

Sustainability Report FY 2007

ENVIRONMENTAL HEARINGS OFFICE

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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

- EHO has not established any additional goals for this category.

Buildings (Remodeled or New Construction)

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

Comments: EHO has been in the same leased space (4,570 sq. ft.) for 27 years. In that time, there have been minimal remodeling projects, the last being in 1995. If EHO were to contemplate remodeling, we would work with the Department of General Administration and would abide by the statewide goals.

Space

Statewide Goals:

- No listed statewide goals

Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space	4,570	4,570	4,570	4,570	4,570
Non-Office Space					
Total	4,570	4,570	4,570	4,570	4,570
Units	<input checked="" type="checkbox"/> feet ² <input type="checkbox"/> meters ² <input type="checkbox"/> miles ² <input type="checkbox"/> kilometers ²				

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:

- (1) Allow employees to work flexible schedules, when possible.
- (2) Strongly encourage carpooling of board members and judges to hearings, conferences, and training.
- (3) Strongly encourage use of General Administration's fleet vehicles rather than private automobiles for travel. Also encourage use of hybrid and low emission vehicles when possible.
- (4) Encourage employees and offer incentives to participate in Commute Trip Reduction programs.

Agency Actions and Programs:

- EHO allows flexible work hours, condensed workweeks, and telecommuting for employees. EHO also partially subsidizes monthly fees for employees who participate in vanpools. EHO uses fleet vehicles from General Administration's Motor Pool for travel to hearings and conferences. Board members and judges and part-time members carpool regularly to hearings. EHO also requests the use of hybrid and low emission vehicles when possible.

Progress to Date:

- EHO has 88% of its employees carpooling, vanpooling, working condensed work weeks, and telecommuting. For many years, EHO has conducted pre-hearing conferences telephonically, which reduces miles driven for board members and/or parties in appeals.

Barriers and Challenges:

- EHO has five quasi-judicial boards, with part-time members from around the state, including members who reside in Spokane, Seattle, Kirkland, Tacoma, Shelton, Friday Harbor, Rosburg, and Vancouver. Fluctuation in mileage can result when these individuals travel from their_homes to hearings. Mileage is also greatly affected by the

number of appeals filed each year for the five boards, and the location within the state where the appeals originate.

Success Factors:

- The part-time members make every effort to carpool with full time board members when possible. We are diligent about carpooling and using motor pool fleet cars. We also have eight out of nine employees who vanpool, work condensed work weeks, and telecommute on occasion.

Documented Savings:

- Several years ago, prior to EO 02-03, EHO did a cost comparison on using fleet vehicles compared to privately owned vehicles and determined there was a significant cost savings in using GA’s fleet vehicles. As a result, EHO instituted the practice of using fleet vehicles whenever possible. Carpooling and vanpooling are also cost efficient measures that reduce air emissions.

Total Gasoline (non-diesel)

Year (FY)	2003	2004	2005	2006	2007
Ethanol					
Petroleum	Unknown	Unknown	Unknown	Unknown	120.77
Total					120.77
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

Comments: The number of gallons is provided by General Administration for use of their fleet cars.

Diesel Fuel

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

Miles Driven

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles	6,354	3,126	10,318	7,104	8,304
Agency Owned Vehicles	N/A	N/A	N/A	N/A	N/A
Motor Pool Managed Vehicles	4,904	1,734	3,475	2,315	2,877
Total	11,258	4,860	13,793	9,419	11,181
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers				

Comments: Fluctuations in yearly mileage is primarily a result of the number of appeals filed each year with each of the five boards, where those appeals originate within the state, and how far full and part-time members are traveling to get to those hearings.

Agency Owned Fuel Efficiency

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

Comments: EHO does not own any vehicles.

Agency Owned Fleet Size

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

Comments: EHO does not own any vehicles.

Pre-1996 Vehicles Remaining

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

Comments: EHO does not own any vehicles.

Vehicles Purchased

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

Comments: EHO does not own any vehicles.

Additional Notes

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

- EHO has nine full time employees. Eight employees participate in vanpooling, condensed work weeks, and telecommuting. EHO does not own any vehicles.

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

- We do not have any contracts with rental car vendors. EHO uses the Department of General Administration's contracts for air travel, car rentals, and hotel rentals. EHO also requests hybrid vehicles from the General Administration's fleet cars whenever possible.

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:

- EHO has not established any additional goals for this category.

Agency Actions and Programs:

- Purchase chlorine free paper with 100% recycled content.

