

FY2008 Sustainability Progress Report Narrative

Agency Name: Department of Retirement Systems
Date Submitted:

Primary Contact: ASD Project Manager
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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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.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 Actions and Programs:

- DRS leases building space from a private vendor that is contracted through General Administration Services and is in compliance.
- We are in the process of negotiating our lease contracts, including using “green” paint; however, we cannot report final terms. They will be reported when the lease is finalized. Our janitorial contract specifically calls for “green-rated” chemicals.

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:

- Agency goals are to decrease the total POV miles traveled by 2% annually
- Decrease State Owned Vehicle mileage by 2% of the 2003 baseline annually
- Increase Commute Trip Reduction (CTR) participation by 2% annually

Agency Actions and Programs:

- DRS continues to encourage ride-sharing and highly suggests carpooling and ride-sharing to events and training. In addition, the agency supports telecommuting. Approximately 37% of the agency employees have remote access to the agency email, network and/or mainframe for Business Continuity and Disaster Recovery support or on-call assignments. This is also supportive of the CTR directive for alternative ways to reduce cars on our freeways and roads, reduce gas usage, and lessen overall environmental impacts. This is under the guidance of the DRS Telecommute policy. DRS is also conscientious when purchasing new vehicles striving for better fuel efficiency and cost effectiveness.

- For years, the Training and Education group and the Auditors have been coupling stops and visits and also automating processes whenever possible, and making materials available online.
- DRS also has a mandatory maintenance schedule for maintaining automobiles which helps in overall efficiency and performance.

Progress to Date:

- CTR efforts continue to meet or exceed the goal. POV and AOV miles remain below the 2003 baseline and, in some years, the decrease has been substantial. The agency has developed a new telecommuting policy. Because of on-call IT support and Disaster Recovery preparation, telecommuting use has increased.
- Additionally, Administrative Services has identified specific target goals for fuel reduction and is expecting divisions to adhere to these goals.
- DRS has only 14 vehicles, however, we have responded and reported in 2006 regarding our Fleet Management Plan with consideration to changing to GA. The decision was made not to.
- DRS does not currently have any contracts or agreements with rental car vendors. We occasionally have rented vehicles for special needs, and are conscious of fuel efficiency when doing so.
- Barriers and Challenges: One challenge noted with CTR is that the financial incentive for long distance travel is the same for short distance commuting, as the reimbursement is the same whether you travel 5 miles or 50.
- Success Factors: Continued to increase CTR numbers, POV and AOV miles have decreased, telecommuting has increased, and we have strengthened Business Continuity and Disaster Recovery support through the agency support of telecommuting. Agency staff is becoming more aware and conscientious.

Total Gasoline (non-diesel)

Goal: Reduce Petroleum consumption by 20% from FY 2003 levels by FY 2009

Year (FY)	2003	2004	2005	2006	2007	2008
Ethanol	Not Reported	0	0	0	0	0
Petroleum	Not Reported	4752	4406.11	4925.35	4018.59	4250.25
Actual Totals	Not Reported	4752	4406.11	4925.35	4018.59	4250.25
Projected Goal - 4% per year	Not Reported		4561.92	4371.84	4181.76	3817.66

Miles Driven

Year (FY)	2003	2004	2005	2006	2007	2008
Personally Owned Vehicles (POV)	34,029	26,572	30,703	25,395	23,416	30,227
Agency Owned Vehicles (AOV)	119,225	104,520	103,943	116,364	97,323	100,831
Motor Pool Managed Vehicles	N/A	N/A	N/A	N/A	N/A	N/A
Total	153,254	131,092	134,646	141,759	120,739	120,739

Documented Savings:

- DRS petroleum spending has stabilized over the past 4 years. Even as gas prices have risen and we have purchased more vehicles, mileage totals have decreased due to reasons mentioned previously.
- DRS continues to strive to increase Commute Trip Reduction participation by 2% annually. In 2007, 82 DRS staff participated in the CRT program. Today, 92 employees participate. This is an overall increase of 12.2% in the last year. DRS continues to support CTR through campaigning. Managers encourage all employees to use alternate methods of transportation (bus, carpool, vanpool, walk, bike, etc.) and to utilize state government vehicles whenever possible.

