

Sustainability Report FY 2007

Board of Industrial Insurance Appeals

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Last Revised: October 15, 2007

These reports are conducted annually for the Fiscal Year (FY) that just ended (the FY runs from July 1st through June 30th) by the various agencies of the State of Washington in fulfillment of Executive Orders 05-01, 04-01, and 02-03.

Green Buildings

Statewide Goals:

- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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.

Agency Goals:

- The BIIA will use General Administration to assist in completion of LEED Silver Standard building projects.

Agency Actions and Programs:

- We did not have any projects that fit the criteria; however we did use General Administration staff for oversight on all projects.

Buildings (Remodeled or New Construction)

Year (FY)	2003	2004	2005	2006	2007
Conventional Buildings					
LEED Silver					
LEED Gold or Higher					
Total LEED Certified					
Total					
Units	<input type="checkbox"/> # of buildings <input type="checkbox"/> ft2				

Space

Agency Goals:

- Use General Administration guidance in all lease activity.

Agency Actions and Programs:

- We have currently 2 projects (Yakima office & Seattle office).

Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space	79102	80600	81972	81972	81972
Non-Office Space					
Total	79102	80600	81972	81972	81972
Units	<input checked="" type="checkbox"/> feet2 <input type="checkbox"/> meters2 <input type="checkbox"/> miles2 <input type="checkbox"/> kilometers2				

Transportation

Statewide Goals:

- Reduce petroleum consumption by 20% from FY 2003 levels by FY 2009
- Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009.
- 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.)
- Give priority to fuel efficient / low emissions vehicles
- 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.
- Request fuel efficient, low emission vehicles for employees from commercial vendors.
- 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.
- Optional: Increase Employee Participation in Commute Trip Reduction (CTR) Programs

Agency Goals:

- Create more opportunity to telecommute. Provide incentives to employees to use alternate transportation to reduce single occupancy vehicles.

Agency Actions and Programs:

- We started a new program January 1, 2007, with carpool and other commute incentives.

Progress to Date:

- We have had a steady increase in CTR participation. We are currently at 18% participation. We continue to use telephone conferencing when applicable to hold proceedings thus reducing the consumption of petroleum for all parties. We currently have several employees that have purchased fuel efficient vehicles, such as hybrids.

Barriers and Challenges:

- Because of the judicial work and required presence in all counties of the state it is not possible for elimination of POV use.

Success Factors:

- The participation incentives have been a catalyst in connecting employees with the CTR program.

Total Gasoline (non-diesel)

Year (FY)	2003	2004	2005	2006	2007
Ethanol					
Petroleum					
Total					
Units	<input type="checkbox"/> gallons	<input type="checkbox"/> liters	<input type="checkbox"/> \$		

Diesel Fuel

Year (FY)	2003	2004	2005	2006	2007
Ultra Low Sulfur (Highway)					
Off-Road					
Biodiesel					
Total					
Units	<input type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

Miles Driven

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles		286298	348684	308360	301379
Agency Owned Vehicles					
Motor Pool Managed Vehicles		5314	11366	10361	2796
Total		291612	360050	10361	304175
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers				

Agency Owned Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency					
Units	Miles per gallon (MPG)				

Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	# of Vehicles				

Pre-1996 Vehicles Remaining

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	# of vehicles				

Vehicles Purchased

Year (FY)	2003	2004	2005	2006	2007
Conventional					
> 30 MPG					
4WD (note exception purchases)					
Total					
Units	# of vehicles purchased				

Additional Notes

Has your agency implemented Commute Trip Reduction Programs? What is the level of employee involvement?

- Yes we have implemented CTR at our agency. Currently we have an 18% participation rate among our employees.

Paper

Statewide Goals:

- 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.
- Reduce use of office paper by 30% by Sept. 1, 2009, based on FY 2003 plans
- 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.)
- Recycle 100% of used office paper
- Increase use of post consumer recycled janitorial paper products.

Agency Goals:

- Purchase 100% paper with 30% post consumer waste.

Agency Actions and Programs:

- We use the paper offered through the state contracts process.

