

FY2008 Sustainability Progress Report Narrative

Agency Name: Board of Industrial Insurance Appeals

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Green Building and Use of Space

Statewide Goals:

[Executive Order 05-01:](#)

- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.

[RCW 39.35D:](#)

- 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:

- BIIA will use the Department of General Administration to assist in completion of LEED Silver Standard building projects.

Agency Actions and Programs:

- We did not have any projects that fit the criteria; however we did use General Administration staff for oversight on all projects.

Progress to Date:

- We moved our Yakima location into a new facility that is more energy efficient and used recycled materials and low/no VOC products where available. General Administration was involved in the project using state standards.

Documented Savings:

- We do not have any documented savings for this project.

Transportation Fuels & Fleet Management

Statewide Goals:

Fuels:

[Executive Order 05-01](#)

- Reduce petroleum consumption by 20% from FY 2003 levels by September 2009.
- Reduce petroleum consumption by 20% in the operation of personal vehicles used for state business by September 2009.
- Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009.

[43.19.468](#)

- Effective June 1, 2015, all state agencies and local government subdivisions of the state, to the extent determined practicable, are required to satisfy 100 percent of their fuel usage for operating publicly owned vessels, vehicles, and construction equipment from electricity or biofuel.

Agency Goals:

- Create more opportunity to telecommute.
- Provide incentives to employees to use alternate transportation to reduce single occupancy vehicles.

Agency Actions and Programs:

- Create more opportunity to telecommute.
- The BIIA Commute Trip Reduction Program offers two types of financial subsidy to employees. Employees can only choose one type of subsidy, and can change the subsidy type monthly.

Progress to Date:

- We have increased CTR participation since the program was instituted in January 2007.
- We do not have any agency vehicles but do use the motor pool at times. We encourage the use of fuel efficient vehicles.
- We encourage the use of carpools to agency-wide meetings and other training in which two or more employees are attending.
- We do have challenges to reducing the POV mileage. The judicial work of the agency presents a challenge in that we are required to have a presence in all counties of the state to hear Industrial Insurance appeals. Although we encourage the use of telephone conferencing there are proceedings that must be held in person.

Toxics Reduction

Environmentally Preferable Purchasing

Paper Consumption

Statewide Goals:

[Executive Order 04-01:](#)

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

[EO 02-03:](#)

- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction.
- Expand markets for environmentally preferable products and services.

[Executive Order 05-01](#)

- 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.
- Reduce use of office paper by 30% by Sept. 1, 2009, based on FY 2003.
- Increase the percentage of environmentally preferable paper purchased to at least 50% by Sept. 1, 2006.
- Significantly reduce the environmental impacts of janitorial paper products through increased use of post consumer recycled products.

Agency Goals:

- Purchase 100% paper with at least 30% post consumer waste.
- Reduce paper us from FY03 by 30% by September 1, 2009.

Agency Actions and Programs:

- We purchase the paper offered through the state contract process.
- Our janitorial contracts include the purchase and use of non-toxic chemicals and recycled paper products.

Progress to Date:

- We have purchase 100% of our paper with at least 30% post consumer waste.
- We have reduced the purchase of paper. In FY03 total paper purchased was 6584 reams. FY08 showed that we purchased 5650 reams.

Documented Savings:

- Our agency reduced paper purchased by 14% over FY03.

Energy Consumption

Statewide Goals:

[Executive Order 05-01:](#)

- Reduce energy purchases by 10% from FY 2003 by September 1st, 2009 through energy conservation programs and the use of on-site renewable resources.

[Executive Order 02-03:](#)

- Minimize energy use.
- Shift to clean energy for facilities.