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 the use of office paper by 30%, based on the 2003 baseline, by 2009.
 - Centralize paper purchasing
 - Continued education and outreach
 - Frequent reminders
- In 2009, the paper ordering will be changed from decentralized ordering to centralized ordering, resulting in a cost savings due to volume purchasing instead of several smaller orders. We will report the results in next year's Sustainability Report.

Agency Actions and Programs:

- DRS has guidelines for printing double-sided copies, distribution reduction and recycling all paper and paper products. We also limit hard copy distribution by continuing to automate, and, whenever possible, route a single copy instead of distributing individual copies.
- DRS has also consolidated and reduced the number of printers and upgraded to new energy-wise, efficient printers.
- DRS reviewed the Material Safety Data Sheet reported in June 2005 and does not have any persistent toxic chemicals.

Progress to Date:

- Barriers and challenges include an increase in Initiatives and Legislation projects that require many reports. It's a continuous challenge to reduce paper output. However, the agency employees have a greater awareness. Additionally, our customer population does not all have access to the internet. This means we have to continue to provide alternate means to access materials.
- DRS is not on track to meet this goal.
- DRS has always recycled and reported this, but we do not have the means to measure the amount. In our main building, we share most of these services with DSHS and recycle materials

are coupled together making it impossible to track. In our other building, we occupy one floor of a four story office building. Since DSHS occupies three quarters of the building, they manage all of the recycling system, thus we have limited means of measure. We also use education and outreach: double-sided printing, encouraging sharing hard copy distributions instead of to each individual, automation (implementing websites for individual projects), and monitoring usage.

Paper Purchased (8.5 x 11)

Goal: By 2009, reduce office paper by 30%, based on 2003 baseline

Year (FY)	2003	2004	2005	2006	2007	2008	2009	
Virgin	1977	392	600	0	0	0	0	
30-40%	2622	3322	2959	5494	4404	4698		
100%	0	0	20	0	0	0	0	
Actual Totals	4599	3714	3579	5494**	4404	4698	0	
Projected Goal - 6% per year		4323	4047	3771	3495	3219	2943	
Units	<i>The Paperless Office - Reported in Reams</i>							

**The increase in 2006 is due to the HRMS transition.

Documented Savings:

- This year, DRS has incorporated the Microsoft Sharepoint Services product. This product includes web browser collaborative and a document management platform. It is being used to access shared work and documents. It can help to save on paper versions, copies, multiple version production and more.

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:

- Reduce energy purchases by 10% by September 1, 2009.

Agency Actions and Programs:

- In 1999, DRS relocated into modern energy efficient buildings, consolidating offices. In 2001, DRS began participating in an Energy Program which included tracking, collecting, and conserving all energy. In order to comply with the Energy Program, DRS established a strategy to promote energy conservation: installed automatic light controls within the DRS occupied buildings, removed 40% of all fluorescent light bulbs, and requested that all lights in unoccupied rooms be kept off.
- Currently, DRS receives a portion of our power as green power. Puget Sound Energy (PSE) purchases Green Power and supplements the NW power grid with it so we receive it indirectly.
- We also installed special devices on the vending machines to reduce the power consumption.

Progress to Date:

- DRS is not meeting their goal. From 2005 until 2007, we have had an increase of 19% over the 2003 baseline. However, in 2004 we decreased energy usage by 1%.
- Barriers and Challenges: We need to research other alternatives for meeting the goal and/or reconsider the goal. Success Factors: DRS has built-in awareness about energy conservation. We can do more by encouraging people to turn off lights behind them, etc.

Total Electricity

Goal: Reduce energy purchases by 10% from FY 2003 by September 1st, 2009

Year (FY)	2003	2004	2005	2006	2007	2008
Conventionally Purchased	895,160	886,015	955,880	1,007,360	1,060,880	1,122,040
Projected Goal - reduce 2% per year		0	0	0	0	0

**Energy amounts are measured for the warehouse and Point Plaza West only.

Natural Gas

Year (FY)	2003	2004	2005	2006	2007	2008
Amount	1054	945	645	2029	909	247.6

**Natural gas amounts are measured for the warehouse and Point Plaza West only.

Water Consumption

Statewide Goals:

[Executive Order 02-03:](#)

- Minimize water use.

Agency Goals:

- There are no agency goals. DRS needs to collect further data over the coming years to get a better understanding and to create a baseline.

Agency Actions and Programs:

- DRS does not have a water conservation program.

