

Sustainability Plan
Public Disclosure Commission's Annual Progress Report – FY 2006
Executive Orders 02-03 and 04-01

I. Agency contact information and responsible agency staff:

Suemary Trobaugh, Administrative Officer, 360-753-1985, strobaugh@pdc.wa.gov.

II. Sustainability Policy Statement:

The Washington Public Disclosure Commission is committed to fulfilling its responsibilities under Executive Order 02-03. We will continue to 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.

III. Goals:

- Institutionalize sustainability as an agency value;
- Raise employee awareness of sustainability in the workplace;
- Minimize energy use;
- Select 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;
- Purchase chlorine free paper products only;
- Use only recycled paper;
- Encourage using both sides of paper before recycling;
- Increase ease with which staff can recycle paper, cans, plastic, etc.;
- When requesting motor pool vehicles, request alternate fuel vehicles;
- Consider holding more meetings via telephone conference call;
- Submit 100% of our print jobs to copy center electronically;
- Provide video training to customers rather than on-site training;
- 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; and
- Purchase printers capable of making double-sided copies. Set all existing printers to default to double-sided output, if capability exists.

IV. Fleet Maintenance

During FY 06, there were four Commission meetings where one or all Commissioners attended the meeting via telephone conference call rather than travel to Olympia saving a total of 3,002 travel miles and other costs totaling approximately \$1,600.

Approximately 43% of agency employees participated in a compressed, flex work week, thereby reducing the number of work commute miles driven.

V. Facility Construction, Operation and Maintenance

Facility maintenance (this agency is housed in a leased facility)

- In August, 2005, all lighting fixtures were replaced with Energy Star fixtures;
- Energy use is reduced by using timers on hallway lights;
- Maintenance is performed quarterly on the HVAC (filters changed; system is fine tuned);
- Cleaning supplies used contain no hazardous chemicals; and
- The building's landscaping contains native plants with low water requirements and no pesticides or herbicides are used.

VI. Recycling

General recycling

- Toner cartridges from fax machines, copiers and printers continue to be donated to charity or returned to the manufacturer for recycling;
- Agency employees re-use office supplies like 3 ring binders, and file folders rather than requesting new items. Further, staff purchase gently used furniture instead of new furniture, whenever possible;
- All agency mixed paper is recycled and card board is broken down and placed in recycle bins in the building garage; and
- In June, 2006, the PDC replaced cubicle walls, desks and counter tops in the front office area, choosing to sell back existing cubicle walls to the vendor and transferring surplus furniture to Central Stores for potential resale and recycling.

Reducing paper consumption

The PDC provides campaign finance disclosure information to candidates and county auditors' offices electronically or by CD ROM rather than paper copy. This summer, PDC staff mailed 2,047 Candidate CDs to county elections officers across the state, which contained forms, reporting manuals, brochures, electronic filing software, and instructional videos. In addition, it is the PDC's practice to direct the public to the Commission's web site at www.pdc.wa.gov to download copies of blank forms, manuals, and all information necessary to register and report.

E-filing options have been expanded for candidates, political committees, and those engaging in electioneering communications. In February of 2006, the PDC information technology staff released the newly developed ORCA software (Online Reporting of Campaign Activity), which is considered to be an easier system to use than its predecessor and less expensive to maintain. In addition, PDC staff launched an on-line Web application to disclose expenses related to electioneering communications and independent expenditures, and new candidates and elected officials are encouraged to file their required Personal Financial Affairs statements electronically via the PDC's web site.

VII. Communication and Education

Internal communication

PDC staff receive information on sustainable practices on a quarterly basis (entitled "*Sustainability, the PDC, and you*") via e-mail, as well as links to the Sustainable Washington web site, rideshare programs, and other environmental awareness sites.

VII. Communication and Education (continued)

External electronic communication

PDC staff now collects e-mail addresses from candidates and committees to send filer notices electronically. Further, publications that were once published on paper are now available via the PDC website.

- The Washington State Lobbyist Pictorial Directory was made available on-line on March 9, 2006;
- Candidate filing reminders were e-mailed weekly throughout the 2005 election season;
- Monthly reminders were e-mailed to lobbyists concerning filing expense reports (PDC form L-2);
- An annual reminder was e-mailed to lobbyist employers regarding their filing requirement (PDC form L-3);
- Quarterly reminders were sent to public agencies concerning their lobbying reporting (PDC form L-5);
- An annual reminder was e-mailed to jurisdictions to report their elected officials;
- Personal Financial Affidavits (PDC form F-1) reminders were sent via e-mail to jurisdictions and filers;
- The State Auditor's office was provided an electronic link to the PDC database to access copies of officials' Personal Financial Affidavits (PDC form F-1) to conduct their audits; and
- Full reporting candidates in the 2006 election were reminded via e-mail of their weekly C-3 filing deadlines starting July 1st.

VIII. Statewide Performance Measures

- Copy Paper Use: During fiscal year 2006, the agency used 191 reams of 30% post consumer waste (recycled) paper, which is a reduction in usage of 5% from fiscal year 2005.
- Vehicle Miles Traveled¹: PDC staff traveled approximately 2,909 miles, an increase of 30% from fiscal year 2005.

IX. New or Updated Goals and Objectives

- *Fleets and Transportation* – Through flexible work options and commute trip reduction (CTR) participation, reduce employee miles traveled in single occupant vehicles by 50% by 2025.
- *Fleets and Transportation* – Deliver 50% of agency deposits using mass transit by 2010.
- *Communication and Education* – Have 100% employee awareness of sustainability goals by 2007.
- *Purchase of Goods and Services* – Use 100% environmentally preferable paper (EPP) by 2025. Reduce hard copy printing of publications by 50% by 2010.

¹ Miles traveled by PDC staff for presenting workshops and training.