

Washington State Sustainability Progress Report Template

Please do not remove adj:Y

N
kWh

This is 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](#)

Therms
Other
Therms
KWh

Required Actions	In Compliance	Goals	Progress to Date	Barriers and Challenges	Success Factors	Document-ed Savings						
For additional details, see report												
I Green Buildings												
1 The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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.		ESSB 5509 GA Website on Green Building RCW 39.35D High Performance Public Buildings	5% LEED for new or renovation projects.	This is a new objective. Design and construction can take 6 years or longer in the state system. GA is managing the design and construction of 28 projects that are required to meet LEED Silver. Four out of they 28 projects are on track to achieve LEED Gold. This represents 14% of current projects managed by GA. These projects won't be counted in this report until completed.								
	Y	# of Applicable Buildings Built or Remodeled in FY 2006 0	# LEED Silver Standard Certified (or in the process of being certified) 1									
For additional details, see report												
II Reduce Petroleum Use by 20% by 2009												
1 Reduce Gallons of Gasoline Purchased (for vehicles)	N	<table border="1"> <tr> <td colspan="2">Gallons of Gasoline Purchased</td> </tr> <tr> <td>FY 2006</td> <td>FY 2003</td> </tr> <tr> <td>977,109</td> <td>952,916</td> </tr> </table>	Gallons of Gasoline Purchased		FY 2006	FY 2003	977,109	952,916	Goal is 15%	We experienced a 5.1 percent increase in miles driven. However, this resulted in only a 2.5 percent increase in fuel purchases due to a 2.47 percent increase in mpg fuel efficiency.	Had to use FY 04 because we did not have FY 03 #'s.	
Gallons of Gasoline Purchased												
FY 2006	FY 2003											
977,109	952,916											
Miles Driven by Vehicle Ownership		<table border="1"> <tr> <td colspan="2">Miles Driven</td> </tr> <tr> <td>FY 2006</td> <td>FY 2003</td> </tr> <tr> <td>20,210,828</td> <td>19,062,209</td> </tr> </table>	Miles Driven		FY 2006	FY 2003	20,210,828	19,062,209				
Miles Driven												
FY 2006	FY 2003											
20,210,828	19,062,209											
Total Miles Driven (sum of POV, Agency Owned, and Motor Pool Vehicles)	N	<table border="1"> <tr> <td colspan="2">Miles Driven</td> </tr> <tr> <td>FY 2006</td> <td>FY 2003</td> </tr> <tr> <td>20,298,962</td> <td>19,317,145</td> </tr> </table>	Miles Driven		FY 2006	FY 2003	20,298,962	19,317,145				
Miles Driven												
FY 2006	FY 2003											
20,298,962	19,317,145											
Optional: Increase Employee Participation in Commute Trip Reduction (CTR) Programs		Commute Trip Reduction Plan Developed (if so, please describe in boxes at right)										
2 Freeze Four Wheel Drive (4WD) purchases					5 4WD Vehicles							

(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.		# of 4WD Vehicles Purchased	# Approved or Exempt				vehicles were purchased that achieve greater than 30 MPG.
	Y	110	110				

