

Sustainability Report FY 2007

For the State of Washington – Due October 15, 2007. Send to kakr461@ecy.wa.gov.

Agency Name: Department of General Administration

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These reports are conducted annually for the Fiscal Year (FY) that just ended (the FY runs from July 1st through June 30th) by the various agencies of the State of Washington in fulfillment of Executive Orders 05-01, 04-01, and 02-03.

Green Buildings – Goal 1

Statewide Goals:

- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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.

Agency Goals	Agency Actions	Program	Progress to Date
1.1 5% of new and major renovation, State owned, GA managed projects will be LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines) Gold and the rest Silver.	<ul style="list-style-type: none"> Projects that achieve LEED Silver or better through the LEED certification process will be tracked. 	E&AS	<ul style="list-style-type: none"> 0 projects completed during this period. The first set of projects required to be LEED (design and construction managed by GA) will be complete by July of 2008.
1.2 5% of new and major renovation, leased projects will be LEED Silver and the rest LEED Certified for projects over 50,000 SF.	<ul style="list-style-type: none"> Number of projects that achieve LEED Certified or better through the LEED certification process will be tracked. 	RES	<ul style="list-style-type: none"> 1 leased project was certified to LEED Silver: <ul style="list-style-type: none"> AG Office Building 3 new projects are in the works.
1.3 Achieve LEED EB Silver for the State Capital Campus by 2015.	<ul style="list-style-type: none"> Track credits that will qualify for the US Green Building Council's LEED EB Council. 	RES/E&AS	<ul style="list-style-type: none"> Achieved buy-off of LEED EB plan from the Facilities Division.

Goal # 1.3 is a new agency goal for FY 07

Barriers and Challenges:

- E&AS project managers need more support to become LEED accredited. Most agencies and universities have an aggressive plan for project managers to become LEED accredited.
- Some projects and entire agencies are not reporting through the GA LEED Quality Assurance process.
- Very few projects are incorporating renewable energy into the projects. Renewable energy legislation is needed to require projects to incorporate.

Success Factors:

- Six of 26 projects being tracked are targeting for LEED Gold or better, which is 23%, far above GA's 5% goal.
- GA's Green Building Advisor provided training to five agencies, which resulted in several project managers achieving LEED Accredited Professionals (AP) status.

Documented Savings: Savings won't be determined until projects are LEED certified and in operation for at least one year. The first documented savings will be available in spring of 2009.

Related Outcomes: Other states are seeking advice, documents and Green Building Program elements that we have developed here in Washington. A renewable energy fund was created by OFM for state facilities for FY 08-09.

Buildings (Remodeled or New Construction)

Year (FY)	2003	2004	2005	2006	2007
Conventional Buildings	14	18	27	14	15
LEED Silver			1		
LEED Gold or Higher		1			
Total LEED Certified					
Total	14	19	28	14	15
Units	<input checked="" type="checkbox"/> # of buildings <input type="checkbox"/> ft ² (please note if some years are measured differently)				

Comments: State funded projects managed by GA.

Additional Notes

The AG Office Building was certified to LEED Silver, and 3 new projects are in the works.

Space

Statewide Goals:

- No listed statewide goals

Progress to Date: Hard to track success; some savings possible through consolidation and space efficiency.

Barriers and Challenges: No information has been gathered to accurately identify office space vs. non-office space. The total space numbers are correct and the separation of numbers is based upon a best guess estimate.

Documented Savings: GA savings relates more to energy efficiency projects within the current space.

Related Outcomes: Consolidation of offices may result in reduced transportation energy use.

Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space (Capital Campus)	2,278,000	2,278,200	2,278,000	2,278,000	2,278,000
Non-Office Space (non-campus)	942,618	942,618	942,618	1,139,416	1,059,716
Total	3,220,618	3,220,618	3,220,618	3,227,716	3,337,716
Units	<input checked="" type="checkbox"/> feet ² <input type="checkbox"/> meters ² <input type="checkbox"/> miles ² <input type="checkbox"/> kilometers ² (please note if some years are measured differently)				

Comments: No information has been gathered to accurately identify office space vs. non-office space. The total space numbers are correct and the separation of numbers is based upon a best guess estimate.

Additional Notes: The square footage represents the Capital Campus and GA space.

Transportation – Goal 2

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.

