

FY2008 Sustainability Progress Report Narrative

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Green Building and Use of Space

Agency Goals:

- To conform to all requirements of RCW 39.35D.

Agency Actions and Programs

- The Department of Agriculture does not own any facilities, but leases from either General Administration or the private sector.
- All of our leases are handled by the Real Estate Services section of the Division of General Administration. Thus, they handle the Green Building initiatives.
- Whenever possible, we either consolidate agency offices or work towards co-location with other agencies/municipalities.

Transportation Fuels & Fleet Management

Fuels & Fleet

Agency Goals:

- Reduction of petroleum consumption by 20% by September 2009.
- Reduction of POV petroleum consumption by 20% by September 2009.
- Use 5% bio-diesel in diesel powered equipment.
- Meet the 2015 goal of 100% electrically or bio-fueled vehicles.
- Give priority to the purchase of hybrid gas and other fuel efficient/low emission vehicles.
- Replace all pre-1966 light-duty vehicles by January 1, 2008.
- Freeze purchasing of Four Wheel Drive vehicles.
- Submit Fleet Management Plan.
- Request from commercial vendors fuel efficient/low emission vehicles.

Agency Actions & Programs:

Fuel:

- Reduction of petroleum consumption by 20% by 2009 is best accomplished by disposing of older, less efficient operating vehicles, with more efficient vehicles and/or hybrid vehicles. This may be restricted by our business fleet requirements (i.e. pickup trucks). This last year we disposed of 16 1996 and older vehicles, while acquiring 21 vehicles. We added a combination of flexible fuel engines, diesel trucks, and hybrid gas/electric, both as replacements and for program expansion. Most of the nine diesel trucks are used in eastern Washington, where DOT is striving to provide 10% bio-diesel fuel.
- We have the ability to purchase bio-diesel and ethanol, when it is available.
- We have no bulk fuel facilities.

Fleet:

WSDA fleet includes 72 pickups, 19 of which are four wheel drive plus an additional 54 SUV four wheel drive vehicles. Our field operations are conducted 12 months a year. We must be able to operate on unimproved roads, off-road in mountainous terrain, and for immediate response in severe weather conditions for the safety of citizens and the environment.

- Meeting the 2015 goal of 100% electric or bio-fuel type vehicles may not be accomplished based upon the type of vehicles available on contract. We purchase hybrid gas/electric and bio-diesel powered vehicles whenever our business operations allow it.
- We presently have **33 pre-1996** vehicles, down from 40 last year. Thirteen vehicles are assigned to full-time, year-round staff through out various programs, and 20 are assigned to the Pest Project Program. The Pest Program involves plant pest surveying and identification, leading to eradication. It operates in the field from May into October, the remaining time the vehicles are not used. These vehicles average about 8,000 miles per year, and have been purchased from GA Motor Pool.

We presently have **20 1996** vehicles. Five are assigned to full-time staff in various programs, and 15 are assigned to the Pest Project Program.

- The Director is approving purchases of Four Wheel Drive vehicles due to our business needs. These types of vehicles are frequently required for our field staff.
- Our agency owned vehicles are used until they are surplus, and not sold to other agencies.
- We do not have a rental car preference policy.
- We are continuing work on our Fleet Management Plan. We do have a data base containing vehicle and staff assignment information, and are collecting the maintenance

and repair data on the vehicles. The agency will strive to have a completed plan by June 30, 2009.

- We do not use commercial vendors for purchasing of vehicles. The only vendors we utilize are in the janitorial industry.

Note:

- Used the average of 18 MPG for GA Fleet Miles Traveled (MP Perm). We have 6 trucks and 3 sedans.
- Used the average of 20 MPG rather than 26 MPG as recommended for Personally Owned Vehicle Miles Traveled (POV's). 50% of our fleet is pickup trucks and other low mileage vehicles.
- The diesel/biodiesel is an estimate. We buy most of our diesel/biodiesel from DOT. They track this information.

Toxics Reduction

Environmentally Preferable Purchasing

Paper Consumption

Agency Goals:

- Maintain the level of purchasing environmentally preferable paper (EPP).
- Maintain our 100% level of recycling office paper.
- Recycling of office materials and copier/printer toner cartridges.
- Continue monitoring vendor purchases of janitorial supplies.

