

Sustainability Report FY 2008 (July 1, 2007 to June 30, 2008)



Department of Social and Health Services (DSHS) October 15, 2008

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I. DSHS Sustainability Team

Executive Sponsor

Co-chairs, Executive Administration

Aging and Disability Services Administration
Children's Administration
Economic Services Administration
Executive Administration/Management Services

Executive Administration/Public Affairs
Financial Services Administration
Health and Recovery Services Administration
Information Systems Services Division
Juvenile Rehabilitation Administration
Special Commitment Center

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Chuck Paeth (DVR)
Debbie Schaub
Kelly Richters and Ken Rose
Kim Kirkland and Marjorie Whitney-Bean
Randy Sparks
Larry Cervantes and Angela Beirne

Resource Staff: Rich Christian, Chuck Cole, Debbie Kirkendall, John Pelkey, Eleonore Price, Jena Farley, and Kimberly Perez.

Steering Committee: Nancy Deakins, Linda Hodgson, Mark Kelley, Ken Rose, and Debbie Schaub.

Additional contact information can be found on the [Sustainable DSHS](#) website.

DSHS Statistics

In fiscal year (FY) 2008, the Department of Social and Health Services (DSHS) employs 20,091 staff, an increase of more than 2% from FY 2007 and spent \$9.2 billion, of which \$4.3 billion is state funded in providing services to 1.5 million clients each year. One of every four residents in the state and two of every five children and youth receive services from DSHS. DSHS occupies 9.2 million square feet of space in 166 leased worksites and 22 owned residential facilities.

II. Executive Summary

This is the Annual Progress Report for FY 2008, as required by the Governor's [Executive Order \(EO\) 02-03, Sustainable Practices by State Agencies](#). Our report includes an assessment of the progress we are making in implementing the DSHS Sustainability Plan.

DSHS's mission is to improve the quality of life for individuals and families in need - we help people achieve safe, self-sufficient, healthy, and secure lives. We are dedicated through our sustainability plan to improve the quality of life and to promote healthy environments for the communities in which we work and live. We strive to reduce the environmental impact of the Department.

In this report, we present the executive summary of our accomplishments, challenges, and what we've learned. We also present statewide performance outcomes in the areas of green buildings, space, transportation, paper, energy, water use, waste and recycling, toxics reduction, and education and outreach. For each performance area, we include the statewide goals, our agency goals, progress towards those goals, successes, barriers and challenges, and savings.

Since 2003, we have collected better, more accurate data and set new baselines, engaged in a Resource Conservation Management (RCM) program and more composting programs at our institutions, integrated sustainable design in construction projects, significantly reduced the number of pre-1996 vehicles in our fleet, increased the use of environmentally preferred products, and made strides toward space use efficiency and reducing the use of paper and toxic products.

In FY 2008, **we learned:**

- Some areas show evidence of behavioral change while other areas indicate the business needs are driving the decisions more than impacts to the environment.
- The RCM program identifies opportunities for energy savings through behavior changes and energy efficiencies.
- An agency policy on sustainable practices is critical to promoting action at all levels.
- The [Sustainable DSHS](#) website, agency newsletter and emails to DSHS purchasing staff are our key tools in sharing information on sustainable practices agency-wide.
- Reporting requirements need to standardize data units to allow for comparative analysis.
- It's important to update sustainability goals as executive orders and laws change.

Specifically in FY 2008, **we experienced success** as we:

- Reduced overall paper consumption by 7.5%, while eliminating the use of virgin paper since December 2007, and increasing the use of 100% recycled content paper.

- Reduced our pre-1996 vehicles from 106 to 79 this year, and from 433 since 2005.
- Began the RCM program with Puget Sound Energy at Maple Lane School, where staff embraced the program.
- Participated in Commute Trip Reduction programs involving 12% of the agency employees.
- Recycled most paper products and started five more composting programs at our owned facilities.

We experienced challenges as we:

- Conformed to new reporting formats every year.
- Increased oversight and visits with vulnerable children and adults while trying to meet fuel reduction targets.
- Collected energy data from 166 leased worksites and 22 institutions.
- Tried to get baselines for water consumption when many of the institutions have wells that are not metered.

DSHS will strive to lessen the negative environmental impacts of our business and continue to educate staff about more sustainable behavior and business practices.

III. Performance Outcomes

In 2003, DSHS established 12 objectives and numerous strategies and measures to begin to address and meet the long-range goals specified in [Executive Order \(EO\) 02-03](#). In 2004, DSHS added three objectives, including one to address [EO 04-01, Persistent Toxic Chemicals](#) and [Governor's Directive 04-01](#) for recycling all fluorescent lamps and bulbs. In 2005, objectives were revised to respond to [EO 05-01, Establishing Sustainability and Efficiency Goals for State Operations](#), and a new law on high-performance buildings ([RCW 39.35D](#)).

In 2006, we revised objectives to make them easier to understand and measure. They are included in the [2006 DSHS Sustainability Plan Update](#). In 2007, [EO 07-02, Washington Climate Change Challenge](#), came out and endorsed continuing sustainability efforts. In 2008, the legislature passed [E2SHB 2815](#), which requires agencies with large fleets or large direct emissions to report greenhouse gas emissions annually. This bill also requires reduction of total vehicle miles traveled, including personal commuting miles.

The following sections assess statewide measures and describe progress towards the revised objectives in our 2006 Sustainability Plan Update. Each section includes statewide goals, DSHS long and short range goals, DSHS actions and programs, progress to date, success factors, barriers and challenges, documented savings, and related outcomes. **The period covered is from July 1, 2007 to June 30, 2008.**

Green Buildings

Statewide Goals:

- The requirements in [EO 05-01](#), regarding green building practices, are superseded by the High Performance Public Building law, [RCW 39.35D](#). It requires all construction or remodeling projects of any occupied or conditioned space larger than 5,000 square feet (sf) to conform to the Leadership in Energy and Environmental Design (LEED) Silver Standard (or equivalent) The legislation applies to remodeling projects costing more than 50% of the assessed value.

Agency Goals:

- Long Range Goal: Use sustainable design practices in all new construction and remodels by 2026.
- Interim/Short Range Goal: All new construction projects and remodels over 5,000 sf built and certified to LEED Silver Standard (or equivalent).

Agency Actions and Programs:

- Develop processes to ensure green building practices are integrated into design and construction.
- Allow time in design and construction schedules for full implementation of LEED credits and ratings.
- Educate decision makers on importance of LEED standards and economic advantages related to operating cost pay-backs.
- Certify all capital and leased facility project managers as LEED Accredited Professionals (A.P.) by the summer of 2009.

Progress to Date:

- This year, the Office of Leased Facilities hired Matt Larson as a project manager who is LEED A.P.
- The remodel/renovation of four housing units at Echo Glen Children’s Center is seeking LEED Silver.
- The new Health Center & Administration Building at Green Hill School is seeking LEED Certified.
- With the completion of predesign for a new Kitchen and Commissary Building at Western State Hospital, early indications are that the building should qualify for LEED Silver, and possibly Gold.