Barriers and Challenges:

- Some of the paper does not have the quality to be used in some of our legal documents.

Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin	54	50	16	40	
30 -40% recycled	6530	6760	6385	6640	8040
100% recycled / EPP				30	
Total	6584	6810	6401	6710	8040
Units	<input type="checkbox"/> sheets <input checked="" type="checkbox"/> reams <input type="checkbox"/> cases <input type="checkbox"/> tons				

Paper Used (other than 8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin					5
30-40%recycled					60
100% recycled / EPP					
Total					65
Units	<input type="checkbox"/> sheets <input type="checkbox"/> reams <input type="checkbox"/> cases <input type="checkbox"/> tons				

Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount			3352		35360
Units	(Gallons)				

Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled					
Containing recycled content	100%	100%	100%	100%	100%
Total					
Units	(percentage of paper products with recycled content)				

Additional Notes

What steps is your agency taking to decrease paper usage or increase the proportion of recycled paper used?

- We have installed portion controlled paper towel dispensers in the restrooms in our headquarters office.

Energy

Statewide Goals:

- Reduce energy purchases by 10% from FY 2003 by September 1st, 2009

Agency Goals:

- Reduce energy purchases by 10% from FY 2003 by September 1, 2009. Reduce fluorescent light bulb use and conventional light bulb use.

Agency Actions and Programs:

- The agency has installed new lighting in the headquarters office and added motion sensors to the light switches.

Progress to Date:

- The lighting retrofit project is complete and seems to be working well.

Barriers and Challenges:

- Some of the meeting rooms were not conducive to using the light sensors and were changed back to conventional switches.

Success Factors:

- We reduced the number of light bulbs from 3 to 2 in the fixtures with little lighting difference.

Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased	500880	471240	591630	633480	683640
Green Electricity					
Self-Generated (ex: backup)					
Total	500880	471240	591630	633480	683640
Units	<input checked="" type="checkbox"/> kWh <input type="checkbox"/> BTU <input type="checkbox"/> \$				

Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount	13255	10484	14504	9421	8537
Units	<input checked="" type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$				

Fuel Oil and Propane

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	<input type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$				

Water Use

Statewide Goals:

- No statewide goals, but EO 02-03 calls for minimizing water use

Agency Goals:

- Reduce the use of water.

Water Used

Year (FY)	2003	2004	2005	2006	2007
Amount	58717	125830	101340	19500	15330
Units	<input type="checkbox"/> gallons <input checked="" type="checkbox"/> ICCF (hundreds of cubic feet)				

Waste and Recycling

Statewide Goals:

- No statewide goals, but EO 02-03 calls for reducing or eliminating waste resulting from an inefficient or improper use of resources

Agency Goals:

- Reduce the amount of office paper sent to the landfill.

Agency Actions and Programs:

- We contract with a local vendor at our locations for office paper recycling.

Waste Disposed

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Compost Collected/Composted

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Non-Paper Material Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Toxics Reduction

Statewide Goals:

- Adopt measures to reduce use of equipment, supplies and other products that contain persistent, toxic chemicals.

Agency Goals:

- Reduce the amount of fluorescent light bulbs.

Agency Actions and Programs:

- Retrofitted the headquarters office with two (2) T-8 bulbs from three (3) T-12 bulbs in all overhead light fixtures.

Education and Outreach

Statewide Goals:

- Take steps to educate employees or clients about sustainable practices

Agency Goals:

- Raise employee awareness of sustainability in the workplace

Agency Actions and Programs:

- Educate employees through agency publications and events.

Progress to Date:

- We continue to provide articles to the agency newsletters and electronic media.

Related Outcomes:

- Employees are taking steps personally, such as purchasing hybrid, fuel efficient vehicles, and conserving energy at home.

Additional Notes

How is your agency educating its employees about sustainability and environmental policies?

- Using our agency publications.

How is your agency engaging the community in its sustainability efforts?

- Promoting sustainability through our agency web site.

How is your agency leading by example to motivate positive change?

- Providing telecommuting opportunities for both employees and our customers.