

• **FY2008 Sustainability Progress Report Narrative**

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• **Policy Statement**

The Office of Financial Management is dedicated to meeting the values and practices of sustainability described in Executive Orders 02-03 and 05-01. We will take a leadership role in our daily operations and long-term planning to strengthen our business practices to protect and enhance the environment, improve the health of agency employees, model sustainability for medium-sized agencies, and be thoughtful stewards of Washington's resources for future generations.

We aspire to the following long-range goals and have developed a set of objectives designed to move us towards achievement of these goals.

- Reduce greenhouse gases emitted through facility and vehicle use.
- Eliminate the purchase of products containing persistent, bioaccumulative toxics (PBT's).
- Eliminate wasteful practices and maximize the reuse and recycling of all materials and products.
- Institutionalize sustainability as an agency value.
- Raise staff awareness about the cumulative impacts of our business activities and the availability of alternatives.
- Purchase recycled and remanufactured products whenever practicable.
- Recognize and reward progress and achievements.

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.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

Definitions:

- [LEED certification:](#)

The U.S. Green Building Council, the Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria.

The LEED certification system is organized into five environmental categories: Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, and Indoor Environmental Quality. An additional category, Innovation and Design, awards points to LEED projects that develop new solutions, employ new technologies, educate, or realize exemplary performance in another area.

LEED for New Construction ratings are awarded according to the following scale:

- Certified: 26-32 points
- Silver: 33-38 points
- Gold: 39-51 points
- Platinum: 52-69 points

- [Salmon Safe certification:](#)

Salmon-Safe offers the nation's first and only peer-reviewed certification program linking corporate or university land management practices with the protection of urban watersheds. Whether the site is a corporate campus with streams or wetlands, an urban office park, or a university campus, certification requires management practices that reduce storm water runoff and non-point source pollution, helping to protect Pacific Northwest salmon watersheds.

With peer reviewed standards and rigorous on-site inspection, Salmon-Safe provides important benefits to landowners including validation of environmental performance, innovation credit under U.S. Green Building Council's LEED program, public credibility, integration of management practices, and enhanced operational efficiency and cost savings. Salmon-Safe certification also can communicate to state and federal regulators that a landowner is out front with respect to meeting regulatory mandates like the Endangered Species Act.

Agency Goals:

Consolidate Information Services Division (ISD) staff in a LEED certified building.

Agency Actions and Programs:

OFM is currently working with 2366 Facility Oversight staff to decide if moving ISD staff to a new location is the most feasible budget option.

Documented Savings:

It is hypothesized that this would decrease single occupancy vehicle (SOV) miles as well as energy consumption by a great deal. Given the opportunity for staff to be co-located there would be many opportunities to share resources.

• Transportation Fuels & Fleet Management

Statewide Goals:

Fuels:

[Executive Order 05-01](#)

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

[Letter from the Governor, 8/4/08](#)

- Reduce petroleum consumption by five percent from Fiscal Year 2007 usage by Fiscal Year 2009.

Definitions:

- [Fuel efficient/low emission vehicle](#): One that achieves more than 30 miles per gallon in fuel efficiency and meets the federal Environmental Protection Agency Tier 2 emission standards
- [Light duty vehicle](#): One that is under 8,500 pounds gross vehicle weight.

Agency Goals:

Reduce fuel usage by five percent in Fiscal Year 2009 compared to Fiscal Year 2007.

Agency Actions and Programs:

OFM is actively promoting the [STAR pass](#) program to encourage employees to utilize the transit system when travelling between our various locations. This has been done through email communications as well as promotion on our Intranet Commute Trip Reduction (CTR) site. Our CTR participants have grown from 13 percent of the agency staff in Fiscal Year 2007 to 21 percent in Fiscal Year 2008.

Due to telecommuting and disaster planning purposes Virtual Private Network (VPN) tokens have been issued to over 35 percent of staff. OFM also has access available to 100 percent of staff for Outlook Web email on our exchange site. These additions to OFM's access options have greatly aided the ability to provide opportunities for flex scheduling and telecommuting.