Success Factors	Barriers and Challenges
<ul style="list-style-type: none"> • While no DSHS building has yet been LEED certified, three projects underway are seeking a LEED rating. 	<ul style="list-style-type: none"> • While four project managers attended GA review sessions, none sat for the LEED A.P. exam because of workloads and time consuming study.

Space Use

Statewide Goals: None.

Agency Goals:

- Long Range Goal: Maximize efficient use of space in DSHS owned and leased buildings by 2026.
- Interim/Short Range Goal: Improve efficiency of space use.

Agency Actions and Programs:

- Complete leased facilities strategic planning for all six regions.
- For DSHS owned buildings and land, complete policies, guidelines, and criteria for:
 - ✓ Space use.
 - ✓ Facility condition assessment.
 - ✓ Asset closure and vacant building mothballing.
 - ✓ Excess property identification and management.
 - ✓ Asset preservation.
- Develop a six-year leased facilities strategic plan for each of the six regions and DSHS headquarters. The planning has five primary goals:
 - ✓ Support service delivery and service integration.
 - ✓ Support a productive workforce.
 - ✓ Maximize collocation opportunities.
 - ✓ Use DSHS space efficiently.
 - ✓ Use the DSHS budget efficiently.

Progress to Date:

- Lands and Buildings Division (LBD) is in the process of reviewing and training on the draft policy, procedures, and criteria with the superintendent and staff of each DSHS institutional campus.
- Four leased facilities strategic plans are complete, and two are in progress.

Related outcomes: Since starting the asset management process, the review process precludes code violations when space use changes, and relationships are improved with municipalities hosting DSHS campuses.

Success Factors	Barriers and Challenges
<ul style="list-style-type: none"> Completed several internal and external space requests reaching decisions based on draft policies and procedures. Used a consistent procedure for space requests. Developed and are using common maintenance definitions as a starting point for discussion of comprehensive asset management. 	<ul style="list-style-type: none"> Continued individual ownership attitudes versus collective ownership. Diverse types of space that DSHS operates: high security, mental health, hospital environment, etc. Age and location of the large portion of owned facilities.

Total Agency Staff & Residents

Year (FY)	2003	2004	2005	2006	2007	2008
Staff	Not Tracked	—————→	—————→	—————→	19,680*	20,091
Residents	Not Tracked	—————→	—————→	—————→	3,286 est.	3,316 est.
Total	Not Tracked	—————→	—————→	—————→	22,966	23,407

Comments: * FY 2007 staff number revised.

Total Space Use (square feet) Note: **bolded numbers** are baselines.

Year (FY)	2003	2004	2005	2006	2007*	2008
Office Space	Not Tracked	Not Tracked	Not Broken Out	Not Broken Out	Owned: 703,362 Leased: <u>3,610,062</u> Total: 4,313,424	Owned: 710,026 Leased: <u>3,668,754</u> Total: 4,378,780
Non-Office Space	Not Tracked	Not Tracked	Not Broken Out	Not Broken Out	Owned: 4,792,419 Leased: <u>136,946</u> Total: 4,929,365	Owned: 4,741,806 Leased: <u>133,989</u> Total: 4,875,795
Total	Not Tracked	Not Tracked	Incomplete Data	Incomplete Data	Owned: 5,495,781 Leased: <u>3,747,008</u> Total: 9,242,789	Owned: 5,451,832 Leased: <u>3,802,743</u> Total: 9,254,575

Comments: *FY 2007 square footages were revised from last year's report to become a new baseline. Leased Office Space includes Office Building 2 (229,172 sf), which is also included in space reported by GA.

Transportation

Statewide Goals:

Fuels:

- Reduce petroleum consumption by 20% from FY 2003 levels by September 2009. ([EO 05-01](#))
- Reduce petroleum consumption by 20% in the operation of personal vehicles used for state business by September 2009. ([EO 05-01](#))
- Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009. ([EO 05-01](#))
- All state agencies..., to extent practicable, are required to use all electricity or biofuel for operating publicly owned ..., vehicles, and construction equipment, effective June 1, 2015. ([RCW 43.19.468](#))

Fleet:

- Shift to clean energy for vehicles. ([EO 02-03](#))

- 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). ([EO 05-01](#))
- Give priority to purchase and use of hybrid gas/electric and other fuel efficient/low emission vehicles and new petroleum efficient technology vehicles, 1992 Federal Energy Policy Act (EPACT) standards notwithstanding. ([EO 05-01](#))
- 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. ([EO 05-01](#))
- 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 included with the biennial Sustainability Plan. Report annually on their progress in implementing their Fleet Management Plan. ([EO 05-01](#))
- Request fuel efficient, low emission vehicles for employees from commercial vendors. ([EO 05-01](#))
- Optional: Increase employee participation in Commute Trip Reduction (CTR) programs. ([EO 05-01](#))
- Decrease the annual per capita vehicle miles traveled by 18 percent by 2020; by 30 percent by 2035; and by 50 percent by 2050. ([E2SHB 2815](#))

Agency Goals: *(To be updated with the next Plan since we have revised our baseline year to FY 2007.)*

- Long Range Goal: Reduce 2004 baseline petroleum use in fleets and transportation by 30% by 2026.
- Interim/Short Range Goals: Reduce petroleum use by 10% by 2007.
 - Reduce petroleum use by 20% by September 1, 2009.
 - Reduce petroleum use by 25% by 2016.
 - Replace standard diesel with B20 by September 1, 2009.

Agency Actions and Programs:

- Encourage staff to reduce travel by carpooling to meetings and teleconferencing, where possible.
- Control purchases of 4WD SUVs.
- Maintain fleet management plan – continue to review need for agency owned vehicles, and replace older ones with fuel efficient/low emission vehicles.
- Establish clear direction on rental vehicle requests and use.
- Educate staff on use of B5 and B20 fuel, and use B5 diesel as soon as feasible.
- Promote the use of Department of Transportation (DOT) fueling stations.

Progress to Date:

- Total fuel consumption increased less than 1% since our baseline year FY 2007. Our goals were set in 2006 when we didn't have as complete data. Since our baselines have been revised, we plan to update the goals over the next year. Total miles increased by 3.6%. Staff increased by 411 FTEs, mainly from legislative directives and workload increases or changes. Many needed to travel to provide care or services to clients. For example:

- ✓ Implementing the 30-day face-to-face visits increased child welfare services staff and travel.
- ✓ Improving outreach in the Cover All Kids program increased community services staff.
- ✓ Expanding waiver and family support services increased case resource managers and staff.

