**State Agency Greenhouse Gas Emissions Reduction Strategy Template**

**2021 Reporting Year**

**Background**

In 2020, the Legislature and Governor updated the State Agency Climate Leadership Act codified in RCW [RCW 70A.45.050](https://apps.leg.wa.gov/rcw/default.aspx?cite=70A.45.050). The Act directs state agencies, including universities, colleges, and community and technical colleges to lead by example in reducing their greenhouse gas (GHG) emissions to:

* 15% below 2005 level by 2020
* 45% below 2005 by 2030
* 75% below 2005 by 2040
* 95% below 2005 by 2050, and achieve net zero

To track state agencies’ progress toward meeting these limits, each covered agency must meet the following reporting requirements:

1. Each year, estimate emissions using an emissions calculator provided by the Department of Ecology, and;
2. Every even-numbered year, report on the following to the State Efficiency and Environmental Performance Office (SEEP) at the Department of Commerce:
   1. Actions taken over the last biennium to meet these emission reduction targets
   2. Actions planned for the next two biennia to meet emission limits;
   3. Long-term strategy for meeting the emission limits.

**This document is the template for reporting your agency’s GHG emission reduction strategies to SEEP and is due by May 20th, 2022. It may be submitted to SEEP via Ecology’s SAGE portal, along with your agency’s GHG Emissions Calculator and any supplemental documents you would like to submit. Instructions for completing and uploading all reporting documents may be found on Ecology’s website for** [**State Agency GHG Emissions Reporting**](https://ecology.wa.gov/Air-Climate/Climate-change/Tracking-greenhouse-gases/Greenhouse-gas-reporting/State-agency-greenhouse-gas-reports)**.**

**Instructions:**

* Using this document, enter your responses to the questions and topics in the boxes below. Use as much space as needed.
* Save your document using the following name convention:

“2021\_[agency acronym]\_Plan.doc” *(example: 2021\_ECY\_Plan.doc)*

* Upload your answers to Ecology’s SAGE portal. Detailed instructions are in the **GHG Reporting Instructions** document on [Ecology’s State Agency Emissions Reporting website](https://ecology.wa.gov/Air-Climate/Climate-change/Tracking-greenhouse-gases/Greenhouse-gas-reporting/State-agency-greenhouse-gas-reports).

**For questions regarding this Emissions Reduction Strategy Template, please contact:**

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**For questions related to the GHG Emissions Calculator or uploading documents to SAGE**, contact:

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**Greenhouse Gas Emissions Reduction Strategy Report**

**Agency Name:**

**Name of Reporting Contact:**

**Email address for Reporting Contact:**

**Name of Agency Approver:**

**Date completed:**

1. **What actions did your agency take to reduce GHG emissions during the 2020 and 2021 calendar years?**
2. **What are the priority actions your agency is planning to take during the 2023-25 and 2025-27 biennia to reduce GHG emissions?** Please describe your agency’s near-term strategies and priorities for GHG emissions reductions. If possible, provide details on specific projects your agency plans to pursue funding for and complete in order to meet the limits established for 2030.
3. **Describe your agency’s long-term strategy for meeting the emissions limits established in RCW 70A.45.050 for 2030, 2040, and 2050.**
4. **Executive Summary**

Please summarize your agency’s long-term emissions reduction strategy in 200 words or less, using highlights from the more detailed information provided below. We suggest doing this last!

1. **Transportation**

If applicable, please refer to the fleet electrification targets and strategies in Executive Order [21-04](https://www.governor.wa.gov/sites/default/files/exe_order/21-04%20-%20Zero%20Emission%20Vehicles.pdf)

[Key strategies](https://www.governor.wa.gov/sites/default/files/exe_order/21-04%20-%20Zero%20Emission%20Vehicles.pdf) for reducing GHG emissions from transportation. Include:

* + Replacing internal combustion engine (ICE) vehicles with battery electric vehicles (BEVs)
  + Electrifying vessels and equipment where possible

Complimentary strategies for incrementally reducing GHG emissions from transportation include:

* + Limiting trips in state vehicles by replacing in-person meetings with remote options
  + Utilizing biofuels or other alternative strategies to lower emissions where BEVs are not feasible

1. **Facilities**

Where applicable, include information related to performance standards in the [Clean Buildings](https://www.commerce.wa.gov/growing-the-economy/energy/buildings/) law and address strategies related to other existing requirements, including facility [benchmarking](https://des.wa.gov/services/facilities-leasing/energy-program/energy-star-portfolio-manager) and Zero Energy building standards (for agencies named in EO 20-01).

Key strategies for reducing GHG emissions from agency facilities:

* + Electrifying building space heating, hot water and cooking
  + Ensuring major renovations are all-electric, zero energy (ZE) or zero energy capable (ZEC), and very low embodied carbon emissions
  + Avoiding new construction in favor of lower embodied emissions alternatives such as renovating existing space and using less building space.

Complimentary strategies for incrementally reducing GHG emissions from facilities:

* + Improving building energy performance and energy efficiency using DES Energy Savings Performance Contracting or other proven building efficiency delivery methods
  + Tracking building energy use by metering and benchmarking each building over 10,000 square feet.

Operational or organizational changes:

* + Hiring a resource conservation manager (RCM), buy efficient IT equipment and appliances, consider organizational or service delivery changes that use less building space or energy, and encourage occupant behavior that reduces energy consumption
  + Leveraging new leases and lease renewals to electrify heating and reduce energy use
  + Changing space use allocations to reduce occupied square footage

Strategies to avoid adding more agency GHG emissions:

* + Ensuring any new building is zero energy (ZE) or zero energy capable (ZEC), and very low embodied carbon emissions
  + Ensure any new leased square footage is all-electric and energy efficient

1. **Clean and Renewable Electricity**

* On-site renewable energy generation
* Power purchase agreements (PPAs) for renewable energy purchases (examples include PSE Green Direct and Avista Solar Select)

1. **Equity and Environmental Justice**

* How is your agency using equity and environmental justice considerations to help prioritize your GHG emissions reduction work and target improvements and beneficial outcomes in overburdened communities?

1. **Planning and Budget Development**

* Facility or campus master plans
* Deferred maintenance and equipment replacement schedules
* Sustainability action plans
* Funding GHG emissions reduction priorities
* For SEEP agencies: Carbon Reduction Investment Budget (CRIB) priorities

1. **Agency-specific or Other Strategies**
2. **Challenges and Barriers**
3. **Please list any supplemental plans or documents here.**

Save your supplementary documents using the following file name convention:

“2021\_[agency acronym]\_[brief descriptive title]”

*(Example: “2021\_COM\_FleetPlan” or “2021\_DES\_SustainabilityPlan”)*

**When complete, all documents should be uploaded via Ecology’s SAGE portal. Detailed instructions are in the GHG Reporting Instructions document on** [**Ecology’s State Agency Emissions Reporting website**](https://ecology.wa.gov/Air-Climate/Climate-change/Tracking-greenhouse-gases/Greenhouse-gas-reporting/State-agency-greenhouse-gas-reports)**.**