3	Give priority to fuel efficient/low emission vehicles		Total # of Vehicles Purchased	# of vehicles purchased (1) with fuel economy of at least 30 mpg and (2) meeting EPA Federal Emission Standards	20% of MP vehicles will be fuel efficient.	At 17% efficiency.	MP moved to a new system and not able to capture FY 03 averages. FY04 is most available data.			
		Y	315	198						
			Average mpg of Fleet							
		FY 2006	FY 2003							
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.)		# of pre-1996 Light Duty Vehicles	Agency is Implementing Plan for Replacement						
		2	Y		20% of GA diesel vehicles.	28% have capacity (4 out of 14 vehicles).	Limited availability of fueling stations.			
3	Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009.		Please Fill in One							
			Gallons of Diesel Purchased	Gallons of Biodiesel Purchased	Gallons of at Least 5% Diesel Purchased					
6	For all agencies with a fleet of 100 or more light duty vehicles (vehicles with a gross vehicle weight of less than 8,500 pounds), submit a Fleet Management Plan. For agencies with less than 100 light duty vehicles, consider transferring vehicles to or contract with GA.		# of Vehicles in Fleet	Fleet Management Plan Submitted	Contract Transferred to GA		GA has fleet management plan.			
7	Request fuel efficient, low emission vehicles for employees from commercial vendors.		Request Made to Commercial Dealers			JSP will add language to the rental car contract to support this action.	Rental Contract #05104 (Short Term Car Rental) includes language which requires contractor to provide fuel efficient, low emission vehicles unless another vehicle is specifically requested.	None	Savings can not be documented at this time.	
						For additional details, see report				
III Reduce Lifecycle Impacts of Paper Products						Goals	Progress to Date	Barriers and	Success	Documented
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	50% will be 30% recycled content.	OFM report provided for the 30 to 40% paper count		
			Virgin	30% Recycled	100% recycled					
		N	252	3517	2412	96%				
2	Reduce use of office paper by 30% by Sept. 1, 2009, based on FY 2003 plans		Reams Purchased in FY 2006	Reams Purchased in FY 2003	Reduction	10% reduction per employee.	18% reduction achieved.			
		N	6,181	7,500	18%					
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 of 100% Recycled Paper Purchased (8.5x11)	100% Recycled Paper as a Percent of Total Paper Purchases						
		N	2,412	39%						

4	Recycle 100% of used office paper		Accomplished			80% by 2008	On target at 80%			
		Y	Yes							
5	Increase use of post consumer recycled janitorial paper products.		Cases of Janitorial Paper Products Purchased	Cases of Products with Recycled Content Purchased	% of Janitorial Paper Products with Recycled Content	30% of Jan. paper will have 60% recycle content/chlorine free by 2008	On target. All paper has recycle content (20-40%) as available from the manufacturer			
			FY 2005	317	317	100%				
			FY 2006	432	432	100%				
							For additional details, see report			
IV Achieve gains in energy conservation						Goals	Progress to Date	Barriers and	Success	Documented
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	5% reduction in energy use.	8.5% reduction	Four bldgs.. added to report from base #'s adding 197,000 ft.	
		N	62,713,473	60,148,092	-4%	kWh				
	Natural Gas purchases Savings	10%	FY 2006 BTU Purchased	FY 2003 BTU Purchased						
			1,350,318	1,506,657						
	Suggested Strategy: Establish on-site programs promoting energy conservation (for example, prohibit personal appliances).		Energy Conservation Program Developed (If so, please describe in boxes at right).							
	Total Building Square Footage		FY 2006	FY 2003						
			3,417,416	3,220,618						
	Suggested Strategy: Use renewable resources (describe any onsite projects or purchases of green power)		% Green Power Purchased (Green Tags)	Select Units Used			5% renewable projects or Green purchases.	8% electricity used by GA is Green power.		
		Y	400,000 monthly	KWh						
							For additional details, see report			
V Reduce use of products with persistent, toxic chemicals. E.O. 04-01						Goals	Progress to Date	Barriers and	Success	Documented
1	Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals. 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.			60% of Jan. products will be Green Seal approved by 08	On target. 75% of all products used in daily cleaning is Green Seal approved	Germ control requires the use of disinfectants that are not yet able to be certified.		
							For additional details, see report			
VI Communications and Education						Goals	Progress to Date	Barriers and	Success	Documented
1	Take steps to educate employees or clients		Please Describe Steps Taken to Educate Employees and Clients and Increase Awareness in Boxes at Right			50% of landscaping will incorporate 80% of best practices	On target. Chemical weed control reduced by over 50%. Pesticide control is performed by mechanical means over 80% of the time.			
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.										