

# **Sustainability Report FY 2007**

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## **State of Washington Employment Security Department**

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

# Green Buildings

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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

- ESD owns two buildings – Headquarters Facility at 212 Maple Park, Olympia @ 93,200 sq. ft. and our WorkSource Office in Walla Walla @ 6,250 sq. ft. At this time the agency is looking at options for “minor and/or major” renovations to the 212 Maple Park building some time after 2010. If funding is approved, the agency will work with GA to include LEED as applicable. At our Walla Walla office, we are adding an additional 1,000 sq. ft. and the addition is less than 50% of the assessed value of \$1 M. While the project is not required to be a LEED certification project, we are doing all that can be done to recycle building products, purchase energy efficient lighting, HVAC, plumbing fixtures, etc.

## Barriers and Challenges:

- Funding availability for the entire project at 212 Maple Park and the associated cost to have the project LEED certified.

## Buildings (Remodeled or New Construction)

Year (FY)	07/01/02 – 06/30/03 <b>2003</b>	07/01/03 – 06/30/04 <b>2004</b>	07/01/04 – 06/30/05 <b>2005</b>	07/01/05 – 06/30/06 <b>2006</b>	07/01/06 – 06/30/07 <b>2007</b>
Conventional Buildings	NA	NA	NA	N/A	1- Walla Walla
LEED Silver	NA	NA	NA	NA	
LEED Gold or Higher	NA	NA	NA	NA	
Total LEED Certified	NA	NA	NA	NA	
Total	0	0	0	1	
Units	2 # of buildings		99,450 ft <sup>2</sup>		

# Space

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## Agency Goals:

- Beginning in FY:06 at lease renewals, ESD follows General Administration/Division of Real Estate Services (GA) energy survey requirements to identify potential savings by implementing: relamping of facility and/or upgrade of light fixtures; HVAC review/upgrade; implement light tube recycling and use of environmentally friendly cleaning products; installation of low flow toilets, auto water faucets (if financially feasible), installation of auto paper towel dispensers and if carpet is to be installed utilize recycled carpet products. While many of our building owners do not want to make sustainable upgrades, we strongly encourage GA to negotiate items into the renewals.

## Agency Actions and Programs:

- Implement energy saving items, recycling and environmentally friendly janitorial practices/products at lease renewal where possible. New leased space will conform to July 2005 state specifications to ensure energy efficient facilities.

## Progress to Date:

- Over the past two years all new ESD leased space has incorporated the 2005 state specifications which provide for energy efficient buildings (see details below)

## Barriers and Challenges:

- The agency has found that GA is resistant to updating existing boilerplate lease language to require building owners to utilize sustainable cleaning products and require the purchase of green power when owners are responsible for janitorial services and utilities.

## Total Space Use – The two agency owned and all leased facilities:

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Office Space	843,434	764,716	766,516	713,283	695,405
Non-Office Space	46,775	51,515	51,695	52,075	51,855
Total	890,209	816,231	818,214	765,358	747,260
Units	<input checked="" type="checkbox"/> feet <sup>2</sup> <input type="checkbox"/> meters <sup>2</sup> <input type="checkbox"/> miles <sup>2</sup> <input type="checkbox"/> kilometers <sup>2</sup>				

## Additional Notes - Space

- FY:05
  - ESD worked to consolidate offices, to reduce the agency overall foot print, therefore reducing costs for leases and building related costs. ESD continues to look for opportunities to consolidate offices.
- FY:06 Lease Projects:
  - Rainier WorkSource Lease Renewal – HVAC system/units upgrade for energy savings; installation of auto paper towel dispensers.
  - New building in Thurston County to collocate WorkSource partners. Facilities followed state specifications for construction/build out: energy efficient lighting, HVAC system, low flow toilets and janitorial contract requiring environmentally friendly cleaning practices/products.
- FY:07 Lease Projects:
  - Auburn WorkSource building consolidation/remodel – July 2005 state specifications utilized during remodel; energy efficient lighting and HVAC system; low flow toilets.
  - Bellingham District Tax Office Lease Renewal – upgraded light fixtures and exit lighting; reduced square footage leased by transferring conference room to adjacent building tenant.
  - Colville WorkSource Lease Renewal – implemented new Exhibit “J” requiring environmentally friendly cleaning practices/products (building owner provides janitorial); light tube recycling.
  - Kennewick District Tax Office Relocation – Collocation within Labor & Industries building: Implemented new Exhibit J requiring environmentally friendly cleaning practices/products (building owner provides janitorial); light tube recycling; build out of ESD space to state specifications – energy efficient lighting & HVAC system.
  - Moses Lake WorkSource – Relocated to partner building using: energy efficient lighting and HVAC system, implemented Exhibit J requiring use of environmentally friendly cleaning practices/products; reduced amount of square footage leased from previous location.
  - Tumwater Distribution Center (Agency Warehouse/Olympia) – Worked with Puget Sound Energy to retrofit light fixtures and install sensor/timer controls. Anticipated savings is \$6,400.00 per year in utilities costs.
- FY:07 Planning:
  - ESD will relocate to a new building in Kelso. The new building will conform to July 2005 state specifications which will ensure maximum energy efficiency (lighting, HVAC, low flow toilets, etc).
  - ESD will negotiate a renewal of our Tumwater Distribution Center to include reducing the amount of space leased by 43,700 square feet; will negotiate to replace existing heaters with energy efficient system.