Progress to Date:

- In 2006, 86% of EHO's 8.5 x 11 white paper purchases were 100% recycled chlorine-free paper.

Barriers and Challenges:

- After dramatically increasing our use of 100% chlorine free paper, we began having problems with our copy machine. The copier technician advised that 100% recycled paper contains high levels of dust particles, so he recommended that we go back to 30 – 40% recycled content paper to avoid ongoing problems with the copy machine.

Related Outcomes:

- EHO is now purchasing paper with 30-40% content, and, as a result, has not had any further problems with the copy machine.

Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin	0	0	0	0	5
30 -40% recycled	342	102	68	40	240
100% recycled / EPP	0	160	190	240	30
Total	342	262	258	280	275
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	0	0	0	0	0
30-40% recycled	9	0	0	4	0
100% recycled / EPP	0	0	0	0	0
Total	9	0	0	4	0
Units	<input type="checkbox"/> sheets	<input checked="" type="checkbox"/> reams	<input type="checkbox"/> cases	<input type="checkbox"/> tons	

Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	2448	2448	2448	2448	2448
Units	<input checked="" type="checkbox"/> pounds	<input type="checkbox"/> kilograms	<input type="checkbox"/> tons		

Comments: EHO received the above data on paper recycling from Pacific Disposal. Their figures are based solely on the potential weight of a full bin (whether it is full or not) and the fact that ours is picked up every other week. Because we have been on the same schedule since we started paper recycling, our numbers show the same amount for each year. Although we can't actually quantify an increase in paper recycling, we know the barrels were not usually full in the first year of the program, whereas now they are always full for each pickup. We also have to call occasionally for an extra pickup.

Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled					
Containing recycled content	Unknown	6	11	5	2
Total	Unknown	6	11	5	2
Units	<input checked="" type="checkbox"/> cases	<input type="checkbox"/> tons	<input type="checkbox"/> Other		

Comments: EHO was responsible for several years for purchasing janitorial supplies, which continued through September 2005. With a new lease renewal in 2005, that responsibility shifted to the janitorial service. The decrease in the amount of paper supplies, as shown above, is a result of a change of purchasing responsibility, as the number of employees at EHO has remained constant for many years.

Additional Notes

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

- EHO has for many years consistently purchased paper products with recycled content. We have reduced the number of copies made within the office by using email to route memos, drafts, and other communications. We have also reduced paper purchases by using used paper (printed on one side) to print draft documents that need to be circulated in writing. Also, our printers and copy machine are capable of printing double sided copies. EHO has also reduced paper usage and mailing costs by making informational handouts and board decisions available on its website. Variation in the workload is the principle reason for fluctuation in paper usage. Although there is much information available to parties on the EHO website, all five Boards communicate with parties in writing, which normally includes letters and orders. As the number of appeals increase, the paper usage increases proportionately.

Energy

Statewide Goals:

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

Agency Goals:

- EHO has not established any additional goals for this category.

Agency Actions and Programs:

- EHO asks all employees to be aware of energy usage. Individual office lights are turned off when employees are away, and we have signs posted in the rest rooms to remind visitors and employees to turn off the lights when exiting the room.

Progress to Date:

- Incandescent light bulbs in building foyer and restrooms have been replaced with compact fluorescent bulbs. Although we continue to make every effort to conserve energy, we do not have an accurate way to measure the energy being used, thus we cannot substantiate our results. See below for challenges to measurement of energy usage.

Barriers and Challenges:

- EHO is housed in the entire upper floor of a small, two-story building. The building has two power meters, although they are not separate for each floor. Thus, the tenants do not know their own floor's energy usage. EHO's staff has remained constant over the past several years. However, the downstairs tenants' staff has fluctuated a great deal during the past several years, contributing to peaks and valleys in energy usage. Because EHO has the entire upper floor of the building, our power bill is determined by totaling the two PSE meter bills, and then dividing the amount in half. This system has been in place since 1980, and the Dept. of General Administration's Real Estate Division is aware of how the calculation is made.

Success Factors:

- Employees and visitors are made aware of EHO's commitment to energy savings through signs posted in strategic locations, as well as use of compact florescent bulbs instead of incandescent lighting.

Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased	57,825	60,200	54,925	56,500	53,262*
Green Electricity	0	0	0	0	0
Self-Generated (ex: backup)	0	0	0	0	0
Total	57,825	60,200	54,925	56,500	53,262
Units	<input checked="" type="checkbox"/> kWh	<input type="checkbox"/> BTU	<input type="checkbox"/> \$		

Comments: * The electricity used for FY 2007 is an estimate, as EHO was never presented with an electrical bill for the month of May 2007. EHO has looked back over previous years' usage and estimated an amount for May 2007.

Natural Gas

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

Fuel Oil and Propane

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

Energy Conservation Program Description

EHO is committed to energy conservation. The entire facility has fluorescent lights. Lights in private offices are turned out when employees are not present. Restroom lights are turned off when rooms are unoccupied. Computers and servers must remain on at night for backup purposes, but the machines go into power save mode. The copy machine is turned off every night.

Water Use

Statewide Goals:

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

Agency Goals:

- EHO has not established any goals for this category.

Water Used

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

Comments: EHO is housed in one of six buildings located in the RoweSix complex. There are multiple tenants in the various buildings. The entire complex has three water meters. EHO is billed for 5% of the water usage of the complex. We do not have the ability to monitor our water usage. EHO's number of employees has remained stable for many years. However, within the complex, there have been many changes in number of occupants, which has caused usage to fluctuate. We are conservative with water consumption, but cannot calculate accurately the water usage for the agency with this system that has been in existence since 1980.

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 Actions and Programs:

- Reuse and recycle as much as possible.

Progress to Date:

- EHO reuses many types of office supplies, including file folders, paper, binders, and binder clips. Every work area has recycle containers and places to store reusable material. EHO will offer extra binders, clips, and such to other agencies, or will recycle through GA's surplus program. EHO also recycles all printer, fax, and copier toner cartridges.

Waste Disposed

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

Comments: EHO greatly reduces its waste disposal by recycling all paper, cardboard, plastic, aluminum and glass. The little waste that remains is deposited in the RoweSix complex Pacific Disposal waste containers, which are for use by all tenants in the RoweSix building complex. EHO pays 5% of the monthly bill. Again, as with other utility charges, EHO is unable to track actual usage.

Compost Collected/Composted

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

Comments: The RoweSix building complex does not provide for recycling yard or kitchen waste. EHO has no control over landscape management practices.

Non-Paper Material Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount		180	180	180	180
Units	<input checked="" type="checkbox"/> pounds	<input type="checkbox"/> kilograms	<input type="checkbox"/> tons		

Comments: The numbers reported above were received from Pacific Disposal. EHO subscribes to mixed recycle (co-mingle), which includes plastic, aluminum, and glass. Since EHO only has 9 employees, the co-mingle container is picked up on an "as needed" basis. The RoweSix building complex provides cardboard recycling to its tenants and all EHO's cardboard is recycled, although the actual amount cannot be determined.

Additional Notes

Toxics Reduction

Statewide Goals:

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

Agency Actions and Programs:

- (1) Encourage building managers to reduce toxic chemicals in products used in and outside the building complex; (2) Shift to non-toxic, recycled, remanufactured materials.

Progress to Date:

- When available, EHO purchases equipment and supplies that have reduced amounts of toxic chemicals, including toner for the fax, copy machine, and printers. Low VOC paint was used for recent interior painting.

Barriers and Challenges:

- EHO does not have control over products used by the janitorial service or the landscaping/grounds maintenance service.

Education and Outreach

Statewide Goals:

- Take steps to educate employees or clients about sustainable practices

Agency Actions and Programs:

- Raise employee awareness of sustainability practices through educational opportunities and information made available through the Interagency Sustainability Committee.

Progress to Date:

- EHO continues to keep employees aware of sustainability issues through monthly all-staff meetings.

Barriers and Challenges:

- EHO is unable to show employees actual results of many of our conservation efforts, including those for power, water and garbage.

Success Factors:

- Employees support sustainability goals, and do everything possible to conserve energy and water, reduce paper usage, reduce emissions and gasoline purchases through use of high mileage, low-emission vehicles, carpooling, and vanpooling.

Additional Notes

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

- EHO makes employees aware of sustainability issues and policies through monthly agency meetings.

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

- EHO has recycle bins available for use by the public and signs posted about energy conservation. EHO receives a large amount of 3-ring binders during the year which are offered back to the parties for re-use. In the event the parties cannot use the binders, they are either taken to Goodwill Industries or sent to General Administration's surplus department.

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

- EHO is always mindful of sustainable issues. Our employees have been very receptive to sustainability concepts, and enjoy the flexibility of condensed work weeks, telecommuting, and vanpooling incentives.