- **We continued to reduce our pre-1996 vehicles from 433 to 79 since 2005.**
- Overall, **12% of our agency employees are participating in the Commute Trip Reduction (CTR) program**, and all administrations have implemented CTR programs.
- Notable CTR participation rates within the agency:

Financial Services Administration: 30%	Fircrest School: 20%
Administrative Services Division: 30%	Special Commitment Center: 17%
Information Systems Services Division: 20+%	
- CTR Payments: FY 2007 \$742,036.09 FY 2008 \$789,298.96

Success Factors	Barriers and Challenges
<ul style="list-style-type: none"> • DDD institutions are replacing vans and pickups with more fuel efficient mini-vans and smaller pickups and some that use flex fuels. They are also planning to use electric service vehicles on campuses like at most JRA sites. • Hybrid fuel efficient cars are being added to fleets, reducing air pollution. • Higher costs of fuel have staff thinking about reducing travel where they can. • MSFS Property Redistribution staff are now using DOT fuel stations for lower cost fuel. • Fuel Card processing changed recently to electronic instead of paper. This will save paper, toner, long distance bill, and staff time. 	<ul style="list-style-type: none"> • Many staff are required to travel as part of their job duties: social workers, fraud investigators, auditors, licensing/certification staff, vocational rehabilitation counselors, etc. • Carpooling and public transportation are not feasible most of the time when staff work requires home visits. • The lack of accurate, historical information makes it difficult to evaluate whether or not our sustainability programs are succeeding. • DOT fuel stations are not available in all work areas of the state. • Fuel costs over last 12 months make actual cost savings difficult to establish. • GA's state contract for rental cars does not require vehicles rented by state employees to be fuel efficient and low emission vehicles.

Total Gasoline (non-diesel) (gallons)

Year (FY)	2003	2004	2005	2006	2007*	2008
Ethanol	Not Tracked	Not Tracked	Not Tracked	Not Tracked	Not Tracked	1,150
Petroleum	Not Tracked	184,211	143,114	358,680	1,099,789	1,150,349
Total	Not Tracked	184,211	143,114	358,680	1,099,789	1,151,499

Comments: FY 2003 – 2005 do not include bulk fuel purchases. FY 2007 baseline was revised to include POV fuel along with the previously reported fuel card purchases and bulk fuel purchases. FY 2008 includes fuel card and bulk purchases as well as POV fuel. In checking the agency's accounting records, we also found there were over \$200,000 in fuel reimbursements in addition to those included in the fuel amounts above. We will be verifying the reasons for separate reimbursements, i.e. if state vehicles were used but fuel cards were not accepted.

Diesel Fuel (gallons)

Year (FY)	2003	2004	2005	2006	2007*	2008
Ultra Low Sulfur (Highway)	Not Tracked	3,670	2,976	205,754	98,128*	47,407
Off-Road	Not Tracked	Not Tracked	Not Tracked	Not Tracked	Not Tracked	Not Tracked
Biodiesel	Not Tracked	Not Tracked	Not Tracked	Unknown blend 210	B100 934*	B100 1,410
Total	Not Tracked	3,670	2,976	205,964	99,062 *	48,817

Comments: This is for vehicle usage only, not diesel purchased for facilities heating. FY 2003 – 2006 do not include bulk purchases. FY 2007 data was much more accurate and is used for the baseline. Blended biodiesel amounts have been converted to B100 and remaining added to standard diesel amounts. For example, 100 gallons of B5 would be converted to 5 gallons B100 and 95 gallons diesel. FY 2007 amounts have been revised to reflect blended versus standard diesel.

Business Miles Driven (miles)

Year (FY)	2003	2004	2005	2006*	2007	2008
Personally Owned Vehicles	No Info	13,383,788	12,131,430	10,956,691	10,242,606	10,193,859
Agency Owned Vehicles	No Info	3,931,415	3,072,990	6,636,417	6,487,434	6,334,031
Motor Pool Managed Vehicles	No Info	5,069,035	481,907	6,749,334	MP perm 6,233,083 MP Daily 463,410 MP Total 6,696,493	7,212,470 <u>527,810</u> 7,740,280
Total	No Info	22,384,238	15,686,327	24,342,442*	23,426,533	24,268,170

Comments: * New baseline in FY 2006 because in prior years data was not as complete as with the fleet management system and database. POV miles were calculated using total mileage reimbursement amount from TVS (use coding GC9100 through 9400) and dividing by average reimbursement rate (\$0.495/mile).

Agency Owned Vehicle Fuel Efficiency (miles per gallon)

Year (FY)	2003	2004	2005	2006 *	2007	2008
Fuel Efficiency	Not Tracked	20.9	20.92	18.5	22.5	18.6

Comments: Report comes from AutoTracks. *New baseline in FY 2006.

Agency Owned Fleet Size (# of vehicles)

Year (FY)	2003	2004	2005	2006	2007	2008
Amount	Not Tracked	Not Tracked	965	985	944	935

Comments: Report comes from AutoTracks.

Pre-1996 Vehicles Remaining (# of vehicles)

Year (FY)	2003	2004	2005	2006	2007	2008
Amount	Not Tracked	Not Tracked	433	202	106	79

Comments: Report comes from AutoTracks then we do manual sort by age, annual usage less than 2,000 miles, and light-duty (less than 8,500 pounds gross weight).

Vehicles Purchased (# of vehicles)

Year (FY)	2003	2004	2005	2006	2007	2008
Conventional	Not Tracked	Not Tracked	Not Tracked	19	9	49
> 30 MPG	Not Tracked	Not Tracked	36	34	46	18
4WD	Not Tracked	Not Tracked	1	0	6	8
Total	Not Tracked	Not Tracked	Not Tracked	53	61	75

Comments: Report comes from GA then we manually separate by vehicle type. All 4WD were exception purchases.

Number, Type, and Year of Vehicles in Fleet

Vehicle Model Year	Vehicle Type					
	Light Duty Hybrid Truck	Heavy Duty Truck	Light Duty Truck	Sedan	Sedan Hybrid	Truck 4X4
1961	0	1	0	0	0	0
1962	0	1	0	0	0	0
1968	0	1	0	0	0	0
1969	0	2	0	0	0	0
1970	0	1	0	0	0	0
1971	0	0	0	0	0	0
1972	0	1	0	0	0	0
1973	0	0	0	0	0	0
1974	0	1	0	0	0	0
1975	0	1	0	0	0	0
1976	0	1	0	0	0	0
1977	0	0	0	0	0	0
1978	0	2	3	0	0	0
1979	0	2	1	0	0	0
1980	0	3	0	0	0	0
1981	0	3	2	0	0	0
1982	0	5	1	0	0	0
1983	0	0	4	0	0	0
1984	0	4	1	0	0	0
1985	0	5	2	0	0	0
1986	0	13	6	0	0	0
1987	0	6	7	0	0	0
1988	0	3	8	1	0	0
1989	0	3	7	0	0	0
1990	0	14	7	2	0	0
1991	0	6	24	5	0	0
1992	0	20	14	8	0	0
1993	0	11	5	1	0	0
1994	0	15	12	3	0	0
1995	0	12	10	4	0	0
1996	0	7	11	5	0	0
1997	0	7	15	13	0	3
1998	0	22	13	15	0	0
1999	0	16	16	27	0	2
2000	0	14	7	15	0	2
2001	0	5	14	12	0	3
2002	0	13	18	17	1	3
2003	0	10	5	11	0	3
2004	0	12	9	24	7	2
2005	0	8	14	33	18	4
2006	0	17	10	7	11	0
2007	9	23	13	16	12	2
2008	15	13	12	24	18	1
2009	0	1	0	0	0	0
Grand Total	24	305	271	243	67	25
Total Vehicles	935					

Comments: Report comes from AutoTracks.

