

Department of Retirement Systems (DRS) Sustainability Progress Report

Date: October 19, 2006

[Link to Executive Order 05-01](#)
[Link to E.O. 04-01](#)

	Required Actions	In Compliance		Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
I	Green Buildings			N/A				
1	The requirements in E.O. 05-01 regarding green building are superceded by the High Performance Public Building bill (ESSB 5509).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.	DRS leases building space from private vendor contracted through General Administration services.	ESSB 5509 GA Website on Green Building RCW 39.35D High Performance Public Buildings					
			# of Applicable Buildings Built or Remodeled in FY 2006	# LEED Silver Standard Certified (or in the process of being certified)				
		Yes	0	0				
	Required Actions	In Compliance						
II	Reduce Petroleum Use by 20% by 2009			Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
1	Reduce Gallons of Gasoline Purchased (for vehicles). Note: Didn't begin tracking fuel/miles until 2004.			Increase Commute Trip Reduction (CTR) participation by 2% annually. 2003 Baseline = 62 2006 = 84 participants. Agency participates in Wheels option programs and supports incentives for CTR participation.	In 2003, 8.03% of DRS staff participated in CTR program. Today, 2006, 31.2% participate. This is an overall increase of 35.48% from 2003.	It tends to fluxuate with employee turnover and gas prices have an impact.	DRS continue to support CTR with incentives and through campaigning. The increase to 84 participants achieves our goal earlier than expected. DRS Managers encourage all employees to carpool and to utilize state government vehicles whenever possible.	The agency has made huge strides in automating activities which has reduced travel over the past 10 years. This includes developing eServices for employers to conduct business and make inquiries online. We also print manuals and brochures online for easier access to questions, answers and procedures. We also consolidated our locations and this cut down on the need to travel.
	Miles Driven by Vehicle Ownership		Gallons of Gasoline Purchased					
		POV	25,395	34,029				
		Agency Owned	116,364	119,225				
		Motor Pool	N/A	N/A				
	Total Miles Driven (sum of POV, Agency Owned, and Motor Pool Vehicles)		Miles Driven					
			FY 2006	FY 2003				
			141,59.3	153,254				
	<i>Optional:</i> Increase Employee Participation in Commute Trip Reduction (CTR) Programs		Commute Trip Reduction Plan Developed (if so, please describe in boxes at right)					
		Yes	Yes	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	# Approved or Exempt				
		N/A	N/A	N/A				
3	Give priority to fuel efficient/low emission vehicles			# of vehicles purchased (1) with fuel economy of at least 30 mpg and (2) meeting EPA Federal Emission Standards				
			Total # of Vehicles Purchased	Meets EPA with 25.5 MPG				
		Yes	1					
			Average mpg of Fleet					
			FY 2006	FY 2003				
		Yes	21.9	21.6				

	Required Actions	In Compliance		Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings	
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 (Y or N)	DRS owns 1 Ford Aerostar XL van age 1993. The plan was to either combine with another vehicle and upgrade or replace it entirely by December 2006.	Van was kept to finish surplus projects and member file/folder archiving transition. The van is driven less than 800 miles per year.			
		Yes. Plan in Place.	1	Yes					
5	Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009.		Gallons of Diesel Purchased	Gallons of Biodiesel Purchased	Gallons of at Least 5% Diesel Purchased				
		N/A	N/A	N/A	N/A				
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 (Y or N)	Contract Transferred to GA (Y or N)				
		Yes	12	Yes. Plan submitted in 2005	No				
7	Request fuel efficient, low emission vehicles for employees from commercial vendors.		Request Made to Commercial Dealers (Y or N)						
		N/A	N/A						
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 by Sept. 1, 2005. (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	Increase 30% post-consumer (PC) paper purchasing 15% by 2005 reporting.	Met goal! In 2003, when first reported, only 57.03% of paper purchased was 30% PC type. In 2004, this increased to 89.4% . In 2005, all paper (tracked) purchased was 100% 30% PC type.	Goal attained.	Agency employees are aware of our goals and they strive to attain them.
		Yes	Virgin 0	30-40% recycled 5494	100% recycled 0	100%			
2	Reduce use of office paper by 30% by Sept. 1, 2009, based on FY 2003 plans.		Reams Purchased in FY 2006	Reams Purchased in FY 2003	Reduction	Objective #1: Reduce internal paper use (8.5 paper type), printing and copying by 5% by 2005. Discovered late in 2004 that virgin paper was purchased in error by one unit which was overlooked during data collection. Ordering was corrected, however the baseline measurements were skewed by approx. 800 reams.	Documented 8.5x11 Paper Purchases/Usage: (2006=5494; 2005=3579; 2004=3714; and 2003-4,599). The 2003 baseline was our first attempt at collecting and tracking data. In 2004 and 2005, due to greater employee awareness and upgraded printers, overall paper usage was reduced.	In 2006, the number of reams increased due to two main factors. 1) Migration to the new HRMS. Since March 2006 we have been printing HR and Payroll reports previous printed through DIS. 2) We migrated to new high-speed mainframe printers using regular copy paper. The old printers used a paper type not included in our tracking process.	Greater awareness across agency. Purchased new printers with double-sided printing features and overall more efficient equipment.
		Yes	5494	4599	-19%				
3	Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50% by Sept. 1, 2006. (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		1) By 2005 - all paper @ 30% PC. 2) By 2009 75% paper @ 50% PC and 3) By 2009 25% paper @ 100% PC.	1) Completed!. 2) Striving for this goal. 3) Striving for this goal. Tested 100% paper in 2005 and found it did not cause any printer problems. We plan to slowly migrate over to 50% PC and then 100% PC type paper.	Cost of 100% PC is still quite a bit higher to justify. However, as more people use it and demand increases, costs should decrease according to GA.	We no longer purchase Virgin paper (non-recycled).
		Yes	0	0%					

