



**Department of Social and Health Services
(DSHS)
Sustainability Progress Report
2006**

In response to Executive Order 02-03

October 27, 2006

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Attachment – 2006 DSHS Sustainability Progress Report Template

I. DSHS Sustainability Team

Executive Sponsor

Co-chairs, Executive Administration

Aging and Disability Services Administration
Children’s Administration
Economic Services Administration
Executive Administration
Executive Administration/Management Operations
Executive Administration/Public Affairs
Health and Recovery Services Administration
Juvenile Rehabilitation Administration
Special Commitment Center

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Kelly Richters, Ken Rose
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Rick Ramseth, Cheryl Anderson

Resource Staff: David Rogers, Rich Christian, Chuck Cole, Irenne Hopman, Judy M. Johnson, Debbie Kirkendall, Eleonore Price

Steering Committee: Nancy Deakins, Mark Kelley, Ken Rose, Jim Schnellman, Jonathan Sutter

Additional contact information can be found on the [Sustainable DSHS](#) website.

DSHS Statistics

DSHS employs close to 18,000 staff and spends \$17.5 billion of which \$8.8 billion is state funded in providing services to 1.5 million clients each year. One of every four residents in the state and two of every five children and youth receive services from DSHS. DSHS occupies 9.1 million square feet of space in 163 leased worksites and 22 owned residential facilities.

II. Executive Summary

This is the Annual Progress Report for fiscal year 2006, as required by the Governor’s [Executive Order 02-03, Sustainable Practices by State Agencies](#). Our report includes an assessment of the progress the Department of Social and Health Services (DSHS) is making in implementing the DSHS Sustainability Plan.

We are dedicated to improving the quality of life and promoting healthy environments for the communities in which we work and live. We strive to reduce the environmental impact of the Department.

In our Annual Progress Report, we present this executive summary of our accomplishments and our goals, progress, successes, barriers and challenges, and documented savings in the attached 2006 DSHS Sustainability Progress Report Template. In addition, we include improvements in line with our 2006 Sustainability Plan Update.

Since 2003, DSHS has reduced paper consumption, improved its fleet management database, worked toward improving the fuel efficiency of its fleet, increased the use of environmentally preferred products, and added goals for efficient space use and composting.

We've learned:

- An agency policy on sustainable practices is critical to promoting action at all levels.
- The [Sustainable DSHS](#) website and agency newsletter are key tools in sharing information on sustainable practices agency-wide.
- Reporting requirements need to identify and use standardize data units to allow for comparative analysis and cross administration progress.
- It's important to update sustainability goals as executive orders and laws change.

Specifically in 2006, we experienced success as we:

- Developed 20-year long range goals and interim/short range goals in our updated Plan;
- Engaged in sustainable design;
- Reduced paper consumption by 28%;
- Improved our fleet management database;
- Tripled our purchases of hybrid vehicles;
- Replaced 10% of our pre-1996 vehicles;
- Increased the use of 100% recycled content paper and recycled janitorial paper products;
- Made strides in asset management activities towards space use efficiency; and
- Established a baseline for water consumption; and
- Completed energy conservation projects.

We also experienced challenges as we:

- Reestablished baselines for fuel purchased and miles driven;
- Continued to purchase over 75,000 reams of virgin paper; and
- Gathered energy data from 185 worksites.

Some areas show evidence of behavioral change while other areas indicate the business needs are driving the decisions more than impacts to the environment. DSHS will strive to lessen the negative environmental impacts of our business and continue to educate staff about more sustainable behavior and business practices.

III. Performance Outcomes

In 2003, DSHS established 12 objectives and numerous strategies and measures to begin to address and meet the long-range goals specified in Executive Order 02-03. In 2004, DSHS added three objectives, including one to address Executive Order 04-01, Persistent Toxic Chemicals. In 2005, objectives were revised to respond to [Executive Order 05-01, Establishing Sustainability and Efficiency Goals for State Operations](#), and Chapter 12, Laws of 2005 on high-performance buildings. In 2006, we revised objectives to make them easier to understand and measure.

