

# Washington State Public Disclosure Commission FY 2008 Sustainability Plan Update



In response to Executive Order 02-03

**October 2008**

**“We build public confidence in the political process and government.”**

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## I. Sustainability Team

Agency contact information and responsible agency staff for fiscal year 2008:  
Suemary Trobaugh, Administrative Officer, 360-753-1985, [strobaugh@pdc.wa.gov](mailto:strobaugh@pdc.wa.gov).

Current Sustainability Team members:

Jennifer Hansen	Filer Assistant Specialist
Nicole Stauffer	Confidential Secretary
Suemary Trobaugh	Administrative Officer
Bruce Wendler	Quality Assurance Manager

## II. Policy Statement

The Washington Public Disclosure Commission (PDC) is committed to fulfilling its responsibilities under the Governor’s Executive Orders 02-03, 04-01, and 05-01 and Chapter 12 of the Laws of 2005 (ESSB 5509) to meet the needs of the present and future generations. The agency’s vision statement is to build public confidence in the political process and government. To realize that vision as it pertains to sustainability goals, we choose business practices that balance our ecological impact and the environment, and fulfill the social, economic, and other requirements of present and future generations of Washington citizens.

## III. Executive Summary and Plan Overview

### *PDC background*

The PDC occupies 7,682 square feet of space in one leased worksite located in downtown Olympia, Washington. In FY 2008, the agency employed 25 staff and spent \$2,546,000 million, of which approximately 67% was for providing public access to political advertising expenses, campaign finance disclosure reports, lobbying expenditures and the filings of personal financial affair statements by candidates and officials. In the past fiscal year, the PDC received over 85,000 documents from over 10,000 filers, and had 90,949 unique visitors to our website, who viewed over 990,000 web pages reflecting campaign finance activity in the 2007 election, and lobbying activity in the 2008 legislative session.

### *Progress toward Goals*

The PDC made progress toward achieving most of the agency’s sustainability goals and meeting

objectives set forth in the Governor’s Executive Orders 02-03, 04-01, and 05-01 and Chapter 12 of the Laws of 2005 (ESSB 5509). The Commission and staff are committed to meeting its sustainability goals, as indicated by our increased participation in commuter reduction programs and purchasing practices. Over the years, we have increased our electronic communications with filers to reduce energy usage, and to improve the efficiency of our agency. Further, the agency continues to make technological improvements to our website, and electronic filing systems, allowing the public to receive information about campaigns and lobbying electronically. The agency’s monitoring of sustainability goals, however, needs to improve as evidenced by the increase in paper consumption and staff mileage for the fiscal year, which grew by 40% and 18%, respectively.

The following table shows progress toward self-identified goals. Of the twenty-three goals the PDC has set, eight have been achieved and the agency is making progress instituting new practices to realize the remaining goals. Additional information on state-wide performance measures and PDC’s goals are given in the “Reporting on Goals and Objectives” section from page 5 to page 10.

*Summary of PDC’s goals:*

Objective	Achieved	Making Progress	Delayed
<u>Fleets and Transportation</u>			
1. Through flexible work options and commute trip reduction (CTR) participation, reduce employee miles traveled in single occupant vehicles by 50% by 2025;		🕒	
2. Deliver 50% of agency deposits to OFM Small Agency Client Services using mass transit by 2010;		🕒	
3. Hold more Commission meetings via telephone conference call;		🕒	
4. When requesting motor pool vehicles, direct staff to request alternate fuel vehicles;		🕒	
<u>Purchase of Goods and Services</u>			
5. Expand markets for environmentally preferable products and services;		🕒	
6. Purchase products that do not contain the toxic flame retardant known as PBDE;		🕒	
7. Purchase only “energy star” compliant electronic products;		🕒	
8. Purchase chlorine free and recycled paper products only;	🕒		
9. Purchase printers capable of making double-sided copies and set all existing printers to default to double-sided output;		🕒	

