

State of Washington - Department of Corrections

Sustainability Plan

Updated October 15, 2006



A hybrid Toyota Prius on perimeter control at a state correctional center

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Executive Summary

This plan was developed in response to Executive Order 02-03, dated September 2002. The Order requires all state agencies to “establish sustainability objectives and prepare a biennial Sustainability Plan to modify its practices regarding resource consumption, vehicle use, purchase of goods and services, and facility construction, operation, and maintenance.”

A team of Department of Corrections employees from a variety of programs worked together to develop the plan. The team crafted a Sustainability Mission Statement for the Department and six long-term challenge goals, as follows.

Sustainability Mission Statement

As a steward of public resources, the Department of Corrections is committed to work for sustainable, safe communities. The Department will evaluate the long-term impacts of its construction and operations decisions on the environment, community, and economy of the state, and strive to choose those actions with the greatest long-term benefits.

The Department will:

- **Reduce its dependence on non-renewable energy and fuel sources**
- **Reduce potable water use**
- **Reduce use of toxic materials**
- **Increase the sustainability of its facilities**
- **Reduce waste**
- **Increase agency commitment to and employee awareness of sustainability**

The first update in October 2004 reflected some of the experience gained in the first year of implementation and shifted the timeframe toward achieving the goals within one generation, or 25 years.

The second update continues to reflect upon our experience after two years of implementation. Some of the actions, approaches, milestones, and yardsticks have been adjusted to reflect accomplishments, and to increase focus on areas of need. We have made adjustments to one existing goal and added an additional one. This revision also includes the goals and reporting requirements from Executive Order 05-01: Establishing Sustainability and Efficiency Goals for State Operations, which includes significant focus on fleet, paper, energy, and green building.

This plan will be updated every two years, and progress reports will be submitted to the Office of Financial Management annually.

WASHINGTON STATE DEPARTMENT OF CORRECTIONS SUSTAINABILITY PLAN

October 15, 2006

1.0 Introduction

The Department of Corrections Sustainability Plan was developed in response to Executive Order 02-03, dated September 2002. The Order requires all state agencies to “establish sustainability objectives and prepare a biennial Sustainability Plan to modify its practices regarding resource consumption, vehicle use, purchase of goods and services, and facility construction, operation, and maintenance.” Executive Order 05-01, issued January 2005, sets specific targets for certain sustainable practices which agencies are required to meet.

“Sustainability,” as used in this plan, means protecting and managing our resources to meet current needs without sacrificing the needs of future generations and natural systems.

The following section presents the Department’s sustainability mission statement. Section 3.0 describes the approach that was used to develop the Sustainability Plan. Long-term challenge goals and interim milestones, the heart of this Sustainability Plan, are presented in Section 4.0. Implementation and updating of the plan are discussed in Section 5.0. The appendix contains a glossary of terms used in this document, and a description of Leadership in Energy and Environmental Design (LEED™).

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2.0 Sustainability Mission Statement

As a steward of public resources, the Department of Corrections is committed to work for sustainable, safe communities. The Department will evaluate the long-term impacts of its construction and operations decisions on the environment, community, and economy of the state and strive to choose those actions with the greatest long-term benefits.

Sustainability incorporates the concept of providing for current needs without sacrificing the needs of future generations. The balancing of three interdependent elements is recognized in sustainable practices: environmental stewardship, involving the restoration and protection of natural resources and living systems; economic vitality, recognizing that commerce is both a consumer of and dependent upon natural systems, and has the power to mitigate and reverse those impacts; and social health and justice, which encompasses the concept of global human well being, preservation of culture, and protection of the most vulnerable members of society. By striving for sustainability, the Department positively impacts the entire state, helping to lead Washington toward a more sustainable future.

This plan outlines a set of challenge goals, milestones, approaches, and actions to assist the Department in modifying the way it does business. This new approach will consider economic, environmental, and societal impacts over a long range planning horizon and against a much broader backdrop.

