

**Washington State
Public Disclosure Commission
FY 2007 Sustainability Plan Update**



In response to Executive Order 02-03

October 2007

“We build public confidence in the political process and government.”

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I. Sustainability Team

Agency contact information and responsible agency staff for fiscal year 2007:
Suemary Trobaugh, Administrative Officer, 360-753-1985, strobaugh@pdc.wa.gov.

Sustainability Team members:

Jennifer Hansen	Filer Assistant Specialist
Kami Madsen	Confidential Secretary
Suemary Trobaugh	Administrative Officer
Bruce Wendler	Quality Assurance Manager

II. Policy Statement

The Washington Public Disclosure Commission (PDC) is committed to fulfilling its responsibilities under the Governor's Executive Orders 02-03, 04-01, and 05-01 and Chapter 12 of the Laws of 2005 (ESSB 5509) to meet the needs of the present and future generations. The PDC's agency vision statement is to build public confidence in the political process and government. To realize that vision as it pertains to sustainability goals, we choose business practices that balance our ecological impact and the environment, and fulfill the social, economic, and other requirements of present and future generations of Washington citizens.

III. Executive Summary and Plan Overview

PDC background

The PDC occupies 7,682 square feet of space in one leased worksite located in downtown Olympia, Washington. In FY 2007, the agency employed 23 staff and spent \$2,085,208 million, of which approximately 66% was for providing public access to political advertising expenses, campaign finance disclosure reports, lobbying expenditures and the filings of personal financial affair statements by candidates and officials. In the past fiscal year, there were over 10,000 filers submitting disclosure documents and the PDC scanned to its website 175,000 pages of reports, representing in part, over \$5.6 million in expenses on independent advertising in the contested elections for Washington State Supreme Court justice and legislative office during the 2006 election.

Progress toward Goals

Overall, the PDC made progress toward achieving the agency's sustainability goals and meeting

objectives set forth in the Governor’s Executive Orders 02-03, 04-01, and 05-01 and Chapter 12 of the Laws of 2005 (ESSB 5509). The Commission and staff are committed to making the PDC a sustainable organization, as demonstrated by our evolving technology to improve the public’s access to documents electronically, our increase in electronic communications to filers, and our staff’s increased participation in commuter reduction programs. Of the twenty-three goals the PDC has set, four have been achieved and the agency is making progress instituting new practices to realize the remaining goals.

The following table shows progress toward self-identified goals. Additional information on state-wide performance measures and PDC’s goals are given in the “Reporting on Goals and Objectives” section from page 5 to page 9.

Summary of PDC’s goals:

Objective	Achieved	Making Progress	Delayed
<u>Fleets and Transportation</u>			
1. Through flexible work options and commute trip reduction (CTR) participation, reduce employee miles traveled in single occupant vehicles by 50% by 2025;		🕒	
2. Deliver 50% of agency deposits to OFM Small Agency Client Services using mass transit by 2010;		🕒	
3. Hold more Commission meetings via telephone conference call;		🕒	
4. When requesting motor pool vehicles, direct staff to request alternate fuel vehicles;		🕒	
<u>Purchase of Goods and Services</u>			
5. Expand markets for environmentally preferable products and services;		🕒	
6. Purchase products that do not contain the toxic flame retardant known as PBDE;		🕒	
7. Purchase only “energy star” compliant electronic products;		🕒	
8. Purchase chlorine free and recycled paper products only;		🕒	
9. Purchase printers capable of making double-sided copies and set all existing printers to default to double-sided output;		🕒	

Objective	Achieved	Making Progress	Delayed
<u>Facility Construction, Operations, and Maintenance</u>		⌚	
10. Select non-toxic, recycled and remanufactured materials in purchasing and construction;		⌚	
11. Minimize energy use;		⌚	
12. Increase ease with which staff can recycle paper, cans, plastic, etc.;		⌚	
13. Encourage landlord (of our leased office space) to use low mercury fluorescent lighting and to recycle all bulbs;		⌚	
14. Encourage landlord (of our leased office space) to use Green Label Plus rated carpet and non-VOC (Volatile Organic Compounds) paint in remodel projects;	⌚		
<u>Waste Management and Organics Recycling</u>			
15. Submit 100% of our print jobs to copy center electronically;	⌚		
16. Encourage staff to use both sides of paper before recycling;	⌚		
17. Provide the public opportunities to use recycled paper, receive records electronically or by CD when filling public record requests;		⌚	
18. Reduce or eliminate waste as an inefficient or improper use of resources;		⌚	
<u>Communication and Education</u>			
19. Institutionalize sustainability as an agency value;		⌚	
20. Raise employee awareness of sustainability and agency sustainability goals in the workplace;	⌚		
21. Use 100% environmentally preferable paper (EPP) by 2025;		⌚	
22. Reduce hard copy printing of publications by 50% by 2010; and		⌚	
23. Increase use of electronic communications both internally and externally.		⌚	

