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Director

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STATE OF OKLAHOMA  
DEPARTMENT OF CENTRAL SERVICES

MEMORANDUM

**DATE:** October 13, 2009  
**TO:** All Appointing Authorities  
**FROM:** John Richard, Director *JR*  
**RE:** Senate Bill 833 - Agency Energy Efficiency and Conservation Plans

In continuing efforts to increase energy savings in state government, the Legislature passed Senate Bill 833, effective November 1, 2009. The new law requires each state agency to develop and implement an energy efficiency and conservation plan. Agencies are also charged to make every effort to include key strategies listed in the law as part of their plans.

SB 833 directs the Department of Central Services (DCS) to assist state agencies in developing the energy efficiency and conservation plans, if requested. In addition, DCS is to research and identify best available methods to aid agencies in the implementation of their plans. Attached is a model plan from the State of Washington, which can be used as a template by agencies.

The list of plan strategies in SB 833 encompasses functions of several DCS Divisions. We have begun development of our agency plan and will provide advice to agencies to the best of our abilities and available resources. Contact information for each Division is:

Office of Facilities Management:	Richard Kitchen	richard_kitchen@dcs.state.ok.us
Fleet Management:	Claton Chandler	claton_chandler@dcs.state.ok.us
Construction & Properties:	John Morrison	john_morrison@dcs.state.ok.us
Central Purchasing:	Steve Hagar	steve_hagar@dcs.state.ok.us

DCS is designated as the official repository for all state agency energy efficiency and conservation plans. Plans should be submitted electronically to: gerry\_smedley@dcs.state.ok.us. If you have questions or require additional information, contact Gerry Smedley at (405) 522-8519. Thank you.

*"SERVICE, QUALITY, INTEGRITY"*



General Administration  
STATE OF WASHINGTON

# SUSTAINABILITY PLAN

October 15, 2006

# DEPARTMENT OF GENERAL ADMINISTRATION SUSTAINABILITY PLAN

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Agency Contact Information	3
Sustainability Policy Statement	3
Program Description and Responsibilities	4
Two-Year Goals	5
Five-Year Goals	6
Twenty-Year Goals	7
Overview of Efforts	8
Task List	13
Acronyms	16

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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

*\*Sustainability means meeting the needs of current generations without impairing the ability of future generations to meet their own needs, and is an important strategy for the long-term health of the state's environment, economy, and citizens.\** (Executive Order 05-01)

### The purposes of GA's Sustainability Plan are:

- To implement the Governor's Executive Orders 02-03, 04-01 and 05-01.(make as hypertext links)
- 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 improving the environment by more sustainable practices
- To help our customers continue with their own sustainability efforts through GA's example, leadership and technical assistance.

### GA is organized into three primary operational areas:

#### Facilities Division:

- Buildings, Grounds & Real Estate Services (B&G)
- Engineering and Architectural Services (E&AS)
- Facilities Operations Office
- Facilities Planning and Policy

#### Services Division:

- State Procurement
- Material Management Center/Central Stores Program
- State Surplus Program, includes surplus federal food
- Consolidated Mail Services
- Motor Pool

#### Administrative Services Division:

- Human Resources
- Financial Office
- Information Systems
- Commute Trip Reduction
- GMAP

#### Additional Areas of Support:

- Strategic Planning and Policy
- Customer & External Relations
- Internal Auditor

