

# Washington State Sustainability Progress Report Template

Required Actions	In Compliance	Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings					
<b>I Green Buildings</b>											
1 The requirements in E.O. 05-01 regarding green building are superceded by the High Performance Public Building bill (ESSB 5509).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 <b>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</b> (or equivalent) The legislation applies to remodeling projects costing more than 50% of the assessed value.	<b>Not applicable</b> <div style="text-align: center;">Y</div>	<a href="#">ESSB 5509</a> <a href="#">GA Website on Green Building</a> <a href="#">RCW 39.35D High Performance Public Buildings</a> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"># of Applicable Buildings Built or Remodeled in FY 2006</td> <td style="width: 50%; text-align: center;"># LEED Silver Standard Certified</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>	# of Applicable Buildings Built or Remodeled in FY 2006	# LEED Silver Standard Certified	0	0	<b>not applicable.</b>				
# of Applicable Buildings Built or Remodeled in FY 2006	# LEED Silver Standard Certified										
0	0										

Required Actions	In Compliance	Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings		
<b>II Fleet and Transportation</b>								
1 Reduce Gallons of Gasoline Purchased (for vehicles)	Y	Gallons of Gasoline Purchased		The UTC has recently adopted a trip commute reduction program. The goal is to increase alternative transportation by 10% in the year period after the program starts.	UTC currently has 11 full time and 4 part-time employees using alternative transportation to work.	The City of Olympia bus service is difficult for many employees to use. There are limited restaurant facilities close by the office.	Employees are interested in protecting the environment.	The incentive program is too new to determine if it is working yet.
		FY 2006	FY 2003					
	17,249	18,983 (2004)						
	Miles Driven by Vehicle Ownership							
	POV	32,734	47,717					
	Agency Owned	293,522	398,214					
Motor Pool	403	0						
Total Miles Driven (sum of POV, Agency Owned, and Motor Pool Vehicles)	Y	Miles Driven						
		FY 2006	FY 2003					
326,659	445,931							
Increase Employee Participation in Commute Trip Reduction (CTR) Programs	Y	Commuter Trip Reduction Plan Developed (if so, please describe in boxes at right)						
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.	Not applicable	# of 4WD Vehicles Purchased	# Approved or Exempt					
		0	0					
3 Give priority to fuel efficient/low emission vehicles	Y	Total # of Vehicles Purchased	# of vehicles purchased (1) with fuel economy of at least 30 mpg and (2) meeting EPA Federal Emission Standards	Replace commission older vehicles with more energy efficient vehicles as they need to be replaced.	Seven non-fuel efficient vehicles have been identified to be replaced in 2006.	none.	Purchased one fuel efficient vehicle to date.	Increased fuel efficiency.
		1	1					
	Average mpg of Fleet							
	FY 2006	FY 2003						
18 (average highway & city)								
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.)	Not applicable	# of pre-1996 Light Duty Vehicles	Agency is Implementing Plan for Replacement					
		0	0					

Required Actions	In Compliance	Goals			Progress to Date	Barriers and Challenges	Success Factors	Documented Savings	
3 Use minimum 5% biodiesel for agency vehicles, and replace standard diesel with a 20% biodiesel blend by 2009.	<p><b>Not applicable</b></p> <p>Y</p>	<p>Gallons of Diesel Purchase</p> <p>0</p>	<p>Gallons of 5% biodiesel purchased</p> <p>0</p>	<p>Gallons of 20% diesel purchased</p> <p>0</p>					
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.	<p><b>Not applicable</b></p> <p>Y</p>	<p># of Vehicles in Fleet</p>		<p>Fleet Management Plan Submitted</p> <p>Yes</p>	<p>Contract Transferred to GA</p> <p>No</p>	<p>The commission submitted a fleet management plan to GA and OFM. The commission did not receive feedback on the plan. The commission had made no change to our fleet management per OFM guidance.</p>			
7 Request fuel efficient, low emission vehicles for employees from commercial vendors.	<p>Y</p>	<p>Request Made to Commercial Dealers</p>			<p>UTC use rental cars rarely.</p>	<p>Undeterminable</p>	<p>Educating staff</p>	<p>Undeterminable</p> <p>May not be any savings if the cost to rent the vehicle is greater.</p>	

