

Washington State Sustainability Progress Report Template

Please do not remove adjacent values
Y
N
K/Wh

This is a only a suggested template for your progress reports. Please use whatever format with which your agency is most comfortable, but be sure you include all everything specified in Executive Order 05-01. If you decide to use this template, please fill in all of the yellow cells, which are required by E.O. 05-01, as well as the boxes to elaborate on your Goals, Progress to Date, Barriers and Challenges, Success Factors, and Documented Savings. The blue cells have formulas which will automatically calculate values as you enter your agency's information. Report data for Fiscal Year (FY) 2006, the period July 1, 2005 to June 30.

[Link to Executive Order 05-01](#)

Other

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1 The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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.		ESSB 5509 GA Website on Green Building RCW 39.35D High Performance Public Buildings	None. The Lottery plans no projects of this size in the foreseeable future.			
	Y	# of Applicable Buildings Built or Remodeled in FY 2006	# LEED Silver Standard Certified			
		0	0			
II Reduce Petroleum Use by 20% by 2009						
1 Reduce Gallons of Gasoline Purchased (for vehicles)		Gallons of Gasoline Purchased		Acquire 60% gas hybrid vehicles	Acquired 100% gas hybrid vehicles.	\$38, 428 for FY2006
	Y	FY 2006	FY 2003			
		34506	44,304			
Miles Driven by Vehicle Ownership		Miles Driven				
		POV	45667			
		Agency Owned	0			
		Motor Pool	878701			
		635234				
Total Miles Driven (sum of POV, Agency Owned, and Motor Pool Vehicles)		Miles Driven				
	Y	FY 2006	FY 2003			
		674626	924368			
Increase Employee Participation in Commute Trip Reduction (CTR) Programs		Commute Trip Reduction Plan Developed (If so, please describe in boxes at right)				
		13%	10%			
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	# Approved or Exempt	None-agency practice requires director approval		19,83344619
		0	0			
3 Give priority to fuel efficient/low emission vehicles		Total # of Vehicles Purchased	# of vehicles purchased (1) with fuel economy of at least 30 mpg and (2) meeting EPA Federal Emission Standards	n/a	Acquired 100% gas hybrid vehicles.	
	Y	0	0			
		Average mpg of Fleet				
		FY 2006	FY 2003			
		18.4	19.5			
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	Agency is Implementing Plan for Replacement			
		0	0			
3 Use minimum 5% biodiesel for agency vehicles and replace standard diesel with a 20% biodiesel blend by 2009.		Gallons of Diesel Purchase	Gallons of 5% biodiesel purchased	n/a		
		0	0			
		Gallons of 20% diesel purchased				
		0	0			
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.		# of Vehicles in Fleet	Fleet Management Plan Submitted	n/a		
		0	0			
		Contract Transferred to GA				
		0	0			
7 Request fuel efficient, low emission vehicles for employees from commercial vendors.		Request Made to Commercial Dealers	No goal established-travel coordinators directed to request fuel efficient, low emission rental vehicles	Most rental vehicles are compact if appropriate for the business need.	Sometimes fuel efficient, low emissions vehicles are not available.	
	Y	0	0			