Paper

Statewide Goals:

- Purchase office paper with a minimum of 30% post consumer recycled content by September 1, 2005. Include all white 8.5x11 paper. Provide justification for all purchases of virgin paper. ([EO 05-01](#))
- Reduce use of office paper by 30% by September 1, 2009, based on FY 2003 plans. ([EO 05-01](#))
- Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50% by September 1, 2009. (EPP is defined as 100% recycled content paper with a minimum of 50% post consumer waste.) ([EO 05-01](#))
- Increase use of post consumer recycled janitorial paper products. ([EO 05-01](#))

Agency Goals:

- Long Range Goal: Use only 100% recycled paper by 2026.
- Interim/Short Range Goals:
 - Eliminate use of virgin paper and purchase minimum 30% recycled content paper by 2009. ([EO 05-01](#) requires by 2005)
 - Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50% by September 1, 2009.
- Long Range Goal: Reduce 2003 baseline paper consumption by 50% by 2026.
- Interim/Short Range Goals:
 - Reduce paper consumption by 30% by September 1, 2009.
 - Reduce paper consumption by 40% by 2015.

Agency Actions and Programs:

- Expand use of imaging and electronic filing.
- Emphasize double-sided printing and copying, when printed copies are needed.
- Obtain funding and replace printers and copiers that cannot print double-sided.
- Educate staff on impacts of consumption and alternatives to printing.
- Conduct an awareness campaign of paper types and options.
- Emphasize reporting of justification to use virgin paper.
- Encourage GA to eliminate non-EPP paper from Central Stores and Office Depot contracts.

Progress to Date:

- Despite a 3% increase in agency staff, we **decreased overall paper purchases by 7.5%** over FY 2007 (our current baseline); Reams per staff member decreased by 11%, from 21.3 to 19.1 reams per staff.
- **While decreasing our paper purchases, we significantly increased the recycled content in our paper purchases; We more than doubled the purchases of EPP 100% recycled paper** and we reduced virgin paper purchases from over 73,000 reams to under 5,000 reams. There have been **no virgin paper purchases since December 2007**.
- We are continuing to use same sources for 100% recycled janitorial paper. Buying habits have not changed. DSHS decided in 2006 not to measure or track this in the future.
- ADSA's Division of Developmental Disabilities Region 5 State Operated Living Alternative office used 37% less paper over the past year.
- Health & Recovery Systems Administration reduced paper purchases by 7%, purchased no virgin paper, and 63% of all paper purchased was 100% recycled.

Documented Savings & Related Outcomes:

- ADSA's Home and Community Services Region 4 saved approximately 10% in paper costs, and Rainier School saved over \$4,000, both by decreasing their paper use.
- Management Services' Division of Fraud Investigation changed to duplex printing and saved over 88%.

Success Factors	Barriers and Challenges
<ul style="list-style-type: none"> Office Depot decreased its price for 100% recycled paper early in FY 2008. 30% recycled colored paper is now available. The Sustainability Team emphasized eliminating purchases of virgin paper by identifying and communicating with offices still purchasing virgin paper. Many offices have centralized paper purchasing and have instructed staff to order only recycled content paper. Dual monitors in some offices allow on-screen review of documents, reducing print for review. 2-sided printing options are now available on most networked copiers. 	<ul style="list-style-type: none"> Price of recycled paper is more than virgin. Budget constraints slow our efforts in switching to scanning and document imaging. Higher usage in some administrations due to legal requirements, increased number of public disclosure requests, and increased number of staff. Some copiers/printers can't print double-sided. Some documents are too lengthy for reading on-line. Changing old routines and habits is difficult. DSHS does not allow electronic signatures, and the current purchasing system has no option for electronic transmittal of purchase orders. Purchasing representatives must print and fax.

Office Paper Purchased (8.5 X 11 only) (Reams)

Year (FY)	2003	2004	2005	2006	2007	2008
Virgin	106,212	87,485	76,260	83,273	73,413	4,715
30 -40% recycled	280,463	236,534	245,231	208,885	301,136	266,621
100% recycled / EPP	Not separated from above	Not separated from above	Not separated from above	32,670	41,938	111,845
Total	386,675	324,019	321,491	324,828	416,487 *	383,181

Comments: *The new baseline for FY 2007 is adjusted above to only 8.5 X 11 purchases, since the non-8.5x11 paper is such a small percentage (<1%) of our total usage. We will only track 8.5 X 11 purchases from now on. Non-8.5 X 11 paper purchases were included in the FY 2007 Report. FY 2008 figures include only white 8.5 x 11 paper. Colored paper for FY 20007 was 1.7% of total purchases. Agency figures were obtained from Office Depot and Central Stores.

Justification for all virgin paper purchases – Prior to increased scrutiny of virgin paper purchases, administrations cited the following reasons for their purchases:

- Children’s Administration Region 3 reported that during the floods that shut down I-5, Central Stores was only able to fulfill PUSH orders with virgin paper.
- Juvenile Rehabilitation Administration had a perception that some legal documents required virgin paper.
- Economic Services Administration reported that a majority of their virgin paper was colored for training packets and special projects.
- The Central Budget Office of Financial Services Administration periodically needed virgin paper for high level policy documents that go to the Governor’s Office and the public.

With increased review, virgin paper purchases have been reduced to zero since December 2007.

Energy

Statewide Goals:

- Reduce energy purchases by 10% from FY 2003 by September 1, 2009 through energy conservation programs and the use of on-site renewable resources. ([EO 05-01](#))
- Minimize energy use. ([EO 02-03](#))
- Shift to clean energy for facilities. ([EO 02-03](#))

Agency Goals:

- Long Range Goal: Reduce energy consumption by 30% in DSHS owned and leased facilities by 2026.
- Interim/Short Range Goal: Reduce energy purchases by 10% from FY 2003 by September 1, 2009.

Agency Actions and Programs:

- Establish baselines and set goals at local and agency levels.
- Hire a Resource Conservation Manager (RCM) to help with behavioral changes and evaluate trends. (See program description at end of section.)
- Establish policy on snoozing/turning off computers.
- Use energy efficiency programs and on-site renewable resources.
- Establish on-site programs promoting energy conservation (i.e., prohibit personal appliances).
- Work with GA on lease terms.

