

Washington State Sustainability Progress Report Template

Please do not remove adjacent values
Y
N
kWh

This is a only a suggested template for your progress reports. Please use whatever format with which your agency is most comfortable, but be sure you include all everything specified in Executive Order 05-01 and 04-01. If you decide to use this template, please fill in all of the yellow cells as well as the boxes to elaborate on your Goals, Progress to Date, Barriers and Challenges, Success Factors, and Documented Savings. The blue cells have formulas which will automatically calculate values as you enter your agency's information. Report data for Fiscal Year (FY) 2006, the period July 1, 2005 to June 30, 2006. FY 2003 is for period July 1, 2002 to June 30, 2003. NOTE that FY2006 is to the left of FY2003.

[Link to Executive Order 05-01](#)

[Link to E.O. 04-01](#)

[Link to EO 02-03](#)

Themes
Other
Themes
kWh
Documented Savings

| Required Actions | In Compliance | Goals | Progress to Date | Barriers and Challenges | Success Factors | Documented Savings |
|--|---------------|---|---|--|---|---|
| I Green Buildings | | | | | | |
| 1 The requirements in E.O. 05-01 regarding green building are superceded by the High Performance Public Building bill (ESSB 5509). ESSB 5509 requires all construction or remodeling projects of any occupied or conditioned space larger than 5,000 square feet to conform to the LEED (Leadership in Energy and Environmental Design) Silver Standard (or equivalent). The legislation applies to remodeling projects costing more than 50% of the assessed value. | N | ESSB 5509 GA Website on Green Building RCW 39.35D High Performance Public Buildings # of Applicable Buildings Built or Remodeled in FY 2006 2 # LEED Silver Standard Certified (or in the process of being certified) 0 | To work with building owners on new constructions and remodels to conform to the LEED Silver Standard or equivalent. | Our agency leases all of our facilities, however when we worked with the building owner during the construction of our new 6500 Linderson Way Building, he conformed to the equivalent of the LEED Silver Standard although he did not apply for official certification. | All Revenue buildings are leased and the Department of General Administration facilitates all the space requirements on new construction and remodels. | Success is determined by the requirements the Department of General Administration puts into place on our projects. |
| II Reduce Petroleum Use by 20% by 2009 | | | | | | |
| 1 Reduce Gallons of Gasoline Purchased (for vehicles) | N | Gallons of Gasoline Purchased FY 2006 17,604 FY 2003 16,859 Miles Driven by Vehicle Ownership POV 1,463,667 1,182,614 Agency Owned 0 32,685 Motor Pool 372,631 356,180 Total Miles Driven (sum of POV, Agency Owned, and Motor Pool Vehicles) FY 2006 1,836,298 FY 2003 1,571,479 Optional: Increase Employee Participation in Commute Trip Reduction (CTR) Programs Commute Trip Reduction Plan Developed (if so, please describe in boxes at right) Yes | CTR Plan - At the present time, Revenue has three affected work sites, the Capital Plaza building, the 6500 Linderson Building, and Information Services, all in Thurston County. The Seattle office in King County is approaching the size of an affected site. It is the intention of the Agency to provide incentives to all Agency employees, regardless of location, to help reduce the number of commuters on the roads and