3.0 Plan Overview

3.1 Planning Process

For the original plan and each update, a team of Department of Corrections employees was gathered to provide broad-based input from key participants in this organizational change. The groups represented a variety of position functions and Department programs, including, but not limited to:

Regional Administrator	Associate Superintendent
Correctional Industries	Policy
Safety Coordinator	Plant Manager
Capital Programs	Environmental Services
Contracts	Performance

The group met several times to address the successes and challenges of our sustainability plan so far, and suggest ways to improve upon the plan.

The draft plan was also reviewed by a number of groups within the Department, including sustainability coordinators at the different facilities, and the executive team. Comments from these reviews are incorporated into the final plan.

3.2 Development of Goals

Goals: We have chosen to aim high by setting long-term 25 year goals. The “stretch goals” represent the target we are aiming to accomplish in one generation. While few, if any, of the group participants will still be at the Department in 25 years to see these goals accomplished, the goals express the intent to effect long-term change. By being willing to start in the direction of a stretch goal, we open the door for innovation and inspiration.

Shorter term goals of one, five, and ten year milestones were developed to support the long-term goals. These interim goals provide achievable stepping stones along the way to make the stretch goal truly attainable.

Several of the milestones have been modified in this update. The goals were adapted to provide more consistency, to reflect actions we are taking, but were not included in the past plan, and to incorporate the goals put forth by Executive Order 05-01. We also chose to add a sixth goal focusing on staff education and communication, as this deserved more weight than it received in its placement in our previous plan. Education provides vital support to the other five goals.

Performance Measures: Performance measures, called “yardsticks” in this plan, are the means by which progress in achieving the plan goals and interim milestones are measured. In most cases, the yardsticks are quantifiable data outcomes. Our aim is to measure performance but not spend more time at the task of measurement than at the task of accomplishing the goal. Furthermore, we recognize there are limits to what we are able to measure, and to the accuracy of the data we gather.

We have elected to collect and report information in a way most useful to us. Nearly all of the Department’s functions are driven to some degree by the number of offenders within the corrections system, either as residents in our correctional facilities, or as offenders under community supervision. To reflect this, several of the yardsticks in this plan are reported on a “per offender” basis.



The new Gold LEED™ Headquarters building in Tumwater

4.0 Sustainability Goals

The objectives of this plan are expressed within six broad challenge goals, as follows:

1. Reduce our dependence on non-renewable energy and fuel sources
2. Reduce potable water use
3. Reduce use of toxic materials
4. Increase the sustainability of our facilities
5. Reduce waste
6. Increase agency commitment to and employee awareness of sustainability.

For each challenge goal, there are actions, approaches, milestones, and yardsticks listed. One or more actions are undertaken to support the approach(es) to reaching the milestone. The milestones are interim, sequential goals on the way to reaching the 25 year goal. The yardsticks are the means we use to quantify our progress toward the goals. In most cases, the yardsticks are specific numeric measures, such as BTUs per square foot or tons of food waste composted.

Specific actions can be assigned to a group, office, institution, or committee as part of implementing the approaches. The approaches are the broad roadways we have suggested to steer the Department toward the challenge goals. Each of the Department’s facilities is unique in their challenges and opportunities for sustainability. Therefore, the actions and approaches are not prescriptive for all facilities, but rather suggestions to be used where and when most appropriate.