Progress to Date:

DSHS electricity usage changed only slightly from our revised FY 2007 baselines. Electricity usage increased by less than 1%, and natural gas usage decreased by 0.1%. DSHS spent \$318,000 more on electricity and natural gas in FY 2008 than in FY 2007. However, with the increase in DSHS in FY 2008, annual energy consumption per employee actually decreased for both electricity and gas (-48 kWh/employee/year and -9 Therms/employee/year).

Lands & Buildings Division is working on a process to obtain energy data from utility companies. It has taken more staff time developing a methodology for companies to provide the data. Once this is established, the data gathering process should improve in each successive year.

DSHS has contracted with Puget Sound Energy (PSE) for the services of a resource conservation manager (RCM). The first year emphasis is on energy savings in PSE catchment institutions and leased facilities. (See more RCM program description at end of section.)

Success Factors	Barriers and Challenges
<ul style="list-style-type: none"> • We are getting more accurate in estimating total costs instead of reporting only partial costs. • Devoting more staff resources than in past, including a full time RCM consultant. • ADSA's Residential Care Services Region 3 offices set thermostats to a solid temperature and staff dress warmer or cooler as needed. They also close the window blinds to help keep the office comfortable in extreme heat or cold weather temperatures. 	<ul style="list-style-type: none"> • Numerous incorrect coding issues for energy payments will be time consuming to correct. • Full service leases, where energy payments are included, are still difficult to get consumption. Leasing terms requiring owners/landlords to report energy consumption to us would allow better analysis of our energy consumption.

Total Electricity (kWh and \$)

Year (FY)	2003	2004	2005	2006	2007*	2008
Conventionally Purchased	Incomplete data				Leased: \$3,002,620 Owned: <u>\$3,501,189</u> Total: \$6,503,809 Total kWh: 86,740,832	Leased: \$2,896,487 Owned: <u>\$3,803,973</u> Total: \$6,700,460 Total kWh: 87,587,725
Green Electricity					Not Tracked	Not Tracked
Self-Generated (ex: backup)					Not Tracked	Not Tracked
Total					Total Cost: \$6,503,809 Total kWh: 86,740,832	Total Cost: \$6,700,460 Total kWh: 87,587,725
Per employee					4,408 kWh/employee	4,360 kWh/employee

Comments: This estimate of kilowatt hours (kWh) and Therms is based on actual expenditures in AFRS. This revises incomplete data previously reported for FY 2007, and provides the initial estimate for FY 2008. FY 2008 actual data will be provided upon completion of the direct-contact utility data-gathering project. This data does not include energy related to heating oil, propane, wood chips, and other sources. The statewide estimate from 32 agencies' reports was 9,209 kWh/employee for FY 2007.

Natural Gas (Therms and \$)

Year (FY)	2003	2004	2005	2006	2007	2008
Amount	Incomplete data				Leased: \$439,825 Owned: <u>\$5,634,266</u> Total Cost: \$6,074,090 Total Therms: 8,358,919	Leased: \$388,126 Owned: <u>\$5,806,846</u> Total Cost: \$6,194,972 Total Therms: 8,358,030
Per employee					425 Therms/employee	416 Therms/employee

Comments: See comments under electricity table.

Fuel Oil and Propane

Comments: These have not been collected at all for sustainability reports.

Energy Conservation Program Description

Resource Conservation Manager (RCM)

In the FY 2006 budget, the legislature directed DSHS to initiate a resource conservation program, including hiring a Resource Conservation Manager (RCM). No funding was provided with the assumption that it would pay for itself through savings. In late FY 2008, DSHS decided to use existing funds combined with a Puget Sound Energy (PSE) grant to contract with PSE for an RCM. The PSE grant also provides a data management program, the services of an energy engineer to conduct up to three energy reviews of state-owned institutions, and PSE-sponsored training for specific RCM functions.

The RCM consultant will initially focus on a review of seven DSHS institutions covered within the PSE catchment area, which consists of Maple Lane School, Echo Glen Children's Center, Green Hill School, Western State Hospital, Child Study and Treatment Center, Rainier School, and Francis Haddon Morgan Center by June 2009. The intent is to expand to all DSHS institutions and leased facilities by June 2011. In the future, the program will expand from energy into all utilities.

The first PSE sponsored energy review was conducted on March 4, 2008, at Maple Lane School. The initial results indicated that energy savings could occur.

Getting More Accurate Energy Data for 188 DSHS Locations

A significant effort in FY 2007 was to obtain accurate usage data for all leased and owned facilities. DSHS initiated the process of collecting FY 2007 energy data electronically directly from utility

companies, including about 30 full service leased facilities where the landlord pays the utilities. For these 30 facilities, we received release of information approvals from the landlords to obtain that data. In FY 2009, we expect the Resource Conservation Manager will assist us in the analysis of the data and help us create better baselines and goals.

In a separate effort in FY 2007, the Juvenile Rehabilitation Administration (JRA) contracted to audit their energy billings to see if a review could generate savings. The savings were not significant enough to cover the cost of the audit. However, it was a guaranteed savings contract, so there was no cost to the agency. The audit proved that JRA was already managing their utility accounts appropriately. A similar audit in other DSHS programs, if implemented, may reveal more significant findings.

Energy Conservation Improvement Projects at Institutions

Over the years, we have completed energy service company (ESCO) audits and implemented feasible energy conservation measures at the following state-owned institutions: Eastern State Hospital, Echo Glen Children’s Center, Fircrest School, Frances Haddon Morgan Center, Maple Lane School, Lakeland Village, Naselle Youth Camp, Rainier School, Yakima Valley School, and Western State Hospital. Of these projects, by far the largest was Western State Hospital, with actual savings of \$438,000 per year.

Since May 2004, we have completed the following ESCO projects with indicated savings. These were not included in previous reports as most of the verification of savings came after the last reporting period.

Facility	Scope	Project Cost (month complete)	Utility Company Incentive	Guaranteed Annual Savings	Actual Annual Savings (month verified)
Western State Hospital	Insulated steam tunnel piping, upgraded lighting & building controls, replaced hot water heaters & chillers, modified HVAC system and installed variable frequency drive.	\$1.4 million (8/2006)	\$406,989	\$187,000	\$438,000 (3/2008) 233% more than projected
Rainier School	Upgraded energy management system and lighting; improved & re-commissioned HVAC system. Improved & repaired steam distribution system. Replaced one central plant boiler.	\$2.4 million (9/2006)	\$225,000	\$181,159	\$250,000 (12/2007) 38% more than projected
Maple Lane School	Upgraded/enhanced several air handling units with direct digital control, variable frequency drives, lighting, and carbon dioxide sensors.	\$225,000 (6/2006)	\$81,000	\$24,096	\$40,000 (2/2008) 66% more than projected
Naselle Youth Camp	Installed new direct digital control energy mgmt system & programmable thermostats. Installed heat pumps at Gym/School & cottages. Replaced metal halide fixtures in Gym with T-8 light fixtures. Replaced unit heaters in Automotive Building with radiant heating.	\$436,298 (5/2004)	\$55,000	\$40,865	\$42,908 (8/2005) 5% more than projected
Totals		\$4,461,298	\$767,989	\$434,121 Annual Savings	\$770,908 Annual Savings

We have also completed ESCO projects for the five group homes between January and May 2007. They were: Oakridge, Parke Creek, Ridgeview, Twin Rivers and Woodinville Community Facilities.

