

October 11, 2004

WASHINGTON STATE DEPARTMENT OF LABOR & INDUSTRIES

**SUSTAINABILITY PLAN
PROGRESS REPORT**

July 1 2003 through June 30, 2004

SECTION I: AGENCY INFORMATION, POLICY AND GOALS

▪ **Agency contact information and responsible agency staff**

Melanie Roberts, Assistant Director, Administrative Services (Executive Sponsor)

Steve Morris, Program Manager, Facilities Services (Use of Recycled Paper)

Dean Heglund, Facilities Management (Energy/Water Conservation)

Keith Tucker, Procurement (Procurement of Environmentally Friendly Products)

Judith Brainerd, Management Services (CTR/Vehicle Use)

▪ **Sustainability Policy Statement**

Institutionalize sustainable business practices that make the Washington State Department of Labor and Industries (L&I) a leader in contributing to the long-term protection and enhancement of our environment.

▪ **Long Range Goals**

L&I has identified the following long range goals. Activities related to each individual area may not be included in the Annual Progress Report.

A. Reduce energy consumption

B. Grounds maintenance, chemical use and watering

C. Reduce water consumption

D. Increase level of recycling

E. Reduction of paper use

F. Procurement, including the use of environmentally friendly products

G. Commute Trip Reduction Program

H. Facility construction, operation, and maintenance

I. Reduce the use of equipment and supplies that contain persistent, toxic chemicals.

SECTION II: REPORTING ON OBJECTIVES

1. FY 2003 Goal – Energy Conservation

The Department of Labor and Industries received an allotment of \$1 million for the 0305 Biennium to complete repairs and upgrades to the physical plant of the Tumwater Headquarters building. The projects are extraordinary maintenance or infrastructure upgrades that have been selected for their contribution to improving operations.

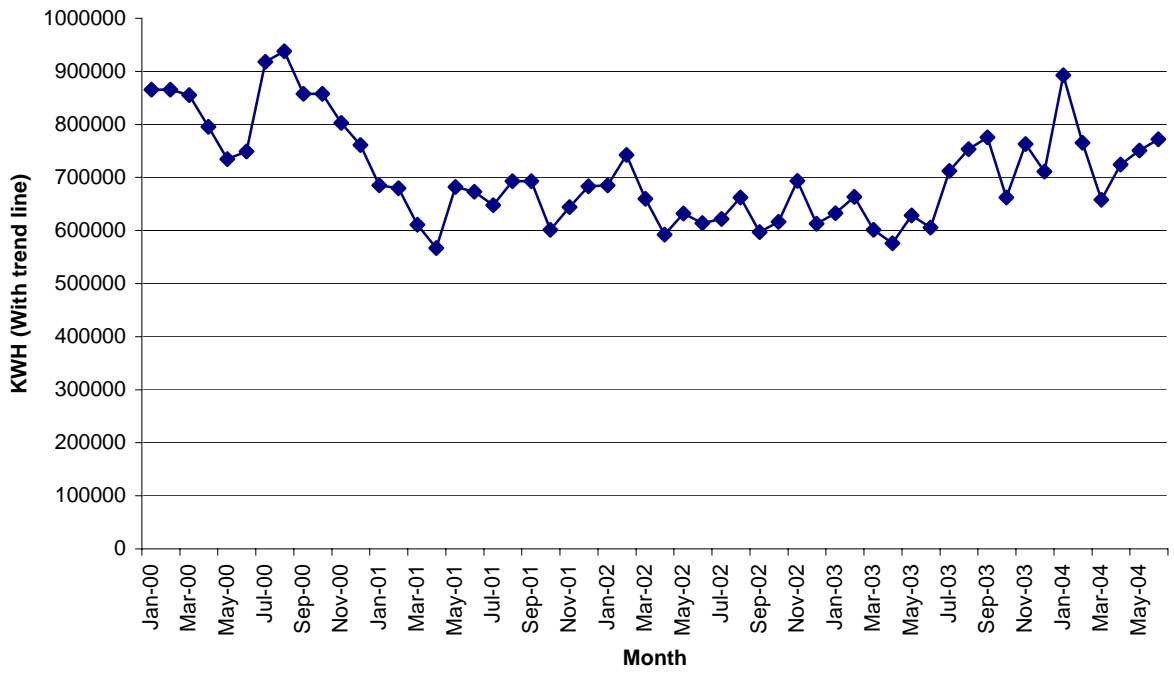
In August 2003, Quantum Engineering & Development, Inc. was contracted to complete an analysis of the Tumwater headquarters building's mechanical systems. This analysis updated the information provided in the study completed April 23, 2001. A new audit was conducted to evaluate the existing systems and propose modifications aimed at improving the functionality, maintainability, and energy savings. Approved facility projects that are expected to provide electricity savings are:

1. Retrofit of the remaining T-12 fluorescent lighting fixtures to the more efficient T-8 light tubes. The retrofit represented about 15% of the lighting in the building that was not completed in 2001.
2. Installation of timers or motion switches to conference rooms and utility closets to prevent lights from being left on for extended periods of time.
3. Re-commissioning of building heating, ventilation and air conditioning systems to verify the proper operations of these systems. Controlling software is also being analyzed to optimize use of air handling units and economizer sequences as well as minimizing peak load conditions
4. Installation of more efficient variable frequency drives (VFD) used to operate main building fan motors. This project is also being completed for operational sustainability as the current VFD's are no longer being manufactured and spare parts are difficult to obtain.

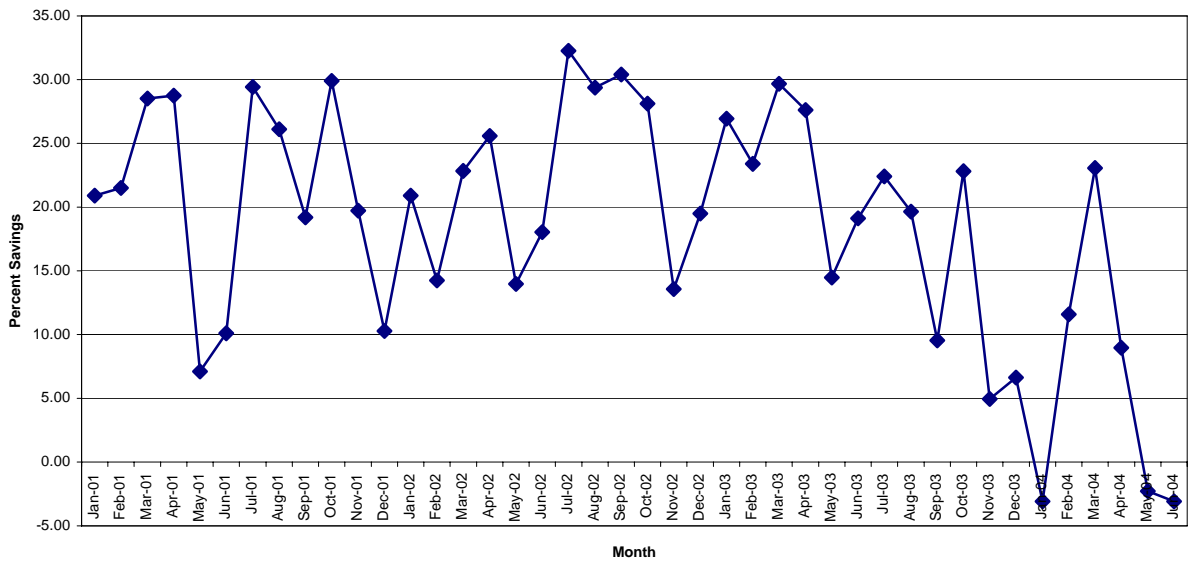
Challenges during reporting period:

Energy conservation and building preservation projects were started in October 2003. A number of these projects required working on building systems in office areas while building systems were in full heating or cooling as well as lighting modes. To minimize impact on agency operations, much of the work was completed after normal work hours. Operating building systems after regular business hours is reflected in higher than usual electric consumption. The building was returned to standard building system operation hours at the end of July 2004.

Kilowatt hour usage in HQ building



Electric Percent Savings Over Base Year of 2000



1. FY 2003 Goal – Reduce Water Consumption

The Department of Labor and Industries is tracking water consumption on a monthly and annual basis to determine long range use and identify opportunities for reduction.