Objective	Achieved	Making Progress	Delayed
<u>Facility Construction, Operations, and Maintenance</u>			
10. Select non-toxic, recycled and remanufactured materials in purchasing and construction;		🕒	
11. Minimize energy use;		🕒	
12. Increase ease with which staff can recycle paper, cans, plastic, etc.;	🕒		
13. Encourage landlord (of our leased office space) to use low mercury fluorescent lighting and to recycle all bulbs;		🕒	
14. Encourage landlord (of our leased office space) to use Green Label Plus rated carpet and non-VOC (Volatile Organic Compounds) paint in remodel projects;	🕒		
<u>Waste Management and Organics Recycling</u>			
15. Submit 100% of our print jobs to copy center electronically;	🕒		
16. Encourage staff to use both sides of paper before recycling;	🕒		
17. Provide the public opportunities to use recycled paper, receive records electronically or by CD when filling public record requests;		🕒	
18. Reduce or eliminate waste as an inefficient or improper use of resources;		🕒	
<u>Communication and Education</u>			
19. Institutionalize sustainability as an agency value;	🕒		
20. Raise employee awareness of sustainability and agency sustainability goals in the workplace;	🕒		
21. Use 100% environmentally preferable paper (EPP) by 2025;	🕒		
22. Reduce hard copy printing of publications by 50% by 2010; and		🕒	
23. Increase use of electronic communications both internally and externally.		🕒	

## IV. Details on Objectives and Performance Measures

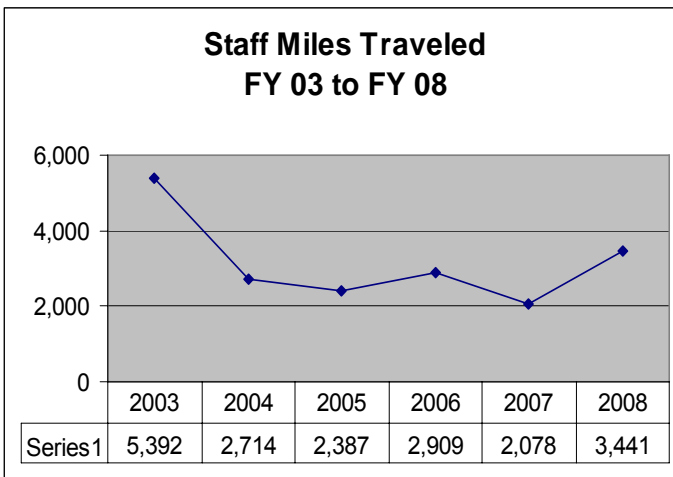
This section contains information on state-wide performance measures and PDC's goals for each major area of operation and interim/short range goals, measures, and practices to adopt or change that the agency has identified to meet the long range goals. *Note: Italicized/purple text represents requirements in executive orders.*

### 1. Fleets and Transportation Goal: *Reduce petroleum use by 20% by Sept. 1, 2009.*

Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> <li>• <i>Reduce petroleum use by 20% by Sept. 1, 2009.</i></li> <li>• Set new agency petroleum reduction goal for 2011.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of Commission meetings where members participated by telephone;</li> <li>• Number of employees participating in a flexible work schedule;</li> <li>• Number of employees with Star Pass;</li> <li>• Number of employees that walk to work, ride the bus, or carpool;</li> <li>• Business miles driven; and</li> <li>• Percent of hybrid vehicles used for agency business.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Establish clear direction on rental vehicle use.</i></li> <li>• Communicate sustainability goals to Commission members.</li> <li>• Send out quarterly email concerning CRT options available.</li> <li>• When requesting motor pool vehicles, request alternate fuel vehicles.</li> <li>• Hold more meetings via telephone conference call.</li> <li>• Deliver 50% of agency deposits to OFM Small Agency Client Services using mass transit by 2010.</li> </ul>

#### Commuter Reduction Programs:

Of the 25 employees employed during fiscal year 2008, 45% participated in a compressed, flex work week, thereby reducing the number of work commute miles driven. Further 72% of PDC employees participate in the Star Pass program, and seven signed up during the fiscal year to participate.



#### Business travel for Commissioners and Staff:

During FY 08, there were five Commission meetings where one or more Commissioners attended the meeting via telephone conference call rather than travel to Olympia, saving a total of 3,134 travel miles and other costs totaling approximately \$1,567; this savings was a 40% increase from the previous fiscal year. However, due to an increase in investigative interviews,

trainings and other presentations, PDC staff members increased their travel for trainings and presentation by 1,363 over the previous fiscal year, which is a 40% increase.