Motor Pool Statewide Services

Agency Goals	Agency Actions Programs	Program	Progress to Date
2.1 20% of GA's Motor Pool rental vehicle fleet will be rated to achieve 30 mpg or better and meet target EPA emission standard.	<ul style="list-style-type: none"> • Hybrid and low emission vehicles will be tracked as a % of fleet. • Hybrids and High Efficiency vehicles are a priority for new purchases. 	MP	<ul style="list-style-type: none"> • 26% hybrid of the GA fleet meets the objective, including 157 hybrids purchased in 2007 for a fleet total of 454.
2.2 15% reduction of petroleum use by motor pool vehicles compared to the 2004 baseline (2003 data not available).	<ul style="list-style-type: none"> • Motor Pool Fleet average fuel economy will be calculated annually to determine improvement. 	MP	<ul style="list-style-type: none"> • 15% increase in petroleum use compared to 2004. • Total Gallons for • FY 07 – 1,091,912 • FY 04 – 952,916
II 1 Miles Driven by Vehicle Ownership	<ul style="list-style-type: none"> • Track the following: • Total Motor Pool Miles 		<ul style="list-style-type: none"> • 27% increase in vehicle miles. • Total Motor Pool - 24,228,053 • Total vehicles miles - 24,544,797
II.2. Freeze Four Wheel Drive (4WD) purchases (exempting those with fuel economy > 30 mpg or purchased for law enforcement or emergency response.) All others to be approved by agency director.	<ul style="list-style-type: none"> • Track the following: • # of 4WD Vehicles Purchased • # Approved or Exempt 	MP/ FP	<ul style="list-style-type: none"> • Two 4WD's purchased and approved.
II.5 Agencies with fleet of 100 or more light duty vehicles (vehicles w/gross vehicle weight less than 8,500 lbs.), submit fleet Management Plan. For agencies w/less, consider transferring or contracting with GA.	<ul style="list-style-type: none"> • Reviewed and updated yearly. • GA is activity working with affected agencies to implement an acceptable fleet management plan. 	MP/	<ul style="list-style-type: none"> • GA has fleet Management Plan

Agency Goals	Agency Actions Programs	Program	Progress to Date
II.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 1/08.	<ul style="list-style-type: none"> # of pre-1996 Light Duty Vehicles is tracked. GA is Implementing Plan for Replacement. 	MP/	<ul style="list-style-type: none"> 3 vehicles

Gasoline (non-diesel) Consumption by Motor Pool Fleet

Year (FY)	2003	2004	2005	2006	2007
Ethanol					
Petroleum		952,916	964,522	977,109	1,059,449
Total		952,916	964,522	977,109	1,059,449
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$ (please note if some years are measured differently)				

Diesel Fuel Consumption by Motor Pool Fleet

Comments: Motor Pool did not purchase any diesel.

Motor Pool Fleet Vehicle Miles

Year (FY)	2003	2004	2005	2006	2007
Permanently Assigned Vehicles					470,816
Daily Rental Vehicles					73,769
Total					544,585
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers				

Comments: 2007 was the first year that we separated GA miles from MP fleet

Motor Pool Fleet Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency		20.0	20.28	17.0	22.12
Units	Miles per gallon (MPG)				

Comments:

Motor Pool-Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount				1,500	1,600
Units	# of Vehicles (please note if some years are measured differently)				

Comments:

Pre-1996 Motor Pool Vehicles Remaining

Year (FY)	2003	2004	2005	2006	2007
Amount					3
Units	# of vehicles (please note if some years are measured differently)				

Comments:

Vehicles Purchased for Motor Pool

Year (FY)	2003	2004	2005	2006	2007
Conventional	8	5	--	23	76
> 30 MPG	75	140	126	282	158
4WD (note exception purchases)	11	65	53	10	2
Total	94	210	179	315	236
Units	# of vehicles purchased				

Comments: The conventional category includes flex-fuel vehicles: 40 impala E85, 17 caravan E85, 5 pickups E85 and 14 conventional. >30mpg includes 69 hybrid sedans and 89 hybrid Escapes.

