

FY2008 Sustainability Progress Report Narrative

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.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

Definitions:

- [LEED certification:](#)

The U.S. Green Building Council, the Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria.

The LEED certification system is organized into five environmental categories: Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, and Indoor Environmental Quality. An additional category, Innovation and Design, awards points to LEED projects that develop new solutions, employ new technologies, educate, or realize exemplary performance in another area.

LEED for New Construction ratings are awarded according to the following scale:

- Certified: 26-32 points
- Silver: 33-38 points
- Gold: 39-51 points
- Platinum: 52-69 points

- [Salmon Safe certification:](#)

Salmon-Safe offers the nation's first and only peer-reviewed certification program linking corporate or university land management practices with the protection of urban watersheds. Whether the site is a corporate campus with streams or wetlands, an urban office park, or a university campus, certification requires management practices that reduce storm water runoff and non-point source pollution, helping to protect Pacific Northwest salmon watersheds.

With peer reviewed standards and rigorous on-site inspection, Salmon-Safe provides important benefits to landowners including validation of environmental performance, innovation credit under U.S. Green Building Council's LEED program, public credibility, integration of management practices, and enhanced operational efficiency and cost savings. Salmon-Safe certification also can communicate to state and federal regulators that a landowner is out front with respect to meeting regulatory mandates like the Endangered Species Act.

Agency Goals:

- ESD owns two buildings – Headquarters Facility at 212 Maple Park, Olympia @ 93,200 sq. ft. and our WorkSource Office in Walla Walla @ 6,250 sq. ft. At this time the agency is looking at options for “minor and/or major” renovations to the 212 Maple Park building some time after 2010. If funding is approved, the agency will work with GA to include LEED as applicable. At our Walla Walla office, we are added an additional 1,000 sq. ft. which is less than 50% of the assessed value of \$1 M. While the project is not required to be a LEED certification project, we encouraged recycling old building products, purchased and installed energy efficient lighting, upgraded the HVAC, installed water plumbing fixtures, etc.

Agency Actions and Programs:

- See notes above
- Walla Walla Facility (agency owned): ESD successfully completed the remodel addition. ESD will be monitoring our energy costs; from February 2008 through March 2009 to see if any of savings result from the improvements.
- ESD Headquarters (212 Maple Park). The agency continues to look into available funding options to fund the improvements needed to this facility.

Describe success factors and barriers that influenced your data (examples: staff changes, behavior changes, program changes, new policies/processes, etc.)

Success Factors:

- Kelso WorkSource: ESD successfully relocated office. The new building was built using July 2005 state specifications (lighting, HVAC, low flow toilets, etc.) which should result in reduced energy costs.
- Tumwater Distribution Center (Warehouse): Upgraded the HVAC unit for one section of facility, installed programmable thermostats to reduce energy costs.
- North Seattle (Aurora Ave): Relocated and downsized into a remodeled facility that met the July 2005 state specifications which should result in reduced energy costs.
- Taxis (Olympia): New space. Building conforms to the July 2005 state specifications (lighting, HVAC, low flow toilets, ect.) which should result in reduced energy costs. The building is also on the ground floor with about half of the space earth bermed which should also help reduce energy consumption.
- King County Telecenter: At Lease renewal, re-tubed existing fluorescent light fixtures and installed motion sensor lighting controls for training rooms which should result in reduced energy costs.

Did your agency consolidate operations from several buildings into one? No. ESD continues to look for opportunities to consolidate offices.

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.

Definitions:

- Fuel efficient/low emission vehicle: One that achieves more than 30 miles per gallon in fuel efficiency and meets the federal Environmental Protection Agency Tier 2 emission standards
- Light duty vehicle: One that is under 8,500 pounds gross vehicle weight.

Agency Goals:

- Reduce fuel use by 25% from 2003.
- Obtain new, state of the art fleet management software by March 2007.
- Facilitate mandatory requests for fuel efficient, low emission vehicles.

- Evaluate viability of using other-than DOT fuel services for diesel vehicles with the goal being using only 20% Biodiesel.

Agency Actions and Programs:

- Continue to encourage alternatives to driving to meetings and other travel.
- Pool vehicles when practical.