The attached Progress Report Template assesses and describes progress towards the revised objectives in our 2006 Sustainability Plan Update. It contains long range goals for each major area of operation as well as interim/short range goals, measures, success factors, barriers and challenges, and documented savings. The period covered is from July 1, 2005 to June 30, 2006.

Attachment – 2006 DSHS Sustainability Progress Report Template

Washington State Sustainability Progress Report Template for the Department of Social and Health Services (DSHS)

Please do not remove adjacent values

NOTE: Items in purple italics outside the Required Actions column are identified in Executive Orders 02-03, 04-01, 05-01, or Chapter 12, Laws of 2005. Also, where FY2003 is substituted with FY2004, DSHS did not collect data until 2004 for its first Annual Progress Report.

Required Actions	In Compliance	Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
I Green Buildings						
1 The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509). ESSB 5509 requires all construction or remodeling projects of any occupied or conditioned space larger than 5,000 square feet to conform to the LEED (Leadership in Energy and Environmental Design) Silver Standard (or equivalent). The legislation applies to remodeling projects costing more than 50% of the assessed value.	Y	ESSB 5509 GA Website on Green Building RCW 39.35D High Performance Public Buildings # of Applicable Buildings Built or Remodeled in FY 2006 6	# LEED Silver Standard Certified (or in the process of being certified) 6 Long Range Goal: Use sustainable design practices in all new construction and remodels by 2026. Interim/Short Range Goal: <i>All new construction projects and remodels over 5,000 sf built and certified to LEED (Leadership in Energy and Environmental Design) Silver Standard (or equivalent).</i>	▶ WA State Leased Space Requirements were significantly revised in July 2005 to include sustainability measures. ▶ The 3 affected capital projects (6 buildings total) in FY06 plan to achieve LEED Silver Certification as they finish in future years. ▶ Affected projects requested in the 07-09 construction budget are planned to achieve LEED Silver Certification.	▶ Additional costs for design, certification and construction are anticipated and included in the 07-09 construction budget request. ▶ Developers are less receptive for LEED standards on remodels due to concern about cost of upgrades, especially for older buildings. ▶ Owners of older buildings have expressed concern about being able to be competitive with newer buildings. ▶ Design and construction schedules need to allow time for full implementation of LEED credits and ratings.	▶ Many sustainable design and construction features are being included in other FY06 projects, although these efforts are not specifically tracked or documented. ▶ Two of the six GA/DSHS Team capital project managers are LEED Accredited Professionals. ▶ DSHS participated with GA in <i>developing a process to ensure green building practices are integrated into design & construction.</i>
II Reduce Petroleum Use by 20% by 2009						
1 Reduce Gallons of Gasoline Purchased (for vehicles)	N	Gallons of Gasoline Purchased FY 2006 358,680 FY 2004 188,106	Long Range Goal: Reduce the 2004 baseline petroleum use in fleets and transportation by 30% by 2026. Interim/Short Range Goals: Reduce petroleum use by 10% by 2007. <i>Reduce petroleum use by 20% by Sept. 1, 2009.</i> Reduce petroleum use by 25% by 2016. <i>Replace standard diesel with B20 by Sept. 1, 2009.</i>	▶ DSHS appears to have increased gasoline purchased and miles driven from FY 2004. However, because DSHS has revised its fleet management database to provide better information on vehicle use, we believe the information we have in FY 2006 is much more accurate than the information from FY 2004. We plan to use the FY 2006 data as our new baselines. ▶ DSHS put together a CTR plan in 1994 and revised it in 1999. DSHS participates on the statewide CTR Task Force.	▶ Calculating business-use POV fuel efficiency has been difficult. ▶ Meeting clients' needs drive the decisions for vehicle usage. Conserving fuel is secondary to meeting clients' needs. E.g. Some staff must travel in order to conduct investigations. ▶ Additional staff have been funded for Children's Administration to reduce caseloads. This is expected to increase travel and petroleum usage in the future.	▶ Improved data accuracy from our revised fleet management database. ▶ Recognizing we need to set a new baseline in FY 2006 will help us evaluate and readjust our goals in the future.
Miles Driven by Vehicle Ownership		POV 10,956,691 13,383,788 Agency Owned 6,636,417 3,931,415 Motor Pool 6,749,334 5,069,035				
