Washington
Secretary of State
SAM REED

PRODUCTIVITY BOARD
Employee Suggestion Program • Teamwork Incentive Program
6880 Capitol Boulevard • PO Box 40244
Olympia, WA 98504-0244
Tel: 360.704.5203
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AGENDA

WASHINGTON STATE PRODUCTIVITY BOARD

Office of the Secretary of State
Legislative Building
April 3, 2009
10:00 – 11:00 AM

- Welcome & Introductions – Board members, staff and audience
- Approval or Correction of Minutes *(March 6, 2009)*
- Monthly Staff Update --Tracy Workman
- Teamwork Incentive Program Applications – Final *(Ivory Report*)*
  --Reviewers: Linda Villegas Bremer and Sam Reed
- Adopts *(Pink report*)*
  --Reviewer: Linda Villegas Bremer
- Employee Suggestion Non-Adopts *(Blue report*)*
  --Reviewer: Sam Reed
- Adjournment

**If you have questions regarding the Employee Suggestions please contact Shad Bell at 360.704.5212 or for TIP, contact Philip Kerrigan at 360.704.5259.*

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Productivity Board Meeting Minutes
March 6, 2009

WELCOME & INTRODUCTIONS

Sam Reed called the meeting to order at 10:04 a.m., welcomed all in attendance and began the round of introductions of board members, staff and guests.

ATTENDANCE

Board Members present: Sam Reed, Kathleen Brockman, Mike Kerschbaum, Roselyn Marcus, George Masten, Terry Teale and Scott Turner

Board Members absent: Brian Sonntag, Linda Villegas Bremer, and Wanda Riley,

Staff present: Shad Bell, Philip Kerrigan, Dawn Sanquist and Tracy Workman

Guests present: Art Mead, FTE Magazine; Jim Albert, Gordon Bowman, Lance Calisch, Kris Chromey, Gary Duffield, Marnel Groebner, Judy Holm, Kay Metsker, Starleen Parsons, Carolee Rogers, and Cammy Webster, Department of Information Services; Troy Dempsey, Michael Harbour, Elizabeth Hyde, Chris Jasperson, Christi Steele, Keri Wallis and Lisa Won, Office of the State Actuary

APPROVAL OF MINUTES

The Board reviewed, moved, seconded, and voted unanimously to approve the February 6, 2009 minutes as written.

MONTHLY UPDATE

Tracy Workman reported the Innovations in State Government Awards Ceremony went off without a hitch. Twenty-one employees received awards for: outstanding evaluators, top suggestions, innovative ideas and process improvements, and two new awards for energy conservation and safety. The Department of Transportation received agency of the year award for the second year in a row with over $2 million in savings.

Productivity Board staff have been planning for Public Service Recognition week, which is held the first full week of May to honor the men and women who serve Washington at the State, Local and federal levels. So far events have been confirmed in Vancouver, Olympia, Seattle, Spokane and the Tri-Cities.

The Extra Mile Nomination deadline is today at 5:00 and so far over 80 have been received. The Leadership Award Nominations are due April 3, 2009 and so far about 16 have been received.

Philip Kerrigan completed the Spring 2009 Smart Government Newsletter which features award winners from the Innovations in State Government Ceremony.

TEAMWORK INCENTIVE PROGRAM – FINAL REPORT
Department of Information Services, CSD Project Support – COM Replacement Project Team

Roselyn Marcus and Scott Turner reviewed and concurred with agency and staff recommendations. It was moved, seconded and *the board voted unanimously to accept the team's award recommendation and final report.*
Total savings: $199,973.45 ***Total Team Award: $800***

TEAMWORK INCENTIVE PROGRAM – FINAL REPORT
Office of the State Actuary, Team OPEB Tools

Roselyn Marcus and Scott Turner reviewed and concurred with agency and staff recommendations. It was moved, seconded and *the board voted unanimously to accept the team's award recommendation and final report.*
Total savings: $220,000 ***Total Team Award: $55,000***

EMPLOYEE SUGGESTION ADOPTS

Scott Turner reviewed and reported that he concurred with the agency evaluations and recommended approval. It was moved, seconded, and *the board voted unanimously to accept agency recommendations.*

EMPLOYEE SUGGESTION NON-ADOPTS

Roselyn Marcus reported that she concurred with the agency evaluations and recommended approval. It was moved, seconded, and *the Board voted unanimously to accept agency recommendations.*

NEXT BOARD MEETING

The next Board meeting is scheduled for April 3, 2009 in the Office of the Secretary of State, Legislative Building at 10:00 AM.

