

WSDA SUSTAINABILITY PLAN

ANNUAL PROGRESS REPORT September 2003 – September 2004

I. **Agency Information, Policy, and Goals:**

The WSDA agency contact person is Phil Harrison, 360-902-2003, pharrison@agr.wa.gov.

Sustainability Policy Statement:

The Washington State Department of Agriculture is committed to fulfilling its responsibility under Executive Order 02-03 and will strive to model the principles of sustainability in its operations, fleet management, procurement, and building construction.

We recognize the need to implement new processes as changes in business practices occur, and to plan for long-term economies in our daily business operations. Both the management and staff share this responsibility.

Long Range Goals:

We want to instill in our staff the concentrated efforts needed to move toward a more environmentally, resource friendly business world, through increased recycling of our present business materials, eliminating waste generated by inefficient and improper use of resources, and implementing more efficient ways of meeting our business needs. Efficiency includes, but is not limited to, updating our operational and procurement practices, seeking new and environmentally acceptable copy/printing equipment, and use of recycled business office supplies, as budgetary constraints allow.

II. **Reporting on Objectives**

A. Increased recycling of business materials:

Recycling of office products has substantially increased. Over 75 boxes of disposable records and files have been removed from our storage room, generating hundreds of re-usable file folders and expandable files, and providing many reusable Record Center/Archive boxes. Over 200 boxes of documents have been recycled over the last three years, providing a substantial number of reusable file folders, expandable files, and Record Center/agency storage boxes.

B. Improper use of resources:

Our storage room and various copy/supply rooms are being misused as storage for Record Center and surplus equipment. Due to diligent work with staff over the past three years, our primary storage room has been cleared of

approximately 200 cartons of files and out-of-date forms/pamphlets/records kept way beyond appropriate retention periods. Moving appropriate files out of the offices, into proper storage facilities, may provide more office space for staff. A recent reset of workstations and over 30 lateral file cabinets provided an additional work station which was immediately filled.

Disposal/recycling and re-allocating office and IT related equipment and vehicles, within the agency, has resulted in clearing our storage areas of over 500 items. In the last three years, approximately 1000 items have been disposed/recycled and re-allocated, state wide.

The configuration of our vehicle fleet continues to change, including moving from older, non-alternative fuel use vehicles, to the newer updated technology equipment. We added 80 pest project vehicles to our fleet last year, 41 of which are alternative fuel vehicles. As a result, 47% of our passenger car fleet now consists of alternative fueled vehicles, to include our first hybrid car.

III. **Communication and Education:**

Having traveled to the field, with respect to disposal of surplus property, reallocation of usable equipment, and working with field managers, morale of field staff has greatly improved. They eagerly supported this “house cleaning” activity. Closer working relations have developed, there now being a feeling that they are part of the organization. Now the field offices are more receptive to making the appropriate “sustainability” changes.

Encouraging program managers and administrative staff to dispose and relocate files will promote greater use of both the downstairs for “readily available” files and the Records Center for “less accessible” type files. Encouraging the use of electronically stored data, where possible, versus maintaining paper files, promotes future increased efficiency in everyday business activities. Better utilization of office space will result in both cases.

We also added an outreach activity to increase agency and public awareness of the idea of sustainability with “Native Plant Appreciation Week.” Native Plant Appreciation Week took place from May 24-30. There were over 75 events scheduled all over the state for citizens to get involved in from lectures to plant walks. Almost all were by volunteers who wanted to get involved. The event website, maintained by WNPS, and our poster advertising the week were very popular as well.

Overall, for a first time event, Native Plant Appreciation Week was a success. A number of cities (39) and counties (3), following the Governor’s proclamation, also proclaimed the week as Native Plant Appreciation Week. Cities included Anacortes, Bellevue, Blaine, Brier, Burlington, Camas, Concrete, Edgewood, Everett, Gig Harbor, Grandview, Hoquiam, Issaquah, Lakewood,

Lynnwood, Maple Valley, Milton, Monroe, Oak Harbor, Olympia, Omak, Orting, Pacific, Port Townsend, Puyallup, Renton, Seattle, Sequim, Shoreline, Snohomish, Spokane, Spokane Valley, Stanwood, Steilacoom, Sumner, Tacoma, Tumwater and Vancouver. The counties of King, Pierce and Spokane also with the governor to proclaim May 24 - 30, 2004 as Native Plant Appreciation Week. We hope to continue the events in 2005 raising public awareness of the importance of sustaining our environment and ecosystems.

IV. **Statewide Performance Measures**

A. Copy Paper Use, by quantity and paper type

Data is not available in house due to paper purchases being consolidated into a general "Office Supplies" purchasing code. If we cannot develop the appropriate data from present sources, a new data collection system will have to be developed for the coming year. I shall contact Central Stores for their assistance, and develop the database to maintain the information.

B. Vehicle Miles Traveled, by agency fleet vehicles as well as personal vehicles

Our equipment traveled approximately 4.1 million miles this last. Further development of a formal reporting procedure and database, to be completed by January 1, 2005, will provide more specific information for 2005.

C. Fuel Purchases, by gallons and type of fuel

This information is not easily determined through local records. Development of a formal procedure and database by January 1, 2005, will support our needs.

D. Average Fuel Efficiency of Vehicles in Agency Fleet

I estimate 17 to 20 miles per gallon for the fleet. About 50% of our fleet is pickup trucks and other low mileage vehicles, and many automobile miles are "in town" miles.

V. **New/Updated Goals and Objectives:**

WSDA leases all of our facilities, and neither constructs nor owns any facilities. Division of State Services, General Administration, handles all of our leasing requirements. Any buildings or renovation issues involving toxic chemicals are within the management area of GA.

WSDA purchases equipment and supplies through state or federal purchasing contracts. We rely upon the government purchasing organizations, developing the specifications, to determine acceptable specifications.

WSDA will identify products purchased by the agency containing persistent toxins, and seek alternative products, beginning not later than July 1, 2005.