III Reduce Lifecycle Impacts of Paper Products						Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
1 Purchase office paper with a minimum of 30% post consumer recycled content. (Provide justification for all purchases of virgin paper. Include all 8.5x11 paper. If you have made changes in other paper purchases, please describe at right.)	Reams of Paper Purchased			% of Paper Purchases with Some Recycled Content	100%	Buy 100% recycled paper with a minimum of 50% post consumer waste.	Goal achieved	None	Centralized purchasing in a small agency. Management willingness to absorb higher prices.	
	Virgin	30% Recycled	100% recycled							
	Y	1	5	1980						
2 Reduce use of office paper by 30% based on FY 2003 plans	Reams Purchased in			Reams Purchased in	Reduction	Achieve a 15% reduction in FY06	Achieved a 14% reduction	The primary barrier to reduced paper use is embedded, paper based business processes. Many of these exist because of audit and legal requirements for signatures on documents. In this year, our challenge was to reduce paper use while the entire agency was involved in a ma	Management has led the way by approving purchases of smart boards and using technology such as smart boards, SharePoint, document management tools, and shared directories.	
	FY 2005	FY 2003								
	N	1986	2310		14%					
3 Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50%. (EPP is defined as 100% recycled content paper with a minimum of 50% post consumer waste.)	Reams of 100% Recycled Paper Purchased (8.5x11)			100% Recycled Paper as a Percent of Total Paper Purchases	100%	Buy 100% recycled paper with a minimum of 50% post consumer waste.	Goal Achieved	None noted	Centralized purchasing in a small agency. Management willingness to absorb higher prices.	
	Y	1980								
4 Recycle 100% of used office paper	Accomplished					No goal required-The Lottery was already in compliance.			Paper recycling containers are at every desk and centralized barrels are conveniently located.	
	Y									
5 Increase use of post consumer recycled janitorial paper products.	Cases of Janitorial Paper Products Purchased			Cases of Products with Recycled Content Purchased	% of Janitorial Paper Products with Recycled	No goal established	The Lottery moved to recycled janitorial products	Purchasing records on products not purchased from Central Stores are difficult to search.	Central Stores makes it easy to determine the recycled content of janitorial products it handles.	
	FY 2005	65	65							
	FY 2006	29	29							
IV Achieve gains in energy conservation										
1 Reduce energy purchases by 10% from FY 2003.	FY 2005 Energy Purchases			FY 2003 Energy Purchases		% Reduction in Energy Purchases	3% reduction.	10% increase.	Although we are conducting a "lights out " awareness campaign, it has been unsuccessful in reducing our electricity consumption. It may be that reduced travel due to videoconferencing is giving people more time at their desk. We have increased outside lighting hours due to ar	
	N	525868	477950		-10%					
Natural Gas purchases	FY 2006 BTU Purchased			FY 2003 BTU Purchased						
		1.4292 billion BTU's			1.4735 billion therm					
Establish on-site programs promoting energy conservation (for example, prohibit personal appliances).	Energy Conservation Program Developed (If so, please describe in boxes at right).							Puget Sound Energy conducted an energy audit to help identify potential savings. Following this, we adjusted the heating and cooling system at Lottery headquarters to go into setback during all non-work periods. PSE also provided access to an internet site that enables monitoring energy usage		
Total Building Square Footage	FY 2006			FY 2003						
		57097			57041			70		
Use renewable resources (describe any onsite projects or purchases of green power)	% Green Power Purchased (Green Tags)			Select Units Used		3% increase	70% increase. Beginning in 2003, the Lottery beg		Management commitment has allowed the Lottery to purchase additional green power units even though savings in electrical use have not materialized to pay for it.	
	Y	8800	4800		KWh					
2 Report total energy use annually to GA.	Total Energy Use Reported									
	Y									
V Reduce use of products with persistent, toxic chemicals. E.O. 04-01										
1 Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals.	Describe measures taken to comply with this legislation. If you did make a product change, please quantify it in the adjacent boxes.					No goals-The Lottery does not use any persistent toxic chemicals.				
	Link to E.O. 04-01									
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					Achieve an overall score of 75% on footprint questions on agency sustainability survey.	Survey results not yet complete.	Planning new, interesting material for employee meetings is a challenge.	The Sustainability Committee is allocated time at every employee meeting for a presentation on sustainability. We also send out emails on a weekly basis to inform staff about sustainability issues. Brevity and humor are the keys to our success.	
Optional Narrative										
The Lottery was featured in the Governor's "Report to Citizens" because it was able to reduce supply costs by 60% since 2002. The Lottery has been asked by the Governor to share our approach with other agencies.										