# Transportation

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## 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

## Total Gasoline (non-diesel)

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Ethanol					
Petroleum		81,586	43,468	39,969	34,618
Total	Not available	81,586	43,468	39,969	34,618
Units	X gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

## Diesel Fuel

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Ultra Low Sulfur (Highway)		1498	2085	540	
Off-Road					
Biodiesel				1631	1551
Total	Not Available	1498	2085	2171	1551
Units	X gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

### Miles Driven

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Personally Owned Vehicles	492,341	1,273,279	1,064,064	307,987	868,266
Agency Owned Vehicles	902,630	1,040,990	978,965	893,542	817,551
Motor Pool Managed Vehicles	50,791		0	29,144	27,743
Total	1,445,762	2,314,269	2,043,029	1,230,673	1,713,560
Units	X miles <input type="checkbox"/> kilometers				

### Agency Owned Fuel Efficiency

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Fuel Efficiency	Not Available	12.6	21.5	23	23
Units	Miles per gallon (MPG)				

### Agency Owned Fleet Size

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Amount	68	66	65	67	63
Units	# of Vehicles				

### Pre-1996 Vehicles Remaining

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Amount	3	3	2	0	0
Units	# of vehicles				

## Vehicles Purchased

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Conventional	2	4	5	1	1
> 30 MPG	1		1	1	
4WD (note exception purchases)				1	
Total	3	4	6	3	1
Units	# of vehicles purchased				

### Additional Notes

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

- 154 active participants.

**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?**

- Fleet management plan submitted and on file.

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

- Yes

# Paper

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## 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.

## Paper Purchased (8.5 x 11)

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Virgin	43,966	13,384	211	622	116
30 -40% recycled	45,382	61,133	71,549	64,580	58,342
100% recycled / EPP	0	2642	0	4559	5355
Total	89,348	77,159	71,760	69,761	63,813
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)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05– 06/30/06 2006	07/01/06 – 06/30/07 2007
Virgin		66	188		2
30-40%recycled		397	665		474
100% recycled / EPP					879
Total	Not broken out of total above	463	853	Not broken out of total above	1355
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)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Amount	Unknown	Unknown	Unknown	Unknown	Unknown
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Comments: Indications are that over 99% of all office paper is recycled, but no measuring mechanism exists.

### Janitorial Paper

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Non-recycled					
Containing recycled content			1678	1666	1657
Total	Not Available	Not Available	1678	1666	1657
Units	<input checked="" type="checkbox"/> cases <input type="checkbox"/> tons <input type="checkbox"/> Other _____				

# Energy

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## Statewide Goals:

- Reduce energy purchases by 10% from FY 2003 by September 1<sup>st</sup>, 2009

## Agency Goals:

- Implemented energy savings by following GA's energy survey requirements to identify potential savings by: re-lamping of facility and/or upgrade of light fixtures; HVAC review/upgrade; light tube recycling; installation of low flow toilets, auto water faucets (if financially feasible), and installation of auto paper towel dispensers.

## Agency Actions and Programs:

- ESD recently implemented a program with Puget Sound Energy to purchase Green Power. We are also looking at other Green Power programs with our other utility companies for other leased facilities.

## Barriers and Challenges:

- Availability of funds as there is a fee for purchasing "Green Power".

## Success Factors:

- In an ESD leased facility - Tumwater Distribution Center (Warehouse), we worked with Puget Sound Energy to retrofit light fixtures with sensors/timers. Anticipated savings is \$6,400.00 per year in utilities costs.

## Documented Savings:

- Reduction in kWh due to closure/consolidation of offices and implantation of energy savings measures.

## Total Electricity

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2003	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Conventionally Purchased		8,476,624	8,796,732	8,094,509	7,083,785
Green Electricity					April thru June 249,999
Self-Generated (ex: backup)					
Total		8,476,624	8,796,732	8,094,509	7,333,784
Units	X kWh <input type="checkbox"/> BTU <input type="checkbox"/> \$				

## Natural Gas

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Amount		79,141	85,901	79,649	112,657
Units	X therms <input type="checkbox"/> BTU <input type="checkbox"/> \$				

## Fuel Oil and Propane

Year (FY)	07/01/02 – 06/30/03 2003	07/01/03 – 06/30/04 2004	07/01/04 – 06/30/05 2005	07/01/05 – 06/30/06 2006	07/01/06 – 06/30/07 2007
Amount					
Units	<input type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$				

### Energy Conservation Program Description

- ESD encourages our 70 leased offices to reduce their energy consumption and purchasing of energy star products. In the future, the agency plans to provide energy saving tips.