IV. Details on Objectives and Performance Measures

This section contains information on state-wide performance measures and PDC's goals for each major area of operation and interim/short range goals, measures, and practices to adopt or change that the agency has identified to meet the long range goals. *Note: Italicized/purple text represents requirements in executive orders.*

1. *Fleets and Transportation Goal: Reduce petroleum use by 20% by Sept. 1, 2009.*

Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> • <i>Reduce petroleum use by 20% by Sept. 1, 2009.</i> • Set new agency petroleum reduction goal for 2011. 	<ul style="list-style-type: none"> • Number of Commission meetings where members participated by telephone; • Number of employees participating in a flexible work schedule; • Number of employees with Star Pass; • Number of employees that walk to work, ride the bus, or carpool; • Business miles driven; and • Percent of hybrid vehicles used for agency business. 	<ul style="list-style-type: none"> • <i>Establish clear direction on rental vehicle use.</i> • Communicate sustainability goals to Commission members. • Send out quarterly email concerning CRT options available. • When requesting motor pool vehicles, request alternate fuel vehicles. • Hold more meetings via telephone conference call. • Deliver 50% of agency deposits to OFM Small Agency Client Services using mass transit by 2010.

Commuter Reduction Programs - Of the 24 employees employed during fiscal year 2007, 45% participated in a compressed, flex work week, thereby reducing the number of work commute miles driven. Also during this period, there was a 33% increase in the number of employees using the Star Pass program (six signed up out of 18 total employees participating in the program).

Business travel for Commissioners and Staff - During FY 07, there were four Commission meetings where one or more Commissioners attended the meeting via telephone conference call rather than travel to Olympia, saving a total of 1,039 travel miles and other costs totaling approximately \$970. PDC staff members traveled a total of 2,078 miles for training and other PDC related business, a 30% reduction from the previous fiscal year.

Overall staff miles traveled – private vehicles

2003 (baseline)	2004	2005	2006	2007
5,392	2,714	2,387	2,909	2,078

2. *Purchase of Goods and Services Goal: Reduce paper consumption by 30% Sept. 1, 2009.*

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> <i>Reduce paper consumption by 30% Sept. 1, 2009.</i> (GOAL MET -- PDC at 94% reduction in 2006 from baseline data.) 	<ul style="list-style-type: none"> Amount of paper purchased Percent reduced from 2003 baseline % copiers with double-sided printing capacity 	<ul style="list-style-type: none"> Expand use of imaging. Increase double-sided printing and copying. Encourage staff to use both sides of paper before recycling. Educate staff on impacts of consumption & how to file documents electronically.

Purchase of Goods and Services Goal: Use only 100% recycled paper.

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> <i>Eliminate use of virgin paper and purchase minimum 30% recycled content paper by 2005. (E.O. 05-01)</i> (GOAL MET -- PDC currently purchases only recycled paper.) <i>Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50% by Sept.1, 2009. (EPP is defined as 100% recycled content paper with a minimum of 50% post consumer waste.)</i> <i>Increase use of post consumer recycled janitorial paper products by Sept. 1, 2009.</i> 	<ul style="list-style-type: none"> Amount of virgin, recycled, and EPP purchased (office paper). Amount of post consumer recycled janitorial paper products. 	<ul style="list-style-type: none"> Conduct an awareness campaign of paper types and options. Work with GA to eliminate non-EPP paper from Central Stores/ office supply contracts. Work with GA on lease options that identify post consumer recycled janitorial paper products requirement and encourage building management to adopt practice.

PDC paper consumption - In fiscal year 2007, PDC staff ordered 121 reams of 100% recycled paper, which is approximately 40% of its overall paper consumption of both white and colored paper, and 43% of its white paper usage. Further, PDC staff is committed to purchasing only 100% recycled white paper from this time forward and will research recycled color paper options, and chlorine free bleaching.

Overall PDC paper consumption of white and colored paper (baseline shown in reams ordered)

FY	2003	2004	2005	2006	2007
Overall	2,936	420	201	191	311
30% recycled	unknown	420	201	191	190
50% recycled	unknown	0	0	0	0
100% recycled	unknown	0	0	0	121

3. *Facility Construction, Operations, and Maintenance Goal: Reduce energy purchases from FY 2003 by 10% by 2009.*

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> • <i>Reduce energy purchases by 10% from FY 2003 by 2009.</i> • <i>Use energy efficiency programs and on-site renewable resources.</i> – (Determine what the quantitative outputs for this goal are and whether they are applicable for our leased space.) 	<ul style="list-style-type: none"> • Energy Usage BTU per square foot. 	<ul style="list-style-type: none"> • Request from SATO Corporation information on energy usage. • Establish policy on snoozing/turning off computers, printers, and copiers. • Establish policy on personal appliances.