Total Miles Driven (sum of POV, Agency Owned, and Motor Pool Vehicles)	N	Miles Driven FY 2006 24,342,442 FY 2004 22,384,238				
Optional: Increase Employee Participation in Commute Trip Reduction (CTR) Programs		Commute Trip Reduction Plan Developed (if so, please describe in boxes at right) Yes				
2 Freeze Four Wheel Drive (4WD) purchases (exempting those with fuel economy greater than 30 mpg or those purchased for law enforcement or emergency response purposes). All others must be approved by agency director.		# of 4WD Vehicles Purchased 0 # Approved or Exempt 0	See petroleum reduction goal above. Controlling purchases of SUVs is identified in the 2006 Sustainability Plan as a practice to meet the petroleum reduction goal.	▶ DSHS controls the purchases of SUVs through its purchasing channels and requires special approval.	▶ DSHS is controlling purchases of SUVs.	
3 Give priority to fuel efficient/low emission vehicles	Y	# of vehicles purchased (1) with fuel economy of at least 30 mpg and (2) meeting EPA Federal Emission Standards Total # of Vehicles Purchased 53 34 Average mpg of Fleet FY 2006 18.5 FY 2004 20.9	See petroleum reduction goal above. <i>Purchasing of fuel efficient/low emission vehicles</i> is identified in the 2006 Sustainability Plan as a practice to meet the petroleum reduction goal.	DSHS is increasing purchases of fuel efficient/low emission vehicles: ▶ 64% of DSHS vehicles purchased in FY06 were fuel efficient and low emission vehicles. ▶ DSHS tripled its purchases of hybrid vehicles from 8 in 2004 to 26 in 2006, bringing total agency fleet to 4.6% hybrid vehicles. ▶ Average fleet mpg is more accurate in FY 2006 due to revised fleet management database tracking vehicles better.	▶ The initial cost of fuel efficient vehicles is higher than non-fuel efficient vehicles.	
4 Replace pre-1996 light duty vehicles (those under 8,500 pounds gross vehicle weight) that are driven more than 2,000 miles a year by January 2008.)		# of pre-1996 Light Duty Vehicles 202 Agency is Implementing Plan for Replacement Y	See petroleum reduction goal above. Replacement of pre-1996 vehicles is identified in the 2006 Sustainability Plan as a practice to meet the petroleum reduction goal.	▶ DSHS replaced 25 or close to 10% of its pre-1996 light duty vehicles driven more than 2,000 miles per year. ▶ DSHS surplus 11 pre-1996 light duty vehicles driven more than 2,000 miles per year.	▶ Funding to replace an aging fleet (pre-1996) with more fuel-efficient vehicles competes with funding program services.	▶ In FY06, one administration started replacing old vehicles with Hybrid fuel vehicles and other vehicles with lower emissions.
3 Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009.	N	Gallons of Diesel Purchased 205,754 Gallons of Biodiesel Purchased 210 Gallons of at Least 5% Diesel Purchased	Interim/Short Range Goal: <i>Replace standard diesel with B20 by Sept. 1, 2009.</i> <i>Use B5 diesel as soon as feasible</i> is identified in the 2006 Sustainability Plan as a practice to meet the petroleum reduction goal.	▶ This is the first year DSHS has started collecting data on biodiesel purchases and use.	▶ Understanding changing diesel fuel to B5 and B20	
6 For all agencies with a fleet of 100 or more light duty vehicles (vehicles with a gross vehicle weight of less than 8,500 pounds), submit a Fleet Management Plan. For agencies with less than 100 light duty vehicles, consider transferring vehicles to or contract with GA.	Y	# of Vehicles in Fleet 985 Fleet Management Plan Submitted Y Contract Transferred to GA N	See petroleum reduction goal above. <i>Maintaining a fleet management plan</i> is identified in the 2006 Sustainability Plan as a practice to meet the petroleum reduction goal.	▶ DSHS redesigned its fleet management database to provide better information on vehicle usage, repair, and replacement. ▶ DSHS Fleet Management Plan was submitted by Sept. 2005.	▶ Getting staff familiar with the revised fleet management database and getting them to input data on their vehicles.	▶ DSHS redesigned its fleet management database to provide better information on vehicle usage, repair, and replacement. ▶ DSHS Fleet Management Plan was submitted by Sept. 2005.
7 Request fuel efficient, low emission vehicles for employees from commercial vendors.		Request Made to Commercial Dealers	See petroleum reduction goal above. <i>Establishing clear direction on rental vehicle use</i> is identified in the 2006 Sustainability Plan as a practice to meet the petroleum reduction goal.	▶ Establishing clear direction on rental vehicle use has been identified as a practice to meet the petroleum reduction goal. There has been an initial consideration of including this requirement in a policy.	▶ Enforcing fuel-efficient rental car requests is difficult.	