#### **Overall staff miles traveled – private vehicles**

2003 (baseline)	2004	2005	2006	2007	2008
5,392	2,714	2,387	2,909	2,078	3,441

2. *Purchase of Goods and Services Goal: Reduce paper consumption by 30% Sept. 1, 2009.*

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> <li><i>Reduce paper consumption by 30% Sept. 1, 2009.</i></li> </ul> (GOAL MET -- PDC at 82% reduction in 2008 from baseline data; however, paper usage increased by 40% from the previous fiscal year due to: <ol style="list-style-type: none"> <li>The high number of local candidates in the 2007 election year, and the business needs to communicate with those candidates; and</li> <li>The increase of public records requests and the number of potential responsive documents.</li> </ol>	<ul style="list-style-type: none"> <li>Amount of paper purchased.</li> <li>Percent reduced from 2003 baseline.</li> <li>% copiers with double-sided printing capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Expand use of imaging.</li> <li>Increase double-sided printing and copying.</li> <li>Encourage staff to use both sides of paper before recycling.</li> <li>Educate staff on impacts of consumption &amp; how to file documents electronically.</li> </ul>

*Purchase of Goods and Services Goal: Use only 100% recycled paper.*

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> <li><i>Eliminate use of virgin paper and purchase minimum 30% recycled content paper by 2005. (E.O. 05-01)</i></li> </ul> (GOAL MET -- PDC currently purchases only recycled paper.) <ul style="list-style-type: none"> <li><i>Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50% by Sept. 1, 2009. (EPP is defined as 100% recycled content paper with a minimum of 50% post consumer waste.)</i></li> </ul> (GOAL MET -- PDC currently purchases primarily 100% recycled paper.) <ul style="list-style-type: none"> <li><i>Increase use of post consumer recycled janitorial paper products by Sept. 1, 2009.</i></li> <li>Work with GA on lease options that identify post consumer recycled janitorial paper products requirement and encourage building management to adopt practice.</li> </ul>	<ul style="list-style-type: none"> <li>Amount of virgin, recycled, and EPP purchased (office paper).</li> <li>Amount of post consumer recycled janitorial paper products.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct an awareness campaign of paper types and options.</li> <li>Provide the public with the option of printing records requests with recycled paper.</li> <li>Work with GA to eliminate non-EPP paper from Central Stores/ office supply contracts.</li> <li>Work with GA on lease options that identify post consumer recycled janitorial paper products requirement and encourage building management to adopt practice.</li> </ul>

**PDC paper consumption** - In fiscal year 2008, PDC staff ordered 362 realms of 100% recycled paper, which is approximately 96% of its overall paper consumption of both white and colored paper, and 98% of its white paper usage. PDC staff purchases primarily 100% recycled white paper, and will research recycled color paper options, and chlorine free bleaching.

**Overall PDC paper consumption of white and colored paper** (baseline shown in reams ordered)

<b>FY</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Overall	2,936	420	201	191	311	376
30% recycled	unknown	420	201	191	190	4
40% recycled	unknown	0	0	0	0	10
50% recycled	unknown	0	0	0	0	0
100% recycled	unknown	0	0	0	121	362

3. *Facility Construction, Operations, and Maintenance Goal: Reduce energy purchases from FY 2003 by 10% by 2009.*

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> <li>Reduce energy purchases by 10% from FY 2003 by 2009.</li> <li>Use energy efficiency programs and on-site renewable resources. – (Determine what the quantitative outputs for this goal are and whether they are applicable for our leased space.)</li> </ul>	<ul style="list-style-type: none"> <li>Energy Usage BTU per square foot.</li> </ul>	<ul style="list-style-type: none"> <li>Request from SATO Corporation information on energy usage.</li> <li>Establish policy on snoozing/turning off computers, printers, and copiers.</li> <li>Establish policy on personal appliances.</li> </ul>

**Overall BTU (British thermal unit, a unit of energy) usage:**

2003 (BTU baseline)	2004	2005	2006	2007	2008
Not tracked	Usage amount for training space/PCs during a class is 13,400 BTUs per hour.	Not tracked	Not tracked	Not tracked	Not tracked

*Facility Construction, Operations, and Maintenance Goal: Use sustainable practices in remodeling projects.*

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> <li>All new construction projects and remodels over 5,000 square feet built and certified to LEED (Leadership in Energy and Environmental Design) Silver Standard (or equivalent).</li> <li>Set new agency goal for 2011 given the size of our leased space.)</li> </ul>	<ul style="list-style-type: none"> <li>Square footage of area remodeled.</li> <li>Number of GA staff with certification as LEED Accredited Professionals.</li> </ul>	<ul style="list-style-type: none"> <li>Request Green Label Plus rated carpet and non-VOC (Volatile Organic Compounds) paint in all remodeling projects.</li> <li>Develop processes to ensure green building practices are integrated into design &amp; construction. (Work with GA on lease options that identify LEED requirement.)</li> <li>Educate decision makers on importance of LEED standards.</li> </ul>

**PDC remodel project** - In fiscal year 2008, PDC's 2008 remodel project received oversight by GA's Christopher Gizzi, a LEED Accredited Architect. We requested and received non-VOC (Volatile Organic Compounds) paint in the remodeling projects, and reused a counter-top, and shelves, as well as acquired second-hand furniture for the new break-room.

