



General Administration
STATE OF WASHINGTON

SUSTAINABILITY PLAN

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DEPARTMENT OF GENERAL ADMINISTRATION SUSTAINABILITY PLAN

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SUSTAINABILITY POLICY STATEMENT

The Department of General Administration (GA) is committed to sustainable practices and the stewardship of resources to make state government and its public sector partners an example of sustainable stewardship for the citizens of the state. GA will pursue sustainability, as reflected in GA's Strategic Plan, through its unique role of assisting customers in procurement of goods and services, design and construction, operation of state facilities, and fleet management.

The purposes of GA's Sustainability Plan are:

- To implement the Governor's Executive Orders 02-03, 04-01 and 05-01.
- To assess GA's environmental impacts.
- To create a long-term vision for reducing the agency's environmental impacts with interim organizational goals.
- To provide a structure and mechanism with accountability for GA to reduce negative environmental impacts from its operations.
- To address issues to make GA's programs and activities more sustainable.
- To document GA's leadership and commitment to protecting the environment by more sustainable practices.
- To help our customers with sustainability efforts through GA's example, leadership, service offerings, and technical assistance.

MAJOR PROGRAM DESCRIPTIONS AND RESPONSIBILITIES

Division	Program	Key Roles & Responsibilities
Executive	Executive Management	Executive leadership and performance management.
	Human Resources	Supports divisions on personnel matters and manages GA's training, safety, diversity, and affirmative action programs.
Administrative Services	Financial Office	Maintains financial management information along with development and coordination of related policies and procedures.
	Information Services	Provides technology support, including website development.
Facilities	Buildings & Grounds (B&G)	Maintains grounds and facilities on the Capitol Campus, including life safety and visitor services activities.
	Commute Trip Reduction	Manages a statewide program to encourage and track alternative commute modes by employees.
	Engineering & Architectural Services (EAS)	Project management of state-wide capital projects, including leadership for implementation of LEED (Leadership in Energy and Environmental Design) standards. Also manages facilities energy conservation measures and accessibility support.
	Real Estate Services	Leasing design and construction management of leased buildings for state agencies, commissions, boards and institutions of higher education.
	Asset Management	Property and building management for all GA-owned facilities, including the Capitol Campus.
	Facilities Planning & Policy	Long-range facility planning for the Capital Campus.
Services	Consolidated Mail Services	Centralized mail processing & delivery for state agencies.
	Food Programs	Provide federal surplus food and funding to 500 non-profit food banks and meal providers to assist more than 224,000 low-income children, families, elderly and the homeless each month.
	Materials Management Center (MMC)	Provide services in contracting for office supplies and paper products as well as warehouse storage solutions and surplus disposal.
	Motor Pool	Fleet management of 1,800 vehicles for state agency travelers.
	Office of State Procurement (OSP)	Goods and services contract development and administration for state agencies and other public organizations.
	Surplus Programs	Oversees reuse, recycling, disposal and sale of state and federal surplus property.

Task List for 2-year Goals

FY09 – FY10 (Baseline Year: 2003)

