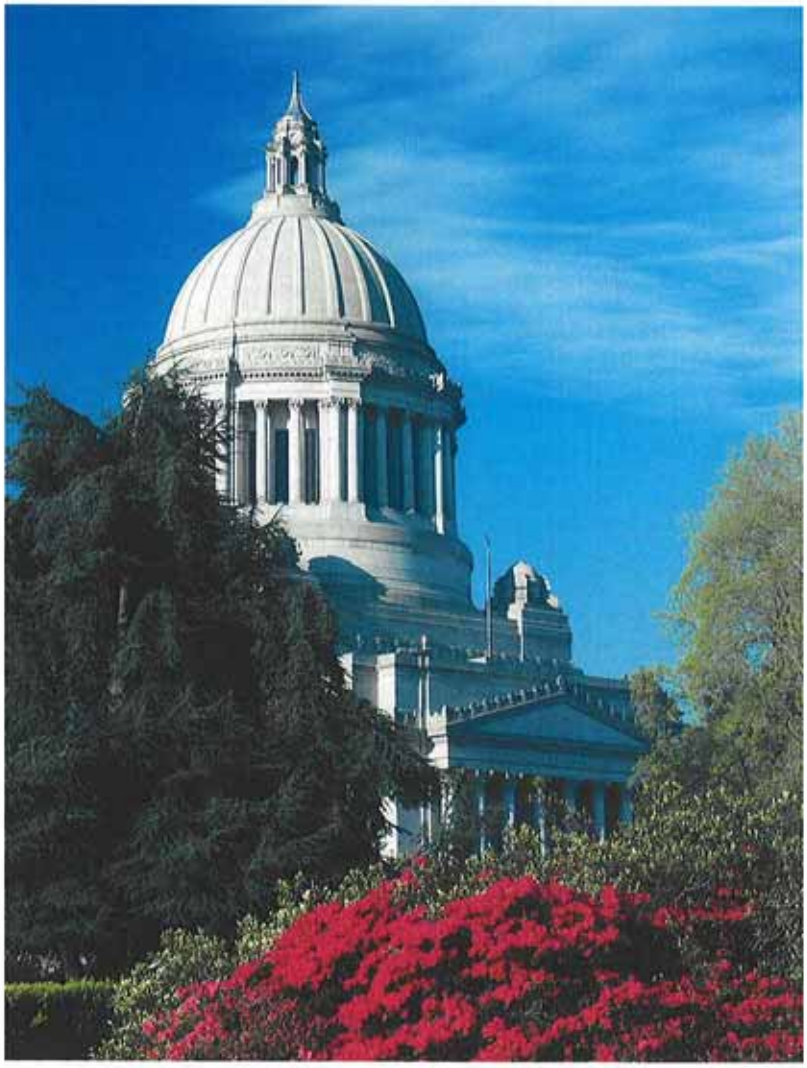
State of Washington
Department of General Administration

Sustainability Progress Report
October 15, 2005



For the Period of
Year 2: July 1, 2004 – June 30, 2005

Executive Summary

The Department of General Administration (GA) developed a Sustainability Plan In response to Executive Orders 02-03 and 05-01, signed by Governor Gary Locke on September 18, 2002 and January 5, 2005.

The plan identifies 6 major long-term goals:

1. Make sustainability an agency value and increase employee awareness and use of sustainable practices.
2. Implement sustainable building practices.
3. Reduce pollution caused by motor vehicles.
4. Create markets for sustainable products.
5. Increase recycling, reduce waste, and minimize use of products with 100% virgin materials.
6. Reduce energy and water use in state facilities.

GA consisted of 5 divisions at the time the order was issued. Those divisions were:

- Capitol Facilities
- Office of State Procurement
- Engineering and Architectural Services
- State Services
- Administrative Services

These goals demonstrate GA's commitment to sustainable practices. In GA's unique service role to state agencies and other public sector clients, GA recognizes that it is important to be an example of sustainable stewardship. GA anticipates integrating sustainable practices into every aspect of operations and services provided.

GA recently completed a reorganization which will change the structure of future reports.

Agency representatives meet periodically to update the Sustainability plan, identifying new goals and objectives, problem areas, and track results.

