

Washington State Liquor Control Board Sustainability Plan 03-05

As Required by Executive Order 02-03

1. Agency Contact Information and Responsible Agency Staff

Agency Contact: Mike Wolfe
Administrative Services Manager
WSLCB
(360) 664-1710

Staff: Gary Hacker
Administrative Assistant
WSLCB
(360) 664-1730

Executive Sponsor: Randy Simmons
Director – Finance Division
WSLCB
(360) 664-1671

2. Sustainability Policy Statement

The Washington State Liquor Control Board in fulfilling its role as good citizens of the state recognizes the responsibility to model the principles of sustainability, as stated in Executive Order 02-03, in conducting the agency's core activities and is committed to educating staff in and implementing operational and long term business practices to reverse trends of natural system decline, which threaten both the social and economic well being of our state.

3. Long Range Goals and Objectives

1. Raise employee awareness of sustainability in the workplace

- The LCB will integrate sustainability awareness information with the well-established Commute Trip Reduction Program. Including highlights on energy conservation, paper recycling, and procurement activities.
- In conjunction with Earth Day the LCB will promote sustainability throughout the agency by emphasizing solution that will slow and/or reverse human effects on the environment.

2. Minimize energy and water use

- Acquire a new compressor for the distribution center. Based on present use, energy costs are expected to decrease by 1/3.
- Reduce city water usage at the distribution center by renovating the facility grounds.

- Conduct an energy conservation study on the distribution center's cooling tower/HVAC system. Enhancement may provide significant energy savings.
- 3. Shift to clean energy for both facilities and vehicles**
 - Continue to purchase alternative fuel vehicles.
- 4. Shift to non-toxic, recycled and remanufactured materials in purchasing and construction**
 - Continue to purchase MSF, particleboard, and manufactured materials for store development usage in remodeling and new store expansion projects.
 - Continue to require contractors making improvements to leased facilities to use recycled and remanufactured materials.
- 5. Expand markets for environmentally preferable products and services**
 - As more recycled products become available and are economically attractive, the LCB will acquire the materials applicable to our needs.
- 6. Reduce or eliminate waste as an inefficient or improper use of resources**
 - Enhance agency print shop operations by switching from an analog copier to a digital copier system. The digital system will reduce paper usage by approximately 20%.

4. Current Practices and Opportunities

- 1. Fleets and Transportation**
 - The LCB currently participates in the state's Commute Trip Reduction program. The program encourages employees to carpool, bicycle, and walk to work. Incentive enhancements could increase Commute Trip Reduction participation.
 - LCB vehicle purchase records indicate we meet and/or exceed state regulations for purchasing alternative fuel vehicles.
- 2. Purchase of Goods and Services**, the majority of the purchases the LCB makes is regulated by state contract.
 - All paper bags used in state liquor stores are made of recycled materials, however plastic bags are made of new plastic due to bag strength concerns. Research efforts may discover new recycled plastic products that meet weight capacity requirements.
 - Most paper products and ink cartridges are made of recycled material. As more recycled products become available we'll test the applicability to the LCB's needs.
 - The LCB purchases office equipment (desks, workstations, etc.) from Correctional Industries. The equipment is made of recycled and/or remanufactured materials. We'll continue to purchase office equipment from Correctional Industries.

- 90% of all purchased paper products are made of recycled materials.

3. Facility Construction, Operation and Maintenance

- The LCB contracts with Pacific Disposal to recycle all paper and cardboard at our headquarters location. We plan to continue the contractual agreement with the disposal company and continue to education employees about the recycling program at headquarters.
- The distribution center recycles cardboard and wooden pallets, however the facility does not recycle paper. Efforts will be made to seek a recycling company for the distribution center.
- Recycling efforts continue at liquor stores. We intend to identify stores that currently do not have a recycling program and attempt to implement a program.

4. Grounds Maintenance

- The LCB headquarters facility has significantly reduced watering of plants and shrubs around the facility.
- A review is being conducted regarding changes to the landscape at the distribution center.

5. Health and safety programs

- The LCB has a designated safety officer to oversee employee safety related issues.

5. Establish Objectives for Biennial Plan

Listed with long-range goals.

6. Roles and responsibilities

Administrative Services Manager will be responsible for carrying out objectives, ensuring reporting and for education and communication activities.

7. Communication and Education

The LCB Sustainability Plan Development Team consisted of Randy Simmons, Financial Services Director; Mike Wolfe, Administrative Services Manager; Gary Hacker, Administrative Assistant; Ed Issacson, Supply Officer; Vicki Garrett, Office Manager.

The LCB Sustainability Plan will be shared with employees throughout the year via internal newsletters, bulletins, brochures and e-mails.

8. Performance Measures and Continuous Improvement

The agency's success will be measured by collecting data from electrical and water bills, tracking paper usage and cost, and by evaluating an increase in recycled material usage. The following performance measures will be used to gauge the success of the LCB Sustainability Plan:

1. Reduce power usage and water consumption at the distribution center by 25% by June 2005.
2. Convert the LCB print shop to a digital system and reduce publication production costs by 20% by June 2005.
3. Increase recycled material usage in LCB liquor stores by 5% by 2005.

As employees bring new ideas for agency sustainability to management, the ideas will be considered for implementation.