

# **Sustainability Report FY 2007**

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## **Washington State Department of Retirement Systems**

Primary Point of Contact:  
Sheryl Hall, Project Manager  
sherylh@drs.wa.gov  
(360) 664-7270

Last Revised: 10/1/07

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

# Green Buildings

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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

## Buildings (Remodeled or New Construction)

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

## Additional Notes

- DRS leases building space from a private vendor that is contracted through General Administration Services and is in compliance.

# Space

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## Statewide Goals:

- No listed statewide goals

## Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space	69,431	69,431	69,431	69,431	69,431
Non-Office Space	5250	5250	5250	5250	5250
Total	74,681	74,681	74,681	74,681	74,681
Units	<input checked="" type="checkbox"/> feet <sup>2</sup> <input type="checkbox"/> meters <sup>2</sup> <input type="checkbox"/> miles <sup>2</sup> <input type="checkbox"/> kilometers <sup>2</sup>				

Comments: DRS leases building space from a private vendor contracted through General Administration Services and is in compliance.

## Additional Notes

- DRS is currently in the process of renewing the lease for the warehouse (5,250 square feet) for a period of three years. During the duration of the new lease, we will determine if a new space would be more cost efficient and still meet our needs.

# Transportation

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## 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:

- Agency goals are to decrease the total POV miles traveled by 2% annually, decrease State Owned Vehicle mileage by 2% of the 2003 baseline annually, and increase Commute Trip Reduction (CTR) participation by 2% annually.

## Agency Actions and Programs:

- DRS continues to encourage ride-sharing and highly suggests carpooling and ride-sharing to events and training. In addition, the agency supports telecommuting. Approximately 37% of the agency employees have remote access to the agency email, network and/or mainframe for Business Continuity and Disaster Recovery support or on-call assignments. This is also supportive of the CTR directive for alternative ways to reduce cars on our freeways and roads, reduce gas usage, and lessen overall environmental impacts. This is under the guidance of the DRS Telecommute policy. DRS is also conscientious when purchasing new vehicles striving for better fuel efficiency and cost effectiveness.

## Progress to Date:

- CTR continues to meet or exceed the goal and POV miles continue to decrease. The agency has developed a new telecommuting policy. Because of on-call IT support and Disaster Recovery preparation, telecommuting use has increased.

## Barriers and Challenges:

- One challenge noted with CTR is that the financial incentive for long distance travel is the same for short distance commuting, as the reimbursement is the same whether you travel 5 miles or 30.

**Success Factors:**

- Continued to increase CTR numbers, POV miles have decreased, telecommuting has increased, and we have strengthened Business Continuity and Disaster Recovery support through the agency support of telecommuting.

**Documented Savings:**

- DRS petroleum spending has stabilized over the past 4 years. Even as gas prices have risen and we have purchased more vehicles, we seem to decrease in mileage, due to reasons mentioned previously.

**Related Outcomes:**

- Agency staff is becoming more aware and conscientious.

**Total Gasoline (non-diesel)**

Year (FY)	2003	2004	2005	2006	2007
Ethanol	Not Reported	0	0	0	0
Petroleum	Not Reported	4752	4406.11	4925.35	4018.59
Total	Not Reported	4752	4406.11	4925.35	4018.59
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

**Diesel Fuel**

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

**Miles Driven**

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles	34,029	26,572	30,703	25,395	23,416
Agency Owned Vehicles	119,225	104,520	103,943	116,364	97,323
Motor Pool Managed Vehicles	0	0	0	0	0
Total	153,254	131,092	134,646	141,759	120,739
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers				

**Agency Owned Fuel Efficiency**

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency	21.6 mpg	22 mpg	24 mpg	24 mpg	30 mpg

## Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount	10	11	12	12	13
Units	# of Vehicles				

## Pre-1996 Vehicles Remaining

Year (FY)	2003	2004	2005	2006	2007
Amount	1	1	1	1	0
Units	# of vehicles				

Comments: DRS owned 1 Ford Aerostar XL van, age 1993 that was used for warehouse transportation and supplies. It was driven 521 miles during this reporting period, and was surplused in June, 2007.

## Vehicles Purchased

Year (FY)	2003	2004	2005	2006	2007
Conventional	0	1	0	0	1
> 30 MPG	0	0	0	0	1
4WD (note exception purchases)	0	0	0	0	2
Total	0	1	0	0	4
Units	# of vehicles purchased				

Comments: In 2004, DRS purchased one 2005 Ford Midsize Taurus Wagon averaging 19/26 mpg. In 2007, DRS purchased a 2007 Ford Econoline Van with an estimated 18 mpg, a 2007 Toyota Midsize Prius Hybrid (51/60 mpg), and two 2008 Ford Escape HEV Hybrid with 4WD (average 31/36 mpg).