GA Agency & Service Delivery Usage

Agency Goals	Agency Actions Programs	Program	Progress to Date
2.3 5% reduction in Single Occupancy Vehicle (SOV) rate through Commute Trip Reduction (CTR) Program.	<ul style="list-style-type: none"> Employee single occupant vehicle rate will be reduced by 5% from 2005 levels, as measured by the 2007 CTR survey. Progress on this is ongoing through 2007. CTR Incentive Reimbursement Program will be used for interim progress reporting. 	RES	<ul style="list-style-type: none"> 4.5% decrease from 2007 Survey compared to 2003 results. FY 06 showed an increase of 2%. GA's Incentive Program paid \$37,700 to GA employees for participating in CTR.
2.4 20% of cars rented by GA will be economy/compact class.	<ul style="list-style-type: none"> Document car rentals to determine compliance. Rental Company's are instructed to promote economy class. 	OSP	<ul style="list-style-type: none"> 29% of car rentals used were fuel efficient economy/compact class.
2.5 20% of GA's diesel vehicles will use 5% biodiesel.	<ul style="list-style-type: none"> Status of the alternative fuel fueling site feasibility study will be reported semi-annually. Working with DOT to increase % OF biodiesel. 	MP/MMC/B&G	<ul style="list-style-type: none"> 86% of the diesel trucks have the capability of using 5% Biodiesel, 12 of 14 trucks (B-5).
II.1 Miles Driven by Vehicle Ownership	<ul style="list-style-type: none"> Track the following: Total POV Miles Total Agency Owned Miles 		<ul style="list-style-type: none"> 27% increase in vehicle miles. Total POV - 218,530 Total vehicles miles - 24,544,797
II.3 Give priority to fuel efficient/low emission vehicles	<ul style="list-style-type: none"> Track the following: Total # of Vehicles Purchased # of vehicles purchased (1) with fuel economy of at least 30 mpg and (2) meeting EPA Federal Emission Standards. Average mpg of Fleet 	OSP	<ul style="list-style-type: none"> GA purchased 235 vehicles of which 195 are fuel efficient. FY 07 = 22.2 mpg - 11% increase FY 04 = 20.0
II.4 Replace pre-1996 light duty vehicles (those under 8,500 pounds gross vehicle weight) a year by 1/08.	<ul style="list-style-type: none"> # of pre-1996 Light Duty Vehicles is tracked. GA is Implementing Plan for Replacement. 	MP/B&G	<ul style="list-style-type: none"> B&G has 62 vehicles that are pre-1996 and are driven more than 2,000 miles

Total Gasoline (non-diesel) Consumption

Year (FY)	2003	2004	2005	2006	2007
Ethanol					
Petroleum	43,238 (from vehicles rented from MP)*				15,516 AOV* ----- 68,843 (from vehicles rented from MP)*
Total	43,238				84,359
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

Comments: Consumption is tracked by the Voyager Card tracking system. This captures the majority of GA's consumption. The tracking system to report AOV is only able to capture this kind of data starting July of 2007.

Diesel Fuel Consumption

Year (FY)	2003	2004	2005	2006	2007
Ultra Low Sulfur (Highway)					8,538
Off-Road					
Biodiesel					62,934
Total					71,472
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

Comments: This information is not easily obtainable through our reporting system. Most of the fuel is regular gasoline or diesel. Bio-fuel is tracked through Central Stores through DOT invoices. Currently B-5 is available. Biodiesel number is the total amount of biodiesel blended fuel, not B100 gallons.

Miles Driven

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles		254,936	211,760	88,134	212,228
Agency Owned Vehicles					318,806
Total		254,936	211,760	88,134	531,034
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers (please note if some years are measured differently)				

Comments: No easy way to collect AOV. AOV to be transferred to Motor Pool soon. The tracking system to report AOV is only able to capture this kind of data starting July of 2007.

Agency Owned (Fleet) Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel					14.0

Efficiency					
Units	Miles per gallon (MPG) (please note if some years are measured differently)				

Comments:.

Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount					106
Units	# of Vehicles (please note if some years are measured differently)				

Comments:.

Agency Owned Pre-1996 Vehicles Remaining

Year (FY)	2003	2004	2005	2006	2007
Amount				67	62
Units	# of vehicles				

Comments: Vehicles will be replaced with motor pool leased vehicles as budget allows. Data was not collected prior to 2006.

Agency Owned Vehicles Purchased history

Comments: No easy way to collect purchasing information to separate Motor Pool purchases from GA.

Barriers and Challenges:

- Ethanol fueling stations are not easily available for state use.
- GA only tracks vehicles rented from the state contract vendor, Enterprise, so we could be missing any rentals outside of the state contract.
- For 2008, EPA has revised their testing procedures to more realistically reflect actual fuel consumption. As a result, 2008 mpg figures are down for all vehicles including the Ford Escape hybrid (now rated 29 city, 27 hwy). Either the EO 05-01 should be revised to reflect the 2008 testing revisions, or we need to communicate whether the Ford Escape hybrid will now need Director level approval as it no longer meets the exemption criteria.
- GA tracks vehicles purchased through OSP so we could be missing any purchases outside of the state contract (this appears to be very minimal).