Objectives/Target	Measurement Method	Agency Actions
Goal 1 Implement Sustainable Building Practices		
<p>1.1 Increase number of GA-managed, state-owned new construction and major remodel projects to be LEED Gold certified.</p> <p>Target: 5% of projects LEED Gold</p>	<ul style="list-style-type: none"> Percent of projects that achieve LEED Gold through LEED certification compared with all projects required to meet LEED Silver. Measured annually. 	<ul style="list-style-type: none"> Green Building Advisor (GBA) will develop a plan to deliver continued LEED training to GA project managers by 12/1/08. Training is on-going. GBA will create state LEED project case studies for posting on GA web site. By 12/31/08 and on-going.
<p>1.2 Increase leased new and major renovation projects over 50,000 SF that will be LEED certified.</p> <p>Target: 50% of projects LEED certified.</p>	<ul style="list-style-type: none"> Percent of projects that achieve LEED Silver through LEED certification compared with new and major renovation projects over 50,000. 	<ul style="list-style-type: none"> Real Estate Services (RES) has updated new project leasing specifications to reflect LEED criteria. RES includes achievement of LEED criteria in the selection criteria and offer more points for higher levels of LEED. By 12/31/08.
<p>1.3 Achieve LEED EB Silver rating for existing Capitol Campus buildings larger than 10,000 s.f. by 2015.</p> <p>Target: One Building</p>	<ul style="list-style-type: none"> Successfully identify a candidate building for LEED EB Silver. 	<ul style="list-style-type: none"> Resource Conservation Manager (RCM) and Buildings and Grounds (B&G) Facilities Manager will select a pilot building to take through the LEED EB certification process. By 12/31/08.
Goal 2 Reduce Transportation Associated Pollution		
<p>2.1 Increase GA's Motor Pool rental vehicle fleet rated to achieve 30 mpg or better and meet target EPA emission standard.</p> <p>Target: 45% of total fleet</p>	<ul style="list-style-type: none"> Calculate percentage of hybrids and low emission vehicles as a % of the total car fleet. 	<ul style="list-style-type: none"> Motor Pool (MP) surpassed previous target and reached 42% in FY08, and will continue to purchase hybrid vehicles as older cars are replaced. On-going.
<p>2.2 Improve vehicle fleet efficiency (MPG) compared to the 2004 baseline. (Reduce Petroleum).</p> <p>Target: 20% reduction in petroleum 20% Improvement in fuel efficiency</p>	<ul style="list-style-type: none"> Track annual Motor Pool Fleet fuel, miles driven, and efficiency, 2004 baseline. Track GA only fuel and miles driven, 2007 baseline. 	<ul style="list-style-type: none"> MP will continue tracking fuel use. On-going. MP surpassed previous target and reached 17.5% improvement in fuel efficiency in FY08 and will continue to monitor. GA management will encourage more carpooling and teleconferencing. On-going.
<p>2.3 Reduce Single Occupancy Vehicle (SOV) rate through Commute Trip Reduction (CTR) Program</p> <p>Target: 5% increase in CTR participation</p>	<ul style="list-style-type: none"> SOV rate determined by 2009 survey compared to 2005 survey results. Participation rates in the CTR Program. 	<ul style="list-style-type: none"> GA managers and supervisors will seek alternate training/conference/meeting venues to reduce the need to travel. On-going. GA managers and supervisors will promote CTR at all levels of GA. On-going.

Task List for 2-year Goals

FY09 – FY10 (Baseline Year: 2003)

