

**EXECUTIVE ORDER 05-01
AND SUPERSEDING 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 environment, economy, 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, Washington's forest products industry supports sustainable forest practices and adheres to the most environmentally responsible forest practices laws in the nation, which should be recognized in Washington's building construction practices; and

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

WHEREAS, the Governors of Washington, California and Oregon have agreed to collaborate on the purchase of hybrid vehicles and to set new targets to improve performance in average annual state vehicle fleet greenhouse gas emissions; and

WHEREAS, professional fleet management can improve vehicle maintenance and operation to help reduce emissions, generate savings and efficiencies, mitigate the higher initial purchase costs of hybrid and other new fuel efficient/low emission vehicles; 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 that state agencies shall adopt targets and take action to use 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 by the Department of General Administration (GA) to an equivalent standard that recognizes forest products which are manufactured from forests regulated under the Washington Forest Practices Act, or have obtained a credible third-party sustainable forest certification.
- 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, GA 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. GA 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. GA 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. Effective immediately, agencies shall freeze the purchase of any four-wheel drive sport utility vehicles and shall instead purchase two-wheel drive vehicles. Four-wheel drive vehicles that are rated to achieve over 30 miles per gallon and vehicles purchased for law enforcement or emergency response purposes are exempt from this prohibition. Agency directors must approve any other exemptions, consistent with criteria to be developed by GA in consultation with agency fleet managers.
- B. Effective immediately, state agencies shall give priority to the purchase and use of hybrid gas/electric and other fuel efficient/low emission and new petroleum efficient technology vehicles), 1992 federal Energy Policy Act (EPACT) standards notwithstanding.
- C. Effective immediately, agencies shall give priority to the replacement of pre-1996 light duty vehicles driven more than 2,000 miles per year, with the objective of replacing all such vehicles within three years.
- D. GA shall collaborate with the purchasing agencies of the states of Oregon and California on specifications for future purchases of hybrid gas/electric and new petroleum efficient technology vehicles.

- E. 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.
- F. The Office of Financial Management (OFM) 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.
- G. For purposes of this Executive Order, a “fuel efficient/low emission” vehicle is defined as one that achieves more than 30 miles per gallon in fuel efficiency and meets the federal Environmental Protection Agency Tier 2 emission standards. A “light duty” vehicle is considered to be one that is under 8,500 pounds gross vehicle weight.

3. Agencies shall employ professional vehicle fleet management and planning practices

- A. Those agencies with over 100 light duty vehicles and professional fleet management (defined as having staff dedicated to managing the fleet assets and a fleet management information system):
 - Shall submit a Fleet Management Plan to the OFM Sustainability Coordinator and the GA Fleet Manager by September 1, 2005 as part of the Sustainability Plan required by Executive Order 02-03. Subsequent Fleet Management Plans shall be included in the Sustainability Plans to be completed by September 1 each even-numbered year thereafter. Plans must include:
 - 1. A vehicle replacement plan with identified funding.
 - 2. Accelerated replacement schedules for pre-1996 light duty vehicles driven more than 2,000 miles per year, with an objective of replacing all such vehicles within 3 (three) years.
 - 3. Annual goals for the percentage of fuel efficient/low emission vehicles in agency fleets.

- Shall report annually on their progress in implementing their Fleet Management Plan. The first progress report shall be submitted to the OFM Sustainability Coordinator and the GA Fleet Manager by October 15, 2006. Subsequent progress reports shall be submitted each October 15. Each report must include:
 1. Measures of vehicle maintenance and repairs, annual petroleum use, vehicle miles traveled on state business, and the number and type of state vehicles owned (by model year).
 2. Number of exception purchases of four-wheel-drive sport utility vehicles made under Section 2 of this Executive Order.
- In lieu of these reporting requirements, affected agencies may contract with GA for the management of their vehicles while still retaining ownership.

B. Those agencies with fewer than 100 light duty vehicles or without professional fleet management shall, by September 1, 2005:

- Arrange to transfer agency vehicles to the GA Motor Pool, or
- Contract with GA for management of their vehicles while still retaining ownership.

4. Agencies shall establish clear direction on rental vehicle use.

As part of its responsibilities for providing a limited number of light duty vehicles for daily rental use, by March 1, 2005, GA shall establish policy that requires state employees, if they will be a sole vehicle occupant, to use a fuel efficient/low emission vehicle, if available.

Under the statewide contract for car rentals from commercial vendors:

- Effective immediately, if they will be the sole vehicle occupant, state employees must request and use a fuel efficient/low emission vehicle, if available.
- In negotiating a new car rental contract at the expiration of the current one, the State of Washington, in collaboration with other states, shall seek inclusion of a requirement that the car rental vendor offer state employees a fuel efficient/low emission vehicle first, if available.

5. 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 paper (EPP) purchased to at least 50%. Environmentally preferable paper is defined as 100% recycled content paper with a minimum of 50% post consumer waste.
 - C. Recycle 100% of used office paper.
 - D. Significantly reduce the environmental impacts of janitorial paper products through increased use of post consumer recycled products.
6. **Agencies take the following actions in support of these paper product goals by September 1, 2005:**
- A. Office paper purchased by state agencies must have a minimum of 30% post consumer recycled content, with reasonable consideration allowed for product availability, cost and quality.
 - 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 in these practices to state agencies.
 - D. GA will lead state agencies, colleges and universities in a collaborative effort to establish a regional paper bid proposal for environmentally preferable paper in order make EPP paper available at a competitive price.
 - E. GA will report annually to agencies regarding the type and quantity of janitorial paper products purchased through Central Stores for state facilities.
7. **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 and cost effective means available, including energy efficiency programs and the use of on-site renewable resources.
 - B. Agencies shall report total energy use annually to GA. Agencies shall report energy used in the previous fiscal year by September 1 of each year.
8. **Agencies include the following information in their Sustainability Plan Progress Reports, required under Executive Order 02-03:**
- A. Annual petroleum use, vehicle miles traveled on state business, and the number and type of state vehicles owned (by model year).
 - B. Number of exception purchases of four-wheel-drive sport utility vehicles made under Section 2 of this Executive Order.
 - C. Amount and type of office paper and janitorial paper products purchased.
 - D. Quantity of office paper recycled.
 - E. 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.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the State of Washington to be Affixed at Olympia this 5th day of January A.D., Two thousand five.

GARY LOCKE
Governor of Washington

BY THE GOVERNOR:
Secretary of State