

Sustainability Report FY 2007

Washington State Office of the Attorney General

Primary Point of Contact:

Cami Feek

camif@atg.wa.gov

360-586-4079

This report covers the Fiscal Year (FY) that just ended (June 30, 2007), in fulfillment of Executive Orders 05-01, 04-01, and 02-03.

Last Revised: September 2007

Green Buildings

Statewide Goals:

- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building Act , RCW 39.35D.030. That law 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 percent of the assessed value.

AGO Implementation Goals:

- Identify long-range facility projects through 2017 that will provide LEEDTM certified Silver Standard;
- Move progressively toward Silver and Gold LEEDTM standards at all facilities (purchased and leased);
- Continue to incorporate “green” building elements into existing buildings during remodel projects;
- Plan all facilities (including new leased facilities) with public transportation access, carpool/vanpool parking, and the use of “green” janitorial services and supplies as existing contracts expire;
- Relocation of Kennewick to LEEDTM Silver facilities, if available.

AGO Implementation Progress to Date:

- Six-year facility plan identifies facility projects and opportunities to meet LEEDTM-certified Silver and Gold standards.
- Some janitorial services are now managed through Facilities. Looking into implementing compliance monitoring for janitorial services contracted by GA or building owners to ensure that “green” products are used. Have requested and obtained agreement at some facilities to use paper towels that derive from unbleached recycled paper.

Barriers and Challenges:

- All AGO buildings are leased. We are dependent on landlords to work collaboratively to remodel or construct buildings to meet the state requirements. In the last FY we relocated our Seattle office. The availability of a facility in downtown Seattle to accommodate the number of employees we required was limited. We relocated to a building with existing tenants and, therefore, experienced a limited opportunity to meet LEEDTM requirements.

- Kennewick's lease expires in 2011, but has a clause in the contract that may be permissible to break if notice is given by January 2008, with an anticipated move in July 2008.

Success Factors:

- Executive level commitment to Sustainability;
- Facility plan that identifies upcoming opportunities to incorporate “green” elements through relocation or remodeling existing buildings;
- Activism of on-site employees.

Buildings (Remodeled or New Construction)

Year (FY)	2003	2004	2005	2006	2007
Conventional Buildings	19	19	19	18	15
LEED Silver	0	0	0	1	1
LEED Gold or Higher	0	0	0	0	0
Total LEED Certified	0	0	0	1	1
Total	19	19	19	19	16
Units	# of buildings				

Additional Notes

- New Tumwater Building received formal recognition for being first LEED™ Silver Certified building constructed by a private contractor for a state agency.

Space

Statewide Goals:

- No listed statewide goals.

AGO Goals:

- Currently, the AGO has no specific space goals.

AGO Actions and Programs:

- As part of a six-year facility plan, the AGO is working to consolidate locations in an effort to best utilize common spaces, such as video conference systems, training rooms and common agency resources.

Barriers and Challenges:

- Finding facilities that support a variety of agency business needs and allow proximity to clients, courts, boards, and other facilities commonly frequented by employees.
- Additionally, staffing levels have increased over the last five years and are anticipated to continue growing, given the population growth in the counties that we serve.

Success Factors:

- Transition in the last fiscal year of multiple divisions in multiple buildings to a single building in Tumwater set a model of shared resources and the consolidation of space.

Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space					562,861
Non-Office Space					5,000
Total					567,861
Units	Square feet				

Transportation

Statewide Goals:

- Reduce petroleum consumption by 20% from FY 2003 levels by FY 2009
- Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009.
- 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.)
- Give priority to fuel efficient / low emissions vehicles
- 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.
- Request fuel efficient, low emission vehicles for employees from commercial vendors.
- 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.
- Optional: Increase Employee Participation in Commute Trip Reduction (CTR) Programs

AGO Goals:

- Replace pre-1996 vehicles, depending on budget availability, by June 30, 2008;
- Continue the freeze on purchases of four-wheel drive vehicles that operate on less than 30 miles per gallon;
- Continue to prioritize the purchase of hybrid and other fuel-efficient, low-emissions vehicles;
- Submit a fleet management plan, and report annually to Department of General Administration, reporting agency progress;
- Make fuel-efficient, low-emission vehicles a priority for commercial car rentals by adopting a vehicle rental policy not later than June 30, 2007;
- Evaluate whether diversifying the fleet to include high-efficiency diesel/biodiesel vehicles as well as high-efficiency hybrid vehicles would be a more prudent, long-term strategy by June 30, 2007;

- Continue to reduce trips outside the office by encouraging greater use of conference calls and alternative communication technologies, such as video telecommunication and real-time networking. This will be an ongoing requirement;
- Evaluate the possibility of establishing an online carpool coordination service with one or more local areas (e.g., airport, Seattle, etc.) by June 30, 2008

AGO Actions and Programs:

- Over the course of the last biennium, our agency developed a strong, centrally managed fleet program. We evaluate vehicle usage, track fuel usage and costs as well as repair and maintenance costs by vehicles. In the last fiscal year, we replaced all but one pre-1996 vehicle.
- In all AGO locations, we have pool vehicles among the divisions in that facility, providing increased usage and reducing individual miles traveled and resources consumed. The AGO purchases vehicles from only GA contracts has purchased only hybrids, flex fuel, or low-emission vehicles. In addition, the agency purchases only 4WD vehicles that achieve 30 or more miles per gallon.
- AGO is developing and will shortly be deploying a program for creating and coordinating carpools to common destinations. The program consists of travel calendars for most frequently traveled routes that are posted to a shared AGO website. Employees will list future trips and be able to contact and coordinate with each other using the listings.

Progress to Date:

- Reduced pre-1996 vehicles to one (plan to replace it by June 30, 2008);
- Drafted vehicle rental policy (will be adopted in October when new OFM SAAM manual updates are made);
- Zero 4WD exception purchases;
- Formed Sustainability subcommittee to explore online carpool coordination option, which will include a page on the Committee's AGO Collaboration Environment (ACE) site with links to bus and train Web pages;
- 63 percent of fleet either hybrid or alternative fuel (FFV);
- Fleet management plan sent to OFM and GA in September 2006 (next plan due September 2008);
- CTR subsidy and incentive increases are now in effect;
- The first year of two years of CTR contests funded by a WSDOT grant is underway; and

- Initial design of the carpool coordinating calendars is complete.

Barriers and Challenges:

- While the AGO is committed to solid fleet management and the principles of Executive Order 05-01, staffing levels have increased, creating a larger demand for agency vehicles. In addition, the rising fuel costs in the last fiscal year resulted in higher utilization of agency vehicles and an increased demand for AGO fleet. While the number of vehicles and fuel consumption increased, we are confident that our fleet is right-sized to balance Sustainability and agency business needs.
- It would be difficult to track petroleum use/reduction in privately owned vehicles, even on state business, unless it was made a travel requirement.
- Employees may be initially resistant to changing commuting habits, which will require effective and creative marketing of the newly enhanced CTR programs.

Success Factors:

- Executive level commitment to Sustainability as demonstrated by funding CTR enhancements;
- Experienced Fleet Operations Coordinator;
- Strong Fleet Management Plan (fleet management activities and decisions based on plan);
- Vehicle contacts in every division to support fleet management;
- Sustainability Committee and Sustainability Advisory Group (SAG) utilizing greater use of alternative communications (teleconferencing, video conference) for meetings, reducing the number of members/Liaisons traveling outside their offices.
- Energized and engaged employees and CTR staff dedicated to CTR.

Total Gasoline (non-diesel)

Year (FY)	2003	2004	2005	2006	2007
Ethanol	0	0	0	0	0
Petroleum	54,567	54,567	44,456	58,031	53,302
Total	54,567	54,567	44,456	58,031	53,302
Units	gallons				

Diesel Fuel

Year (FY)	2003	2004	2005	2006	2007
Ultra Low Sulfur (Highway)	0	0	0	0	0
Off-Road	0	0	0	0	0
Biodiesel	0	0	0	0	0
Total	0	0	0	0	0
Units	gallons				

Comments: AGO has no diesel vehicles.