Objectives/Target	Measurement Method	Agency Actions
<p>2.4 Increase the number of economy/compact cars rented by GA getting 30 mpg or better. Target: 35% of total rentals.</p>	<ul style="list-style-type: none"> Percent of cars rented by GA employees will have efficiency of 30 mpg or better. 	<ul style="list-style-type: none"> GA surpassed previous target and reached 32% level in FY08. OSP will document car rentals to determine compliance, using reporting data from the state contracted commercial vendor. On-going.
<p>2.5 Increase GA's diesel vehicles that will use 5% biodiesel. Target: Maintain at 100% of GA's diesel vehicles (excluding B&G).</p>	<ul style="list-style-type: none"> Number of diesel vehicles using 5% biodiesel compared to all diesel vehicles. 	<ul style="list-style-type: none"> Maintain at 100% of GA's diesel vehicles (excluding B&G).
<p>Goal 3 Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials</p>		
<p>3.1 Reduce office paper use per employee. Target: 32% reduction compared to 2004 baseline.</p>	<ul style="list-style-type: none"> Measure amount of paper purchased and number of GA employees to determine paper use per employee. Track overall paper purchased. 	<ul style="list-style-type: none"> IS will assure that GA purchases duplex copiers and printers. (Currently 50% of agency copiers & 20% of printers are duplex). On-going. IS will set up all duplex capable printers and copiers for duplex printing as default. By 12/31/08 All divisions will consider the use of electronic invoicing to reduce need for paper processing. On-going.
<p>3.2 Increase use of 100% recycled content (white 8 ½ 11) copy paper purchased from MMC for GA's use. Target: 50% of copy paper will be 100% recycled content.</p>	<ul style="list-style-type: none"> Measure 100% recycled content paper and total paper purchases to determine percentage. 	<ul style="list-style-type: none"> GA surpassed previous target and reached 43.6% in FY08. GA managers and supervisors will promote use of 100% recycled content paper. By 12/31/08 and on-going.
<p>3.3 Increase recycling of office paper. Target: Maintain at 95% or above office paper recycled.</p>	<ul style="list-style-type: none"> Weight of office paper thrown away compared to paper recycled. 	<ul style="list-style-type: none"> B&G will perform a "dumpster dive" quarterly to estimate the amount of office paper thrown away. Quarterly.
<p>3.4 Increase the use of 50% recycled content and processed chlorine free janitorial paper products. Target: Maintain at 100% of janitorial paper.</p>	<ul style="list-style-type: none"> Janitorial paper by weight meeting requirement compared to total janitorial paper products by weight. 	<ul style="list-style-type: none"> B&G to purchase products to meet the criteria. By 4/30/09. MMC shall offer compliant products on contract if readily available in the market. On-going. MMC currently offers 1) 100% recycled toilet tissue, & 2) recycled paper towels, 80% post-consumer content; & 3) toilet seat covers, 60% post-consumer content.

Task List for 2-year Goals

FY09 – FY10 (Baseline Year: 2003)

Objectives/Target	Measurement Method	Agency Actions
<p>3.5 Increase solid waste recycling in GA. Target: 60% of all solid waste will be recycled.</p>	<ul style="list-style-type: none"> Total weight of recycled materials compared with total weight of garbage plus recycled materials. 	<ul style="list-style-type: none"> RCM will work with B&G and other programs to implement a recycling plan for the Capitol Campus buildings. By 4/30/09.
<p>3.6 Study potential for composting food wastes from GA-managed buildings.</p>	<ul style="list-style-type: none"> Report study progress in annual report . 	<ul style="list-style-type: none"> RCM will work with B&G on a study for composting food wastes in GA-managed buildings. By 4/30/09.
<p>Goal 4 Minimize Facility Related Energy and Water Use</p>		
<p>4.1 Reduce energy use on a square footage basis in state-owned and operated facilities. Target: 10% compare to 2003 levels.</p>	<ul style="list-style-type: none"> Measure energy use of all facilities for comparison with 2003 levels. Calculate the energy use per square foot for facilities. 	<ul style="list-style-type: none"> Sustainability goals tracked in Facilities Maintenance Management System (FMMS). On-going. E&AS will perform energy audits in all GA-owned/operated buildings. By 4/30/09. RCM will implement best practices for building HVAC operation to reduce energy consumption. By 12/31/08.
<p>4.2 Reduce use of potable water for GA-managed grounds. Target: 50% reduction from 2003 levels.</p>	<ul style="list-style-type: none"> Measure all irrigation water use. Measure and subtract out reclaimed water use from all irrigation water use and compare it against 2003 water use. 	<ul style="list-style-type: none"> E&AS & B&G surpassed previous target and reached 45% in FY08 and will implement further water conservation recommendations. By 4/30/09. RCM will develop management support to bring reclaimed water from Heritage Park to the upper West Capitol Campus. By 5/31/09.
<p>4.3 Reduce use of interior potable water use per square foot. Target: 30% reduction compared to 2003 usage.</p>	<ul style="list-style-type: none"> Measure interior water use and compare it against 2003 water use. 	<ul style="list-style-type: none"> E&AS & B&G surpassed previous target and reached 24% in FY08 and will implement further water conservation recommendations. By 6/30/09. E&AS will design new buildings on West Capitol Campus to use purple pipe for toilet and urinal flushing, and for cooling tower water replenishment. On-going.
<p>4.4 Pursue installing a renewable energy project and/or purchase green power for GA-owned and managed projects. Target: 20% of total electricity use.</p>	<ul style="list-style-type: none"> Measure green power purchases for Legislative Building and others. Measure photovoltaic energy from Leg. Project and others. 	<ul style="list-style-type: none"> GA surpassed previous target (5%) and reached 17% in FY08; E&AS will evaluate the installation of a solar thermal project on the Capitol Campus. By 6/30/10. RCM will identify future photovoltaic project opportunities. By 6/30/09.

