

FY2008 Sustainability Progress Report Narrative

Agency Name: Washington's Lottery
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Green Building and Use of Space

Progress to Date:

- Lottery facilities and operations fall within exemptions from the provisions of EO 05-01 and RCW 39-35D. Since its beginning in 1982 the Lottery has occupied only two buildings that might have been subject to EO 05-01 or RCW 39-35D. In the event a qualifying facility is acquired in the future compliance would be handled on a project basis.

Documented Savings:

- None

Transportation Fuels & Fleet Management

Agency Goals:

- Acquire gas hybrid vehicles.

Agency Actions and Programs:

- Select gas hybrid vehicles as replacements 60% of the time.

Progress to Date:

- The Lottery leases all its vehicles from the GA Motor Pool. Since making a decision to obtain hybrid vehicles, the Lottery has requested hybrid vehicles from the motor pool 100% of the time when vehicles are replaced. At the beginning of FY08, the Lottery had 12 hybrid vehicles out of 46 and it now has 24.
- Because the Lottery uses Voyager and DOT cards provided with motor pool vehicles to obtain fuel, it does not purchase Biodiesel, ethanol, or bulk fuel.
- As the Lottery replaced minivans with Ford Escape hybrids, it found that the Escapes could not transport certain Point of Sale items. To overcome this barrier, Lottery management set up and operated a system to deliver these items by courier. The additional cost of this system was far exceeded by the savings accrued by operating hybrids.

Documented Savings:

- During FY08, the Lottery saved a net \$25,931 as a result of the conversion to hybrids.

Toxics Reduction

Environmentally Preferable Purchasing

Paper Consumption

Agency Goals:

- FY09 goal – 1617 reams, decrease by 30% from FY2003.

Agency Actions and Programs:

- Lottery purchased new printer/copiers that have the capability to make two-sided copies. This reduces paper usage.
- Encourage employees through emails and employee meetings to scan/email instead of printing.
- Lottery has not written an EPP policy, but the purchasing department always looks to purchase environmentally friendly products if possible. The Lottery does not have a policy for toxic chemicals, and has not directly purchased chemicals, toxic or otherwise.
- Does your agency have an EPP policy in place?
- How is your agency reducing and/or eliminating the purchase and use of toxic chemicals and materials?

Progress to Date:

- The lottery is well on their way to achieve the 30% goal set forth by the Executive Order 05-01, currently we are at 23%.
- The Lottery purchased 0 reams of virgin paper in FY08.
- 52 reams of 30-40% recycled content paper were purchased and
- 1727 reams of 100% recycled content office paper were purchased for 2008.
- Janitorial products purchased by the Lottery, like toilet paper and paper towels, have recycled content.
- We do not purchase any virgin (non-recycled) janitorial paper products.
- Successes during the year include the completion of a printer/copier/fax rationalization project that replaced all copiers with newer ones, eliminated over 20 printers, and eliminated 6 faxes.
- The Lottery purchased e-signature software and once implemented will save paper.
- We do not directly purchase toxic products. The procurement department lacks knowledge of the manufacturer's techniques and materials. We just don't have the information we need to make decisions about toxic products.

Documented Savings:

- In FY 03 the lottery purchased 2310 reams of copy paper. In FY 08 the total of reams purchased was 1779, a decrease of 23%. That's an approximate savings of \$2347 for FY 08.

Energy Consumption

Agency Goals:

- Reduce power consumption by 3%

Agency Actions and Programs:

- Do you have an energy conservation program? If so, what does it consist of?
- The Lottery energy conservation program consists of a number of components. Scheduled HVAC maintenance is performed by contractors. Thermostat setbacks are set for all non duty hours. The Lottery attempts to maintain thermostat settings at 70-74 degrees and they are checked monthly. Power options on computers are set centrally by the IS department and desktop computers are turned off at the close of business. The sustainability committee provides periodic oral and written reminders to turn off unneeded electrical devices and conservation reminders are posted at light switches. Timers on outside lights are adjusted seasonally to avoid wasting electricity.

Progress to Date:

- The Lottery's electricity consumption dropped 2.8% in FY 08 compared to FY 07. However increases in previous years keep the Lottery far from the goal of a 10% reduction from FY 03 levels. An increased operational tempo, a weekend five month painting project, and the addition of an additional office prevented greater reductions.
- Natural gas use increased 19%. The Lottery had previously exceeded the 10% reduction goal, but this increase returns our consumption to FY 03 levels.
- Successes during the year include the completion of a printer/copier/fax rationalization project that replaced all copiers with newer ones, eliminated over 20 printers, and eliminated 6 faxes.
- The primary barrier to reductions is the age of our leased buildings. While the designs do not provide for efficient lighting, heating and cooling, upgrades are not cost effective.
- The Lottery purchased green energy offsets from Puget Sound Energy equivalent to 22% of electricity used by the agency. The Lottery bought from Puget Sound Energy for administrative reasons and because some power companies used by the Lottery do not have green energy programs.