Success Factors:

- Successful supplier relationship with commercial rental contractor, educating customers, promoting the use of economy/compact class.
- Successful supplier relationship with contractors to make alternative vehicles available, educating customers, promoting the use of alternative vehicles. Motor Pool Fleet has 428 hybrids.
- Average MPG of the Motor Pool fleet is at 22.2 compared to 20.0 in 2004.

Documented Savings:

- For FY 07, 29% of cars rented by GA from commercial vendors were economy/compact class.
- Only two 4WD vehicles were purchased by GA.
- There were 235 total vehicles purchased (this included 111 Ford Escape hybrid gas/electric SUV's, 46 Toyota Prius hybrids, and 38 E-85 capable Chevrolet Impalas rated at over 30 mpg).

Related Outcomes:

- More efficient vehicles equates to lower emissions, cost savings, and a positive impact to the environment.

- Ability to understand the impact of fuel efficient/low emission vehicles purchases compared to the total number of vehicles purchased.
- Improved driver safety with newer vehicles.

Additional Notes

Has your agency implemented Commute Trip Reduction Programs? What is the level of employee involvement?

Decrease of 4.5% from the WSDOT 2007 Survey compared to 2003 results.

GA’s Incentive Program paid \$37,700 to GA employees for participating in CTR

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?

Yes

Does your agency have contracts or agreements in place with vendors (specifically rental car vendors) to request fuel efficient, low emissions vehicles?

Yes

Paper – Goal 3

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.

Agency Goals	Agency Actions and Programs	Programs	Progress to Date:
<p>3.1 10% reduction of office paper use per employee (FY 03 not available).</p>	<ul style="list-style-type: none"> • Measure reams of paper purchased compared to FY 04 (FY 03 not available). • GA implementing 2-sided printing as default. 	<p>CS/ Surplus</p>	<ul style="list-style-type: none"> • 27% reduction in paper purchased. • FY 07 - 5,791 • FY 04 -7,869
<p>3.2 50% of copy paper purchased from GA Central Stores for GA’s use will be 100% recycled content (white 8 ½ 11).</p>	<ul style="list-style-type: none"> • GA implementing use of 100% recycled paper for copy machines and printers. • Measure 100% recycled content paper, • Measure 30%, recycled, Virgin, and total paper purchases. 	<p>CS/ Surplus</p>	<ul style="list-style-type: none"> • 38.4% of all paper purchased was 100% recycled content • 100% recycled – 2,225 (FY 04 -1,115) • 30/40% Recycled – 3,112 (FY 04 - 5,949) • Virgin – 454 (FY 04 - 795)
<p>3.3 80% of office paper will be recycled.</p>	<ul style="list-style-type: none"> • Weight of office paper thrown away compared to recycled. 	<p>B&G</p>	<ul style="list-style-type: none"> • 99% of all paper is recycled.

Agency Goals	Agency Actions and Programs	Programs	Progress to Date:
	<ul style="list-style-type: none"> Paper recycling is highly encouraged. Paper recycle bins provided under each person's desk. 		
3.4 30% of janitorial paper products will be of 50% recycled content and processed chlorine free.	<ul style="list-style-type: none"> Janitorial paper by weight meeting requirement vs. total paper. Custodial program is seeking to increase % of recycled content. 	B&G	<ul style="list-style-type: none"> 100% janitorial paper is 50% recycled content and processed chlorine free.
3.5 60% of all solid waste in GA's campus operations will be recycled. (Solid waste refers to any discarded materials we remove: materials sent to the landfill (garbage) and materials removed and recycled.)	<ul style="list-style-type: none"> Will report recycling efforts in annual report (recycling vs. total garbage recycled). Report descriptive on Surplus Properties efforts on recycling of goods that avoid the landfill. 	B&G Surplus	<ul style="list-style-type: none"> 55% of solid waste collected campus-wide was recycled in 2007 (1,146 tons). Additionally, Surplus Programs recycled (526 tons) of metal.
3.6 Study the potential for composting food wastes from GA managed buildings.	<ul style="list-style-type: none"> Will report recycling efforts in annual report (recycling vs. total garbage recycling). 	B&G EAS	<ul style="list-style-type: none"> Plan is 50% complete, collecting data to determine quantity and source points.

Goal # 3.6 is a new agency goal for FY 07

Barriers and Challenges:

- Customers do not like higher recycle content toilet tissues, preferring softer non-recycle content paper (Objective #3.4).
- The main challenge in reaching a 60% recycling rate is to have adequate recycling bins and educate tenants about recycling (Objective #3.5).

