ii. Because we're just one tenant of the GA building, our portion of the energy and water use is not separated. This makes it difficult to record our progress in reducing consumption of energy and water.
  - iii. Staff have not yet talked to building management about options for retrofitting the building's restrooms with waterless urinals, low-flow flush toilets, hands-free sinks and hand dryers.
  - iv. Staff have not yet talked to building management about options for collecting rainwater and using it on-site.

## 6. Solid Waste

- All paper used in the office is recycled.
- Durable dishes, glasses and flatware replaced disposable alternatives in the kitchen and at meetings.
- All printers have been set for two-sided printing as a default.
- File folders and other office supplies are reused.
- A water cooler is provided (to discourage use of disposable water bottles).
- All publications are available in electronic format on the agency web site.
- Rechargeable batteries are now used, rather than disposable ones.
- Challenges:
  - i. Documents e-mailed to attendees prior to internal meetings are sometimes still distributed at meetings. There is opportunity to further reduce paper use by not distributing at meetings paper copies of previously e-mailed documents, and by increasing sharing of a limited number of paper copies at meetings.
  - ii. Paper towels are still provided in the bathrooms. There are no hand dryers in the bathrooms.
  - iii. Food composting has not yet been set up in the kitchen and staff have some concerns about doing this (e.g., smell, disposal of compost, etc.)
  - iv. We currently do not have data on how much solid waste we generate, making it impossible to determine if our efforts to reduce solid waste are effective.

## 7. Employee Health and Safety

- Ergonomic equipment, first aid kits, and earthquake preparedness kits are made available to staff.

### **III. Communication and Education**

- Staff are periodically briefed (at staff meetings) on the progress we're collectively making as an office towards implementing the sustainability plan. Staff were briefed in March 2004 and will be briefed again in December 2004.
- When interesting facts about sustainability become available, they are shared via email.

### **IV. Statewide Performance Measures**

#### **A. Copy Paper Use**

1. Type: The Action Team purchases and uses only 100% recycled, process chlorine-free paper.
2. Quantity: 16,233 pages printed per month for the reporting period. The Action Team primarily uses two copier/printers. (There are two other printers in the office but they are not used very much and they don't record pages printed.)

#### **B. Vehicle Miles Traveled**

1. A total of 64,484 miles were driven for the reporting period.
2. Agency vehicles: 50,760 total miles driven. This is an average of 846 miles/vehicle/month (5 vehicles).
3. Personal vehicles: 13,724 total miles driven. This is an average of 1144 miles/month for all personal vehicles used. (Note: This includes miles driven by one outreach staff who used a personal vehicle for work during the reporting period.)

#### **C. Fuel Purchases, by gallon and type of fuel**

1. Quantity: The Action Team leases all of their vehicles from the Motor Pool and pays the Motor Pool per mile driven. We do not have information related to number of gallons of fuel purchased.
2. Type of Fuel: Gas.

#### **D. Average Fuel Efficiency**

1. Currently: 47 mpg/vehicle (5 vehicles total). (Note: This is an estimate based on EPA mileage ratings. As we don't buy fuel for our vehicles directly – they are leased through the Motor Pool – this is our best estimate for actual fleet mileage. This is not weighted according to actual miles driven per vehicle.)
2. This overall fleet efficiency increased during the reporting period from an estimated 28 mpg/vehicle due to our transition to Toyota Prius hybrids.

### **V. New or Updated Goals and Objectives**

The Action Team did not adopt new or update existing goals or objectives during the reporting period.

## Appendix A

### Environmentally Friendly Products Currently Purchased by the Puget Sound Action Team

- Dish washing liquid – Plant based non-ionic ingredients, 100% biodegradable preservative with discharges safe for all aquatic life. Bottle is a minimum of 25% post-consumer recycled plastic.
- Hand washing liquid
- 100% recycled, 100% post consumer content, processed chlorine-free paper towels
- Durable, washable dishes, glasses and flatware
- Battery charger and rechargeable batteries
- Biodegradable pens made with rice
- 100% recycled, 100% post-consumer content, processed chlorine-free copy paper
- Quick & Brite general purpose office cleaner
- Stenographer's pads, 50% recycled materials, 30% post-consumer content
- White No. 10 mailing envelope, 30% waste, 20% post-consumer content
- Ruled writing pads, 50% waste, 20% post-consumer content
- Easel pads, 50% waste content, 30% post-consumer content
- EcoSoft facial tissues, 20% post-consumer, 100% recycled content

## Appendix B

### List of Environmentally Friendly Products Not Available Through Central Stores

1. Following is a list of products that Action Team staff currently purchases at various stores because the products are not available through Central Stores.

- Liquid dishwashing soap – Plant based non-ionic ingredients, 100% biodegradable preservative with discharges safe for all aquatic life. Bottle is a minimum of 25% post-consumer recycled plastic.
- 100% recycled, 100% post consumer content, processed chlorine-free paper towels
- Battery charger (AA – AAA) and rechargeable batteries
- Biodegradable pens (made with rice or another material)

2. Following is a list of products that Action Team staff would like to purchase but are unable to find at Central Stores or any other store.

- Stenographer's pads, 100% recycled content (currently available only at 50% recycled content at Central Stores)
- Ruled writing pads, 100% recycled content (currently available only at 50% recycled content at Central Stores)
- Easel pads, 100% recycled content (currently only available at 50% recycled content at Central Stores)
- Scotch tape made from recycled, post consumer materials
- Post-it pads, 100% recycled, in colors other than yellow