Progress to Date:

- Fuel use has been reduced by an aggregate of 9% from 2003 totals.
- New fleet management software scheduled to go live in December 2008
- All requests for vehicles are for fuel efficient, low emission vehicles.
- We buy very little diesel, and only for delivery vehicles. We always use DOT facilities.
- Previous years' gains in fuel savings were negated to some extent due to the declining economy, which brought on higher than normal unemployment rates. Travel is still an important part of client interaction and assistance.
- ESD currently owns and manages 67 light duty vehicles. Average cost of maintenance and repairs was \$2,893 including fuel.
- No vehicles were transferred to the state motor pool
- Biodiesel is readily available from DOT. Ethanol is difficult to find.
- ESD does not purchase bulk fuel.
- ESD Policy requires travelers renting cars to use state contracts when possible. Current contract requires that employees request fuel efficient/low emission vehicle, if available.

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.

Definitions:

- [Environmentally Preferable Purchasing:](#) Environmentally preferable purchasing (EPP), also known as green or responsible purchasing, is the procurement of goods and services

that cause less harm to humans and the environment than competing goods and services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.

- 30-40% Recycled Content Paper: Paper that is made with 30-40 percent post-consumer recycled fibers.
- Environmentally Preferable Paper or 100% Recycled Content Paper: Paper that is made with 100 percent recycled content with at least 50% post-consumer recycled fibers.
- Janitorial Paper: Toilet tissue, paper towels used in restrooms and coffee/break rooms
- Office Paper: Paper that is purchased already cut to 8.5 x 11 inches for use in printers and copiers.
- Paper calculator developed by the Environmental Defense Fund- This tool will help you quantify the benefits of better paper choices. The Paper Calculator shows the environmental impacts of different papers across their full lifecycle.
- Virgin Paper: Paper that is made from 100 percent virgin (non-recycled) fibers.

Agency Goals:

- Same as State Goals

Agency Actions and Programs:

- Environmentally preferred purchasing was incorporated into the latest revision of ESD purchasing policy.
- ESD uses a centralized purchasing model. All requests for supplies are examined by ESD procurement staff for appropriate content, and active consulting occurs between procurement staff and internal customers to correct undesirable purchase requests.

Progress to Date:

- ESD Purchased approximately 54,500 reams of paper this year. That is 39% less than our base year (89,349 in 2003) despite the downturn in the economy and increasing unemployment. Increasing access to our services via internet and telephone, conversion of all common policy to web-based access, and educating staff on the need to conserve, all continue to help us reduce our need for paper. And 98% of all measured paper purchases were of at least 30% recycled content products.
- However, the use of 100% recycled content paper is still problematic as complaints continue about how difficult it is to use in copiers and printers. 100% only accounts for 15% of our total.
- There were a few isolated purchases of virgin paper. Most were made in error (why is it still available through Central Stores?)
- ESD purchases virtually zero chemicals. Nearly all of our cleaning supplies are provided by our contracted janitors.

Documented Savings:

- Our reduced use of paper suggests a savings of approximately \$120,000 compared to 2003.

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](#).

- [Energy Star](#)

State governments play a vital dual role in helping meet the goals of the [ENERGY STAR Challenge](#) to improve the energy efficiency of America's buildings by 10 percent or more — they lead by example by improving their own buildings, and they leverage relationships with building owners in the state to motivate them to do the same.

Government agencies spend more than \$10 billion a year on energy to provide public services and meet constituent needs — while grappling with tightening budgets.

Energy use in commercial buildings and industrial facilities is responsible for more than 50 percent of U.S. carbon dioxide emissions. Therefore, it is imperative that any state government looking to reduce greenhouse gas emissions pay special attention to its own buildings and the buildings across the state.

The good news is that the opportunity to reduce these emissions is significant because as much as 30 percent of the energy consumed in commercial buildings is used unnecessarily or inefficiently. ENERGY STAR provides a proven energy management strategy and no-cost tools to help your agency save energy and money.

Agency Goals: (2007 ESD Goals)

Implemented energy savings by following GA's energy survey requirements to identify potential savings during lease renewal by: re-lamping of facility and/or upgrade of light fixtures; HVAC review/upgrade; light tube recycling; installation of low flow toilets, auto water faucets (if financially feasible), and installation of auto paper towel dispensers.

Agency Actions and Programs:

- Do you have an energy conservation program? If so, what does it consist of? Not at this time.

Progress to Date:

- Discuss your progress toward meeting established goals above. ESD continues to implement energy savings items, recycling and environmentally friendly janitorial practices/products at lease renewal where possible. New leased space will conform to July 2005 state specifications to ensure efficient facilities.
- Describe success factors and barriers that influenced your data (examples: staff changes, behavior changes, program changes, new policies/processes, etc.)

