

# **Sustainability Report FY 2007**

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## **Washington State Liquor Control Board**

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These reports are conducted annually towards the end of the fiscal year by the various departments of the State of Washington in fulfillment of Executive Orders 05-01 and 04-01.

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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

## Departmental Goals:

- Regular communication, Communicate results, Create awareness, establish accountability, recognize alternatives, engage staff, plan and use data to drive decisions

## Departmental Actions and Programs:

- DC expansion is in the construction process and is planned for completion is September 2007, Work with GA to ensure WSLCB is following LEED Silver Standards as set forth in EO 04-06, Take advantage of industry trends.

## Barriers and Challenges:

- Collecting accurate data, staffing, time, sustainability costs money, changing the culture of the agency, priorities, this measure is dependant on new construction or remodeling projects being approved in the budget, this measure is dependent on project completion.

## Buildings (Remodeled or New Construction)

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

# Space

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## Departmental Goals:

- Regular communication, Communicate results, Create awareness, establish accountability, recognize alternatives, engage staff, plan and use data to drive decisions

## Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space	105,874	872,590	894,841	907,481	910,948
Non-Office Space	129,760	129,760	129,760	129,760	188,960
Total	237,637	1,004,354	1,026,606	1,039,247	1,101,915
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>				

# Transportation

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## Statewide Goals:

- Reduce petroleum consumption by 20% from FY 2003 levels by FY 2009
- Use minimum 5% bio-diesel for agency vehicles using diesel, and replace standard diesel with a 20% bio-diesel 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

## Departmental Goals:

- Regular communication, Communicate results, Create awareness, establish accountability, recognize alternatives, engage staff, plan and use data to drive decisions

## Departmental Actions and Programs:

- Educate staff on importance of fuel conservation; fill up on weekdays, route choices, ride sharing, use cruise control when possible, speed association with gas mileage, regular maintenance, Develop fleet management plan, Review current use of vehicles, Work to get in house training to reduce miles and gallons used when possible, telecommute & video conference when possible, investigate use of alternative fuels and accessibility, continue to freeze purchases of vehicles with lower fuel economy, create a procurement plan to replace old fleet with more fuel efficient vehicles, consider leasing fuel efficient vehicles, remove vehicles from users who do not drive more than 2000 miles per year
- Working with General Administration's Motor-pool to acquire a green/hybrid fleet.

## Barriers and Challenges:

- Collecting accurate data, staffing, time, sustainability costs money, changing the culture of the agency, priorities. This measure is directly related to reducing the miles driven, if miles driven are not reduced gallons of gasoline will not be reduced.
- New requirements for offsite training has increased miles driven therefore increasing gallons used.
- The agency purchased 5 Hybrid Ford Escapes, to replace full size sedans and this vehicle did not meet the EPA Federal Emissions Standards of 30 MPG, Many new state contract vehicles do not meet the EPA regulations for city driving. Vehicles that meet EPA regulations are the Toyota Prius, and Camry Hybrid. Older vehicles cost more to maintain and do not take advantage of new technologies, older vehicles do not meet the EPA guidelines, OFM regulations do not allow for an agency to replace fleet unless it meets criteria as outlined in the SAAM manual.

**Success Factors:**

- Partnering with CMS who already offers such service as mail delivery.

**Documented Savings:**

- By using CMS services the LCB was able to remove the courier responsibilities from staff therefore saving over \$1000 per month in employee time plus expenses to operate maintain the courier vehicle.

**Total Gasoline (non-diesel)**

Year (FY)	2003	2004	2005	2006	2007
Amount	74245	82072	87348	79192	0
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"/> \$				

**Miles Driven**

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles	116,980	0	0	183,368	72,114.52
Agency Owned Vehicles	931,135	1,127,661	1,286,242	1,452,634	1,547,272
Motor Pool Managed Vehicles	702,255	734,559	695,691	440,151	683,266
Total	1,750,370	1,862,220	1,981,933	2,076,153	2,302,652.52
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers				

**Agency Owned Fuel Efficiency**

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency	0	0	0	22	22
Units	Miles per gallon (MPG)				