These ESCO projects have resulted in reduction of energy usage at these facilities. Our challenge is that these reductions do not necessarily result in an overall lower cost for energy at these facilities, because of energy rate increases. Though valuable, projected savings from ESCO projects must always be seen as a cost avoidance measure for future higher rates and not total energy cost reductions. In some cases, funding has been cut without consideration of rate increases. As with any savings estimates, those estimating energy savings must take caution to ensure the savings actually occur prior to the elimination of funding.

Information Systems Services Division began to pilot Verdiem computer energy management software with Executive staff at the end of FY 2008 and plans to expand the use to the rest of the agency over the next year.

Water Use – DSHS Owned Facilities Only

Statewide Goals:

- No specific statewide goals, but [EO 02-03](#) calls for minimizing water use.

Agency Goals:

- Long Range Goal:
 - Reduce 2006 baseline water consumption by 30% in DSHS owned facilities by 2026.
- Interim/Short Range Goals
 - Reduce water consumption by 10% by 2010 in DSHS owned facilities.
 - Reduce water consumption by 20% by 2018 in DSHS owned facilities.
 - Establish water re-use programs at all DSHS-owned facilities by 2020.

Agency Actions and Programs:

- Establish baselines and set goals at local and agency levels.
- Replace existing equipment and add metering to isolate different water usage and supply systems (e.g. domestic vs. irrigation use and well versus municipal sources).
- Educate staff and project managers in water conservation practices.
- Allocate resources to monitor and develop tracking systems.

Progress toward meeting established goals:

Lakeland Village is washing state vehicles less frequently, increasing re-claiming of waste water, replacing appliances with energy savings options, and using Class A reclaim water for irrigation. On cottage remodels, the outside domestic water faucets are being replaced with connections to a Class A reclaim irrigation system.

Fircrest School has installed water meters in our laundry, main kitchen, activities building, and one of each type of client living units and gathered meter readings to establish our annual baseline. Water saving aerators, flushometers, and toilets have been installed campus wide. The present focus is on conservation, leak detection and repairs, and new and improved equipment and technologies.

Naselle Youth Camp and Green Hill School are ensuring that all new construction employs water saving appliances and fixtures.

With no separate meter on McNeil Island, the Special Commitment Center worked with the Department of Corrections to establish a formula and baseline usage.

The Francis Haddon Morgan Center water system is on a preventative maintenance schedule: routinely monitored for use, inspected, and any leaks quickly repaired. Landscaping and lawns are sparsely watered during summer months.

In the past year, Consolidated Support Services (CSS) at Medical Lake has performed the following:

- Reviewed codes to determine where it might be possible to reuse grey water or purple pipe.
- Reviewed its Water Conservation Plan and is integrating the Water Efficiency Program required by the Department of Health.
- Developed a preventive maintenance strategy to survey water systems for leaks.
- Strategized to install more local water meters to identify use patterns and distribution losses.
- Used 100% reclaimed water for all landscape irrigation and other non-potable uses.
- Reviewed site irrigation zone efficiencies in an attempt to reduce unneeded use of water.
- Educated CSS employees at staff meetings about water conservation practices.

Rainier School has incorporated water conservation modes of installing 1.6 gallon flushometers, automatic flushometers, water restrictor shower heads, and a meter valve at the reservoir to reduce water waste at that utility. Capital improvement plans include an inflow infiltration system that will be redirecting the current waste water to the storm drain in various campus locations. This system will send less water to the treatment plant, reduce energy costs and improve efficiency of this utility.

Success Factors	Barriers and Challenges
<ul style="list-style-type: none"> • <u>Fircrest</u> reports that interest and enthusiasm for finding new and better ways to reduce water consumption is growing with staff. • The more effort management puts into developing new ways to conserve, the more interest there is in trying to make these efforts a success. 	<ul style="list-style-type: none"> • At our 24/7 institutional facilities, controlling outbreaks of contagious diseases, such as Nora virus, requires more frequent and prolonged hand washing for 20 to 30 seconds by staff and residents. • Continued growth in staff and residents and increases water demand. • Daily maintenance activities take priority over working on conservation measures. • Funding levels prevent repair and replacement of water supply infrastructure and equipment. • Many facilities with wells do not have meters. Meters are expensive and time consuming to install.

Documented Savings & Related Outcomes:

- Fircrest realized a 10.4% savings in water consumption for FY 2007 and a 15% savings for FY 2008.

***Water Used* (CCF - hundreds of cubic feet)**

Year (FY)	2003	2004	2005	2006	2007	2008
Amount	Not Tracked	Not Tracked	Not Tracked	Incomplete data		418,663

Comment: FY 2008 includes more complete data; however, there are still several facilities on wells without meters.

Waste and Recycling

Statewide Goals:

[EO 02-03](#) calls for reducing or eliminating waste resulting from an inefficient or improper use of resources. [EO 05-01](#) requires agencies to recycle 100% of used office paper and report quantity of office paper recycled, and [Governor’s Directive 04-01](#) requires all state agencies and institutions to recycle all fluorescent lamps and bulbs at the end of their useful life.

Agency Goals:

- Long Range Goal: Establish recycling and composting programs at all facilities by 2026.
- Interim/Short Range Goals:
 - Recycle 100% of used office paper by September 1, 2009.
 - Establish recycling programs at all DSHS sites to include paper, aluminum, plastic, cardboard, glass, laptop batteries, and fluorescent bulbs by 2010. (Ecology recycling database: <http://1800recycle.wa.gov/>)
 - Establish organic recycling programs at all DSHS owned facilities by 2010.
 - Establish organic recycling programs at all DSHS leased facilities by 2020.

Agency Actions and Programs:

- Establish baselines and set goals at local and agency levels.
- Work with local waste management vendors to establish recycling programs.
- Work cooperatively with collocated tenants.
- Investigate cost-benefit options of waste management programs.

Progress to Date:

- DSHS has progressed forward in recycling programs in fiscal year 2008, as more vendors and opportunities have become available. Because most of our locations are leased facilities, it is nearly impossible to gather the tonnage of waste and materials recycled from all 188 locations. Many locations pay for recycling and waste by the container and not based on weight.
- All DSHS sites have some level of recycling program, with 96% of locations recycling office paper.
- **The number of DSHS-owned institutions with composting programs increased from two to seven in FY 2008, but total tonnage has not been tracked.**

Success Factors	Barriers and Challenges
<ul style="list-style-type: none"> • Most DSHS employees are careful about what is tossed in the garbage. • ADSA’s Fircrest Rehabilitation Center and Home & Community Services staff have a proactive, positive approach to recycling. • ADSA’s Division of Developmental Disabilities Region 3 has a client who collects staff bottles and cans from the Everett and Mount Vernon offices, then transports them to a recycling center. • Economic Services Administration (ESA) staff participate in recycling efforts at all locations. 	<ul style="list-style-type: none"> • Some recycling programs are more expensive than sending to landfills. • Many locations are limited in what recycle options are available from their waste management vendor. Some vendors do not allow for glass products to be commingled. • Organic/food waste presents many different challenges ranging from size of location, storage collections, odors, and cost. • Maintaining a balance between available staff time and keeping an environmental conscience can be challenging. • Developing an accurate tracking measurement can be difficult.

