

SUSTAINABILITY PLAN

WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT

POLICY STATEMENT:

The Employment Security Department (Department) is committed to adopting and modeling the principles of sustainability in our internal operations and in serving our customers.

Principles of Sustainability

- Base decisions on a systematic evaluation of the long-term impacts of an activity or product on health and safety, communities, and the environment and economy of Washington State.
- Consider the mutually compatible goals of economic vitality, a healthy environment, and strong communities.
- Assess the consequences of actions over time.
- Provide for current needs without sacrificing the needs of future generations.

PURPOSE:

The purpose of the Department's Sustainability Plan is to:

- Implement the Governor's Executive Order 02-03.
- Provide a framework for all divisions to include sustainability as a factor in their business decisions.
- Address the practical issues of making operations more sustainable.
- Assist headquarters and local office staff to succeed in assessing and implementing their own sustainability efforts.

AGENCY BACKGROUND:

The Department administers the Unemployment Insurance Program (UI) and Employment & Training Programs that assist people in obtaining and retaining work. The Department works in partnership with employers and other agencies by referring qualified applicants for training and employment opportunities and providing statistical information related to Washington State's labor market.

ROLES AND RESPONSIBILITIES:

The Commissioner has delegated the responsibility for the agency Sustainability Plan to the Assistant Commissioner of the Administrative Services Division (ASD). The Deputy Assistant Commissioner of the ASD Office Services Branch is responsible for oversight of the Plan and the appointment of a Sustainability Manager. The Sustainability Manager is responsible for research, development, coordination, and implementation of the Sustainability Plan. The Senior Leadership Team is responsible for incorporating the Plan in their areas of responsibility.

I. CURRENT PRACTICES AND ASSESSMENT OF OPPORTUNITIES:

Based on the nature of our business we are able to impact sustainability in the following four categories:

Resource Consumption:

There are 2,529 employees within the Department who provide services internally and to the public. Internally, the Department has extensively utilized technology to reduce paper documents for staff. Externally, the Department has utilized technology to reduce paper documents and customer commutes to local offices.

1. Internal Intranet Impact
 - 90% of Warehouse requisitions are processed online.
 - 100% of the agency's internal forms, e.g., publications of notices, training materials, etc., are available online.
 - 100% of all new employees have access to the agency's New Employee Orientation online.
 - 100% of the agency's mandatory policies and procedures are online.
 - 100% of the consumable goods inventory is maintained electronically.
 - 90% of the agency's monthly/daily reports are processed online.
 - Some training is available through the agency intranet.

2. External Internet Impact (www.wa.gov/esd).
 - Electronic filing and payment of Employer UI taxes.
 - Labor market information.
 - Online forms, publications, news releases.
 - Employment & Training program information.
 - Department information (who, what, where, when).
 - Unemployment Insurance Program Services (go2ui.com).
 - Electronic filing of UI initial and continued claims.
 - Three TeleCenters enable UI claimants statewide to file initial and continued UI claims over the telephone and by internet, eliminating several paper documents for each claim filed.
 - WorkSource Services (go2WorkSource.com):
 - Enables employers to enter their own job orders.
 - Enables job seekers to register for employment services, create an electronic resume, search job openings, and apply to job openings online, eliminating numerous paper documents (e.g., job applications, job referral cards, hard copy resumes, etc.).

Sustainable Opportunity: Expansion of intranet and internet services and resources.

Purchased Goods and Services:

The Department has actively supported use of recycled paper and environmentally preferred products.

1. Between July 01, 2002, and June 30, 2003, nearly 38,500,000 sheets of paper were purchased from Central Stores, 51% of which was recycled.
2. In that same time period our Production Services unit used 6,175,767 sheets of paper, 99% of which was recycled.
3. The Procurement Unit expanded the use of the Central Stores' preferred products online catalog. The State Printer's newsletter regarding "cleaner and greener" printing was also utilized for product selection.

Sustainable Opportunity: Expanding the Department's awareness and use of environmentally preferred products.

Facility Construction, Operation and Maintenance:

The Department occupies 803,487 square feet at 79 primary sites; site selection includes the state Leadership in Energy and Environmental Design (LEED) standards.