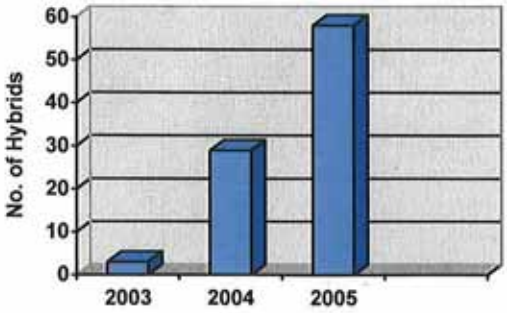
Summary of Long Range Goals

Current Sustainability Goals	30 Year Goal (2035)	Who's Responsible
1. Institutionalize sustainability as an agency value.	100% participation in Individual Sustainability Office Practices by all employees.	All Divisions
2. Implement Sustainable Building Practices.	All state buildings over 5,000 SF are built to LEED Gold standards.	Engineering and Architectural Services (E&AS), and Facilities
3. Reduce Transportation associated pollution.	80% of the Motor Pool fleet over 45 mpg and 80% at or below California standards.	Motor Pool
4. Create Markets for Sustainable Products.	80% of state contracts offer green products.	Office of State Procurement
5. Maximize recycling and minimize waste.	Reduce landfill waste to 10% of total waste (landfill+recycle+compost).	Buildings and Grounds (B&G), and All Divisions
6. Minimize use of products with 100% virgin materials.	Use no products with virgin materials.	All Divisions
7. Minimize facility related energy and water use.	Reduce energy use by 30% compared to 2003 level based on btu/sf/yr, or better than Energy Star Score of 75 (4 points in LEED EB). Reduce potable water use by 30% compared to 2003 level or 30% below standard water budget.	B&G, and E&AS
New Goals		
8. Reduce use of toxic materials.	100% of products purchased and produced are sustainable.	B&G, and all Divisions
9. Use renewable energy for facility operations.	80% of electricity and 50% of heating used in GA-managed buildings will come from renewable resources.	B&G, and Real Estate Services

Highlights of the GA Sustainability Efforts

Motor Pool Hybrids

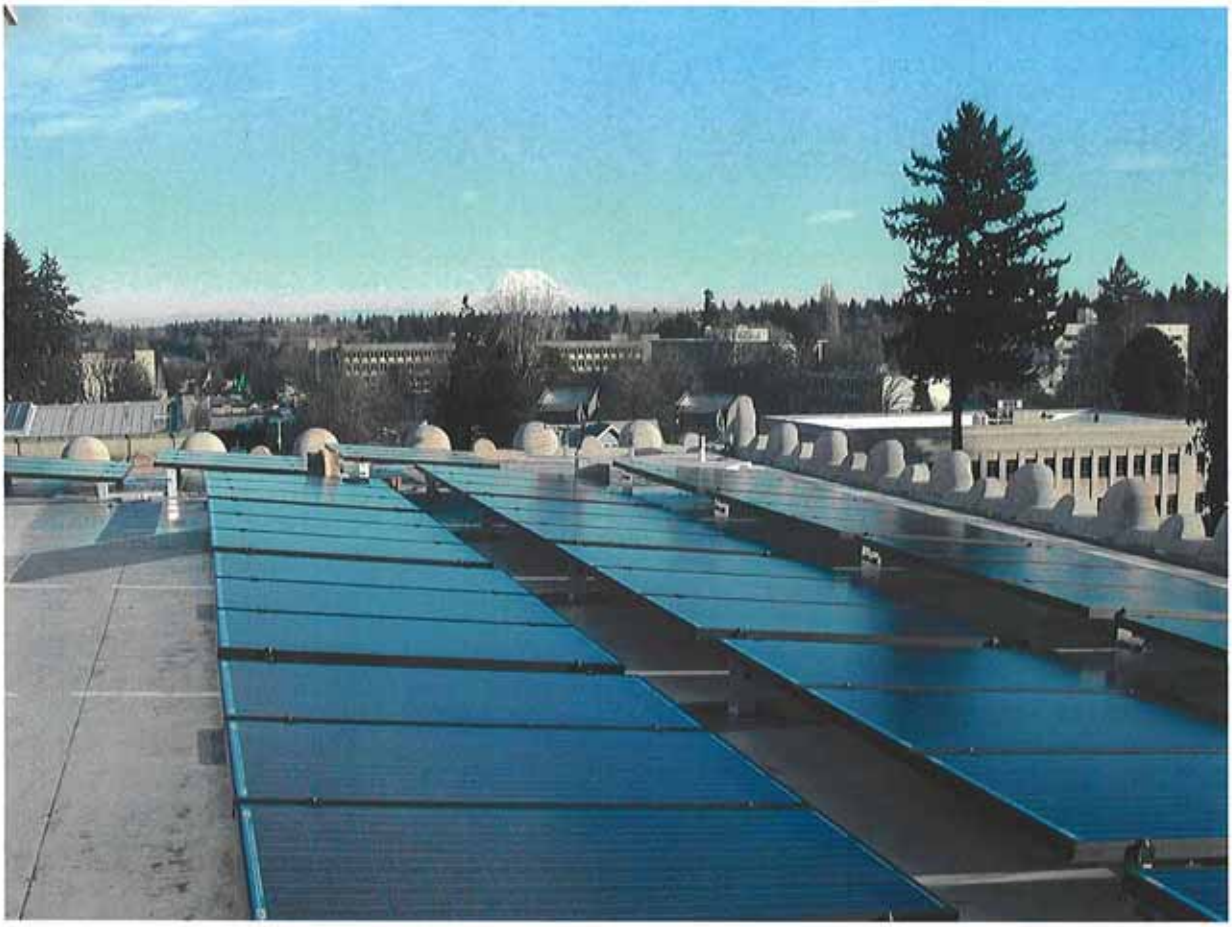
Hybrids in Motor Pool Fleet



The number of Toyota Prius hybrids in the state Motor Pool has increased yearly. A hybrid can get up to 60 miles/gallon compared to about 30 miles/gallon for the Ford Taurus.

