

**Department of Revenue**  
**Agency Sustainability Plan**  
As Required by Executive Order 02-03

**1. Agency Contact Information**

Our Agency contact for Sustainability Planning is Erick Kniestedt, Office Services and Facilities Manager (360) 902-8882, [ErickK@dor.wa.gov](mailto:ErickK@dor.wa.gov).

**2. Sustainability Policy Statement**

The Department of Revenue is dedicated to a statewide effort in fulfilling its responsibilities under Executive Order 02-03 and will diligently work the principles of sustainability into daily operations. We recognize sustainability as a continually developing process to extend our natural resources and participate in good citizenship.

- Our commitment will encompass the areas of operations, fleet management, building leases, and procurement practices.
- Our Agency recognizes the importance of short term and long term commitments to our environment.
- The health of our current and future employees is important and we will strive to provide a safe and healthy work place.
- We are dedicated to educating our employees on the impacts our actions make today and how our efforts can make a difference for future generations.

**3. Long Range Goals**

The Department of Revenue is committed to sustaining an economy that successfully meets human needs while respecting natural systems. We support the Governor's goals of economic vitality, a healthy environment, and strong communities. Towards this effort we will implement the following goals within our Agency:

- Optimize electricity and natural gas consumption
- Implement the use of cleaner energy in vehicles and facilities, if available
- Promote the increased use of recycled and remanufactured products through purchasing
- Increase the use of environmentally preferable products and services
- Reduce inefficient use of resources
- Increase employee awareness of sustainability in the workplace
- Optimize water usage at each of our facilities
- Minimize paper consumption and promote the use of recycled, chlorine free paper

#### **4. Current Practices and Opportunities**

##### Building Leasing and Energy Conservation

All of our Agency facilities are leased at this time. The Department of Revenue is currently housed in two offices in Olympia, two offices in Tumwater and 17 field offices throughout the state. We occupy a total of approximately 322,989 square feet of building space at all of our facilities. When acquiring new space, energy conservation is an important factor in the site evaluation. We require the building lighting to have electronic ballasts with parabolic lenses for maximum energy conservation. We look for buildings with water conservative fixtures such as low-flow toilets. In accordance with the Governor's Directive 01-01, we compile quarterly energy reports at nine of our facilities to monitor their usage of energy.

##### Commute Trip Reduction (CTR)

Our Agency has a CTR plan that is mandated by the Washington Clean Air Act under RCW 70.94.521 through 70.94.551. We encourage our approximately 1,029 employees to participate in the program and we provide subsidies to our employees for the use of transit, carpools, and vanpools. Our results are measured and reported annually to the local jurisdiction and to the Department of General Administration. The report reflects the agencies CTR program, commuting habits, and our accomplishments. With our efforts of co-locating all of our Olympia, Tumwater, and Lacey offices into just two general locations, we anticipate being able to increase our efforts in this program with greater participation and awareness.

Our Agency owns four vehicles. We have three vans (1994 Astro Mini Van, 1998 Ford Windstar Van, and 1999 Chevy Express Cargo Van) that are used in our warehouse operations. We also own one 1998 Ford Taurus at our Taxpayer Services office. We have 30 permanently leased vehicles from the State Motor Pool and we leased 38 other vehicles on a temporary basis or for single trips. The total number of miles driven for fiscal year ending June 03 on all vehicles was 397,800 miles. (Owned vehicles: 32,685; Permanent leased vehicles: 306,736; and Temporary leased vehicles: 58,379) The list of all of our agency vehicles, whether owned or leased is attached with the information on make, model, and total miles driven (see Appendix A). Our estimated mileage for personal vehicles used on business is 1,182,614.

