

FY2008 Sustainability Progress Report Narrative

Agency Name: Recreation and Conservation (RCO)

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Green Building and Use of Space

Statewide Goals:

[Executive Order 05-01:](#)

- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.

[RCW 39.35D:](#)

- 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:

- RCO will explore providing incentives in the Recreation and Conservation Funding Board (RCFB) and the Salmon Recovery Funding Board (SRFB) grant programs for green buildings and materials.

Agency Actions and Programs:

- RCO cooperates with all Department of Natural Resources building tenants in meeting state goals.

Progress to Date:

- The idea of providing incentives has been introduced to the RCFB board. A sub-committee specific to this issue will be formed in FY09. Incentives may not be applicable to the SRFB.

Transportation Fuels & Fleet Management

Statewide Goals:

Fuels:

[Executive Order 05-01](#)

- Reduce petroleum consumption by 20% from FY 2003 levels by September 2009.
- Reduce petroleum consumption by 20% in the operation of personal vehicles used for state business by September 2009.
- Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009.

[43.19.468](#)

- Effective June 1, 2015, all state agencies and local government subdivisions of the state, to the extent determined practicable, are required to satisfy 100 percent of their fuel usage for operating publicly owned vessels, vehicles, and construction equipment from electricity or biofuel.

Fleet:

[Executive Order 02-03:](#)

- Shift to clean energy for vehicles.

[Executive Order 05-01](#)

- Replace pre-1996 light duty vehicles that are driven more than 2,000 miles a year by January 2008.
- State agencies shall give priority to the purchase and use of hybrid gas/electric and other fuel efficient/low emission and new petroleum efficient technology vehicles, 1992 federal Energy Policy Act (EPACT) standards notwithstanding.
- 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.
- For all agencies with a fleet of 100 or more light-duty vehicles, which do not choose to use GA to manage their fleet, submit a Fleet Management Plan included with your biennial Sustainability Plan. Agencies shall report annually on their progress in implementing their Fleet Management Plan.
- For agencies with less than 100 light duty vehicles, consider transferring vehicles to or contracting with GA.
- Request fuel efficient, low emission vehicles for employees from commercial vendors.

Agency Goals:

- Reduce fuel consumption by 20 percent in conducting agency business.
- Reduce Fuel Consumption in employee commuting by 20 percent.
- Ensure that grant criteria/projects foster fuel efficiency. (Modify grant programs to encourage alternative modes of transportation and decrease the need for reliance on the burning of fossil fuels.)
- Examine a policy shift to modify grant programs that benefit motorized vehicles to meet the intent of reducing greenhouse gas emissions. (2005 Clean Car Bill)

Agency Actions and Programs:

- Replace agency 4x4 truck with leased Ford Escape.
- Provide CTR incentives, bus schedules, train schedules and relevant resources on agency's intranet site.
- Encourage and provide resources for alternatives to in-person meetings.
- Reward the use of alternative transportation methods such as CTR.
- Purchase carbon offsets for agency hosted events.
- Increase CTR incentives from \$15 a month to \$1 per trip, up to \$2 a day policy.
- Increase employee awareness of CTR and STAR Pass program.
- Update and revise agency telecommuting policy.
- Include carbon offsets as an allowable grant cost.

Progress to Date:

- RCO drove 1,291 POV miles more in FY08 than FY07. With agency leased vehicles, RCO drove 3,756 miles more in FY08 than FY07. Since FY07, RCO has had an increase of 5.48 FTE's, which equals an 8% decrease per FTE in POV miles driven between FY07 and FY08.

Average Miles Traveled per FTE

	POV	FTEs	POV/FTEs
FY07 amount	25,241	38.6	653.91
FY08 amount	26,532	44.08	601.91
Difference 08-07	1291	5.48	(52.01)
% change, FY07 to FY08	5%	14%	-8%

- In FY08 staff had a request into GA for a hybrid Ford Escape. The Escape was received in August of FY09.
- The Biodiversity Council hosted a conference and purchased carbon offsets by the ton through Standard Carbon.
- RCO completed an analysis of occupancy rate for RCO fleet vehicles. This analysis found that 69% of the time, agency vans were being used to transport four or fewer staff. As a result, RCO is considering turning in one van for a compact hybrid.
- RCO director asked that all SRFB and RCFB meetings be held in Olympia except one per year. Staff continues to encourage and coordinate carpooling efforts among boards, and staff attending workshops and meetings.
- The Idea of including carbon offsets as an allowable grant cost has been introduced to the RCFB.