<b>Division</b>	<b>Program</b>	<b>Key Role &amp; Responsibilities</b>
<b>Facilities</b>	<b>Buildings &amp; Grounds includes:</b> Visitor Services, Customer Service, Facility Support, & Maintenance	Maintenance & grounds operations on the Capitol Campus, customer tenant improvement services, fire & security systems maintenance, central steam plant & chiller operations, environmental & Life/safety, & card access for public facilities.
	<b>Real Estate Services</b>	Leasing; design & construction management of leased buildings for state agencies, commissions, boards & institutions of higher education, as well as property & building management for all GA owned facilities, including Capitol Campus.
	<b>Engineering &amp; Architectural Services:</b>	Project management of state-wide capital projects, lead for implementation of LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines) silver requirements, energy conservation measures for public facilities, ADA implementation services, & plant operations Support services for state & local governments.
	<b>Facilities Operations Office</b>	This office has lead responsibility for Capital Programs budget management.
	<b>Facilities Planning &amp; Policy</b>	Long-range facility planning, predesign documentation, 10-year capital project plan, historic preservation program, monuments/memorials planning, staffing of State Capital Campus & design advisory committees, other major facility & policy studies.
	<b>Commute Trip Reduction</b>	Manages a statewide program for state agencies & institutions of higher education that encourages & fosters alternative commute modes by their employees.
<b>Services</b>	<b>Office of State Procurement</b>	Goods & Services contract development and administrations for state customer's, implement state purchasing policy, & provides training events to educate customers & vendors.
	<b>Materials Management Center/Central Stores Program</b>	Provide on-line ordering system for office paper & supplies, & janitorial paper products to state agencies. Provide warehouse storage management.
	<b>State Surplus Program</b>	Reuse, recycling, disposal and sale of state and federal surplus property to state agencies, governmental entities & non-profit organizations, as well as the general public.
	<b>Food Programs</b>	Provide USDA food & funding to 461 non-profit food banks & meal providers to alleviate hunger for over 224,000 low-income children, families, elderly & the homeless each month.
	<b>Consolidated Mail Services (CMS)</b>	Centralized mail processing & delivery for state agencies.
	<b>Motor Pool</b>	Fleet management of 1,400 vehicles for state agency travelers.
<b>Admin Services</b>	<b>Human Resources</b>	Supports GA divisions to hire, promote, reward, discipline & separate personnel; manages GA's training, safety, diversity, & affirmative action programs.
	<b>Financial Office</b>	Maintains GA's official financial records, provides financial management information to GA divisions, & develops & coordinates agency financial policies & procedures.
	<b>Information Services</b>	Provides system support to GA employees with information technology services computer support for Capitol Campus operations & remote locations. Develops & maintains application systems & supports web services that interoperate with other state & local government entities.
	<b>Executive Management</b>	Government Management Accountability & Performance Program (GMAP) reports on management & policy challenges as one element of GA's performance management system.

<b>2 Year Goals</b>		<b>(Baseline Year: 2003)</b>	
	<b>Goals</b>	<b>Objectives - Year 2008</b>	
Goal 1	Implement Sustainable Building Practices	1.1	5% of new and major renovation, State owned, GA managed projects will be LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines) Gold and the rest LEED Silver.
		1.2	5% of new and major renovation, leased projects will be LEED Silver and the rest LEED Certified for projects over 50,000 SF.
Goal 2	Reduce Transportation Associated Pollution	2.1	20% of GA's Motor Pool rental vehicle fleet will be rated to achieve 30 mpg or better and meet target EPA emission standard.
		2.2	15% reduction of petroleum use by motor pool vehicles compared to the 2003 baseline.
		2.3	5% reduction in Single Occupancy Vehicle (SOV) rate through Commute Trip Reduction (CTR) Program.
		2.4	20% of cars rented by GA will be economy/compact class.
		2.5	20% of GA's diesel vehicles will use 5% biodiesel.
Goal 3	Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials	3.1	10% reduction of office paper use per employee.
		3.2	50% of copy paper purchased from GA Central Stores for GA's use will be 100% recycled content (white 8 ½ 11).
		3.3	80% of office paper will be recycled.
		3.4	30% of janitorial paper products will be of 50% recycled content and processed chlorine free.
		3.5	60% of all solid waste in GA will be recycled.
		3.6	Study the potential for composting food wastes from GA managed buildings.
Goal 4	Minimize Facility Related Energy and Water Use	4.1	5% reduction of energy use on a square footage basis in state-owned and operated facilities.
		4.2	10% reduction of potable water use for GA managed grounds.
		4.3	10% reduction of interior potable water use per square foot.
		4.4	Pursue installing a renewable energy Project and/or purchase 5% Green power for GA-owned and managed projects.
Goal 5	Reduce use of Toxic Products and Use of Toxic Chemicals	5.1	State Procurement will add three new Environmentally Preferred Products/Services (EPP) contracts each year.
		5.2	50% of GA janitorial products used will be Green Seal* approved or equivalent.
		5.3	Eliminate all persistent toxins in GA managed landscaping, and reduce overall toxins by 30% below 2003 levels.

\* Founded in 1989, Green Seal provides science-based environmental certification standards that are credible, transparent, and essential in an increasingly educated and competitive marketplace.

