

Sustainability Report FY 2007

For the State of Washington

Agency Name: Recreation and Conservation Office
Last Revised: 2005

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These reports are conducted annually for the Fiscal Year (FY) that just ended (the FY runs from July 1st through June 30th) by the various agencies of the State of Washington in fulfillment of Executive Orders 05-01, 04-01, and 02-03.

Green Buildings

Statewide Goals:

- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509). ESSB 5509 requires all construction or remodeling projects of any occupied or conditioned space larger than 5,000 square feet to conform to the LEED (Leadership in Energy and Environmental Design) Silver Standard (or equivalent) The legislation applies to remodeling projects costing more than 50% of the assessed value.

Buildings (Remodeled or New Construction)

Year (FY)	2003	2004	2005	2006	2007
Conventional Buildings	n/a	n/a	n/a	n/a	n/a
LEED Silver	n/a	n/a	n/a	n/a	n/a
LEED Gold or Higher	n/a	n/a	n/a	n/a	n/a
Total LEED Certified	n/a	n/a	n/a	n/a	n/a
Total	n/a	n/a	n/a	n/a	n/a
Units	<input type="checkbox"/> # of buildings <input type="checkbox"/> ft ² (please note if some years are measured differently)				

Comments: The Recreation and Conservation Office is located on the second floor of the Natural Resources Building and is not involved in new building construction.

Space

Statewide Goals:

- No listed statewide goals

Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space	9,658	9,658	9,658	9,658	9,215
Non-Office Space	n/a	n/a	n/a	n/a	n/a
Total	9,658	9,658	9,658	9,658	9,215
Units	<input checked="" type="checkbox"/> feet ² <input type="checkbox"/> meters ² <input type="checkbox"/> miles ² <input type="checkbox"/> kilometers ² (please note if some years are measured differently)				

Comments: The Recreation and Conservation Office space is leased from the Department of General Administration.

Transportation

Statewide Goals:

- Reduce petroleum consumption by 20% from FY 2003 levels by FY 2009
- Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009.
- Replace pre-1996 light duty vehicles (those under 8,500 pounds gross vehicle weight) that are driven more than 2,000 miles a year by January 2008.)
- Give priority to fuel efficient / low emissions vehicles
- Freeze Four Wheel Drive (4WD) purchases (exempting those with fuel economy greater than 30 mpg or those purchased for law enforcement or emergency response purposes). All others must be approved by agency director.
- Request fuel efficient, low emission vehicles for employees from commercial vendors.
- For all agencies with a fleet of 100 or more light duty vehicles (vehicles with a gross vehicle weight of less than 8,500 pounds), submit a Fleet Management Plan. For agencies with less than 100 light duty vehicles, consider transferring vehicles to or contract with GA.
- Optional: Increase Employee Participation in Commute Trip Reduction (CTR) Programs

Agency Goals:

- Implement policy that requests staff to use fuel efficient vehicles when renting additional vehicles from Motor pool.
- Require carpooling to all major meetings (board meeting, all staff meetings).
- Encourage staff to consider compressed workweeks and telecommuting options to reduce their number of drive days.
- Encourage meetings to be held via satellite.
- Rent alternative fuel source vehicles when replacing state agency vehicles.
- *Increase CTR incentive program to \$20 or \$25 a month.
- *Increase staff participation in CTR program.

Agency Actions and Programs:

- Current agency CTR incentive program is set at \$15 a month. Twelve staff members are currently enrolled in the program.

Progress to Date: RCO currently leases a Toyota Prius Hybrid

Barriers and Challenges: Varying staff schedules, meeting sizes and meeting locations still present challenges when planning carpools.

Success Factors: Staff continues to encourage and coordinate carpooling efforts among boards, and staff attending workshops and meetings.

Total Gasoline (non-diesel)

Year (FY)	2003	2004	2005	2006	2007
Ethanol	n/a	n/a	n/a	n/a	n/a
Petroleum	n/a	n/a	n/a	n/a	330.65
Total	n/a	n/a	n/a	n/a	330.65
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$ (please note if some years are measured differently)				

Comments: Gallons of gas used were only available for Motor pool managed vehicles. Data not tracked for personally owned vehicles.

