

WASHINGTON TRAFFIC SAFETY COMMISSION SUSTAINABILITY PLAN PROGRESS REPORT OCTOBER 2008

I. Agency Contact Information and Responsible Agency Staff

Washington Traffic Safety Commission
1000 South Cherry Street / PO Box 40944
Olympia, Washington 98504-0944

Contact: Kathy Stevens (360) 725-9883 or
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II. Sustainability Policy Statement

The WTSC is committed to fulfilling its responsibilities under Executive Orders 02-03, 04-01, and 05-01 and new legislative requirements for alternative fuel use and high performance public building bill. WTSC will continue to strive to model the principles of sustainability in its operations, fleet management, and procurement understanding that sustainability involves continuous learning and improvement.

III. Plan Overview

Plan written and distributed to staff. Plan is reviewed annually each September. Many short-term goals have been met. Sustainability issues are discussed at staff meetings, monthly GMAP presentations and new employee orientation.

IV. Establish Objectives and Performance Measurements for the Biennial Plan

- **Fleets and Transportation**
 - Reduce petroleum use by 10% by 2008.
 - Increase employee flex- or compressed workweek schedules to reduce the number of drive trips to work.
 - Increase carpooling to meetings, etc. by 40% by 2008.
 - When traveling, employees are required to request fuel efficient/low emission rental vehicles.
- **Purchase of Goods and Services**
 - Reduce office paper use by 20% and increase purchases of environmentally preferable paper to 50% of total paper purchases.
 - Purchase paper with at least 30% recycled content and support other agency efforts to reduce paper use by state employees.
 - Reduce the use of equipment and supplies that contain persistent, toxic chemicals.
- **Facility Construction, Operations, and Maintenance**
 - Reduce energy purchases by 10%.
 - Post signs regarding all smoking 25 feet from building.

- **Waste Management and Organics Recycling**
 - Increase recycle paper, glass bottles, CDs and batteries by 20%.
- **Communication and Education**
 - Discuss sustainability plans or updates at each GMAP presentation.
 - Discuss sustainability plans with new employees during orientation.

Gasoline, Paper & Power Consumption:

	FY 07	FY08	-/+
Gallons Purchased	793	400	-49.5%
Total Miles Driven:	38,514	42,221	+9.6%
POV	29,911	19,950	-33%
Agency Vehicle	5,060	14,890	+194%
Motor Pool Vehicle	3,543	7,381	+108%
Paper Reams Purchased	279	209	-25%
Power Purchased	\$11,446	\$13,568	+18%
KWHS	127,244	147,240	+16%

Total building Square Footage: 6,200

V. Long Range Goals

- Require staff to carpool to major meetings, conferences, etc. Have more meetings conduct via telephone.
- Require meeting locations requiring the least amount travel for a majority of the attendees.
- Require paperless conferences; place all conference materials and presentations available to participants on WTSC website.
- Reduce number of mailings and publications by utilizing email and website more efficiently.
- Require electronic archiving by 2008.
- Require janitorial service to purchase all “eco-friendly” cleaning products.
- Have at least 40% of staff have compressed workweek and/or telecommute to reduce number of drive days by 2008.

It is WTSC’s intent and commitment to continue to meet all long range goals.

WTSC is meeting several short- and long range goals such as lowering privately owned vehicle miles driven, fuel consumption and carpooling more often utilizing both agency and motor pool vehicles. WTSC has also reduced paper usage by conducting paperless conferences and making WTSC documents/publications available on agency website. WTSC will continue to strive for improvements in both short and long term goals.

Note: WTSC moved to a new location on September 15, 2008. We anticipate that our utilities such as electricity and water consumption will be greatly deducted due to one heating system and light switch sensors throughout the building and low-flow toilets.

Submitted by: Kathy Stevens
 WTSC Secretary Senior
 360.725-9883

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
WA Traffic Safety Commission				147,240	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

*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 AOV) General Administration's Daily use Motor Pool; utilized by agencies for short term trip rentals.

Daily Trips

Personally Owned 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

Owned (POV) 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	FY2008 Total Gasoline	FY2008 Total Diesel	FY2008 Total Miles Traveled
WA Traffic Safety Commission	364	0	735	n/a	n/a	n/a	0	n/a	n/a	n/a	n/a	7,381	0	14,890	19,950	985	0	2,084	n/a	42,221

*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/>

POV reimbursement rates current and historic

Effective 7/1/08	.585 per mile
1/1/08 through 6/30/08	.505 per mile
1/1/07 through 12/31/07	.485 per mile
1/1/06 through 12/31/06	.445 per mile
9/15/05 through 12/31/05	.485 per mile

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
WA Traffic Safety Commission	n/a	n/a	209	n/a	n/a	n/a	n/a	n/a	n/a