<b>5 Year Goals</b>		<b>(Baseline Year: 2003)</b>
	<b>Goals</b>	<b>Objectives - Year 2011</b>
Goal 1	Implement Sustainable Building Practices	<p><b>1.1</b> 20% of new and major renovation, State owned, GA managed projects will be LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines) Gold and the rest LEED Silver.</p> <p><b>1.2</b> 20% 5% of new and major renovation, leased projects will be LEED Silver and the rest LEED Certified for projects over 50,000 SF.</p>
Goal 2	Reduce Transportation Associated Pollution	<p><b>2.1</b> 40% of GA's Motor Pool rental vehicle fleet will be rated to achieve 30 mpg or better and meet target EPA emission standard.</p> <p><b>2.2</b> 25% reduction of petroleum use by motor pool vehicles compared to the 2003 baseline.</p> <p><b>2.3</b> 10% reduction in Single Occupancy Vehicle (SOV) rate through Commute Trip Reduction (CTR) Program</p> <p><b>2.4</b> 40% of cars rented by GA will be economy/compact class.</p> <p><b>2.5</b> 80% 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><b>3.1</b> Reduce office paper use by 15% per person.</p> <p><b>3.2</b> 60% of copy paper purchased from GA Central Stores for GA's use will be 100% recycled content (white 8 ½ 11).</p> <p><b>3.3</b> 85% of office paper will be recycled.</p> <p><b>3.4</b> 100% of janitorial paper products purchased or offered by Central Stores will be of 50% recycled content and chlorine free if available in the market.</p> <p><b>3.5</b> 62% of all solid waste in GA will be recycled.</p>
Goal 4	Minimize Facility Related Energy and Water Use	<p><b>4.1</b> 10% reduction of energy use on a square footage basis in state-owned and operated facilities.</p> <p><b>4.2</b> 20% reduction of potable water use for GA managed grounds.</p> <p><b>4.3</b> 15% reduction of interior potable water use per square foot.</p> <p><b>4.4</b> Install 3 Renewable Energy Projects and/or purchase 10% Green Power for the GA owned and managed projects.</p>
Goal 5	Reduce use of Toxic Products and Use of Toxic Chemicals	<p><b>5.1</b> State Procurement will add three new Environmentally Preferred Products/Services (EPP) contracts each year.</p> <p><b>5.2</b> 75% of GA janitorial products used will be Green Seal approved or equivalent.</p> <p><b>5.3</b> Eliminate all persistent toxins in GA managed landscaping, and reduce overall toxins by 50% below 2003 levels.</p>

<b>20 Year Goals</b>		<b>(Baseline Year: 2003)</b>
<b>Goals</b>		<b>Objectives - Year 2026</b>
Goal 1	Implement Sustainable Building Practices	<p><b>1.1</b> 50% of new and major renovation, State owned, GA managed projects will be LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines) Gold and the rest LEED Silver.</p> <p><b>1.2</b> 50% of new and major renovation, leased projects will be LEED Silver and the rest LEED Certified for projects over 50,000 SF</p>
Goal 2	Reduce Transportation Associated Pollution	<p><b>2.1</b> 90% of GA's Motor Pool rental vehicle fleet will be rated to achieve 30 mpg or better and meet target EPA emission standard.</p> <p><b>2.2</b> 50% reduction of petroleum use by motor pool vehicles compared to the 2003 baseline.</p> <p><b>2.3</b> 15% reduction in Single Occupancy Vehicle (SOV) rate through Commute Trip Reduction (CTR) Program</p> <p><b>2.4</b> 90% of cars rented by GA will be economy/compact class.</p> <p><b>2.5</b> 80+% 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><b>3.1</b> Reduce office paper use by 50% per person.</p> <p><b>3.2</b> 90% of copy paper purchased will be 100% recycled content.</p> <p><b>3.3</b> 99% of office paper will be recycled.</p> <p><b>3.4</b> 100% of janitorial paper products purchased or offered by Central Stores will be of 50% recycled content and chlorine free if available in the market.</p> <p><b>3.5</b> 70% of all solid waste in GA will be recycled.</p>
Goal 4	Minimize Facility Related Energy and Water Use	<p><b>4.1</b> 40% reduction of energy use on a square footage basis in state-owned and operated facilities.</p> <p><b>4.2</b> 100% reduction of potable water use for GA managed grounds.</p> <p><b>4.3</b> 50% reduction of interior potable water use per square foot.</p> <p><b>4.4</b> Install 10 Renewable Energy Projects and/or purchase 10% Green Power for the GA owned and managed projects.</p>
Goal 5	Reduce use of Toxic Products and Use of Toxic Chemicals	<p><b>5.1</b> State Procurement will add three new Environmentally Preferred Products/Services (EPP) contracts each year.</p> <p><b>5.2</b> 75% GA janitorial products used will be Green Seal approved or equivalent.</p> <p><b>5.3</b> Eliminate all persistent toxins in GA managed landscaping, and reduce overall toxins by 90% below 2003 levels.</p>

