



July 25, 2006

TO: Lynn Helbrecht
Sustainability Coordinator
Governor's Executive Policy Office
PO Box 43113
Olympia, WA 98504-3113

FROM: Dave Nelsen
Administrative Services Assistant Director
Department of Retirement Systems
PO Box 48380
Olympia, WA 98504-8380

RE: Sustainability Annual Progress Reports Due October 15, 2004

TEMPLATE FOR ANNUAL PROGRESS REPORTS

Section I: Agency Information, Policy and Goals

- Agency contact information and responsible agency staff

Agency Name: State of Washington
The Department of Retirement Systems
PO Box 48380
Olympia, WA 98504-8380

Responsible Agency Staff: Administrative Services Division
Dave Nelsen, Assistant Director

Responsible Agency Staff
Sheryl Hall
360-664-7270
sherylh@drs.wa.gov

Agency Number: 124

Sustainability Policy Statement

The Department of Retirement Systems (DRS) is committed to the principles of Sustainability as described in Executive Order 02-03 and has taken measures in this direction. DRS is dedicated to operational efficiency; managing resources and services used, and the proper disposal of waste and recyclable materials.

Sustainability Value Statement

DRS will model sustainable business practices that extend to our family-lives and contribute to the long-term protection of a vital economy, and a healthy current and future environment.

Goals for Sustainability

- Implement business practices that protect and enhance the environment
- Foster efficient use of all resources and eliminate waste
- Promote awareness of sustainable practices and initiate ideas

Long Range Goals

DRS will continue to model sustainable practices and balance and coordinate business priorities with a focus on the environment, the economy, and the health of current and

future generations. Our long-range vision and targets include investigating and implementing the following sustainable goals:

- Educate all DRS staff regarding the Executive Order and the DRS plan
- Reduce internal paper printing by 5% during the 2003-2005 biennium and strive to reduce another 2% each biennium thereafter
- Increase Commute Trip Reduction participation 2% per year, reaching a 10% increase by 2009
- Investigate and implement ways to reduce fuel consumption by 2009
- Maximize our environmentally preferable purchases each year
- Work towards a paperless office and offer all appropriate employer and member services in electronic format by 2009

Initial plans are modeled on the outline provided by Office of Financial Management (OFM) and recommended in the Executive Order. The plan includes currently used sustainable practices and goals for calendar year 2004. Subsequent plans will be completed by September 1 each even-numbered year thereafter. Succeeding plans will build on this initial plan and include improved measurements and baselines.

Section II: Reporting on Objectives

Establish Objectives for Biennial Plan July 2003-June 2005

Goal: Model sustainable business practices that contributes to the long-term protection and enhancement of our environment, our economy and the health of current and future generations.

Objective: Implement the principles of sustainability in operations, fleet management and procurement.

Target: Implement a Sustainability Action Plan by September 1, 2003.

Background: The Sustainability Action Plan includes items to address consumption of goods, enhance staff awareness of sustainability practices in the workplace and promote procurement of environmentally friendly products.

Agency 2003-2005 Goals and Progress

<p>Goal #1: Implement sustainability principles in operations</p> <p>Objective #1: Educate 100% DRS staff on sustainability concepts by 2004</p>			
Strategy	Measurement	Progress	Future Goals
Incorporate in agency Balanced Scorecard	Management support and encouragement throughout agency	Incorporated in 2003 Balanced Scorecard	Model business practices
Introduce and initiate ideas through Leadership and Management Team		<p>a) Shared original plan at Leadership with periodic updates throughout the year. Management encouraged and supported initiatives.</p> <p>b) May 14, 2004, held one Brown Bag lunch, which included a video, handouts, and discussion. Eight people attended.</p>	Model business practices
Develop new employee Sustainability sheet and incorporate in new employee packet			Revised to include this information on the ASD Web Page by June 2005
Develop “top” 10 list for employees to use to implement practices immediately as they do their day-to-day job and encourage ideas		Met goal. This was distributed through the DRS Intranet Insider.	Post this information on the ASD Web Page by June 2005

