

FY2008 Sustainability Progress Report Narrative

Agency Name: UTILITIES AND TRANSPORTATION COMMISSION
Date Submitted: October 15, 2008
Primary Contact: Acting Director, Financial Services
Name: Sondra Walsh
E-mail: swalsh@utc.wa.gov
Phone: 360-664-1286

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.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

Agency Goals:

- UTC has no plans for constructing buildings. All UTC buildings are leased or subleased with other organizations. We are dependent on landlords to work collaboratively to remodel or construct buildings to meet the state requirements.

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:

- UTC has embarked on a pilot program to convert our agency managed fleet to a GA leasing approach. We will continue to replace our older vehicles with hybrids to complete our fleet of 25. In addition, we are evaluating vehicle usage and cost-benefits of working through GA's central motor pool. A key concern is employee acceptance of the level of service and convenience received for routine and non-routine maintenance from GA.

Agency Actions and Programs:

- The UTC purchases vehicles from GA contracts and began purchasing only hybrids, flex fuel, or low-emission vehicles in 2007. In addition, the agency purchases only hybrid 4WD vehicles that achieve 30 or more miles per gallon and has discontinued replacements of SUVs and trucks.
- The UTC has a strong CTR program. We have a page on our intranet dedicated to CTR that includes information, forms, and CTR information. Our CTR site provides information about the State Agency Rider Pass (STAR Pass) and our guaranteed ride home to encourage those who may not commute because of concern about the possibility of having to return home quickly in an emergency.

Progress to Date:

- Discuss your progress toward meeting established goals above.
 1. Removed 3 Chevrolet Blazers this year out of fleet.
 2. Currently, 60% of our fleet are hybrids and we will continue to replace older vehicles with hybrids to complete our 25 vehicle fleet.
 3. Sustainability committee will continue to develop new options on reducing SUVs.
- Compare your data to either last year's data or your baseline data.

Last year's fleet included 50% hybrids. UTC increased its fleet by ten percent in 2008.
- Describe success factors and barriers that influenced your data (examples: staff changes, behavior changes, program changes, new policies/processes, etc.)

Some employees are resistant to changing vehicle types (from trucks and large SUV's to hybrids), which will require effective communications regarding business needs and available vehicle options.
- If required, please describe your fleet management plan progress-to-date including measures of vehicle maintenance and repairs and the number and type of state vehicles owned (by model year).

AGENCY OWNED VEHICLE ASSIGNMENTS	
Updated 9/10/2008	
License #	Vehicle/ Color
Financial Services	
20154E	2005 Chevy Blazer
21613E	2007 Toyota Prius
14537E	2000 Taurus Wagon
Gas Safety	
17496E	2003 Chevy S-10 Blazer
20155E	2005 Chevy Blazer
21616E	2007 Ford Escape
21638E	2007 Ford Escape
17456E	2003 Chevy Silverado
17457E	2003 Chevy Silverado
21626E	2007 Ford Escape
Facility/Office Services	
20172E	2005 Ford Escape
Motor Carrier Safety	
21619E	2007 Ford Escape
17418E	2003 Chevy Silverado
21627E	2007 Ford Escape
19570 E	2005 Ford Escape
Rail Section	
19569E	2005 Ford Escape
17460E	2003 S-10 Blazer
18233E	2003 Chevy Silverado
17459E	2003 Chevy Blazer
21618E	2007 Ford Escape
21617E	2007 Ford Escape
21113E	2006 Ford Escape

- Were there changes to vehicle ownership- did you transfer vehicles to GA Motor Pool?
We purchase all new vehicles from GA Motor Pool and have recently leased two vehicles from them.
- Does your agency have a rental car preference policy in place?
The UTC has no agency-specific contracts for vehicle purchases or rental. We utilize GA-established rental car contracts.

Total Gasoline (non-diesel)

Year (FY)	2005	2006	2007	2008
Ethanol	0	0	0	0
Petroleum	19,540	17,249	19,289	16,674
Total	19,540	17,249	17,249	16,674
Units	Gallons			

Miles Driven

Year (FY)	2003	2004	2005	2006	2007	2008
Personally Owned Vehicles	47,717	35,129	42,427	32,734	32,573	30,225
Agency Owned Vehicles	398,214	395,969	383,937	355,067	396,763	351,031
Motor Pool Managed Vehicles	0	0	0	403	0	0
TOTAL	445,931	431,098	426,364	388,204	429,336	381,256
Units	Miles					

Agency Owned Fuel Efficiency

Year (FY)	2006	2007	2008
Fuel Efficiency		25	27
Units	Miles per gallon (MPG) (please note if some years are measured differently)		

Agency Owned Fleet Size

Year (FY)	2003	2004	2005	2006	2007	2008
Amount	34	25	25	24	22	25
Units	# of vehicles (please note if some years are measured differently)					

Vehicles Purchased

Year (FY)	2003	2004	2005	2006	2007	2008
Conventional	2	2	3	1	8	0
> 30 MGP	0	2	0	1	8	0
4WD (note exception purchases)	2	0	3	0	0	0
Total	2	2	3	1	8	0
Units	# of vehicles purchased (please note if some years are measured differently)					

**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:

- Continue to upgrade our recycling program.
- Continue to encourage and educate staff in recycling process.