Task List for 2-year Goals

FY09 – FY10 (Baseline Year: 2003)

Objectives/Target	Measurement Method	Agency Actions
<p>4.5 Initiate baseline of all (100%) Capitol Campus, GA-operated buildings using Energy Star Portfolio Manager. Target: 100% of Capitol Campus buildings.</p>	<ul style="list-style-type: none"> Number of facilities benchmarked in Energy Star Portfolio Manager compared to all the Capitol Campus buildings. 	<ul style="list-style-type: none"> RCM will collect and enter consumption information into Energy Star Portfolio Manager. By 12/31/08. RCM will use baseline data from energy monitoring to coordinate conservation efforts. On-going.
<p>4.6 Energy Star rating (75) for buildings on the Capitol Campus. Target: 4 buildings, Energy Star 75.</p>	<ul style="list-style-type: none"> Number of buildings achieving an Energy Star score of 75 on the Capitol Campus. 	<ul style="list-style-type: none"> RCM will collect consumption information to enter into the Energy Star Portfolio Manager. By 12/31/08. RCM will submit Energy Star (75) certification. By 6/30/10.
<p>4.7 Increase energy savings from Energy Performance Contracting projects. Target: 30% compared to 2005</p>	<ul style="list-style-type: none"> Total of estimated savings from projects completed in the year. 	<ul style="list-style-type: none"> E&AS Energy Program surpassed previous target (5%) and reached 25% in FY08; will work with public sector clients to capture energy and water savings. On-going.
<p>Goal 5 Reduce use of Toxic Products and Use of Toxic Chemicals</p>		
<p>5.1 State Procurement will make available new Environmentally Preferred Products/Services (EPP) contracts. Target: 3 new EPP contracts each year.</p>	<ul style="list-style-type: none"> Report number of EPP contracts added per year. 	<ul style="list-style-type: none"> OSP achieved 6 EPP contracts in FY08 and will work with Ecology to research and incorporate new available EPP in contract language to increase EPP offerings. On-going. OSP will educate customers on EPP contract purchasing. By 4/30/09.
<p>5.2 Increase the use of Green Seal approved or equivalent janitorial products. Target: 66% of all products by volume.</p>	<ul style="list-style-type: none"> Document volumes of green seal products used vs. total. Track number/percent of cleaning products that are NOT Green Seal approved. 	<ul style="list-style-type: none"> B&G surpassed previous target (50%) and reached 66% in FY08; will continue to evaluate green seal or equivalent product options for use in GA-managed facilities. On-going.
<p>5.3 Eliminate all persistent toxins in GA-managed landscaping, and reduce overall toxins below 2003 levels. Target: Maintain 80% reduction of toxins by volume below 2003 levels.</p>	<ul style="list-style-type: none"> Track amount and type of chemicals used on Capitol Campus. Track Best Pest Management practices by area compared to total area. 	<ul style="list-style-type: none"> B&G surpassed previous target (30%) and reached 80% in FY08; will use best practices activities at all GA-managed facilities. On-going. B&G will monitor its activities to ensure all persistent toxins have been eliminated and that no new persistent toxins are introduced. On-going.