Washington State Sustainability Progress Report Template for the Department of Social and Health Services (DSHS)

Please do not remove adjacent values

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Required Actions	In Compliance				Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
III Reduce Lifecycle Impacts of Paper Products									
1 Purchase office paper with a minimum of 30% post consumer recycled content by Sept. 1, 2005. Include all white 8.5x11 paper. Provide justification for all purchases of virgin paper. If you have made changes in other paper purchases, please describe at right.	N	75,958	169,585	31,341	73%	<p>Long Range Goal: Use only 100% recycled paper by 2026.</p> <p>Interim/Short Range Goals: <i>Eliminate use of virgin paper and purchase minimum 30% recycled content paper by 2009. (E.O. 05-01 requires by 2005)</i></p>	<p>Justification for Virgin Paper Purchases</p> <ul style="list-style-type: none"> Some old equipment will not function properly with recycled paper. The alternative paper is more expensive than virgin paper. Colored paper has recently become available in 30% recycled content. 		
2 Reduce use of office paper by 30% by Sept. 1, 2009, based on FY 2003 plans	N	276,884	386,675		28%	<p>Long Range Goal: Reduce 2003 baseline paper consumption by 50% by 2026.</p> <p>Interim/Short Range Goals: <i>Reduce paper consumption by 30% Sept. 1, 2009.</i> Reduce paper consumption by 40% by 2015.</p>	<ul style="list-style-type: none"> DSHS reduced paper consumption by 28% from FY 2003. Changing people's habits & perceived need for hard copies vs. electronic format is not easy. Funds are needed for double-sided print capable printers. Some staff still need to be educated on setting printer defaults to double-sided printing. Some situations require redacting legal copies which require single sided copies 	<ul style="list-style-type: none"> DSHS anticipates further reduction through more SCAN copiers and Word Redaction capabilities. Several administrations have increased use in double-sided printing and copying, and imaging systems. 	
3 Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50% by Sept. 1, 2009. (EPP is defined as 100% recycled content paper with a minimum of 50% post consumer waste.)	N		31,341		11%	<p>Interim/Short Range Goal: <i>Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50% by Sept. 1, 2009. (To meet long range goal above to use only 100% recycled paper by 2026.)</i></p>	<ul style="list-style-type: none"> Only 11% of the total paper purchased by DSHS was EP paper. This is toward the requirement of 50% by 2009. When surveyed, 30% of the administrations reported they have already met the 2009 requirement. Others said they will research sources for this type of paper. 		
4 Recycle 100% of used office paper by Sept. 1, 2009.	N	Accomplished				<p>Interim/Short Range Goal: <i>Recycle 100% of used office paper by Sept. 1, 2009.</i></p>	<ul style="list-style-type: none"> When surveyed, 100% of locations reported as having paper recycling programs. However, only 60% of administrations reported recycling 100% of their used office paper. Training will be implemented to get 100% compliance. 	<ul style="list-style-type: none"> Many offices provide either recycle bins or shredders for confidential recycling. 	