Progress to Date:

- Discuss your progress toward meeting established goals above.
 1. UTC purchases 100% recycled paper.
 2. All lights are purchased from state contract.
 3. UTC always purchases Green when available.
 4. Batteries, ink cartridges, cans, plastic, and paper are recycled 100% at UTC.
 5. In process of starting Compost recycle program throughout agency.
- Describe success factors and barriers that influenced your data (examples: staff changes, behavior changes, program changes, new policies/processes, etc.)
 - UTC purchases from GA or Crains. Recycled content dependent upon availability from GA.
- What steps is your agency taking to decrease office paper usage and increase the proportion of recycled content?
 1. Plans are in progress to replace garbage bags with bio-degradeable bags for our composting and bathroom towel waste which will complete our Certified Green Recycling program.
 2. We currently purchase 100% of all our paper products recycled.
 3. Completed double-sided printing/copying initiative. All printers/copiers in UTC are defaulted to double-sided. We encourage all staff to print double-sided.

Paper Purchased (8.5 x 11 and other than 8.5 x 11)

Year (FY)	2003	2004	2005	2006	2007	2008
Virgin				20	0	0
30-40% Recycled				3,610	2,807	0
100 Recycled/EPP					400	4,419
TOTAL				3,630	3,207	4,419
Units	Reams					

Amount of Office Paper Recycled

Year (FY)	2007	2008
Amount	Unknown	Unknown
Units	Pounds	

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:

- When replacing appliances, replace with Energy Star related items.
- Become a Certified Green agency.
- Purchase recycled, energy efficient products 100%.
- Increase UTC's purchase of "green power" from an amount equal to 25% towards carbon neutrality to 50% of our total purchase of electric power.
- Use environmentally friendly cleaning products.
- Have Verdiem Software in place by January 2009.

Agency Actions and Programs:

- Do you have an energy conservation program? YES

Progress to Date:

- Discuss your progress toward meeting established goals above.
 1. In process of adding composting and shredding of all recycled paper.
 2. Purchased recycled paper 100%.
 3. All lights purchased through Eco-light System.
 4. 100% of all cleaning supplies used by janitorial staff are environmentally friendly.
 5. Full inspection of HVAC system by landlord done and upgrade with repairs were completed.
 6. Staff are encouraged to turn lights off in bathrooms after use and seem to adhere to this suggestion.
 7. UTC currently purchases 50% "green power" electricity.
- Compare your data to either last year's data or your baseline data.
- Describe success factors and barriers that influenced your data (examples: staff changes, behavior changes, program changes, new policies/processes, etc.)
 - UTC leases its buildings from a landlord.

Total Electricity

Year (FY)	2006	2007	2008
Conventionally Purchased	702,610	715,560	533,760
Green Electricity	26,400	26,400	266,880
Self-Generated	0	0	0
TOTAL	729,010	741,960	800,640
Units	kWh		

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:

- The UTC leases its facilities and water saving fixtures are subject to agreement with the landlord. Currently, we have no measureable water reduction goals. We do however provide an average of 320 gallons a month of filtered drinking water for our staff.

Agency Actions and Programs:

- Do you have a water conservation program?
Yes

Documented Savings:

Water Used				
Year (FY)	2005	2006	2007	2008
Amount	Unknown	426,684	396,794	407,415
Units	Gallons			

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:

- Become a "Certified Green Program" member.

Agency Actions and Programs:

- Do you have fluorescent lamp recycling at all facilities? This is available for a fee through contract [#11601](#). YES
- Do your facilities currently recycle all office paper? YES Mixed paper? YES Food scraps?
In the process

Progress to Date:

- Discuss your progress toward meeting established goals above.
 1. Have added additional mixed recycle bins throughout agency.
 2. In process of obtaining composting bins throughout agency. Educating staff on use.
- Compare your data to either last year's data or your baseline data.
UTC does not currently track how many pounds we recycle.

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:

- Encourage/welcome all staff to attend Sustainability Committee meetings (post date/time/place on Good Morning UTC).

Agency Actions and Programs:

- Expanded membership on Sustainability Committee

Progress to Date:

- Discuss your progress toward meeting the established goals above. Actively promotes alternatives to SOV's and our sustainability efforts. In recent years we have:
 1. Installed programmed thermostats to turn to turn HVAC on and off.
 2. Insulated, caulked and weather-stripped windows and doors.
 3. Installed outside air economizers
 4. Installed venting machines misers.
 5. Installed occupancy lighting sensors.
 6. Retrofitted ceiling fixture ballasts in both buildings with T-8 lamps.
 7. Dimmed ballasts in conference Room 206 and 207.
 8. Installed photocells to control "turn-on" and "turn-off" time for exterior lighting in both parking lots.
 9. Modified exterior lighting to use high pressure sodium.
 10. Purchasing "energy star" equipment such as computers, copiers and printers.
 11. Enabled computers and monitors to use sleep mode.
 12. Flat-panel monitors are installed for all staff.
- How is your agency educating its employees about sustainability and environmental policies?
 - All staff meetings, articles in GMUTC, and internal e-mails.

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 (gallons)	FY08 Irrigation Water Usage in CCF	Non-potable Water Usage in CCF
Utilities and Transportation Commission	53,234	N/A	N/A	533,760	0	0	0	0	0	0	266,880	3840	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
Utilities and Transportation Commission	0	0	16,674.00	0	0	0	0	0	0	0	0	0	0	351,031	30,225	1491.86	NONE

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 (yards)	FY2008 Material composted	FY2008 Other Material recycled (yards)
Utilities and Transportation Commission	0	0	4419	JANITORIAL SERVICES	JANITORIAL SERVICES	UNKNOWN	384	0	96