

Sustainability Report FY 2007

Department of Revenue State of Washington

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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

- To work with the Department of General Administration (GA) to incorporate green building practices into new construction or major remodels.

Agency Actions and Programs:

- All major projects are coordinated through the Department of General Administration, Real Estate Services, and we adhere to their design guidelines.

Progress to Date:

- Our agency leases all of our facilities but during the construction of our newest 96,103 sq. ft. building, we worked with the building owner and he incorporated many LEED elements although he did not apply for official certification. All projects since then have been within the GA direction and guidelines.

Barriers and Challenges:

- All Revenue buildings are leased and the Department of General Administration facilitates all the space requirements on new construction and remodels.

Success Factors:

- Success is determined by the requirements the Department of General Administration puts into place on our projects.

Related Outcomes:

- Since our newest building was constructed under the equivalent of the LEED Silver Standards, it will be difficult to reduce our energy usage in an already efficient operating facility.

Buildings (Remodeled or New Construction)

Year (FY)	2003	2004	2005	2006	2007
Conventional Buildings	0	2	0	3	0
LEED Silver	0	0	0	0	0
LEED Gold or Higher	0	0	0	0	0
Total LEED Certified	0	0	0	0	0
Total	0	2	0	3	0
Units	<input checked="" type="checkbox"/> # of buildings <input type="checkbox"/> ft2				

Additional Notes – Green Buildings

- In April of 2006, our Vancouver office had an HVAC system operation review and revisions were made to ensure optimal efficiency. Also, all of the existing light fixtures were replaced or retrofitted to upgrade to energy-saving electronic ballasts, energy-efficient and color-indexed lamps, and the utilization of efficient lenses.

Space

Statewide Goals:

- No listed statewide goals

Agency Goals:

- To co-locate divisions when possible to reduce the commute miles for meetings and training.

Agency Actions and Programs:

- The agency’s facility staff works with General Administration, Real Estate Services to provide viable options on co-locating our offices.

Progress to Date:

- In 2004 a 96,103 sq. foot building was leased at 6500 Linderson Way in Tumwater to relocate all of our personnel previously housed in the GA Building. This new building was located directly across the parking lot from our existing 6300 Building with 52,984 sq. ft.
- We also moved our Taxpayer Services Division from our Lacey location and eliminated the lease of the 1st floor at that location.
- In addition, we eliminated another office lease at Target Plaza and relocated their personnel to our existing Capitol Plaza building in Olympia. Audit personnel from Capitol Plaza relocated to our 6500 Building to allow the required space for the Target Plaza personnel.
- At this point we have 45 percent of our agency personnel within walking distance of each other and another 16 percent within 4 ½ miles of our Tumwater Offices. This not only saves gas and miles driven for meetings but also reduces the mileage for our mail delivery personnel.

Barriers and Challenges:

- The availability of space and building sites along with the leasing process itself, limits our options to some degree on co-locating additional personnel at this time.

Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space	167,367	231,190	238,495	238,697	228,430
Non-Office Space	10,249	10,249	10,249	10,249	10,249
Total	177,616	241,439	248,744	248,946	238,679
Units	<input checked="" type="checkbox"/> feet ²	<input type="checkbox"/> meters ²	<input type="checkbox"/> miles ²	<input type="checkbox"/> kilometers ²	

Comments: Non-Office space is warehouse space in our 6300 Linderson Way Building. The above total space use is based on facilities that are reported for energy use. Full service leases are not calculated in the total number of square feet. The total number of leased square feet is 321,779.

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:

- To reduce petroleum use by 20 percent by 2009. To utilize the State Motor Pool Professional Fleet Management service and give first priority to Hybrid gas/electric and other fuel efficient/low emission vehicles.

Agency Actions and Programs:

- All new acquisition of vehicles will be flex fuel or hybrid vehicles when available.