5 Increase use of post consumer recycled janitorial paper products.	Y		14,158	14,102	100%	<p>Interim/Short Range Goal: <i>Increase use of post consumer recycled janitorial paper products by Sept. 1, 2009. (To meet long range goal above to use only 100% recycled paper by 2026.)</i></p>	<ul style="list-style-type: none"> 100% of the janitorial paper products that DSHS purchases are post consumer recycled products for the two years of collecting this data. Buying habits have not changed, so this will not be measured in the future. It will be reported as "achieved." 		
			11,376	11,376	100%				
IV Achieve gains in energy conservation									
1 Reduce energy purchases by 10% from FY 2003 by Sept. 1, 2009.	Y	87,249,158	116,482,731	25%	kWh	<p>Long Range Goal: Reduce energy consumption by 30% in DSHS owned and leased facilities by 2026.</p> <p>Interim/Short Range Goal: <i>Reduce energy purchases by 10% from FY 2003 by Sept. 1, 2009.</i></p>	<ul style="list-style-type: none"> The figures show 25% reduction in electricity, and 28% increase in natural gas purchased. Energy consumption discussions are more useful when put into context of how many square feet are involved. See below. We suspect much of the data reported from the 185 worksite locations is inaccurate and will strive to get a better baseline once we have a Resource Conservation Manager on board to help with electronic reporting, data analysis, and changing behaviors. 	<ul style="list-style-type: none"> It has been very difficult collecting accurate data from 185 worksite locations. Some data was missing or reported inaccurately. Different units and quantities make it difficult to compare total energy without converting to common units. See below, total BTUs per square foot. 	<ul style="list-style-type: none"> DSHS has been exploring how to bring an unfunded Resource Conservation Manager on board to assist with more electronic data collection and better data analysis as well as to help change behaviors in energy use and management.
Natural Gas purchases		FY 2006 BTU Purchased		FY 2003 BTU Purchased					
		616,164,300,000		480,342,900,000					
Suggested Strategy: Establish on-site programs promoting energy conservation (for example, prohibit personal appliances).		Energy Conservation Program Developed (If so, please describe in boxes at right).				See energy reduction goal above. <i>Using energy efficiency programs</i> is a practice to meet the long range energy reduction goal.			
Total Building Square Footage		FY 2006		FY 2003			<ul style="list-style-type: none"> With the normalized numbers of Total BTUs per square foot, this shows a 0.9% increase in energy consumption. 		
		8,863,599	square feet	8,587,018	square feet				
Total BTU per square foot		103,112	Total BTU per square foot	102,236	Total BTU per square foot				
Suggested Strategy: Use renewable resources (describe any onsite projects or purchases of green power)		% Green Power Purchased (Green Tags)		Select Units Used		See energy reduction goal above. <i>Using on-site renewable resources</i> is a practice to meet the long range energy reduction goal.	<ul style="list-style-type: none"> Green power purchases were identified on this template after DSHS had collected its FY 2006 data from its seven administrations. 	<ul style="list-style-type: none"> On-site renewable resources is a newer concept to the traditional design and construction industry and will need more staff training to understand capabilities. 	
		0	0	Therms					