Documented Savings & Related Outcomes:

- An increase in recycling has decreased garbage disposal fees and in return has lowered the amount of garbage sent to the landfill by our agency.
- As office participation increases recycling programs, employees are encouraged to recycle outside of the workplace as well.
- ADSA's Fircrest Rehabilitation Center established their garbage fee baseline during the 2006 fiscal year at over \$100,000. Within the first year of their recycling program, the garbage fees and recycling expenses dropped to less than half of FY 2006's figure, saving the institution almost \$65,000. In FY 2008, despite an increase in garbage fees, number of clients as well as staff, garbage fees and recycling expenses continued to drop dramatically at Fircrest.
- Economic Services Administration, Region 2 Call Center, donates funds received from their recycling staff cans and bottles to the Division of Children and Family Services (DCFS). DCFS employees have used these funds to purchase a variety of items to benefit children.
- ADSA's Capitol Hill building is included in the city of Seattle's mandatory recycling program, where the city picks up glass, cans, plastic containers, and more, at no charge. In FY 2008, the Capitol Hill building was able to replace large dumpsters with smaller ones due to increased recycling efforts.

Waste Disposed

Comments:

- DSHS is not currently tracking weight of waste, but is focusing on establishing recycling programs at all sites.
- Management Services Fiscal Office's Property & Redistribution Center (the DSHS surplus warehouse) has a large scale recycling station for bulk aluminum and non-ferrous metals (including items such as metal desks, metal cabinets).
- ADSA's Child Support Region 5 Lynnwood office's staff remove the organic waste produced from their office to home and add to their personal compost pile.

Toxics Reduction

Statewide Goals:

- Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals. ([EO 04-01, Persistent Toxic Chemicals](#) and <http://www.ecy.wa.gov/pubs/0701016.pdf>)
- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction. ([EO 02-03](#))

Agency Goals:

- Long Range Goal: Replace all persistent toxic products with non-toxic products by 2026.
- Interim/Short Range Goals:
 - Establish persistent, bioaccumulative toxins (PBT) reduction plans at all DSHS owned facilities by 2008.
 - Reduce the use of mercury in equipment, supplies or other products (other than fluorescent bulbs) at DSHS owned facilities by 50% by 2015.
 - Reduce use of other toxic chemicals, as they are identified by the Department of Ecology (both in end-products and in product manufacturing). (<http://www.ecy.wa.gov/toxics.html>)

Agency Actions and Programs:

- Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals.
- Stay abreast of the Department of Ecology's development of chemical action plans (reduction plans).
- Identify and replace toxic janitorial products used at DSHS owned facilities.
- Find sources for biodegradable or non-toxic products that are effective in treating aggressive or invasive plants and pests.

- Encourage GA to include manufacturing processes in its rating criteria for Environmentally Friendly or Environmentally Preferable Products (EPP).
- Consider having an EPP policy for the agency.

Progress to Date:

- Most sites have switched to using EPP janitorial products.
- Many have replaced other toxic products with non-toxic alternatives.

Success Factors	Barriers and Challenges
<ul style="list-style-type: none"> • Staff genuinely seem interested in going green. • Product improvements over the past several years are making it easier to go green and still get the same performance. • Janitorial supplies for sustainable products and toner recycling programs are in place. • Herbicide use on landscaping is being reduced. 	<ul style="list-style-type: none"> • Savings not being realized. Most green products cost more than non-green products and/or require more of the product due to being less effective in cleaning. • Difficult to find effective disinfecting products for hospital environment. • Quite expensive to recycle bulbs and batteries on state contract.

Documented Savings & Related Outcomes:

- Savings should be seen (albeit hard to document) through improved employee health and reduced facilities deterioration because of using less harsh products.
- Purchased cost savings in this area are not foreseen.
- The majority of ADSA’s Residential Care Services Region 3 staff have replaced battery operated pagers with cell phones. This reduces the need for batteries by approximately 87% and increased communication among staff.

Education and Outreach

Statewide Goals:

- Take steps to educate employees or clients about sustainable practices.

Agency Goals:

- Long Range Goal: Continue to educate all staff on sustainable practices.
- Interim/Short Range Goal: Educate all DSHS staff annually regarding Executive Orders [02-03](#), [04-01](#), [05-01](#), and [07-02](#), [RCW 39.35D](#), [E2SHB 2815](#), [Governor’s Directive 04-01](#), the DSHS Sustainability Plan, and other sustainable practices.

Agency Actions and Programs:

- Distribute executive memos directing staff to review sustainability information on DSHS websites.
- Update DSHS and administration websites annually and as needed.
- Address how to educate/ inform staff who do not have computer access.
- Look for ways to change the culture of how things have always been done.
- Look for ways to make ever-changing technical information available and easy to understand.
- Share examples of impact of sustainable vs. non-sustainable daily work choices.
- Encourage staff to participate in community events.
- Include requirements in construction contracts for reducing wastes, using recycled materials where practical, and recycling demolition wastes.
- Use bulletin boards for posting sustainability and health related information.
- Discuss conservation of state resources at staff meetings periodically and at all staff levels.
- Encourage staff suggestions and consider their ideas.

Progress to Date:

- Most DSHS administrations inform staff on sustainability in various ways: via newsletters, sharing sustainability websites, and through email, staff meetings, post signage in media centers and bulletin boards offering ideas and best practices.
- Staff are encouraged to participate in community events, recycle, promote energy savings and promote sustainability through personal changes at work and home.

Success Factors	Barriers and Challenges
<ul style="list-style-type: none">• Most offices post information on how to duplex, and direct staff to web pages on sustainability and best practices.• The agency is actively training staff about sustainability in unit, all staff and new employee orientation meetings.• Offices encourage recycling by having the containers conveniently located in their facilities.• ADSA’s Fircrest states the key factor in their success to going green has been the commitment from upper management to front line workers.	<ul style="list-style-type: none">• Staff time and available funding are most administrations’ biggest challenges.• Other barriers include trying to break old habits, keep the news fresh, as well as making information attractive to the audience.

Additional Notes

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

- See Progress to Date and Success Factors sections above.
- JRA has a very active program for its facilities as well as its regional business offices. Facilities routinely participate in the statewide facility manager meetings, sponsored by Lands and Buildings, where recycling and sustainable practices are featured.
- ADSA’s Home Community Services Region 4 continues to meet their goals for recycling, conserving energy, using non-toxic products/supplies and maintaining a greener environment that is now a part of their culture.