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:

- DRS continues to order through Central Stores and to purchase Office Brite environmentally friendly products whenever possible.
- DRS has an aggressive recycle policy to uphold each year; recycling light bulbs, batteries, paper, cans, bottles, computer equipment, etc.

Agency Actions and Programs:

- DRS recycles all fluorescent lights through contract #11601 which is with ECOLIGHTS NW out of Seattle.
- DRS has a relatively aggressive recycling program – encouraging employees to recycle all paper products, batteries, cardboard, light bulbs, soda cans, glass and plastic. All toilet paper, paper towels and Kleenex are made from recycled content.
- DRS continues to recycle all paper products, batteries, and fluorescent lights as well as cardboard, soda cans, glass and plastic. In 2008, we recycled 390 fluorescent light bulbs and 712 pounds of batteries. Our paper and other recycling is picked up weekly.

Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007	2008
Amount	Not Reported	Not Reported	Not Reported	Not Reported	18 (tons)	720 (lbs.)

**In 2007, the sizeable amount was due to the destruction of member hardcopy files.

Non-Paper Material Recycled

(Cardboard, un-compacted garbage, batteries and light bulbs)

Year (FY)	2003	2004	2005	2006	2007	2008
Cardboard	2.61 tons	2.61 tons	2.61 tons	2.61 tons	2.61 tons	15,600 lbs
Un-compacted Garbage	Not Reported	Not Reported	Not Reported	Not Reported	Not Reported	23,400 lbs
Batteries	Not Reported	Not Reported	Not Reported	Not Reported	20 lbs	729 lbs
Fluorescent Light Bulbs	Not Reported	Not Reported	Not Reported	Not Reported	300 units	287 units

**In 2008, the batteries category shows a larger amount due to the increased reporting of UPS battery recycling.

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:

- The agency's goals are to educate all DRS staff regarding the Executive Order and the DRS plan by 2005 and with continuing education thereafter and to continue the "Lunch and Learn" program, publications in the DRS Connect, 'Did You Knows' and education and outreach opportunities.

Agency Actions and Programs:

- DRS has held "Lunch and Learns" featuring sustainable practices, posts information on sustainable practices on "Did You Know" (the agency's intranet) and features articles in the DRS Connect (the agency's internal employee communications newsletter).

Progress to Date:

- There is greater awareness across the agency. There is also agency-wide representation for participating in collecting and reporting data.
- Barriers: There are not enough resources to help promote sustainability or tools/means to obtain better measurements and goals. Success Factors: DRS has met and complied with several of the directives. The more information that is shared, the greater the success in compliance.
- DRS tries to educate the employees, who in turn take it back to their households and into the community.
- The agency incorporates it into the culture and environment so that it becomes 'long term' sustainability.
- The Sustainability logo below was created to attach to all sustainability outreach and education materials.



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Agency Actions and Programs:

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(Cardboard, un-compacted garbage, batteries and light bulbs)

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[Executive Order 02-03](#)

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

Agency Goals:

- The agency's goals are to educate all DRS staff regarding the Executive Order and the DRS plan by 2005 and with continuing education thereafter and to continue the "Lunch and Learn" program, publications in the DRS Connect, 'Did You Knows' and education and outreach opportunities.

Agency Actions and Programs:

- DRS has held "Lunch and Learns" featuring sustainable practices, posts information on sustainable practices on "Did You Know" (the agency's intranet) and features articles in the DRS Connect (the agency's internal employee communications newsletter).

Progress to Date:

- There is greater awareness across the agency. There is also agency-wide representation for participating in collecting and reporting data.
- Barriers: There are not enough resources to help promote sustainability or tools/means to obtain better measurements and goals. Success Factors: DRS has met and complied with several of the directives. The more information that is shared, the greater the success in compliance.
- DRS tries to educate the employees, who in turn take it back to their households and into the community.
- The agency incorporates it into the culture and environment so that it becomes 'long term' sustainability.
- The Sustainability logo below was created to attach to all sustainability outreach and education materials.



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
Department of Retirement Systems	74,681	74,681	n/a	1122040	247.6	n/a	n/a	n/a	n/a	n/a	n/a	733.2	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.

Daily Trips

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 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
Department of Retirement Systems	n/a	11.2	4250.25	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	290	100831	30227.1	1491.96	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
Department of Retirement Systems	n/a	4698	0	312	n/a	720	23,400 lbs	n/a	Batteries: 729lbs Light bulbs: 287