Miles Driven

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles	651,584	289,282	703,185	696,504	763,826
Agency Owned Vehicles	1,427,431	1,425,000	1,259,772	1,427,431	1,429,407
Motor Pool Managed Vehicles	55,231	Unknown	Unknown	49,936	41,524
Total	2,134,246	*1,714,282	*1,962,957	2,173,871	2,234,757
Units	miles				

Comments: FY04 and FY05 don't include miles driven by motor pool-managed vehicles.

Agency Owned Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency	28	26	28	24.6	26.81
Units	Miles per gallon (MPG) (please note if some years are measured differently)				

Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount	Unknown	Unknown	Unknown	131	134
Units	# of Vehicles (please note if some years are measured differently)				

Comments: While the number of agency vehicles is up in FY07, multiple efforts to consolidate and pool vehicles by location resulted in the surplus of a number of vehicles without replacement. The number is up based on staffing growth and the need to support program requirements.

Pre-1996 Vehicles Remaining

Year (FY)	2003	2004	2005	2006	2007
Amount	Unknown	Unknown	11	8	1
Units	# of vehicles (please note if some years are measured differently)				

Vehicles Purchased

Year (FY)	2003	2004	2005	2006	2007
Conventional	0	0	0	1	0
> 30 MPG	15	4	15	5	30
4WD (note exception purchases)	2 *0 exception	0 *0 exception	0 *0 exception	4 *0 exception	11 *0 exception
Total	15	4	15	6	30
Units	# of vehicles purchased (please note if some years are measured differently)				

Comments: All of the 4WD purchases are 30 MPG or greater, which is why the columns above are more than the total for the column.

Additional Notes

- Has your agency implemented Commute Trip Reduction Programs? What is the level of employee involvement?
- The AGO has a strong CTR Program. Our CTR coordinator actively participates in statewide CTR efforts. We have a page on our intranet dedicated to CTR that includes information, forms, and CTR information. The AGO's program offers statewide the same benefit of incentives and subsidy reimbursements to employees. This approach encourages employees to find alternative modes of commuting to and from work. In Seattle, an annual FlexPass is available for employees assigned to the FAB worksite. This pass allows unlimited travel on Metro and Sound Transit (including the train). The AGO participates in regional and statewide CTR promotions, giving employees who try or use alternative commuting the opportunity to win great prizes. On InsideAGO, our CTR site offers information and links regarding all aspects of alternative commuting, as well as weekly e-mails advising staff of current CTR-related issues.
- In 2007, the AGO took a number of significant steps to increase employee participation in CTR programs. In January 2007, the maximum subsidy for mass transit rose from \$75 per month to \$100 per month. In September 2007, the maximum incentive for biking, walking, and carpooling increased from \$15 per month to \$40 per month (each at rate of \$2 per bike/walk/carpool commute day). The minimum participation requirement was lowered from 60 percent of work days each month to just days. Furthermore, the AGO obtained a \$6,000 grant from WSDOT for two back-to-back annual contests that offer prizes for CTR participants.
- The AGO's strong CTR Program provides an effective personnel recruitment and retention tool.
- If your agency has a fleet of 100 or more light duty vehicles (vehicles with a gross vehicle weight of less than 8,500 pounds), has it submitted a Fleet management Plan? For agencies with less than 100 light duty vehicles, has it considered transferring vehicles or contracting them to the GA?
- EO 05-01 requires submission of a fleet management plan to the GA Fleet Manager by September 1 of each even-numbered year. The AGO submitted a Fleet Management Plan in September 2006 and will do so again in September 2008. The fleet management plan is the basis of our professional fleet management program.
- Does your agency have contracts or agreements in place with vendors (specifically rental car vendors) to request fuel efficient, low emissions vehicles?

- The AGO has no agency-specific contracts for vehicle purchases or rental. We strictly utilize GA-established rental car contracts.