OFM is diligently pushing the use of conference calling for meetings, big and small, to provide an option for those that would otherwise have to travel.

Progress to Date:

Overall miles have grown by 75 percent since 2003. This is due to the growth of OFM and its changing roles. OFM has grown from about 250 full time employees in 2003 to 370 in 2008. Also

notable is the specific addition of more Labor Relations and Policy staff which accounts for more than 38 percent of all mileage in Fiscal Year 2008.

OFM reduced our fuel consumption by 15 percent if comparing Fiscal Year 2007 fuel purchases combined with calculated POV fuel in Fiscal Year 2008.

- Describe success factors and barriers that influenced your data.

OFM has been experiencing a great deal of growth (on average 5.63 percent) over the past years which have greatly contributed to our increase in miles travelled. The Labor Relations office negotiated 22 master contracts for the 07-09 Biennium and 25 for the 09-11 Biennium. We anticipate another rise in that division's usage due to the increase in work load and necessity for travel during negotiations. The choice has been made to lease a vehicle for that division specifically to proactively try to decrease the POV mileage travelled.

The specific cause of the 15 percent fuel reduction is unknown, thus we are not sure if it will be maintained in Fiscal Year 2009. The hypothesis is that more hybrid vehicles were used in Fiscal Year 2008 resulting in less fuel consumption.

Documented Savings:

At an average price of \$3.25 for a gallon of fuel in Fiscal Year 2008 the 15 percent reduction amounts to \$13,783 saved.

Since 2003 we have decreased Agency Owned Vehicle mileage by 58 percent.

- **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 percent 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 percent by Sept. 1, 2009, based on Fiscal Year 2003.
- Increase the percentage of environmentally preferable paper purchased to at least 50 percent by Sept. 1, 2006.
- Significantly reduce the environmental impacts of janitorial paper products through increased use of post consumer recycled products.

Definitions:

- [Environmentally Preferable Purchasing](#): Environmentally preferable purchasing (EPP), also known as green or responsible purchasing, is the procurement of goods and services that cause less harm to humans and the environment than competing goods and services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.
- [30-40 percent Recycled Content Paper](#): Paper that is made with 30-40 percent post-consumer recycled fibers.
- [Environmentally Preferable Paper or 100 percent Recycled Content Paper](#): Paper that is made with 100 percent recycled content with at least 50 percent post-consumer recycled fibers.
- [Janitorial Paper](#): Toilet tissue, paper towels used in restrooms and coffee/break rooms
- [Office Paper](#): Paper that is purchased already cut to 8.5 x 11 inches for use in printers and copiers.
- [Paper calculator](#) developed by the Environmental Defense Fund- This tool will help you quantify the benefits of better paper choices. The Paper Calculator shows the environmental impacts of different papers across their full lifecycle.
- [Virgin Paper](#): Paper that is made from 100 percent virgin (non-recycled) fibers.

Agency Goals:

Continue to only purchase 100 percent post consumer recycled office paper and decrease the number of reams purchased in Fiscal Year 2009 by five percent.

Agency Actions and Programs:

To achieve this decrease of reams purchased in Fiscal Year 2009, OFM will be replacing old copiers with new models that have built-in fax boards and scanning capability. Copiers with fax boards offer

the capability to eliminate printing of faxed documents by utilizing fax to e-mail options.

The toilet paper and paper towel products that OFM uses in our Point Plaza West location are between 95 to 100 percent recycled content. General Administration keeps track of the paper towel and toilet tissue for our Capitol Campus facilities.

Progress to Date:

- Describe success factors and barriers that influenced your data.

Fifty reams of 30 percent recycled paper were ordered due to a copy machine that kept jamming. We were instructed by the vendor to try a 30 percent recycled content paper. The machine was replaced due to that fact that the paper change did not alleviate the issue.

- Is your agency on track to reduce its paper use from Fiscal Year 2003 by 30 percent by Sept. 1, 2009?