##### Procurement Procedures

When purchasing supplies and equipment, the Agency takes into consideration items that have post-consumer content. We purchase paper through Central Stores that have a 30 percent recycled content level. For fiscal year ending June 30, 80 percent of the 15,647 reams of paper purchased from Central Stores was the recycled, with 30 percent post –consumer content. Out of the 15,029 reams of

paper used in our print jobs, an estimate of 75 percent was printed on recycled paper. Approximately 85 percent of the file folders, hanging files, writing tablets, and insert tabs we purchase contain 30 percent post-consumer content. We purchase remanufactured furniture through Bank and Office Interiors as part of a convenience use contract established by the Office of State Procurement (OSP). We purchase the remanufactured printer cartridges if they are available for our printers through Vision Business Products. Also, a majority of the printer repair parts purchased are remanufactured.

### Health & Safety Program

New employees attend a “New Employee Orientation” class that encompasses safety procedures in the workplace. Potential hazards on the job are identified and proper procedures for equipment use, lifting techniques, and evacuation procedures are covered. An emergency plan handbook is also given to each employee to address the procedures to follow for bomb threats, natural disasters, fires, power failures, winter storms, etc.

### Recycling Practices

Our Agency Environmental Policy 1.3.3 addresses our efforts in promoting programs and operations friendly to our natural surroundings. They include, but are not limited to the following:

- Recycle paper, aluminum, glass, and plastic materials
- Reduce paper consumption by using two-sided copying
- Reduce consumption of paper when possible by utilizing e-mail when possible
- Purchasing supplies and equipment with recycled content
- Purchasing supplies and equipment that may be remanufactured or recycled
- Promotion of the use of biodegradable products
- Commute Trip Reduction to minimize fossil fuel pollutants in the air

The Department actively supports the above objectives and encourages employee participation through education and policy procedures. To assist in our efforts, paper-recycling bins are made readily available for each employee. On campus recycling is provided by the Department of General Administration. For off campus buildings, the Agency uses local vendors to pick up recycled paper. Cardboard recycling bins are also available at our facilities. Glass and can bins are encouraged at each office for our recycling efforts. Our contracts with janitorial vendors insist on environmentally safe cleaning products and procedures. The Department also has an Electronic Filing Program (ELF) available to taxpayers that allow them to file their returns on-line which considerably reduces the amount of paper returns.

## **5. Biennial Plan Objectives**

- Increase commute trip participation by 5 percent

- Reduce paper consumption by increasing the use of electronic forms and optimizing our IDOC's system for document storage
- Reduce the usage of non-recycled paper products by 5 percent
- Convert agency vehicles to low polluting vehicles such as hybrid or bio-diesel (as they become available through motor pool)
- Minimize energy and water consumption as an ongoing effort
- Increase employee awareness of sustainability practices through education

## **6. Roles and Responsibilities**

Our Agency Office Services and Facilities Manager will be responsible for meeting our Agency objectives. The Manager will promote the education and communication activities throughout the Agency and will also be responsible for all reporting activities in conjunction with this plan.

## **7. Communication and Education**

The Department of Revenue will update the Office Services website to include the Agency's sustainability practices. It will also provide a list of ways each employee can work the Agency objectives into their daily work routine. Additionally, Office Services will work with staff in other parts of the agency to provide articles for the agency electronic newsletter, divisional newsletters, and information for the general agency Intranet page.

Special notices will be sent via email periodically to all employees pertaining to sustainability practices each person can do – for example, recycling, waste reduction, and commute trip reduction strategies.

## **8. Performance Measures and Continuous Improvement**

The Agency will continue to monitor the monthly energy usage at each of our facilities to ensure our commitment to optimizing electrical and natural gas consumption.

The Department of General Administration records the purchasing practices of all state agencies on the purchase of recycled paper versus virgin paper. This information will keep us abreast of our accomplishments in this area.

More emphasis will be given to alternative means of commuting, such as sharing a ride to meetings and training. Our ongoing efforts in the Commute Trip Reduction Program will be monitored annually. Our results are measured and reported each year to the Department of General Administration and the local jurisdiction. We will also review our fleet management efforts annually in respect to the number of vehicles, type of vehicles, and number of miles traveled.

As part of our continuous improvement efforts we will undertake a systematic review of other agencies' sustainability plans, reports, and practices to see what may be appropriate and useful for our agency to emulate.