

Sustainability Report FY 2007

Workforce Training and Education Coordinating Board

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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

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building bill (ESSB 5509).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

- No remodeling is planned at this time.

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

Space

Statewide Goals:

- No listed statewide goals

Agency Goals:

- There are no agency goals for this category. The entire agency takes up one floor of a building. Each non-management employee is assigned an 8' x 8' cubicle. There are 2 meeting rooms, a small kitchen, a copy room, a and various closets for utilities and storage. We might be able to find a spot for one more 64 sq. ft. cubicle, should the need arise.

Total Space Use

Year (FY)	2003	2004	2005	2006	2007
Office Space	N/A	N/A	N/A	N/A	N/A
Non-Office Space	N/A	N/A	N/A	N/A	N/A
Total	7,800	7,800	7,800	7,800	7,800
Units	feet ²	meters ²	miles ²	kilometers ²	

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

Agency Goals:

- Reduce petroleum use by 20 percent by 2008

Agency Actions and Programs:

- Revise flextime and telecommuting policies so that their use is encouraged and increased.
- Develop a process to recognize employees who carpool, walk, or take public transportation on a regular basis.
- Offer the option of teleconferencing wherever practical.
- Replace 1999 Taurus with hybrid when the Taurus finally dies.
- Request fuel-efficient rental cars when employees are "on the road."

Progress to Date:

- 2 employees out of our 27 total employees now telecommute.
- In 2003, 5 people out of 27 did not commute by car. In 2006, 6 people out of 27 did not commute by car. In 2007, 6 FTEs do not take their cars to work. In addition FTE telecommutes and 2 FTEs carpool to work.
- Agency staff are increasing their use of the Prius.
- Teleconferencing is offered as a matter of course at every Workforce Board-initiated meeting.

Barriers and Challenges:

- Telecommuting is more difficult in practice than in theory.

Success Factors:

- More people are advocating sustainable practices.

Documented Savings:

- \$ 1,150 in fuel costs for reducing gas purchases

Total Gasoline (non-diesel)

Year (FY)	2003	2004	2005	2006	2007
Ethanol	0	0	0	0	0
Petroleum				2,665 gallons	2,244 gallons
Total				2,665 gallons	2,224 gallons

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

Miles Driven

Year (FY)	2003	2004	2005	2006	2007
Personally Owned Vehicles	Did Not Measure	Did Not Measure	Did Not Measure	41,855 miles	33,069 miles
Agency Owned Vehicles	10,500 miles	11,450 miles	6,438 miles	9,113 miles	9,702 miles
Motor Pool Managed Vehicles	N/A	N/A	N/A	9,500 miles	7,204 miles
Total	Did Not Measure	Did Not Measure	Did Not Measure	60,468 miles	49,975 miles

Agency Owned Fuel Efficiency

Year (FY)	2003	2004	2005	2006	2007
Fuel Efficiency				22mpg	

Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007
Amount	2	2	1	1	1
Units	# of Vehicles				

Pre-1996 Vehicles Remaining

Year (FY)	2003	2004	2005	2006	2007
Amount	0	0	0	0	0
Units	# of vehicles				

Vehicles Purchased

Year (FY)	2003	2004	2005	2006	2007
Conventional	0	0	0	0	0

> 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

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

- In 2003, 5 people out of 27 did not commute by car. In 2006, 6 people out of 27 did not commute by car. In 2007, 6 FTEs do not take their cars to work. In addition FTE telecommutes and 2 FTEs carpool to work.

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

- We use the state-recommended Budget rental cars.

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.
- 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:

- Reduce use of paper by 30% based on 2003 counts by:

Agency Actions and Programs:

- E- mailing meeting notices, agency newsletter, publications, and other information where practical.
- Assuring that staff computers have the software necessary to print both sides of paper when copying.
- Increasing the use of "paperless" electronic system to license private vocational schools.

Progress to Date:

- All of the above goals have been met.

Barriers and Challenges:

- Teaching people how to print double sided from their computers has been a challenge, but we're getting there.