Water Consumption

Progress to Date:

- Water use data is only available for the Lottery headquarters. None of our other facilities are separately metered. Water use at Lottery headquarters dropped significantly in FY08 from 46.1 ccf to 33.4 ccf, although there is no specific goal or program aimed at reducing use. No reason for this reduction is apparent.

Documented Savings:

- The Lottery saved approximately \$841 on its water bills at HQ compared to FY07.

Waste and Recycling Programs

Agency Goals:

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

Agency Actions and Programs:

- All locations are recycling mixed paper, cardboard and batteries.
- The goal in our Sustainability plan was to increase awareness of how to re-use products like file folders, binders and pens.
- Our strategies from the plan are to promote recycling of cardboard, promote use of refillable pens/pencils, provide instructions for recycling obsolete POS plastics/acrylics, re-use wall mounted whiteboards and corkboards.
- E-mailing sustainability messages to all employees once a week to remind them to recycle/re-use/reduce
- Sharing sustainability information at all employee meetings.
- Increase employee commitment to preventing waste of resources

Progress to Date:

- Because of the Sustainability Committee making 12 announcements per year, promoting recycling and re-using, which helped in reducing the amount purchased, we have educated employees to be more aware of how to re-use products. These results have been so successful that we have done away with the announcements and just send out a reminder occasionally.
- Management team is setting an example by using the electronic board for meetings instead of copying and distributing paper.
- Every year we have decreased the purchase of supplies and material.
- All committee members on the sustainability committee are volunteers except for one. It is sometimes difficult to have all members participate at the monthly meetings due to other commitments.
- Another barrier is having staff changes and introducing our new employees to our program, how to reduce and/or eliminate waste.

Documented Savings:

Supply and material expenses decreased from \$103,228.07 in FY 2002 to \$52,360.82 in FY 2007, a savings of 49.3%. During FY 08 we spent \$31,177, 30% less than FY 07.

Education and Outreach Efforts

Agency Goals:

- Educate all employees on the agency's footprint

Agency Actions and Programs:

- Report on sustainability progress quarterly
- Distribute the updated sustainability plan by posting on the intranet site.
- Write informational articles for agency newsletters/intranet/bulletin boards/emails
- Provide sustainability presentations for employee meetings
- Survey employees on a periodic basis to measure awareness

Progress to Date:

- The agency sustainability committee reports on progress to all employees at each of our quarterly employees meetings. The committee makes frequent short presentations sustainability at many of the Lottery's daily morning employees' meetings. Our plan and annual report are posted on line for all employees to view. The committee provides an informational email on sustainability to all employees weekly. A white board informational center, located at our front door. It covers a new topic every two weeks.
- Our survey shows that 98% of employees are at least somewhat familiar with the concept of sustainability. Our survey also shows that 94% believe the lottery values sustainable practices. More than 84% of employees report that the Lottery's sustainability program has caused them to be more conscientious about saving resources.
- Barriers and Challenges: As sustainability has become more of our agency routine, it is more difficult for employees to find time to devote to the subject. When employees get new assigned new tasks, older ones lose their priority. This is particularly critical to a program that runs on volunteer effort. We have found that employees who leave the Lottery carry the lessons of sustainability to their next organization.
- Success Factors: The committee has found that keeping our messages short, interesting and interactive are the keys to communication.

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 |
|----------------------|-----------------------------|--------------------------------|------------------------------------|------------------------|---------------------------|-------------------------|------------------------|-----------------------|----------------------|--|--|---------------------------------|------------------------------------|--------------------------------|
| Washington's Lottery | 63,430 | 63,430 | 0 | 521,486 | 14,766 | 0 | 0 | 0 | 0 | 0 | 115,200 | 31 | 2 | 0 |

*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.

Light yellow background: Data separated for analysis
Pink background: 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 |
|----------------------|---|---|------------------------------------|--|---|--|---------------------------------------|--|-------------------------------------|--|------------------------------------|--|---|--|--|--|---|
| Washington's Lottery | 32,865 | 509 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 680,698 | 17,780 | 0 | 52,028 | 2,568 | 0 |

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 |
|-----------------------|------------------------------------|--|---|---|---|---------------------------------------|---------------------------------|---------------------------|--------------------------------|
| Wash;ington's Lottery | 0 | 52 | 1727 | 63 | 0 | unknown | unknown | 0 | unknown |