Progress to Date:

- EPP is being exercised in daily business operations, with the policy in the development stages.
- We continue to use 35% - 40% recycled content for all of our copy needs.
- We continue to recycle both color and white office paper and copier/printer toner cartridges.
- Three Divisions in our agency (Animal Health, Plant Protection and Pesticides) are using or setting up systems for electronic storage of files. Two of our Divisions (Food Safety and Animal Health) are working on a joint project (UDIS). Once fully implemented there will be a significant reduction in paper (data will be store electronically). The primary business driver has been the need for quick document retrieval and better utilization of office space by reducing the number of filing cabinets.
- In an effort to decrease office paper usage, Administration Services Division's copier has been set to default to double-sided printing.

- Our Plant Pathology Laboratory has reduced the amount of toxic materials with new/different procedures/analytical tools.

Energy Consumption

Agency Goals:

- To test and use the software, Verdiem to cut energy usage by automatically placing desktop and laptop computers into lower power setting when not in use.

Progress to Date:

- The agency testing of the Verdiem energy saving software is complete. The rollout of the software to individual PCs will happen October, 2008.

Note: The difference in reported square footage and not reported square footage for energy consumption is due to an open storage shed.

Water Consumption

Agency Goals:

- Minimize water use.

Agency Actions and Programs:

- Minimize the use of water in our offices. GA evidently is working on this project in the Natural Resources Building.

Waste and Recycling Programs

Agency Goals:

- Waste Management or organic materials is not applicable, as we do not handle such.

Note: The office paper recycled pounds is estimated using the average weight of a barrel of 100 lbs. (information provided by GA Recycle Crews).

The NRB may be the pilot for the capital campus composting program. This is still under discussion.

Agency Actions and Programs:

- We recycle both office paper and mixed paper through General Administration's recycling program.
- All of our used printer cartridges are now being recycled through the Office Depot recycling program.
- We will soon be entering an exploratory venture with other Natural Resource Building tenants on recycling disposable food items.

- Our EPP program consists of our paper ordering only.

Education and Outreach Efforts

Agency Goals:

- We will continue to instill in our staff the concentrated efforts needed to move toward a more environmentally, resource friendly business world through increased recycling of our present business materials, eliminating waste generated by inefficient use of resources, and implementing more efficient ways of meeting our business needs. Efficiencies include, but are not limited to, updating our operational and procurement practices, seeking new and environmentally acceptable copy/printing equipment, and using recycled business office supplies (i.e. three ring binders and hanging files) both in our agency and others.

Agency Actions and Programs:

- The agency is beginning to move toward storing records electronically. The primary business driver has been the need for quick document retrieval in the event of an animal health emergency. In addition to meeting the business needs, storing documents electronically will allow for the disposal of old files, and provide better utilization of office space.
- The agency will continue to maximize space for staffing needs versus record/general storage, consolidate field offices among programs, co-locate with other agencies/municipalities, and determine reasonable use of home offices versus single occupant locations.

Progress to Date:

- The agency as a whole continues to move forward in many areas of sustainability. Efficiencies include, but are not limited to, reducing the number of pre-1996 vehicles, using recycled business office supplies, and continuing to move forward in the electronic storage of files.

FY2008 Energy Reporting* GA is collecting energy information on September 1 annually. Please share the information here, and supplement if you have other energy information. Capital Campus energy use is reported by GA.

Reported Square Footage The square footage of facilities you are able to report energy consumption for

Not Reported Square Footage The square footage of facilities you are NOT able to report energy consumption for

Electricity Any electricity that your agency is metered for.

Natural Gas Any natural gas that your agency is metered for.

Biomass Wood waste, wood pellets, biogas or similar used to generate heat, steam and/ or electricity. Biomass Btu values to be determined by reporting agency.

Fuel Oil Diesel, gas or bunker fuel used to generate heat, steam and/ or electricity.

Propane Propane purchased for electricity, heating, cooking.

On-site renewable energy Solar, wind or small scale hydro built on agency property and fed back into the energy grid.

Energy offsets Green tags or other energy offset purchased to reduce agency carbon emissions.

Potable water Drinking quality water. If your water information is not differentiated, please put totals in this column.

Irrigated water Water used for irrigation - if separately metered

Non-potable water Water other than potable- ground or surface sources such as rain water or Reclaimed waste water.