Success Factors:

- More and more staff are independently making choices to reduce paper (e.g board materials are e-mailed to most stakeholders now, rather than printed and mailed out.) Almost all of the private vocational schools submit licenses on-line.

Paper Purchased (8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin	608 reams	0	0	0	0
30 -40% recycled	0	735 reams	850 reams	850 reams	720 reams
100% recycled / EPP	0	0	0	0	0
Total	608 reams	735 reams	850 reams	850 reams	720 reams

Paper Used (other than 8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007
Virgin	N/A	N/A	N/A	N/A	N/A
30-40%recycled	N/A	N/A	N/A	N/A	N/A
100% recycled / EPP	N/A	N/A	N/A	N/A	N/A
Total	N/A	N/A	N/A	N/A	N/A

Amount of Office Paper Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	Not Measured	Not Measured	Not Measured	1744 lbs	2000 lbs

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

Comments: These supplies are purchased by the owners of the building that we rent.

Additional Notes

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

- The agency is encouraging the use of hard goods rather than paper and plastic in the employee kitchen. It has a water cooler (to discourage people from purchasing the ubiquitous plastic bottled water containers.)

Energy

Statewide Goals:

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

Agency Goals:

- The agency has no goals in this area. We are in a confined area in a new, energy efficient building that is always too cold for some people and too warm for others (a happy medium.)

Total Electricity

Year (FY)	2003	2004	2005	2006	2007
Conventionally Purchased				142,683 kWh	146,637 kWh
Green Electricity	0	0	0	0	0
Self-Generated	0	0	0	0	0
Total				142,683 kWh	146,637 kWh

Comments: Our agency pays 20 percent of the electricity and utility cost for our rented building.

Natural Gas

Year (FY)	2003	2004	2005	2006	2007
Amount	N/A	N/A	N/A	12.62 therms	16.65 therms

Comments: Our agency pays 20 percent of the gas cost for our rented building.

Fuel Oil and Propane

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

Water Use

Statewide Goals:

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

Agency Goals:

- We have no goals for water use. Aside from typical drinking, bathroom use, and kitchen use, there isn't much we can do to use less water. We have no lawns to water. Our toilets are energy efficient.

Water Used

Year (FY)	2003	2004	2005	2006	2007
Amount	N/A	N/A	N/A	N/A	N/A
Units	gallons	ICCF (hundreds of cubic feet)			

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

Agency Goals:

- Increase waste management and organics recycling.

Agency Actions and Programs:

- 100% recycling of paper, cardboard, aluminum cans, and printer and toner cartridges.
- Increasing purchases of environmentally preferable paper to 100% of total paper purchases.
- Encouraging contractors to recycle and use recycled products by building.
- Purchasing “eco-friendly” cleaning and paper products.

Progress to Date:

- All of the proposed actions are implemented.

Waste Disposed

Year (FY)	2003	2004	2005	2006	2007
Amount	N/A	N/A	N/A	N/A	N/A
Units	pounds	kilograms	tons		

Compost Collected/Composted

Year (FY)	2003	2004	2005	2006	2007
Amount	N/A	N/A	N/A	N/A	N/A
Units	pounds	kilograms	tons		

Non-Paper Material Recycled

Year (FY)	2003	2004	2005	2006	2007
Amount	N/A	N/A	N/A	N/A	N/A
Units	pounds	kilograms	tons		

Education and Outreach

Statewide Goals:

Take steps to educate employees or clients about sustainable practices

Agency Goals:

Educate 100% of employees on this plan and sustainability.

Agency Actions and Programs:

- Discuss sustainability at staff meetings.
- Make the sustainability plan available to all staff.
- Create an intra-agency committee to implement this plan and encourage sustainability in general.

Progress to Date:

- All action items were implemented.

Barriers and Challenges:

- The primary challenge is that people are in a hurry and sustainability takes more time. Another challenge is that recycled products cost more and people have a tough time spending tax dollars on more expensive items.

Success Factors:

- More staff members are convinced that recycling is a good thing- there are more people urging their colleagues to be "green."

Additional Notes

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

- Sustainability is a regular topic at all staff gatherings, both meetings and celebrations.