

Washington State Sustainability Progress Report Template

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](#)

Required Actions		In Compliance		Goals	Progress to Date
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1	The requirements in E.O. 05-01 regarding green building are superceded by the High Performance Public Building bill (ESSB 5509).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		ESSB 5509 GA Website on Green Building Buildings	Not applicable. We are not involved at all in the construction of buildings.	
		# of Applicable Buildings Built or Remodeled in FY 2006	# LEED Silver Standard Certified (or in the process of being certified)		
		Y	n/a	n/a	
II Reduce Petroleum Use by 20% by 2009					
1	Reduce Gallons of Gasoline Purchased (for vehicles)		Gallons of Gasoline Purchased		Lease minimum number of vehicles needed. Encourage carpooling, bus, etc. to meetings. Teleconference to meetings. Offer flexible
			FY 2006	FY 2003	
			n/a (motor pool pays for	n/a (motor pool pays	
	Miles Driven by Vehicle Ownership				
		POV	9502	unknown	
		Agency Owned	0	0	
		Motor Pool	57,256	56,322	
	Total Miles Driven (sum of POV,		Miles Driven		about 27 FT & PT

Agency Owned, and Motor Pool Vehicles)		FY 2006	FY 2003	work schedules.	start, 6 regularly bus to work, 2 carpool, 1 walks, and 4 work from satellite home offices.
<i>Optional:</i> Increase Employee Participation in Commute Trip Reduction (CTR) Programs	N	66,758	56,322		
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.		# of 4WD Vehicles Purchased	# Approved or Exempt		
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	Lease only hybrids or non-petroleum fuel vehicles (e.g., biodiesel).	5 of 6 agency vehicles are hybrids getting 45+ mpg.
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		
3 Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009.		Gallons of Diesel Purchased	Please Fill in One Gallons of at Least 5% Diesel	Not applicable at this time, as we don't have diesels. But if we get them, we'd seek to use 100% biodiesel	
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		# of Vehicles in Fleet	Fleet Management Plan Submitted	Contract Transferred to GA	

		0				
7 Request fuel efficient, low emission vehicles for employees from commercial vendors.		Request Made to Commercial Dealers				
	n/a					

III Reduce Lifecycle Impacts of Paper Products						Goals	Progress to Date
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	Reams of Paper Purchased			% of Paper Purchases with Some	Purchase 100% of printer & copier paper made of 100% recycled, chlorine-free	Met goal. Plus, paper purchased is from Grays Harbor, a local source.
		Virgin	30% Recycled	100% recycled			
	Y	0	0	300	100%		
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	Reduce paper usage significantly.	Surpassed goal	
		Y	309	480			36%
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	Use only environmentally preferable paper immediately.	Surpassed goal		
		Y	309			100%	
4	Recycle 100% of used office paper	Accomplished				We recycle 100% of paper	
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		We don't purchase these - GA does.	
		FY 2005	0	0			0%
		FY 2006	0	0			0%
IV Achieve gains in energy conservation						Goals	Progress to Date
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 Use	We don't purchase energy directly - GA does.	
		Y	0	0			kWh

	Natural Gas purchases		FY 2006 BTU Purchased	Purchased			
			0				
	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			
			n/a				
	Suggested Strategy: Use renewable resources (describe any onsite projects or purchases of green power)		% Green Power Purchased (Green Tags)	Select Units Used			
		Y	n/a	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. Link to E.O. 04-01				Goals	Progress to Date	
1					Never purchase any products that contain persistent, toxic chemicals.	100% success. We purchase only environmentally sensitive products.	
Communications and Education							
VI	Take steps to educate employees or clients		We talk about sustainability at staff meetings and via email. We brief staff on progress, challenges & ideas. Staff ideas are solicited. New staff are introduced to sustainability. A worm bin in the kitchen serves as a great reminder.		Goals	Progress to Date	
1					100% staff involvement and buy-in	100% success. We're small (about 20 staff) so it's easy to ensure this.	
Op							

Our most exciting addition was a new worm bin on site. We worked with GA staff to make this happen. We now compost much of our kitchen food scraps most weeks. This results in 1-1.25 pounds of waste being taken out of the landfill several days each week. This number could be significantly increased if we get a larger worm bin - we often have to hold off composting until the worms can work through the food waste. Other items of note:

One staffer regularly takes plastic bags to Fred Meyer, where they can be recycled. (This should be available in state offices!)

One staffer regularly uses Sound Transit for meetings in Seattle (and he uses the time to work). This staffer uses the STAR pass about 1-5 times per month to minimize vehicle commute miles. IDEA: Intercity and/or Pierce Transit should consider bus service between Sound Transit's Dupont Park & Ride and downtown Olympia. This might help relieve parking problems for Olympia Express riders at the 512 P&R and would provide cyclists a safer trip across the I-5 crossing of the Nisqually valley.

Three staffers participated in the 2006 Thurston County bike commuter challenge and logged about 300 bike commute miles in May 2006.

We purchased a dishwasher to go with our durable, washable plates, glasses and silverware. This should reduce water use. Not sure about incre

One staffer has been able to carpool with WDFW staff or use transit (Sounder or express bus) for all but 1-2 meetings in Seattle over the last yea

One staffer regularly carpools with an office consultant to 30+ meetings over the last 2 years.