Task List for 5-Year Goals		(Baseline Year: 2003)
	Goals	Objectives - By FY13
Goal 1	Implement Sustainable Building Practices	<p>1.1 20% of new and major renovation, state-owned, GA-managed projects will be LEED Gold (the second-highest rating from Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines)</p> <p>1.2 100% of new and major renovation, GA-leased projects will be LEED certified and 20% will be LEED Silver for projects over 50,000 SF</p> <p>1.3 Achieve LEED-EB Silver for five existing buildings on the Capitol Campus over 10,000 SF.</p>
Goal 2	Reduce Transportation Associated Pollution	<p>2.1 50% of GA's Motor Pool rental vehicle fleet will be rated to achieve 30 mpg or better and meet target EPA emission standards.</p> <p>2.2 30% improvement in vehicle fleet efficiency (MPG) compared to 2004 baseline (Reduce Petroleum).</p> <p>2.3 11% reduction in GA employee Single Occupancy Vehicle (SOV) rate through Commute Trip Reduction (CTR) Program</p> <p>2.4 50% of daily rental cars rented by GA will be economy/compact class (>30 mpg).</p> <p>2.5 95% of GA's diesel vehicles will use 5% biodiesel.</p>
Goal 3	Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials	<p>3.1 37% reduction in office paper use per GA employee compared to 2004 baseline.</p> <p>3.2 65% of copy paper purchased by GA will be 100% recycled content.</p> <p>3.3 99% of GA office paper will be recycled.</p> <p>3.4 100% of janitorial paper products purchased or offered will be of 70% recycled content and chlorine free if available in the market.</p> <p>3.5 65% of all solid waste in GA and GA-managed facilities will be recycled.</p> <p>3.6 10% of food waste will be composted from GA-managed buildings.</p>
Goal 4	Minimize Facility Related Energy and Water Use	<p>4.1 12% reduction of energy use on a square footage basis in state-owned and operated facilities from 2003 baseline.</p> <p>4.2 25% reduction of potable water use for GA-managed grounds (2004 baseline).</p> <p>4.3 35% reduction of interior potable water use per square foot in GA-managed facilities from 2003 baseline.</p> <p>4.4 Install three renewable energy projects and/or purchase Green Power for the GA-owned and managed projects for a combination of 25% of the electricity use.</p> <p>4.5 Energy Star rating (75) for eight buildings on the Capitol Campus and a rating of 60 for all others.</p> <p>4.6 Achieve Energy Star rating of 75 for eight GA-managed leased buildings.</p> <p>4.7 Increase energy saving from Energy Performance Contracting by 32% from 2005 baseline.</p>
Goal 5	Reduce use of Toxic Products and Use of Toxic Chemicals	<p>5.1 State Procurement will add three new Environmentally Preferred Products/Services (EPP) contracts each year.</p> <p>5.2 80% of GA janitorial products used will be Green Seal approved or equivalent.</p> <p>5.3 Eliminate all persistent toxins in GA-managed landscaping, and reduce overall toxins by 85% below 2003 levels.</p>

Task List For 20-Year Goals

(Baseline Year: 2003)