**Pre-1996 Vehicles Remaining**

Year (FY)	2003	2004	2005	2006	2007
Amount	3	3	3	3	3
Units	# of vehicles				

## Vehicles Purchased

Year (FY)	2003	2004	2005	2006	2007
Conventional	9	6	4	4	0
> 30 MPG	0	0	0	0	0
4WD	0	3	1	0	0
Total	9	9	5	4	0
Units	# of vehicles purchased				

Comments: The vehicles pre-1996 are specialty surveillance enforcement vehicles with special equipment. Other vehicles added to the fleet have been leased from the State Motor Pool.

## Additional Notes

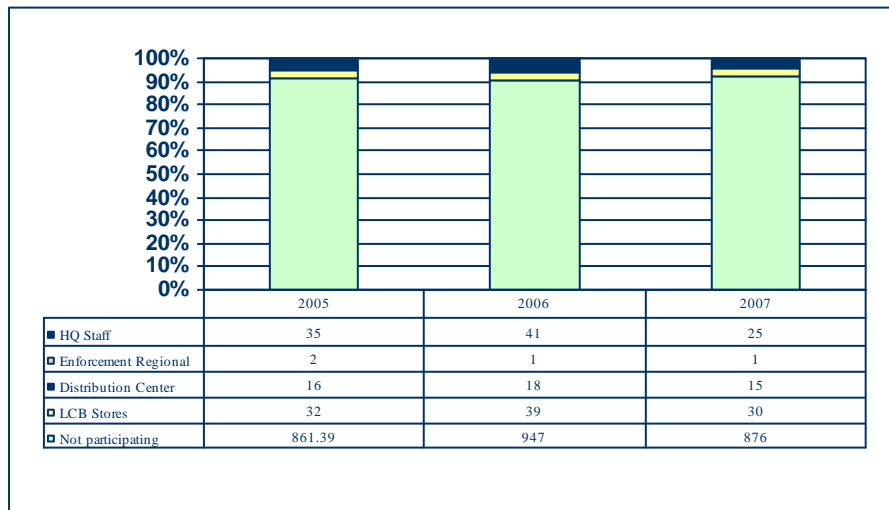
**If your agency has a fleet of 100 or more light duty vehicles (vehicles with a gross vehicle weight of less than 8,500 pounds), has it submitted a Fleet management Plan? For agencies with less than 100 light duty vehicles, has it considered transferring vehicles or contracting them to the GA?**

- Yes we have a fleet management plan and we are finalizing the specifics while transferring the large majority of our entire fleet to hybrids. We have been utilizing GA to assist us with this effort

**Does your department have contracts or agreements in place with vendors to request fuel efficient, low emissions vehicles?**

- We utilize GA for this service

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



# Energy

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## Statewide Goals:

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

## Departmental Goals:

- Regular communication, Communicate results, Create awareness, establish accountability, recognize alternatives, engage staff, plan and use data to drive decisions

## Departmental Actions and Programs:

- Contract office to negotiate rates by location grids to reduce the cost of electricity, and locate agency efficiencies such as reduce number of printers, and replace copiers with energy efficient multifunctional devices.
- Facilities staff is strongly encouraged by LCB management to work with landlords statewide to install low energy fixtures such as ballasts, light switches that turn on/off by motion in areas where they are not occupied often, turning lights out during non-business hours, and limiting employee use of personal appliances in desk areas such as electric clocks, coffee pots, microwaves, radios, refrigerators, etc.

## Progress to Date:

- Energy use has remained consistent, new multifunctional devices have been placed, grid negotiation has not started.

## Barriers and Challenges:

- Collecting accurate data, staffing, time, sustainability costs money, changing the culture of the agency, priorities, current sq footage is 991,290, but current construction will increase the sq footage which will increase energy use coming in September 2007.

## Success Factors:

- New multifunctional devices have been placed

## Related Outcomes:

- By renting multifunctional devices they are more energy efficient and include energy saving technology and may reduce the overall energy for the agency by a small amount. Rental of such equipment has saved the agency over \$2,000 per month in rental charges over the previous vendor.

## Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased	13,724,463	13,381,236	13,619,098	13,908,474	13,640,190
Green Electricity	0	0	0	0	0
Self-Generated (ex: backup)	0	0	0	0	0
Total	13,724,463	13,381,236	13,619,098	13,908,474	13,640,190
Units	<input checked="" type="checkbox"/> kWh <input type="checkbox"/> BTU <input type="checkbox"/> \$				

## Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount	170,718	201,620	178,209	229,348	189,235
Units	<input checked="" type="checkbox"/> Therms	<input type="checkbox"/> BTU	<input type="checkbox"/> \$		

# 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.

## **Departmental Goals:**

- Regular communication, Communicate results, Create awareness, establish accountability, recognize alternatives, engage staff, plan and use data to drive decisions

## **Departmental Actions and Programs:**

- Create a think green campaign to make staff aware of paper use, Stop purchasing paper with less than 30% recycled content, create a pilot to use 100% recycled paper in some areas of the agency, create online forms for print on demand, Set up agency to print double sided (when applicable), Partner with private industry or state printer to convert hard copy forms to electronic format.

## **Progress to Date:**

- Shredding program has been set up and implemented at headquarters as of January 2007, and with stores as of August 2007. The agency has consistently ordered 30% or higher recycled paper.

## **Barriers and Challenges:**

- Collecting accurate data, staffing, time, sustainability costs money, changing the culture of the agency, priorities, finding cardboard recycling programs.

## **Success Factors:**

- Office Depot is offering a 100% recycled paper with a difference of less than \$5 per case difference from 30% currently being purchased by LCB. Shredding contract has been rolled out to the stores on an as needed basis.

## **Documented Savings:**

- Enterprise Contract with Database \$243.03, Enterprise Contract with Office Depot paper \$484.37

## **Related Outcomes:**

- By renting multifunctional devices we have reduced the use of paper significantly because of the use of scanning technology; it has also reduced the number of faxes being sent. Restricted ordering of Virgin content papers within the Office Depot portal for LCB

employees, approvals must be met to purchase virgin content paper. Currently the register tape used by stores is virgin content.

### Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin	0	0	0	0	5
30 -40% recycled	0	0	15,367	11,297	780
100% recycled / EPP	0	0	0	0	3
Total	0	0	15,367	11,297	788
Units	<input type="checkbox"/> sheets <input type="checkbox"/> reams <input checked="" 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	881
30-40%recycled	0	0	0	0	202
100% recycled / EPP	0	0	0	0	0
Total	0	0	0	0	1083
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	0	0	0	0	0
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

### Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled	0	0	0	0	55
Containing recycled content	0	0	0	0	387
Total	0	0	0	0	442
Units	<input checked="" type="checkbox"/> cases <input type="checkbox"/> tons <input type="checkbox"/> Other _____				

### Additional Notes

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

- Currently the agency is purchasing 30% or higher recycled paper products. We intend to transfer to 100% recycled as soon as we know our machines can handle the paper, a test is in place and should give LCB the information needed to transfer to 100% recycled paper.

# Water

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**Departmental Goals:**

- Regular communication, Communicate results, Create awareness, establish accountability, recognize alternatives, engage staff, plan and use data to drive decisions

**Departmental Actions and Programs:**

- Facilities staff is strongly encouraged by LCB management to work with landlords statewide to install low flow fixtures such as toilets, shower heads, and faucets.

**Barriers and Challenges:**

- Collecting water use for store locations. Currently the LCB is only able to capture water use by headquarters and the Seattle Distribution Center.

**Water Used**

Year (FY)	2003	2004	2005	2006	2007
Amount	1,057	887	885	1,019	1,102
Units	<input type="checkbox"/> gallons <input checked="" type="checkbox"/> ICCF (hundreds of cubic feet)				

**Additional Notes**

- Only able to track usage for headquarters and Distribution Center.

