

Sustainability Report FY 2007

Puget Sound Partnership

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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

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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

- N/A. We are not involved in the construction of buildings.

Buildings (Remodeled or New Construction)

Year (FY)	2003	2004	2005	2006	2007
Conventional Buildings					
LEED Silver					
LEED Gold or Higher					
Total LEED Certified					
Total					
Units	<input type="checkbox"/> # of buildings <input type="checkbox"/> ft ²				

Space

Statewide Goals:

- No listed statewide goals

Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space					
Non-Office Space					
Total					
Units	<input type="checkbox"/> feet ² <input type="checkbox"/> meters ² <input type="checkbox"/> miles ² <input type="checkbox"/> kilometers ²				

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

Agency Goals:

Goal #3 - Reduce fleet size, convert to cleaner burning, more fuel efficient vehicles, and reduce vehicle miles driven

Objectives

1. The agency owns or leases only small to mid-size, newer gas or diesel hybrids or vehicles that run entirely on alternative fuels (e.g., biodiesel). If a larger vehicle, such as a van, is needed, one is rented for the day.
2. Agency fleet will be kept small – only as many vehicles as needed.
3. Vehicle miles driven annually are reduced by using alternatives to driving alone to meetings (carpooling, bus, train, attending by telephone, etc.).

(Note: Our ability to reduce miles traveled is limited by the current motor pool requirement that all leased vehicles must be driven at least 1,000 miles per month. We are told that failure to consistently meet this level might lead to loss of that vehicle.)

4. Videoconferencing for meetings will be explored.

Agency Actions and Programs:

- We only have 6 vehicles in total (we reduced fleet size last biennium) and all vehicles are high fuel efficiency hybrids (Toyota Prius).

Barriers and Challenges:

- Occasionally, having only 2 vehicles available for the home office is insufficient, and we need to use a car from the motor pool.

Success Factors:

- Use of only very high MPG cars (50-60 mpg).

Documented Savings:

- None that we can show, as we don't pay for gas (these are motor pool cars and gas is included in the monthly charge for the vehicles). But there are certainly financial savings by using these cars rather than cars with lower MPG.

Total Gasoline (non-diesel)

Year (FY)	2003	2004	2005	2006	2007
Ethanol					
Petroleum					
Total					
Units	<input type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

Diesel Fuel

Year (FY)	2003	2004	2005	2006	2007
Ultra Low Sulfur (Highway)					
Off-Road					
Biodiesel					
Total					
Units	<input type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

Miles Driven

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles	Unknown	Unknown	Unknown	9502 (from last year's progress report)	As of 7/1/07 we became the Partnership and no longer have access to TVS files under the Governor's office
Agency Owned Vehicles	0	0	0	0	0
Motor Pool Managed Vehicles	56,322	50,760	49,824	57,256	65,051
Total	56,322	50,760	49,824	66,758	65,051
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers				

Agency Owned Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency	Unknown	Unknown (progress report did not request this)	Unknown	45.6	Estimate 55
Units	Miles per gallon (MPG)				

Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount	-	-	-	-	-
Units	# of Vehicles				

Pre-1996 Vehicles Remaining

Year (FY)	2003	2004	2005	2006	2007
Amount	0	0	0	0	0
Units	# of vehicles				

Vehicles Purchased

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

Additional Notes

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

- Yes, approximately nine staff participate (out of about 20 staff total).

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?

- N/A. We only have 6 hybrid small cars.

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

- N/A.

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.

Agency Goals:

- Purchase 100% of paper made of 100% recycled, chlorine free

Agency Actions and Programs:

- We purchase paper for our printers and copiers.

Progress to Date:

- We met the goal. We only purchase paper made of 100% recycled, chlorine free paper. We obtain it from a local source in Grays Harbor.

Success Factors:

- Commitment to change to different paper
- Availability of the paper.

Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin					
30 -40% recycled					
100% recycled / EPP		Unknown	Unknown	309	365
Total	480	Progress reporting did not include this at this time	Progress reporting did not include this at this time	309	365
Units	<input type="checkbox"/> sheets <input checked="" type="checkbox"/> reams <input type="checkbox"/> cases <input type="checkbox"/> tons				

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				

Amount of Office Paper Recycled

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

Janitorial Paper

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

Additional Notes

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

- We use duplex printers and all computers are set to 2-sided printing as the default. We use only 100% recycled process chlorine free paper for all copiers and printers.

Energy

Statewide Goals:

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

Agency Goals:

Goal #5 – Use energy and water wisely

Objectives

1. The most energy efficient (star rated) computer equipment, copiers, kitchen appliances and light fixtures available are used.
2. All computers, printers and copiers are turned off each night.
3. Computer equipment is turned off when not used for extended periods of time during the day.
4. All lights, except for mandatory security lights, are turned off each night.
5. The amount of “green” renewable energy purchased each biennium increases.
6. Staff work with building management to explore options for on site energy development (through the use of photovoltaic cells or another source).
7. Staff work with building management to develop or retrofit the building’s restrooms with waterless urinals, low-flow flush toilets, hands-free sinks and motion detector hand dryers.
8. A dishwasher is used in the kitchen to reduce water use.
9. Staff work with building management to reduce water demand by capturing rainwater on site and using it to irrigate landscaping and flush toilets.