Post copying and printing tips near copiers and printers reminding employees to print double-sided. Continue to ask the questions “is this printing necessary?”	Post copying and printing tips near 75% copiers and printers capable of managing duplex copying and/or printing	a) Met goal. Posted 30 (approx. 75%) Sustainability posters near shared printers and copy machines b) Distributed “How to do Two-Sided Printing on a Single Sided Printer” to all employees. Currently stored on the Intranet c) Distributed 25, “A Field Guide to Sustainability” pamphlets agency-wide	a) Model business practices b) Continue to encourage and remind staff to print double-sided whenever possible
Develop quarterly articles for the DRS online Insider newsletter with recycling, waste, energy and other tips, updates and ideas.	At minimum, publish six DRS Insider articles, by 2005 (Online news articles distributed to agency staff and stored on the Intranet)	To date, published four Insider Articles	By June 2005, launch a web page on the Administrative Services Division (ASD) web site
Establish a Web presence with links to sites such as Clean Cities, Department of Ecology (DOE) etc			By June 2005, launch a web page on the ASD web site

Roles and Responsibilities: Sustainability Coordinator with Management Support

Outcome: Reduce or eliminate waste as in inefficient or improper use of resources

Goal #1: Implement sustainability principles in operations

Objective #2: Reduce internal paper use, printing and copying by 5% by 2005

Strategy	Measurement	Progress	Future Goals
Each division will analyze and determine baseline measures, with assistance from the coordinator	Reduce total number of 8.5”x11” paper purchased by 5% from 4599 to 4369 reams per calendar year	Exceeded our goal. Reduced number of reams used from 4599 to 3714, a 19.74% decrease (This decrease is primarily due to employee awareness and an increase in double-sided printing)	Continue to reduce the number of reams of 8.5’x11’ paper used by 5% each year

Develop and implement plans to reduce paper output	Establish standard method to track, manage & monitor throughout agency	September 2003, we implemented method to track and monitor paper usage	Continue tracking and reporting
Investigate decreasing or downsizing printer pool		<p>a) In process of conducting needs assessments looking for opportunities to consolidate printers</p> <p>b) Eliminated three network printers</p> <p>c) Replaced a HP 2500 Color printer and a HP 4100 B&W printer with a single HP4650 high speed color printer capable of printing duplex</p>	<p>a) Purchase new high-speed printers for units where consolidation is possible, without impacting customer service and efficiencies</p> <p>b) Potentially eliminating 3-4 printers in last quarter of 2004</p> <p>c) All printers will be surplus through appropriate channels</p>
Encourage double-sided printing and copying		<p>Distributed instructions for “How to do Two Sided Printing on a Single Sided Printer”</p> <p>Duplex printing capability is a new standard for all new printers</p>	Continue to promote double-sided printing and copying for internal printing and external printing when applicable
Continue to implement Imaging workflow processes to reduce paper work, paper flow, printing and copying		<p>DRS continues to discover ways to reduce paper and save storage space by using the Electronic Document Imaging Management System (EDIMS)</p> <p>a) This year, The Legal Opinion Research System (LORS) was developed. It contains imaged legal opinion documents.</p> <p>b) IS began creating the IS Technical Library where each technical manual will be imaged and placed online. To date, we have imaged three</p>	Continue to promote and use Imaging wherever feasible to reduce paper, storage, and be available to more individuals.

		manuals, 245 pages. This reduces the need to make copies and is more readily accessible and available	
<p>Roles and Responsibilities: Sustainability coordinator, IS staff, and facilities manager</p> <p>Outcome: Foster efficient use of all resources and minimize or eliminate negative impact to the environment</p>			

Paper Usage Statistics

2003 Reporting
(July – June 2003)

2004 Reporting
(July – June 2004)

Description

Paper Type Usage:

8.5"x11" Paper, Virgin (non-post consumer)	1977	392
8.5"x11" Paper, 30% Post Consumer	2622	3322
8.5"x11" Paper, 100% Post Consumer	0	0

Paper Usage Totals:

Paper usage in total no. of ream (500) sheets	4599	3714
% of 30% Paper Usage	2,299,520	1,857,000
% of 100% Paper Usage	57.02%	89.45%
	0	0

Interesting Facts:

Difference in Total No. of Reams Used	885	(Decrease in reams used from prior year)
% Change between years	19.24%	(Percent decrease in reams used)
30% % Change between years	26.69%	(Percent increase in purchasing/utilizing 30% PC paper)
100% % Change between years	0.00%	(No Change)
Allotted FTE Count	272.2	272.2
Estimated # of reams used per FTE	16.90	13.64
Estimated # of paper sheets used per FTE	8448	6822

Goal #2: Implement sustainability principles in travel and fleet management

Objective #1: *Foster efficient use of all resources and minimize or eliminate negative impact to the environment*

Strategy	Measurement	Progress	Future Goals
Establish baseline for measuring agency travel and ways to reduce	a) Decrease POV travel by 2% from 34,029 est. miles to 33,348 by 2005	a) Established baseline for measuring b) Exceeded our goal. Reduced POV travel by 22% from 34,029 to 25,572 miles traveled	a) Continue to track and decrease travel without compromising customer service
	b) Decrease per agency vehicle mileage by 2% from average 11,922.5 per year to 11,684 miles per year by 2005	Exceeded our goal. Decreased the per agency vehicle mileage by 20.3%, from the average 11,922.5 per year miles traveled to 9,501.69	Continue to track and decrease travel without compromising customer service
Increase participation in Commute Trip Reduction (CTR)	Increase CTR participation by 2% from 62 to 67 employees by 2005	Exceeded our goal. Our current CTR count is at 67	Continue to encourage, support and promote CTR practices
Investigate or rejuvenate incentive program and ideas for CTR		37 DRS employees participated in the “Spin those wheels all the way to Hawaii” contest. Six of which were new to the CTR program and 2 continuing.	
New requirement – Begin collecting actual data and track petroleum (gasoline and diesel separately) used and estimate miles per gallon, for privately owned vehicles (POV’s) as well as agency-owned vehicles	Begin collecting data for baseline See below for methodology explanation	Established a process to collect and track data. This year, estimated figures are being reported	Next year, report will include actual data collected when feasible

Roles and Responsibilities: Sustainability coordinator, facilities, and fiscal management

Outcome: Foster efficient use of all resources and minimize or eliminate negative impact to the environment

Goal #3: Implement sustainability principals in procurement											
Objective #1: <i>Increase internal post consumer paper purchasing 15% or more by 2005</i>											
Strategy	Measurement	Progress	Future Goals								
Increase post-consumer paper content 15% by 2005 (in 2003, 56.76% of paper purchased was post-consumer paper content)	Increase 30% post-consumer paper purchasing 15% by 2005, from 2622 to 3015 reams per year or more	Exceeded our goal. Increased 30% post-consumer paper purchased 26.69%, up from 2622 reams to 3322 ream	Continue to promote and purchase 30% post-consumer paper throughout the agency								
<p>30% Post Consumer Paper</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Recycled Paper Percentage</th> </tr> </thead> <tbody> <tr> <td>2003</td> <td>57.02%</td> </tr> <tr> <td>2004</td> <td>89.45%</td> </tr> <tr> <td>2005</td> <td>100.00%</td> </tr> </tbody> </table>				Year	Recycled Paper Percentage	2003	57.02%	2004	89.45%	2005	100.00%
Year	Recycled Paper Percentage										
2003	57.02%										
2004	89.45%										
2005	100.00%										
Pilot 100% post-consumer chlorine-free paper products in 2004	Administrative Services pilot 100% post-consumer paper products; track, monitor, compare pricing, and report outcome	In process of piloting	If feasible, include 100% post-consumer, chlorine-free paper products in our purchasing plans								
Investigate shifting from virgin white, security envelopes for Warrant/Remittance Advices to recycled white, security envelopes in 2005		Confirmed that the Warrant and Remittance Advice security envelopes are recycled	Continue to use recycled, security envelopes								
Roles and Responsibilities: Sustainability coordinator, procurement and administration											
Outcome: Increase the use of environmentally friendly products											