CCF = 100 cubic feet 1 Cubic Foot = 7.48 gallons

New data separated for analysis

Not required by EO but please input if you have it

Agency	FY2008 Total Square Footage	FY2008 Reported Square Footage	FY2008 Not Reported Square Footage	FY2008 Electricity kWh	FY2008 Natural Gas Therms	FY2008 Fuel Oil Gallons	FY2008 Propane Gallons	FY2008 Biomass volume	FY2008 Biomass units	FY2008 Onsite renewable generated in kWh	FY2008 Energy Offsets purchased in kWh	FY08 Potable Water Usage in CCF	FY08 Irrigation Water Usage in CCF	Non-potable Water Usage in CCF
WSDA	151,338	86,887	63,470	2,040,349	15,643	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*If only cost is available, please report it in the narrative report.

FY08 Transportation Fuel, Vehicle Miles Traveled and Fleet

Gasoline Report all gallons of gasoline purchased for vehicle use. Gasoline used for heating should be reported in the Energy section.

E85 Report ethanol only if purchased at the E85 blend level (85% ethanol, 15% petroleum gasoline). Most gasoline in WA State is E10 already.

Petroleum Diesel Report all gallons of conventional diesel purchased for vehicle use (report fuel used for heating/energy in energy reporting)

Biodiesel Report only the amount of B100 your agency purchases in bulk, example: (if you purchase 100 gallons of B10 then only report 10 gallons of B100)
Report biodiesel purchased from WSDOT in the narrative Word document only

Aviation Report all gallons of aviation fuel purchased

Vehicle A passenger-carrying vehicle which has a primary duty for shuttling employees, not deliver equipment, etc.



Vessel Boats, ships, ferries that are run on state business (report fuel use separately if possible)

Agency Leased (MP Perm) A vehicle that is leased from the GA State Motor Pool by an agency for long-term use.

Agency Owned (AOV) A vehicle that is purchased and owned by an agency. (The agency retains the title and/or is registered as the owner.)

GA Fleet (MP Daily Trips) General Administration's Daily use Motor Pool; utilized by agencies for short term trip rentals.

Personally Owned (POV) Personally Owned Vehicles that are used for state business. Calculate miles by dividing total dollars spent by rate of agency reimbursement per mile. Calculate gallons of gas from POV by dividing POV miles by a 20.26 rate of fuel economy.* If your agency does not use POV please place N/A in cell P19.

 Data separated for analysis
 New data separated for better analysis

Agency Name	FY2008 Gasoline Agency Leased (MP Perm)	FY2008 Gasoline GA Fleet (MP Daily Trips)	FY2008 Gasoline Agency Owned (AOV)	FY2008 E85 (Ethanol) purchased for vehicle use	FY2008 Petroleum Diesel purchased for vehicle use	FY2008 Bulk Pure Biodiesel (B100) purchased for vehicles	FY2008 Gasoline purchased for vessels	FY2008 E85 (Ethanol) purchased for vessels	FY2008 Diesel purchased for vessels	FY2008 Biodiesel purchased for vessels	FY2008 Fuel purchased for aviation	FY2008 Agency Leased Vehicles Miles Traveled (MP Perm)	FY2008 GA Fleet Miles Traveled (MP Daily Trips)	FY2008 Agency Owned Vehicle (AOV) Miles Traveled	FY2008 Personally Owned Vehicle Miles Traveled (POV)	FY2008 Gasoline calculated from POV reimbursement (20.26 avg fuel economy)	FY2008 Number of 4WD exception vehicles purchased
WSDA	6,198	1,747		0	7,100	0	N/A	N/A	N/A	N/A	N/A	124,823	45,930	2,782,056	1,904,745	94,015	18

FY08 Paper Consumption If these supplies are purchased through Central Stores, they can provide a purchase report for your agency.

Paper definitions

Office paper Paper that is purchased already cut to 8.5 x 11 inches for use in printers and copiers

Virgin Paper that is made from 100 percent non-recycled fibers

30-40% recycled content Paper that is made with 30-40 percent post-consumer recycled fibers

100% recycled content Paper that is made with 100 percent recycled content with at least 50% post-consumer recycled fibers

Janitorial Toilet tissue, paper towels used in restrooms and coffee/break rooms.

White Office Paper Pounds of white office paper that is recycled through a service. Recycling on Capital Campus is reported by GA.

Not required by EO but please input if you have it

Agency	FY2008 Virgin office paper (reams)	FY2008 30 -40% recycled content office paper (reams)	FY2008 100% recycled content office paper (reams)	FY2008 Recycled Content Janitorial paper products (cases)	FY2008 Virgin Janitorial paper products (cases)	FY2008 Office Paper recycled (pounds)	FY2008 Garbage sent to landfill	FY2008 Material composted	FY2008 Other Material recycled
WSDA	0	4,100	0	0	0	57,200	N/A	N/A	N/A