

## Sustainability Executive Order Key Provisions Washington Utilities and Transportation Commission (UTC)

	REQUIRED ACTIONS Goals	Objective	Progress to date	Barriers & Challenges	Success Factors	Documented Savings and Environmental Benefits
<b>Green Buildings</b>  Incorporate into all new projects (as modified by ESSB 5509)	<ol style="list-style-type: none"> <li>All new construction projects and remodels over 5,000 sf built and certified to LEED Silver Standard (or equivalent)</li> <li>GA and other agencies will develop processes to ensure green building practices are integrated into design and construction process.</li> </ol>	Does not apply. UTC is not constructing or remodeling any buildings.				
<b>Vehicles</b>  Reduce petroleum use	<ol style="list-style-type: none"> <li>Reduce petroleum use 20% by 2009.</li> <li>Freeze purchase of 4-wheel drive SUVs. Those needed for law enforcement or emergency response exempt. Agency directors may approve exemptions.</li> <li>By 9/1/09, replace standard diesel with B20. Begin using B5 as soon as practicable.</li> <li>Purchase of hybrid gas/electric and other fuel efficient/low emission vehicles.</li> </ol>	<p>The 20% reduction in fuel purchases mandated by Executive Order 05-01 requires our fuel purchases to decrease to 15,186 gallons by September 1, 2009.</p> <p>UTC will only purchase 4-wheel drive SUV's rated to achieve over 30 mpg (Fuel Efficient/Low Emission Vehicle Definition) resulting in an improved fleet average EPA Greenhouse Gas score</p> <p>Does not apply. UTC does not have any diesel vehicles.</p> <p>75% of vehicles purchased in the 2005-2007 biennium meet fuel efficient, low emission standard.</p>	<p>Baseline fuel purchases for fiscal year 2004 were 18,983 gallons. 2005 fiscal year fuel purchases increased to 19,540 gallons.</p> <p>Have purchased two hybrid Ford Escapes.</p> <p>Have purchased two hybrid cars.</p>	<p>We are required by law to complete safety inspections of pipelines, rail facilities, and certain transportation providers. More fuel-efficient vehicles on the state contract would help us achieve this by reducing our fuel use.</p> <p>Need 4-wheel drive vehicles for responding to off-road pipeline and rail incidents.</p> <p>Some vehicles will not be replaced for several years.</p> <p>Cost of hybrid cars are more than non-hybrid cars on state contract.</p>	<p>We believe the availability of Hybrid vehicles on the state contract contributed to keeping the fuel usage from rising any further.</p> <p>Availability of FE/LE vehicles on the state contract.</p>	<p>None.</p> <p>Baseline fleet average EPA Greenhouse Gas Score for fiscal year 2004 was 2.8 out of 10. It improved to 3.3 for fiscal year 2005.</p> <p>Savings from the purchase of hybrid cars will take a number of years to determine, since the initial investment in hybrid cars is significantly more than the fuel savings.</p>

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	5. Replace pre-1996 light duty vehicles w/in 3 years.	Does not apply. UTC has replaced all pre-1996 vehicles.				
	6. Fleet management plans and annual progress reports due 9/1/05. Consider transfers of vehicles or contract with GA for fleets with fewer than 100 light duty vehicles.	Develop a fleet management plan	Fleet management report was submitted to GA on 9/21/05	None.	UTC has had a fleet manager for a number of years. This has made fleet management more efficient.	Savings will be difficult to measure as vehicles are better maintained and older cars are surplus.
	7. Request fuel efficient, low emission vehicles for employees from commercial vendors.	Train staff to request fuel efficient vehicles from rental agencies.  Reduce use of rental vehicles.	None to date.	We use rental cars rarely and do not know if fuel-efficient vehicles are available or what they cost.	None.	May not be any savings if the cost to rent the vehicle is greater.
<b>Paper</b>  Reduce lifecycle impacts of paper products	1. Office paper minimum 30% post consumer recycled content.	Change internal purchasing procedures to purchase at least 30% recycled content paper.	UTC has gone from purchasing 0% to 34% post consumer recycled content paper in two years.	Virgin paper is still available on the state contract.	Small price increase of about \$375.00 to switch from virgin to 40% recycled paper made this an easy implementation.	6,721 pounds in CO <sub>2</sub> equivalents reduction in greenhouse gas emissions from production of the paper used by the Commission.