- A Sustainability link is now up on our agency's intranet site, making it easier for staff to access CTR resources.
- Current CTR policy of \$1 per trip, up to \$2 per day was developed in June of FY08. The policy was implemented in July of FY09. Status of increase or decrease in staff involvement will be determined in the next year. There were six new participants in July of FY09.
- 2008 agency retreat will be held in Olympia rather than traveling out of town.
- Staff were introduced to or reminded of the STAR Pass, Rideshare online information and the new RCO Sustainability link at an all staff meeting in March of 2008. Staff also learned about RCO's new CTR policy at this meeting.
- Capitol Commutes program information has been offered to RCO staff as a reward for Commute Trip Reduction.
- Discussion with agency managers about encouraging alternatives to in-person meetings has begun.
- Barriers and Challenges:
 - Varying staff schedules, meeting sizes and meeting locations still present challenges when planning carpools.
 - Replacing phone conferences with in-person meetings can cut down on the quality of communication and meeting discussion. Videoconferencing is still considered inaccessible due to costs of implementation. IT will continue to look at lower cost alternatives for videoconferencing.
 - Providing materials and resources in a binder with bus schedules, train schedules and other public transportation options was postponed until after an agency remodel. There was no place for a binder during the remodel and we had concern that it would get lost with packing and moving. The sustainability committee decided to keep this information available on-line.

Toxics Reduction

Environmentally Preferable Purchasing

Paper Consumption

Statewide Goals:

[Executive Order 04-01:](#)

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

[EO 02-03:](#)

- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction.
- Expand markets for environmentally preferable products and services.

Executive Order 05-01

- 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.
- Reduce use of office paper by 30% by Sept. 1, 2009, based on FY 2003.
- Increase the percentage of environmentally preferable paper purchased to at least 50% by Sept. 1, 2006.
- Significantly reduce the environmental impacts of janitorial paper products through increased use of post consumer recycled products.

Agency Goals:

- Reduce paper usage by 35 percent by September 01, 2009 based on 2003 data.
- Maintain 100 percent recycled paper content purchases only.
- Encourage outside vendors to use chlorine free, 100 percent recycled paper.

Agency Actions and Programs:

- Utilize Environmentally Preferable Purchasing (EPP) site to inform purchasing decisions.
- Agency documents will be available electronically when possible.
- All agency printers will be set to two-sided default printing settings.
- Build off of existing work and information done by other agencies to inform purchasing decisions about importance of recycled paper content.
- Continue to recycle 100 percent of used office paper.
- Request 100 percent recycled content on all print job orders from outside printers.

Progress to Date:

- RCO used 14% less reams of 30 – 40% recycled paper in FY08 than FY07. With 100% recycled paper, RCO used 32% less reams in FY08 than FY07.
- RCO now has most of its printers set with duplex printing as the default printing mode.
- Agency documents are now posted on the RCO website. SRFB and RCFB manuals are now distributed on CD's rather than paper.
- Barriers and Challenges:
 - Many reports and documents are printed at the Copy Center or Department of Printing, which primarily uses 30% recycled paper rather than the 100% used within the agency. Encouraging our partners to meet higher sustainability standards will continue to be a goal of the agency.

Energy Consumption

Statewide Goals:

[Executive Order 05-01:](#)

- Reduce energy purchases by 10% from FY 2003 by September 1st, 2009 through energy conservation programs and the use of on-site renewable resources.

[Executive Order 02-03:](#)

- Minimize energy use.
- Shift to clean energy for facilities.

Agency Goals:

- Encourage grant applicants to use alternative energy sources such as solar, wind, etc. for funded RCO and SRFB projects. Consider awarding bonus points for projects that meet sustainability requirements.
- Reduce energy purchases/usage by 10% from FY03 by September 1, 2009.

Agency Actions and Programs:

- Turn off computers, monitors, lamps, and all task lights at the end of the work day.
- Encourage all electronic equipment purchases to be energy star certified.

Progress to Date:

- Reminders to turn off lights and computers are posted at the exits of RCO. Still developing incentives for staff who comply.
- As the agency begins to promote sustainability best practices general awareness of energy use both at home in the office will become more prevalent.
- Comments: 9,215 total square footage reported for FY 2008 is based on lease agreement. Actual space used by RCO in FY08 was 7,855 square feet.
- Barriers and Challenges:
 - Electricity, Natural Gas, Fuel Oil and Propane use is not controlled or monitored by the RCO directly, making it hard to measure improvement in Energy usage.
 - Requests have been made to GA to repair the automatic light turn-off mechanism. The lights in the building used to turn off at 6:00 pm. For some reason, the lights no longer automatically turn off.

Water Consumption

Statewide Goals:

[Executive Order 02-03:](#)

- Minimize water use.

Definitions:

- [Reclaimed water](#): Class A reclaimed water generated from sewage treatment plants for irrigation and all other non-drinking water uses.

Agency Goals:

- Encourage water conservation at all RCO hosted events, meetings, and in office space.

Agency Actions and Programs:

N/A

Progress to Date:

- Barriers and Challenges:
 - Water use is not controlled or monitored by the RCO directly. The agency is located with the Natural Resources Building and water usage is managed for the building as a whole.

Waste and Recycling Programs

Statewide Goals:

[Executive Order 05-01](#)

- Recycle 100% of used office paper and report quantity of office paper recycled.