Paper

Statewide Goals:

- 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.
- Reduce use of office paper by 30% by Sept. 1, 2009, based on FY 2003 plans
- 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.)
- Recycle 100% of used office paper
- Increase use of post consumer recycled janitorial paper products.

AGO Goals:

- Reduce the use of paper by three percent per year (2003 baseline) by June 30, 2008;
- Purchase at least 50 percent EPP paper by June 30, 2008;
- Implement double-sided printing default for all AGO employees and managers, to be used with few exceptions. Program to be operational by January 1, 2007;
- Require staff to receive pay and travel reimbursements through electronic funds transfer (EFT), rather than checks and paper statements;
- Eliminate distribution of printed earning statements.

AGO Actions and Programs:

- Double-sided printing initiative; the AGO put considerable efforts put into resolving a significant and unexpected cost problem with double-sided printing. As described below, this problem is relatively unknown but likely affects all agencies and businesses that print double-sided. As described below, the AGO was able to resolve the problem for its Canon MFDs by installing a little-known Microsoft patch.
- Ecology division tested suitability of 40 percent EPP paper using one MFD, and investigated the experiences of that other agencies have had which are using higher than 30 percent EPP paper for MFDs. Because 40% recycled appears problematic, the AGO is currently investigating the suitability of 35%.

Progress to Date:

- Reduced paper usage;
- All AGO offices recycle between 90 and 100 percent of used office paper;
- Letter sent to president of Canon regarding significant double-sided print limitation (see barriers and challenges). In response, Canon provided a Microsoft patch to resolve the issue. AGO has tested and installed the patch and all MFD printers are now duplex-friendly. Office is now developing a policy to implement the duplex default goal.

Barriers and Challenges:

- The eight percent increase in staff since 2002, the increased case load, and the increased size of cases have resulted in an increased, rather than decreased, dependence on paper.
- Currently, the AGO purchases paper from Central Stores. There are limited options to purchase anything other than 30 percent EPP paper;
- EFT goal was approved by the Operations Committee but rejected by the Core Leadership Team. The AGO is not going to require employees to be paid via EFT;
- Earning statements are only stored online for one month, with no history available, which doesn't help employees on extended leave or anyone who needs access to an old statement. DOP cannot turn off printing by agency. Both issues are on DOP's list of enhancements for the HRMS system, though they aren't high priorities. Currently, it isn't feasible to implement;
- Multi Function Device (MFD) contract with IKON Office Solutions requires agreement for paper to be utilized in contract equipment. IKON rep has stated that IKON will not allow paper with 40 percent recycled content to be utilized or the service and liquidated damages terms will not be honored;
- Tests on MFDs showed that the devices count the blank backside of any double-sided print job as an impression. This results in increased impression counts (and associated costs) as well as additional wear-and-tear on the machine, which goes through the motions of attempting to print on the backside. Our testing showed that this problem is common to virtually all standard printers and may significantly increase print costs when double-siding is used, especially on shorter print jobs. It can result in as much as two times the impression costs if a double-sided print setting or default is used to print a one page document.

Success Factors:

- Executive level commitment to Sustainability;
- Strong Sustainability Committee and Sustainability Advisory Group, which advises the Committee;
- Commitment to success of the double-sided printing initiative;

- Sustainability Liaisons designated in nearly every agency division to implement programs such as double-sided printing, recycling, and other Sustainability practices.

Documented Savings:

1,016 fewer reams of paper used, resulting in an estimated hard dollar savings of \$2,905.76 (average cost of Central Stores 8 ½ x 11 ream of paper = \$2.86 times 1,016).

Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin					10
30 -40% recycled		55,200	42,634	47,673	45,485
100% recycled / EPP					400
Total		*55,200	*42,634	*47,673	46,285
Units	reams				

Comments: *2003 and 2006 contain all paper purchased and does not distinguish between 8.5 x 11 and other sizes. Additionally, the percentage of recycled content at that time was not captured but rather strictly total number of reams.

