

EXECUTIVE ORDER 04-06

ESTABLISHING SUSTAINABILITY AND EFFICIENCY GOALS FOR STATE OPERATIONS

WHEREAS, 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 economy, environment and citizens; and

WHEREAS, efficiency and cost effectiveness are continuing objectives of state government; and

WHEREAS, establishing targets and adopting sustainable building, transportation, paper use and energy use practices will accelerate progress in accomplishing the sustainability goals established in Executive Order 02-03; and

WHEREAS, the use of green building practices can improve employee productivity, improve building operational performance, reduce building operating costs and improve compatibility between the natural and built environments; and

WHEREAS, transportation activities are responsible for a majority of the greenhouse gas emissions in Washington state, and state fleets represent an opportunity to decrease greenhouse gas and other toxic emissions as well as achieve operating savings and efficiencies; and

WHEREAS, state government can reduce the resource and environmental impacts of paper throughout its lifecycle by changing the way we purchase, use and recycle paper.

NOW, THEREFORE, I, Gary Locke, Governor of the State of Washington, declare my commitment that state agencies shall adopt targets and take action to further the use of sustainable practices.

It is **THEREFORE** ordered and directed that:

1. **Agencies incorporate green building practices in all new construction projects, and in major remodels that cost over 60% of the facility's assessed value.**
 - A. All building construction projects and major remodels over 25,000 gross square feet entering the predesign phase in the 2005-07 Biennium and thereafter, will be built and certified to the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) Silver Standard (or certified to an equivalent standard as approved by the Department of General Administration).
 - B. For all building construction projects and major remodels between 5,000 and 25,000 gross square feet entering the predesign or design phase in the 2005-07 Biennium and thereafter, the Department of General Administration will develop and implement a review process to ensure that green building performance standards consistent with the U.S. Green Building Council (LEED) Silver Standard are being applied, wherever appropriate. However, LEED Certification

will not be required for these projects. The Department of General Administration may collect a nominal fee for providing this review.

- C. The Department of General Administration and other affected state agencies will develop processes and procedures to ensure that green building practices are integrated into design and construction process for all new construction and remodels.
 - D. The Department of General Administration will provide reimbursable training and support to all affected project managers.
2. **Agencies take all reasonable actions to achieve a target of a 20% reduction in petroleum use in the operation of state vehicles and privately owned vehicles used for state business by September 1, 2009.**
- A. By September 1, 2009, state agencies shall replace standard diesel with a 20% biodiesel blend. As soon as practicable, agencies will begin using a minimum 5% biodiesel blend.
 - B. Effective immediately, agencies shall give priority to the replacement of pre-1996 light duty vehicles as they update their fleets.
 - C. The Office of Financial Management shall institute a fleet efficiency audit, to be completed by July 1, 2006. The goals of this audit are to evaluate current state practices and make recommendations regarding:
 - 1. Appropriate vehicle utilization rate and size of agency fleets.
 - 2. Appropriate age and mileage for vehicle turnover to maximize performance and minimize maintenance costs and environmental impact.
 - 3. Cost/benefit of personal vehicle use and reimbursement policies.
 - 4. Strategies for improving the overall efficiency of acquiring, using and maintaining all vehicles in the state fleet.
 - 5. Cost effectiveness of car sharing services.
 - 6. Increasing opportunities for employee ride-sharing on business travel.
3. **Agencies take all reasonable actions to reduce the lifecycle impacts of paper products, and achieve the following goals by September 1, 2009:**
- A. Reduce the use of office paper by 30%, based on data reported in 2003 agency "sustainability plans."
 - B. Increase the percentage of environmentally preferable office paper purchased to at least 50%. Environmentally preferable paper (EPP) is defined as 100% recycled content paper, with a minimum of 50% post consumer waste, and, when available, process chlorine free with no old-growth fiber.
 - C. Recycle 100% of used office paper.
 - D. Significantly reduce the environmental impacts of janitorial paper products through increased use of post consumer recycled and non-chlorine bleached products.
4. **Agencies take the following actions in support of these goals by September 1, 2005:**
- A. Office paper purchased by state agencies must have a minimum of 30% post consumer recycled content.
 - B. The Department of Printing will lead a taskforce including the Department of General Administration, the Department of Information Services and other interested agencies, to recommend efficiency improvements for the management of printers and copiers in state agencies.

- C. The Department of Ecology will provide best management practices for paper selection, reduction and recycling, and provide training to agencies.
 - D. The Department of General Administration will lead state agencies, colleges and universities in a collaborative effort to establish a regional paper bid proposal for environmentally preferable paper EPP in order make EPP paper available at a competitive price.
 - E. The Department of General Administration will report annually to agencies regarding the type and quantity of janitorial paper products purchased through Central Stores for state facilities.
5. **Agencies achieve further gains in energy efficiency.**
- A. By September 1, 2009, state agencies shall reduce energy purchases by 10% from FY 2003, using all practicable, cost effective means available, including energy efficiency programs and the use of on site renewable resources.
 - B. Agencies will report total energy use annually to the Department of General Administration. Agencies will report by September 1 of each year for energy used in the previous fiscal year.
6. **Agencies include the following information in their Sustainability Plan Progress Reports, required under Executive Order 02-03:**
- A. Total annual petroleum use.
 - B. Vehicle miles traveled on state business.
 - C. Number and type of state vehicles owned, by model year.
 - D. Amount and type of office paper and janitorial paper products purchased.
 - E. Quantity of office paper recycled.
 - F. Justification for any virgin office paper purchased.

Agencies are encouraged to work cooperatively with one another to achieve the targets and reductions outlined in this executive order.

I invite institutions of higher education, public schools, statewide elected officials, commissions, and others to implement the practices herein described within their agencies.

This executive order shall take effect immediately.

IN WITNESS WHEREOF, I
have hereunto set my hand
and caused the seal of the
State of Washington to be
Affixed at Olympia this 20th
day of October A.D., Two
thousand four.

GARY LOCKE
Governor of Washington

BY THE GOVERNOR:
Secretary of State

Additional