

# Workforce Training and Education Coordinating Board

September 15, 2003

TO: The Honorable Gary Locke, Governor  
FROM: Ellen O'Brien Saunders, Executive Director  
SUBJECT: Sustainability Plan

I am pleased to submit our first biennial sustainability plan pursuant to Executive Order 02-03. The staff of the Workforce Training and Education Coordinating Board (Workforce Board) is committed to protecting the environment. We believe environmental sustainability should involve all Workforce Board employees. Therefore, staff input was solicited in the building of this plan and staff will be involved in its implementation.

This plan focuses on the areas in which we have the most potential for impact. These are resource consumption, vehicle use, and the purchase of goods and services. In the area of resource use, reducing our paper consumption is our main focus. In the area of vehicle use, we focus on implementing our flextime and telecommuting policies. In the area of purchasing, we focus on reusing and recycling, as well as purchasing environmentally friendly products.

We look forward to implementing Executive Order 02-03 resulting in tangible and permanent benefits for the environment.

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**Sustainability Policy Statement**

The Workforce Training and Education Coordinating Board (Workforce Board) is a small agency with fewer than 30 staff members. It is housed on the sixth floor of the Raad Building on 10<sup>th</sup> and Columbia in Olympia, Washington. The Workforce Board is a state policy-planning agency committed to the development of a highly skilled workforce that will sustain Washington's economic vitality. We do this work with a commitment to being good public stewards. An important aspect of stewardship is the protection of the environment. The agency is committed to fulfilling its responsibilities under Executive Order 02-03 and will strive to model the principle of sustainability in all aspects of its operation.

**Current Practices<sup>1</sup>**

Workforce Board staff members currently:

- recycle paper, cardboard, aluminum cans, printer cartridges, and toner cartridges.
- surplus equipment when it is no longer needed.
- provide notices for many meetings and events via e-mail.
- e-mail our agency newsletter, reports, publications, and other information wherever appropriate and practical.
- use a newly developed “paperless” electronic system to license private vocational schools.
- use 30 percent post-consumer content paper.
- purchase “eco-friendly” cleaning and paper products.
- make use of the agency's flextime policy; allowing employees to work flex or compressed workweeks, thereby reducing the number of drive trips to work.
- carpool, walk, or take public transportation to work on a regular basis.

**Long Range Goals**

- Continue current sustainability practices.
- Increase use of electronic communications both internally and externally.
- Increase use of Web page for documents previously distributed by hard copy.
- Implement a telecommuting policy to enable employees to work from home, reducing the number of drive trips to work.
- Provide information on sustainability practices to employees.
- Purchase, and request the state printer use, chlorine free paper products only.
- Use recycled paper only.
- Use both sides of paper before recycling.

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<sup>1</sup> Agency baseline data report attachment 2.

- Increase staff use of reusable products for staff gatherings such as plates, silverware, glasses, and coffee cups.
- When commuting to and from work/meetings, encourage staff to carpool, walk, or find alternative energy efficient modes of travel.
- Consider providing some meetings/trainings/workshops via satellite.
- Encourage contractors to recycle and use recycled products.
- Make Workforce Board documents available on-line in a searchable format.

### **Objectives for Biennial Plan**

The Workforce Board has four objectives for the first biennial sustainability plan:

1. Make sustainability concerns an important element in agency decision-making.
2. Reduce resource consumption and vehicle use.
3. Purchase eco-friendly goods and services.
4. Find new ways for staff to reduce, reuse, and recycle.

We will meet our objectives by:

- Discussing sustainability at staff meetings.
- Making the sustainability plan available at the All Staff Institute, scheduled for October 22 and 23, 2003.
- Setting aside time at an all staff meeting to discuss the Plan and ways to implement.
- Developing agency benchmarks in order to measure resource consumption, vehicle use, and purchase of goods and services.
- Encourage two-sided copying when copying memos, letters, or documents for files or distribution.
- Decreasing paper usage by using e-mail and the Workforce Board's web page wherever practical.
- Reusing paper before recycling.
- Promoting the use of flextime and telecommuting policy.
- Encouraging staff to make suggestions for sustainability, such as staff providing their own reusable products for gatherings.

### **Performance Measures and Continuous Improvement**

The Workforce Board will report annually to the Office of Financial Management its progress on implementing the Sustainability Plan. Benchmarks will be set the first year of the plan so that we can begin measuring our progress by the second year.

The agency will review and revise the initial Sustainability Plan and update by September 1, 2005.

Continuous improvement will be encouraged. New ideas and measures will be incorporated in the subsequent plans.