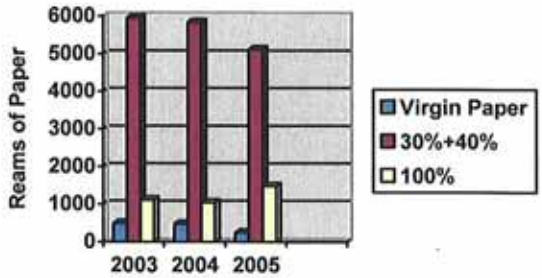
Legislative Building Solar Module Array (east side)

Total capacity is 20 KW



As part of the Legislative Building renovation, solar panels were added to the flat roof portions on the south side of the building.

Copy & Print Paper Use at GA



The use of "virgin" paper continues to drop and the use of 100% recycled content paper went up in 2005. Total paper use has dropped 10% below 2003 levels.

See individual Division's Section II: Reporting on Objectives in the following sections to read about other accomplishments.

Washington State
Department of General Administration
Sustainability Progress Report
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Section I: Agency Information, Policy and Goals

The Department of General Administration (GA) is dedicated to sustainable practices and policies.

Here's what we do:

- **Contracts -** Oversee government contracts for goods and services.
- **Construction -** Manage the design and construction of state buildings.
- **Maintenance -** Maintain the Legislative Building, the Capitol Campus in Olympia, Capitol Lake, and other historic state buildings.
- **Leasing -** Arrange leases for office and warehouse space for agencies.
- **Surplus -** Operate surplus programs for office furniture, used vehicles, and surplus federal food distributed to food banks.
- **Mail -** Run the state's internal mail service that delivers 48 million pieces annually on behalf of over 100 state agencies.
- **Vehicle rentals/maintenance -** Manage and maintain a motor pool of 1,500 vehicles.

Sustainability Policy

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.

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Section II: Reporting on Objectives — Executive Division

A. Quantitative Measures of Progress

General Administration's Executive Management group appointed a multi-division team to write the agency's sustainability plan. The team meets regularly to update the plan, by identifying new goals, noting problem areas, and tracking results. They also help by compiling data for the annual progress report.

B. Narrative description of progress to date

- **Success factors**:

Sustainable principles and practices are part of General Administration operations, as well as what we offer our customers. In addition to offering many environmentally preferred products, General Administration provides numerous services that can help agencies meet sustainability goals. The Executive Management group supports these efforts by including sustainability principles in the agency's strategic plan.

- **Barriers and Challenges**:

The barriers to achieving a sustainable GA are as follows:

✓ The need for Executive Management to communicate regularly with employees on importance of sustainability, to encourage their support of the effort. Executive Management must lead by example, by reducing the group's use of office supplies, energy, fuel, and other resources.

✓ To become "sustainable," we must offer an economic incentive, a convenience or other catalyst to establish an environment that fosters sustainable practices. The full cost of all agency activities, including disposal of products, inefficient use of energy, and other day-to-day operating practices needs to be made obvious and considered in our business planning efforts.

C. Other programs or Initiatives

✓ None cited at this time.

Section II: Reporting on Objectives Administrative Division

A. Quantitative Measures of Progress

By 2005, ensure that GA reduces its employees' single occupant vehicle rate by at least 5 percent from 2003 levels, as measured by the 2005 CTR survey.

- ✓ Fare-free transit passes are provided to all state employees assigned to a worksite in Thurston County.
- ✓ Guaranteed ride home program is provided to state employees in Thurston, Pierce, King and Spokane counties.

B. Narrative description of progress to date

- ✓ Active Health and Safety Programs including Wellness Program, ADA Policy, Family Medical Leave Act (FMLA) Policy, Ergonomics policy and Return to Work Program keep GA workforce on the job and productive
- ✓ 65% of GA's payments are completely electronic, saving 4611 pieces of paper each year.
- ✓ Remittance advices were not printed for an additional savings of 378 pieces of paper each year.
- ✓ Electronic payroll stuffers supplant 100% of hard copy payroll stuffers.
- ✓ 20% of agency monitors are LCD to reduce energy and eye strain.
- ✓ 50% of agency copiers will duplex and about 20% of agency printers will duplex. Encourage the use of copiers and printers that will duplex.

■ **Success factors:**

- ✓ 90% of all monthly/daily reports are completely electronic.

■ **Barriers and Challenges:**

None to report at this time.

C. Other programs or Initiatives

None to report at this time.

Section II: Reporting on Objectives Division of Capitol Facilities

A. Quantitative Measures of Progress

1. **By 2009 transition all campus buildings to a team cleaning system that utilizes environmentally preferred products (Green Seal Accreditation) and practices (Qualify for LEED Certification Green Cleaning Credits).**

✓ Certified Green Cleaning Program in 2005 with an audit score of 86%. Of the products we use daily, 100% are certified Green.

2. **All irrigation will be done with reclaimed water on West Campus by 2010.**

✓ Progress is being made to install piping for reclaimed water for west campus.

3. **By 2009, all paper products used by custodial services will be made of 60 percent recycled materials that are non-chlorine bleached.**

✓ Currently, we provide hand towels of 60 percent recycled content. We are exploring alternatives for toilet tissues.

4. **70 percent of all solid waste generated on Capitol Campus will be recycled by 2015.**

✓ 59 percent of solid waste is recycled.