OFM only reported recycled paper counts in Fiscal Year 2003 thus it is unknown what our baseline ream count is. In Fiscal Year 2003 OFM was already using 30 percent recycled paper for the majority of office paper. By Fiscal Year 2006 OFM converted to using almost all 100 percent recycled office paper. In Fiscal Year 2009 we used 99 percent less 30 percent recycled paper, and the overall amount of office paper was reduced by two percent compared to the Fiscal Year 2003 count of recycled content paper.

- How has your agency reduced toxic chemical use?

We have replaced monitors with less toxic flat screen versions as well as keeping strict standards when purchasing new equipment by conforming to Western States Computer Purchasing Alliance standards.

Documented Savings:

OFM saved about \$3400 in Fiscal Year 2008 due to less office paper purchases being made then in Fiscal Year 2007.

• 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.

Definitions:

- [Verdiem](#) Software

The software produced by Seattle-based Verdiem Corp. cuts energy usage by automatically placing desktop and laptop computers into lower power settings when not in use -- resulting in an estimated average savings of \$20 per computer per year. With an inventory of more than 63,000 PCs in state cabinet agencies alone, the potential for cost savings is more than \$1 million annually.

The Washington State Department of Information Services negotiated a master contract with Verdiem to make its software available to state agencies, local and tribal governments and qualified non-profit organizations in Washington.

The energy-saving software is scheduled to be used by all cabinet level state agencies by June 30, 2008. Studies show that PCs and monitors use as much as 14 percent of all power consumed in office environments.

Once all state agencies are using the software, carbon emissions could be reduced by 14.3 million pounds annually, the equivalent of taking 1,187 passenger cars off the road each year. For more information, see press releases [here](#) and [here](#).

- [Energy Star](#)

State governments play a vital dual role in helping meet the goals of the [ENERGY STAR Challenge](#) to improve the energy efficiency of America's buildings by 10 percent or more — they lead by example by improving their own buildings, and they leverage relationships with building owners in the state to motivate them to do the same.

Government agencies spend more than \$10 billion a year on energy to provide public services and meet constituent needs — while grappling with tightening budgets.

Energy use in commercial buildings and industrial facilities is responsible for more than 50 percent of U.S. carbon dioxide emissions. Therefore, it is imperative that any state government looking to reduce greenhouse gas emissions pay special attention to its own buildings and the buildings across the state.

The good news is that the opportunity to reduce these emissions is significant because as much as 30 percent of the energy consumed in commercial buildings is used unnecessarily or inefficiently. ENERGY STAR provides a proven energy management strategy and no-cost tools to help your agency save energy and money.

Agency Goals:

Reduce the kWh per full-time employee per year consumption by 15 percent in Fiscal Year 2009 compared to our baseline in Fiscal Year 2003 at our Point Plaza West (PPW) location.

Agency Actions and Programs:

- Do you have an energy conservation program? If so, what does it consist of?

On campus we have relied on General Administration to lead the conservation efforts in their buildings. In Tumwater at our Point Plaza West location there is an energy conservation system that ensures the least amount of energy is used during non-business hours.

Over the past few years OFM has consolidated servers by utilizing virtual servers. This effort has saved the agency dollars, energy, and eliminated content from applicable waste and production streams.

OFM plans to continue consolidation of physical servers to virtual servers which maximize server efficiency by eliminating the number of devices and space needed to maintain the same growing level of support for state systems.

Progress to Date:

- Discuss your progress toward meeting established goals above.

Verdiem energy saving software was installed on 565 computers as of August 2008 which accounts for almost all OFM's PC's.

- Compare your data to either last year's data or your baseline data.

We will be analyzing the effects of the Verdiem software on kWh usage in the Fiscal Year 2009 report when there will be enough data to compare. It is anticipated that we will save about 30,000 kWh at our Point Plaza location alone with the addition of the Verdiem software.

- Describe success factors and barriers that influenced your data.

OFM has been experiencing a great deal of growth (on average 5.63 percent) over the past years which have greatly contributed to our energy consumption.

