

FY2008 Sustainability Progress Report Narrative

Agency Name: Workforce Training and Education Coordinating Board (Workforce Board)

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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[Executive Order 05-01](#): The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.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.]

Workforce Board Goals:

No remodeling or building is planned at this time.

Workforce Board Actions and Programs:

Management is aware of RCW 39.35-D and will incorporate this and LEED requirements into any future plans for building or remodeling.

Transportation Fuels & Fleet Management

Fuels:

[Executive Order 05-01](#)

1. Reduce petroleum consumption by 20% from FY 2003 levels by September 2009.
2. Reduce petroleum consumption by 20% in the operation of personal vehicles used for state business by September 2009.
3. Use minimum 5% biodiesel for agency vehicles using diesel, and replace standard diesel with a 20% biodiesel blend by 2009.

[RCW 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](#)

1. Replace pre-1996 light duty vehicles that are driven more than 2,000 miles a year by January 2008.
2. 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 standards notwithstanding.
3. Freeze Four-Wheel Drive 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.
4. 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.
5. For agencies with less than 100 light duty vehicles, consider transferring vehicles to or contracting with GA.
6. 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.

Workforce Board 2007/8 Goals

1. Reduce Petroleum use by 20 percent from 2006/7 baseline by revising telecommuting policies so that their use is encouraged and increased.
2. Develop a process to recognize employees who carpool, walk, or take public transportation on a regular basis.
3. Offer the option of teleconferencing wherever practical.
4. Replace 1998 Taurus with a hybrid car.
5. Request fuel-efficient rental cars when employees are “on the road.”

Workforce Board 2008-9 Goals

1. Increase the numbers of individuals who carpool, bike, walk, telecommute, or take the bus by 10% by 2008/9.
2. Decrease gasoline purchases by 10% by 2008/2009.
3. Continue contracting with GA to manage our vehicles.
4. Continue to request fuel-efficient, low emission vehicles from commercial vendors.

Workforce Board Actions and Programs:

Commute Reduction

Workforce Board staff made significant progress on the 2007/8 goals. Our average distance to work is 15 miles. Last year, 21 people drove to and from work alone. That's 630 miles per day for roughly 245 days or 154,350 miles or 7,618 gallons of gas used. That number dropped to 12 people this year. That's 88,200 miles per day and 4,353 gas used – a savings of 3,265 gallons – a 43 % reduction.

The Workforce Board participated with the Department of Community, Trade and Economic Development (CTED) to develop a Co-location Commute Trip Reduction Program. Beginning on August 11, 2008, the program will continue to partner with Intercity Transit to provide a State Agency Rider (STAR) Pass. It also developed an employee recognition program for employees who use alternative transportation.

The Workforce Board office began a new work schedule in October, 2008 as part of a pilot project launched by Gov. Chris Gregoire to test whether a four-day work week can save energy and other costs. The Workforce Board's participation in this trial means that the building it shares with another participating agency, the Department of Community, Trade and Economic Development, (CTED) will be closed on Fridays. This should result in a reduction in commuting miles.

Year	Bus/Walk/Bike	Carpool	Telecommute	Single Car
2005/6	2	2	1	22
2006/7	3	2	1	21
2007/8	11	4	2	12

Privately Owned Vehicles

Our 2007 goal was to reduce petroleum use by 20%. Our petroleum use was a bit higher than reported last year because we added POV (privately owned vehicle) miles driven by our board members to this year's count. (We only reported petroleum used by staff last year.) This nullifies our baseline but results in a much easier and more accurate method of tallying POV miles.

Year	Gas Used by Staff	Gas Used by Board	Total Miles	
2005/6	2,665	Did not count	N/A	
2006/7	2,224	Did not count	N/A	
2007/8	2,275	228 gal	2,503	

Agency Cars

The agency replaced its 1998 Taurus with a hybrid car. It now has two hybrid vehicles. These are managed by the Department of General Administration.

Commercial Vendors

The agency uses the state rental car policy when renting cars. This policy emphasizes the rental of hybrid vehicles.

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](#)

1. Purchase office paper with a minimum of 30% post consumer recycled content by Sept. 1, 2005. Include all white 8.5x11 paper.
2. Provide justification for all purchases of virgin paper.
3. Reduce use of office paper by 30% by Sept. 1, 2009, based on FY 2003.
4. Increase the percentage of environmentally preferable paper purchased to at least 50% by Sept. 1, 2006.
5. 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.

Paper

Statewide Goals:

1. 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 plans.
2. Increase the percentage of environmentally preferable paper (EPP) purchased to at least 50% by Sept. 1, 2006. (EPP is defined as 100% recycled content paper with a minimum of 50% post consumer waste.)
3. Recycle 100% of used office paper
4. Increase use of post consumer recycled janitorial paper products.

