

FY2008 Sustainability Progress Report Narrative

Agency Name: Puget Sound Partnership
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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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.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.]

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:

- N/A – no agency goal relating to this. As a non-regulatory agency charged with developing and helping to coordinate and implement the environmental agenda to protect and restore Puget Sound, we are not involved in the construction of buildings.

Agency Actions and Programs:

- Though we typically are not involved in the construction of buildings, we are planning to move to a new building in Tacoma, along the Thea Foss Waterway, scheduled for 2010. We, along with other future building tenants, are currently working with the architect and others to ensure the building achieves a LEED Silver rating.

Progress to Date:

- See above.

Documented Savings:

- None yet. We'll see after 2010.

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.

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 Goal:

Reduce fleet size, convert to cleaner burning, more fuel efficient vehicles, and reduce vehicle miles driven.

Agency Objectives:

1. The agency owns or leases only small to mid-size, newer gas or diesel hybrids or vehicles that run entirely on alternative fuels (e.g., biodiesel). If a larger vehicle, such as a van, is needed, one is rented for the day from the motor pool.
2. Agency fleet will be kept small – only as many vehicles as needed.
3. Vehicle miles driven annually are reduced by using alternatives to driving alone to meetings (carpooling, bus, train, attending by telephone, etc.).
4. Videoconferencing for meetings will be explored.

Agency Actions and Programs:

- The agency leases only newer, high mpg, Toyota Prius hybrids.
- The agency leases only 6 vehicles in total.
- Carpooling to meetings, and conducting business without traveling, is encouraged.
- Agency offers Commute Trip Reduction Program for staff.
- Video conferencing has been used for meetings.

Progress to Date:

- Agency has kept fleet size small, and uses only newer Prius hybrids that get 50+ mpg.
- Vehicle miles traveled increased significantly in FY08 (77,389 compared to 65,051 in FY07). This is believed to be due to the very extensive outreach effort underway to develop the Action Agenda by December 1 (the new plan to protect/restore Puget Sound by 2020). This has resulted in literally dozens of public meetings being held all around Puget Sound, and Partnership staff traveling extensively to participate in the meetings.
- Nine staff participates in the Commute Trip Reduction Program.
- As we use only gas-electric hybrids, we don't purchase biodiesel or ethanol.
- We don't have figures readily available re: personal vehicle miles traveled for business.
- We do not have an agency rental car policy in place. We'd be interested in learning more about this.

Documented Savings:

- None documented, as we lease our vehicles from GA; however, switching to Prius hybrids must have reduced fuel costs, and reduced our carbon footprint. Hopefully miles traveled will reduce following adoption of the Action Agenda.
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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.

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% Recycled Content Paper: Paper that is made with 30-40 percent post-consumer recycled fibers.
- Environmentally Preferable Paper or 100% Recycled Content Paper: Paper that is made with 100 percent recycled content with at least 50% 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:

- All paper purchased will be from 100% recycled content, chlorine-free.

Agency Actions and Programs:

- Our agency has an EPP (Environmentally Preferred Products) policy in place.
- Our agency doesn't buy that much: copier and printer paper, small amounts of kitchen supplies, office supplies.
- All computers and copiers are set to duplex (double-sided) printing.

Progress to Date:

- We only buy minimum 40% recycled paper, chlorine free. (We choose 40% vs. 100% due to cost savings; the 100% costs twice as much as the lower recycled content paper).
- We would like to buy 100% recycled content, chlorine free paper, and hope that this paper becomes cost-competitive in the near future.
- We are well ahead of schedule to reduce paper usage by 30% from FY03 levels: Comparing FY08 numbers to FY03, we reduced paper usage by 69% (480 reams in FY03 vs. 148 reams in FY08).
- For kitchen supplies (dishwasher detergent and soap) we buy "green" choices.
- We never purchase virgin office paper.
- We use no toxic chemicals.

Documented Savings:

- None documented.

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: Use energy and water wisely.

Objectives

1. The most energy efficient (star rated) computer equipment, copiers, kitchen appliances and light fixtures available are used.
2. All computers, printers and copiers are turned off each night.
3. Computer equipment is turned off when not used for extended periods of time during the day.
4. All lights, except for mandatory security lights, are turned off each night.
5. The amount of “green” renewable energy purchased each biennium increases.
6. Staff work with building management to explore options for on site energy development (through the use of photovoltaic cells or another source).
7. Staff work with building management to develop or retrofit the building’s restrooms with waterless urinals, low-flow flush toilets, hands-free sinks and motion detector hand dryers.
8. A dishwasher is used in the kitchen to reduce water use.
9. Staff work with building management to reduce water demand by capturing rainwater on site and using it to irrigate landscaping and flush toilets.