4.1 Reduce Our Dependence on Non-Renewable Energy and Fuel Sources

Actions	Approaches	Milestones	Yardsticks
<ul style="list-style-type: none"> • Set baseline data on energy and fuel use • Data collection and analysis; update process as needed • Identify sources of biodiesel • Purchase vehicles that use alternative fuels (hybrid electric, fuel cell) • Encourage employees to carpool, take transit, and/or use other forms of commute trip reduction. Use financial incentives • Purchase alternative vehicles for intra-institution travel (e.g., bicycles, electric) • Turn down thermostats and hot water heaters • Relamp facilities with more efficient bulbs and ballasts • Explore renewable power • Increase boiler efficiencies 	<ul style="list-style-type: none"> • Understand current energy and fuel use and plan for shifting to alternative energy and fuel sources • Use biodiesel as a substitute for diesel in fleet vehicles • Fund the purchase of wind and other green power for electrical generation to replace traditional sources • Incorporate natural heating and lighting systems into office spaces and living units • Incorporate new energy technologies into building construction • Make use of new energy technology in vehicles • Incorporate solar energy and other on-site renewable resources wherever feasible on existing buildings and new construction • Incorporate performance contracting for energy conservation 	<p>Year 1 - 2004</p> <ul style="list-style-type: none"> • Baseline for energy and fuel consumption is established • Alternative (renewable) energy sources are identified <p>Year 5 - 2009</p> <ul style="list-style-type: none"> • Reduce energy use by 10 percent from FY 2003 by September 2009 as per EO 05-01 • Reduce petroleum use by 20 percent from FY 2003 by September 2009 as per EO 05-01 • Replace diesel with B20 biodiesel by September 2009 as per EO 05-01 • Alternative (renewable) energy and fuel sources continued to be identified <p>Year 10 - 2014</p> <ul style="list-style-type: none"> • 20 percent of our total energy need is provided from renewable sources • Previous energy and fuel consumption reduction level is maintained 	<ul style="list-style-type: none"> • Total therms, KWH or BTUs • Therms, KWH or BTUs from alternative sources (wind, solar, fuel cell, etc.) • Gallons of gasoline and diesel (including biodiesel) used in facilities and vehicles • Total number of miles driven in Department owned vehicles • Number and type of state vehicles owned by model year as per EO 05-01 • Number of exception 4WD SUV purchases as per EO 05-01 • Commute trip reduction data • Energy and fuel use, per offender

4.1 Reduce Our Dependence on Non-Renewable Energy and Fuel Sources, continued

Actions	Approaches	Milestones	Yardsticks
<ul style="list-style-type: none"> • Utilize meters and utility company data • Prepare a fleet management plan • Assign a fleet manager 	<ul style="list-style-type: none"> • Work collaboratively with local energy providers to fund initiatives • Establish a system for consistent fleet management tracking agency-wide 	<p>Year 25 - 2029</p> <ul style="list-style-type: none"> • 50 percent of our total energy need is provided from renewable sources • Previous energy and fuel consumption reduction level is maintained 	<p>Discussed in above section.</p>

4.2 Reduce Potable Water Use

Actions	Approaches	Milestones	Yardsticks
<ul style="list-style-type: none"> • Set baseline data on water use and wastewater discharge • Data collection and analysis; update process as needed • Install water meters • Quickly identify and repair leaks in water distribution system • Identify new water saving technology • Research water recycling options for laundry facilities • Research and purchase water saving equipment for dishwashing and laundry facilities • Install low flow fixtures • Identify uses and examine opportunities for reclaimed wastewater treatment plant effluent • Use non-potable water for irrigation 	<ul style="list-style-type: none"> • Understand current water use and develop plans for conservation, rainwater capture, reuse, and reclamation • Eliminate unnecessary water uses and water waste • Incorporate rainwater capture and use designs into new construction as feasible • Replace thirsty landscaping with less water demanding designs; let grass go dormant • Implement laundry water recycle systems • Reuse wastewater treatment plant effluent where appropriate 	<p>Year 1 - 2004</p> <ul style="list-style-type: none"> • Baseline for water consumption and wastewater discharge is established <p>Year 5 - 2009</p> <ul style="list-style-type: none"> • Total non-reclaimed water use is reduced by 20 percent <p>Year 10 - 2014</p> <ul style="list-style-type: none"> • Total non-reclaimed water use is reduced by 40 percent <p>Year 25 – 2029</p> <ul style="list-style-type: none"> • Total non-reclaimed water use is reduced by 60 percent 	<ul style="list-style-type: none"> • Total gallons of water used, including purchased water, onsite well water, and reclaimed water • Total gallons of potable water used • Total gallons of wastewater discharged, where available • Water and wastewater indicators, per offender • Fixture count for reclaimed water use