4. *Waste Management and Organics Recycling Goal: Establish recycling & composting programs.*

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> <li>Recycle 100% of used office paper by Sept. 1, 2009.</li> </ul> (GOAL MET – The PDC contracts for recycling of mixed paper, and the building management of our leased space provides recycling for glass and cardboard.) <ul style="list-style-type: none"> <li>Develop or continue recycling programs for toner, furniture, plastic, laptop batteries, &amp; fluorescent bulbs.</li> </ul>	<ul style="list-style-type: none"> <li>Number recycling programs for these materials</li> </ul>	<ul style="list-style-type: none"> <li>Continue donating toner to charity or returned to the manufacturer for recycling;</li> <li>Continue to re-use office supplies and purchase gently used furniture;</li> <li>Explore recycling options for plastic and laptop batteries;</li> <li>Encourage landlord (of our leased office space) to use low mercury fluorescent lighting and to recycle all bulbs.</li> </ul>

5. *Communication and Education Goal: Communicate electronically to filers.*

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> <li>Reduce hard copy printing of publications by 50% by 2010</li> </ul>	<ul style="list-style-type: none"> <li>Number of emailed filing reminders;</li> <li>Amount of published brochures, manuals and lobbyist pictorial.</li> <li>Number of electronic methods (via website, CD or links to materials) to access brochures, manuals and lobbyist pictorial.</li> <li>Track printing of publications.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to electronically send candidate filing reminders through election season;</li> <li>Continue to electronically send lobbying filing reminders;</li> <li>Continue to electronically send personal financial affairs filing reminders;</li> <li>Continue to provide CD ROMs of campaign finance disclosure information to candidates and county auditors' offices.</li> <li>Continue to provide on-line access to PDC's publications.</li> </ul>

**Hard copy printing of PDC publications**

FY	2007	2008	2009	2010
Lobbyist Pictorial	Not tracked.	1		
Candidate Manuals (F-1, Local, Judicial, Executive and Legislative)	Not tracked.	182		
Lobbyist Manual (Public Agency, Lobbyist and Lobbyist Employer)	Not tracked.	23		
Committee Manual	Not tracked.	48		

*Communication and Education Goal: Continue to educate all staff on sustainable practices.*

Interim/Short Range Goals	Measures	Practices to Adopt/Change
<ul style="list-style-type: none"> <li>Educate all PDC staff annually regarding Executive Orders 02-03, 04-01, 05-01, the PDC Sustainability Plan, and other sustainable practices.</li> </ul> <p>(GOAL MET -- PDC distributes the plan annuals and sends quarterly emails concerning sustainable practices.)</p> <ul style="list-style-type: none"> <li>Review the PDC's Sustainability Plan as part of new employee orientation.</li> </ul> <p>(GOAL MET -- PDC has added review of the Sustainability Plan to the new employee orientation.)</p>	<ul style="list-style-type: none"> <li>Number of emails (entitled "<i>Sustainability, the PDC, and you</i>") sent to staff;</li> <li>Quarterly information concerning rideshare programs, and other environmental awareness sites.</li> <li>Documentation of orientation, which includes review of Sustainability Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Distribute emails directing staff to review sustainability information on PDC website.</li> <li>Update PDC website annually and as needed.</li> <li>Look for ways to change the culture of how things have always been done.</li> <li>Share examples of impact of sustainable vs. non-sustainable daily work choices.</li> </ul>

## V. Long Range Goals

**Please note that these goals have been itemized in prior sections.**

- *Fleets and Transportation* – Through flexible work options and commute trip reduction (CTR) participation, reduce employee miles traveled in single occupant vehicles by 50% by 2025.
- *Fleets and Transportation* – Deliver 50% of agency deposits using mass transit by 2010.
- *Purchase of Goods and Services* – Reduce hard copy printing of publications by 50% by 2010.