Diesel Fuel

Year (FY)	2003	2004	2005	2006	2007
Ultra Low Sulfur (Highway)	n/a	n/a	n/a	n/a	n/a
Off-Road	n/a	n/a	n/a	n/a	n/a
Biodiesel	n/a	n/a	n/a	n/a	n/a
Total	n/a	n/a	n/a	n/a	n/a
Units	<input type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

	(please note if some years are measured differently)
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Note: for biodiesel usage, please report biodiesel units, before blending with traditional diesel. Ex: 100 gallons of B50 -> 50 gallons of biodiesel. This helps to aggregate overall biodiesel usage.

Comments: The Recreation and Conservation Office does not currently rent any diesel fuel vehicles.

Miles Driven

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles	20,294	40,664	54,212	29,442	25,241
Agency Owned Vehicles	n/a	n/a	n/a	n/a	n/a
Motor Pool Managed Vehicles	65,672	63,108	54,230	73,214	60,769
Total	85,966	103,772	108,442	102,656	86,010
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers (please note if some years are measured differently)				

Comments: All Recreation and Conservation Office vehicles are rented from the Department of General Administration.

Agency Owned Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency	n/a	n/a	n/a	n/a	n/a
Units	Miles per gallon (MPG) (please note if some years are measured differently)				

Comments: All Recreation and Conservation Office vehicles are rented from the Department of General Administration

Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount	n/a	n/a	n/a	n/a	n/a
Units	# of Vehicles (please note if some years are measured differently)				

Comments: All Recreation and Conservation Office vehicles are rented from the Department of General Administration

Pre-1996 Vehicles Remaining

Year (FY)	2003	2004	2005	2006	2007
Amount	0	0	0	0	0
Units	# of vehicles (please note if some years are measured differently)				

Comments: The Recreation and Conservation Office does not rent any vehicles that are older than 2000.

Vehicles Purchased

Year (FY)	2003	2004	2005	2006	2007
Conventional	n/a	n/a	n/a	n/a	n/a
> 30 MPG	n/a	n/a	n/a	n/a	n/a
4WD (note exception purchases)	n/a	n/a	n/a	n/a	n/a
Total	n/a	n/a	n/a	n/a	n/a
Units	# of vehicles purchased (please note if some years are measured differently)				

Comments: RCO does not purchase vehicles for the agency, but rents them from the Department of General Administration.

Paper

Statewide Goals:

- Purchase office paper with a minimum of 30% post consumer recycled content by Sept. 1, 2005. Include all white 8.5x11 paper. Provide justification for all purchases of virgin paper. If you have made changes in other paper purchases, please describe at right.
- Reduce use of office paper by 30% by Sept. 1, 2009, based on FY 2003 plans
- Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50% by Sept. 1, 2006. (EPP is defined as 100% recycled content paper with a minimum of 50% post consumer waste.)
- Recycle 100% of used office paper
- Increase use of post consumer recycled janitorial paper products.

Agency Goals:

- Use both sides of paper before recycling.
- Set all agency printers to duplex printing.
- Purchase and request the state printer to use chlorine free paper products only.
- Ensure RCO manuals are compiled all in one document and available online.
- Increase use of web pages (both internet & intranet) for documents and newsletters previously distributed by hard copy.
- Increase use of electronic communications both internally and externally.

Progress to Date: The amount of paper purchased for 2007 has shown an increase over 2006; however agency staff size has grown by 10 employees.

Barriers and Challenges: Many reports and documents are printed at the Copy Center or Department of Printing, which primarily uses 30% recycled paper rather than the 100% used with the agency. Encouraging our partners to meet higher sustainability standards will continue to be a goal of the agency.

Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin	n/a	n/a	n/a	n/a	n/a
30 -40% recycled	3925 color and white paper	673 – copy jobs 90 – color	243 – copy jobs 68 – color	232 - Copy jobs	228– copy jobs 42 – colored paper

		paper	paper		
100% recycled / EPP	40	650	630	576 - from CS	702 – from CS & Office Depot
Total	3965	1413	941	808	972
Units	<input type="checkbox"/> sheets <input checked="" type="checkbox"/> reams <input type="checkbox"/> cases <input type="checkbox"/> tons (please note if some years are measured differently)				

Paper Used (other than 8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin	n/a	n/a	n/a	n/a	n/a
30-40% recycled	55	38	36	40	42 – from CS & Office Depot 15 – from Copy jobs
100% recycled / EPP	n/a	n/a	n/a	n/a	n/a
Total	n/a	38	36	40	57
Units	<input type="checkbox"/> sheets <input checked="" type="checkbox"/> reams <input type="checkbox"/> cases <input type="checkbox"/> tons (please note if some years are measured differently)				

Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	7,200	7,200	7,200	7,200	8,100

Units	<input checked="" type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons (please note if some years are measured differently)
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Comments: The Recreation and Conservation Office utilizes two fifty gallon barrels for recycling office paper. Both barrels are picked up weekly and are estimated to weigh between 50-100lbs each.

Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled	n/a	n/a	n/a	n/a	n/a
Containing recycled content	n/a	n/a	n/a	n/a	2 cases of paper towels (4,000 sheets) 40% recycled content
Total	n/a	n/a	n/a	n/a	2
Units	<input checked="" type="checkbox"/> cases <input type="checkbox"/> tons <input type="checkbox"/> Other _____ (please note if some years are measured differently)				

Comments: Most Janitorial products are supplied by the GA janitorial services for the Natural Resources Building as a whole.

Additional Notes

- What steps is your agency taking to decrease paper usage or increase the proportion of recycled paper used? RCO's goal is to set all agency printers to duplex printing and to set up a program to encourage re-using one sided printed papers for internal draft documents.

Energy

Statewide Goals:

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

Agency Goals:

- Encourage grant applicants to use alternative energy sources such as solar, wind, etc. for funded RCO and SRFB projects. Consider awarding bonus points for projects that meet sustainability requirements.
- *Turn off computers, monitors and all task lights at the end of the work day.

Agency Actions and Programs:

Progress to Date: Agency purchased new refrigerator which is a newer model and more energy efficient.

Barriers and Challenges: Energy use is not tracked for RCO individually making it hard to measure improvement in Energy usage.

Success Factors: As the agency begins to promote sustainability best practices general awareness of energy use both at home in the office will become more prevalent.

Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased	n/a	n/a	n/a	n/a	n/a
Green Electricity	n/a	n/a	n/a	n/a	n/a
Self-Generated (ex: backup)	n/a	n/a	n/a	n/a	n/a
Total	n/a	n/a	n/a	n/a	n/a
Units	<input type="checkbox"/> kWh <input type="checkbox"/> BTU <input type="checkbox"/> \$ (please note if some years are measured differently)				

Note: for self-generated or on-site electricity, please note what source it is coming from, for example diesel generators or solar panels.

Comments: Electricity use is not controlled or monitored by the RCO directly. The agency is located with the Natural Resources Building and electricity usage is managed for the building as a whole.

Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount	n/a	n/a	n/a	n/a	n/a
Units	<input type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$ (please note if some years are measured differently)				

Comments: Natural gas use is not controlled or monitored by the RCO directly. The agency is located with the Natural Resources Building and natural gas usage is managed for the building as a whole.

Fuel Oil and Propane

Year (FY)	2003	2004	2005	2006	2007
Amount	n/a	n/a	n/a	n/a	n/a
Units	<input type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$ (please note if some years are measured differently)				

Comments: Fuel and propane use are not controlled or monitored by the RCO directly. The agency is located with the Natural Resources Building and fuel oil and propane usage are managed for the building as a whole.

Energy Conservation Program Description

Please describe your energy conservation program if your agency has one.