Month	Cubic Feet Used 1999	Cubic Feet Used 2001	Cubic Feet Used 2002	Cubic Feet Used 2003	Cubic Feet Used 2004		
January					1,000		
February							
March							
April							
May				1,000	2,000		
June	21,000	36,000	12,000	22,000	52,000		
July	87,000	56,000	72,000	91,000	128,000		
August	110,000	67,000	88,000	125,000	116,000		
September	105,000	77,000	78,000	118,000			
October	79,000	43,000	46,000	44,000			
November			13,000				
December	1,000	3,000					
Annual	403,000	279,000	309,000	401,000			

Note: All water is measured in cubic feet 100 Cubic Feet = 748 Gallons

Irrigation Use

Month	Cubic Feet Used 2000	Cubic Feet Used 2001	Cubic Feet Used 2002	Cubic Feet Used 2003	Cubic Feet Used 2004		
January	74,100	64,600	62,700	66,500	84,800		
February	78,900	74,800	71,200	73,100	67,800		
March	82,900	67,900	68,500	67,800	74,100		
April	105,600	81,200	65,500	80,000	102,300		
May	82,400	78,600	78,000	98,700	86,900		
June	100,700	93,300	79,800	85,200	84,200		
July	105,500	97,400	87,000	110,600	115,400		
August	109,300	114,400	106,500	126,200	110,300		
September	110,800	104,900	91,800	100,100			
October	94,900	77,900	83,100	105,400			
November	88,100	79,700	82,500	103,900			
December	71,500	65,100	67,500	67,800			
Annual	1,104,700	999,800	944,100	1,085,300			

Note: All water is measured in cubic feet

100 Cubic Feet = 748 Gallons

Building Water Use

SECTION III: COMMUNICATION AND EDUCATION

Education was focused on the ordering of copy paper containing post consumer waste.

SECTION IV: STATEWIDE PERFORMANCE MEASURES

A. Copy Paper Use, by quantity and paper type

As of April 30, 2003 only 50% of the paper L&I purchased from GA Central Stores contained post consumer waste.

For the period of July 1, 2003 through June 30, 2004, this was increased to 61%.

Mfr	Part No.	Size	WT	Bright	Recycle %	Reams Ordered
Grays Harbor	7530-041-001	8 1/2"x 11"	20	84	0%	12,852
Grays Harbor	7530-041-601	8 1/2"x 11"	20	84	30%	19,661
Grays Harbor	7530-041-602	8 1/2"x 14"	20	84	30%	319
Grays Harbor	7530-041-604	11"x 17"	20	84	30%	292
					Total	33,124
					0% Recycled	39%
					30% Recycled	61%

Our goal was to develop a method to decrease the use of "Virgin White" paper. In January 2004, L&I initiated a project to clarify the agency's cut paper usage by paper type. Ordering information for the previous year was obtained from GA Central Stores. All staff that had ordered "virgin white" paper were contacted and briefed on the agency's sustainability goals. This process was repeated in September 2004. In both cases, it was determined that most of those ordering were not aware that they were not ordering recycled paper. Working with individual staff resulted in a significant reduction in the ordering of "virgin white" paper.

For the period of January 1, 2004 through August 30, 2004, the percentage of paper purchased containing 30% recycled content increased to 81%.

Mfr	Part No.	Size	WT	Bright	Recycle %	Reams Ordered
Grays Harbor	7530-041-001	8 1/2"x 11"	20	84	0%	5,980
Grays Harbor	7530-041-601	8 1/2"x 11"	20	84	30%	19,048
Grays Harbor	7530-041-602	8 1/2"x 14"	20	84	30%	319
Grays Harbor	7530-041-604	11"x 17"	20	84	30%	5,929
					Total	31,276
					0% Recycled	19%
					30% Recycled	81%

This review will be conducted annually to ensure continued employee awareness and the reduction in the use of "virgin white" paper.

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

- Approximately 400 Tumwater based employees participate in Commute Trip Reduction. This is 22% of the total staff.
- Currently there are 65 telework agreements in L&I.

C. Fuel Purchases, by gallons and type of fuel

- Information is not available.
- Employees used their own vehicles to drive 2,851,470 miles between 7/1/03-6/30/04.
- Employees used state owned vehicles to drive 4,276,309 in the same period.
- Total mileage for both is 7,127,779

D. Average Fuel Efficiency of Vehicles in Agency Fleet

- Information is not available.

SECTION V: NEW OR UPDATED GOALS AND OBJECTIVES

L&I currently does not have objectives in our plan related to reducing the use of equipment, supplies or other products containing toxic chemicals (as described in Executive Order 04-01). This will be evaluated for the next annual report.