## **OVERVIEW OF SUSTAINABILITY EFFORTS**

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 and revised annually by GA Sustainability Committee. Goals will be assessed and projected out for the next biennium.
- Divisions report quarterly on progress towards Strategic Plan objectives, and review and revise annually when 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 Notes monthly publication.
- Division assistant directors and section managers will include sustainability as a topic in staff meetings.
- Develop and implement use of Sustainable Office Practices guidelines to all personnel.
- Each employee will do their part in implementing sustainable practices.
- Annual progress report sent to the governor.

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

## **ADDITIONAL EFFORTS**

### **1.) Implement Sustainable Building Practices**

GA is the lead agency in implementing 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 QA process, limited training is also provided to all agencies regarding general sustainable Green Building design and construction, and the LEED process.
- 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 administers the Energy Life Cycle Cost Analysis (ELCCA) 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 the owner with good engineering analysis so that they can make educated decisions regarding the selection of energy using 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**

The Department of General Administration's Motor Pool vehicle fleet is the second largest in the state. There are more than 1,500 passenger motor vehicles in the fleet, 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 and Ford Escape hybrid vehicles capable of using ethanol fuel. GA also has a policy of selling off all pre-1996 vehicles which was the year when new federal emission standards went into effect

- Motor Pool staff is 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. To achieve these goals state agency employers are asked to develop CTR programs that encourage employees who drive alone to work to consider using an alternative way to get to work, 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 County.
- Fare-free transit passes are provided to all state employees assigned to a worksite in Thurston.
- Participants receive incentive pay.

Other vehicle-related activities:

- GA has purchased 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.
- GA staff attempt to car pool to meetings when ever possible.
- 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. 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 and vehicle parts and 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 hazardous materials.
- Encouraging recycled content construction materials and office interior décor.
- Using recycled content carpet in office remodels.
- Central Stores reuses about 50,000 boxes a year, saving about \$10,000 .
- Consolidated Mail Service recycles nearly 50 tons of paper annually
- State Surplus Program recycles all cardboard used to transport surplus 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.

The State Surplus Program accepts used equipment and finds new owners at other state agencies or through public auctions. The program provides used computers and other surplus items to the "Computers 4 Kids Program.

The General Administration 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 and school districts throughout the state reduce electricity consumption by about 155 million kilowatts since projects began in 1986. That is enough electricity to provide power to approximately 11,500 homes, helping taxpayers avoid about \$50 million in utility costs.

Other energy savings 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
- 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 portable water and water coolers. Installing water filters to improve taste of tap water.
- All appliances offered on state contract are EPA Energy Star.
- Reclaimed water, safe for all uses except as drinking water is being used to irrigate GA-managed parks adjacent to Capitol Lake.
- A resource conservation manager was hired to further increase energy conservation on the Capitol Campus
- Energy Life Cost Cycle Analysis (ELCCA) process requires all new construction and major renovation state projects over 25,000 sq. ft. to examine energy systems that are 30% better than the Washington State Energy Code.

#### **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.
- Custodial staff uses environmentally preferred cleaning supplies and sustainable practices that reduce the use of energy and water while cleaning.
- Capitol Campus B&G staff utilizes best practices integrated pest management to reduce toxic chemical usage.
- Capitol Campus B&G staff uses low VOC (volatile organic compounds) paints, to avoid health/environmental risks.
- Motor Pool eliminated the use of asbestos brake linings in state vehicles.
- Sustainability was theme of 2006 GA Annual Training and Trade Show.
- Conducted Annual Vendor Conference on Governor’s Executive Order on Sustainability for State Agencies to encourage development and marketing of such products and services to state agencies.