Goals		Objectives - By FY28
Goal 1	Implement Sustainable Building Practices	<p>1.1 50% of new and major renovation, state-owned, GA-managed projects will be LEED Gold (the second highest rating from Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines)</p> <p>1.2 50% of new and major renovation, GA-leased projects will be certified to LEED Silver for projects over 50,000 SF</p> <p>1.3 Maintain LEED EB Silver for all (100%) existing buildings on the Capitol Campus over 10,000 SF.</p>
Goal 2	Reduce Transportation Associated Pollution	<p>2.1 90% of GA's Motor Pool rental vehicle fleet will be rated to achieve 30 mpg or better and meet target EPA emission standards.</p> <p>2.2 50% improvement in vehicle fleet efficiency (MPG) compared to the 2004 baseline (Reduce Petroleum).</p> <p>2.3 15% reduction in GA employee single-occupancy vehicle (SOV) rate through Commute Trip Reduction (CTR) Program</p> <p>2.4 90% of daily rental cars rented by GA will be economy/compact class (>30 mpg).</p> <p>2.5 95% of GA's diesel vehicles will use 20% biodiesel.</p>
Goal 3	Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials	<p>3.1 50% reduction in office paper use per GA employee compared to 2004 baseline.</p> <p>3.2 90% of copy paper purchased by GA will be 100% recycled content.</p> <p>3.3 99% of GA office paper will be recycled.</p> <p>3.4 100% of janitorial paper products purchased or offered will be of 70% recycled content and chlorine free if available in the market.</p> <p>3.5 90% of all solid waste in GA and GA-managed facilities will be recycled.</p> <p>3.6 50% of food waste will be composted from GA-managed buildings.</p>
Goal 4	Minimize Facility Related Energy and Water Use	<p>4.1 50% reduction of energy use per square foot in state-owned and operated facilities compared to 2003 baseline.</p> <p>4.2 100% reduction of potable water use for GA-managed grounds (2004 baseline).</p> <p>4.3 50% reduction of interior potable water use per square foot in GA-managed facilities compared to 2003 baseline.</p> <p>4.4 Install 15 renewable energy projects and/or purchase 30% Green Power for the GA-owned and managed projects.</p> <p>4.5 Energy Star rating (75) for all buildings on the Capitol Campus.</p> <p>4.6 Achieve Energy Star rating of 75 for all GA-managed leased buildings.</p> <p>4.7 Increase energy saving from Energy Performance Contracting by 40% compared to 2005 baseline.</p>
Goal 5	Reduce use of Toxic Products and Use of Toxic Chemicals	<p>5.1 State Procurement will add three new Environmentally Preferred Products/Services (EPP) contracts each year.</p> <p>5.2 95% GA janitorial products used in GA-managed facilities will be Green Seal approved or equivalent.</p> <p>5.3 Eliminate all persistent toxins in GA-managed landscaping, and reduce overall toxins by 95% below 2003 levels.</p>

OVERVIEW OF SUSTAINABILITY ACTIVITIES

Sustainability efforts are being integrated, where feasible, at every level of GA. The following are ways GA communicates its sustainability efforts:

- Sustainability Plan will be reviewed by October 15th annually by the GA Sustainability Committee and GA Management Team. Goals will be assessed and projected for the next biennium.
- Divisions report quarterly on progress toward Strategic Plan objectives, and review and revise annually as appropriate.
- Share sustainable information, practices, and procedures with Facility Coordinators at quarterly Facility Services Advisory Board (FSAB) meetings.
- Include pertinent sustainable information in the Customer Services monthly publication.
- Division assistant directors and section managers will include sustainability as a topic in staff meetings.
- Implement use of Sustainable Office Practices guidelines for all personnel.
- Annual progress report sent to the governor.

In addition, efforts are in place related to the five following GA Sustainability Goals:

1) Implement Sustainable Building Practices

GA is the lead agency in implementing 2005's Green Building Bill ESSB 5509. In this capacity, GA has worked with affected agencies to develop a LEED tracking and assistance process for all buildings receiving state funds known as the GA LEED Quality Assurance (QA) process.

- Along with the development and training of the LEED Quality Assurance (QA) process, limited training is also provided to all agencies regarding general sustainable Green Building design and construction.
- GA also provides "Build-It LEED" training at no cost to general contractors selected for state LEED projects. This is to improve the chance for successful LEED projects.
- GA has integrated LEED requirements and processes with project management process guidelines and instructions for state-owned buildings. GA is also incorporating these requirements into the lease building specifications and process.
- GA has a new five-year objective to achieve LEED Silver for three buildings on the Capitol Campus over 10,000 SF.

GA administers the Energy Life Cycle Cost Analysis process required for all state-funded projects over 25,000 SF and also administers this process for K-12 projects.

- Approximately 75 projects annually go through this process to examine first cost, energy costs, maintenance costs, and equipment replacement costs over a 30-year life cycle.
- The completed report provides owners with good engineering analysis, so that they can make educated decisions regarding the selection of energy systems.