Success Factors:

- GA recycles greater than 99% of all campus office paper (Objective #3.3).
- GA uses a 20% post-consumer toilet paper (Objective #3.4).
- The WA State Capitol Campus has the highest recycle rate of any recycle program in the State (Objective #3.5).

Documented Savings:

- Reduced paper use 27% from 2004 usage.
- Recycling cuts yearly landfill fees by \$83,039 (Objective #3.3).
- By using touch-less paper towels dispenser, we have reduced wasted paper towels. (Objective #3.4).

Related Outcomes:

- Recycling office paper reduces landfill waste by over 1,100 tons a year (Objective #3.3).

Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin		478	247	252	454
30 -40% recycled		5,841	5,116	3,517	3,112
100% recycled / EPP		1,042	1,483	2,412	2,225
Total		7,361	6,846	6,181	5,791
Units	<input type="checkbox"/> sheets <input checked="" type="checkbox"/> reams <input type="checkbox"/> cases <input type="checkbox"/> tons (please note if some years are measured differently)				

Comments: FY 2003 numbers are not available

Paper Used (other than 8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin					
30-40%recycled					
100% recycled / EPP					
Total					
Units	<input type="checkbox"/> sheets <input type="checkbox"/> reams <input type="checkbox"/> cases <input type="checkbox"/> tons				

Comments: No practical way to collect.

Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount				99%	99%
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input checked="" type="checkbox"/> tons (please note if some years are measured differently)				

Comments: Represents over 99% recycled rate for office paper.

Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled				0	0
Containing recycled content				100%	100%
Total				100%	100%
Units	<input checked="" type="checkbox"/> cases <input type="checkbox"/> tons <input type="checkbox"/> Other				

Comments: 100% of office paper is 50% recycled content and processed chlorine free.

Additional Notes

- What steps is your agency taking to decrease paper usage or increase the proportion of recycled paper used?
 - Auto dispensers reduce paper use by 25%
 - Investigations to use 100% recycled content paper products.

Waste and Recycling – Goal 3 Continued

Statewide Goals:

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

Waste Disposed

Year (FY)	2003	2004	2005	2006	2007
Amount		41% Disposed 59% Recycled	41% Disposed 59% Recycled	41% Disposed 59% Recycled	45% Disposed (972 tons) 55% Recycled (1,147 tons)
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Comments: Weight not tracked in previous years.

Compost Collected/Composted

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Comments: GA is currently studying the potential for composting food wastes from GA managed buildings. Recycling efforts will be reported in annual report (recycling vs. total garbage recycling).

Non-Paper Material Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	45 - Scrap				138 - Scrap
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input checked="" type="checkbox"/> tons (please note if some years are measured differently)				

Comments: recycled content is not tracked separately

Success Factors: Water legislation passed

Energy – Goal 4

Statewide Goals:

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

Agency Goals	Agency Actions	Programs	Progress to Date:
4.1 5% reduction of energy use on a square footage basis in state-owned and operated facilities.	<ul style="list-style-type: none"> • Measure kWh and Therms used from all facilities for comparison with 2003 levels. 	E&AS/ Energy	<ul style="list-style-type: none"> • 5% reduction in energy use (gas and electricity) compared to 2003 levels
Agency Goals	Agency Actions	Programs	Progress to Date:
4.2 10% reduction of potable water use for GA managed grounds. (03 not available).	<ul style="list-style-type: none"> • All irrigation will be done with reclaimed water on West Campus by 2010 compared to 2004 usage (03 not available). 	EAS	<ul style="list-style-type: none"> • 7% reduction in the use of potable water for irrigation at the Capitol Campus compared to 2004 base year. <ul style="list-style-type: none"> • FY 07 Irrigation - 20,773,044 • FY 04 - 22,139,289
4.3 10% reduction of interior potable water use per square foot (2003 data not available).	<ul style="list-style-type: none"> • By 2015, reduce potable water consumption on capitol campus by 50% compared to 2004 usage (03 not available). 	EAS	<ul style="list-style-type: none"> • 15% reduction in the use of potable water for interior water use on the Capitol Campus since 2004. <ul style="list-style-type: none"> • FY 07 - 36,443,457 • FY 04 - 42,708,930
4.4 Pursue installing a renewable energy Project and/or purchase 5% Green power for GA-owned and managed projects.	<ul style="list-style-type: none"> • Measure green power purchases for legislative building. • Measure PV energy from Leg. Project and others. 	EAS	<ul style="list-style-type: none"> • 17% of electricity used for GA facilities comes from Green power, and from the Legislative Building's
4.5 Annual savings from Energy Performance Contracting Projects.	<ul style="list-style-type: none"> • Report savings for Energy Performance Contracts. 	E&AS	<ul style="list-style-type: none"> • Increase in annual program savings by 5% compared to 2003. <ul style="list-style-type: none"> • FY 07 - 15,441,647 kWh saved • FY 03 – 14,600,000 kWh saved
4.6 Study potential of obtaining energy star rating on leased buildings.	<ul style="list-style-type: none"> • Report on leased building energy savings. 	DRES	<ul style="list-style-type: none"> • Real Estate Services will investigate the potential for two to three pilot projects that should be complete by 7/08.