**EXECUTIVE ORDER 02-03**

**SUSTAINABLE PRACTICES BY STATE AGENCIES**

**WHEREAS**, the state of Washington is committed to the mutually compatible goals of economic vitality, a healthy environment and strong communities; and

**WHEREAS**, sustainability provides for current needs without sacrificing the needs of future generations; and

**WHEREAS**, within state government, sustainable practices require decisions based 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; and

**WHEREAS**, reversing the steady decline in the natural resources and ecosystems on which people and economic vitality depend is critical to our future; and

**WHEREAS**, the regional and global implications of climate change, loss of biological diversity, and threats to resources such as clean water require us all to examine and change behaviors; and

**WHEREAS**, state government should model sustainable business practices that contribute to the long-term protection and enhancement of our environment, our economy and the health of current and future generations;

**NOW THEREFORE**, I, Gary Locke, Governor of the state of Washington, declare my commitment that state government operations be conducted in a manner consistent with these principles of sustainability and contribute positively towards the quality of life of all citizens.

It is **THEREFORE** ordered and directed that:

1. Each state agency shall establish sustainability objectives and prepare a biennial [Sustainability Plan](#) to modify its practices regarding resource consumption; vehicle use; purchase of goods and services; and facility construction, operation and maintenance.

Plans should be guided by the following long-term goals:

- Institutionalize sustainability as an agency value;
- Raise employee awareness of sustainable practices in the workplace;
- Minimize energy and water use;
- Shift to clean energy for both facilities and vehicles;
- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction;
- Expand markets for environmentally preferable products and services; and
- Reduce or eliminate waste as an inefficient or improper use of resources.

Initial plans may be modeled on the outline accompanying this executive order and shall include descriptions of currently used sustainable practices. Each agency shall complete

its initial plan by September 1, 2003. Subsequent plans shall be completed by September 1 each even-numbered year thereafter.

Each state agency shall report annually on its progress in implementing its Sustainability Plan. The first progress report shall be submitted to the Office of Financial Management by October 15, 2004. Subsequent progress reports shall be submitted each October 15.

2. The Office of Financial Management shall designate a Sustainability Coordinator to assist state agencies in meeting the goals of this executive order. The Coordinator shall:
  - Assist agencies in developing their Sustainability Plans;
  - Assist agencies in educating their employees on sustainable business practices;
  - Chair an inter-agency work group to promote information-sharing and cooperation;
  - Create and maintain a Sustainable Washington Internet Website where agency plans and accomplishments can be viewed by state agencies and the public;
  - Develop incentives to recognize innovative agency practices that foster sustainability;
  - Work to eliminate barriers to sustainable practices; and
  - Identify opportunities for coordinated sustainable activities by state agencies such as the purchase of sustainable products through state contracts.
  
3. The Sustainability Coordinator, in consultation with state agencies, shall establish Sustainability Advisory Council consisting of representatives from the private sector and others with sustainability expertise to advise state agencies on how to make state government operations more sustainable.

The Sustainability Advisory Council shall report to me by February 1, 2004 on the status of agency sustainability activities, opportunities for improvements based on effective strategies used elsewhere in the public and private sectors, and the best means to integrate sustainability into state government policies and actions.

I invite institutions of higher education, public schools, elected officials, commissions, and others to participate in implementing this executive order within their organizations.

This executive order shall take effect immediately.

**Attachment 2**

**Baseline Data Report  
As of August 14, 2003**

Vehicle Information (July 1, 2002 – June 30, 2003):

<b>Vehicle Type</b>	<b>Miles Driven</b>
Ford Taurus	10,500
Ford Taurus	Not tracked*
Board POV Travel	Not tracked*
Total Miles Driven*	10,500

Paper Consumption (July 1, 2002 – June 30, 2003):

<b>Paper</b>	<b>% Recycled</b>	<b>Amount (Reams)</b>
White 8 ½ x 11	0	540
White 8 ½ x 11 (3HP)	30%	60
White 8 ½ x 14 & 11 x 17	30%	0
Color	30%	8
Copy Center (estimate) all paper types		2000
State Printer jobs (estimate) all paper types		86,900
Total pages of paper (11x17 counts for two 8½ x11 pages per page) 550 pages per ream		89,508 reams

Number of Employees:

As of August 14, 2003, the WTECB has 28 full-time, 1 part-time, and 13 Board members.

Building Information:

The WTECB is located on the sixth floor of the Raad Building, 128 10<sup>th</sup> Avenue, S.W., Olympia, Washington. We occupy 7,800 square feet.

\* Will begin tracking as part of the benchmarking aspect of this plan.