

Sustainability Report FY 2007

Washington Utilities and Transportation Commission

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This report covers the Fiscal Year (FY) that just ended (June 30, 2007), 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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building Act, RCW 39.35D.030. That law 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 percent of the assessed value.

UTC Implementation Goals:

- UTC has no plans for constructing buildings.

Barriers and Challenges:

- All UTC buildings are leased or subleased with other organizations. We are dependent on landlords to work collaboratively to remodel or construct buildings to meet the state requirements.

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	# of buildings				

Space

Statewide Goals:

- No listed statewide goals.

UTC Goals:

- Currently, the UTC has no specific space goals.

Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space	46,541	47,021	47,021	47,021	47,021
Non-Office Space					
Total	46,541	47,021	47,021	47,021	47,021
Units	s/f				

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.

UTC Actions and Programs:

- UTC has embarked on a pilot program to convert our agency managed fleet to a GA leasing approach. We are evaluating vehicle usage and cost-benefits of working through GA's central motor pool. A key concern is employee acceptance of the level of service and convenience received for routine and non-routine maintenance from GA.
- The UTC purchases vehicles from only GA contracts and has purchased only hybrids, flex fuel, or low-emission vehicles. In addition, the agency purchases only hybrid 4WD vehicles that achieve 30 or more miles per gallon and has discontinued replacements of SUVs and trucks.

Progress to Date:

- Eliminated all pre-1996 vehicles;
- Delayed purchasing replacement vehicles until evaluation of two GA leased vehicles can be conducted;
- 50 percent of fleet is either hybrid or alternative fuel (FFV);
- CTR subsidy and incentive increases are now in effect;
- Re-form sustainability committee to develop new options on reducing SOVs.
- Promoted the Olympia Bike program with free T-shirts and \$2 rebate per commute for bicyclists.

Barriers and Challenges:

- Some employees are resistant to changing vehicle types (from trucks and large SUV's to hybrids), which will require effective communications regarding business needs and available vehicle options.

Success Factors:

- Executive level commitment to Sustainability as demonstrated by funding CTR enhancements;
- Vehicle contacts and communications in every division to support fleet management;
- Sustainability Committee increasing effectiveness.

Total Gasoline (non-diesel)

Year (FY)	2003	2004	2005	2006	2007
Ethanol	0	0	0	0	0
Petroleum	NA	NA	19,540	17,249	19,289
Total	0	0	19,540	17,249	19,289
Units	gallons				

Diesel Fuel - None

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	gallons				

Comments: UTC has no diesel vehicles.

Miles Driven

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles	47,717	35,129	42,427	32,734	32,573
Agency Owned Vehicles	398,214	395,969	383,937	355,067	396,763
Motor Pool Managed Vehicles	0	0	NA	403	NA
Total	445,931	431,098	426,364	388,204	429,336
Units	miles				

Comments: FY04 and FY05 don't include miles driven by motor pool-managed vehicles.

Agency Owned Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency					25
Units	Miles per gallon (MPG)				

Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount	34	25	25	24	22
Units	# of Vehicles (please note if some years are measured differently)				

Pre-1996 Vehicles Remaining

Year (FY)	2003	2004	2005	2006	2007
Amount	0	0	0	0	0
Units	# of vehicles (please note if some years are measured differently)				

Vehicles Purchased

Year (FY)	2003	2004	2005	2006	2007
Conventional	2	2	3	1	8
> 30 MPG	0	2	0	1	8
4WD (note exception purchases)	2	0	3	0	0
Total	2	2	3	1	8
Units	# of vehicles purchased (please note if some years are measured differently)				

Comments: Some of the 4WD purchases are 30 MPG or greater.

Additional Notes

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

- The UTC has a strong CTR Program. We have a page on our intranet dedicated to CTR that includes information, forms, and CTR information. Our CTR site provides information about The State Agency Rider Pass (STAR Pass) and our guaranteed ride home to encourage those who may not commute because of concern about the possibility of having to return home quickly in an emergency.

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?

- Not applicable.

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

- The UTC has no agency-specific contracts for vehicle purchases or rental. We utilize GA-established rental car contracts.

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.

UTC Goals:

- Purchase at least 30 percent recycled paper;
- Begin purchasing 100 percent recycled paper in December 2007.
- Implement double-sided printing default for all UTC employees and managers, to be used with few exceptions. Program to be operational by January 1, 2008;
- Find practical method to eliminate distribution of printed earning statements.
- Work internally and with State Archivist to e-submit archive versions (avoiding the printing of documents for archive purposes.

UTC Actions and Programs:

- Double-sided printing initiative; the UTC will implement the change to default PC setups to accomplish in the next software maintenance upgrade.

Progress to Date:

- Reduced paper usage;
- All UTC offices recycle 100 percent of used office paper;
- Open conversations and arranging meeting with State Archivist to discuss pilot effort to E-archive currently printed materials.