Paper Used (other than 8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin					0
30-40% recycled					372
100% recycled / EPP					
Total		*2004 total above includes all	*2005 total above includes all	*2006 total above includes all	372

		paper	paper	paper	
Units	reams				

Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	pounds				

Comments: Historically, we have not tracked this measure in this manner. FY2008 will be our baseline, and future reports will include measures against this element.

Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled					0
Containing recycled content					162
Total					162
Units	cases				

Comments: Many of our janitorial contracts include supplies provided by the janitorial company on contract but don't require reporting. Some leases are full service, and the landlord creates and manages the janitorial services and supplies. We are moving to require reporting of those supplies where we manage the contract, but that requirement is currently only in one of our contracts. We expect to see these levels grow as we get the reporting we need to track this; however, the transition will take time, as many of the leases include janitorial services provided by the landlord.

Additional Notes

What steps is your agency taking to decrease paper usage or increase the proportion of recycled paper used?

- Double-sided printing/copying initiative;

- Paper project: researching feasibility of acquiring higher content EPP paper, and if other divisions or clients are already using it and how it's working;
- "Please don't print this e-mail unless necessary" footer was suggested for outgoing emails and is widely used by employees.

Energy

Statewide Goals:

- Reduce energy purchases by 10% from FY 2003 by September 1st, 2009

AGO Goals:

- Encourage staff to turn off as much equipment as possible at the close of each business day. Institute by January 1, 2007;
- Investigate hand-drying options for restrooms to reduce paper and energy consumption; include in AGO Space Standards;
- 3. During new or remodel construction projects, employ motion sensors in all rooms that are frequently vacated;
- When replacing refrigerators and similar appliances, replace with Energy Star-related items;
- Develop an AGO Environmentally Preferred Purchasing Policy;

AGP Actions and Programs:

- Research Energy Star issue for a future Sustainability Tip, particularly concerning energy conservation and cost. Then, develop proposal for Operations Committee.

Progress to Date:

- E-mail sent to staff January 2007, encouraging them to turn off as much equipment as possible at the end of the day, reminding them to “Give it a rest!”;
- Investigated four hand-drying options: battery-operated paper towel dispensers, high-power blow dryers, low-voltage dryers, and basic paper towel dispensers;
- Most recent construction—Tumwater Building—included motion-sensored lights in offices and conference rooms. Motion sensors were also installed at the Bristol Court building.

Barriers and Challenges:

- There are too many variables and areas that the agency does not control to provide data that can be documented or verified.
- All AGO facilities are leased. Many owners are inconsistent in providing energy data. In some locations, energy use is based on the size of space occupied, even if one tenant

consumes an inordinate amount of building power. At Capitol Court, where our computer room develops significant heat, it is fed into the building in the winter to offset heating requirements. This reduces the energy used by all tenants, not just AGO, even though we are the provider. The AGO is collocated with clients in four facilities where we do not pay rent or utilities. Therefore, we have no way of knowing overall, total energy use.

- Battery-operated towel dispensers require battery replacement and disposal/recycling but also use paper products. The high-power blow dryers consume large amounts of energy for short periods of time but also require high installation costs. Low-voltage dryers use much less energy per minute of operation but take much longer to complete each drying cycle and require high initial installation costs. So far, the best alternative seems to be paper towels with high recycled content, as paper towels are marginally less sterile and require disposal. (The AGO compost program, slated for 2008, is expected to include composting of paper towels.)

Success Factors:

- Executive level commitment to Sustainability;
- Strong Sustainability Committee and Sustainability Advisory Group, which advises Committee;
- Sustainability Liaisons designated in nearly every agency division to implement programs, such as “Give it a Rest!”

Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased				Unknown	Unknown
Green Electricity				0	0
Self-Generated (ex: backup)				0	0
Total					
Units	kWh				

Note: for self-generated or on-site electricity, please note what source it is coming from, for example diesel generators or solar panels.

Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	therms				

Fuel Oil and Propane

Year (FY)	2003	2004	2005	2006	2007
Amount	0	0	0	0	0
Units	therms				

Water Use

Statewide Goals:

- No statewide goals, but EO 02-03 calls for minimizing water use

AGO Goals:

- Our agency will consider a goal in future Sustainability plans. Currently, we have no measurable water reduction goals.
- Continue upgrading facilities to water-saving fixtures as part of all new and major remodel projects (such as low-flow toilets and waterless urinals). [This is an ongoing facilities goal.]

AGO Actions and Programs:

Progress to Date:

- A subcommittee of the Sustainability Committee was formed to investigate the current use of water coolers and bottled water in the agency to determine if more sustainable methods for providing drinking water, such a filtration pumped directly to existing water supplies, are available in facilities. The subcommittee is evaluating the differences in cost, logistics, feasibility, consumer preference, and energy usage between using water coolers with shipped water bottles, plastic water bottles, and on site cold and hot filtration systems using local water supplies. The Vancouver RSD office currently uses water coolers with filters that are plumbed to local supplies. The ultimate goal is to develop a policy for environmentally-preferred cold and hot drinking water supplies that would be implemented in AGO-used facilities.

Barriers and Challenges:

- The AGO leases its facilities. Water is included in the lease, and consumption levels are not typically provided by the landlord.

Water Used

Year (FY)	2003	2004	2005	2006	2007
Amount	Unknown	Unknown	Unknown	Unknown	Unknown
Units	gallons				

Waste and Recycling

Statewide Goals:

- No statewide goals, but EO 02-03 calls for reducing or eliminating waste resulting from an inefficient or improper use of resources

AGO Goals:

- With the cooperation of building owners, locate a site to be set aside for compost. This site could be shared with other buildings in the immediate vicinity and could be tended by volunteers and the groundskeepers. In addition to the building waste, it would accommodate the trimmings from the nearby gardens and/or landscaping. The product of the site would be used on and around the grounds. Have the first compost projects in operation by January 1, 2008. (Facility Contacts);
- The collection of plastics, aluminum, and food waste shall be strategically located in or around the kitchen areas and coffee stations to motivate and remind people of their purpose and availability. Such refuse will be picked up by the custodian and recycled to their proper locations. Programs should be in operation by June 30, 2007. (Facility Contacts);
- A “Don’t Print This E-Mail” message at the end of all e-mails will encourage people to think twice before printing. Institute by January 1, 2007. (Division Sustainability Contact);
- Establish a “used but not abused” recycle center in each office would provide a source for readily available items that would otherwise be thrown away. Institute by June 30, 2007.

AGO Actions and Progress to Date:

- The AGO created a shared website modeled in part after Craig’s list that is called the Virtual Reuse Center (VRC). The VRC allows individuals to post and shop for used office supplies and furniture. It will reduce unnecessary purchasing and make more full use of existing equipment. Initial users have been enthusiastic;
- Sustainability subcommittee formed to implement composting pilot at two AGO facilities, one at Bristol Court in Olympia and one in Tumwater. The Bristol Court project is expected to start in October. Funding and volunteers have been identified and trainings are underway;
- A recycling subcommittee was formed to investigate what materials are being recycled at each facility and recommend office-wide standards for an AGO policy. All facilities currently recycle a variety of materials; most programs are done by motivated employees who bring materials to local recycling centers. The subcommittee provided a detailed report, and a draft policy is now being developed and will be submitted shortly to the Operations Committee for action. It was determined that IKON toner cartridges may be recycled through Central Stores, and all divisions now use that service;

- The AGO Office Support Services (OSS) now accepts batteries from electronic devices for recycling.

Barriers and Challenges:

- Staff may need training on how to use the VRC site, as well as how to post items and requests for items, and how to search.
- The Bristol Court composting group has had issues obtaining landlord consent to place compost bins on premises, which limitations have created cost, feasibility, equipment storage, and other problems.
- In a number of locations, recycling of certain materials may not be available and affordable. Some locations have space limitations that restrict the size and number of containers that be used. However, a program is being developed to address as many of these problems as practicable.

