

FY2008 Sustainability Progress Report Narrative

Agency Name: Pollution Liability Insurance Agency
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Primary Contact:
Name: Xyzlinda Marshall
E-mail: xmarshall@plia.wa.gov
Phone: (360) 586-1060

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:

- Reduce petroleum use by 20% by 2009 based on FY 2003.
- Reduce POV mileage by 5% each year between 2006 and 2009.
- Continue to encourage less use of POVs and encourage more use of the agency vehicle and carpooling when necessary.

Agency Actions and Programs:

- Our agency's director has requested employees to use the agency's vehicle as often as possible when attending long-distance and local area trainings and meetings.
- Our agency does not have a formal CTR program in place, however, five of six employees have a STAR pass; three employees have flexible work schedules, reducing employee miles traveled to and from work; one employee occasionally walks to and from work, weather permitting.

Progress to Date:

- We have decreased POV mileage by 16% and slightly increased our petroleum use by 1% since FY 2007. The agency continues to work towards a reduction in POV mileage.
- Our agency has leased a hybrid vehicle from GA since June 2006 and has not had to rent a vehicle during the 2008 fiscal year.
- Because we primarily use our leased vehicle for oil heat site visits in response to insurance claims, petroleum use and mileage will vary each year depending on the number of claims received. We track claims by calendar year, and in 2007 our program received 211 claims. To date we have received 175 claims for calendar year 2008 and will continue to receive claims into early 2009.

Documented Savings:

- FY 2008 reimbursement for POV mileage totaled \$328 compared to FY 2007 which totaled \$379.

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:

- Identify new ways that will help the agency reduce the use of office paper by 30% by September 1, 2009 based on our FY 2003 Sustainability Plan.

Agency Actions and Programs:

- To reduce paper use we use double-sided coping as our default printer setting. We use email to review and make changes to draft documents, and route informational documents. When a hard copy is necessary, one copy is routed to all employees.
- Instead of providing each employee with a copy of our meeting agendas, they are written on the meeting room whiteboard.

Progress to Date:

- Our agency continues to purchase 100% recycled content, chlorine-free paper. We purchased the same number of reams (40) in fiscal years 2008 and 2007. We did not make any purchases of 30-40% recycled content paper during the 2008 fiscal year.
- Our agency has one network copier/printer used by all employees. We keep three personal printers on site for backup.

Documented Savings:

- Because our agency shares one copier/printer we have eliminated the need to purchase toners for desktop printers.

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 2003 by September 1, 2009.
- Continue to purchase 100% renewable energy based on monthly electricity use.

Agency Actions and Programs:

- Our agency participates in Puget Sound Energy's Green Power Program.
- All employees can view electricity and gas use in the agency's shared folder.

Progress to Date:

- FY 2007 electricity kWh was reported incorrectly the actual kWh used was 22,983, resulting in a 38% increase from FY 2006.
- Our agency has decreased electricity use by 24% from FY 2007.
- Our agency purchases 100% of renewable energy based on our monthly electricity use.
- We have decided not to relocate and have started the process to renew our lease. Our building has two non-programmable, mercury thermostats. We will request our landlord replace them during our lease negotiation process.
- We continue to use the Standby Mode setting on all computers, as well as power them down at the end of each day. We looked into the Verdiem software, and being a small agency did not see it as cost effective.
- Employees turn off lights and shut doors to conserve heat, air and electricity. The exterior lights on our building automatically turn on and off.

Water Consumption

Statewide Goals:

[Executive Order 02-03:](#)

- Minimize water use.

Agency Goals:

- Monitor water use and make adjustments where needed.

Agency Actions and Programs:

- All employees can view water use in the agency's shared folder.

Progress to Date:

- Our water use has slightly increased to 3197 from 2965 in FY 2007.

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:

- Continue recycling 100% of used office paper and other recyclables.

Progress to Date:

- Each workstation has a waste can and recycling bin. Co-mingled recycling bins are available on each floor of the building.
- We have a 90 gallon bin for mixed paper picked up every two weeks, and a co-mingled recycling bin picked up as needed.
- In July 2008 our agency downsized from a 65 gallon waste container to a 35 gallon one. Our waste is collected weekly.

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:

- Continue to encourage agency employees to attend training and workshops related to sustainability.

Agency Actions and Programs:

- All employees receive information related to sustainability issues and training by email. They can also access the agency's shared folder for additional information.

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
Pollution Liability Insurance Agency	3,048	3,048	0	17,389	503	0	0	0	0	0	17,389	3,197	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
Pollution Liability Ins	250	0	0	0	0	0	0	0	0	0	0	7,085	0	0	655	32	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 pounds	FY2008 Material composted	FY2008 Other Material recycled
Pollution Liability Insurance Ag	0	0	40	6	0	2,700	2,360	0	0