Required Actions		In Compliance				Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
4	Recycle 100% of used office paper	Accomplished (Y or N)				100%	DRS continues to recycle all paper products, batteries, and fluorescent lights as well as cardboard, pop cans, glass, and plastic. We average about 300 fluorescent bulbs a year and about 20 pounds of batteries a year.			
	Yes	Yes								
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 Content	0%				
	Yes	FY 2005	Same as below	Same as below	260 cases of paper towels and 52 cases of toilet tissue					40% paper towels/20% toilet tissue
		FY 2006	260 cases of paper towels and 52 cases of toilet tissue	260 cases (100%) of paper towels and 52 cases (100%) of toilet tissue						
IV Achieve gains in energy conservation										
1	Reduce energy purchases by 10% from FY 2003 by Sept. 1, 2009.	FY2006 GAS Purchases (Monthly Average for Seven Months)	FY2003 GAS Purchases (Monthly Average for One Year Period)	% Change 2003 and 2006	Units Used (kWh, Therms, Other)	1) Participate in Governor's Directive on Energy Conservation (10% Reduction Goal) which includes the tracking/collecting, and savings of all energy. 2) Establish a strategy to promote energy conservation.	Completed these goals. DRS began tracking Energy data in 2000 and continues to track it through this current period.			
	Yes	177	89	-100%						
	Suggested Strategy: Establish on-site programs promoting energy conservation (for example, prohibit personal appliances).	17	66			1) Install automatic light controls within DRS occupied buildings. 2) Remove 40% of all fluorescent light bulbs. 3) Established policy for no personal heaters, coffee pots, tea pots, or radios, etc. 4) Educate staff and build greater awareness - keep lights off completely when rooms not in use, etc.	Completed these goals.	Warehouse utilities expected to be lower in usage since we are not in it on a regular basis. However, the building is now emptier than 2003 and we are heating more cubic feet of unoccupied space. Additionally, during the first part of 2006 we were doing a lot of work out there which meant running back and forth (moving computers for surplus) and general re-organizing. Employees were going out in the morning and in the afternoon so the building would be left on (lights and heat). We don't leave the lights on anymore when we're not there, but when it's cold we leave the heat on because it takes to long to heat. We're still out there several times a week dropping things off or meeting deliveries so utility usage will be sporadically		
		160	23							
		FY2006 kWh Purchases (Monthly Average for Partial Year)	FY2003 kWh Purchases (Monthly Average for Twelve Months)	% Change 2003 and 2006						
		84,076	76,151	-10%						
		82,903	69,348							
		1,173	6,803							

Required Actions	In Compliance			Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
		NOTE: DRS energy data is tracked January through December and the Sustainability report data is tracked by fiscal year (July through June). DRS tracks energy for the main PPW building and the Warehouse. Energy Program Developed. Include in Box to Right.				high.		
Suggested Strategy: Use renewable resources (describe any onsite projects or purchases of green power)		% Green Power Purchased (Green Tags)		2006-2007, Investigate increasing Green Power within DRS occupied buildings.	Currently, we receive a portion of our power as green power. Puget Sound Energy (PSE) purchases Green Power and supplements the NW power grid with it so we receive it indirectly.	PPW and Warehouse are solely leased by DRS and this is easier to manage and control. DRS staff share space at PPE location with other agencies and it is more difficult to manage the usage of shared services.		
		FY 2006	FY 2003					
	Yes	8.50%	None					
V Reduce use of products with persistent, toxic chemicals. E.O. 04-01				Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
1 Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals. Link to E.O. 04-01	Yes	Describe measures taken to comply with this legislation. If you did make a product change, please quantify it in the adjacent boxes.		Reduce or eliminate all persistent toxic chemicals.	DRS			
VI Communications and Education				Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
1 Take steps to educate employees or clients	Yes - DRS has taken steps since 2003.	Please Describe Steps Taken to Educate Employees and Clients and Increase Awareness in Boxes at Right		1. Designated Coordinator by September 2003 and train/educate 100% of staff by 2005. 2. Incorporate into Executive Order into Balanced Scorecard/Leadership team 3. Establish standard tracking procedures and reporting guidelines throughout agency 4. Track and monitor progress 5. Communicate/educate staff through; news articles, website page, brown bag activity/etc	1. Sustainability Coordinator Designated 2. Executive Management endorsed with Leadership team. 3. Goals and measurements were established. 4. Progress is monitored and adjusted if necessary. 5. Held brown bag lunch, delivered several news articles/factual information and developed a Sustainability webpage with reports access and links.	DRS has been participating in OFM reporting since 2003. It has been a challenge to collect and track in a meaningful and consistent way. Each year the procedure and quality improves.	Employees are more aware and often think of new ideas and ways to participate.	One significant change this year includes a change in how we distribute the active member edition of our Retirement Outlook newsletter. We used to produce only paper copies. We now do electronic distribution, supplemented by paper copies. We went from printing over 317,000 copies for each edition to just under 35,000 paper copies. Since the Outlook is produced three times a year, we're decreasing annual copies by over 825,000. Each issue ranges from four to six pages. This represents a significant savings.
2								