Goal # 4.5 & 4.6 are new agency goals for FY 07

Barriers and Challenges:

- The Capital Campus Resource Efficiency Committee needs support for campus energy project matters.
- Efficiency measures identified in the Capitol Campus water audit needs funding decisions

Success Factors:

- Water projects approved as part of ESPC in legislation

Documented Savings:

- 5% reduction in energy use (gas and electricity) compared to 2003 levels.

Related Outcomes:

- Installing water metering throughout campus.
- Hiring a Resource Conservation Manager for the Capitol Campus.
- Evaluating long-term conversion to low temperature hot water system on the Capitol Campus in place of the current steam system.

Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased	60,148,092	60,530,678	63,016,881	57,893,473	49,041,509
Green Electricity			2,410,000	4,820,000	8,020,000
Self-Generated (ex: backup)					
Total	60,148,092	60,530,678	65,426,881	62,713,473	57,061,509
Units	<input checked="" type="checkbox"/> kWh <input type="checkbox"/> BTU <input type="checkbox"/> \$ (please note if some years are measured differently)				

Comments: Solar was purchased in January of 2006, and Green Power purchase started in December of 2005.

Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount	1,506,657	1,429,949	892,414*	1,350,318	1,426,640
Units	<input checked="" type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$ (please note if some years are measured differently)				

Fuel Oil and Propane

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	<input type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$ (please note if some years are measured differently)				

Comments: Measurement should be in gallons

Energy Conservation Program Description

The General Administration energy conservation program has helped state agencies, universities, community colleges and school districts throughout the state reduce electricity consumption by about 155 million kilowatts since projects began in 1986. That is enough electricity to power about 13,500 homes annually, helping taxpayers avoid about \$65 million in utility costs.

- GA administers the Energy Life Cycle Cost Analysis Energy Life Cost Cycle Analysis (ELCCA) process which requires all new state construction and major renovation projects of more than 25,000 sq. ft. to examine energy systems that are 30% more efficient than the Washington State Energy Code (ELCCA) and also administers this process for K-12 projects.
 - Approximately 75 projects annually go through this process to examine first-time costs, energy costs, maintenance costs, and equipment replacement costs over a 30-year life cycle. The completed report provides the owner with good engineering analysis so that they can make educated decisions regarding the selection of energy efficient systems.
- GA has hired a Resource Conservation Manager (RCM) to focus on reducing energy and water costs on the State Capitol Campus. Savings will be realized through changes in building occupant behavior, improvements in maintenance practices, educational programs and catching billing errors. Here are some highlights of the RCM work:
 - The sub-metering of all campus utilities is providing a baseline to use for energy saving opportunities.
 - The LEED-EB guidelines are used to meet conservation and sustainability goals; striving to make the Capitol Campus one of the first in the nation to achieve LEED-EB certification.
 - Pacific Northwest National Labs (PNNL) is providing training to all campus HVAC technicians to achieve up to a 20% energy performance savings through improved building operation.

Other energy-related savings activities:

- Continuous energy monitoring of all Capitol Campus buildings will ensure energy-efficient operations.
- GA developed a Construction Waste Management guidebook that is available to all public entities. It includes spreadsheet tools for recording construction waste and recycling efforts. GA provides it to contractors working on state projects.
- Building commissioning (to assure building systems are operating according to design) is required for new systems installed in all state capital projects over \$5 million.
- Identifying energy conservation opportunities at leased properties prior to lease negotiations and re-negotiations.
- The Legislative Building solar panels were added to the flat roof portions on the south side of the building in January of 2006. The system continues to produce 20,000 kilowatt-hours of energy per year, which is used to light the Capitol dome and lantern. Even under cloudy conditions, the arrays generate electricity.
- All agency computer monitors automatically go into a "sleep" mode after 30 minutes of inactivity, and all computers go into the same energy-saving status after one hour of not being used.
- All appliances offered on state contract are EPA Energy Star.