4.3 Reduce Use of Toxic Materials

Actions	Approaches	Milestones	Yardsticks
<ul style="list-style-type: none"> • Set baseline data on toxic product use and disposal • Data collection and analysis; update process as needed • Identify construction materials and consumable products that contain persistent bioaccumulative toxins (PBTs) and other toxics • Identify environment-friendly products that can substitute for unfriendly products • Collect information on chemical herbicides and pesticides used in the Department's farming and landscaping programs • Provide list of suitable alternatives for herbicides and pesticides • Reduce materials that off-gas toxins to indoor air • Identify sustainable materials and processes for CI manufacturing 	<ul style="list-style-type: none"> • Understand current toxic material use and hazardous waste generation • Develop plans for elimination of toxic materials, especially PBTs, in construction, foods, office products, furnishings, vehicles, and grounds maintenance • Work towards progressive incorporation of sustainably grown foods into facility menus • Correctional Industries works toward using sustainable products • Work progressively towards reduced use of flammable, toxic, and caustic materials • All facilities become Small Quantity Generators (SQG) of hazardous waste 	<p>Year 1 - 2004</p> <ul style="list-style-type: none"> • Baseline for hazardous waste disposal is established • Baseline for herbicide and pesticide use is established • Baseline for sustainably grown food purchased or prepared in facility kitchens is established <p>Year 5 - 2009</p> <ul style="list-style-type: none"> • Major facilities reduce generation of hazardous waste by 50 percent • One hundred percent of all kitchen, janitorial, floor care, and laundry products are environment-friendly • Use of all chemical pesticides and herbicides at one institution is eliminated • Construction and consumable products contracts reducing or prohibiting materials containing PBTs and other toxins are implemented where able • 20 percent of food served in facilities is sustainably grown • 50 percent of CI materials are sustainable, non-toxic or environment friendly • Major facilities reduce generation of hazardous waste to levels below 220 lbs/month each 	<ul style="list-style-type: none"> • Pounds or tons of hazardous waste generated • Number of contracts that contain language reducing or prohibiting PBTs and other toxics • Tons of sustainably grown food served • Number of approved hazardous materials listed • Quantity of pesticides and herbicides used • Hazardous product measures, per offender

4.3 Reduce Use of Toxic Materials, continued

Actions	Approaches	Milestones	Yardsticks
<ul style="list-style-type: none"> • Identify integrated pest management practices to replace use of chemical pesticides and herbicides • Gardeners obtain certification in Integrated Pest Management where available • Facility chemical review committees to review and advise all chemical purchases • Support ACA (American Correctional Association) accreditation by limiting flammable, toxic or caustic materials with a HMIS rating of two or higher 	<p>Discussed in above section.</p>	<p>Year 10 - 2014</p> <ul style="list-style-type: none"> • Purchase of construction materials and consumable products containing PBTs and other toxins is 90 percent eliminated • All chemical pesticides and herbicides are replaced with safer alternatives • 40 percent of food served in facilities is sustainably grown • 90 percent of CI materials are sustainable, non-toxic or environment friendly <p>Year 25 - 2029</p> <ul style="list-style-type: none"> • 100 percent of food served in facilities is sustainably grown • 100 percent of CI materials are sustainable, non-toxic, or environment-friendly • 100 percent of products purchased and produced are sustainable • 100 percent of hazardous waste generation is eliminated 	<p>Discussed in above section.</p>

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4.4 Increase the Sustainability of Our Facilities