Success Factors:

- Dedication of Sustainability Committee Members and Liaisons in helping identify solutions to problems.
- Cooperation and support of GA Central Stores and the AGO Office Support Services.

Waste Disposed

Year (FY)	2003	2004	2005	2006	2007
Amount	Unknown	Unknown	Unknown	Unknown	Unknown
Units	pounds				

Compost Collected/Composted

Year (FY)	2003	2004	2005	2006	2007
Amount	0	0	0	0	0
Units	pounds				

Non-Paper Material Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	Unknown	Unknown	Unknown	Unknown	Unknown
Units	pounds				

Comments: Most all AGO locations recycle aluminum, glass, and mixed paper. We don't currently track how many pounds we recycle. For some locations, these recycled items are picked up and taken to local recycle centers by volunteer employees.

Toxics Reduction

Statewide Goals:

- Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals.

Education and Outreach

Statewide Goals:

- Take steps to educate employees or clients about sustainable practices

Agency Goals:

- Sustainability Committee will draft a monthly summary to include the latest AGO Sustainability issues and most recent Sustainability Tips that Division Sustainability Contacts can present during staff meetings. Institute by June 30, 2007.
- Designate Sustainability Committee Liaisons by January 1, 2007. This position will be similar to the Wellness Committee Liaisons. These employees do not attend meetings but are included in e-mails. They are primarily for divisions without Committee representation, particularly in smaller office locations.
- Encourage/welcome all staff to attend Sustainability Committee meetings (post date/time/place on InsideAGO);
- Provide minutes from the most recent Sustainability Committee meeting to all staff on InsideAGO. Create an archive page with past meeting minutes. Institute by January 1, 2007.
- Create a terms/definitions/facts/FAQ page on InsideAGO for staff not familiar with Sustainability and/or related terminology. Institute by June 30, 2007.
- Archive past Sustainability Tips on InsideAGO. Institute by June 30, 2007.
- Submit to the Operations Committee an amendment to the AGO Strategic Plan, regarding the education of staff about Sustainability, the Committee, and office-wide Sustainability practices, including updates to the agency's Sustainability Plan. Submit prior to the next Strategic Plan update, but not later than June 30, 2008.

AGO Actions and Progress to Date:

- Sustainability Liaisons established in nearly every division (all but four) to communicate, educate and implement AGO Sustainability programs in their respective divisions.

- Sustainability Committee website created in AGO Collaboration Environment (ACE), where members post meeting agendas, meeting minutes, Sustainability Tips, and any important program information.
- Bimonthly Sustainability Committee Meetings.
- On-going Sustainability subcommittee investigations and reports.
- Sustainability Tips prominently featured on AGO Intranet and archived for search.
- Sustainability Advisory Group (SAG) of interested AGO employees meets every six weeks to develop Sustainability Tips, and recommend building and agency-wide initiatives. The increased CTR incentive for biking, walking, and carpooling resulted from a SAG initiative.

Success Factors:

- Motivated staff and management support.

Related Outcomes:

- Due to the amount of information shared the culture of sustainability is making its way through the agency. It is not uncommon for committee members or liaisons to receive ideas for home or office sustainability efforts that can then be shared agency wide.

Additional Notes

How is your agency educating its employees about sustainability and environmental policies?

- Through direct communications by Sustainability Liaisons and Committee members with staff, the Sustainability Tips and announcements on the website and collaborative environment space, postings at the Sustainability Committee website, e-mails from the Sustainability Committee and management, and postings on bulletin boards, etc.

How is your agency leading by example to motivate positive change?

- See above. Awards programs for individual and team for Sustainability contributions, contests for biking and walking employees, enhanced incentives and subsidies for CTR, purchasing equipment to support sustainable practices such as video conferencing and remote network access, supporting telecommuting where appropriate, encouraging direct involvement of all interested staff on all Sustainability issues including recycling, composting, reuse, etc, public acknowledgement by management of strong support for Sustainability efforts.