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	<p>2. Reduce use of office paper by 30% based on 2003 plans</p>	<p>The mandated 30% paper use reduction from the 2003 baseline from Executive Order 05-01 requires our paper use to drop to 239 cases per year by September 1, 2009.</p> <p>Use the Department of Printing Print Management contract to assist the agency in reducing paper usage.</p> <p>Require staff to use double-sided paper.</p> <p>Distribute more documents electronically.</p> <p>Make more documents and reports available via the website.</p>	<p>Paper use at the UTC rose from 341 cases for fiscal year 2003 to 404 cases for fiscal year 2004 and dropped to 378 cases for fiscal year 2005. This decreased per-employee-per-day use from 44 pages to 43 pages.</p> <p>UTC uses an electronic newsletter to educate staff on double-sided printing and has notices posted by printers.</p> <p>UTC is distributing more documents electronically, such as orders, notices, pleadings, etc.</p> <p>UTC has discontinued copying and mailing of the "Weekly Report" and made this report available via the website.</p>	<p>Paper use per employee at the UTC is average for the state. It will be difficult to make reductions because we archive all formal records which currently are required in paper format.</p> <p>During major proceedings, staff have a high paper use due to the type of analysis and document review required. Default double-sided printing may reduce the numbers by 30%. Online review of testimony and exhibits may require high resolution screens, the flexibility of laptop computers, fast remote access to network data, and online review is simply not practical for large volumes of material.</p>	<p>UTC has not received any complaints regarding discontinuing the publishing and mailing of the "Weekly Report."</p> <p>Staff and external customers are more accepting of receiving documents electronically.</p>	<p>Reduction in greenhouse gas emissions by about 13,000 pounds from production of the paper used by the Commission can be expected when the goal is reached.</p> <p>UTC anticipates a reduction of 40,000 sheets per year based on the changes made to date, which include discontinuing of the publishing and mailing of the "Weekly Report" and electronic distribution of orders, notices, pleadings, etc.</p>

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	3. Increase % EP paper to >50%	Change internal purchasing procedures to purchase (assuming paper use stays the same) at least 65 cases of 100% recycled environmentally preferable (EP) paper.	UTC current paper purchases are 34% EP.	<p>Meeting the goal of 65 cases (or 50%) will increase paper costs about \$450.00 annually.</p> <p>Buying all EP paper would increase our annual paper spending by 25% (\$2500.00) over the cost of the 40% recycled paper we currently buy from the state contract.</p>		An additional reduction of about 3,000 pounds in greenhouse gas emissions from production of the paper used by the Commission can be expected when the goal is reached.
	4. Recycle 100% of used office paper	Train staff to recycle all paper.	UTC provides paper-recycling receptacles for each desk, and uses a paper recycling service.	<p>Impossible to match amount of paper purchased to amount of paper recycled because we buy paper by the case, but recycle it by volume (90-gallon container that may or may not be full when collected). In addition, companies send us paper filings, and we authorize outside print jobs that are not counted as paper purchased.</p> <p>Need a defined measurement and a way to collect the data.</p> <p>Considering methods to encourage less paper placed in the trash receptacles, such as reduced janitorial trash service.</p>		Recycling 100% of office paper will result in a reduction in volume of material sent to the landfill.

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	5. Increase use of recycled and chlorine free janitorial paper products	Work with our building manager to ensure environmentally friendly janitorial paper products are used throughout the building.	Required the building to provide 100% EP paper products for janitorial use.	None.	Good success in getting the building manager to comply with EP paper products for janitorial.	
<b>Energy</b>  Achieve gains in energy conservation	1. Reduce energy purchases by 10% from FY 2003, use energy efficiency programs and on site renewable resources.	Reduce energy consumption with a resulting reduction in greenhouse gas emissions from building operations as measured in CO <sub>2</sub> equivalents.	Reduced energy consumption 4.5% for FY2005 compared to 2003 baseline.  Installed occupancy sensors in targeted conference rooms, copy rooms, supply rooms, and break rooms to control overhead lighting.  Now purchasing flat panel monitors for all new workstations.  Staff completed a study on print devices needed.  Installed outside air economizer in conference rooms.  Purchased green power.  Installed energy controllers on soda vending machines.	Much of the energy use is dependent on weather.  Energy saving ideas cost the agency financial resources.	These energy saving ideas have been very successful. Staff has been receptive and supports saving energy.  The building manager has been good to work with and has implemented all the ideas proposed. In some cases, the building manager has shared in the costs.	Reduced energy consumption equates to a 7,108-pound reduction in greenhouse gas in CO <sub>2</sub> equivalents over two years.
	2. Report total energy use annually to GA.	Report to GA annually as required.				