Progress to Date:

- All of our vehicles are currently managed by State Motor Pool. We leased 3 Hybrids in 2006 and 1 in 2005 and have replaced all pre-1996 light duty vehicles. We have replaced three of our large Ford Expeditions and Chevy Tahoe's used by our Forestry Tax office with fuel efficient SUVs. We currently have a total of 8 flex fuel vehicles, 4 hybrids, and 2 low-emission vehicles and have recently reduced our total fleet from 33 to 28.

Barriers and Challenges:

- Many of our Foresters travel onto logging roads to do their work and need a reliable vehicle that will handle the rough terrain and road conditions. They also need a vehicle large enough to carry all of their necessary equipment. The options are limited for this size of vehicle in the flex fuel line.

Success Factors:

- The availability of low-emission, fuel efficient vehicles is governed by State Motor Pool contracts.

Total Gasoline (non-diesel)

Year (FY)	2003	2004	2005	2006	2007
Ethanol	0	0	0	0	0
Petroleum	16,859	14,562.72	13,358.62	17,604	18,935.06
Total	16,859	14,562.72	13,358.62	17,604	18,935.06
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

Diesel Fuel

Year (FY)	2003	2004	2005	2006	2007
Ultra Low Sulfur (Highway)	0	0	0	0	0
Off-Road	0	0	0	0	0
Biodiesel	0	0	0	0	0
Total	0	0	0	0	0
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

Comments: We do not have any diesel fueled vehicles.

Miles Driven

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles	1,182,614	1,542,044	1,423,746	1,455,751*	1,411,495
Agency Owned Vehicles	32,685	16,085	22,113	0	0
Motor Pool Managed Vehicles	356,180	352,631	348,676	372,631	377,403
Total	1,571,479	1,910,760	1,794,535	1,828,382	1,788,898
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers				

Comments: In FY 2004 our FTEs increased by 45. We had the following number of FTEs per fiscal year which at times contributed to increased miles traveled since most positions added were Auditors and Revenue Agents which often times conduct field audits and reviews:

1006 FTEs in FY2003, 1052 in FY2004, 1045 in FY2005, 1065 in FY2006 and 1037 in FY2007.

* Corrections to previously reported data.

Agency Owned Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency	0	0	0	0	0
Units	Miles per gallon (MPG)				

Comments: All agency owned vehicles were turned over to Motor Pool in 2006 and the vehicles previously owned were not the fuel efficient vehicles. We now lease all vehicles.

Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount	4	4	3	0	0
Units	# of Vehicles				

Comments: In FY 2006 the remaining three agency owned vehicles were transferred over to GA Motor Pool for fleet management.

Pre-1996 Vehicles Remaining

Year (FY)	2003	2004	2005	2006	2007
Amount	1	1	0	0	0
Units	# of vehicles				

Comments: The 1995 Taurus was replaced in 2005 so we no longer have any pre-1996 vehicles.

Vehicles Purchased

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

Comments: Our agency no longer purchases vehicles. All vehicles are leased or rented from State Motor Pool.

Additional Notes

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

- Our agency has a Commute Trip Reduction Program in which we encourage our approximately 1037 employees to participate in the program and we provide subsidies to the employees for the use of transit and vanpools. With the new CTR Efficiency Act being passed by the Legislature this year, we have formed a committee to implement some changes and revise the incentives offered to employees with the goal of increasing employee participation. The following is our percent of participation in past reporting years:
 - 38.62%
 - 35.92%
 - 35.26%

If your agency has a fleet of 100 or more light duty vehicles (vehicles with a gross vehicle weight of less than 8,500 pounds), has it submitted a Fleet management Plan? For agencies with less than 100 light duty vehicles, has it considered transferring vehicles or contracting them to the GA?

- All of our vehicles were transferred to GA Fleet Management in FY 2006.

Does your agency have contracts or agreements in place with vendors (specifically rental car vendors) to request fuel efficient, low emissions vehicles?

- We utilize the state rental car contract.

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:

- To promote the purchase of 100% recycled chlorine free paper and 30% or 40% recycled content in all our paper purchases.