5. **100% of Capitol Campus buildings will have energy efficient lighting and electronic ballast by 2010.**

✓ 10 of the 17 buildings (59%) on campus have been completely changed over to energy efficient lighting and ballasts.

6. **90 percent of all construction waste generated by Tenant Improvement Services will be recycled by 2015.**

✓ Recycle bins used. Measurement systems to be established.

7. **By 2025, all Grounds vehicles used on campus will be electric and/or use alternate fuels.**

✓ We have purchased two electric vehicles and will acquire up to four more as gas models are surplused.

8. **By 2015, reduce potable water consumption on Capitol Campus by 50 percent compared to 2003 usage.**

✓

Fiscal Year 2003 Baseline:	9,302,351	
Fiscal Year 2004 Consumption:	8,066,703	13% Decrease
Fiscal Year 2005 Consumption:	7,083,822	24% Decrease

9. **Use 100 percent reclaimed water for make-up water in the Power House cooling tower by 2015.**

Negotiations with City of Olympia are on-going.

10. **Reduce paper use by setting division printers for two-sided printing and directing staff to submit timecards electronically by 2004.**

✓ The printer count is the same from 2004: Six (6) network printers currently have duplex capability. (6) network printers require a duplex attachment. Twelve (12) network printers can duplex manually. 100 percent of all DCF employees are filling out electronic timecards.

Division of Capitol Facilities Continued

11. Investigate, and adopt if feasible, by 2008 the use of biodiesel in building generators and power plant boilers.

- ✓ Biodiesel is anticipated to double the cost of fuels for boilers. We anticipate Federal subsidies.
- ✓ Biodiesel prices will be monitored and will be considered based on comparison against regular diesel prices.

B. Narrative description of progress to date

- **Success factors:**

- ✓ Sustainability practices being supported by tenant agencies.
- ✓ Leveraged state resources by partnering with local government and campus energy provider.

- **Barriers and Challenges:**

- ✓ Availability of recyclable products.
- ✓ Honoring the priority of sustainable practices during project scheduling.
- ✓ Budget constraints.

C. Other programs or Initiatives

None cited at this time.

Section II: Reporting on Objectives

Division of Engineering and Architecture Services

A. Quantitative Measures of Progress

Conduct energy audits of existing Capitol Campus facilities to seek opportunities to minimize energy waste during 2004.

✓ The Energy Section has an on-going program conducting energy audits of existing Capitol Campus facilities to minimize energy waste through the end of 2004. The outcome is reported below

Campus Audits

	Chilled Water	OB2 Chilled Towers	E. Campus Lighting
Annual Electrical Savings in kWh	506,549	112,517	459,108
Annual Natural Gas Savings in Therms	27,724	0	0
Annual Cost Avoidance	$37,381	$4,052	$23,784
Reduction in CO2 (lbs. CO2)	848,780	110,942	452,680
or Tons	424.4	55.5	226.3

Develop environmental guidelines for the design and construction of state buildings reflecting salient criteria mandated by Executive Orders 02-03 and 05-01 by 2005.

✓ GA has adopted LEED Silver as the standard for all state construction projects over 5,000 square feet. This is being implemented for all state funded projects affected.

✓ LEED Quality Assurance training was provided to all E&AS project managers.

All Project Managers will be trained to implement LEED design on state projects by December 2004. Implement LEED guidelines by December 2003 for major new construction and renovation projects unless otherwise directed by client agencies.

✓ LEED criteria has been discussed at several Project Management Team meetings. The nature of our business paradigm enables Project Managers to advertise and select architects and engineers who are qualified to do LEED standard projects at the direction of the funding agency.

✓ Two projects were completed this year that were built to LEED Silver or better.

Implementation of construction waste management guidelines for new construction and renovation projects by December 2003.

✓ Adopted in the division's boiler plate specifications.

Energy savings will be totaled annually in Megawatt hours.

✓ Energy savings from energy savings performance contracts with public sector clients:

Quarter 1 FY '05 (July-September 2004)	Total:	5,192 MWh
Quarter 2 FY '05 (October-December 2004)	Total:	2,890 MWh
Quarter 3 FY '05 (January-March 2005)	Total:	25 MWh
Quarter 4 FY '05 (April - June 2005)	Total:	6,829 MWh
Total For FY 2005:		14,936 MWh

The total of all four quarters saved enough electricity to provide power for 1,106 homes.

Division of Engineering and Architectural Services Continued

B. Narrative description of progress to date

- **Success factors:**

✓ Dedicated personnel, encouragement by division management.

- **Barriers and Challenges:**

✓ The cost of documenting the Leadership in Energy and Environmental Design (LEED) varies in cost from $30K to 60K, depending on the complexity of the project. In the community college market, this added ambition takes money away from equipment, furnishings or even the maximum allowable construction cost. The client agency, confronted with this prospect, lacking the appreciation for the value of achieving a LEEDs standard, has great difficulty in funding a LEED certification activity.

✓ A few successful key pilot projects may cause reluctant client agencies to support LEED certification.

C. Other programs or Initiatives

Increase the amount of customers using the Plant Operations consortium for reclaimed surplus materials by 10% by 2009.