[Executive Order 02-03](#)

- Reduce or eliminate waste resulting from an inefficient or improper use of resources.

[Governor's Directive 04-01:](#)

- State agencies and institutions must recycle all fluorescent lamps and bulbs at the end of their useful life.

Agency Goals:

- Find alternatives to plastic notebooks or find ways to decrease the need for notebooks.
- Have 90% of staff using reusable products, such as plates, silverware, glasses and coffee cups at staff gatherings by FY09.
- Increase ease in which recycling paper, cans, plastic, etc for staff, board members and meeting attendees.

Agency Actions and Programs:

- Research notebooks that are made with recycled content.

- Provide reusable dishes for staff to store in their cube and bring to staff gatherings. (Encourage employees to bring extra dishes from home.)
- E-mails to staff reminding them to bring their reusable dishes to gatherings.
- Create information on-line for sustainable catering/meeting locations for others to use when planning meetings.
- Encourage staff to re-use office supplies in stock before requesting additional supplies.
- RCO will purchase a “techno trashcan” or “green disc” recycler to recycle cd’s.

Progress to Date:

- Research for notebooks made with recycled content is underway. RCO is looking into switching over from plastic binders to the Rebinder made by the Sustainable Group.
- Agency purchased a Techno Trashcan “green disc” for recycling cd’s and portable recycling containers to take to all off-site facilities that do not have recycling containers.
- Permission was granted to post information on agency’s intranet site relevant to green catering and meeting locations. This information will be posted in FY09.
- Starting in FY09, RCO will no longer provide throw-away plates, cups and utensils. Staff will donate dishes for everyone to keep in their cube. E-mail reminders from sustainability coordinators will go out before staff celebrations, asking people to bring their own re-usable dish. Work to make this happen began in FY08.
- Agency held an “office supply sharing day” asking staff to bring any extra supplies from their cubes back to the supply room to re-distribute, encouraging the re-use of office supplies.
- RCO staff are utilizing the “techno trashcan” or “green disc” recycler to recycle electronic media, hard drives, printer cartridges, phones and rechargeable batteries. IT staff are aware of the need to reduce toxics related to our technology use.
- Barriers and Challenges:
 - Waste disposal and recycling are not controlled or monitored by the RCO directly. The agency is located with the Natural Resources Building and these are managed for the building as a whole. To determine the amount of office paper recycled at RCO, our two paper recycling barrels, picked up once a week, were calculated by their estimated weight of 50lbs each.
 - Currently there is not a waste service provided by General Administration for the Natural Resources Building. However, RCO staff has expressed interest in participating in a compost program and encouraged the development of such a program.

Education and Outreach Efforts

Statewide Goals:

[Executive Order 02-03](#)

- Institutionalize sustainability as an agency value
- Raise employee awareness of sustainable practices in the workplace

Agency Goals:

- Take steps to educate employees or clients about sustainable practices.
- Partner with other agencies to learn and review best practices and share ideas.

Agency Actions and Programs:

- Provide employee outreach training (mini training at next all staff meeting) and involvement in sustainability practices annually.
- List current events and list of sources on intranet or send emails to staff.
- Encourage attendees to RCO related meetings to bring their own coffee mugs/dishes.
- Educate staff about new RCO sustainability printing policy: All print requests from outside vendors must be 100 percent recycled paper.
- Educate staff in charge of purchasing about EPP items and office sustainability goals.

Progress to Date:

- The staff in charge of purchasing are aware of the Environmentally Preferable Purchasing (EPP) web-site. Staff will be encouraged to attend any classes or workshops hosted by GA related to EPP.
- The Invasive Species Council encouraged Workday event participants to bring their own travel mugs by posting the suggestion on their Workday event website.
- Sustainability committee has been formed with key personnel representing various departments within the agency. Committee has met several times. Coordinator provided update at management team meetings and all staff meeting to increase agency awareness and outreach.
- Management is openly involved in dialogue with staff and the sustainability committee to look for ways to implement more sustainable practices into the agencies value system.

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	FY2008 Total Square Footage	FY2008 Reported Square Footage	FY2008 Not Reported Square Footage	FY2008 Electricity kWh	FY2008 Natural Gas Therms	FY2008 Fuel Oil Gallons	FY2008 Propane Gallons	FY2008 Biomass volume	FY2008 Biomass units	FY2008 Onsite renewable generated in kWh	FY2008 Energy Offsets purchased in kWh	FY08 Potable Water Usage in CCF	FY08 Irrigation Water Usage in CCF	Non-potable Water Usage in CCF
RCO	9,215	N/A	9,215	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*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 Biodiesel 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 (AOV) Miles Traveled	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
RCO	2,767	256	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	68,930	8,745	N/A	26,532	1,310	N/A

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
RCO	N/A	232	477	N/A	N/A	8,100	N/A	N/A	N/A