

FY2009 Sustainability Progress Report Narrative

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- The requirements in E.O. 05-01 regarding green building are superseded by the High Performance Public Building legislation RCW 39.35D.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

Agency Goals:

ESD owns two buildings – Headquarters Facility at 212 Maple Park, Olympia @ 86,300 sq. ft. and our WorkSource Office in Walla Walla @ 7,250 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 in 2010. If funding is approved, the agency will work with GA to include LEED as applicable. The agency is also considering making upgrades to the HVAC control systems which will improve energy efficiencies.

Agency Actions and Programs:

- See notes above
- Walla Walla Facility (agency owned): ESD successfully completed the remodel/addition to the building in June 2008. ESD will be monitoring our energy costs. Energy costs remained fairly consistent with addition added.
- ESD Headquarters (212 Maple Park). The agency continues to look into available funding options to fund the improvements needed to this facility and HVAC System.

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

Success Factors:

- ❖ Everett WorkSource: ESD renegotiated our current lease and reduced our overall leased square footage by 2,000 square feet as of January 2009.
- ❖ Wenatchee WorkSource: In April 2009, ESD renewed our lease for a 5-year firm term and negotiated work to improve energy efficiency: HVAC rehabilitation, upgraded light fixtures, installed set backs for hot water heater to set back temperature during non-occupied hours. Work being implemented December 2009 through February 2010.
- ❖ Lakewood WorkSource: ESD relocated to a new facility in Lakewood in January 2009. The new facility meets Leased Space Requirements (2005) and includes controls to interior lighting that dim and/or shut off as light increases through the windows from the exterior.
- ❖ Yakima WorkSource & District Tax Office: In March 2009, ESD renewed our lease and included a lighting fixture upgrade (relamp w/electronic ballasts and install T-8 tubes) repaired/replaced weather-stripping around windows/doors, HVAC balancing/upgrade and temperature set back controls on hot water heater.

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.
- 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.
- 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 manages 67 light duty vehicles.

- In the last year, we started transitioning our fleet to General Administration's Motor Pool. We currently lease 18 vehicles from the Motor Pool, are turning over 21 in December 2009 and as vehicles are requested, we will lease them from the 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 72,811 reams of paper this year. That is 18% 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. We have our own in-house print shops that require 100% Virgin paper in their duplicating equipment. Their paper consumption represents nearly 92% of the Virgin paper used by our department.
- The use of 100% recycled content paper is still problematic as complaints continue about how difficult it is to use in copiers and printers.
- There were a few isolated purchases of virgin paper. Most were made in error.
- ESD purchases virtually zero chemicals. Nearly all of our cleaning supplies are provided by our contracted janitors.

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: (2009 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:

Implemented a power management tool (Verdiem) on PC's in Yakima and Lynnwood, currently benchmarking savings. ESD recently purchased and additional 5,000 Verdiem licenses. ITSD has currently deployed the Verdiem client to: 3185 general clients(Default group), 57 servers (always on-servers group), 1320 public PC clients(std public pc policy group). A power management policy has been implemented on the standard public PC policy group that results in them being put to sleep between 6:30pm to 3am and again from 5am to 7am. ESD will be monitoring energy consumption at the identified offices.

- Did you purchase energy offsets? If so, from what entity(ies)? Yes. ESD purchased Green Power through Puget Sound Energy since April of 2007. To date ESD has purchased 1,842,714 kilowatt-hours of green power. ESD is currently working with Avista, Chelan, Klickitat and Pacific Power utility companies to purchase additional 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. For ESD occupied facilities, 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 is continuing to work with the Utility companies to establish a method 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? ESD Facilities Unit 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, when available. 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.
- ESD implemented "wet trash recycling/composting" for the following facilities in Spring 2009: 106 and 212 Maple Park, 605 Woodland Square Loop and 670 Woodland Square loop buildings in Lacey

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, 605 Lacey Headquarters bldg., and our newest facility 670 Woodland Sq. Lp.
- Compare your data to either last year's data or your baseline data. For ESD, there is no data available at this time as this is a new process. 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.
- Developing a Sustainability Policy
- 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 trash/composting in four (4) agency facilities: 106 Maple Park, 212 Maple Park, 605 Woodland Square Lacey and 670 Woodland Square, Lacey.
- ESD installed bottle less water coolers within six (6) buildings: 106 Maple Park, 212 Maple Park, 505 E. Union, Olympia, 605 Woodland Square loop, 670 Woodland Square Loop and Lakewood WorkSource.
- ESD sponsored an Earth Day event on April 22nd 2009 with included vendors such as LeMay(waste and recycling options); Puget Sound Energy (energy-saving tips, green power); Sylvania/CED (lighting), Intercity Transit, LARA Bar, Office Depot, and Correctional Industries.
- 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.