Agency Actions and Programs:

- We carry out objectives 1, 2, 4 and 8.

Barriers and Challenges:

- Some objectives, such as 5, 6, 7 and 9, are difficult (or perhaps impossible) to carry out, in that we only lease a small area from GA and they control how the building is operated. Moreover, the GA Building is slated for demolition at some point in the near future; therefore GA is not going to make subsequent investments at this time to make the building “greener”.

Success Factors:

- For the objectives where we have made progress, educating staff and staff commitment to change have been key.

Documented Savings:

- Unknown. We don't pay for energy use separately; GA does.

Total Electricity

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

Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	<input type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$				

Fuel Oil and Propane

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	<input type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$				

Water Use

Statewide Goals:

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

Agency Goals:

- Our agency goals and actions related to water use are found under “Energy” above.

Progress to Date:

- We bought an automatic dishwasher to save water.

Barriers and Challenges:

- We don't purchase water separately, as we lease space within the GA Building, so our ability to know if we're reducing water is limited.

Water Used

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	<input type="checkbox"/> gallons <input type="checkbox"/> ICCF (hundreds of cubic feet)				

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

Agency Goals:

Goal #6 – Reduce waste, reuse, and recycle

Objectives

1. Paper, beverage and food containers, and paper and plastic bags are recycled.
2. Computer disks and CDs are recycled.
3. Food wastes are separated and composted on site.
4. All printers are set for double-sided printing as the default.
5. Old computer equipment is recycled properly (e.g., resold) and not thrown away or shipped to another country for disposal.
6. The amount of paper distributed at meetings is reduced by emailing documents to all staff and distributing limited copies, and sharing, at meetings.
7. Rechargeable batteries are used for computer mice and other applications.
8. Washable plates, cups and utensils are used exclusively within the office.
9. File folders, hanging folders and other office supplies are reused, not recycled or thrown away.

Progress to Date:

- Currently achieving all objectives. We don't know exactly how much waste we're reducing by recycling and composting.

Success Factors:

- Dedicated office leadership and committed staff.

Waste Disposed

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

Compost Collected/Composted

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

Non-Paper Material Recycled

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

Toxics Reduction

Statewide Goals:

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

Agency Goals:

Goal #4 – Purchase and use only environmentally friendly products

Objectives

1. The agency amends its purchasing practices so that environmentally preferred products are purchased as a first and primary option (paper, cleaners, pens, folders, writing pads, post-it pads, tape, clips, etc.).
2. The agency purchases only 100% recycled, chlorine-free paper for printers and copiers.
3. The agency purchases only high recycled content, processed chlorine-free paper for writing tablets.
4. The agency transitions to purchasing only low or no chlorine content paper for off-site print jobs.
5. The agency continues to purchase only 100% soy-based inks for off-site print jobs, and continues to request alcohol-free printing processes.
6. The agency purchases used office furniture as a first option.
7. The agency purchases only energy efficient computer equipment and kitchen appliances.
8. The agency purchases and staff use digital cameras.

Agency Actions and Programs:

- All objectives listed above have been achieved. We don't purchase any equipment, supplies and other products that contain persistent, toxic chemicals.

Progress to Date:

- We only purchase environmentally sensitive products.

Barriers and Challenges:

- Biggest challenge is in printing paper, where very "green" paper is still more expensive. We need to bring down the cost of that.

Success Factors:

- Dedicated leadership and staff.

Education and Outreach

Statewide Goals:

- Take steps to educate employees or clients about sustainable practices

Agency Goals:

Goal #1 – Integrate sustainability into office policy and everyday actions

Objectives

1. A staff person is designated as the office's lead on sustainability issues, and is responsible for completing and submitting required progress reports and updates to the sustainability plan.
2. Staff have the opportunity to participate in the development and revision of agency sustainability plans.
3. Staff understand and are comfortable with their roles in carrying out the plans, and feel a sense of ownership over them.
4. Staff are provided with periodic updates showing agency progress towards meeting goals, and other agencies' progress in meeting their goals.
5. When information is available, staff are provided with information, data, quizzes and games that demonstrate the positive effects of sustainability practices.
6. Staff are reminded periodically of sustainability policies and activities to keep them fresh in everyone's minds
7. Relevant sustainability activities are added to internal strategic plans, the Puget Sound Work Plan and Puget Sound Water Quality Management Plan, as appropriate.

Agency Actions and Programs:

- Education and involvement of all staff. Sustainability is part of the office's daily activities.

Progress to Date:

- To varying degrees, we've achieved all objectives; however, periodic updates are less frequent, as is emailing around sustainability information. Reason: the one staff responsible for the sustainability plan also has significant other duties, so available time is limited.

Success Factors:

- Interested staff and leadership.

Additional Notes

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

- On a daily basis, we compost coffee grounds and food wastes in the kitchen (to a worm bin). That and other activities educate staff almost daily.

How is your agency engaging the community in its sustainability efforts?

- Our office does a lot of education, outreach and advocating for Puget Sound. By being sustainable in our office (and most of us in our homes, too), it helps us engage the broader community in sustainability ideas as a way to protect and restore Puget Sound (our office's overall mission).

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

- As already noted, we use only hybrids, we recycle, we use only 100% recycled, chlorine-free paper, we compost food waste, and many of us participate in the CTR Program.