Agency Actions and Programs:

- A list of the recycled content/chlorine free paper product codes are sent to the employees responsible for ordering supplies. They are asked to purchase all paper with at least 30% to 40% recycled content and 100% chlorine free when available.

Progress to Date:

- Since 2003, we have decreased the purchase of virgin paper from 15% to 3.5% in 2007 and we have increased our purchase of 100% recycled/EPP paper from 0% in 2003 to 71% in 2007.

Barriers and Challenges:

- Our greatest barrier has been the education of employees on what products should be purchased and not purchased. The change over of personnel partially contributes to the lack of knowledge on what recycled products are to be purchased. Another challenge is balancing the requirements of required reports for programs such as GMAP, etc. with the reduction of paper usage overall.

Success Factors:

- With the efforts of the Sustainability Committee and office coordinators we believe our success in the education and development of sustainable practices will have a greater success rate.

Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin	1,895	2,488	1,442	690	417
30 -40% recycled	10,937	10,488	3,490	6,033	3,942
100% recycled / EPP	0	3,737	6,795	10,741	11,184
Total	12,832	16,713	11,727	17,464	15,543
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					
30-40%recycled					
100% recycled / EPP					
Total					
Units	<input type="checkbox"/> sheets <input type="checkbox"/> reams <input type="checkbox"/> cases <input type="checkbox"/> tons				

Comments: Data not available since the white, 8 ½ x 11 was what we were asked to track.

Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	No Data	No Data	284,886	201,883	126,751
Units	<input checked="" type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Comments: This information was only available from our Thurston County locations. Starting in October of 2007, all facilities will be under one contractor for shredding/recycling of office paper and we will be able to give a more accurate account of all paper recycled for the agency as a whole.

Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled	No data	No data	0	0	0
Containing recycled content	No data	No data	796	840	950
Total	No data	No data	796	840	950
Units	<input checked="" type="checkbox"/> cases <input type="checkbox"/> tons <input type="checkbox"/> Other				

Additional Notes

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

- One of the goals of our marketing plan is to educate employees on how to reduce the use of paper by using double-sided copying, not printing e-mails, provide electronic documents when possible vs. hard copies, increasing the number of electronic forms for our taxpayers, and utilizing an electronic document storage system.

Energy

Statewide Goals:

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

Agency Goals:

- Reduce energy consumption by 10 percent by 2009 from FY 2003 baseline.

Agency Actions and Programs:

- Our education outreach program addresses ways to reduce the use of electricity by shutting off lights when rooms are not occupied; reducing the number of personal appliances and only allowing energy efficient models.

Progress to Date:

- Our natural gas consumption has reduced since 2003, however our electrical consumption continues to fluctuate and increase.

Barriers and Challenges:

- All of our buildings are leased and we have little control on the updating of fixtures and HVAC systems to optimize energy efficiency. We do ask for these upgrades during lease renewals and are successful in some cases such as our Vancouver office.

Success Factors:

- Since all of our buildings are leased, our only opportunity for upgrading to energy efficient lighting is during a lease renewal negotiated by General Administration, Real Estate Services.

Related Outcomes:

- kWh per square foot, 2003 16.75, 2004 12.91, 2005 18.64, 2006 18.69, 2007 19.60.

Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased	2,975,828	3,118,146	4,637,088	4,672,392	4,678,620
Green Electricity	0	0	0	0	0
Self-Generated (ex: backup)	0	0	0	0	0
Total	2,975,828	3,118,146	4,637,088	4,672,392	4,678,620
Units	<input checked="" type="checkbox"/> kWh <input type="checkbox"/> BTU <input type="checkbox"/> \$				

Comments: An audit of past reports resulted in corrections of the 2003 baseline figures.

Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount	22,322.7	23,041.4	14,139.4	15,335.4	12,946.4
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	0	0	0	0	0
Units	<input type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$				

Comments: Our agency does not purchase fuel oil and propane.

Additional Notes - Energy

- One of the tasks of the Sustainability Committee will be to identify energy saving opportunities and to implement changes when possible.