GA has developed a Construction Waste Management guidebook that is available to all public entities. GA provides it to contractors working on state projects. The guidebook includes spreadsheet tools for recording construction waste and recycling efforts.

2) Reduce Transportation Associated Pollution

General Administration's Motor Pool vehicle fleet is the second largest in the state. The fleet has more than 1,800 vehicles, including sedans, hybrid sedans, utility vehicles, light trucks and vans. Approximately 21 million fleet miles are driven annually. Motor Pool has been replacing older cars with Toyota Prius and Ford Escape hybrid vehicles. GA also has a policy of selling all pre-1996 vehicles, the year when new federal emission standards went into effect

- Motor Pool employees are trained to evaluate average fleet fuel economy and meet with user agencies to discuss improvements.
- Hybrid vehicle contract is available to all state agencies and other public entity clients.

GA manages the state agency Commute Trip Reduction (CTR) program, which aims to reduce traffic congestion, air pollution and fuel consumption. State agency employers are asked to develop CTR programs that encourage employees who drive alone to work to consider using an alternative, such as buses, vanpools, carpools, biking or walking. Here are some ways GA contributes to CTR:

- Provides assistance to agencies to help them implement sustainable CTR programs and policies
- Ensure that state facilities are located close to transit routes, and develop mandated parking management programs.
- Reduces travel cost by encouraging video-conferencing and teleconferencing.
- Guaranteed ride home program is provided to state employees in Thurston, Pierce, King and Spokane counties.
- Fare-free transit passes are provided to all state employees assigned to a worksite in Thurston County.
- Participants receive incentive pay.

Other vehicle-related activities:

- GA has purchased two electric vehicles for the Capitol Campus maintenance and grounds staff.
- GA is evaluating greater use of biodiesel vehicles.
- GA-owned and leased facilities are sited with public transportation in mind.
- Consolidated Mail eliminates need for individual agency courier vehicles, resulting in less petroleum fuel consumption, emissions and traffic congestion.

3) Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials

Paper recycling is at nearly 100% for office-related paper. Recycle bins and established pick up schedules have been the standard for many years. Besides paper, GA recycles cardboard, metal, cans, plastic and glass bottles and wood pallets. GA also recycles batteries, fluorescent lamps and ballasts, tires, oil filters, used oil, car batteries, vehicle parts, cleaning solvents, ceiling tile, and printer and fax cartages. Other ways in which GA supports recycling include:

- Purchasing PCs and monitors under state contracts with high percentage of recyclable materials and low amounts of hazardous materials.
- Encouraging recycled content construction materials and office interior décor.
- Carpet and pads installed on Capitol Campus remodels must meet the indoor air quality carpet “Green Label” standards. Currently 35% pre-consumer recycled content carpet is being used.
- Consolidated Mail Service recycles nearly 50 tons of paper annually.
- State Surplus Program recycles all cardboard used to transport USDA federal food to food banks and soup kitchens.
- Establishing statewide contracts that recognize recycle content goals including 30%, 40%, & 100% post-consumer, recycled-content office paper (which meets and exceeds EO 05-01).
- Providing electronic forms on GA’s Intranet, majority of billings, electronic payment, policies and procedures, monthly/daily reports.
- GA has a new five-year objective to compost 10% of food waste from GA-managed buildings.

General Administration’s Plant Operations Support program is a self-supporting consortium of state agencies, educational facilities, municipalities and port districts. Members receive technical, consultative and research support, and are provided assistance in coordinating surplus, salvage and construction waste projects. The program supports sustainability by helping members find new uses for discarded equipment.

4) Minimize Facility-Related Energy and Water Use

The General Administration energy conservation program has helped state agencies, universities, community colleges, cities, counties, and school districts throughout the state reduce electricity consumption by about 156 million kilowatts since projects began in 1986. That is enough electricity to provide power to approximately 13,500 homes, helping taxpayers avoid about \$76 million in utility costs.