Required Actions	In Compliance	Goals				Progress to Date	Barriers and Challenges	Success Factors	Documented Savings	
<b>III Paper</b>		Reams of Paper Purchased			% of Paper Purchases with Some Recycled Content					
1 Purchase office paper with a minimum of 30% post consumer recycled content. (Provide justification for all purchases of virgin paper. Include all 8.5x11 paper. If you have made changes in other paper purchases, please describe at right.)		Virgin	30% Recycled	100% recycled		Goals is to purchase all paper with some at least 30% recycled content and reduce paper usage by 30% through automation and electronic storing of documents.	Completed this goal. 100% of paper purchased has at least 30% recycled content.	None.	100% successful	No financial savings. Recycled paper can cost more.
	Y	20	3,610		99%					
2 Reduce use of office paper by 30% based on FY 2003 plans		Reams Purchased in FY 2006	Reams Purchased in FY 2003	Reduction		Reduce paper usage	The commission has implemetned numerous programs to reduce paper. The commission is using the Internet more to accept paper, filing more items electronically, etc. See Plan.	The commission must print much of the material that it receives for semi-judicial actions.	Have not been successful in reducing paper usage.	None.
	Y	3,630	4,131	12%						
3 Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50%. (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		Using 30% recycled paper	Have to test it to ensure 50% recycled paper will work with copy machines and printers.	Cost and how well it work with existing equipment.	No success to report.	None.
	Y	0%		0%						
4 Recycle 100% of used office paper						Recycle 100% of all paper.	The landlord reports that almost 100% of all paper is being recycled at work.	None.	100% successful in encouraging employees to recycle paper.	None.
	Y	Accomplished								
5 Increase use of post consumer recycled janitorial paper products.	<b>Not applicable</b>		Cases of Janitorial Paper Products Purchased	Cases of Products with Recycled Content Purchased	% of Janitorial Paper Products with Recycled Content		The landlord provides janitorial supplies to the building. We requested recycled products. The landlord has moved to 100% recycled paper towels, which is all we are reporting.	None.	Using recycled paper towels.	None.
		FY 2005	100%	100%	100%					
	Y	FY 2006	100%	100%	100%					

Required Actions		In Compliance				Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings
<b>IV</b>	<b>Energy</b>									
1	Reduce energy purchases by 10% from FY 2003.		FY 2006 Energy Purchases	FY 2003 Energy Purchases	% Reduction in Energy Purchases	Units Used	Building square footage has remained constant at 52,754.			
		N	721,280	692,560	-4%	kWh				
	Establish on-site programs promoting energy conservation (for example, prohibit personal appliances).		Energy Conservation Program Developed  (If so, please describe in boxes at right).			Achieve the goal of reducing energy usage by 10%.	The commission has implemented a significant number of changes to reduce energy usage. <ul style="list-style-type: none"> <li>Installed programmed thermostats to turn HVAC on and off.</li> <li>Insulated, caulked and weather-stripped windows and doors.</li> <li>Installed outside air economizers.</li> <li>Installed vending machine misers.</li> <li>Installed occupancy lighting sensors in offices and in common areas (hallways, and supply, break, copy and conference rooms).</li> <li>Retrofitted ceiling fixture ballasts in both buildings with T-8 lamps.</li> <li>Dimmed ballasts in conference Room 206 and 207.</li> <li>Installed photocells to control "turn-on" and "turn-off" time for exterior lighting in both parking lots.</li> <li>Modified exterior lighting to use high pressure sodium.</li> <li>Purchasing "energy star" equipment such as computers and copiers.</li> <li>Enabled computers and monitors to use sleep mode.</li> <li>Purchased flat-panel monitors as computers are replaced.</li> </ul>	Educating employees on efficient use of energy.	None to date.	None.
	Use renewable resources (describe any onsite projects or purchases of green power)		% Green Power Purchased (Green Tags)			Purchase green tags.	Commission purchases 2,20 kWh per month. Started this program in December 2004	Have purchased 1,936.000 kWh since we started the program	100% success.	No cost savings.
			FY 2006	FY 2003						
		Y	26,400 kwh	0 kwh						

Required Actions	In Compliance		Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings	
2 Report total energy use annually to GA.		Total Energy Use Reported	Submitted timely to GA.	Reported timely.	Completed timely.	None.	not applicable.	not applicable.
	Y	Y						

Required Actions	In Compliance	Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings	
<b>VI Toxic Chemicals</b> 1 Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals.  <a href="#">Link to E.O. 04-01</a>	Y	Describe measures taken to comply with this legislation. If you did make a product change, please quantify it in the adjacent boxes.	Worked with building manager to use environmentally friendly products.	Janitorial cleaning supplies are environmentally friendly.	None for janitorial supplies.	100% for janitorial supplies.	None.

Required Actions	In Compliance	Goals	Progress to Date	Barriers and Challenges	Success Factors	Documented Savings	
<b>VII Education</b>							
1 Take steps to educate employees or clients	Y	Please Describe Steps Taken to Educate Employees and Clients and Increase Awareness in Boxes at Right	Have a culture of sustainability and staff well educated in the ways they can make a difference in creating a sustainability environment.	Changing employees behaviors.	Post periodic articles to the commission's morning e-mail. Topic have covered paper usage, energy usage, and fuel usage. Additionally, sustainability team members have attended staff meetings to discuss how their sections can help achieve sustainability goals.	Making some progress in a number of areas.	n/a

**Optional Narrative**

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.