Water Use

Statewide Goals:

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

See ENERGY GOALS FOR 4.2 and 4.3

Barriers and Challenges:

- Efficiency measures identified in the Capitol Campus water audit needs funding decisions.

Success Factors:

- The Capitol Campus water audit has been completed.
- Metering of energy and water is being required for all state LEED projects.
- Water legislation passed.

Documented Savings:

- 7% reduction in the use of potable water for irrigation at the Capitol Campus
- 15% reduction in the use of potable water for interior water use on the Capitol Campus since 2004.

Related Outcomes:

- On-going effort to add separate water meters for each building on the Capitol Campus to track domestic, irrigation and cooling tower water usage. GA converted 3 water accounts to reclaimed water in January of 2007.
- Reclaimed water, safe for all uses except as drinking, is being used to irrigate GA-managed parks adjacent to Capitol Lake.

Water Used

Year (FY)	2003	2004	2005	2006	2007
Amount		Exterior 22,139,289 Interior 42,708,930			Exterior 20,773,044 Interior 36,443,457
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> ICCF (hundreds of cubic feet)				

Toxics Reduction – Goal 5

Statewide Goals:

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

Agency Goals	Agency Actions	Programs	Progress to Date
5.1 State Procurement will add three new Environmentally Preferred Products/Services (EPP) contracts each year.	<ul style="list-style-type: none"> • Number of contracts with sustainable options. 	OSP	<ul style="list-style-type: none"> • Five new contracts have been added: • Lead free & Low VOC Traffic Paint #07706 • Electric Vehicles (AD497) • Cardboard boxes with partitions for LCB #06106 • Document Destruction Services #05906 • Retread Tires #02806
5.2 50% of GA janitorial products used will be Green Seal* approved or equivalent.	<ul style="list-style-type: none"> • Document volumes of green seal products used vs. total. • By 9/1/09, increase products on state contract to include 100% post-consumer recycled content janitorial paper products. 	B&G	<ul style="list-style-type: none"> • 66% of janitorial products used daily on the Capitol Campus for cleaning are Green Seal or equivalent. (2 of the 3 daily cleaners used are 'Green-Seal approved).

Agency Goals	Agency Actions	Programs	Progress to Date
5.3 Eliminate all persistent toxins in GA managed landscaping, and reduce overall toxins by 30% below 2003 levels.	<ul style="list-style-type: none"> Track by volume the amount and type of chemicals used on capitol campus. Track BPM practices by area compared to total area. 	B&G	<ul style="list-style-type: none"> The Capitol Campus has reduced its toxic chemical use by 80% from the 2003 base year.

Barriers and Challenges:

- Educating and working with customers to understand their needs and translate into EPP, getting past the perceived higher costs.
- Landscaping work requires the use of some fungicides and pesticides for grounds use due to situations where there are no organic options available to control the spread of particular pests (Objective 5.3).

Success Factors:

- Successful relationships with Department of Ecology in educating and training customers on the use of environmentally preferred products.
- By using a pre-packaged disinfectant, GA limits the amount of chemical used, reducing the health risks to GA custodial staff. (Objective #5.2).
- FY 07 yielded five new Environmentally Preferred Products/Services (EPP) contracts.

Documented Savings:

- By using pre-packaged cleaning products, we can decrease storage needs, waste and purchase only what we need for immediate use (Objective #5.2).

Related Outcomes:

- By using pre-packaged cleaning products, we can decrease storage needs, waste and purchase only what we need for immediate use (Objective #5.2).
- Helped customers succeed in meeting EPP goals, which result in cost savings, efficiencies, and a positive impact to the environment
- Defer costs due to accidental exposures and cleanup of large spills of chemicals (Objective #5.2).
- Reducing toxic chemicals improves soil & water quality and improves worker safety (Objective #5.3).

Education and Outreach

Statewide Goals:

- Take steps to educate employees or clients about sustainable practices

Agency Goals:

- Implement sustainable building practices.
- Reduce transportation related pollution.
- Maximize recycling, and minimize waste and use of products with 100% virgin materials.
- Minimize facility related energy and water use.
- Reduce use of toxic products and toxic chemicals.