Overall BTU (British thermal unit, a unit of energy) usage:

2003 (BTU baseline)	2004	2005	2006	2007
Not tracked	Usage amount for training space/PCs during a class is 13,400 BTUs per hour.	Not tracked	Not tracked	Not tracked

Facility Construction, Operations, and Maintenance Goal: Use sustainable practices in remodeling projects.

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> • <i>All new construction projects and remodels over 5,000 square feet built and certified to LEED (Leadership in Energy and Environmental Design) Silver Standard (or equivalent).</i> 	<ul style="list-style-type: none"> • Square footage of area remodeled. • Number of GA staff with certification as LEED Accredited Professionals. 	<ul style="list-style-type: none"> • Request Green Label Plus rated carpet and non-VOC (Volatile Organic Compounds) paint in all remodeling projects. • <i>Develop processes to ensure green building practices are integrated into design & construction.</i> (Work with GA on lease options that identify LEED requirement.) • Educate decision makers on importance of LEED standards.

4. Waste Management and Organics Recycling Goal: Establish recycling & composting programs.

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> • <i>Recycle 100% of used office paper by Sept. 1, 2009.</i> (GOAL MET – The PDC contracts for recycling of mixed paper, and the building management of our leased space provides recycling for glass and cardboard.) • Develop or continue recycling programs for toner, furniture, plastic, laptop batteries, & fluorescent bulbs. 	<ul style="list-style-type: none"> • Number recycling programs for these materials 	<ul style="list-style-type: none"> • Continue donating toner to charity or returned to the manufacturer for recycling; • Continue to re-use office supplies and purchase gently used furniture; • Explore recycling options for plastic and laptop batteries; • Encourage landlord (of our leased office space) to use low mercury fluorescent lighting and to recycle all bulbs.

5. Communication and Education Goal: Communicate electronically to filers.

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> • Reduce hard copy printing of publications by 50% by 2010 	<ul style="list-style-type: none"> • Number of emailed filing reminders; • Amount of published brochures, manuals and lobbyist pictorial. • Number of electronic methods (via website, CD or links to materials) to access brochures, manuals and lobbyist pictorial. • Track printing of publications. 	<ul style="list-style-type: none"> • Continue to electronically send candidate filing reminders through election season; • Continue to electronically send lobbying filing reminders; • Continue to electronically send personal financial affairs filing reminders; • Continue to provide CD ROMs of campaign finance disclosure information to candidates and county auditors' offices. • Continue to provide on-line access to PDC's publications.

Hard copy printing of PDC publications

FY	2007	2008	2009	2010
Lobbyist Pictorial	Not tracked.			
Candidate Manual	Not tracked.			
Lobbyist Manual	Not tracked.			
Committee Manual	Not tracked.			

Increasing electronic communications: - The PDC provides campaign finance disclosure information to candidates and county auditors' offices electronically or by CD ROM rather than paper copy. This spring, PDC staff provided 4,750 Candidate packets to county elections officers across the state, which included a CD of forms, reporting manuals, brochures, electronic filing software, and instructional videos. In the interest of reducing mailing and other costs associated with packaging the

CD, a PDC staff member created a graphic and designed CD card holder to be used in place of plastic jewel cases.

Prior to providing hardcopy materials, it is the PDC’s practice to direct the public to the Commission’s web site at www.pdc.wa.gov to download copies of blank forms, manuals, and all information necessary to register and report. In addition, e-filing options have been expanded for candidates, political committees, and those engaging in electioneering communications. For instance, in February of 2006, the PDC information technology staff released the newly developed ORCA software (Online Reporting of Campaign Activity), which is considered to be an easier system to use than its predecessor and less expensive to maintain. PDC staff launched an on-line Web application to disclose expenses related to electioneering communications and independent expenditures, and new candidates and elected officials are encouraged to file their required Personal Financial Affairs statements electronically via the PDC’s web site.

Communication and Education Goal: Continue to educate all staff on sustainable practices.

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> • Educate all PDC staff annually regarding Executive Orders 02-03, 04-01, 05-01, the PDC Sustainability Plan, and other sustainable practices. • Review the PDC’s Sustainability Plan as part of new employee orientation. 	<ul style="list-style-type: none"> • Number of emails (entitled “<i>Sustainability, the PDC, and you</i>”) sent to staff; • Quarterly information concerning rideshare programs, and other environmental awareness sites. 	<ul style="list-style-type: none"> • Distribute emails directing staff to review sustainability information on PDC website. • Update PDC website annually and as needed. • Look for ways to change the culture of how things have always been done. • Share examples of impact of sustainable vs. non-sustainable daily work choices.

V. Long Range Goals

Please note that these goals have been itemized in prior sections.

- *Fleets and Transportation* – Through flexible work options and commute trip reduction (CTR) participation, reduce employee miles traveled in single occupant vehicles by 50% by 2025.
- *Fleets and Transportation* – Deliver 50% of agency deposits using mass transit by 2010.
- *Purchase of Goods and Services* – Reduce hard copy printing of publications by 50% by 2010.