

**2006 SUSTAINABILITY PLAN  
WASHINGTON STATE EMPLOYMENT SECURITY  
DEPARTMENT**

**Agency Contact Information**

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**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. We will follow these 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.

**Plan Overview**

**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.

***Resource Consumption:***

2,200 employees within the Department 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 Services Availability ([www.wa.gov/esd](http://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](http://go2ui.com)).
  - Electronic filing of UI initial and continued claims.
3. ESD Telecenters
- 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.
4. WorkSource Services ([go2WorkSource.com](http://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.).

***Purchased Goods and Services:***

The Department continues to maximize use of recycled paper and environmentally preferred products.

1. Between July 01, 2005, and June 30, 2006, we reduced our use of paper by nearly 20,000 reams, a 22% decrease when compared with our baseline year of 2003-2004. Over 99% of all paper was at least 30% recycled content, up from our 51% baseline
2. The Procurement Unit actively encourages purchasing of Central Stores' preferred products and advises against any purchases of products containing toxic chemicals.

***Facility Construction, Operation and Maintenance:***

Agency overview: The Department occupies over 750,000 square feet at over 70 primary sites.

1. When the agency relocates to a new facility, the site selection criteria include Leadership in Energy and Environmental Design (LEED) standards set by the state standard specifications administered by General Administration. This includes using sustainable building materials, energy efficient building systems, etc.
2. The Department includes methods to reduce energy usage as part of the lease negotiations, i.e. relamping, replacement of light fixtures, HAVC upgrades, etc. when its cost effective and green product use in janitorial contract discussions.
3. The Department monitors and reported energy use at selected sites across the state 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.
4. The Department has attempted to reduce energy costs through education and the purchase of more energy efficient equipment.

### ***Fleet and Transportation:***

The Department has a fleet of 67 vehicles each of which is EPA low emission certified. These vehicles were driven a total of 893,542 miles between July 05 and June 06, down 14% from our baseline year of 03-04. Department employees drove their own vehicles 31% less than our baseline, and we used the State Motor Pool 43% less. In total, ESD drove 251,000 fewer miles (17%) than in the baseline year. In addition:

1. New vehicles purchased are EPA low emission certified.
2. The Commute Trip Reduction (CTR) Program is actively promoted to reduce staff personal mileage and participation is up 25% over last year.
3. Site selection for agency offices that serve customers involves consideration of bus or other mass transit options.
4. The use of telecenters for processing Unemployment Insurance claims significantly reduces fuel consumption by eliminating multiple trips to a local office for each claim filed.
5. The use of WorkSource Centers, in effect “one-stop shopping” 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, further reducing the number of trips to the local office.

### **Objectives and Measures**

#### **1. Fleet and Transportation**

- A. Initial goal of reduction of petroleum use by 20% by 2009 was realized the first year of our plan. Continue progress by reducing an additional 5% each year over the biennium.
- B. Streamline fleet management by obtaining, by March 2007, state-of-the-art management software enabling on-demand instantaneous “snapshots” of fleet use, resource consumption, and costs.
- B. Within the agency travel approval process, facilitate mandatory documented requests for fuel efficient/low emission vehicles.
- C. Evaluate viability of using other-than-DOT fuel services for diesel trucks, with an eye toward using only 20% Biodiesel. Report to Sustainability Coordinator by Jan 2, 2007.

#### **2. Purchase of Goods and Services**

- A. Continue to educate staff on the importance and availability of environmentally friendly products, to eliminate purchase of dangerous products. Lobby Central Stores to discontinue products that are harmful including those containing persistent toxic

chemicals. This includes limiting cleaning products brought from home that do not meet criteria for environmentally friendly products.

B. Purchase only office paper containing at least 30% recycled content. Request justification from any activity purchasing any virgin content paper. Increase to 50% overall purchases of environmentally preferable paper.

C. Continue to purchase the environmentally preferred janitorial paper products from Central Stores.

### **3. Facility Construction, Operations, and Maintenance.**

A. Insure that new leased facilities incorporate Leadership in Energy and Environmental Design (LEED) standards includes using sustainable building materials – ceiling tiles, carpet, etc.; energy efficient building systems – HVAC, lighting, etc. when ever possible and cost effective.

B. Continue to explore methods to reduce energy usage as part of the lease negotiations, i.e. relamping, replacement of light fixtures, HAVC upgrades, etc. when its cost effective, purchasing green power, and green cleaning product use in janitorial contracts the agency negotiates.

C. Continue to monitor and report energy use at selected sites across the state quarterly to General Administration, as required by Governor’s Executive Order 01-01.

D. Continue to pursue further ways to reduce overall energy consumption through education. Also, continue to explore options to purchase of more energy efficient equipment.

E. Explore options to purchase environmental friendly restroom dispensers, i.e. paper towel, soap, and toilet paper, etc.

### **4. Waste Management and Organics Recycling**

A. Establish partnerships with offices in remote areas with the goal of creating a local market for recycling if none exists.

B. Explore options to purchase reusable plastic moving crates to reduce cardboard boxes sent to the landfill.

C. Explore options to reduce the number of plastic garbage bags used at desk side waste receptacles. This included looking at way to establish a wet/food waste area at selected sites.

### **5. Communication and Education**

A. Generate at least one article on sustainability to be published bi-monthly in NewsNet or the equivalent. Articles should be pertinent and thought provoking for all staff.

B. Update Sustainable ESD web page.

## **Long Range Goals**

**By 2025:**

**(2003 is baseline when comparisons are made)**

- **50% of fleet is Hybrid**
- **Only 20% Biodiesel is used in diesel vehicles**
- **Agency miles traveled (POV and AOV) reduced by 50%**
- **ESD buys only Environmentally Preferred Products**
- **Using technology, reduce visits to WorkSource offices by 25%**
- **All offices subscribe to organics recycling and waste is reduced by 50%**
- **100% of staff able to describe sustainability processes in their office.**

**ROLES AND RESPONSIBILITIES:**

The Commissioner has delegated the responsibility for the agency Sustainability Plan to the Assistant Commissioner of the Budget, Policy, and Communications Division (BPCD). The Deputy Assistant Commissioner of the 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.

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