

FY2008 Sustainability Progress Report Narrative

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.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

- The Department of Revenue's goal is to incorporate green building practices into all new construction or major remodels. All facilities occupied by our agency are leased and under the oversight of the Department of General Administration.

Agency Actions and Programs:

- All major projects are coordinated through the Department of General Administration, Real Estate Services and we adhere to their design guidelines. Every consideration is given to conservation efforts during the process of selecting the most efficient lighting, HVAC Systems, water saving fixtures, and location of the facilities themselves to reduce miles traveled for meetings.

Progress to Date:

- Within Thurston County, we house over 62 percent of our entire agency. We have one field office in Lacey, an office in Olympia and our two largest buildings are located in Tumwater on the same campus. We are conducting a space allocation review on the feasibility and cost effectiveness of co-locating the Lacey and Olympia offices to the Tumwater Campus or to a location within walking distance of the Tumwater Campus.
- Co-locating and consolidating agency divisions in close proximity to our current Tumwater locations will facilitate efficiencies in service delivery, communications and management. It would significantly enhance customer service delivery by providing a single Thurston County location for agency customers. It would also allow the Department to improve the design of public access areas. This option would reduce the current duplication of services and operational costs; replace an aging inventory of office space; provide savings in travel related expenses and motor pool costs thru a projected reduction in commute trips between facilities; and would potentially reduce energy and water costs by utilizing newer more efficient, cost effective facilities.

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.

Fleet:

[Executive Order 02-03:](#)

- Shift to clean energy for vehicles.

[Executive Order 05-01](#)

- Replace pre-1996 light duty vehicles that are driven more than 2,000 miles a year by January 2008.
- State agencies shall give priority to the purchase and use of hybrid gas/electric and other fuel efficient/low emission and new petroleum efficient technology vehicles, 1992 federal Energy Policy Act (EPACT) standards notwithstanding.
- 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.
- For all agencies with a fleet of 100 or more light-duty vehicles, which do not choose to use GA to manage their fleet, submit a Fleet Management Plan included with your biennial Sustainability Plan. Agencies shall report annually on their progress in implementing their Fleet Management Plan.
- For agencies with less than 100 light duty vehicles, consider transferring vehicles to or contracting with GA.
- Request fuel efficient, low emission vehicles for employees from commercial vendors.

Agency Goals:

- To reduce petroleum use by 20 percent by 2009.
- Utilize the State Motor Pool Professional Fleet Management service.
- To give first priority to Hybrid gas/electric and other fuel efficient/low emission vehicles.

Agency Actions and Programs:

- Assess vehicle usage to identify the agency leased vehicles which may be underutilized and can be returned to Motor Pool or reassigned to locations with high POV miles.
- Ensure all replacement vehicles are Flex Fuel Vehicles, Hybrid or fuel efficient, low emission vehicles.
- Promote the use of Motor Pool vehicles over personal vehicles for business use.

Progress to Date:

- With a total fleet of 28, all vehicles are currently managed by State Motor Pool.
- Out of our total fleet, 4 are Hybrids, 11 are flex fuel vehicles.
- All pre-1996 vehicles have been replaced
- Total gas consumption comparison with last fiscal year 2007:

<u>Year</u>	<u>Total FTEs</u>	<u>Total Miles</u>	<u>Total Fuel</u>	<u>AVG MPG</u>
2007	1,037	1,765,693	87,801	20.11
2008	1,061	1,791,846	88,133	20.33

	<u>AVG Annual Miles Per FTE</u>	<u>AVG Gallons Fuel Per FTE</u>
2007	1,703	84.67
2008	1,689	83.07

The Department of Revenue Auditors and Revenue Agents conduct field audits at the taxpayer's place of business and we have no control over the distances to these locations. In addition, the Foresters must travel into the distant timber locations up poorly maintained logging roads in order to conduct timber tax assessments. Our Revenue Auditors and Agents work at scheduling audits as close to the same locale as possible, but this is not always possible on any given day.

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:

- Require all products used by janitorial staff to be environmentally safe.
- Increase the use of environmentally preferable paper purchases to 60 percent by 2009.
- Require written justification for all purchases of virgin paper.
- Purchase all post consumer recycled janitorial paper products.

Agency Actions and Programs:

- The agency Sustainability Plan outlines the procurement procedures for paper purchases and promotes the purchase of 100 percent recycled, chlorine free paper.
- The agency requires the purchase and use of non-toxic chemicals and materials in all janitorial products. Contracts with janitorial vendors include the requirement of safe, non-toxic products.
- Contractors and Sub-contractors are required to use low or no VOC paints, adhesives, and building products within all agency facilities.