## Additional Notes

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

- DRS continues to strive to increase Commute Trip Reduction participation by 2% annually. In 2006, 82 DRS staff participated in the CTR program. Today, 87 employees participate. This is an overall increase of 3.57% in the last year. DRS continues to support CTR through campaigning. Managers encourage all employees to carpool and to utilize state government vehicles whenever possible.

### 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?

- DRS has only 14 vehicles, however, we have responded and reported in 2006 regarding our Fleet management plan with consideration to changing to GA. The decision was made not to.

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

- DRS does not currently have any contracts or agreements with rental car vendors. We occasionally have rented vehicles for special needs, and are conscious of fuel efficiency when doing so.

## Paper

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**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:**

- Reduce the use of office paper by 30%, based on the 2003 baseline, by 2009.

**Agency Actions and Programs:**

- DRS has guidelines for printing double sided copies, distribution reduction and recycling all paper and paper products. We also limit hard copy distribution by continuing to automate, and, whenever possible, route a copy instead of distributing individual copies.

**Progress to Date:**

- Even though we had a spike in 2006 due to HRMS implementation, our numbers are back down this year below the baseline in 2003.

**Barriers and Challenges:**

- We have an increase in Initiatives and Legislative projects that require many reports. It's a continuous challenge to reduce paper output.

**Success Factors:**

- Agency employees have greater awareness which results in numbers that are either below or equivalent to the 2003 baseline.

**Related Outcomes:**

- DRS continues to meet the long term goal.

**Paper Purchased (8.5 x 11)**

Year (FY)	2003	2004	2005	2006	2007
Virgin	1977	392	600	0	0
30 -40% recycled	2622	3322	2959	5494	4404
100% recycled /	0	0	20	0	0

EPP					
Total	4599	3714	3579	5494	4404
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	Not Reported	Not Reported	Not Reported	Not Reported	0
30-40% recycled	Not Reported	Not Reported	Not Reported	Not Reported	70
100% recycled / EPP	Not Reported	Not Reported	Not Reported	Not Reported	0
Total	Not Reported	Not Reported	Not Reported	Not Reported	70
Units	<input type="checkbox"/> sheets	<input checked="" type="checkbox"/> reams	<input type="checkbox"/> cases	<input type="checkbox"/> tons	

### Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	Not Reported	Not Reported	Not Reported	Not Reported	18
Units	<input type="checkbox"/> pounds	<input type="checkbox"/> kilograms	<input checked="" type="checkbox"/> tons		

Comments: DRS has always recycled and reported this fact, but we have never had the means to measure the amount. These numbers are estimates.

### Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled	Not Reported	Not Reported	Not Reported	0	0
Containing recycled content	Not Reported	Not Reported	Not Reported	312	294
Total	Not Reported	Not Reported	Not Reported	312	294
Units		<input checked="" 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?

##### Education and Outreach

- Double-sided printing
- Encouraging sharing hard copy distributions instead of distributing to each individual
- Automation – implementing websites for individual projects
- Monitoring usage

# Energy

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## Statewide Goals:

- Reduce energy purchases by 10% from FY 2003 by September 1<sup>st</sup>, 2009

## Agency Goals:

- Reduce energy purchases by 10% by September 1, 2009. Consolidate warehouse into smaller units, thus saving energy.

## Agency Actions and Programs:

- In 1999, DRS relocated into modern energy efficient buildings, consolidating offices.
- In 2001, DRS began participating in an Energy Program which included tracking, collecting, and conserving all energy.
- In order to comply with the Energy Program, DRS established a strategy to promote energy conservation; installed automatic light controls within the DRS occupied buildings; removed 40% of all fluorescent light bulbs; established a policy for no personal heaters, coffee pots, tea pots or radios; and requested that all lights in unoccupied rooms be kept off.

## Progress to Date:

- DRS is not meeting its goal. From 2005 until 2007, we have had an increase of 19% over the 2003 baseline. However, in 2004 we decreased energy usage by 1%.

## Barriers and Challenges:

- We need to research other alternatives for meeting the goal and/or reconsider the goal.

## Success Factors:

- DRS has built-in awareness about energy conservation.

## Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased	895,160	886,015	955,880	1,007,360	1,060,880
Green Electricity	0	0	0	0	0
Self-Generated (ex: backup)	0	0	0	0	0
Total	895,160	886,015	955,880	1,007,360	1,060,880
Units	<input checked="" type="checkbox"/> kWh <input type="checkbox"/> BTU <input type="checkbox"/> \$				

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	1054	945	645	2029	909
Units	<input checked="" type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$				

## Fuel Oil and Propane

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

## Energy Conservation Program Description

Currently, DRS receives a portion of our power as green power. Puget Sound Energy (PSE) purchases Green Power and supplements the NW power grid with it so we receive it indirectly.

## Water Use

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### Statewide Goals:

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

### Agency Goals:

- There are no agency goals. DRS needs to collect further data over the coming years to get a better understanding and to create a baseline.

## Water Used

Year (FY)	2003	2004	2005	2006	2007
Amount	Not Reported	Not Reported	Not Reported	Not Reported	746.83
Units	<input type="checkbox"/> gallons <input checked="" type="checkbox"/> ICCF (hundreds of cubic feet)				

## Toxics Reduction

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### Statewide Goals:

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

### Additional Notes

Reviewed MSDS reported in June 2005 and DRS does not have any persistent toxic chemicals.

# Waste and Recycling

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**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:**

- DRS continues to order through Central Stores and to purchase Office Brite environmentally friendly products whenever possible.

**Agency Actions and Programs:**

- DRS has a relatively aggressive recycling program – encouraging employees to recycle all paper products, batteries, cardboard, light bulbs, soda cans, glass and plastic. All toilet paper, paper towels and Kleenex are made from recycled content. We do not have a method of weighing the dumpsters or recycle bins, so numbers are estimated.

**Barriers and Challenges:**

- We have no way to measure the barriers and challenges until further data is collected in upcoming years.

**Waste Disposed**

Year (FY)	2003	2004	2005	2006	2007
Amount	Not Reported	Not Reported	Not Reported	Not Reported	4.8
Units	<input type="checkbox"/> pounds	<input type="checkbox"/> kilograms	<input checked="" type="checkbox"/> tons		

**Compost Collected/Composted**

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

Comments: It has been discussed at the employee level to perhaps propose a compost collection program and it is possible that it will be in conjunction with the Tumwater Farmer's Market. This program may go into effect in 2008 sponsored by the Tumwater Farmer's Market.

**Non-Paper Material Recycled**

Year (FY)	2003	2004	2005	2006	2007
Amount	2.61	2.61	2.61	2.61	2.61
Units	<input type="checkbox"/> pounds	<input type="checkbox"/> kilograms	<input checked="" type="checkbox"/> tons		

**Additional Notes**

DRS continues to recycle all paper products, batteries, and fluorescent lights as well as cardboard, soda cans, glass and plastic. We average approximately 300 fluorescent light bulbs and 20 pounds of batteries per year. Our paper and other recycling are picked up weekly.

# Education and Outreach

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## **Statewide Goals:**

- Take steps to educate employees or clients about sustainable practices

## **Agency Goals:**

- The agency's goals are to educate all DRS staff regarding the Executive Order and the DRS plan by 2005 and with continuing education thereafter and to continue the Brown Bag program into 2008.

## **Agency Actions and Programs:**

- DRS holds Brown Bag lunches featuring sustainable practices, posts information on sustainable practices on 'Did You Know' (the agency's intranet) and features articles in the DRS Connect (the agency's internal employee communications newsletter).

## **Progress to Date:**

- There is greater awareness across the agency. There is also agency-wide representation for participating in collecting and reporting data.

## **Barriers and Challenges:**

- There are not enough resources to help promote sustainability.

## **Success Factors:**

- DRS has met and complied with several of the directives. The more information that is shared, the greater the success in compliance.

## **Related Outcomes:**

- There is a higher awareness throughout the agency.

## **Additional Notes**

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

- DRS holds Brown Bag lunches featuring sustainable practices. One of which will be featuring Tony Shalhoub in 'Going Green – Every Home an Eco-Home' in 2008. The agency also posts information on sustainable practices on 'Did You Know' (the agency's intranet) and features articles in the DRS Connect (the agency's internal employee communications newsletter).

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

- DRS tries to educate the employees, who in turn take it back to their households and into the community.

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

- The agency incorporates it into the culture and environment so that it becomes 'long term' sustainability.
- The Sustainability logo (next page) was created to attach to all sustainability outreach and education materials.

sustainability  
tip of the  
month