Actions	Approaches	Milestones	Yardsticks
<ul style="list-style-type: none"> • Set baseline data on green building • Data collection and analysis; update process as needed • Identify capital projects in 10-Year Plan and new leases that should meet LEED™ Silver or Gold standards • Continue to identify opportunities to incorporate green building elements into existing and new buildings • Project management staff become LEED accredited 	<ul style="list-style-type: none"> • Meet and exceed green building requirements in EO 05-01 and RCW 39.35D • Move progressively towards higher levels of green building design • Incorporate green building elements into renovations, remodels and non-building construction • Move towards lease agreements in buildings that incorporate green building elements, including community corrections offices. Assist General Administration in their efforts towards this end. • Pursue LEED™ EB (Existing Building) or ideas therein to operate existing buildings more efficiently 	<p>Year 1 - 2004</p> <ul style="list-style-type: none"> • Baseline for green building is established • All new building design and construction beginning in 2003 meets LEED™ Silver standard or better <p>Year 5 - 2009</p> <ul style="list-style-type: none"> • 50 percent of all new building construction meets LEED™ Gold standard or equivalent, 50 percent meets LEED™ silver • 50 percent of renovations, remodels and non-building construction incorporate green building elements at a value of 10 percent of overall construction costs • 10 percent of all new leases are in buildings that meet LEED™ Silver standard or equivalent <p>Year 10 - 2014</p> <ul style="list-style-type: none"> • All new building construction meets LEED™ Gold standard or equivalent 	<ul style="list-style-type: none"> • Inventory and square footage of LEED certified buildings • Capital costs for green building construction, total and per square foot • Operating costs for LEED™ buildings per square foot • Square footage of LEED™ buildings as percent of total facility and system-wide square footage • Number of staff who are LEED certified

4.4 Increase the Sustainability of Our Facilities, continued

Actions	Approaches	Milestones	Yardsticks
Discussed in above section.	Discussed in above section.	<ul style="list-style-type: none"> • 30 percent of all new leases are in buildings that meet LEED™ Silver standard or equivalent • 75 percent of renovations, remodels and non-building construction incorporate green building elements at a value of 20 percent of overall construction costs <p>Year 25 - 2029</p> <ul style="list-style-type: none"> • 100 percent of renovations, remodels and non-building construction incorporate green building elements at a value of 50 percent of overall construction costs • All new building construction and leased facilities meet or exceed LEED™ Platinum standard • 50 percent of the Department's buildings are built to LEED™ standards or have incorporated green building elements through renovation and remodeling 	Discussed in above section.

4.5 Reduce Waste

Actions	Approaches	Milestones	Yardsticks
<ul style="list-style-type: none"> • Set baseline data on waste generation, recycling and composting • Data collection and analysis; update process as needed • Identify at each location ways to reduce paper use • Encourage / require purchase of higher content recycled paper in all paper products • Make duplex copying a departmental standard for all multi-page documents • Identify materials and supplies that can be reused, and process changes that will facilitate reuse • Identify and evaluate methods to reduce food waste • Identify methods to divert materials from the solid waste stream • Practice smart purchasing: purchase in bulk, purchase durable products and choose minimal packaging 	<ul style="list-style-type: none"> • Understand current waste generation • Increase purchase and use of products with recycled content • Increase recycling of all recyclable materials • Increase use of electronic documentation and storage to reduce paper use • Evaluate products and equipment for life cycle costs, and base procurement decisions on these evaluations • Use life cycle analysis to evaluate methods for waste reduction • Encourage composting and other methods that use waste materials for a beneficial product or use • Consider leasing equipment rather than purchase, especially for products that quickly become obsolete or worn, such as computers and carpets 	<p>Year 1 - 2004</p> <ul style="list-style-type: none"> • Baseline for solid waste generation is established • Baseline for composted materials is established • Baseline for paper use and recycled content is established • Baseline for recycling paper, cans, bottles, and other materials is established <p>Year 5 - 2009</p> <ul style="list-style-type: none"> • Facilities reduce solid waste and food waste by 35 percent • All paper products purchased, including janitorial paper products, are 100 percent recycled content and chlorine free • Paper use is reduced by 30 percent as per EO 05-01 <p>Year 10 - 2014</p> <ul style="list-style-type: none"> • Facilities reduce solid waste and food waste by 50 percent • Paper use is reduced by 40 percent <p>Year 25 - 2029</p> <ul style="list-style-type: none"> • Paper use is reduced by 60 percent • Facilities reduce solid waste by 75 percent and food waste by 100 percent 	<ul style="list-style-type: none"> • Tons of food waste composted • Tons of solid waste generated • Quantity of paper purchased (reams, cases or tons) • Quantity of recycled content in paper purchased (reams, cases or tons) • Number and quantity (pounds or tons) of products or materials being recycled • Waste, compost and recycle indicators, per offender