Success Factors:

Tumwater Distribution Center (Warehouse): Installation of a new heat pump and new thermostats in September 2008. Will continue to benchmark energy savings from the lighting upgrade completed in late 2007.

King County Telecenter: Re-lamping existing light fixtures and installed motion sensors to control lighting in training rooms.

Kelso WorkSource: Installation of Watt Stoppers in all workstations.– currently benchmarking savings.

Yakima and Lynnwood WorkSources: Implemented a power management tool on PC's (Verdiem) – currently benchmarking savings.

- Did you purchase energy offsets? If so, from what entity(ies)? Yes. ESD purchased Green Power through Puget Sound Energy in April of 2007. To date ESD has purchased 1,000,000 kilowatt-hours of green power. Working with other utility companies to purchase green power.

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:

- Same as Statewide Goals.

Agency Actions and Programs:

- Do you have a water conservation program? Not at this time.

Progress to Date:

- Discuss your progress toward meeting established goals above. This is the first year we have attempted to track water consumption at ESD. The utility companies combine the consumption of potable and non-potable water into one reading. Therefore, it has been difficult to come up with ways to measure the savings. ESD will work with the Utility companies to track consumption.

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.
- Describe success factors and barriers that influenced your data (examples: staff changes, behavior changes, program changes, new policies/processes, etc.)

Agency Goals:

- Same as Statewide Goals.

Agency Actions and Programs:

- Do you have fluorescent lamp recycling at all facilities? Facilities encourages this practice. Information about this service is available through contract [#11601](#) – there is a fee for this service. ESD's goal for 2008/2009: To educate staff on the proper procedure to dispose of fluorescent light tubes. We will also review existing and new janitorial contract specifications for proper disposal procedure language.
- Do your facilities currently recycle all office paper? Mixed paper? Food scraps? ESD does have paper recycling in most of its facilities. The amount listed under the "Office Paper Recycled" is from one site in which the size of the containers is given and the

amount each can holds in pounds of paper. It is difficult to provide exact statistics as not all waste management companies report on recycled paper content.

Progress to Date:

- Discuss your progress toward meeting established goals above. ESD recycles paper when ever possible. Recycling services are not always available in our field offices. ESD has implemented a wet can project within its main office building at 212 Maple Park which is managed by GA. We are also in the process of implementing a wet can program within one of our Lacey Headquarters offices.
- Compare your data to either last year's data or your baseline data. There is no data available at this time as this is a new process for ESD. ESD will work with our vendor to obtain the data needed.

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:

- Same as Statewide Goals.

Agency Actions and Programs:

- Implementing sustainability practices within the agency.
- Agency Sustainability Team

Progress to Date:

- Discuss your progress toward meeting the established goals above. See notes below.
- Describe success factors and barriers that influenced your progress (examples: staff changes, behavior changes, program changes, new policies/processes, etc.)

Success Factors:

- Implemented a wet can project within two ESD Headquarter buildings.
- ESD sponsored an Earth Day event on April 22nd 2008 with included vendors such as LeMay(waste and recycling options); Great Floors(sustainable flooring options); Puget Sound Energy (energy-saving tips and products); and a Planet Earth video was shown during the event.
- How is your agency educating its employees about sustainability and environmental policies? Agency Sustainability Team: Provides agency staff with sustainability efforts, education and upcoming events via email and the NewsNet. Information includes: Sustainability projects/leasing, purchasing of green power, proper disposal of fluorescent light tubes recycling of paper products, purchasing vendors for recycled paper products, simple ways to save energy, tips on trash reduction, wet trash can program, use of plastic crates, Energy Star programs and products, etc.

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
ESD	758,500	542,092	216,408	8,138,052	78,996						1,000,000	1442.11		

*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. 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 from Agency Leased (MP Perm)	FY2008 Gasoline from GA Fleet (MP Daily Trips)	FY2008 Gasoline purchased for vehicle use	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
Employment Security Department	0	2137	34,171	0	1,500	0	0	0	0	0	0	0	59,477	758,850	803,416	39,655	0

*Table 49. Light-Duty Vehicle Miles per Gallon by Technology Type
http://www.eia.doe.gov/oiaf/aeo/supplement/sup_tran.xls
 Energy Information Administration's Annual Energy Outlook 2008 report
<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	FY2008 Material composted	FY2008 Other Material recycled
Employment Security Department	1,081	47,064	8,104	2,938	0	1593.04*	\$15,564.59		