Other energy saving related activities include:

- Continuous energy monitoring of all Capitol Campus buildings.
- Building commissioning (to assure building systems are operating according to design) is required for new systems installed in all state capital projects over \$5 million.
- Identifying energy conservation opportunities at leased properties prior to lease negotiations and re-negotiations.
- Hired a Resource Conservation Manager for the Capitol Campus to implement low cost ways to reduce energy and water consumption.
- On-going effort to add separate water meters for each building on the Capitol Campus to track domestic, irrigation and cooling tower water usage.
- All agency computer monitors automatically go into a “sleep” mode after 30 minutes of inactivity, and all computers go into the same energy-saving status after one hour of not being used.
- Eliminating use of delivered bottled water and water coolers. Installing water filters to improve taste of tap water.
- All appliances offered on state contract are EPA Energy Star.

- Installed vending misers on all campus cold beverage vending machines.
- Promoting 150 watt radiant heating panels to replace 1500 watt personal space heaters, to save energy and reduce fire hazards.
- Reclaimed water, safe for all uses except as drinking water, is being used to irrigate GA-managed parks adjacent to Capitol Lake.
- Energy Life Cost Cycle Analysis process requires all new construction and major renovation state projects over 25,000 s.f. to examine energy systems that are 30% better than the Washington State Energy Code.
- GA has a new five-year objective to achieve Energy Star rating of 60 for all extended Capitol Campus buildings and an Energy Star rating (75) for eight buildings on the Capitol Campus.

5) Reduce Use of Toxic Products and Use of Toxic Chemicals

In addition to offering many environmentally preferred products, GA provides numerous services and is involved in efforts that meet sustainability goals including:

- State Procurement offers an online Purchasing Reference Guide for environmentally preferred products.
- GA's Annual Tradeshow highlights several environmentally preferable purchasing training courses, which are attended by about 650 customers and 400 vendors to encourage development and marketing of "green" products and services.
- Custodial staff uses environmentally preferred cleaning supplies and sustainable practices that reduce the use of energy and water while cleaning.
- Capitol Campus B&G employees use Integrated Pest Management to reduce toxic chemical usage.
- Capitol Campus B&G staff uses low volatile organic compound paints to avoid health/environmental risks.
- Motor Pool eliminated the use of asbestos brake linings in state vehicles.
- Energy projects managed by the GA energy team call for the recycling of fluorescent lamps (containing mercury) and ballasts containing PCBs.
- GA is working to eliminate or properly dispose of persistent toxins in GA-owned and managed construction and demolition projects.
- GA bid documents will include a standard specification that precludes the purchase of materials with persistent toxic chemicals as identified in the Executive Order 04-01.
- Lease contracts will include requirements to recycle or properly dispose of 100% of all products/materials with known sources of PBDE's, dioxin, PCB's and mercury in facility and construction waste.

ACROYNMS

ADA	Americans with Disabilities Act
ASD	Administrative Services Division
CRT	Cathode-Ray Tube (Computer Monitor)
CTR	Commute Trip Reduction
B&G	Buildings and Grounds
RES	Real Estate Services
E&AS	Engineering and Architectural Services
ELCCA	Energy Life Cycle Cost Analysis
EPA	Environmental Protection Agency
EPP	Environmentally Preferable Purchasing
FMLA	Family Medical Leave Act
FSAB	Facility Services Advisory Board
GA	Department of General Administration
IT	Information Technology
LCD	Liquid Crystal Display (Computer Monitor)
LED	Light Emitting Diode
LEED	Leadership in Energy and Environmental Design
LOTT	Lacey Olympia Tumwater Thurston (waste water treatment)
MMC	Material Management Center
NCC	North Cascades Center
OSP	Office of State Procurement
SF	Square Footage
PC	Personal Computer
PM	Project Manager
RCM	Resource Conservation Manager
RCW	Revised Code of Washington
RFQ	Request for Qualifications
QA	Quality Assurance
VOC	Volatile Organic Compound