4.6 Increase Agency Commitment to and Employee Awareness of Sustainability

Actions	Approaches	Milestones	Yardsticks
<ul style="list-style-type: none"> • Biennial sustainability training/ educational survey /tied in with plan update • Training on sustainability for staff in key functions, with regular refresher • Onsite training in staff meetings • Specific presentations on sustainability • Use the Communiqué and other Department publications to disseminate information on sustainability • Sustainability plan, report, and success stories on the Department's website • Hold sustainability events • Interactive website with information on sustainability plan and progress to encourage staff participation and suggestions • Obtain coverage in local press regarding the Department's sustainability efforts and successes 	<ul style="list-style-type: none"> • Raise level of awareness throughout the Department on the value of reducing energy, fuel, water and toxic use, reducing waste, and green building • Development of sustainability performance measures in performance development plans • Development of sustainability policy • Development of subject matter experts within the Department • As part of Annual Agency Awards, create a sustainability award for recognizing employees, groups, or institutions who have provided significant contributions toward a more sustainable way of doing business • Encourage management to issue clear directives or mandates on sustainability objectives that lend themselves readily to that approach (e.g., buying recycled paper) 	<p>Year 1 - 2004</p> <ul style="list-style-type: none"> • Presentations and trainings are developed • Staff education begins <p>Year 3 - 2007</p> <ul style="list-style-type: none"> • Sustainability website, core competencies and award in place • 25 percent of agency respondents answer educational survey correctly <p>Year 5 - 2009</p> <ul style="list-style-type: none"> • 50 percent of agency respondents answer educational survey correctly • Presentations updated to reflect evolution of sustainability efforts <p>Year 10 - 2014</p> <ul style="list-style-type: none"> • 75 percent of agency respondents answer educational survey correctly • Presentations updated to reflect evolution of sustainability efforts 	<ul style="list-style-type: none"> • Number of trainings held • Number of staff attending training • Number of articles appearing in agency and non-agency publications • Percentage of staff responding to educational survey

4.6 Increase Agency Commitment to and Employee Awareness of Sustainability, continued

Actions	Approaches	Milestones	Yardsticks
Discussed in above section.	<ul style="list-style-type: none"> • Participation in planning, information sharing, and problem solving with other government agencies to establish a collaborative framework for achieving sustainability within the larger community • Include sustainability in Core Competencies for all employees 	<p>Year 25 - 2029</p> <ul style="list-style-type: none"> • 100 percent of agency respondents answer educational survey correctly • Cultural shift has occurred: training on sustainability is no longer required 	Discussed in above section.

5.0 Plan Implementation

5.1 Roles and Responsibilities

The Department Secretary and Deputy Secretaries support this Sustainability Plan and its implementation. The Department has assigned the coordination of plan implementation and the reporting function to the Environmental Services Program. A sustainability coordinator has been appointed to assist in statewide plan implementation.

Successful implementation of the plan necessarily follows existing organizational compartments. Each institution has its own sustainability team, headed by the plant manager or other member of management as designated by the Superintendent. Work release facilities, regional offices, and Headquarters will have and maintain a sustainability team. At the level of community corrections offices, sustainability advisories or guidelines will be issued to staff at these locations through the regional offices. In each key function, such as purchasing and information technology, the sustainability coordinator will work with staff to facilitate the ongoing analysis of more sustainable methods, materials, and systems.

Ideally, every Department employee should understand why a sustainable approach to doing business is needed, and what the benefits will be. Managers in particular will need to embrace this plan, acquire a sense of ownership in it, and become willing participants. As early successes are experienced, these success stories will be shared and momentum developed that will help fuel continued implementation. Interesting, frequent, and varied information on sustainability that is made available to staff in a variety of formats will help convey the message that the Department is embracing this initiative and that everyone's participation does matter.

