

Department of Revenue Agency Sustainability Plan

As Required by Executive Order 02-03 and 05-01

1. Agency Contact Information

Our Agency contacts for Sustainability Planning are Erick Kniestedt, Office Services and Facilities Manager (360) 725-7475, ErickK@dor.wa.gov and Linda Allan, Purchasing Supervisor, (360) 725-7476, LindaA@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 05-01 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. Plan Overview

The Department of Revenue's Sustainability Plan was implemented in 2003 as required by Executive Order 02-03. We identified several areas where our agency could model the principles of sustainability and worked on accumulating baseline data in order to assist us in setting long range goals and objectives. As with any plan, with more education and familiarity with a concept, there is added awareness of what goals and objectives are obtainable.

Building Leasing and Energy Conservation

Our objective in the area of building construction and remodel projects is to work with the Department of General Administration (GA) to incorporate green building practices into new construction or major remodels. All of our agency's buildings are leased and the construction and remodel projects are administered by GA.

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 341,000 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 was mandated by the Washington Clean Air Act under RCW 70.94.521 through 70.94.551. With the new CTR Efficiency Act being passed by the legislature this year, we anticipate some changes in the CTR program and will update our plan when the new guidelines are in effect.

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.

The agency's professional fleet management is performed by State Motor Pool and we give first priority to Hybrid gas/electric and other fuel efficient, low emission vehicles when we replace any vehicles in our fleet.

Procurement Procedures

When purchasing supplies and equipment, the Agency takes into consideration items that have post-consumer content. We have promoted the purchase of 100 percent recycled chlorine free paper and 30 percent or 40 percent recycled content in all our paper purchases. We have reduced the purchase of virgin paper considerably and in 2006, 96 percent of all the white 8 ½" x 11" paper purchased was either 100 percent recycled or 30-40 percent recycled content. One hundred percent of our janitorial paper products have post consumer recycled content.

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.

Recycling Practices

Paper recycling is another area we have addressed by setting up all of our Thurston County offices with shredding and recycle service for paper. We recycled 19,760 lbs. of cardboard and 201,883 lbs. of mixed or shredded paper in Fiscal Year 2006.

Our largest facilities in Tumwater also utilize the commingle recycle service for plastic, glass, and aluminum cans.

Our future plans include outreach programs to our field offices to increase participation in our recycling efforts.

Environmentally Friendly Products

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 Office Depot, Central Stores, or Vision Business Products. Also, a majority of the printer repair parts purchased are remanufactured.

Our contracts with janitorial vendors insist on the use of environmentally safe cleaning products and procedures.

4. 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:

- Reduce energy consumption by 10 percent by 2009 from FY 2003 baseline data
- Utilize the State Motor Pool Professional Fleet Management service and give first priority to Hybrid gas/electric and other fuel efficient/low emission vehicles.
- Reduce petroleum use by 20 percent by 2009
- Reduce the use of office paper by 30 percent based on data from FY 2003 and increase purchases of environmentally preferable paper to 60 percent by 2009
- Purchase all paper with at least 30 percent recycled content
- Work with the Department of General Administration to incorporate green building practices into new construction or major remodels
- Increase employee awareness of sustainable practices in the workplace

5. Biennial Plan Objectives and Performance Measurements

Fleet and Transportation (reduce petroleum use by 20 percent)

- Increase commute trip participation by 5 percent yearly
- Give priority to fuel efficient, low emissions vehicles on commercial car rentals
- Work with Motor Pool Professional Fleet Management in replacing permanently assigned fleet with hybrid gas/electric or fuel efficient/low emission vehicles.
- Encourage carpooling to meetings, trainings, etc.
- Conduct a cost benefit analysis on the use of personal vehicles vs. the use of agency or motor pool vehicles

Purchase of Goods and Services

- Purchase all paper with at least 30 percent recycled content
- Reduce office paper usage by 30 percent by encouraging 2-sided printing and copying, less printing of e-mails, enhanced usage of IDOCs systems, etc.
- Increase EPP paper purchased to 50 percent

Facility construction, operation, and maintenance

- Reduce energy consumption by 10 percent
- Employ light sensors in rooms which are frequently vacated
- Purchase Energy Star rated products when appliances need replacing
- Review the compatibility of facilities with available green power
- Investigate hand drying options for restrooms to reduce paper (i.e. sensor operated hand towel dispensers)
- Continue upgrading facilities to water saving fixtures as remodels occur and in new construction
- Upgrade HVAC systems with current technology for energy savings and/or cleaner air
- Continue to require janitorial services to purchase environmentally preferable cleaning products

Waste Management and Organics Recycling

- Provide and promote the use of recycling locations for the collection of plastics, glass, and aluminum waste where collection service is available
- Recycle 100 percent of office paper. Ensure all offices have recycling services available.

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.

6. Communication and Education

Our communication and education program will be enhanced this coming year by the formation of a sustainability committee comprised of representatives from Facilities, Purchasing, Information Technology, Compliance, Taxpayer Services, Property Tax, and Audit. Each of these areas we believe can provide valuable information on energy usage, paper consumption, recycling practices, mileage and fuel consumption, and will assist us in identifying areas we can improve upon in order to meet our goals and objectives.

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 to provide articles for the agency electronic newsletter, divisional newsletters, and information for the general agency Intranet page.

Due to the fact that all of our buildings are leased, we rely on General Administration to assure that the green building practices are implemented in our remodels and new construction projects and adhere to the energy and water conservation efforts. We will however work with the building owners to update HVAC systems, lighting systems, and water fixtures, when possible, to reduce the consumption of water and energy. Our increased efforts to educate our employees on water and energy conservation will assist us in obtaining our set goals within our facilities.

7. Roles and Responsibilities

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