

# Sustainability Report FY 2007

## Washington State Department of Labor & Industries

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Primary Point of Contact:

Steve Morris

[mors235@lni.wa.gov](mailto:mors235@lni.wa.gov)

360-902-6941

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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

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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

## Buildings (Remodeled or New Construction)

Year (FY)	2003	2004	2005	2006	2007
Conventional Buildings	0	0	0	0	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	0	0	0	0
Units	<input type="checkbox"/> # of buildings <input type="checkbox"/> ft <sup>2</sup>				

# Space

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**Statewide Goals:**

- No listed statewide goals

**Agency Goal:**

- It is the goal of the agency to provide sufficient space to efficiently and effectively conduct agency operations. To accommodate growth, compression of work space has occurred where previous conference rooms and open work area have been converted to offices and workstations. Future opportunities for compressing workspace further to accommodate growth are becoming very limited.

## Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space	671,446	671,446	671,446	675,825	693,285
Non-Office Space	37,469	30,569	30,569	30,569	30,569
Total	708,915	702,015	702,015	706,394	723,854
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>				

Comments: The non-office space is the Division of Occupational Safety and Health's laboratory and the agency's warehouse.

# 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

## Total Gasoline (non-diesel)

Year (FY)	2003	2004	2005	2006	2007
Ethanol					
Petroleum					2376
Total					2376
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)					
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					
Agency Owned Vehicles					147,739
Motor Pool Managed Vehicles					6,214,098
Total					6,361,837
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers				

### Agency Owned Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency					19.310
Units	Miles per gallon (MPG)				

### Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount					18
Units	# of Vehicles				

### Pre-1996 Vehicles Remaining

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

### Vehicles Purchased

Year (FY)	2003	2004	2005	2006	2007
Conventional					0
> 30 MPG					0
4WD (note exception purchases)					0
Total					0
Units	# of vehicles purchased				

### Additional Notes

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

- 30%

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.
- 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.

## Progress to Date:

- In the 3<sup>rd</sup> & 4<sup>th</sup> quarters of FY -07 L&I decreased its virgin paper usage by 1.8%, increased the usage of 100% post consumer recycled process chlorine free paper by 4.8%, and decreased overall usage by 10.5%.

## Barriers and Challenges:

- High turnover in agency administrative support staff. Most of the front line purchasing is done by administrative support staff and employees that are new to the position are not getting the proper training from supervisors.

## Success Factors:

- Continually informing agency staff of improper paper purchases. Restricting access to virgin paper on state contract.

## Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin					1,207
30 -40% recycled					40,946
100% recycled / EPP					7,006
Total					49,159
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					37
30-40%recycled					720
100% recycled / EPP					Not Available
Total					757
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	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 quantity of office paper recycled is not measured.

### Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled	N/A	N/A	N/A	N/A	N/A
Containing recycled content	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"/> cases <input type="checkbox"/> tons <input type="checkbox"/> Other				

Comments: The Department of General Administration provides janitorial paper products for the Tumwater central office under the Capitol Campus maintenance and operations agreement.

# Energy

## Statewide Goals:

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

## Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased	8,798,136	9,272,170	9,737,838	9,334,236	9,350,401
Green Electricity	0	0	0	0	0
Self-Generated	0	0	0	0	0
Total	8,798,136	9,272,170	9,737,838	9,334,236	9,350,401
Units	<input checked="" type="checkbox"/> kWh <input type="checkbox"/> BTU <input type="checkbox"/> \$				

From 2001 to 2004, the agency completed two significant rounds of mechanical and electrical efficiency upgrades in the Tumwater central office.

- Following the completion of the energy savings projects, air temperature control boxes and a room air conditioning system were added to address specific employee comfort issues.
- These employee comfort improvements lessen the benefits of the overall energy project savings, but were necessary to improve area working conditions.

The number of workstations with a second computer monitor continues to increase.

- These are being added to allow electronic access to insurance claims technical manuals instead of using paper books.
- Other applications of adding a second monitor have also been used to improve operational efficiency in other work areas where multiple software applications are needed to serve customers.
- This operational improvement of using dual monitors does increase overall electrical consumption.
- However, the additional monitors allow faster access to reference materials, eliminates the need to maintain many sets of paper manuals and reduces the risk of staff injury by eliminating the handling of heavy binders.

## Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount	60,203	52,179	58,750	68,462	96,782
Units	<input checked="" type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$				

The majority of the FY 2007 natural gas increase occurred in the Tumwater central office during the December 2006 to March 2007 time period.

- While weather was likely a contributing factor, urgent maintenance was performed on the boilers during this period.
- The building was kept at the regular daytime occupied temperature at all times to allow one of the two boilers to be taken off line and still maintain comfortable building temperature during the work hours.
- Following this extended maintenance, the boilers were returned to normal operations.

- However, it was discovered replacement parts for this brand of boiler are difficult to obtain and replacement burner plates may not be possible to obtain if replacement plates were required. Replacement of these plates is expected in about 5 years.
- The General Administration Energy Program has been contacted to assist in re-evaluating building systems to determine where additional energy savings can be realized, including replacement of the natural gas boilers.

### 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: The agency used no equipment that was powered by fuel oil or propane.

## Water Use

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### Statewide Goals:

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

### Agency Comments:

- From July 2005 through June 2006 (FY06), the major contributor to the low irrigation water usage was the deactivation of some watering zones. This resulted in most grass areas toward the west and north of the Tumwater central office building to go dormant in the summer. Unfortunately some of these areas received moderate pedestrian traffic and the grass was damaged. The approach not to water certain areas was re-evaluated and grass areas subject to pedestrian traffic were again watered in the 2007 period.

### Water Used

Year (FY)	2003	2004	2005	2006	2007
Building Use	9897	11141	11093	10804	11358
Irrigation Use	4230	4330	3430	1850	3700
Units	<input type="checkbox"/> gallons <input checked="" type="checkbox"/> CCF (hundreds of cubic feet)				

Comments: Data has only been compiled for the agency owned Tumwater central office building.

# 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 Comments:**

The Department of General Administration provides waste disposal and mixed paper and cardboard recycle services for the Tumwater central office under the Capitol Campus maintenance and operations agreement. Recycling barrels that are placed throughout the Tumwater facility are serviced on a regular basis. L&I's recycling program includes paper, cardboard, bottles, cans, plastic, compact disks, video tapes, microfiche, and printer toner cartridges.

**Waste Disposed**

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 amount of disposed waste is not measured.

**Compost Collected/Composted**

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		

Comments: Yard waste at the Tumwater central office is separated from other waste for inclusion into a recycling program. The agency does not directly collect compost materials or produce compost.

**Non-Paper Material Recycled**

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: L&I's non-paper recycling program includes bottles, cans, plastic, compact disks, video tapes, microfiche, and printer toner cartridges. The quantity of these recycled materials is not measured.

# Education and Outreach

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**Statewide Goals:**

- Take steps to educate employees or clients about sustainable practices

**Agency Actions and Programs:**

- L&I management created a sustainability task force consisting of those staff directly involved in the areas of procurement, motor vehicles and facilities management. These individuals have been responsible for the communication of the agency goals.