

## WSDA SUSTAINABILITY PLAN

### ANNUAL PROGRESS REPORT September 2006 – September 2007

#### I. **Agency contact staff**

The WSDA agency contact person is Phil Harrison, Office Services Manager. Phil can be reached at: 360-902-2003, or email: [pharrison@agr.wa.gov](mailto:pharrison@agr.wa.gov).

#### **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.

**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 2007, the products consisted of approximately 1,500 reams of 30% recycled, 3,400 reams of 40% recycled, and 50 reams of 100% recycled paper. We changed over to the 40% recycled paper in the spring of 2007, and are now using 40% recycled content for all of our copy needs.

Vehicle miles traveled by agency fleet and personal vehicles were approximately 4.5 million miles for fiscal year 2007.

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 year, we have disposed of 5 pre-1996 vehicles, and 7 lower fuel efficient vehicles. We have purchased 6 hybrid vehicles and 1 bio-diesel powered pickup truck. 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 40% recycled products.
- Continue replacement of paper files with electronic files, emphasizing better space utilization.

#### VI. **Additional Information – 11/29/2007**

WSDA leases 155,298 square feet through out the state.

We have 289 vehicles in WSDA.

WSDA purchased 32 new vehicles during the year.

- Conventional gas vehicles; 16 Ford Taurus/1 Ford Escape/1 2X4 pickup truck.
- Hybrid vehicles - Toyota Prius sedans
- 4 X 4 vehicles(east side/off road/nursery/orchard, rough terrainT)

There are 40 pre-1996 vehicles in the agency. We have 16 of them in our "regular" field operations fleet, which are being reduced through normal replacement activity. The 24 vehicles in our summer "Pest Control" fleet are driven only about 4-5 months a year, about 6,000 - 8,000 miles per year. These vehicles are replaced as they become no longer economically operational. They are purchased used from the motor pool, so their life expectancy is unknown.

We purchased 4,389 gallons of diesel fuel. 450 gallons were bio-diesel purchased from a private fleet fuel provider in Olympia, and 3,939 gallons were purchased from DOT.

We have 14 recycle tubs "dumped" every week. If one could get an approximate weight of a full tub, then it would be easy to compute the tonnage.

# Annual Energy Report Form For Executive Order 05-01

Agency : **DEPARTMENT OF AGRICULTURE**

Agency contact person : **PHIL HARRISON**

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Fiscal year 2007

Total for all agency sites:

Electrical kWh **1,916,912**

Natural Gas Therms **14,545**

Square footage **155,298**

Please return to the GA Energy Team between the week of October 8 – 12, 2007.

**E-mail to [GAEnergyTeam@ga.wa.gov](mailto:GAEnergyTeam@ga.wa.gov)**

**or**

**FAX 360-586-9186**