✓ The Plant Operations Support program has managed 17 sustainability-related events in the past year, resulting in more than 40 tons of construction waste and salvage material being re-used by public agencies. Members also received training on "Operations Sustainability", during four workshops and conferences, thereby publicizing the efforts and educating facitlites managers.

Section II: Reporting on Objectives

Division of Facilities Planning and Management (DFPM)

A. Quantitative Measures of Progress

GA will replace all system motors with high efficiency motors by 2013.

- ✓ New high efficiency chiller installed for west campus included variable speed drive high efficiency motors.

Repair all steam, water, and storm water leaks by 2010.

- ✓ The storm water pipe that serves the flag circle roadway has been replaced.
- ✓ The storm water pipe north of the Temple of Justice was replaced in Sept. 2004.

GA has a goal of increasing recycle and reuse practices in capital construction projects through the Construction Waste Management specifications so that 80 percent of waste is saved from the landfill per project by 2005.

- ✓ The Legislative Building Rehab reported a 92 percent rate of recycling of construction waste.
- ✓ The East Plaza 4 project reported the recycling of 200-tons of dirt and 500-tons of concrete.

DFPM commits to request only Hybrid vehicles for agency use from Motor Pool by 2005.

- ✓ DFPM has been assigned one vehicle at this time. Most other travel requirements for DFPM have required vans. However, no Hybrid vans are currently available from the motor pool.

B. Narrative description of progress to date

- **Success factors:**

- ✓ Dedicated personnel, encouragement by division management.

- **Barriers and Challenges:**

None cited at this time.

C. Other programs or Initiatives

- ✓ Marathon Park and Heritage Park are irrigated with reclaimed water from LOTT.
- ✓ LOTT has installed a reclaimed water line to the powerhouse for future campus irrigation use. DFPM is considering options to bring reclaimed water to the west capital campus in the 07-09 Capital Plan.
- ✓ Meters have been installed as part of a campus chilled water loop project to track chilled water usage. The loop project allows buildings to run independently of each other and to increase chilled water use efficiency.
- ✓ Office Building #2 received two higher efficiency electric transformers, and a new, more efficient cooling tower.

Section II: Reporting on Objectives — Office of State Procurement

A. Quantitative Measures of Progress

Move the majority of OSP copy paper consumption to the most environmentally preferable/sustainable option available on state contract.

- ✓ By 9/1/09, increase product availability to include 100% post-consumer recycled content janitorial paper products. Central Stores currently offers 3 product lines that would be impacted:
  1) Toilet tissue, which they offer a product that is 100% recycled, 100% post-consumer content;
  2) Paper towels, which they offer a product that is 100% recycled, 80% post-consumer content; and
  3) Toilet seat covers, which they offer a product that is 60% post-consumer content. Therefore, we are 33% in compliance at this time.

Eliminate resource utilization associated with delivered portable water and water coolers. Install water filters to improve taste of locally available potable water.

- ✓ The savings is $2,834 for the first year and $3,184 for every year after. It is also an opportunity to contribute to environmental sustainability by reducing the pollution associated with having bottled water trucked to the office.

Migrate from CRT technology to LCD technology for computer displays, to reduce hazardous waste stream volumes.

- ✓ 75% Done = 102 monitors converted from CRT technology to LCD technology of the 128 total monitors in the division.

Increase recycling efforts.

- ✓ OSP has been actively participating in available recycle programs for paper, toners, etc.

Reduce training travel and associated pollution by bringing more training on site and participating in more "webinars", teleconferences, and satellite broadcast training. Support local professional purchasing chapters to attract more local training.

- ✓ Four webinars for professional staff held in Olympia, reducing the need to travel to Seattle for that caliber of training.

Participate in legislation to modernize public purchasing RCWs to reduce paper and support electronic communications for bid notifications and reverse auctions.

- ✓ OSP actively participated in this legislation during the 2005 Legislative Session. The bill was fully supported and was expected to pass without problems. However, the legislators ran out of time and this bill was not passed. OSP will be actively pursuing this again in the 2006 Legislative session.

Encourage use of energy efficient state vehicles rather than privately-owned.

- ✓ OSP actively practices the encouragement of utilization of energy efficient state motor pool vehicles, instead of allowing employees to use their personal vehicle for business travel.

Office of State Procurement Continued

Implementation of a contract strategy to offer four (4) more new product lines for environmentally preferred/sustainable products/services by June 30, 2005.

✓ Complete. For the period of July 1, 2004 through June 30, 2005, 4 additional product lines have been implemented (refer to the following list). This makes a total of 17 product lines implemented since June 30, 2004.

1. Hybrid Ford Escape
2. Floatation Docks
3. Parks Recycling Program
4. Bio-diesel added to all existing state fuel delivery contracts (for Western WA)

50 percent of state contract portfolio will include new product lines for environmentally preferred/sustainable products/services by 2015.

✓ On-going

Recommendation of environmentally preferable/sustainable alternatives for two (2) Correctional Industries product lines by June 30, 2005.

