

Agency - Please choose from drop down box -->	RCO	Phone number	Email address	Additional information
Sustainability Coordinator 1	Gen Keesecker	360.902.3010	g.keesecker@rco.wa.gov	

For assistance filling out this template, please see "FY09 Template Guidelines" booklet or contact Liz Kunz: lkun461@ecy.wa.gov or (360-407-6358).

Comments on Miles Traveled	<p>Total miles traveled for agency leased vehicles was down from last year's totals by 14,639 miles. RCO has made efforts to increase awareness of StarPass and agency CTR incentive program, by including this information in all new hire packets and presenting information at management and staff meetings. An alternative transportation binder was created including bus route & schedule information, train schedules, and biking and walking resources and was made available in the staff breakroom. Employees are encouraged to carpool to meetings. Go-To Meeting software training was provided to interested staff to encourage use of software to reduce the need for travel to meetings. GoTo-Meeting instructions were posted on agency intranet site for easy reference. Phone conferencing is made available in all agency conference rooms. New sustainability laws and directives were communicated at all-staff meeting. A sustainability and CTR page was updated on intranet site to include public transportation information and biking and walking resources. In previous years POV miles were not calculated for volunteers. This year however, we decided to include this information in the narrative section in order to track these totals and to establish a volunteer POV miles baseline. The numeric total was not added to miles in data sheet so baseline data would not be distorted when comparing to previous years. FY 09 volunteer POV miles were 20,626.</p>
Comments on Fuel Purchased	<p>Total gasoline purchased for agency leased vehicles was down from last year totals by 1,027.80 gallons.</p>
Comments on Energy consumed	<p>We are not able to report on energy consumption because we share building space with the Department of Agriculture and the Department of Natural Resources. Our office space is leased from GA and all energy use is reported in their annual sustainability report. RCO posted signage around office to encourage staff to turn off monitors, lamps, and all task lights at the end of the work day.</p>

<p>Comments on Water consumed</p>	<p>We are not able to report on water consumed because we share our building space with the Departments of Agriculture and Natural Resources. Our office space is leased from GA and all water usage will be reported in their annual sustainability report. For the first time the agency also calculated bottled water purchased for employee drinking water. This total will be used as a baseline for future reports. 268 gallons of water were purchased for FY 09.</p>
<p>Comments on Paper purchased</p>	<p>We have reduced our consumption of 30-40% recycled paper by 32 reams from last years totals. Total reductions in 100% recycled paper are 7 reams from last year's totals. This is a total reduction of 39 reams. All programs within the agency have made efforts to reduce paper usage. For example: the agency's Salmon Recovery Funding Board is now using Sharepoint to share documents electronically, the agency is no longer printing internal agreements, fiscal staff are saving more reports electronically eliminating the need for hard copies, and grant managers are saving emails electronically within agency PRISM database to reduce the need for printing. All printers are set to duplex printing and main copy machine is loaded with used paper for one-sided printing. In addition to office paper reams purchased, 4 rolls of plotter paper and 5,000 letter-sized envelopes were purchased. This was the first year that letterhead was calculated. Totals were not added to paper data page so as to not skew data. 25 reams of lettehead were used. Letthead totals will be calculated in coming years and compared to this year's baseline. Paper totals include colored paper, 11x17 and legal sized paper to be consistent with data collected in previous reports.</p>
<p>Comments on Waste and Recycling</p>	<p>RCO uses "techno trashcan" to recycle all used cds, and technological waste. Batteries purchased are recharable and used batteries are recycled. Agency actively participates in GA composting and paper recycling programs. In addition to using GA provided compost bins in common areas, 7 staff members have asked for desk-side compost bins. Reduction in landfill waste since the onset of these programs has been significant. Employees are reminded and encouraged to bring own dishes to all gatherings where food is provided. Administrative staff request pitchers of water instead of bottled water at luncheons and meetings. Travel recycling bins are brought to all off-site meetings. Used computers are sent to surplus, refurbished and then sent to local schools per our agency request. Agency purchases recycled toner cartridges and then recycles all toner cartridges at end of use.</p>

FY09 Annual Sustainability Data Report

Agency	FY09 Agency Leased Vehicles Miles Traveled (MP Perm)	FY09 GA Fleet Miles Traveled (MP Daily Trips)	FY09 Agency Owned Vehicle (AOV) Miles Traveled	FY09 Personally Owned Vehicle Miles Traveled (POV)	FY09 total of AOV+POV + MP miles traveled	FY09 Special Use miles traveled	FY09 Number of 4WD exception vehicles purchased
RCO	54,291	8,813	0	23,567	86,671	0	0

Agency	FY09 Gasoline Agency Leased (MP Perm)	FY09 Gasoline GA Fleet (MP Daily Trips)	FY09 Gasoline Agency Owned Vehicles (AOV)	FY09 Gasoline calculated from POV reimbursement (20.5 avg fuel economy)	FY09 E85 (Ethanol) purchased for vehicle use	FY09 Total Gasoline+ethanol for vehicle use	FY09 Petroleum Diesel for vehicle use
RCO	1,739.00	264.20	0.00	1,149.60	0.00	3,152.80	0.00

Agency	FY09 Gasoline Special Use	FY09 Petroleum Diesel Special Use	FY09 Gasoline Vessels	FY09 Petroleum Diesel Vessels	FY09 Propane for all transportation uses	FY09 Aviation Fuel	FY09 Total Gasoline+ethanol for all uses	FY09 Total Petroleum Diesel for all uses
RCO	0.00	0.00	0.00	0.00	0.00	0.00	3,152.80	0.00

FY09 Annual Sustainability Data Report

Agency	FY09 Total Square Footage	FY09 Electricity Conventional (kWh)	FY09 Natural Gas (Therms)	FY09 Fuel Oil for energy (Gallons)	FY09 Propane for energy (Gallons)	FY09 Biomass for energy (Btu)	FY09 Onsite renewable energy generated (kWh)	FY09 Energy Offsets purchased (kWh)
RCO	10,318	n/a	n/a	n/a	n/a	n/a	n/a	0

Agency	FY09 Potable Water Usage (CCF)	FY09 Irrigation Water Usage (CCF)	FY09 Non-potable Water Usage (CCF)	FY09 Total Water usage (CCF)
RCO	n/a	n/a	n/a	0

FY09 Annual Sustainability Data Report

Agency	FY09 Virgin office paper (reams)	FY09 30 -40% recycled content office paper (reams)	FY09 100% recycled content office paper (reams)	FY09 Total office paper (reams)	FY09 Recycled Content Janitorial paper products (cases)	FY09 Virgin Janitorial paper products (cases)
RCO	0	200	470	670	0	0

Agency	FY09 Office Paper recycled (pounds)	FY09 Garbage sent to landfill (pounds)	FY09 Material composted (pounds)	FY09 Other Material recycled (pounds)
RCO	0	n/a	n/a	10