

WSDA SUSTAINABILITY PLAN

ANNUAL PROGRESS REPORT September 2004 – September 2006

I. **Agency contact staff**

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Sustainability Policy Statement

The Washington State Department of Agriculture is committed to fulfilling its responsibility under Executive Orders 02-03, 04-01, and 05-01, and will strive to model the principles of sustainability in its operations, fleet management, and procurement activities.

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.

Plan Overview

We will continue 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 use of resources, and implementing more efficient ways of meeting our business needs. Efficiencies include, but are not limited to, updating our operational and procurement practices, seeking new and environmentally acceptable copy/printing equipment, and using recycled business office supplies.

II. **Objectives and Performance**

Fleet Transportation: Continue to reduce the number of pre-1996 model and four-wheel drive vehicles in the agency fleet. Continue to purchase hybrid and high gas mileage vehicles in compliance with Executive Order 05-01, within the operating conditions of our business.

- Reduce petroleum fuel consumption by 20 % by 2009. This may be somewhat restricted by our business fleet requirements.
- Employ professional vehicle fleet management practices.

Purchase Goods and Services in compliance with Executive Order 05-01.

- Increase the level of purchasing environmentally preferable paper (EPP).
- Maintain our 100% level of recycling office paper.
- Continue recycling office materials and storage containers.
- Continue monitoring vendor purchases of janitorial supplies.

Facility construction The department leases all of its facilities and neither constructs nor owns any facilities. The Department of General Administration handles all of our leasing requirements. Any buildings or renovation issues involving toxic chemicals are within the management area of General Administration.

Waste Management of organic material is not applicable, as we do not handle such.

III. **Communication and Education**

The agency is beginning to move toward storing records electronically. The primary business driver has been the need for quick document retrieval in the event of an animal health emergency. In addition to meeting the business needs, storing documents electronically will allow for the disposal of old files, and provide better utilization of office space.

The department will continue to maximize space for staffing needs versus record/general storage, consolidate field offices among programs, co-locate with other agencies/municipalities, and determine reasonable use of home offices versus single occupant locations.

IV. **Statewide Performance Measures**

All copy paper purchased by the agency is at least 30% recycled. For fiscal year 2006, the products consisted of 3,052 reams of 30 % recycled, 1,463 reams of 40% recycled, and 51 reams of 100% recycled paper.

Vehicle miles traveled by agency fleet and personal vehicles was approximately 4.5 million miles for fiscal year 2006.

The agency uses both the Voyager and Department of Transportation (DOT) fuel cards for fuel purchases. We have purchased approximately 209,000 gallons of gasoline fuel this last year. Using the DOT fuel service facilities is emphasized for the cost savings available as compared to the retail market (Voyager card). DOT fuel cards are now in use by as many staff as reasonably possible. Our new diesel passenger sedan, located in Olympia, is fueled with 99% bio-diesel.

Average fuel efficiency of vehicles for the agency fleet is estimated at 17-20 miles per gallon. About 50% of our fleet is pickup trucks and other low mileage vehicles.

The make up of the agency fleet is changing. Over the last two years, we have disposed of 20 pre-1996 vehicles and purchased 14 hybrid vehicles. The purchase of our diesel-powered sedan by our Small Farms and Direct Marketing program is emphasizing the use of bio-diesel fuel.

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

WSDA will continue to:

- Dispose of pre-1996 vehicles, replacing them with alternative fuel powered or hybrid vehicles whenever possible.
- Expand its centralized purchasing and storage/distribution of general office supplies for the Olympia headquarters will support both the need for better space and staff time utilization.
- Purchase copy paper made from at least 30% recycled products.