Water Use

Statewide Goals:

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

Water Used

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

Comments: We have no data available. Water bills are paid within our lease for the majority of our buildings.

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:

- The goal of the Department of Revenue is to recycle all office paper in all of our locations.

Agency Actions and Programs:

- Currently data is available for Thurston County only but a new state contract has been utilized for all of our office locations and the data will be available from all locations for next fiscal year's report.

Progress to Date:

- We have cardboard recycling services and recycling for cans, plastic, and glass setup at our 6500 Building and are working to expand these services to all of our offices where the service is offered.

Barriers and Challenges:

- A number of our facilities have their own recycling program by the employees. We do not have data to document these recycling programs.

Success Factors:

- Depends on the availability of recycling services offered in our agency office locations.

Waste Disposed

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

Comments: This data has not been tracked.

Compost Collected/Composted

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

Comments: We have no compost operations.

Non-Paper Material Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount			32,110	19,760	38,400
Units	<input checked="" type="checkbox"/> pounds	<input type="checkbox"/> kilograms	<input type="checkbox"/> tons		

Comments: This is the cardboard recycled from all of our Thurston County locations.

Toxics Reduction

Statewide Goals:

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

Agency Goals:

- Require all products used by janitorial staff to be environmentally safe.

Agency Actions and Programs:

- The janitorial contracts require the green products by all vendors.

Progress to Date:

- The required guidelines are being adhered to at the facilities in which we contract for the janitorial services.

Barriers and Challenges:

- Some of the janitorial contracts are between the building owners and the janitorial vendors and all we can do is to recommend to the building owners that they request their janitorial vendors use the environmentally safe products.

Success Factors:

- Our janitorial vendors have been very receptive to the use of the environmentally safe products and do not use products with the strong toxic chemicals.

Education and Outreach

Statewide Goals:

- Take steps to educate employees or clients about sustainable practices

Agency Goals:

- To increase employee awareness of sustainable practices in the workplace.

Agency Actions and Programs:

- In November of 2006, the agency's Sustainability Committee was formed to identify ways to increase the awareness and to educate our employee's on sustainability.
- Our "Earthprints" logo was developed and an entire marketing plan is scheduled to be launched on November 1, 2007. It will include an opening message from the Director and a number of posters will be distributed to all of the offices promoting sustainability and ideas on how to reduce paper, energy, and fuel within the workplace.
- We also will have our "Earthprints" web page with updated suggestions on sustainable practices; a suggestion box for employee's to send us their ideas and successes in sustainability, and various resources to assist our employees in reaching our agency goals.
- We also have sustainability coordinators in every office building.

Progress to Date:

- The Sustainability Committee has presented a list of initiatives to the agency Strategy Team to identify ways to accomplish some of our goals in saving energy; reducing miles driven, and reducing the amount of paper used, etc. We have already initiated a program to replace any of the desk side heaters with energy efficient models. A survey has been completed on all offices to identify their current recycling practices and changes are being made to increase recycling for cans, plastics, etc.

Barriers and Challenges:

- As with any agency, the agency mission usually takes priority with an employee's time, efforts, and resources. We are attempting to educate employees on the importance of sustainability and how they can make a difference on a daily basis without a lot of effort or time. It is a challenge at times to change the mindset of employees to become aware of the importance of sustainability and to balance the priorities of ones daily duties.

Success Factors:

- Our success will be determined on the marketing efforts of our committee and on the backing from management on the priority given to this effort.

Additional Notes – Education and Outreach**How is your agency educating its employees about sustainability and environmental policies?**

- Sustainability Web Page
- Sustainability Coordinators in each office building
- Posters within the office areas

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

- The new web page will allow each local office to provide articles from their local communities on the efforts in sustainability. We wanted to be able to advertise info for each local for efforts going on within their communities.

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

- We have dedicated a lot of time and effort to establish our committee and to work with getting the word out to our employees for push this important effort forward. We have a lot of information to share and are confident that our marketing campaign will make a positive difference.