highways of the state. While not all incentives will be available at all locations, some incentives will be available everywhere. | CTR - a large number of our employees are auditors and revenue agents which require them to travel to the taxpayer's place of business. This tends to be more beneficial for the taxpayer then to require them to haul all of their records to our office. Our clients are located in very remote areas at times and this adds to the mileage incurred by the agency. Also, while many agencies are asked to reduce their FTEs during budget shortages, our agency is usually asked to hire more agents for the purpose of increasing revenue collections and with the addition of agents, also comes the additional miles traveled. | CTR- New laws in effect and a new program within our agency is being implemented but has not been completed. | |
| 2 Freeze Four Wheel Drive (4WD) purchases (exempting those with fuel economy greater than 30 mpg or those purchased for law enforcement or emergency response purposes. All others must be approved by agency director. | N | # of 4WD Vehicles Purchased 0 # Approved or Exempt 0 | | | | |
| 3 Give priority to fuel efficient/low emission vehicles | N | # of vehicles purchased (1) with fuel economy of at least 30 mpg and (2) meeting EPA Federal Emission Standards Total # of Vehicles Purchased 3 3 Average mpg of Fleet FY 2006 21.06 FY 2003 21.64 | Note: We leased new vehicles but no longer purchase vehicles | The 3 Hybrids we purchased in 2006 are averaging 47.33 miles per gallon versus the 21.06 average of all other vehicles. | The growing availability of hybrid and/or flex fuel vehicles allows more options for special use vehicle leases. | |
| 4 Replace pre-1996 light duty vehicles (those under 8,500 pounds gross vehicle weight) that are driven more than 2,000 miles a year by January 2008.) | N | # of pre-1996 Light Duty Vehicles 0 Agency is Implementing Plan for Replacement Y | Replace large Ford Expeditions and Chevy Tahoes used by our Forestry Tax office with fuel efficient SUVs. | Our agency replaced all pre-1996 light duty vehicles and now has a total of 6 flex fuel vehicles and 3 hybrids. We have done a test with our Forestry office personnel to see if it is feasible to replace the larger SUVs with the more fuel efficient mid-size Ford Escape SUVs. All Agency vehicles are professionally | Many of our Foresters travel onto the logging roads to do their work and need a vehicle that will handle the rough roads and terrain. They also have a lot of equipment to carry. | |
| 3 Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009. | N | Please Fill in One Gallons of Diesel Purchased 0 Gallons of Biodiesel Purchased 0 Gallons of at Least 5% Diesel Purchased 0 | None of our vehicles use diesel. | | | |
| 6 For all agencies with a fleet of 100 or more light duty vehicles (vehicles with a gross vehicle weight of less than 6,500 pounds), submit a Fleet Management Plan. For agencies with less than 100 light duty vehicles, consider transferring vehicles to or contract with GA. | Y | # of Vehicles in Fleet 28 Fleet Management Plan Submitted Y Contract Transferred to GA Y | All vehicles that were previously owned have been transferred over to GA for fleet management. | | | |
| 7 Request fuel efficient, low emission vehicles for employees from commercial vendors. | N | Request Made to Commercial Dealers N/A - Managed by GA Motor Pool | | | | |
| Documented Savings | | | | | | |