✓ Complete. Three (3) product lines have been implemented:

1. Worm casting
2. Environmentally responsible cleaning/floor care products
3. Environmental Services (environmental cleanup, storage tank removal, and hazardous materials handling & removal services)

✓ **50 percent of Correctional Industries products/services portfolio will include new product lines for environmentally preferred/sustainable products/services by 2015.**

✓ Actively working with Correctional Industries to meet this objective.
✓ Potential Candidates for fiscal year 2005 include:

1. Organic based fertilizer
2. Strawboard
3. Recycled diesel oil
4. Worm castings

B. Narrative description of progress to date

Collaborate with OR and CA on specifications for hybrid vehicles to reduce costs.

This is done. The outcome was a specification standard to be used by WA, OR, & CA.

■ **Success factors:**

✓ By 9/1/09, reduce office paper use by 30%. We have begun printing 2-sided documents more regularly, as a result we have reduced 9% from the benchmark below:
- OSP copy paper usage for 8/1/03 – 7/31/04: 1,313 reams
- OSP copy paper usage for 8/1/04 – 7/31/05: 1,195 reams

✓ Added language to statewide car rental contract to support #4 of EO 05-01. OSP manages the Statewide Rental Car Contract; therefore, we added language to the contract to establish clear direction on the requirement to use fuel efficient/low emission vehicles.

Office of State Procurement Continued

- ✓ Participate in task force with DIS and Printer to recommend efficiency improvements for copiers is on-going. The contract language was added to existing statewide contracts, which directs high volume printing back to The Printer.

■ **Barriers and Challenges:**

None noted at this time.

C. Other programs or Initiatives

Offer 20%+ biodiesel blend on statewide contract for less than truckload quantities as well as truckload quantities by 2006

- ✓ Done. This is available for Western, WA only.

Section II: Reporting on Objectives — Division of State Services

A. Quantitative Measures of Progress

Increase to 80 percent use of electronic storage and transfer of documents, use of Internet online forms, and use of electronic/digital transmission of documents by 2005.

- ✓ Real Estate Services Group has 100% of forms and 100% of policies and procedures on-line.

Recommend site design standards for facilities to accommodate walkers and bikers by 2005.

- ✓ Real Estate Services Group--"Leased Space Requirements" 2005, includes site design standards for walkers and bikers.

Real Estate Services Group

Develop criteria and supporting policies to encourage consolidation and co-location of state agency programs and discourage fragmentation by 2005.

- ✓ Completed and incorporated into policies and practices as well as in the Draft 2005 Capitol Master Plan.
- ✓ Continued to consolidate and collocate agencies.
- ✓ Dept. of Health consolidated from 21 separate buildings into 4 buildings at 1 location.
- ✓ Depts. Of Corrections (4 sites) and Transportation (7 sites) consolidated into the Tumwater Office Building.
- ✓ Numerous small agencies co-located in GA Building.
- ✓ Continued to structure the concentration of state agencies in locations with established infrastructure.

Develop policies and procedures that encourage agencies to coordinate with each other and consolidate their space requests into fewer solicitations, resulting in larger, multi-agency office buildings by 2005.

- ✓ Policy is in place. We are working with agencies on a project-by-project basis to implement.

Provide LEED training and orientation for agencies and developers by 2005.

- ✓ Completed six training sessions for agencies and developers.

Provide Real Estate Services staff opportunities to become "LEED Certified" professionals by 2005.

- ✓ All 7 of our architects have attended at least 1 of the sustainability and LEED training sessions.
- ✓ Design staff will be attending certification classes. Goal is 50% LEED certified by 2006; 75% LEED certified by 2007.

Develop criteria and supporting policies and procedures to evaluate proposed leased facilities under new Leased Space Requirements that include LEED Certified Building Elements by 2005.

- ✓ "Leased Space Requirements" was revised and implemented July 1, 2005. It incorporates "green building" and LEED elements.

Division of State Services Continued

- ✓ Evaluation Criteria are being developed to encourage the inclusion of LEED elements or pursuit of LEED rating while ensuring equity in the competitive process.
- ✓ LEED will be used on a project by project basis to effectively transition to the new emphasis on sustainability.
- ✓ A number of leased facilities were built using LEED elements and/or LEED Certified Rating.

Develop methodology to highlight and recognize LEED Certified Buildings by 2005.

- ✓ As part of the 2005 revision of the Leased Space Requirements, LEED certification criteria was added.
- ✓ Evaluation Criteria is being developed to encourage the inclusion of LEED elements.

Reduce travel cost by video-conferencing and teleconferencing 35% by 2005.

- ✓ RES has revised its approach to the objective of reducing travel costs to emphasize teleworking and carpooling by its staff when in the field (Note that RES leasing agents and architects are responsible for a "territory" and whenever possible travel through their territories as a team). In addition, approximately 15% to 20% of RES staff use alternatives to the single occupant vehicle when commuting to and from work.

Encourage the adoption of building design standards as part of Leased Space Requirements that encourage the most intensive use of public transportation and other alternative transportation modes by 2005.