These goals demonstrate GA’s commitment to sustainable practices. As a central service provider to state agencies and other public agencies, GA has a unique opportunity to be a leader in sustainable stewardship, both in the goods and services we offer our customers and in our own operations. GA is on track to meet the established sustainability goals and will continue to improve on these goals in future years.

Agency Actions and Programs:

GA consists of 3 divisions:

- Facilities Division
- Services Division
- Administrative Services Division

Here's what we do:

- Goods and services contracting – Manage contracts for goods and services on behalf of 750 public entities; \$260 million annually, representing about 7 percent of all state contracting activity.
- Office supply/inventory management – Operate a central stores warehouse on behalf of 655 state and local agency customers.
- Public works contracting – Manage an average of 425 construction projects worth over \$600 million per biennium on behalf of 50 state agencies and colleges.
- Energy – Since 1986, Energy performance contracting (ESPC) has managed more than \$155 million annually in audits and construction of energy and water savings projects for state and local public agencies, school districts and universities.
- Maintenance - Maintains the historic buildings and grounds of the state Capitol Campus, including environmentally friendly custodial services.
- Property management – Serve as landlord for about 5 percent of the state's owned facilities. GA also assists state agencies with more than 1,100 leases in privately owned facilities throughout the state.
- Mail services – Pick up and deliver mail for 104 state agencies, processing more than 3 million pieces of mail monthly.
- Facilities operations and maintenance – In Thurston County, GA maintains 50 buildings and 485 acres, including four parks and the 260 acre Capitol Lake, for 10,000 public employees and 600,000 annual visitors. GA also operates facilities in five other counties, including the North Cascades Gateway Center in Sedro-Woolley.
- Surplus - Manages recycling and re-use programs on behalf of state government that annually keep more than 600,000 pounds of materials from being tossed into landfills.
- Vehicles - Manages a motor pool fleet of more than 1,600 vehicles.

Progress to Date:

- Sustainability efforts are being integrated where feasible at every level of GA. The following are ways GA communicates its sustainability efforts:
- Sustainability Plan will be reviewed and revised annually by GA Sustainability Committee. Goals will be assessed and projected out for the next biennium.
- Divisions report quarterly on progress towards Strategic Plan objectives, and review and revise annually when appropriate.
- Annual progress report sent to the governor.

Additional Notes

- How is your agency educating its employees about sustainability and environmental policies?
 - Develop and implement use of Sustainable Office Practices guidelines to all personnel.
 - Each employee will do their part in implementing sustainable practices.
- How is your agency engaging the community in its sustainability efforts?
 - Share sustainable information, practices, and procedures with Facility Coordinators at Quarterly Facility Services Advisory Board (FSAB) meetings.
 - Include pertinent sustainable information in the Customer Services NOTES monthly publication.

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

Green Building: GA is a regional leader in implementation of Green Building across the state and in the promotion of Green Building in the public sector. GA's Green Building Advisor participates in presentations for numerous public sector events and even works with other states to help them establish their Green Building efforts. GA has also teamed up with Ecology to provide Green Building training for contractors of State projects. GA provides free Green Building training to other agency project managers interested in becoming a LEED Accredited Professional. GA is also a leader in the development in implementation of Green leased buildings development. GA accomplishes this through development of standards and careful negotiation.

Resource Conservation Management: GA hired a Resource Conservation Manager (RCM) tasked to save energy and water, and to improve recycling efforts on the Capitol Campus. One of the goals is to create savings beyond the cost of the program. This model is getting attention from other state agencies that are interested in emulating this program.

Green Cleaning: GA's Green Cleaning program is seen as a model for other cleaning programs by other State Agencies. GA's Custodial Manager presents at many public sector events detailing the benefits and attributes of GA's Green Cleaning program.

Efficient Motor Pool & Hybrid Vehicle Contract: GA is a leader in the purchasing of hybrid fleet vehicles. This together with the Hybrid Vehicle Contract is a model to other public sector entities. Many other public entities use GA's Hybrid Vehicle Contract to purchase their own energy efficient hybrid vehicles.

Energy & Water Efficient Upgrades: GA's Energy Savings Performance Contracting (ESPC) program is seen as a leader nationwide. GA has assisted several other states in the development of similar programs. GA is very proud of the energy efficiency gains on the Capitol Campus and this data is shared by many in GA to demonstrate GA's commitment to reduce operational costs and emissions. GA's ESPC program works with public sector entities across the state (school districts, local governments, hospitals, universities and other state agencies) to implement energy and water efficiency upgrades that reduce operational costs and emissions. Energy savings from projects installed since 1986 exceeds \$11 million annually.