5.2 Funding

Funding for sustainability projects is a challenge. The time frame to get projects approved through the biennial budget is lengthy, especially in the case of getting funds to fix water leaks or other inefficiencies. Furthermore, there are many other compelling projects with which sustainability projects must compete. It is important to recognize that initial costs are higher as we create the infrastructure to support sustainability, but these costs will come down as the system is developed.

In addition to Certificate of Participation and Energy Service Company funding, the Department hopes to utilize funding sources to include grants, seed money, and capturing operational savings at institutions for reinvestment into sustainability programs.

5.3 Reporting and Plan Updates

The Department's Sustainability Coordinator will prepare and submit to the Office of Financial Management the annual Sustainability Progress Report by October 15 of each year, as required in the Executive Order. These reports will indicate the Department's progress toward its near-term and long-range goals, based on the performance measures identified in the plan. Anecdotal information may also be presented.

The Sustainability Plan will be updated every two years and submitted to the Office of Financial Management by October 15 of each even-numbered year.

5.4 Sustaining the Effort

More important than the timeframes for submitting updated plans are the internal mechanisms that the Department will use to incorporate sustainability into many functions, decisions, plans, and ways of operating. Sustainability has been made part of the Department's Strategic Plan. Some managers' performance measures will incorporate specific sustainability goals. Managers will be rewarded for achieving these sustainability goals.

It will be important for both management and staff to see the benefits of sustainability as it becomes part of the way the Department does business. These results will be shared internally as well as externally. The entire process will be one of learning from our initial experiences, being patient, and staying with the effort long enough to see meaningful results. From that point, momentum from successful efforts will help carry the process forward. Continued assistance from the Office of Financial Management and emphasis on this initiative from the Office of the Governor will also help the Department stay the course for this long-term effort.



Cabbage seedlings at Cedar Creek Correctional Center

Appendix: GLOSSARY

Definitions of common words as used in this plan are provided below.

Action -- Task or activity undertaken as part of an approach to accomplish a specific milestone or goal.

Alternative fuel sources -- This refers to renewable, non-fossil fuel sources. Fossil fuels are not renewable, which means that the supply is limited. Alternative fuels include solar power, wind energy, biodiesel, ethanol, hydrogen cells, and others.

Approach -- General strategy to assist in achieving a milestone or goal.

Baseline or base year -- The starting point against which progress will be measured. In most cases, the baseline for this plan will be Fiscal Year 2004.

BTU -- British Thermal Unit. A unit of energy, representing the quantity of heat required to raise the temperature of one pound of water by one degree Fahrenheit.

Challenge goal -- A long-term sustainability objective.

Environment-friendly -- products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The product or service comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal. In simplest terms, it means adding environmental considerations to purchasing decisions along with such traditional factors as performance, price, health, and safety. (From EPA; EO 13101, Section 201)

Facilities -- Establishments operated by the Department of Corrections. This term is generic and may include institutions, work release facilities, community corrections offices, warehouses, regional offices, and headquarters.

Fossil fuel -- Fuel that is made from a geologic deposit of material with a high hydrocarbon content, including petroleum products such as gasoline, diesel, fuel oil, and natural gas.

Goal -- Measurable performance target which the Department intends to achieve over a stated period of time (see Milestone).

Green building -- Sustainable design and construction, achieved through a process of integrating desired building features and functions with an environmentally friendly site, energy and water efficiency, recycled-content building materials, minimizing environmental impacts caused by the building, and enhancing indoor environmental quality for the building occupants.

Herbicide -- Synthetic chemical product used for weed control.

Institution -- A facility designed and used for the incarceration of offenders. The Department operates 15 institutions in Washington.

LEED™ -- Acronym for Leadership in Energy and Environmental Design. LEED™ is a rating system for green building design that has been adopted by the U.S. Green Building Council. The LEED™ criteria

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cover five broad categories of design considerations: sustainable sites; water efficiency; energy and atmosphere; materials and resources; and indoor environmental quality. LEED™ has four levels of green building certification: Certified, Silver, Gold, and Platinum. LEED™ rating systems have been developed for different categories of buildings, including LEED™ NC - New Construction and LEED™ EB - Existing Buildings.