Agency Actions and Programs:

- Our energy conservation consists of carrying out objectives 1, 2, 4 and 8 above.
 - We buy energy efficient computers and other equipment.
 - Staff are pretty good about turning off computers at night; friendly reminders are probably needed to help with this.
 - All lights are turned off each night, except security lights.
 - We lease our space from GA so we cannot buy green energy.
 - The GA building is scheduled for possible demolition so it’s just not an option right now to retrofit the building with on-site energy like solar panels. It’s also not an option to consider retrofitting the building restrooms, or adding rainwater harvest.
 - A dishwasher is used in the kitchen to reduce water use.
- Educating staff, and having a good group ethic towards sustainability and environmental protection, helps.
- As we lease space from GA, we are limited in our ability to affect positive change in this arena on our building site.

Documented Savings:

- None that we can track. We don’t pay for energy use; GA does.

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: Our agency goals and actions related to water use can be found above under “Energy.”

Agency Actions and Programs:

- See Energy above for Agency Actions, Programs, and Progress.

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: Reduce waste, reuse, and recycle.

Agency Actions and Programs (our objectives):

1. Paper, beverage and food containers, and paper and plastic bags are recycled.
2. Computer disks and CDs are recycled.
3. Food wastes are separated and composted on site.
4. All printers are set for double-sided printing as the default.
5. Old computer equipment is recycled properly (e.g., resold) and not thrown away or shipped to another country for disposal.
6. The amount of paper distributed at meetings is reduced by emailing documents to all staff and distributing limited copies, and sharing, at meetings.
7. Rechargeable batteries are used for computer mice and other applications.
8. Washable plates, cups and utensils are used exclusively within the office.
9. File folders, hanging folders and other office supplies are reused, not recycled or thrown away.

10. Order lunches for work meetings and workshops in environmentally sustainable packaging that can be recycled. Recycle to the greatest extent possible.

Progress to Date:

- We recycle paper, beverage and food containers, and bags.
- We recycle computer disks and CDs.
- We have a worm bin on site for a portion of our food wastes. We probably are able to divert about half of our food wastes in warmer months; less in colder months when the worms become less active. (A larger worm bin in a heated area would allow the GA building to reduce far more of its garbage by diverting more of its food wastes to the worms.)
- All printers are set up for double sided printing.
- Old computer equipment is disposed of properly.
- We try to email documents as much as possible to reduce paper printing for staff meetings.
- We use rechargeable batteries; however, we've found they don't last nearly as long.
- We use only washable cups, glasses, plates and bowls in our kitchen.
- File folders and office supplies are reused.
- We try to find vendors that provide for the most environmentally sensitive lunches as possible. Sometimes, this is difficult to find.

Documented Savings:

- None documented, since we lease the space and GA purchases the garbage disposal services. Our worms are happy, and we get good worm tea for our office plants and castings for our gardens.

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: Integrate sustainability into office policy and everyday actions.

Agency Actions and Programs (our objectives):

- A staff person is designated as the office's lead on sustainability issues, and is responsible for completing and submitting required progress reports and updates to the sustainability plan.
- Staff have the opportunity to participate in the development and revision of agency sustainability plans.
- Staff understand and are comfortable with their roles in carrying out the plans, and feel a sense of ownership over them.
- Staff are provided with periodic updates showing agency progress towards meeting goals, and other agencies' progress in meeting their goals.
- When information is available, staff are provided with information, data, quizzes and games that demonstrate the positive effects of sustainability practices.
- Staff are reminded periodically of sustainability policies and activities to keep them fresh in everyone's minds
- Relevant sustainability activities are added to internal strategic plans, the Puget Sound Work Plan and Puget Sound Water Quality Management Plan, as appropriate.

Progress to Date:

- A staff person (Bruce Vulkan) is the office's lead, and develops progress reports and updates to the agency's sustainability plan.
- Staff have the opportunity to participate in the update of the agency's sustainability plan.
- Staff used to receive regular updates and other info re: sustainability issues, but recently have not. This should be improved upon.
- Staff have not recently received periodic reminders re: sustainability policies and ideas for actions. This should be improved upon.
- The new Action Agenda has taken the place of the Puget Sound Water Quality Management Plan. As this is a policy document to guide prioritized, key efforts to protect and restore Puget Sound, our office's sustainability efforts were not included, due the need to include other, higher priority efforts.

Documented Savings:

- None documented.

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

*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

Owned (POV) 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 Fleet (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 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	FY2008 Total Gasoline	FY2008 Total Diesel	FY2008 Total Miles Traveled
PS Partnership	1471	86	0	0	0	0						68,440	2318	0	30,634.34	1512.06	0	3069.06	0	101392.34

*Table 49. Light-Duty Vehicle Miles per Gallon by Technology Type http://www.eia.doe.gov/oiaf/aeo/supplement/sup_tran.xls

Energy Information Administration's Annual Energy Outlook 2008 report <http://www.eia.doe.gov/oiaf/aeo/>

POV reimbursement rates current and historic

Effective 7/1/08	.585 per mile
1/1/08 through 6/30/08	.505 per mile
1/1/07 through 12/31/07	.485 per mile
1/1/06 through 12/31/06	.445 per mile
9/15/05 through 12/31/05	.485 per mile

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
Puget Sound Partnership		158				(see GA)			