Agency - Please choose from drop down box -->	ESD	Phone number	Email address	Additional information
Sustainability Coordinator 1		Katherine Randall-Duffy	kduffy@esd.wa.gov	
Sustainability Coordinator 2		Carrie McNamara	cmcnamara@esd.wa.gov	

For assistance filling out this template, please see "FY09 Template Guidelines" booklet or contact Liz Kunz: lkun461@ecy.wa.gov or (360-407-6358). Please rename file and include the Agency Acronym before submission. Example: "FY09 ECY Sustainability Progress Report.xls"

Comments on Miles Traveled	
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Comments on Fuel Purchased	
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Comments on Building Square Footage	ESD reduced leased square footage at our Everett WorkSource facility by 2,000 square feet in January 2009. Rent savings for January through June 2009 equated to: \$21,600. "Total ESD Square Footage - 791,456"
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Comments on Energy consumed	
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Comments on Water consumed	We cannot separate the non-potable or irrigation water from the total water for the data breakdown. Our agency spent \$47,385.57 total on water.
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Comments on Paper purchased	An additional 70 reams were purchased that were 20% post-consumer recycled.
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Comments on Waste and Recycling	
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FY09 Annual Sustainability Data Report

Agency	FY09 Agency Leased Vehicles Miles Traveled (MP Perm)	FY09 GA Fleet Miles Traveled (MP Daily Trips)	FY09 Agency Owned Vehicle (AOV) Miles Traveled	FY09 Personally Owned Vehicle Miles Traveled (POV)	FY09 total of AOV+POV + MP miles traveled	FY09 Special Use miles traveled	FY09 Number of 4WD exception vehicles purchased
ESD	22,185	44,034	858,469	680,848	1,605,536		

Agency	FY09 Gasoline Agency Leased (MP Perm)	FY09 Gasoline GA Fleet (MP Daily Trips)	FY09 Gasoline Agency Owned Vehicles (AOV)	FY09 Gasoline calculated from POV reimbursement (20.5 avg fuel economy)	FY09 E85 (Ethanol) purchased for vehicle use	FY09 Total Gasoline+ethanol for vehicle use	FY09 Petroleum Diesel for vehicle use
ESD			36,852	33,212		70,064	1,462

Agency	FY09 Gasoline Special Use	FY09 Petroleum Diesel Special Use	FY09 Gasoline Vessels	FY09 Petroleum Diesel Vessels	FY09 Propane for all transportation uses	FY09 Aviation Fuel	FY09 Total Gasoline+ethanol for all uses	FY09 Total Petroleum Diesel for all uses
ESD							70,064	1,462

FY09 Annual Sustainability Data Report

Agency	FY09 Total Square Footage	FY09 Electricity Conventional (kWh)	FY09 Natural Gas (Therms)	FY09 Fuel Oil for energy (Gallons)	FY09 Propane for energy (Gallons)	FY09 Biomass for energy (Btu)	FY09 Onsite renewable energy generated (kWh)	FY09 Energy Offsets purchased (kWh)
ESD	518,534	6,707,641	79,652					842,714

Agency	FY09 Potable Water Usage (CCF)	FY09 Irrigation Water Usage (CCF)	FY09 Non-potable Water Usage (CCF)	FY09 Total Water usage (CCF)
ESD				3391.3

FY09 Annual Sustainability Data Report

Agency	FY09 Virgin office paper (reams)	FY09 30 -40% recycled content office paper (reams)	FY09 100% recycled content office paper (reams)	FY09 Total office paper (reams)	FY09 Recycled Content Janitorial paper products (cases)
ESD	6206	56995	9610	72811	

Agency	FY09 Office Paper recycled (pounds)	FY09 Garbage sent to landfill (pounds)	FY09 Material composted (pounds)	FY09 Other Material recycled (pounds)
ESD				