Progress to Date:

- In 2003, 85 percent of paper purchases were at least 30-40 percent recycled content and 15 percent was Virgin. In 2008, 63 percent was 100 percent recycled content, 26 percent 30-40 percent recycled content and only 2 percent virgin paper. We also purchased 9 percent of our paper which was 100% chlorine free but only had 10 percent recycled content.
- The explanation for the purchase of the virgin paper was that it was ordered in error by a new support staff person and additional education of our purchasing practices has resolved the issue.
- Although we have promoted our sustainability practices via our Earthprints website and our annual promotions, our overall purchases of white 8 ½" x 11" paper has increased since 2003. In 2003 we purchased 12,832 reams with an FTE count of 1,006 and in 2008 we purchased 16,001 reams with an FTE count of 1,061. Even though our FTE count increased, our average is still higher in 2008 than it was in 2003. Contributing factors may include additional taxpayer information distributions and budget analysis reports.

- Our agency promotes two-sided copying, electronic documents vs. paper documents when feasible, and a great deal of our financial documents are stored in an electronic database vs. hard copy.
- All janitorial paper products are purchased from Central Stores and are post consumer recycled products. Cleaning supplies used by the janitorial staff are required to be non-toxic environmentally safe products.

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.

Definitions:

- [Verdiem](#) Software

The software produced by Seattle-based Verdiem Corp. cuts energy usage by automatically placing desktop and laptop computers into lower power settings when not in use -- resulting in an estimated average savings of \$20 per computer per year. With an inventory of more than 63,000 PCs in state cabinet agencies alone, the potential for cost savings is more than \$1 million annually.

The Washington State Department of Information Services negotiated a master contract with Verdiem to make its software available to state agencies, local and tribal governments and qualified non-profit organizations in Washington.

The energy-saving software is scheduled to be used by all cabinet level state agencies by June 30, 2008. Studies show that PCs and monitors use as much as 14 percent of all power consumed in office environments.

Once all state agencies are using the software, carbon emissions could be reduced by 14.3 million pounds annually, the equivalent of taking 1,187 passenger cars off the road each year. For more information, see press releases [here](#) and [here](#).

Agency Goals:

- Reduce energy consumption by 10 percent by FY 2009 from FY 2003 baseline data.
- Assess remodel projects to upgrade lighting to increase energy efficiency when feasible.
- When replacing appliances, purchase energy star rated appliances only.

Agency Actions and Programs:

- The Verdiem Software was purchased and tested in FY08 and activated on July 21, 2008.
- All remodels and new construction projects must include energy efficient lighting and HVAC systems are to be assessed for maximum efficiency.
- Appliances will be purchased in accordance to the GE State Contract and will have Energy Star rating.

Progress to Date:

- Since occupying our newest 6500 Linderson Way facility back in 2004, we have compiled energy data for that location along with the two other large facilities we occupy in Thurston County. The comparative data covers electrical energy usage for the Fiscal Years 2005 through 2008 (average annual use). Below are the findings:

Location	AVG KWH Per/YR	Sq. Ft.	AVG KWH Per Sq/Ft Per/YR
Capitol Plaza	1,526,063	58,845	25.93
6300 Linderson	1,227,080	53,936	22.75
6500 Linderson	1,375,214	96,103	14.31

NOTE: FY 2005 is used as the comparative year due to the fact we did not fully occupy the 6500 Building until mid-2004.

*As you can see from the data, the newest facility is almost twice as efficient as the two older facilities. We have however had a significant reduction in energy usage in the two largest buildings. The Capitol Plaza Building has gone from 1,753,190 KWH per year in 2005 to 1,238,890 KWH per year in 2008 resulting in an overall reduction of over 29%. The 6500 Linderson Way Building has gone from 1,368,878 KWH per year in 2005 to 1,351,818 KWH per year in 2008 resulting in an overall reduction of just little over 1%. This lower reduction rate is most likely contributed to the fact that it was built in 2004 as an energy efficient building and there is less room for improved conservation than the older buildings.

Our biggest challenge to date is our 6300 Linderson Way Building which houses our Information Technology Division and Warehouse. The agency servers are here and the distribution warehouse is also within this building. The building is staffed to some degree through the hours of midnight to maintain the critical systems. The large warehouse consisting of 10,249 square feet also contributes to the inefficiency in energy consumption. This building has gone from using 1,036,520 KWH per year in 2005 to 1,394,360 KWH per year in 2008 resulting in an increase of over 34%.

- In 2008 our total KWH usage for all reported buildings was 4,476,612 compared to the previous year of 4,678,620 resulting in a reduction of 202,008 KWH. This equates to over a 4.3 percent reduction in electrical energy consumption in the eight facilities reported. These are the only facilities in which we pay the utilities directly to the vendors and have receipt of the billings to provide accurate data. Below is a comparison of electrical energy usage in 2007 vs. 2008:

Facility	Sq. Footage	KWH FY 2007	KWH FY 2008
Bellingham	5,088	61,388	59,563 *
Port Angeles	2,647	51,311	55,829
Richland	6,853	62,080	64,840
Vancouver	12,580	180,430	232,230
Wenatchee	3,579	82,507	79,082 *
Capitol Plaza	58,845	1,544,690	1,238,890 *
6300 Bldg.	53,936	1,312,040	1,394,360
6500 Bldg.	<u>96,103</u>	<u>1,384,174</u>	<u>1,351,818 *</u>
TOTALS	239,631	4,678,620	4,476,612

* Facilities which reduced electrical energy consumption since last fiscal year.

