

FY2008 Sustainability Progress Report Narrative

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.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

- EHO has not established any additional goals for this category.

Agency Actions and Programs:

- EHO is not involved in any construction or building projects.

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:

- Create opportunities for employees to work flexible schedules and telecommute, when possible.
- Carpool to hearings, mediations, and training.
- Use General Administration's fleet vehicles rather than private automobiles for travel, including use of hybrid and low emission vehicles when possible.
- Encourage employees and offer incentives to participate in Commute Trip Reduction programs.
- Research other alternative communication opportunities, such as video-conferencing, to reduce travel.

Agency Actions and Programs:

- EHO allows flexible work hours, condensed workweeks, and telecommuting for employees whenever possible.
- EHO partially subsidizes monthly fees for employees who participate in vanpools.
- EHO uses the state's rental car contract for travel from airports to hearing sites.

Progress to Date:

- EHO has 9 FTEs. Of those, 7 are working flexible hours, compressed work weeks, telecommuting, and participating in the Intercity Transit STAR Pass program.
- EHO conducts all pre-hearing conferences by telephone rather than in person.

Success Factors:

- EHO has reduced POV mileage and emissions by using fleet vehicles from General Administration's Motor Pool for travel to hearings, mediations, and training. EHO requests the use of hybrid and low emission vehicles whenever possible.
- Part-time members will make every effort to meet either in Lacey or some point along the route to carpool with full time board members when possible. We are diligent about using carpools and motor pool fleet cars. We also have seven out of nine employees who work condensed work weeks, flexible schedules, telecommute, and participate in the IT STAR Pass program.

Barriers and Challenges:

- EHO has five quasi-judicial boards, with part-time members from around the state, including members who reside in Spokane, Seattle, Kirkland, Tacoma, Shelton, Friday Harbor, and Vancouver. These part-time members must travel to hearings from their home locations without the benefit of cost-saving alternatives.
- The annual mileage demands and fluctuations can be attributed to the number of appeals filed each year for the five boards, the location within the state where those appeals originate, and the varying distances board members must travel to those sites.

Documented Savings:

- EHO has decreased its POV mileage by 1,737 miles over FY 2007 and its overall miles driven by 16% over the 2003 baseline figures.

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:

- EHO has not established any additional goals for this category.

Agency Actions and Programs:

- Purchase all office paper and janitorial paper products with recycled content.

Progress to Date:

- All office paper and janitorial paper purchased contains 30 – 40% recycled content.

- EHO continues to reduce paper consumption by using email, double-sided copies, and making informational handouts and board decisions available on our website. EHO has 3 printers and a copy machine that print double sided copies.

Success Factors:

- EHO has reduced its paper consumption by 11% over the 2003 baseline figures.
- EHO purchases only paper with a recycled content of 30 – 40% for office paper and janitorial products, thereby saving natural resources and strengthening markets for recycled materials.

Barriers and Challenges:

- Variation in the workload is the principle reason for fluctuation in paper usage. Although there is much information available to parties on the EHO website, all five Boards communicate with parties in writing, which normally includes letters and orders. An increase in the number of appeals and/or motions practice directly impacts paper usage proportionately.
- EHO has used 100% recycled paper in the past, but had trouble with excessive dust, which caused problems with the copy machine. As a result, we had to go back to using the 30 – 40% recycled content paper.

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:

- EHO has not established any additional goals for this category.

Agency Actions and Programs:

- EHO asks all employees to be aware of energy usage. Individual office lights are turned off when employees are away, and we have signs posted in the rest rooms to remind visitors and employees to turn off the lights when exiting the room.

Progress to Date:

- Compact fluorescent bulbs have replaced incandescent light bulbs in building foyer and restrooms.
- Programmable thermostats are used to maximize energy savings during off hours.

Success Factors:

- Employees and visitors are made aware of EHO's commitment to energy savings through signs posted in strategic locations, as well as use of compact florescent bulbs instead of incandescent lighting.

Barriers and Challenges:

- EHO is housed in the upper floor of a small, two-story building. Two private businesses are located on the lower floor. The building has two power meters, although they are not separate for each floor. Because EHO has the entire upper floor of the building, our power bill is determined by totaling the two PSE meter bills, and then dividing the amount in half. This system, which makes it impossible to accurately monitor EHO's actual energy usage, has been in place since 1980, and the Dept. of General Administration's Real Estate Division has been informed of how the calculation is made. EHO's staff has remained constant over many years. However, the downstairs tenants' staff has fluctuated a great deal during the past several years, contributing to peaks and valleys in energy usage.

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:

- EHO has not established any goals for this category.

Agency Actions and Programs:

- EHO expects all employees to practice general water conservation practices.

Success Factors:

- Outdoor water consumption: The RoweSix complex is landscaped mainly with native northwest ground covers, ferns, shrubs and trees, and does not receive any supplemental water beyond normal precipitation.

Barriers and Challenges:

- EHO is housed in one of the six buildings located in the RoweSix complex. There are multiple tenants in the various buildings. The entire complex has three water meters. EHO is billed for 5% of the water usage of the complex. We do not have the ability to meter our own water usage. EHO's number of employees has remained stable for many years. However, within the complex, there have been many changes in number of

occupants, which has caused usage to fluctuate. We are conservative with water consumption, but cannot calculate the water usage for the agency with this system that has been in existence since 1980.

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:

- EHO has not established any additional goals for this category.

Agency Actions and Programs:

- EHO recycles 100% of all paper and cardboard products.
- All employees are expected to recycle and reuse office products and materials as much as possible.

Progress to Date:

- EHO recycles all paper and cardboard, and has a co-mingle barrel for plastic and aluminum.
- EHO recycles all printer, fax, and copier toner cartridges.
- EHO receives many 3-ring binders from appellants and respondents. The binders are offered back to the parties for reuse. Any binders that cannot be reused are sent to the GA surplus program.

Success Factors:

- EHO's ongoing and successful recycling programs has greatly reduced toxic and general waste from the local landfill, saved natural resources, and helped strengthen markets for recycled materials.

Barriers and Challenges:

- EHO pays 5% of the monthly garbage bill for the RoweSix complex. Again, as with other utility charges, EHO is unable to track actual usage for garbage and cardboard recycling.

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:

- EHO has not established any additional goals for this category.

Agency Actions and Programs:

- Raise employee awareness of sustainability practices through educational opportunities and information made available through the Interagency Sustainability Committee.

Progress to Date:

- EHO continues to keep employees aware of sustainability issues through monthly all-staff meetings.

Success Factors:

- Employees support sustainability goals, and do everything possible to conserve energy and water, reduce paper usage, recycle and reuse, and reduce emissions and gasoline purchases through use of high mileage, low-emission vehicles and carpooling.

Barriers and Challenges:

- EHO is unable to show employees actual results of many of our conservation efforts, including those for power, water and garbage.

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
Environmental Hearings Office	4,570	4,570	0	58,920	0	0	0	0	0	0	0	0	0	0

*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
Environmental Hearings Office	0	81	0	0	0	0	0	0	0	0	0	0	2,563	0	6,881	340	0

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
Environmental Hearings Office	0	303	0	2	0	2448	unknown	0	282 pounds