# Water Use

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## Statewide Goals:

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

## Agency Goals:

- As leases are renewed - where financially feasible, the agency will request GA negotiate with building owners to install low flow toilets and automatic water faucets. As ESD moves into new facilities, low flow toilets and auto water faucets will be used to reduce the usage of water.

## Agency Actions and Programs:

- ESD has a Sustainability Awareness Committee for the agency. This group has and will be sending out periodic information to agency staff on ways to conserve water usage amongst other topics.

## Progress to Date:

- ESD has implemented the following new facilities incorporating water conservation elements: Auburn and Moses Lake.

## Barriers and Challenges:

- GA is resistant to updating existing boilerplate lease language to require building owners to implement water conversation measures and installation of low flow toilets and automatic water faucets, etc.
- Availability of funds and
- to date the agency has not tracked actual usage of water, so the actual gallons are not available.

## Water Used

Year (FY)	07/01/02 – 06/30/03 <b>2003</b>	07/01/03 – 06/30/04 <b>2004</b>	07/01/04 – 06/30/05 <b>2005</b>	07/01/5 – 06/30/06 <b>2006</b>	07/01/06 – 06/30/07 <b>2007</b>
Amount	Unavailable	Unavailable	Unavailable	Unavailable	*\$213,527
Units	<input type="checkbox"/> gallons <input type="checkbox"/> ICCF (hundreds of cubic feet)				

Comments: ESD has not been tracking this portion of the report prior to July 1, 2007. We have provided total dollar expenditure for FY06 which also encompasses our garbage/recycling and sewer. We have started to track these budget items beginning with FY07, July 1, 2007.

## Additional Notes

- Agency plans to have documentation so that in the future actual usage, i.e. gallons can be provided. Also, in FY07 new facilities planned: Kelso and Lakewood that will be built to the GA's 2005 specifications using more **energy and water**-saving products.

# Waste and Recycling

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**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 water usage and waste generated.

**Agency Actions and Programs:**

- Encourage staff to reduce usage.

**Barriers and Challenges:**

- Availability of funds and to date the agency has not tracked actual usage of water, so the actual gallons are not available. Many of our service providers do not break down usage by type, i.e. one bill for water, sewer, garbage, and/or recycling.

## Waste Disposed

Year (FY)	07/01/02 – 06/30/03 <b>2003</b>	07/01/03 – 06/30/04 <b>2004</b>	07/01/04 – 06/30/05 <b>2005</b>	07/01/05 – 06/30/06 <b>2006</b>	07/01/06 – 06/30/07 <b>2007</b>
Amount	NA	NA	NA	NA	N/A
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Comments: See Water information

## Compost Collected/Composted

Year (FY)	07/01/02 – 06/30/03 <b>2003</b>	07/01/03 – 06/30/04 <b>2004</b>	07/01/04 – 06/30/05 <b>2005</b>	07/01/05 – 06/30/06 <b>2006</b>	07/01/06 – 06/30/07 <b>2007</b>
Amount	NA	NA	NA	NA	N/A
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

## Non-Paper Material Recycled

Year (FY)	07/01/02 – 06/30/03 <b>2003</b>	07/01/03 – 06/30/04 <b>2004</b>	07/01/04 – 06/30/05 <b>2005</b>	07/01/05 – 06/30/06 <b>2006</b>	07/01/06 – 06/30/07 <b>2007</b>
Amount	NA	NA	NA	NA	N/A
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

# Education and Outreach

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## Statewide Goals:

- Take steps to educate employees or clients about sustainable practices

## Agency Goals:

- Work to increase the knowledge of our staff of the sustainability efforts the agency is undertaking, i.e. purchasing of recycled paper and related products, Green cleaning products, “Green Power”, energy conservation measures, waste reduction, etc.

## Agency Actions and Programs:

- Increasing knowledge through e-mails, articles, face to face discussions, etc. Agency has formed a Sustainability Team in Olympia to help continue sustainability efforts and continuing education for staff.

## Progress to Date:

- The agency implemented a reusable plastic crate program within Thurston County to reduce the amount of cardboard moving boxes that end up in the landfill, started to purchase “Green Power”, and continued to purchase recycled paper and related products.

## Barriers and Challenges:

- Availability of funds and staff time to implement and track sustainability efforts.

## Success Factors:

- The plastic crate program has reduced paper going to the landfill and staff time for internal office moves.

## Additional Notes

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

- Through e-mails and participation in education awareness event held in Lacey.

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

- Encouraging staff to find ways to reduce their footprint.

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

- Purchasing green power and office supplies, installing energy and resource efficient products in our facilities, thinking “GREEN”, etc.