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Required Actions	In Compliance	Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
V Reduce use of products with persistent, toxic chemicals. E.O. 04-01						
1 <i>Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals.</i> Link to E.O. 04-01		Describe measures taken to comply with this legislation. If you did make a product change, please quantify it in the adjacent boxes.	Long Range Goals: Replace all persistent toxic products with non-toxic products by 2026. Interim/Short Range Goals Establish persistent, bioaccumulative toxins (PBT) reduction plans at all DSHS-owned facilities by 2008. Reduce the use of mercury in equipment, supplies or other products (other than fluorescent bulbs) at DSHS-owned facilities by 50% by 2015. Reduce use of other toxic chemicals as they are identified by Dept. of Ecology (both in end-products and in product manufacturing).	▶ Almost 57% of the administrations reported having a plan to reduce the use of equipment, supplies, and other products that contain persistent, toxic chemicals. This will be further tracked specifically for DSHS-owned facilities. ▶ There has been some training on toxic products, however more training and an action plan and oversight is needed to put reduction plans into practice.	▶ DSHS does not have an environmental manager to oversee the PBT reduction plan effort at the DSHS-owned facilities. If this position is not funded, the reduction plans may be delayed or if it is added to a staff's other duties, it may delay other work in the department.	▶ There has been some initial training on toxic products to facilities staff.
VI Communications and Education						
1 Take steps to educate employees or clients		Please Describe Steps Taken to Educate Employees and Clients and Increase Awareness in Boxes at Right.	Long Range Goal: Continue to educate all staff on sustainable practices. Interim/Short Range Goal: <i>Educate all DSHS staff</i> annually regarding Executive Orders 02-03, 04-01, 05-01, the DSHS Sustainability Plan, and other sustainable practices.	▶ All administrations reported having educated their staff, however, one administration of nine reported as not educating their staff in FY 2006. ▶ DSHS maintains several websites: one main website with Sustainability Plan, Progress Reports, and other documents as well as resource links; and several administrations maintain a website for educating staff.	▶ Ensuring that all 18,000+ staff read the information provided when many institutional staff do not have access to a computer. ▶ Changing the culture of how business "has always been done."	▶ Several administrations send out articles in their newsletters discussing sustainability goals and practices.
Other Goals for DSHS:						
Reduce Water Consumption and Increase Water Reuse Programs		FY 2006 Baseline: 89,890,828 Gallons	Long Range Goal: Reduce 2006 baseline water consumption by 30% in DSHS owned facilities by 2026. Interim/Short Range Goals Reduce water consumption by 10% by 2010. Reduce water consumption by 20% by 2018. Establish water re-use programs at all DSHS-owned facilities by 2020.	▶ DSHS has established a baseline for water consumption and will check in 2007 if it is possible to achieve the interim goals set forth.	▶ Collecting data consistently. ▶ Funding for installing metering and replacing old fixtures with water saving fixtures. ▶ Funding and resources for monitoring and tracking systems. The Resource Conservation Manager mentioned earlier would help this happen.	▶ DSHS has begun trying to get a Resource Conservation Manager on board.
Maximize Space Use			Long Range Goal: Maximize efficient use of space in DSHS owned and leased buildings by 2026.	▶ DSHS established a baseline of 19.7% of all leased facilities meet square foot space standards. ▶ DSHS has made headway on strategic planning for leased facilities. ▶ For its owned facilities, DSHS has also developed a process to assess conditions of assets, and is developing guidelines and criteria for space use and excess property management.	▶ Perceived ownership and management of property.	
Recycling Materials and Organics			Long Range Goal: Establish recycling & composting programs at all facilities by 2026. Interim/Short Range Goals <i>Recycle 100% of used office paper by Sept. 1, 2009.</i> Establish recycling programs at all DSHS sites to include paper, aluminum, plastic, cardboard, glass, laptop batteries, & fluorescent bulbs by 2010. Establish organic recycling programs at all DSHS-owned facilities by 2010. Establish organic recycling programs at all DSHS facilities by 2020.	▶ Office paper recycling is covered in paper products above. ▶ Of the 185 worksites statewide, 155 (84%) recycle aluminum cans, 80 (43%) recycle plastic, 164 (88%) recycle cardboard, 75 (41%) recycle glass, 66 (36%) recycle laptop batteries, and 100% recycles fluorescent bulbs.		
Optional Narrative						
Please use this space to describe in more detail the progress of your sustainability plan as well as any success stories your agency would like to share.						