



STATE OF WASHINGTON

DEPARTMENT OF AGRICULTURE

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Washington State Department of Agriculture Sustainability Plan

September 2003

Sustainability Policy Statement:

The Washington State Department of Agriculture is committed to fulfilling its responsibility under Executive Order 02-03 and will strive to model the principles of sustainability in its operations, fleet management, procurement, and building construction.

We recognize the need to implement new processes as changes in business practices occur, and to plan for long-term economies in our daily business operations. Both the management and staff share this responsibility.

Long Range Goals:

We want to instill in our staff the concentrated efforts needed to move toward a more environmentally, resource friendly business world, through increased recycling of our present business materials, eliminating waste generated by inefficient and improper use of resources, and implementing more efficient ways of meeting our business needs. Efficiency includes, but is not limited to, updating our operational and procurement practices, seeking new and environmentally acceptable copy/printing equipment, and use of recycled business office supplies, as budgetary constraints allow.

Current Practices:

- Fleet and Transportation Operation

We maintain a fleet of approximately 158 state owned vehicles, traveling approximately 3.1 million miles per year. Cars represent 50% of this fleet, with 41% of these cars able to operate on alternative fuels, when alternative fuels become available. All new cars being purchased can operate on alternative fuels. The remaining 50% of our fleet consists of trucks, 6 being diesel powered.

- Purchase of Goods and Services

We are consuming approximately 8,100 reams of paper annually, approximately 90% virgin, 10% recycled. Environmentally friendly office products are considered in our purchasing program. However, higher prices for these same items must be considered in our overall business operational budget. Recycling of paper products and other related

items are continuing, with consideration given to increasing our reduction of paper product files versus using electronic disc records.

- Facility Operations

WSDA occupies approximately 166,580 square feet of office and laboratory space throughout the state. We are located in 31 separate locations, leasing and co-locating with other agencies. As lease renewals are required, General Administration's Division of State Services has a program in place for determining the energy conservation value of the various facilities, requiring upgrading to meet today's standards as needed.

- Staff Level

WSDA staff consists of 656 FTE's located throughout the state.

Action plan:

- 1) Through the agency policy and procedure process, to convey the commitment to and importance of sustainability to all agency employees.
- 2) By the year 2010, to have 75% of agency vehicle operating on alternative fuels.
- 3) By the year 2010, to move 75% of the agency files to electronic from paper copies.
- 4) By the year 2006, to have a 300% increase in our use of recycled paper.

Implementation:

- 1) Conveying the importance of sustainability to staff will be accomplished through:
 - Policy POL-PR-106, Sustainability, signed by Director Loveland
 - Agency Public Information Office
- 2) Tracking of use of alternative fuels and use of recycled paper will be by WSDA office services staff through purchasing records
- 5) Tracking of agency files will be a joint effort by office services, information services and records retention staff

Agency Contact Staff:

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