- ✓ The Thurston County Preferred Development Areas (PDAs) and Preferred Leasing Areas (PLAs) Policies require that state facilities --owned or leased-- be located and concentrated within central core areas, and business districts or urban centers or similarly designated areas as identified in each city's comprehensive plan:
  - Is highly accessible to the public;
  - Has a fully developed and effective street network;
  - Has a fully developed pedestrian circulation system directly adjacent to potential sites;
  - Has high quality (regularly scheduled and frequent) public transit directly adjacent to potential sites
  - Has an infrastructure accessible to individuals with mobility impairments.
  - Has pedestrian and transit compatible/friendly building design siting.
  - Has a fully developed and effective street network.
- ✓ The 2005 revision of "Leased Space Requirements" includes pedestrian and transit compatible/friendly building design and siting.

Reduce the number of vehicles on the roadways, thus assisting with sustainability.

- ✓ The CTR program through GA provides:
  - Fare-free bus passes ("Star Pass") to all state employees in Thurston County.
  - Free guaranteed ride home program to all state employees in Thurston, Pierce, King and Spokane Counties.
  - Bicycle cages on the Capitol Campus.
  - Shared parking (zoned) at all state worksites.
- ✓ 12% of GA's employees are participating in the CTR.

Division of State Services Continued

State Motor Pool

Perform an alternative fuel refueling site feasibility study within the Olympia area in conjunction with the Clean Cities Coalition and other interested state agencies by the end of 2005.

- ✓ The Energy Policy Act of 1992 request the state to purchase 75 percent of new vehicles to be capable of operating on alternate fuel. Hybrid vehicles do not meet the alternate fuel requirements, limiting the number of Hybrid vehicles that can be purchased.
- ✓ Currently E85 (ethanol) fuel is not available in Washington state.
- ✓ Hybrid vehicles cost about $8,000 more that a conventional vehicle.

By 2004, meet with Motor Pool's ten (10) largest users to discuss downsizing vehicles to reduce fuel consumption.

- ✓ Discussed Governor's Executive Order on sustainability with our customers and included a copy with vehicle request packages.

Conservation of Natural Resources

- ✓ The Motor Pool vehicle maintenance section recycles tires, batteries, oil, anti-freeze, parts cleaning solution, and metals.
- ✓ The Motor Pool is a member of the Clean Cities Coalition - a fleet organization dedicated to reducing emissions and petroleum consumption.
- ✓ The Motor pool was a primary member of OFM's Sustainability Task Force, created to comply with the Governor's Executive Order.

Consolidated Mail Services

Save budget dollars by maximizing usefulness of products and services.
Improve partner relationships through mutual cooperation.

- ✓ Created combination deliveries of mail and Central Stores' products.
- ✓ Certain sizes of boxes are culled for Central Stores to reuse in their package shipments. "On Demand" supply deliveries are effectively being made.

Surplus Program

Surplus Programs: Sustainability through Recycling
Strive to increase recycling of Surplus goods by 30% by 2007

- ✓ The following figures are a comparison between FY04 and FY05. We track monthly figures for recycling of: Garbage (landfill items), Wood, Metal & Electronic Waste. Goal is to increase recycling efforts by 30% by FY07.

- ✓ We also recycle plastic shrink wrap and re-use it for packing material.
  Also, added a 10 Yd Dumpster emptied weekly(free of charge, with no recorded weight).
  Garbage going into the landfill:

FY2004	157.78 Tons
FY2005	55.25 Tons
Reduction of:	102.53 Tons

- ✓ Wood Recycled: (started recycling efforts July 1,2005) 84.33 Tons (not going into landfill).

Division of State Services Continued

- ✓ Metal Recycled: Using the State Contract
  FY2004 214.45 Tons or 480,368 lbs
  FY2005 232.95 Tons or 521,808 lbs

- ✓ Electronic Waste Recycled: (1/01/05- 6/30/05) 75,519 lbs. (using State Contract).

B. Narrative description of progress to date

- **Success factors:**

Real Estate Services Group

- ✓ The Preferred Leasing Areas (PLA) policy has been successful; over 90 percent of leased facilities have been located within the PLAs. This initiative is being expanded to additional counties statewide within the next biennia.
- ✓ Two major building projects were completed with one designated LEED Silver and one LEED Certified.

State Commute Trip Reduction Program

- ✓ The STAR Pass program - pre-paid bus pass for all state employees based in Thurston County.
- ✓ The SAFE-Ride program - a Guaranteed Ride Home Program that is supplied by contracted vendors in Thurston, Pierce, King, and Spokane counties.

State Motorpool

- ✓ Purchased 29 Toyota Prius Hybrid sedans.
  Purchased 150 flexible fuel vehicles capable of operating on ethanol (E85) or gasoline including 85 Ford Taurus sedans, 12 Ford Taurus wagons, and 53 Ford Explorers.

Purchasing Schedule

Vehicle Type	2003	2004	2005
Hybrids	3	26	29
Ford Taurus	65	99	85
Ford Taurus Wagon	7	15	12
Ford	1	62	53
Chev. Tahoe	10	3	0
Dodge Caravan	8	5	0

- **Barriers and Challenges:**

Real Estate Services

- ✓ Agencies sometimes resist GA's efforts to locate facilities in areas with appropriate infrastructure, claiming that such sites cost more. This has not proven to be the case.

- ✓ In terms of the inclusion of LEED ratings/elements, lease projects present unique challenges that are not present in a public works process. State-owned projects operate under the Public Works process; site selection, design team selection and decision to have a LEED project is made before it is put out to bid for construction. That means that LEED has been built into the project from the beginning.