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<b>Toxic Chemicals</b>  Reduce use of products with persistent, toxic chemicals. EO 04-01	1. Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals	Purchase equipment, supplies and other products that contain persistent, toxic chemicals.	Worked with the building manager that provides janitorial services to use only low and non-toxic cleaning products.	Building owner provides all janitorial services, so we can only request the owner use appropriate products.	Availability of citrus-based low-toxicity products.	Unable to measure.
	2. Report annually on progress in sustainability plans	Will provide an annual report as required.				
<b>Communications and Education</b>	1. Steps taken to educate employees or clients	UTC uses an electronic newsletter to educate staff on saving paper. Staff has been receptive to the energy issues.	Staff is very receptive to education and takes these issues seriously.	None	Quarterly Sustainability Meetings to share educational ideas. Use of Ecology loaner videos.	N/A
	2. Education on plan as well as general sustainability educational efforts.					

### Other Agency Initiatives

<b>Water Savings</b>	1. Eliminate wasteful practices by reducing water consumption.	Reduce water usage in the 1400 building restrooms where users have to run water several minutes to get hot water for hand-washing.	Installed a circulating pump to save water. It no longer takes several minutes for the water to warm up.	Not a simple solution for this problem. The building manager had to try several approaches to find one that worked.	Worked with a plumber that tried a number of different solutions to solve the problem.	Unable to determine the amount of water saved by this action.
	2. Decrease irrigation water expense.	Irrigation water usage is paid for by the Commission, but controlled by the building owner.	The Commission is negotiating with the building owner to include the cost of irrigation (rather than part of the lease) in the building lease to provide an incentive to him to save water.	Attempted to get the building owner to plant more native plants that require less water. Have been unsuccessful to date.	Management support made this possible.	May save the Commission about \$1000 per year.

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<b>Customer Inventory Management program</b>	1. Participate in the Customer Inventory Management (CIM) program with Central Stores.	Reduce inventory and paper in ordering.	Implemented the CIM program, thus improving inventory control and reduce operating costs by eliminating ordering, receiving and stocking for core supplies. It eliminated dozens of invoices by providing one bill each month. Additionally, we have eliminated extraneous packaging. We no longer handle paper padding, plastic wrapping and boxes.  Further, Central Stores has advised us about switching to newer environmentally friendly products.	Establishing the program.	Facilities Management pursuit of CIM program. Willingness to change the way we do things.	Unable to determine the amount of waste saved by this action.
<b>Computer Orders</b>	1. Reduce the amount of packaging that is recycled or discarded.	Reduce the amount of packaging associated with new computers.	We started ordering with bulk packaging. UTC receives eight small Form Factor PCs in one box.	The vendor does not actively promote this service. You have to ask for it. When the vendor changed from four to eight PCs in a bulk box, we had to change our orders.	Finding out about this service at Sustainability Coordinators Meetings.	56 individual PC boxes not used and therefore not disposed annually.

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<b>Performance Measures</b>	A. Annual petroleum use, vehicle miles traveled and # and type of state vehicles owned	No Data on petroleum use collected.	18,983.2 gallons petroleum purchased.	19,540.2 gallons petroleum purchased.
		439,773 vehicle miles traveled.	439,106 vehicle miles traveled.	415,229 vehicle miles traveled.
		33 vehicles owned.	25 vehicles owned.	23 vehicles owned.
		No data on vehicle type available.	No data on vehicle type available.	1 station wagon 1 van 9 4wd trucks 12 4wd SUVs
	B. Number of exception purchases of 4-wheel drive SUVs made	N/A	N/A	None after January 2005, the effective date of Executive Order 05-01.
	C. Amount and type of office paper and janitorial paper products purchased	341 cases of office paper.	404 cases of office paper.	378 cases of office paper.
		0% recycled paper.	15% recycled paper.	34% environmentally preferred paper.
		No janitorial paper products purchased.	No janitorial paper products purchased.	Janitorial paper products are purchased by the building owner.
	D. Quantity of office paper recycled	No data on office paper recycling available.	No data on office paper recycling available.	No data on office paper recycling available.
	E. Justification for virgin office paper purchased	No justification available.	No justification available.	No virgin paper purchased through purchasing office. Additional paper purchased through other avenues may not be included.
<b>New or updated goals and objectives</b>				