Section III: Communication and Education

During this last year, DRS has encouraged and supported Sustainability practices throughout the agency. One primary goal has been to institutionalize Sustainability

business practices and to educate employees. Progress has been made without many challenges or roadblocks. Management and employees are excited about this topic and they embrace the idea of doing all that they can to preserve the environment for future generations. This has been demonstrated through unforeseen achievements as well as the above noted agency goals and objectives such as:

Communication and Education

The following articles were published and shared through the Insider Intranet publications:

- August 12, 2003 Sustainability ~ What does it mean for DRS?
- November 7, 2003 Free Web service finds home for items that are “too good to toss”
- March 31, 2004 A “paperless” society?
- July 28, 2004 recycle your computer for FREE!

On May 14, 2004, we held a Brown Bag Lunch discussion on Sustainability ~ What does it mean? Handouts were shared along with an eight-minute video featuring the United Nations Earth Day Summit. A comprehensive “Reduce, Reuse, and Recycle!” handout was also made available to agency staff.

Recycling

- DRS recycled approximately 52,000 lbs. of office paper
- DRS and DSHS recycled approximately 52 dumpsters of office cardboard
- DRS recycled agency plastic, tin cans, aluminum and glass as collected in bins on each floor
- DRS recycled six pounds of batteries
- DRS recycled 120 fluorescent bulbs

Reports Changed

Through encouragement and awareness, employees have begun to think Sustainability and find ways to make changes. For example, two reports (monthly cash receipts logs and monthly DCP contribution reconciliation report) were changed to print double sided. Originally, they were single sided and averaged around 155 and 160 pages respectively. The reports were also changed to print “portrait” mode instead of “landscape.” This allowed even more information to print on a single page. The reports are now 55 and 26 pages respectively. Changing them to print double sided and in “portrait” mode saved 234 pieces of paper a month or over 5.5 reams of paper a year.

From Hardcopy to eCopy

An electronic version of the Summary Annual Financial Report was produced this last year. This significantly cut down on the number of hard copies we printed and distributed. In the past, we printed 400,000 copies of the report. With this last version, we only printed 160,000. This is a 60% decrease in the number of copies being printed.

Starting in June 2004, we implemented a method to collect and track fuel usage as requested. Estimates and the method used to derive at these estimates, is being presented this reporting period. Next reporting period, actual numbers will be used to report agency-owned vehicle and estimates will be used to report POV travel information.

**Agency Travel
and
Total Annual Petroleum Use Estimates**

Description	2003 Reporting Period	2004 Reporting Period	Percent Change/ Difference
Agency-Owned Vehicles:			
Agency-owned vehicle miles	119,225	104,520	12.33% (decrease)
Average miles per vehicle (11) for CY 2002 (This year estimates include warehouse van)	11,922.5	9,501.79	20.30% ¹ (decrease)
Estimated fuel usage in gallons/costs	N/A	4,752 Gals/ \$9,485.95	N/A
Privately-Owned Vehicles:			
Estimated POV miles	34,029	26,572.2	21.91% (decrease)
Estimated fuel usage in gallons/costs	N/A	1,399 Gals/\$2,797	N/A
Totals:	2003 Reporting Period	2004 Reporting Period	Percent Change/ Difference
Total Annual Miles Traveled:	153, 254	131, 092.2	2,216.18 (decrease)
Total Annual Petroleum Use Estimates (Gals.)	N/A	6151 gals.	N/A
Total Annual Petroleum Cost Estimates	N/A	\$12, 282.95	N/A
Percent POV miles traveled compared to agency-owned miles	28.54%	25.42%	3.12% (decrease)

