

# Sustainability Report FY 2007

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Pollution Liability Insurance Agency  
Primary Point of Contact:

Xyzlinda Marshall  
xmarshall@pia.wa.gov  
(360) 586-1060

Last Revised: October 2006

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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

## Agency Goals:

- PLIA is not involved with any construction or building projects.

## 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"/> ft2				

# Space

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## Statewide Goals:

- No listed statewide goals

## Agency Goals:

- Our agency intends to relocate to another leased facility in 2009.

## Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space	3,048	3,048	3,048	3,048	3,048
Non-Office Space	0	0	0	0	0
Total	3,048	3,048	3,048	3,048	3,048
Units	<input checked="" type="checkbox"/> feet2 <input type="checkbox"/> meters2 <input type="checkbox"/> miles2 <input type="checkbox"/> kilometers2				

# 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

## Agency Goals:

- Reduce petroleum use by 20% by 2009 based on FY 2003. Reduce POV mileage by 5% each year between 2006 and 2009. Continue to encourage less use of POVs and encourage more carpooling when necessary.

## Progress to Date:

- We have decreased petroleum use by 20% and POV mileage by 65% (does not include 3, 162 miles driven for the Dept. of Personnel) based on FY 2006. The agency continues to work towards maintaining a reduction in POV mileage. When renting a vehicle, we request fuel efficient/low emission vehicles.

## Barriers and Challenges:

- We do not have complete data for petroleum use in FY 2003. The agency vehicle is used primarily for site visits in response to insurance claims. Petroleum and mileage will vary each year depending on the number of claims received.

## Success Factors:

- We had safety concerns towards the end of our ownership about employees driving our agency vehicle during FY 2006. We allowed employees to use their personal vehicles when necessary until we began leasing permanently through GA. Since leasing from GA, our employees use the agency vehicle more and their personal vehicles less.

## Total Gasoline (non-diesel)

Year (FY)	2003	2004	2005	2006	2007
Ethanol	n/a	n/a	n/a	n/a	n/a
Petroleum	103*	207	401	309	247
Total	103	207	401	309	247
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> liters <input type="checkbox"/> \$				

Comments: \*Beginning November 2003

## 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"/> \$				

Note: for biodiesel usage, please report biodiesel units, before blending with traditional diesel.  
 Ex: 100 gallons of B50 -> 50 gallons of biodiesel. This helps to aggregate overall biodiesel usage.

## Miles Driven

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles	1,937	3,056	1,759	5,391*	782
Agency Owned Vehicles	4,974	7,748	11,447	8,598	0
Motor Pool Managed Vehicles	3,668	0	0	2,122	7,574
Total	10,579	10,804	13,206	16,111	8,356
Units	<input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers				

Comments: \*3,162 miles driven to assist Dept of Personnel (DOP) with statewide HRMS training. DOP reimbursed our agency \$1,513.93 for mileage.

## Agency Owned Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency	n/a	29	29	29	34*
Units	Miles per gallon (MPG)				

Comments: Based on data received from GA motor pool.

## 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				

## 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				

## 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				

## **Additional Notes - Transportation**

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

- Our agency does not have a formal CTR program in place, however, five of six employees have a STAR pass; three employees have flexible work schedules reducing employee miles traveled to and from work; one employee occasionally walks to and from work, weather permitting.

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?

- We began leasing one hybrid vehicle from GA in June 2006, and sold our agency vehicle.

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

- We use motor pool or the state contract when we need a rental vehicle.

# 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.

## Agency Goals:

- Identify new ways that will help the agency reduce the use of office paper by 30% by September 1, 2009 based on our FY 2003 Sustainability Plan.

## Agency Actions and Programs:

- We email drafts of agency documents for review and comments by agency staff rather than provide hardcopies.

## Progress to Date:

- Our agency continues to purchase 100% recycled; chlorine-free paper.

## Barriers and Challenges:

- Our copier service person suggested we begin using 40% recycled paper. He stated that the 100% recycled paper releases more dust particles affecting the print quality and causes the need for maintenance on our copier more often.

## Success Factors:

- We have reduced purchases of 8.5x11 paper by 55% based on FY 2006. Double-sided copying and printing are standard practice. Each computer's printing properties have a default setting of two-sided copying. The agency continues to use one network copier/printer for all employees, with three personal printers on site for backup purposes.

## Documented Savings:

- The purchase of toner is not necessary for different printers.

## Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin	0	0	0	0	0
30 -40% recycled	120	0	0	0	3
100% recycled / EPP	0	51	43	90	40
Total	120	51	43	90	43
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	67	10	3	0	0
100% recycled / EPP	0	0	0	0	0
Total	67	10	3	0	0
Units	<input type="checkbox"/> sheets <input checked="" type="checkbox"/> reams <input type="checkbox"/> cases <input type="checkbox"/> tons				

Comments: Numbers based on purchases.

### Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	2,160	2,160	2,160	2,160	2,160
Units	<input checked="" type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Comments: Our agency has a 90-gallon bin for mixed paper, picked up twice a month.

### Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled	0	0	0	0	0
Containing recycled content	0	0	7	4	7
Total	0	0	7	4	7
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?

- Our agency began purchasing a more absorbent paper towel product, allowing less use of paper towels, thus less waste.
- See success factors.

# Energy

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## Statewide Goals:

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

## Agency Goals:

- Reduce energy purchases by 10% from FY 2003 by September 1, 2009. Continue to purchase 100% renewable energy based on average electric use of previous year. Relocate to a more energy efficient building after September 2009.

## Agency Actions and Programs:

- Our agency participates in Puget Sound Energy's Green Power Program. In April 2007, we began purchasing 100% of renewable energy based on our monthly electricity use. Employees can view monthly energy and gas use in the agency's shared folder.

## Progress to Date:

- Our electric use has increased by 28% based on FY 2006.

## Barriers and Challenges:

- During a regular maintenance on the building's heating and cooling system, the service person recommended we keep the fan on at all times to create a more efficient airflow throughout the building. This has caused our energy use to increase.

## Success Factors:

- Our agency has increased its purchase of renewable energy since FY 2006. Computers are set on Standby Mode and turned off at the end of each workday. Employees make the effort to turn off lights and close doors to unused rooms to conserve heat, air and electricity. Our building has exterior sensor lights that automatically turn on and off.

## Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased	20,289	24,533	20,242	16,557	21,861
Green Electricity	n/a	n/a	n/a	15,360*	17,647*
Self-Generated (ex: backup)	0	0	0	0	0
Total	20,289	24,533	20,242	16,557	21,861
Units	<input checked="" type="checkbox"/> kWh <input type="checkbox"/> BTU <input type="checkbox"/> \$				

Comments: \*Amount our agency purchased, however, actual use by our agency cannot be determined.

## Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount	315	255	343	409	410
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	n/a	n/a	n/a	n/a	n/a
Units	<input type="checkbox"/> therms <input type="checkbox"/> BTU <input type="checkbox"/> \$				

# Water Use

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**Statewide Goals:**

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

**Agency Goals:**

Monitor water use and make adjustments where needed. Employees can view monthly water use in the agency's shared folder by January 2008.

**Water Used**

Year (FY)	2003	2004	2005	2006	2007
Amount	38,290*	32,912	23,510	21,094	22,178
Units	<input checked="" type="checkbox"/> gallons <input type="checkbox"/> ICCF (hundreds of cubic feet)				

Comments: \*Only for the period of January-June 2003

# 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:**

- Continue recycling 100% of used office paper and other recyclables.

**Success Factors:**

- Each workstation has a waste can and recycling bin. Co-mingled recycling bins are available on each of the buildings floors.

**Waste Disposed**

Year (FY)	2003	2004	2005	2006	2007
Amount	780*	780*	780*	780*	780*
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Comments: \*Measured by Gallons

**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				

**Non-Paper Material Recycled**

Year (FY)	2003	2004	2005	2006	2007
Amount	n/a	n/a	n/a	90*	n/a
Units	<input type="checkbox"/> pounds <input type="checkbox"/> kilograms <input type="checkbox"/> tons				

Comments: \*Measured by Gallons. Our agency's 90-gallon, co-mingled recycling bin is picked up on an as needed basis.

# Toxics Reduction

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## Statewide Goals:

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

## Agency Goals:

- Create tracking system for EPP purchases and make it available to agency employees.

## Agency Actions and Programs:

- As part of the agency's safety program, our Operations Manager gathered hazardous chemicals and disposed of them at the Thurston County Hazo House. She also put together a MSDS book for products in the office, and has made it accessible to all employees. She will update and maintain the book on a regular basis.

## Progress to Date:

- Our agency purchased seven desktop computers, registered through the Electronic Products Environmental Assessment Tool (EPEAT) with a Silver rating-meeting 100% of required criteria and at least 50% of optional criteria.

## Barriers and Challenges:

- Some EPP products do not have the same quality.

# Education and Outreach

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## Statewide Goals:

- Take steps to educate employees or clients about sustainable practices

## Agency Goals:

- Continue to encourage agency employees to attend training and workshops related to sustainability.

## Agency Actions and Programs:

- Our agency has a shared folder available to all employees where they can access information related to sustainability.

## Progress to Date:

- Employees continue to receive information related to sustainability issues and training by email.

## Success Factors:

- There has become an increased awareness among agency employees regarding sustainability; many beginning to identify when an action is not sustainable.

## Additional Notes

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

- Through email and discussion at staff meetings.