- Each field office now has one or more Sustainability Coordinators and they assist the agency in the promotion and implementation of energy saving concepts within their offices.

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:

- Promote water conservation measures and minimize water usage.

Agency Actions and Programs:

- Building remodels or new construction projects utilize water saving practices by installing low flow toilets.

Progress to Date:

- All of our agency buildings are leased and the majority of the water bills are the responsibility of the building owners. We do not have access to the majority of the monthly water bills. The data provided is for our three largest facilities which houses 62 percent of our employees.

Facility	Sq. Ft.	2007 Gal	2008 Gal
6300 Linderson Way	53,936	289,476	273,020
6500 Linderson Way	96,103	735,224	759,220
Capitol Plaza Bldg.	58,845	<u>386,716</u>	<u>464,134</u>
• Total Consumption in Gallons (Increase of 84,958 gallons)		1,411,416	1,496,374
• Consumption in CCF		1,887	2,001

All three buildings have showers for employees to use in support of the Agency Commute Trip Reduction Program (CTR). The Agency has made enhancements to the CTR program by offering additional incentives and increased subsidies.

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:

- Recycle 100 percent of used office paper.
- Recycle all fluorescent lamps and bulbs at the end of their useful life
- Setup recycle programs for cardboard, plastics, aluminum, & glass

Agency Actions and Programs:

- In Thurston County we have the recycle program under the GA Contract for Spent Lighting #11601. The field offices have identified the local recycling stations for use in their locale.
- Coordinate and implement recycling and document destruction programs in all facilities.

Progress to Date:

- In 2008 all agency facilities contracted with the current GA Contract #05906 for all on-site document destruction services. All office paper is now recycled under one vendor which minimizes the administrative burden and provides one report for all office paper recycling.
- In the Thurston County facilities, recycling for cardboard is provided by another local recycling company. In FY 2007 we recycled 38,400 lbs. of cardboard and in FY 2008 we recycled 40,160 lbs.
- In addition to cardboard, our three largest facilities have recycling for plastics, cans, and glass.
- Within Thurston County, data is available for waste (garbage) service, however it is invoiced by the number of days the dumpsters are serviced and there is no information as to how many pounds are within the dumpster at the time of pickup. The data available would not provide an accurate indicator for actual garbage service in pounds.

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:

- Promote and educate agency personnel on sustainability goals and objectives.
- Make conservation and recycling efforts an agency value.

Agency Actions and Programs:

- Form a Sustainability Committee to provide recommendations for reaching identified goals and promoting sustainable practices across the agency.
- Create a website identifying the agency's plan, goals, and objectives and resources for promoting sustainable practices within the office and at home.

Progress to Date:

- The agency's Sustainability Plan is promoted through our website "Earthprints" which provides information on our current plan and progress; current events related to recycling, energy conservation, commute alternatives, and general sustainable practices.
- The website also identifies the winners of our "Plant a Seed," suggestion box where employees send in ideas for sustainability to share their ideas with the agency. They are also eligible to win an "Environmental Stewardship Award" when their suggestion is selected by the Sustainability Committee.
- The Business & Financial Services Division website also provides information on the agency Sustainability Plan and the Commute Trip Reduction Plan.
- All of our offices have one or more Sustainability Coordinators who promote sustainable practices within their offices by displaying posters for two-sided copying, recycling, etc.
- In May of 2008 our agency Director, Deputy Directory, Senior Assistant Director of Administrative Services along with 22 Revenue employees participated in the 2nd Annual Agency Bike Ride to promote commute alternatives.

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
Department of Revenue	330,197	239,631	90,566	4,476,612	15,468.90	0	0	0	0	0	0	2,001	0	0

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

See Narrative

No Data

FY08 Transportation Fuel, Vehicle Miles Traveled and Fleet

Gasoline Report all gallons of gasoline purchased for vehicle use. Include gallons of gas from Motor Pool reports. (Report fuel used for heating/energy in the energy reporting tab).

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 N19.

New data separated for analysis

Agency Name	FY2008 Gasoline Agency Leased (MP Perm)	FY2008 Gasoline GA Fleet (MP Daily)	FY2008 Gasoline agency owned	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	FY2008 total gallons of gasoline
Department of Revenue	18,534	330	0	0	0	0	0	0	0	0	0	381,473	8,869	0	1,401,504	69,176	3	88,040

*Table 49. Light-Duty Vehicle Miles per Gallon by Technology Type
Energy Information Administration's Annual Energy Outlook 2008 report

http://www.eia.doe.gov/oiaf/aeo/supplement/sup_tran.xls

<http://www.eia.doe.gov/oiaf/aeo/>

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 pounds	FY2008 Material composted	FY2008 Other Material recycled pounds
Department of Revenue	355	4181	10,055	897	0	247,830	280,800	0	42,498
							See Narrative		See Narrative