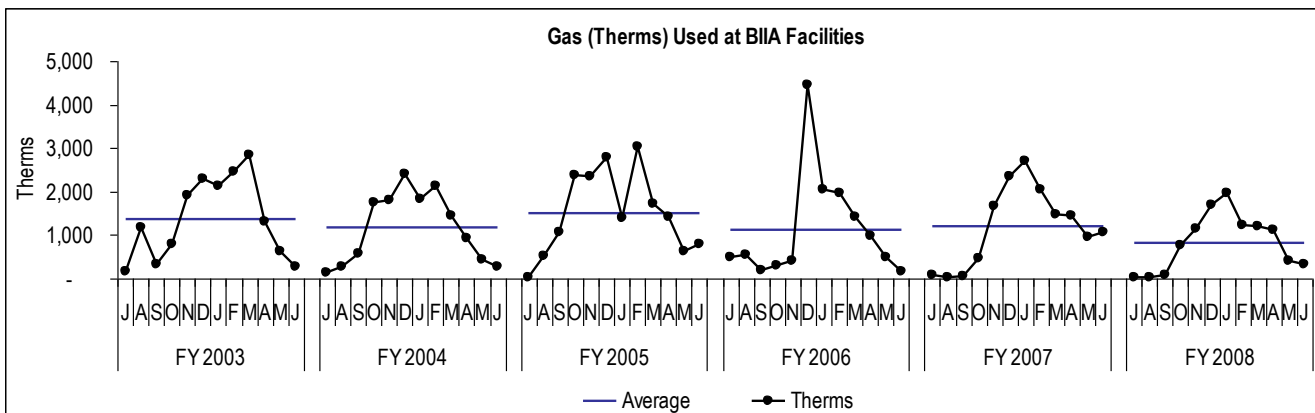
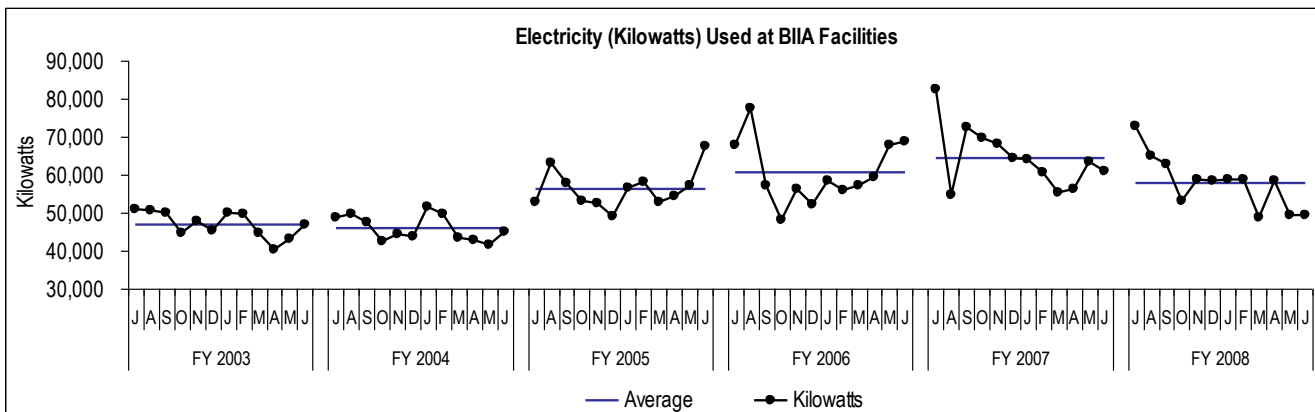
Agency Goals:

- Reduce energy purchases by 10% from FY 03 by September 1, 2009.
- Reduce the use of conventional light bulbs and use CF bulbs instead.
- Purchase energy star products where possible.

Progress to Date:

- We relocated our Yakima into a more energy efficient facility.
- In facilities where practical we have installed light switches with occupancy sensors.

Documented Savings:



Water Consumption

Statewide Goals:

[Executive Order 02-03:](#)

- Minimize water use.

Definitions:

- [Reclaimed water](#): Class A reclaimed water generated from sewage treatment plants for irrigation and all other non-drinking water uses.

Agency Goals:

- Reduce the use of water.

Agency Actions and Programs:

- We provide bottled drinking water for all of our leased facilities.

Progress to Date:

- In providing bottled water for employees we are reducing the waste created when people run the water to get it cold.
- We used 58717 ccf. of water in FY03 and 44520 ccf. in FY08.

Waste and Recycling Programs

Statewide Goals:

[Executive Order 05-01](#)

- Recycle 100% of used office paper and report quantity of office paper recycled.

[Executive Order 02-03](#)

- Reduce or eliminate waste resulting from an inefficient or improper use of resources.

[Governor's Directive 04-01:](#)

- State agencies and institutions must recycle all fluorescent lamps and bulbs at the end of their useful life.

Agency Goals:

- Increase the amount of office paper recycled.
- Recycle all fluorescent bulbs at the end of their useful life.

Agency Actions and Programs:

- We contract with a vendor for fluorescent lamp recycling.
- We currently recycle office paper, cardboard and mixed paper.

Progress to Date:

- Although it is difficult to recycle 100% of office paper we are making efforts.
- Unfortunately we could not find the information for either last year or a baseline for recycling efforts. We did however send 2700 lbs of paper to recycling instead of the landfill.

Education and Outreach Efforts

Statewide Goals:

[Executive Order 02-03](#)

- Institutionalize sustainability as an agency value
- Raise employee awareness of sustainable practices in the workplace

Agency Goals:

- Raise employee awareness of sustainability in the workplace.

Agency Actions and Programs:

- Educate employees through agency publications and events.

Progress to Date:

- We continue to provide articles to the agency e-newsletters.
- We discuss our sustainability efforts at the agency extended management quarterly meetings.
- During the agency's Public Employee Recognition event the theme was sustainability. We provided reusable shopping bags and water bottles along with information.
- The theme of the "Bring Your Children to Work" day was also sustainability. Our coordinator spoke to the parents and kids on what we as an agency is doing and what they can do at home and school to help.

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
BIIA	81478	57675	23803	694,612	9966							44520	32500	

*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.

Owned (POV) 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
BIIA		6286											6286		282501	13943.78	

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
BIIA	0	5650	0	n/a	0	2700	312 yds.	0	n/a