1. Energy use at selected sites across the state is monitored and reported quarterly to General Administration, as required by Governor's Executive Order 01-01. This report enables the Department to identify anomalies and pursue further reductions in use.
2. The Department has attempted to reduce energy costs since it is the primary factor we can impact.
3. The Facilities staff coordinate janitorial contracts and have some ability to influence product selection.

Sustainable Opportunity: Incorporating low energy utility use into lease negotiations, and environmentally preferred product use into janitorial contracts.

Fleet and Transportation:

The Department has a fleet of approximately 64 vehicles (37 sedans, 6 station wagons, 5 trucks, 10 SUVs and 6 vans), each of which is EPA low emission certified. These vehicles were driven a total of 902,630 miles between July 1, 2002, and June 30, 2003. In addition, Department employees drove their own vehicles 492,341 miles and the State Motor Pool vehicles another 50,791 miles. 100% of the vehicles being purchased by the Department have alternative fuel capabilities.

1. New vehicles purchased are EPA low emission certified.
2. The Commute Trip Reduction (CTR) Program is actively promoted to reduce staff personal mileage.
3. Site selection for agency offices that serve customers involves consideration of bus or other mass transit options.

4. The conversion to UI TeleCenters for processing UI claims significantly reduces fuel consumption by eliminating multiple trips to a local office for each claim filed.
5. The conversion to WorkSource Centers, thereby creating a “one-stop shopping” resource of various employment and training programs and services provided by multiple entities reduces fuel consumption by eliminating trips to multiple service provider locations. There are over 25 WorkSource Centers and over 35 WorkSource Affiliate sites across the state.
6. Go2WorkSource.com allows job seekers to register for services and to review and apply to job openings over the internet, reducing the number of trips to the local office.

Sustainable Opportunity: Encourage staff to purchase sedans rather than SUVs, promote utilization of the CTR program, and increase customer awareness and utilization of internet services.

II. ACTION PLAN & OBJECTIVES FOR BIENNIAL PLAN:

1. Continue Current Sustainability Practices cited above.
2. Utilize Existing Opportunities to Expand Sustainability.

Objectives:

- Increase the number of Labor Market Information website visits from 30,000 annually to 250,000.
- Increase the number of businesses who use the WorkSource system from 13,000 to 15,000.
- Increase the number of employers filing taxes electronically from 58,675 to 60,000.
- Increase customer contacts with the WorkSource website by 1,000 per month.
- Contact 100% of building owners regarding low energy utilities.
- Reduce the use of virgin paper by 10% a year.
- Use recycled paper to meet all copying and printing requirements.
- Increase staff/agency knowledge about the availability, quality, and price of other recycled products.

3. Select Pilot Sites for Expanding Sustainable Options.

Objectives:

- Select one agency office scheduled for remodel or relocation to test sustainable facility products, e.g., carpet, lighting, etc.
- Select one agency location to test environmentally preferred products for all goods and supplies.

4. Communication and Education.

Objectives:

- The Department will contact 100% of the Department staff and actively engage at least 10% to help determine future sustainability goals.
 - Publicize the Department's written Sustainability Plan.
 - Create a link for sustainability on the Department web site. Initiate a related chat room.
 - Update the New Employee Orientation Packets to address sustainability awareness.
 - Share sustainability success stories and best practices via the ESD Morning News, the Department's electronic newsletter.
 - Post and rotate notices in strategic locations that educate staff about the impacts of their choices.
 - Collaborate with other agencies, vendors, and stakeholders to host sustainability workshops for interested staff.
 - Use staff meetings to educate employees.

III.LONG RANGE GOALS

1. From statewide staff input, identify opportunities to increase sustainability, recycling, and surplus options.
2. Institutionalize sustainability as a Department value.
3. Help partners succeed by promoting environmental sustainability activities statewide through client relationships.
4. Minimize energy and water use.
5. Shift to clean energy for both facilities and vehicles.
6. Shift to non-toxic, recycled, and remanufactured materials in purchasing and construction.
7. Take advantage of expanded markets for environmentally preferable products and services.
8. Support General Administration's efforts to implement project management practices that can positively affect environmental sustainability.
9. Support the Office of State Procurement's efforts to share contracting opportunities to positively affect environmental sustainability.