| III Reduce Lifecycle Impacts of Paper Products | | | | | Goals | Progress to Date | Barriers and Challenges | Success Factors | Documented Savings | |
|--|--|--------------------------|----------------------------|--|--|--|--|--|--|--|
| 1 | Purchase office paper with a minimum of 30% post consumer recycled content by Sept. 1, 2005. Include all white 8.5x11 paper. Provide justification for all purchases of virgin paper. If you have made changes in other paper purchases, please describe at right. | Reams of Paper Purchased | | | % of Paper Purchases with Some Recycled Content | Purchase paper with minimum of 30% post consumer and increase use of 100% recycled chlorine free. | Increased the use of 100% recycled, chlorine free purchases from 0% to 62% since 2003. Increased the use of minimum 30% post consumer from 80% to 96%. | Many variables can contribute to the increase paper usage such as an increase in FTEs, major reporting requirements (i.e. GMAP). We see a need for additional education to our employees on ways to reduce overall paper consumption and to only purchase paper with recycled content. | During the 03-05 Biennium, our Forms and Records section created and/or revised 659 electronic forms to help in the reduction of paper reports and forms. | Unfortunately the cost of the chlorine free paper is more expensive than the 30 or 40 percent. So although we are not seeing a cost reduction in dollars, the environmental savings is the goal. |
| | | Virgin | 30% Recycled | 100% recycled | | | | | | |
| 2 | Reduce use of office paper by 30% by Sept. 1, 2009, based on FY 2003 plans | N | 690 | 6033 | 10741 | | | | | |
| 3 | Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50% by Sept. 1, 2006. (EPP is defined as 100% recycled content paper with a minimum of 50% post consumer waste.) | Reams Purchased in | | | Reduction | 100% Recycled Paper as a Percent of Total Paper Purchases | | | | |
| | | FY 2006 | Reams Purchased in FY 2003 | | | | | | | |
| | | N | 17434 | 15647 | | -11% | | | | |
| 4 | Recycle 100% of used office paper | Y | | | 10741 | | | | | |
| 5 | Increase use of post consumer recycled janitorial paper products. | Accomplished | | | % of Janitorial Paper Products with Recycled Content | | | | | |
| | | Y | Y | | | | | | | |
| | | | | Cases of Janitorial Paper Products Purchased | Cases of Products with Recycled Content Purchased | | | | | |
| | | | | FY 2005 | 796 | 796 | 100% | | | |
| | | | | FY 2006 | 840 | 840 | 100% | | | |
| IV Achieve gains in energy conservation | | | | | Goals | Progress to Date | Barriers and Challenges | Success Factors | Documented Savings | |
| 1 | Reduce energy purchases by 10% from FY 2003 by Sept. 1, 2009. | | FY 2006 Energy Purchases | FY 2003 Energy Purchases | % Reduction in Energy Purchases | Units Used | We are implementing a plan to replace space heaters with low energy use radiant heat flat panel heaters. | Even though our Natural Gas has reduced since 2003, our electrical consumption continues to be a challenge. We have had 3 remodels and have acquired additional square footage since 2003. | Construction remodels add to energy consumption both from the extra hours the lights are on for after hours work and often times the heating systems are compromised during the remodels and their efficiency is diminished. An additional challenge has been in educating employees in energy conservation methods. Use of space heaters continues to contribute to excessive energy consumption. | Since all of our buildings are leased, we have little control on the updating of fixtures and structures to optimized energy efficiency. |
| | Natural Gas purchases | N | 4672392 | 3769810 | -24% | kWh | | | | |
| | | | | FY 2006 BTU Purchased | FY 2003 BTU Purchased | | | | | |
| | | | | 1,533,540,000 | 1,745,740,000 | | | | | |
| | Suggested Strategy: Establish on-site programs promoting energy conservation (for example, prohibit personal appliances). | | | | | | | | | |
| | Total Building Square Footage | | | Energy Conservation Program Developed (If so, please describe in boxes at right). | | | | | | |
| | | | | FY 2006 | FY 2003 | | | | | |
| | | | | 312,621 | 265,118 | | | | | |
| | Suggested Strategy: Use renewable resources (describe any onsite projects or purchases of green power) | | | % Green Power Purchased (Green Tags) | Select Units Used | | | | | |
| | | | | 0 | 0 | Therms | | | | |
| | Reduce use of products with persistent, toxic chemicals. E.O. 04-01 | | | | | | | | | |
| V Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals. | | | | | Goals | Progress to Date | Barriers and Challenges | Success Factors | Documented Savings | |
| | Link to E.O. 04-01 | | | Describe measures taken to comply with this legislation. If you did make a product change, please quantify it in the adjacent boxes. | Require all products used by janitorial staff to be environmentally safe. | All products used by janitorial vendors are required to be environmentally safe cleaning products. | | | | |
| Communications and Education | | | | | Goals | Progress to Date | Barriers and Challenges | Success Factors | Documented Savings | |
| VI | Take steps to educate employees or clients | | | Please Describe Steps Taken to Educate Employees and Clients and Increase Awareness in Boxes at Right | Update Office Services website to include current agency Sustainability Plan and information on practices employees can implement to support the agency's efforts. An Agency sustainability committee is being developed to review our sustainability practices, barriers, challenges, and potential improvements. | Sustainability information is provided periodically on our monthly Helpful Information (H.I.) Report. Signs are available for all offices to help remind employees to do double-sided copying, to conserve energy, and to recycle. | | | | |
| Op | Please use this space to describe in more detail the progress of your sustainability plan as well as any success stories your agency would like to share. | | | | | | | | | |