Measures -- The means by which progress in achieving a goal can be measured (see Yardstick).

Milestone -- Measurable performance target which the Department intends to achieve within a specific period of time. The milestones in this plan are sequential, incremental achievements leading toward a challenge goal.

Non-reclaimed water -- Water that is not acquired through water reuse, wastewater reuse, or rainwater capture.

Offender -- Individual who has been sentenced by the criminal justice system to serve time in a Department of Corrections facility or under community supervision.

PBT -- Persistent bioaccumulative toxin. Refers to a toxic chemical that has been identified as having no natural degradation mechanism and that becomes more concentrated in higher levels of the food chain. WAC 173-333-310 lists the current PBTs of state concern.)

Pesticide -- Synthetic chemical product used for the control of insects, grubs, larvae, mice, or other animals that injure crops, lawns, or gardens.

Potable water -- Water that meets the Department of Health standards for drinking water.

Recyclable -- Means that the material can be reclaimed and reused in another new product. In this way, the life of the resource can be greatly extended, which cuts down on virgin raw material demand and on solid waste generation.

Renewable -- Usually this term is used in reference to fuels or other resources. The concept of renewable resources embodies the replacement of what has been used, or the use of resources that are essentially infinite, such as solar energy. Trees are considered a renewable resource. Fossil fuels are not considered renewable.

Sustainably grown food -- Food grown in a site-specific application that over the long-term will: enhance environmental quality and the natural resource base upon which the agriculture economy depends; make the most efficient use of nonrenewable resources and on-farm resources; and integrate, where appropriate, natural biological cycles and controls. This can include organically grown food.

Therm -- A unit of heat equal to 100,000 BTUs.

Yardstick -- Specific performance measure used to track progress in the achievement of milestones within a challenge goal.

Year -- The basic period of time used for measurement. For this plan and subsequent reports, the year is the fiscal year, from July 1 through June 30.

Appendix: Leadership in Energy and Environmental Design (LEED™)

Green building integrates the siting, orientation, operational systems, and materials to promote environmental stewardship, economic vitality, and social benefit. Green building, or sustainable design and construction, focuses on energy and water efficiency, recycled-content building materials, minimizing local and global environmental effects caused by buildings, and enhancing indoor environmental quality. Green buildings have been shown to reduce power and water costs, and more importantly, to improve occupant health and performance.

Leadership in Energy and Environmental Design (LEED™) is a system for defining and rating green buildings. The U.S. Green Building Council, a national consensus-based organization, has adopted this system with members including government agencies, design firms, product manufacturers, and developers. Currently, LEED™ is recognized nationally and internationally as the pre-eminent green building design standard. The LEED™ system provides a format for facilitating the integrated design process. The U.S. Green Building Council provides training in LEED™, certification of LEED™ professionals, updating of the LEED™ methods, and certification of buildings. The organization also serves as a focal point for information exchange about green building design for professionals in the building design and construction industry.

The LEED™ criteria cover five broad categories of design considerations:

- Sustainable sites
- Water efficiency
- Energy and atmosphere
- Materials and resources
- Indoor environmental quality

Within each category are numerous design elements that may be applicable to a particular building project. Incorporation of some of these elements in the building design provides points in the LEED™ scoring system. LEED™ has four levels of green building certification based on the total points: Certified, Silver, Gold, and Platinum. The basic level requires 26 to 32 points. Silver ranges from 33 to 38; Gold requires 39 to 51 points; and the Platinum level is 52 points and above, out of a possible total of 69 points.

The LEED™ standard has been named in numerous executive orders, legislation, resolutions, and ordinances for use by state agencies, cities, school districts, and other entities. In 2005, the Washington State legislature passed RCW 39.35 D, High Performance Public Buildings, which requires all new state building projects of more than 5,000 square feet to meet LEED™ silver standards.

Additional information on LEED™ can be found at www.usgbc.org.



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