Methodology used to calculate the estimated mpg fuel and gasoline costs:

1. Collected the POV and agency owned vehicle miles traveled from Fiscal and administrative staff for the period of July 2003 through June 2004
2. Used the Energy Information Administration (EIA) Petroleum Product Prices for Washington to locate the Dollars/Gallon – Tax excluded for this period
http://www.eia.doe.gov/emeu/states/oilprices/oilprices_wa.html
3. Used the US Environmental Protection Agency Green Vehicles Guide to locate the EPA MPG for agency vehicle types <http://www.epa.gov/greenvehicles/>
4. Use the Gasoline by State tax web site to obtain the Gas Taxes (state and federal) for this same period.
http://www.energy.ca.gov/gasoline/statistics/gas_taxes_by_state_2002.html

¹ The previous year, reported average miles per vehicle for ten vehicles. This year, reported average miles per vehicle for eleven vehicles thus, the data is skewed slightly.

5. After collecting the necessary information, calculations were used to determine the estimated fuel costs including state and federal taxes:

Average Fuel Cost: \$1.582
State and Federal Taxes: \$0.414
Total Per Gal Fuel Cost: \$2.00

**Section IV: 2005 Reporting Target
Statewide Performance Measures (from Executive Order 2004 draft)**

- Without compromising customer service and support, take reasonable actions to achieve a target of a 20% reduction in petroleum use from the operation of state vehicles and privately owned vehicles used for state business by September 1, 2009. Investigate the use of efficient, low polluting vehicles when replacement is necessary and investigate programs where employees can share vehicles more frequently:

1. Target a 20% petroleum reduction

	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2009</u>
State-Owned Vehicles:				
Miles	119,225	104,520	99,294	95,380
Avg Miles Per Vehicle	11,922.5	9,501.79	9,026	8,670.9
Petroleum Used (gals.)	N/A	4752		
Petroleum Costs	N/A	\$9,485.95		
Privately-Owned Vehicles:				
Miles	34,029	26,572.2	25,243.6	2,722
Petroleum Used (gals.)	N/A	1,399		
Petroleum Costs	N/A	\$12,282.95		

- Take reasonable actions to reduce the lifecycle impacts of paper products, and achieve the following goals by September 1, 2009:

1. Reduce the use of office paper by 30% based on 2003 baseline by 2009

	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2009</u>
Number of Reams Used	4599	3714	3639	3219

2. Increase the percentage of environmentally preferable office paper purchased to at least 50% (100% recycled content paper with a minimum of 50% PC waste, and when possible, process chlorine free with no old-growth fiber).

	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2009</u>
30% Post Consumer Paper	57.0%	89.4%	100%	50%
50% Post Consumer Paper	0	0	15%	75%
100% Post Consumer Paper	0	0	2%	25%

- Agencies will realize further gains in energy efficiency

1. By September 1, 2009, state agencies shall reduce energy purchases by 10% from FY 2003, using all practicable, cost effective means available including energy efficiency programs and the use of on site renewable sources.

Section V: Revisions to Goals and Objectives

See Section IV Reasonable Target Goals for 2005-2009

Review Persistent Toxic Chemicals Executive Order 04-01 and compare with our products

Goal #1: Implement sustainability principles in operations			
Objective #3: <i>Reduce the use of equipment and supplies that contain persistent, toxic chemicals.</i>			
Strategy	Measurement	Progress	Future Goals
Review Executive Order 04-01 - http://www.governor.wa.gov/eo/eo_04-01.htm and compare our product list with the Material Safety Data Sheet (MSDS) and the listed toxic chemical sheet.	Eliminate all Toxic Chemicals noted on the MSDS report by June 2005	Reviewed list and DRS does not have any persistent toxic chemicals in supply	Watch for toxic chemicals and avoid purchasing them.