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

- ADSA staff’s aluminum cans and bottles are picked up at the Division of Development Disabilities, Mt. Vernon and Everett offices, by a client who delivers them to a recycling center.

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

- DSHS has engaged in the RCM program with Puget Sound Energy to find energy savings opportunities.
- DSHS provides recycle paper containers at all workstations and provides multiple dumpsters and bins for collection of recyclables.
- Several of ADSA’s divisions meet to brainstorm about any functions, costs or duties that can be consolidated to eliminate duplication and waste.
- Special Commitment Center reports that the best motivation for a positive change is leading by example; keeping staff informed of the benefits improves success rates.

FY2008 Energy Reporting*

GA is collecting energy information on September 1 annually. Please share the information here, and supplement if you have other energy information. Capital Campus energy use is reported by GA.

Reported Square Footage The square footage of facilities you are able to report energy consumption for

Not Reported Square Footage The square footage of facilities you are NOT able to report energy consumption for

Electricity Any electricity that your agency is metered for.

Natural Gas Any natural gas that your agency is metered for.

Biomass Wood waste, wood pellets, biogas or similar used to generate heat, steam and/ or electricity. Biomass Btu values to be determined by reporting agency.

Fuel Oil Diesel, gas or bunker fuel used to generate heat, steam and/ or electricity.

Propane Propane purchased for electricity, heating, cooking.

On-site renewable energy Solar, wind or small scale hydro built on agency property and fed back into the energy grid.


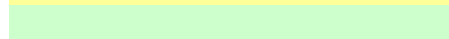
Energy offsets Green tags or other energy offset purchased to reduce agency carbon emissions.

Potable water Drinking quality water. If your water information is not differentiated, please put totals in this column.

Irrigated water Water used for irrigation - if separately metered

Non-potable water Water other than potable- ground or surface sources such as rain water or Reclaimed waste water.

CCF = 100 cubic feet 1 Cubic Foot = 7.48 gallons

 New data separated for analysis
 Not required by EO but please input if you have it

Agency	FY 2008 Total Square Footage	FY 2008 Reported Square Footage	FY 2008 Not Reported Square footage	FY 2008 Electricity kWh	FY 2008 Natural Gas Therms	FY 2008 Fuel Oil Gallons	FY 2008 Propane Gallons	FY 2008 Bio-mass volume	FY 2008 Bio-mass units	FY2008 Onsite renewable generated in kWh	FY 2008 Energy Offsets purchased in kWh	FY 2008 Potable Water Usage in CCF	FY 2008 Irrigation Water Usage in CCF	FY 2008 Non-potable Water Usage in CCF
DSHS	9,254,575	8,026,401	1,228,174	87,587,725	8,358,030							418,663		

*If only cost is available, please report it in the narrative report.

FY08 Transportation Fuel, Vehicle Miles Traveled and Fleet

Gasoline Report all gallons of gasoline purchased for vehicle use. Gasoline used for heating should be reported in the Energy section.

E85 Report ethanol only if purchased at the E85 blend level (85% ethanol, 15% petroleum gasoline). Most gasoline in WA State is E10 already.

Petroleum Diesel Report all gallons of conventional diesel purchased for vehicle use (report fuel used for heating/energy in energy reporting)

Biodiesel Report only the amount of B100 your agency purchases in bulk, example: (if you purchase 100 gallons of B10 then only report 10 gallons of B100)
Report biodiesel purchased from WSDOT in the narrative Word document only

Aviation Report all gallons of aviation fuel purchased

Vehicle A passenger-carrying vehicle which has a primary duty for shuttling employees, not deliver equipment, etc.

Vessel Boats, ships, ferries that are run on state business (report fuel use separately if possible)

Agency Leased (MP Perm) A vehicle that is leased from the GA State Motor Pool by an agency for long-term use.

Agency Owned (AOV) A vehicle that is purchased and owned by an agency. (The agency retains the title and/or is registered as the owner.)

GA Fleet (MP Daily Trips) General Administration's Daily use Motor Pool; utilized by agencies for short term trip rentals.

Personally Owned (POV) Personally Owned Vehicles that are used for state business. Calculate miles by dividing total dollars spent by rate of agency reimbursement per mile. Calculate gallons of gas from POV by dividing POV miles by a 20.26 rate of fuel economy.* If your agency does not use POV please place N/A in cell P19.

Data separated for analysis

New data separated for better analysis

Agency Name	FY2008 Gasoline Agency Leased (MP Perm)	FY2008 Gasoline GA Fleet (MP Daily Trips)	FY2008 Gasoline Agency Owned (AOV)	FY2008 E85 (Ethanol) purchased for vehicle use	FY2008 Petroleum Diesel purchased for vehicle use	FY2008 Bulk Pure Biodiesel (B100) purchased for vehicles	FY2008 Gasoline purchased for vessels	FY2008 E85 (Ethanol) purchased for vessels	FY2008 Diesel purchased for vessels	FY2008 Bio-diesel purchased for vessels	FY2008 Fuel purchased for aviation	FY2008 Agency Leased Vehicles Miles Traveled (MP Perm)	FY2008 GA Fleet Miles Traveled (MP Daily Trips)	FY2008 Agency Owned Vehicle Miles Traveled (AOV)	FY2008 Personally Owned Vehicle Miles Traveled (POV)	FY2008 Gasoline calculated from POV reimbursement (20.26 avg fuel economy)	FY2008 Number of 4WD exception vehicles purchased	FY2008 Total Gasoline	FY2008 Total Diesel	FY2008 Total Miles Traveled
DSHS	289,449	17,523	340,225	1,150	47,407	1,410						7,212,470	527,810	6,334,031	10,193,859	503,152	8	1,151,499	48,817	24,268,170

FY08 Paper Consumption If these supplies are purchased through Central Stores, they can provide a purchase report for your agency.

Paper definitions

Office paper Paper that is purchased already cut to 8.5 x 11 inches for use in printers and copiers

Virgin Paper that is made from 100 percent non-recycled fibers

30-40% recycled content Paper that is made with 30-40 percent post-consumer recycled fibers

100% recycled content Paper that is made with 100 percent recycled content with at least 50% post-consumer recycled fibers

Janitorial Toilet tissue, paper towels used in restrooms and coffee/break rooms.

White Office Paper Pounds of white office paper that is recycled through a service. Recycling on Capital Campus is reported by GA.

Not required by EO but please input if you have it

Agency	FY2008 Virgin office paper (reams)	FY2008 30 -40% recycled content office paper (reams)	FY2008 100% recycled content office paper (reams)	FY2008 Recycled Content Janitorial paper products (cases)	FY2008 Virgin Janitorial paper products (cases)	FY2008 Office Paper recycled (pounds)	FY2008 Garbage sent to landfill	FY2008 Material composted	FY2008 Other Material recycled	FY2008 Total office paper (reams)
DSHS	4,715	266,621	111,845							383,181