Barriers and Challenges:

- UTC purchases paper from Central Stores. Recycled content dependent upon availability from GA;
- UTC will work with DOP to implement when feasible at the enterprise level;

Success Factors:

- Executive level commitment to Sustainability;
- Commitment to success of the double-sided printing initiative;

Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin				20	0
30 -40% recycled				3,610	2,775
100% recycled / EPP				0	400
Total	4,131			3,630	3,175
Units	reams				

Paper Used (other than 8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin					0
30-40%recycled					32
100% recycled / EPP					0
Total					32
Units	reams				

Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	Unknown	Unknown	Unknown	Unknown	unknown
Units	pounds				

Comments: We have not tracked this measure in this manner. However, 100% of all internal office paper not sent out to customers, businesses, archives etc. is recycled.

Janitorial Paper

Year (FY)	2003	2004	2005	2006	2007
Non-recycled	Unknown	Unknown	Unknown	Unknown	Unknown
Containing recycled content					
Total					
Units	cases				

Comments: Our janitorial services are managed by the building owner and we don't have information about the volume of supplies. However, we have requested that all paper content contain recycled material and the landlord has complied with that request.

Additional Notes

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

- Double-sided printing/copying initiative.

Energy

Statewide Goals:

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

UTC Goals:

- When replacing refrigerators and similar appliances, replace with Energy Star-related items;
- Work with landlord to replace HVAC system with more modern (current system is circa 1983) energy efficient technology.
- Increase the UTC's purchase of "green power" from an amount equal to 25% towards carbon neutrality to 50% of our total purchase of electric power.

Progress to Date:

- E-mail sent to landlord requesting review of current HVAC system for replacement;
- Requested PSE to increase the purchase of "green power" from the current 3.5% to 50%.

Barriers and Challenges:

- Working with the landlord to replace the HVAC system is a challenge as the economic incentives work against the goal of sustainability. The cost of the upgrade to a more efficient HVAC system results in savings to the tenant and costs to the landlord. As relocating the office to a new landlord's more efficient building is impractical, the market forces don't operate to encourage efficiency.

Success Factors:

- Executive level commitment to Sustainability

Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased	714,760			702,610	715,560
Green Electricity	0			26,400	26,400
Self-Generated (ex: backup)	0			0	0
Total	714,760			729,010	741,960
Units	kWh				

Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount					
Units	therms				

Fuel Oil and Propane

Year (FY)	2003	2004	2005	2006	2007
Amount	0	0	0	0	0
Units	therms				

Water Use

Statewide Goals:

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

UTC Goals:

- Our agency will consider a goal in future Sustainability plans. Currently, we have no measurable water reduction goals.

Barriers and Challenges:

- The UTC leases its facilities and water saving fixtures and is subject to agreement with the landlord.

Water Used

Year (FY)	2003	2004	2005	2006	2007
Amount	Unknown	Unknown	Unknown	426,684	396,794
Units	gallons				

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

UTC Goals:

- The agency should investigate the obstacles to adding glass recycling to our aluminum and plastic recycling program.

Barriers and Challenges:

The waste disposal company that serves our area assumes outside storage of containers that may not be appropriate in size or style for inside recycling efforts.

Waste Disposed

Year (FY)	2003	2004	2005	2006	2007
Amount	Unknown	Unknown	Unknown	Unknown	Unknown
Units	pounds				

Compost Collected/Composted

Year (FY)	2003	2004	2005	2006	2007
Amount	0	0	0	0	0
Units	pounds				

Non-Paper Material Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	Unknown	Unknown	Unknown	Unknown	Unknown
Units	We don't currently track how many pounds we recycle.				

Toxics Reduction

Statewide Goals:

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

Agency Goals:

- Use environmentally friendly cleaning products.

Agency Actions and Programs:

- Work with the janitorial service to assure use of environmentally friendly cleaning products.

Progress to Date:

- 100% of the supplies used by the janitorial staff are environmentally friendly.

Education and Outreach

Statewide Goals:

- Take steps to educate employees or clients about sustainable practices

Agency Goals:

- Encourage/welcome all staff to attend Sustainability Committee meetings (post date/time/place on Good Morning UTC);
- Provide minutes from the most recent Sustainability Committee meeting to all staff on Good Morning UTC. Create an archive page with past meeting minutes. Institute by January 1, 2007.

UTC Actions and Progress to Date:

- Expanded membership on Sustainability Committee
- Scheduled Bimonthly Sustainability Committee Meetings.

Success Factors:

- Motivated staff and management support.

Additional Notes

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

- Actively promotes alternatives to SOV's and our sustainability efforts. In recent years we have:
 - Insulated, caulked and weather-stripped windows and doors.
 - Installed programmed thermostats to turn HVAC on and off, outside air economizers, vending machine misers and occupancy lighting sensors.
 - Retrofitted ceiling fixture ballasts in both buildings with T-8 lamps.
 - Dimmed ballasts in conference Room 206 and 207.
 - Installed photocells to control "turn-on" and "turn-off" time for exterior lighting in both parking lots.
 - Modified exterior lighting to use high pressure sodium.
 - Purchasing "energy star" equipment such as computers and copiers and flat-panel monitors as computers are replaced.
 - Enabled computers and monitors to use sleep mode.