- Energy projects installed by the GA energy team on the Capitol Campus and public client facilities recycle 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 as standard specification language, to preclude the purchase of materials with known hazardous toxics as identified in the Executive Order 04-01.
- Lease contract language 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.

## Task List for 2008 Goals

Objectives	Measurables	Tasks
<b>Goal 1 Implement Sustainable Building Practices</b>		
<b>1.1</b> 5% of new and major renovation, State owned, GA managed projects will be LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines) Gold and the rest LEED Silver.	<ul style="list-style-type: none"> <li>• Number of projects that achieve LEED Silver and Gold through internal review and/or LEED certification.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement a LEED Silver QA project tracking system.</li> <li>• Use advertisements designed to solicit RFQ responses experienced with sustainability; &amp; use Green Building as selection criteria for A&amp;E Team; that include an Eco-Charrette resulting in a LEED Scorecard.</li> </ul>
<b>1.2</b> 5% of new and major renovation, leased projects will be LEED Silver and the rest LEED Certified for projects over 50,000 SF.	<ul style="list-style-type: none"> <li>• Number of projects that achieve LEED Certified and Silver through internal review and/or LEED certification.</li> </ul>	
<b>Goal 2 Reduce Transportation Associated Pollution</b>		
<b>2.1</b> 20% of GA's Motor Pool rental vehicle fleet will be rated to achieve 30 mpg or better and meet target EPA emission standard.	<ul style="list-style-type: none"> <li>• Calculate use of hybrid and low emission vehicles as a % of fleet.</li> </ul>	<ul style="list-style-type: none"> <li>• By 2008, meet with Motor Pool's ten largest users to downsize vehicles &amp; reduce fuel consumption.</li> </ul>
<b>2.2</b> 15% reduction of petroleum use by motor pool vehicles compared to the 2003 baseline.	<ul style="list-style-type: none"> <li>• Motor Pool Fleet average fuel economy will be calculated annually to determine improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Tracking System.</li> </ul>
<b>2.3</b> 5% reduction in Single Occupancy Vehicle (SOV) rate through Commute Trip Reduction (CTR) Program.	<ul style="list-style-type: none"> <li>• SOV rate as determined by 2007 survey compared to the results of the 2005 survey.</li> </ul>	<ul style="list-style-type: none"> <li>• Host alternate training/conference/mtg. venues to reduce the need to travel.</li> <li>• Promote CTR at all levels of GA</li> </ul>
<b>2.4</b> 20% of cars rented by GA will be economy/compact class.	<ul style="list-style-type: none"> <li>• Document car rentals to determine compliance.</li> </ul>	
<b>2.5</b> 20% of GA's diesel vehicles will use 5% biodiesel.	<ul style="list-style-type: none"> <li>• Status of the alternative fuel fueling site feasibility study will be reported semi-annually.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement policy establishing minimum efficiency standards when purchasing certain products in support of HB1062.</li> </ul>