Division of State Services Continued

- ✓ In contrast, the lease process involves a solicitation for space in a geographical area and developers respond with proposals that have to have been site plan approved prior to submittal. Requiring that the project be a LEED project is a challenge to the developer

  because it is not known what support an agency will offer for LEED program elements. This is generally not known by the developer until later in the design process. ***The challenge is to identify and develop agency supported elements prior to the solicitation.***

State Commute Trip Reduction Program

- ✓ Attempting to coordinate with and assist state agencies and institutions of higher education - all of which have different goals and objectives.

State Motorpool

- ✓ The Energy Policy Act of 1992 request the state to purchase 75 percent of new vehicles to be capable of operating on alternate fuel. Hybrid vehicles do not meet the alternate fuel requirements, limiting the number of Hybrid vehicles that can be purchased.
- ✓ Currently E85 (ethanol) fuel is not available in Washington state.
- ✓ Hybrid vehicles cost about $8,000 more that a conventional vehicle.

C. Other Programs or Initiatives

Real Estate Services Group

The following objectives are expressed in the Real Estate Services Business Plan, 2005-2011:

- ✓ Objective 4.2: Expand the "preferred development areas" and "preferred leasing areas" approach to major urban areas statewide through outreach and partnership agreements.
- ✓ Objective 5.1: Continuously, ensure that buildings that the state intends to occupy for long periods of time (over ten years) embody High Performance Building standards.
- ✓ Objective 5.5: Continuously monitor and reduce energy use where possible at leased facilities.
- ✓ Objective 5.6: Continuously monitor and reduce energy consumption where possible at state managed facilities.
- ✓ Objective 5.4: Encourage the incorporation of CTR programs as an important element in agency sustainability plans.

State Motorpool

- ✓ The Motor Pool vehicle maintenance section recycles tires, batteries, oil, anti-freeze, parts cleaning solution, and metals.
- ✓ The Motor Pool is a member of the Clean Cities Coalition - a fleet organization dedicated to reducing emissions and petroleum consumption.
- ✓ The Motor Pool was a primary member of OFM's Sustainability Task Force, created to comply with the Governor's Executive Order.

Consolidated Mail Services

- ✓ Replacement of conventional lighting fixtures in its facility with digital operated ones with a "payback" within one year.

Section III: Communication and Education

- ✓ Sustainability will be added to management meeting agendas.
- ✓ Sustainability will be added as a topic in division staff meetings.
- ✓ Employee sustainability training and informational sessions will be coordinated by sustainability team members.
- ✓ Employee input will be solicited by the sustainability team representatives.
- ✓ The Sustainability Plan will be in line with GA's Strategic Plan.

■ **Success factors:**

- ✓ Utilizing division sustainable team representatives to gather information and implement sustainable stratagies.

■ **Opportunities and Challenges:**

Opportunities
- ✓ Communication and education
- ✓ Awareness
- ✓ Behavior change
- ✓ Enthusiasm

Challenges
- ✓ Lack of interest or information
- ✓ Resistance

Section IV: Statewide Performance Measures

A. Copy Paper use, by quantity and paper type

Virgin paper:
2004 = 478 reams (6.5% of ream purchase volume) $1,330.53
2005 = 247 reams (3% of ream purchase volume) $731.85 (3% by cost)

40% post consumer recycled content:
2004 = 30% recycled content @ 5841 reams (79.4% of ream purchase by volume) $15,838.98
2005 = 5116 reams (64% of ream purchase volume) $14,114.13 (61% by cost)

100% post consumer recycled content, chlorine free:
2004 = 1042 reams (14.2% of ream purchase volume) $3,594.90 (17.3% by cost)
2005 = 1483 (18 % of ream purchase volume) $5078.75 (22% by cost)

Although this reflects an increase in copy paper use, the trend is showing a significant change to utilizing the 40% & 100% recycled paper instead of virgin or 30% recycled:

GA copy paper usage for 8/1/03 – 7/31/04
Total reams sold: 7,565 - $19,934.19:
Total Cost:- $19,934.19:

- Virgin paper: 495 reams (6.5% of purchase volume) - $1,266.81
- 30% recycled: 267 reams (3.5% of purchase volume) - $767.44
- 40% recycled: 5688 reams (75.2% of purchase volume) - $14,151.72
- 100% recycled: 1115 reams (14.7% of purchase volume) - $3,748.22

B. Vehicle Miles Traveled, by agency fleet vehicles as well as personal vehicles

Fleet Vehicles:

2004= 19,062,204	Slight Increase
2005 = 19,359,633	1.6% Increase

Privately Owned Vehicles:

2004 = 254,936	
2005 = 211,760	17% Decrease

C. Fuel purchases, by gallons and type of fuel

Gasoline only:

2004 = 952,916	Slight Increase
2005 = 954,522	0.16% Increase

D. Average fuel Efficiency of Vehicles in Agency Fleet

2004 =20.00
2005 = 20.28

Section V: New or Updated Goals and Objectives

- ✓ **Establish a goal to use renewable energy.**
- ✓ **Establish a goal for reduction in the use of toxic materials.**
- ✓ **Institute individual sustainable office practices by 2007.**