



## Administrative Policy No. 14.19

**Subject:** Sustainability in DSHS Workplaces

**Information Contact:** DSHS Sustainability Team Chair  
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**Authorizing Source:** Governor's Executive Orders [02-03](#), [04-01](#), [05-01](#), [07-02](#), and [90-06](#).  
[RCW 19.27A.140](#)  
[RCW 19.27A.170](#)  
[RCW 19.27A.190](#)  
[Chapter 39.35D RCW](#)  
[RCW 43.19A.022](#)  
[RCW 70.95.725](#)  
[RCW 70.235.050](#)  
[2006 DSHS Sustainability Plan Update](#)

**Effective Date:** August 1, 2004

**Revised:** July 1, 2011

**Approved By:** original signed by Kathy Marshall  
Chief Financial Officer

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### Purpose

To meet the needs of the present and future generations, DSHS is committed to the principles of sustainability, as described in related statutes and Governor's Executive Orders identified in this policy.

This policy:

- Establishes requirements for adopting sustainable principles and practices in DSHS, including institutions and facilities.
- Establishes responsibilities of DSHS' administrations and the DSHS Sustainability Team.
- Promotes opportunities for employees to learn about and incorporate sustainable practices while carrying out their daily work.

## Background

As a response to the Governor's 2002 Executive Order [02-03](#) on Sustainable State Practices, DSHS has dedicated efforts to improve quality of life and to promote healthy environments for staff at work and at home. Sustainable business practices also serve to protect and preserve resources, further enabling DSHS to continue to provide needed services.

## Scope

This policy applies to DSHS administrations and the DSHS Sustainability Team.

## Additional Resources

- [DSHS Sustainability Internet website](#) (includes Sustainability Team members, plans, reports, and resources)
- [2006 DSHS Sustainability Plan Update](#)
- [Department of Ecology's Sustainability Internet website](#)

## Definitions

**Sustainability:** To meet the needs of the present generation without compromising the ability of future generations to meet their needs.

Source: The Report of the Brundtland Commission, [Our Common Future](#), published by Oxford University Press in 1987

**Sustainability Plan:** Created initially in response to Executive Order [02-03](#), DSHS's strategy for promoting sustainable practices, outlining an overall agency policy and each administration's specific goals and objectives, action plans and procedures and reporting requirements.

## Policy Requirements

DSHS staff must follow sustainability-related executive orders and statutes, this policy's requirements, and the [2006 DSHS Sustainability Plan Update](#).

### A. Administration Responsibilities

1. Each administration must establish effective sustainable practices within their facilities and institutions, given their unique business needs.
2. Each administration must follow the current DSHS Sustainability Plan as it relates to their unique functions and develop action plans, reviewed annually, for sustainability. Administration action plans include administration-specific goals linked to applicable objectives in the DSHS Sustainability Plan.

3. Each administration must participate in the effort to meet the following requirements:
  - a. Governor's Executive Orders [02-03](#) (sustainable practices by state agencies), [04-01](#) (toxic chemicals), [05-01](#) (sustainability and efficiency goals), and [07-02](#) (on climate change).
  - b. [Chapter 39.35D RCW](#) on high performance public buildings.
  - c. Reduce greenhouse gas emissions ([RCW 70.235.050](#)).
  - d. Use energy efficiently (RCWs [19.27A.140](#), [19.27A.170](#), and [19.27A.190](#)).
  - e. Conserve water (Governor's Executive Order [07-02](#)).
  - f. Use 100% recycled content cut white paper ([RCW 43.19A.022](#)).
  - g. Reduce use of copy paper ([RCW 70.95.725](#)).
  - h. Establish a paper recycling program ([RCW 70.95.725](#)).
  - i. Purchase environmentally preferable purchasing (EPP) items, according to the current Purchasing Guide for Field Staff, located on the Central Purchasing Unit's intranet [website](#), and the [Ecology and GA EPP Guide](#).
  - j. Promote efficient use of resources including waste recycling, product reuse, and product need reduction (Governor's Executive Order [90-06](#)).
  
4. Each administration:
  - a. Must appoint a representative to the DSHS Sustainability Team.
  - b. May be required to provide additional staff resource people for the DSHS Sustainability Team.
  - c. Must provide necessary data for required reports, as requested by the DSHS Sustainability Team.
  - d. Must promote their employees' awareness of sustainable practices, including:
    - (1) Laws, executive orders, and DSHS policy related to sustainability.
    - (2) Energy, paper and water use.
    - (3) Purchase of environmentally sound products.
    - (4) Practices for recycling, reducing, and reusing products.
    - (5) Environmentally sound travel and options to travel.
    - (6) Use of biodegradable products to replace toxic products.
    - (7) Other effective programs or projects for sustainability awareness.For suggestions, see the [DSHS Sustainability Internet website](#).

**B. Responsibilities of the DSHS Sustainability Team**

1. The Chief Financial Officer from Financial Services Administration must appoint the Executive Sponsor for the DSHS Sustainability Team.
  - a. The Executive Sponsor must appoint the Chair(s) for the DSHS Sustainability Team.
  - b. The Executive Sponsor must report DSHS's progress about sustainability

efforts to the Department of Ecology and to the Office of Financial Management, as required by statute and the Governor's executive orders.

2. The Chair(s) for the DSHS Sustainability Team must manage the success of the DSHS Sustainability Plan by:
  - a. Leading the DSHS Sustainability Team.
  - b. Promoting sustainability to the DSHS administrations.
  - c. Overseeing timely completion and submission of required reports, as directed by statute and the Governor's executive orders.
  - d. Analyzing and reporting on legislative bills related to sustainability.
  - e. Overseeing agency-wide sustainability projects or initiatives.
  - f. Representing DSHS at interagency meetings and coordinating with other agencies, as needed.
  - g. Ensuring that Sustainability Team members are informed and trained on pertinent statutes, executive orders, and agency requirements related to sustainability.
  - h. Maintaining the [DSHS Sustainability Internet](#) web site with current, accurate information to benefit employees' sustainable practices and understanding.
3. DSHS Sustainability Team members must:
  - a. Serve as liaisons between the Sustainability Team and their respective divisions or administrations, representing their administration's and programs' needs and concerns.
  - b. Educate their administrations about changes in legal or agency requirements related to sustainable practices and conduct education and awareness events for employees in the administrations as needed or requested.
  - c. Promote sustainable practices agency-wide and within their own administrations.
  - d. Maintain and update the DSHS Sustainability Plan and their administration's action plans to reflect current needs and goals
  - e. Collect necessary data from their administrations for required reports.
4. The DSHS Sustainability Team resource people must support sustainability efforts with their expertise for short or long-term initiatives or projects sponsored by the team.