Workforce Board 2007/8 Goals:

- 1. Reduce use of paper by 30% based on 2003/2004 counts.

Workforce Board 2008/9 Goals:

- 1. Reduce the use of paper by 5%, based on 2007/8 totals. (From 718 reams to 682 reams.)
- 2. Develop an agency Environmentally Preferable Paper (EPP) policy.

Workforce Board Actions and Programs:

The Sustainability Committee encourages staff to reduce paper use and order “green” supplies wherever practical. The team in charge of publications consistently (and increasingly) chooses electronic over hard copy versions of publications.

Workforce Board Progress to Date:

Our use of paper remains stubbornly high. Although the agency has stopped ordering virgin paper, it is resistant to ordering 100% recycled paper. The cost is high and there is a perception that 100% recycled paper doesn’t work as well in copy machines. The EPP policy will address this.

Paper Type (Reams)	2003/4	2004/5	2005/6	2006/7	2007/8
Virgin	0	0	0	0	0
30 – 40% Recycled	735 reams	850 reams	850 reams	720 reams	716 reams
100% recycled	0	0	0	0	0

Documented Savings: \$140.00

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.

2007/8 Workforce Board Goals:

The agency had no goal for 2007/2008 in this area.

2008/9 Workforce Board Goals:

Reduce energy consumption by 5%.

Workforce Board Actions and Programs:

The Workforce Board office began a new work schedule in October, 2008 as part of a pilot project launched by Gov. Chris Gregoire to test whether a four-day work week can save energy and other costs while still maintaining quality service. The Workforce Board's participation in this trial means that the building it shares with CTED will be closed on Fridays. This should result in a significant reduction in energy use.

The Workforce Board's Technology Committee is looking into the use of Veridium software to further reduce energy consumption.

Workforce Board Progress to Date:

The energy used by the agency is slightly reduced from 2005/6 and 2007/8 levels, but this may have more to do with the weather than Workforce Board efforts.

Year	2005/6	2006/7	2007/8
Electricity Used (kWh)	142,683 kWh	146,637 kWh	142,200 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.

Workforce Board Goals:

We have no goals for water use. Aside from typical drinking, bathroom use and kitchen use, there isn't much we can do to use less water. We have no lawns to water. Our toilets are energy efficient.

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.

2007/8 Workforce Board Goals:

1. Recycle 100% of paper, cardboard, aluminum cans, and printer and toner cartridges.
2. Encourage contractors to recycle and use recycled products.

2008/9 Workforce Board Goals:

1. Continue to recycle 100 percent of office paper.
2. Reduce the amount of garbage sent to the landfill by at least 50% (from 2055 lbs to 1208 lbs.) by beginning a recycling program offered by LeMay Enterprises.
3. Recycle 100% of our spent fluorescent lamps and bulbs.

Workforce Board Actions and Programs:

Throughout the program year, the Workforce Board continued its practice of recycling cans and paper only. This will change dramatically this year due to the recycling program listed in #2 directly above.

Workforce Board Progress to Date:

We had no baseline data for the amount of garbage sent to the landfill until July 31, 2008, when we participated in a waste audit performed by Thurston County's Solid Waste unit. The baseline in #2 above may be of questionable merit, since it is based on a one day snapshot of garbage collected in one more or less typical day, but at least it's better than nothing.

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

2007/8 Workforce Board Goals:

1. Educate 100% of employees on sustainability and sustainability goals.
2. Create a Sustainability Committee to implement sustainability goals.
3. Discuss sustainability at all-staff meetings.

2008/9 Workforce Board Goals:

1. Institutionalize sustainability as an agency value.
2. Raise employee awareness of sustainable practices in the workplace.

Workforce Board Actions and Programs:

In addition to our new recycling program, the Sustainability Committee works closely with the Events Committee to implement several sustainable practices. This includes a big change in the garbage produced by the agency. We use silverware instead of plastic utensils, ceramic instead of disposable plates, and cloth napkins instead of paper napkins.

Workforce Board Progress to Date:

We made significant progress in our 2007/8 goals by discussing sustainability at all-staff meetings, creating an intra-agency sustainability committee, and working with CTED (with whom we share a building) to design implement all-building sustainability efforts, such as the new recycling program and the Co-location Commute Trip Reduction plan.

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
	7,800	7,800	N/A	142,200	14	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.
WTECB (Workforce Board)

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	FY2008 Total Gasoline	FY2008 Total Diesel	FY2008 Total Miles Traveled
WTECB	412	0	248	0	0	0	0	0	0	0	0	19,164	0	5,464	9,099	1,843	0	2,503	0	33,727

*Table 49. Light-Duty Vehicle Miles per Gallon by Technology Type

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 (pounds)	FY2008 Material composted	FY2008 Other Material recycled
WTECB (Workforce Board)	0	716	0	N/A	N/A	1,940	2,055	N/A	N/A