# Toxics Reduction

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## Statewide Goals:

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

## Departmental Goals:

- Regular communication, Communicate results, Create awareness, establish accountability, recognize alternatives, engage staff, plan and use data to drive decisions

## Departmental Actions and Programs:

- Reduce the use of the following products or purchase EPP alternative products, alkaline batteries, thermostats, fluorescent lamps, automotive HID and Xenon headlamps, fire alarm switch boxes, toner cartridges, Explore contracts that offer EPP products, Recycle products that contain toxic chemicals when available

## Progress to Date:

- Surplused 87 printers 1/1/07-6/30/07 surplused 5 printers 7/1/07-8/31/07, agency has completely transferred to using flat panel monitors, transitioned to multifunctional devices that use remanufactured toner which reduced the number of toner types to order and ensures LCB is buying green. LCB has purchased 3643 non-recycled printer toner cartridges and 1079 recycled printer toner cartridges. Alternative recycled batteries have been found at Office Depot to date we have ordered 31 boxes of recycled batteries and 493 non-recycled.

## Barriers and Challenges:

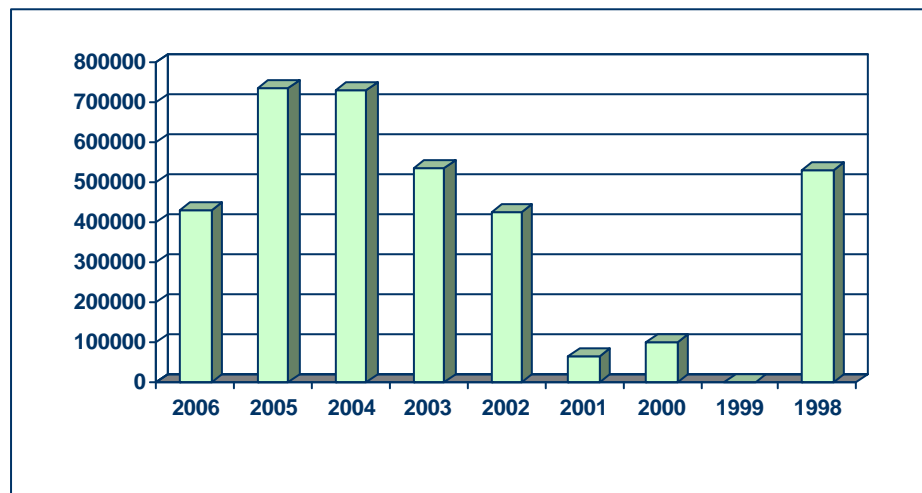
- Collecting accurate data, staffing, time, sustainability costs money, changing the culture of the agency, priorities, finding alternative products.

## Documented Savings:

- Enterprise Contract with CED \$337.28 total bulbs purchased from this contract are FY06 - 3480 and FY07 – 701. All bulbs are recycled.

## Additional Notes

- EPP products spend from GA contracts.



# Education and Outreach

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## **Statewide Goals:**

- Take steps to educate employees or clients about sustainable practices

## **Departmental Goals:**

- Regular communication, Communicate results, Create awareness, establish accountability, recognize alternatives, engage staff, plan and use data to drive decisions

## **Departmental Actions and Programs:**

- Go Green Campaign

## **Progress to Date:**

- LCB hosted a Go Green Campaign and posted to the intranet at [http://intranet/wslcb/IndexPages/Menu\\_index1.asp?ty=F](http://intranet/wslcb/IndexPages/Menu_index1.asp?ty=F) we also partnered with Office Depot to host the event on Earth day presenting a booth filled with green purchasing items.

## **Barriers and Challenges:**

- Collecting accurate data, staffing, time, sustainability costs money, changing the culture of the agency, competing priorities

## **Additional Notes**

### **How is your department educating its employees about sustainability and environmental policies?**

- Go Green Campaign, Office Depot green purchasing catalog has been presented to store personnel as well as District Managers.

### **How is your department engaging the community in its sustainability efforts?**

- Partnering with Office Depot, the Printer, and Capital Business Machines to reduce the amount of non-recycled products we print and buy.

### **How is your department leading by example to motivate positive change?**

- Centralizing purchasing to create awareness to sustainability.