A correction to the data from Fiscal Year 2007 needs to be made due to the fact that the kWh information was based on full square footage count for the building. OFM only takes up a portion of the building while Department of Transportation leases the remainder. The actual kWh count for Fiscal Year 2007 is 537,316 kWh compared to the previously reported 826,640 kWh.

Documented Savings:

The energy (kWh) usage per full-time employee at our PPW location has decreased by five percent when Fiscal Year 2008 data is compared to the Fiscal Year 2003 data. It is anticipate that we will save about \$2400 from the addition of the Verdiem software on the Point Plaza West PC's alone.

The gas (Therms) usage at our PPW location decreased by 20 percent in Fiscal Year 2008 compared to Fiscal Year 2007. We believe this was due to repairs made to the climate control system. At the average price in Fiscal Year 2007 and Fiscal Year 2008 of \$1.11 per therm we saved about \$294.

With the consolidation of physical servers in 2008 through virtual server equipment and software OFM has saved a great deal of kWh and reduced the volume of waste in the coming years. The kWh savings are attributed to less climate control output as well as kW consumption of the hardware itself. Due to the fact that these are located on Capitol Campus it is unknown what the previous years energy consumption consisted of therefore we are unable to compare specific numbers to see the actual percentage of savings.

• 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:

Continue to closely monitor facilities for timely repairs.

Agency Actions and Programs:

General Administration will be installing water conservation flush controls in the winter of 2008 on Capitol Campus toilets that give the option to flush with a decreased amount of water for liquid waste.

Staff have been vigilant in reporting leaky plumbing fixtures to facilities staff which helps decrease the amount of time it takes to get maintenance on site and the leak stopped.

Documented Savings:

The water usage at our Tumwater location has not changed a great deal over the past few years even though we have grown significantly in staff numbers at the site.

• 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:

Keep abreast of new innovative ways to monitor and cut back on the waste streams generated by our agency.

Agency Actions and Programs:

- Do you have fluorescent lamp recycling at all facilities? This is available for a fee through contract [#11601](#).

These activities are handled through General Administration (GA) for our agency.

- Do your facilities currently recycle all office paper? Mixed paper? Food scraps?

Currently we have office paper, mixed paper, and a co-mingle recycle program set-up in all facilities. We are looking into the possibility of adding a composting component to the program.

LeMay Inc. reported that on average OFM recycles about 50,000 pounds of recyclable materials on a yearly basis in our Point Plaza West location. We are unable to get numbers for our Capitol Campus locations due to the fact that it is handled by General Administration. Hopefully in the future they will be able to better track this activity so that we can compare our different locations.

Progress to Date:

- Describe success factors and barriers that influenced your data.

We are trying to acquire more recycle bins from GA for our campus buildings to aid in the convenience for our staff to recycle. This is made difficult by the fact that GA refuses to place more bins because they are under-staffed and can not keep up with collection of additional bins.

- What steps is your agency taking to decrease office paper usage and increase the proportion of recycled content?

We are reducing paper usage by replacing old copiers with built in fax boards and scanning capability. Copiers with fax boards offer the capability to eliminate printing of faxed documents by utilizing fax to e-mail options. There is also staff education on double sided copying and the use of the state printer when applicable.

• 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:

To make staff more aware of the impact our agency has and the ways that they can make positive changes to decrease the impact on a day to day basis.

Agency Actions and Programs:

OFM will be posting our sustainability data yearly on our Intranet site to help spread the word to staff about our goals and provide more information on how they can help.

Progress to Date:

- Discuss your progress toward meeting the established goals above.

A collection of data has been mined to help educate staff in the impacts that our agency has as a whole as well as by division.

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
	122,010	31,126	90,884	548,756	1,164	0	0	0	0	0	0	339		

*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
	599	1,093	699	0	0	0						18,097	72,667	12500	205,046	10,121	

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 reams of office paper
	0	50	6540	238	0	31,800		0	18200	6590