Water Use

Statewide Goals:

- No statewide goals, but EO 02-03 calls for minimizing water use

Water Used

Year (FY)	2003	2004	2005	2006	2007
Amount	n/a	n/a	n/a	n/a	n/a
Units	<input type="checkbox"/> gallons <input type="checkbox"/> ICCF (hundreds of cubic feet) (please note if some years are measured differently)				

Comments: Water use is not controlled or monitored by the RCO directly. The agency is located with the Natural Resources Building and water usage is managed for the building as a whole.

Waste and Recycling

Statewide Goals:

- No statewide goals, but EO 02-03 calls for reducing or eliminating waste resulting from an inefficient or improper use of resources

Agency Goals:

- Find alternatives to plastic notebooks or find ways to decrease notebook [purchases by 75% by 2007. Recycle cardboard content within notebooks or find source to donate them to.
- Have 90% of staff using reusable products, such as plates, silverware, glasses and coffee cups at staff gatherings by 2007.
- Increase ease in which staff can recycle paper, cans, plastic, etc.

Progress to Date: Plastic notebook usage has been reduced by using binders for multiple meetings, rather than supplying Councils and Boards with new binders for each meeting.

Barriers and Challenges: Alternatives to binders are hard to find and typically more costly.

Waste Disposed

Year (FY)	2003	2004	2005	2006	2007
Amount	n/a	n/a	n/a	n/a	n/a
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons (please note if some years are measured differently)				

Comments: Waste disposal is not controlled or monitored by the RCO directly. The agency is located with the Natural Resources Building and waste disposal is managed for the building as a whole.

Compost Collected/Composted

Year (FY)	2003	2004	2005	2006	2007
Amount	n/a	n/a	n/a	n/a	n/a
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

	(please note if some years are measured differently)
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Comments: Currently there is not a waste service provided by General Administration for the Natural Resources Building. However, RCO staff has expressed interest in participating in a compost program and encouraged the development of such a program.

Non-Paper Material Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	n/a	n/a	n/a	n/a	n/a
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons (please note if some years are measured differently)				

Comments: Recreation and Conservation Office recycles cardboard and packing materials, which are picked up by the Department of General Administration.

Toxics Reduction

Statewide Goals:

- Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals.

Agency Actions and Programs: RCO recycles cd's, ink cartridges, and batteries.

Education and Outreach

Statewide Goals:

- Take steps to educate employees or clients about sustainable practices

Agency Goals:

- *Provide employee outreach training (mini training at next all staff meeting)_and involvement in sustainability practices annually (field trip to DOE, Ft. Lewis sustainable showroom)
- Encourage the Department of General Administration's facilities representative to provide sustainable alternatives at facility meetings.
- *Partner with other agencies to learn best practices and share ideas.
- *List current events and list of sources on intranet or send emails to staff.

Progress to Date: A sustainability steering committee has been formed with RCO staff to develop an outreach plan for the agency and to develop new goals and policies for continued sustainability growth within the agency.

Barriers and Challenges: Although sustainability is and always has been a priority for RCO, due to the addition of new staff, boards, and grant programs the workload has also increased resulting in less times being spent on sustainability efforts. However, with the new steering committee in place efforts will be reenergized.

Success Factors: Management is openly involved in dialogue with staff and the steering committee to look for ways to implement more sustainable practices into the agencies value system.

Additional Notes

How is your agency educating its employees about sustainability and environmental policies? RCO plans to develop an agency outreach plan to educate staff about sustainability by using trainings at all-staff meetings and updating the agency intranet site with sustainability resources, information and current events.

How is your agency engaging the community in its sustainability efforts? As grant programs and policies are reviewed for sustainability enhancements it will require the involvement of important stakeholder groups and agency partners.

How is your agency leading by example to motivate positive change? RCO is leading by example by demonstrating the seriousness of sustainability by forming an agency steering committee. The committee plans to develop a comprehensive approach to sustainability by reviewing our grant programs and operational policies. RCO is partnering with other agencies to learn from their success and to ensure our approaches are the most efficient and effective.