## Task List for 2008 Goals

Objectives	Measurables	Tasks
<b>Goal 3 Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials</b>		
<b>3.1</b> 10% reduction of office paper use per employee.	<ul style="list-style-type: none"> <li>Measure amount of paper purchased.</li> </ul>	<ul style="list-style-type: none"> <li>Purchase duplex copiers and printers. (Currently 50% of agency copiers &amp; 20% of printer's duplex).</li> <li>Set up PC's for duplex printing as default.</li> <li>Rapid Invoice processing to reduce need for paper processing</li> </ul>
<b>3.2</b> 50% of copy paper purchased from GA Central Stores for GA's use will be 100% recycled content (white 8 ½ 11).	<ul style="list-style-type: none"> <li>Measure 100% recycled content paper and total paper purchases.</li> </ul>	<ul style="list-style-type: none"> <li>Promote use of 100% recycled content paper.</li> </ul>
<b>3.3</b> 80% of office paper will be recycled.	<ul style="list-style-type: none"> <li>Weight of office paper thrown away compared to recycled.</li> </ul>	<ul style="list-style-type: none"> <li>Perform a "dumpster dive" quarterly to estimate the amount of office paper thrown away.</li> </ul>
<b>3.4</b> 30% of janitorial paper products will be of 50% recycled content and processed chlorine free.	<ul style="list-style-type: none"> <li>Janitorial paper by weight meeting requirement vs. total paper.</li> </ul>	<ul style="list-style-type: none"> <li>Custodial staff to purchase product to meet the criteria.</li> <li>OSP shall offer products on contract if readily available in the market.</li> </ul>
<b>3.5</b> 60% of all solid waste in GA will be recycled.	<ul style="list-style-type: none"> <li>Will report recycling efforts in annual report (recycling vs. total garbage recycling).</li> </ul>	<ul style="list-style-type: none"> <li>Strive to increase recycling of surplus goods by 30% by 2007.</li> <li>Study the potential for composting food wastes from GA managed buildings</li> </ul>
<b>3.6</b> Study potential for composting food wastes from GA managed buildings.	<ul style="list-style-type: none"> <li>Report study in annual report</li> </ul>	
<b>Goal 4 Minimize Facility Related Energy and Water Use</b>		
<b>4.1</b> 5% reduction of energy use on a square footage basis in state owned and operated facilities.	<ul style="list-style-type: none"> <li>Measure energy use of all facilities for comparison with 2003 levels.</li> </ul>	<ul style="list-style-type: none"> <li>Sustainability Goals tracked through the Facilities Maintenance Management System (FMMS)</li> <li>Install energy efficient lighting with electronic ballasts, and energy efficient motors in all Capitol Campus buildings by 2015.</li> <li>Separate electric &amp; water usage meters to be installed in all GA bldgs. by 2010</li> <li>Energy savings will be totaled annually.</li> </ul>

## Task List for 2008 Goals

Objectives	Measurables	Tasks
<b>4.2</b> 10% reduction of potable water use for GA managed grounds.	<ul style="list-style-type: none"> <li>All irrigation will be done with reclaimed water on West Campus by 2010.</li> </ul>	<ul style="list-style-type: none"> <li>Water/sewer savings will be totaled annually for LEED Silver projects on the capitol campus.</li> <li>Install piping to bring water from Heritage Park to the west campus.</li> </ul>
<b>4.3</b> 10% reduction of interior potable water use per square foot.	<ul style="list-style-type: none"> <li>By 2015, reduce potable water consumption on capitol campus by 50% compared to 2003 usage.</li> </ul>	<ul style="list-style-type: none"> <li>Design new buildings on west campus to use purple pipe.</li> </ul>
<b>4.4</b> Pursue installing a renewable energy Project and/or purchase 5% Green power for GA owned and managed projects.	<ul style="list-style-type: none"> <li>Measure green power purchases for legislative building.</li> <li>Measure PV energy from Leg. Project and others.</li> </ul>	<ul style="list-style-type: none"> <li>Install more PV solar thermal projects.</li> </ul>
<b>Goal 5 Reduce use of Toxic Products and Use of Toxic Chemicals</b>		
<b>5.1</b> State Procurement will add three new Environmentally Preferred Products/Services (EPP) contracts each year.	<ul style="list-style-type: none"> <li>Report number of contracts with sustainable options.</li> </ul>	<ul style="list-style-type: none"> <li>Implement 3 additional new product lines for environmentally preferred products/services</li> </ul>
<b>5.2</b> 50% of GA janitorial products used will be Green Seal approved or equivalent	<ul style="list-style-type: none"> <li>Document volumes of green seal products used vs. total.</li> <li>By 9/1/09, increase products on state contract to include 100% post-consumer recycled content janitorial paper.</li> </ul>	<ul style="list-style-type: none"> <li>Track number/% of cleaning products that are NOT Green Seal approved</li> <li>CS currently offers 1) 100% recycled toilet tissue, &amp; 2) recycled paper towels, 80% post-consumer content; &amp; 3) toilet seat covers, 60% post-consumer content.</li> </ul>
<b>5.3</b> Eliminate all persistent toxins in GA managed landscaping, and reduce overall toxins by 30% below 2003 levels.	<ul style="list-style-type: none"> <li>Track by volume the amount and type of chemicals used on capitol campus.</li> <li>Track BPM practices by area compared to total area.</li> </ul>	<ul style="list-style-type: none"> <li>Document best practices activities at all GA facilities managed by GA.</li> </ul>

## ACROYMNS

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
FMMS	Facilities Maintenance Management System
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
RCW	Revised Code of Washington
RFQ	Request for Qualifications
QA	Quality Assurance
VOC	Volatile Organic Compound