- ***Reminder:*** The reviewers for April are Sam Reed and Linda Villegas Bremer. *Both will also review any Appeals and Teamwork Incentive Program applications presented.*

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

TRACY WORKMAN
Special Programs Manager
TW/ds 03/06/09

Washington State
Productivity Board

Teamwork Incentive Program – Final Report

April 2009

AGENCY: **Washington State Investment Board**

TEAM: Board Paper Reduction

PROJECT PERIOD: January 2008 – December 2008

OVERVIEW: The State Investment Board had previously sent hard copies of their Board and Committee packets out as hard copies to anyone who requested them. This process was streamlined and improved by the Board Paper Reduction Team. The team reviewed the cost to produce and mail the 2008 Board and Committee packets to people outside the agency. After counting all pages per packet, they input the information in a spreadsheet and calculated how much each packet cost to create. The team then went to each department, collecting their information, and converting all of the board packets into pdfs to be sent out to all parties.

TEAM ACHIEVEMENTS: During the project period, the team was able to reduce staff time, copying, and mailing cost used in the Board and Committee mailing by e-mailing the packet out to external parties. This process change was able to save the State Investment Board $4,665.07, and will be used by the agency for future packet mailings.

ACTUAL NET SAVINGS:
$ 4,665.07

AWARD APPROVED BY AGENCY:
$1,145.57

Employee	Award $
Marie Repcik	$378.03
Linda Buchanan	$378.03
Alyssa Barada	$378.03

* Reviewers: Roselyn Marcus and Scott Turner

Washington Secretary of State
SAM REED

WASHINGTON STATE PRODUCTIVITY BOARD
TEAMWORK INCENTIVE PROGRAM

Complete this form **AFTER** the project has been implemented.

This report serves as the application for teams that apply to the Productivity Board after their team project has been implemented. Teams must meet the following criteria:

1. Submit the completed application form to the Productivity Board within one year of full implementation of the team project.
2. The report must be submitted to the Productivity Board by the agency, with the agency head's approval.
3. Teams should demonstrate plans to operate at a lower cost or with an increase in revenue with no decrease in the level of services rendered.
4. Provide a list of all team members and the percentage of savings the team members will share. Note: The percentage of savings/revenue is up to 25%, with a maximum of $10,000 per person. Also, include the percentage of the share each team member shall receive.
5. The completed team application should include the Team Member Authorization Form and the Agency Authorization Form.

APPLICATION FORM

TEAM NAME Board Paper Reduction

AGENCY Washington State Investment Board

PROJECT PERIOD January 2008 – December 2008

TEAM OVERVIEW

Provide a brief summary of the project. Please include attachments if needed.

In an effort to help the agency save money we reviewed the cost to produce and mail the 2008 Board and Committee packets to people outside the agency. We counted the black and white and color pages per packet. We imputed all information in a spreadsheet and calculated how much each packet cost to create, per sheet of paper and per copy on the respective copier. In the copy count we made the assumption all pages in the packet were double sided. Using the 2009 meeting schedule approved at the September 2008 Board meeting, we calculated the average cost per packet. See attachment for the spreadsheet.

ACHIEVEMENTS

Provide an overview of what the team achieved during the project period.

During the project period, the team was able to reduce staff time, copying, and mailing cost used in the Board and Committee mailing by emailing a PDF of the packet to external parties.

PERFORMANCE MEASURES

team will need to show how the improvement will be measured, as the process currently exists, and with the anticipated improvements. Please describe and provide the following:

1. Flow chart showing origins, handling, and destination of the process before and after project.
2. List specific team tasks and the associated costs of doing business. Before and after.
3. Process used to track the team's progress.

Performance measures used:

The group was able to save resources by emailing packets to external parties. The attached spreadsheet demonstrates the projected amount saved.

TOTAL ACTUAL NET SAVINGS AND/OR REVENUE

Please provide documentation showing how the savings was derived.

$4,655.07

Note: Awards are paid by the agency in which the team is located and/or from the benefitting fund. Awards are based on the total actual net savings or revenue generated by the team during the project period.

PERCENTAGE OF SAVINGS AND/OR REVENUE THE TEAM IS ENTITLED TO FOR AN AWARD:

25%

Note: The percent of savings or revenue (up to 25%, with a maximum of $10,000 per person) the team is entitled to for an award, shall be agreed upon by the agency and team, prior to submitting this report to the Productivity Board.

TOTAL TEAM AWARD

$1,145.57

TEAM AUTHORIZATION FORM

As certified by my signature below, I approve the application as submitted and agree with the information provided in the report.

TEAM MEMBER NAME (type or print) **Marie Repcik**

JOB TITLE **Administrative Assistant 3**

Phone # 360-956-4605 **E-mail Address:** mrepcik@sib.wa.gov **AWARD RATIO:** 33.33%

X Marie Repcik 2/18/09

Signature Date

TEAM MEMBER NAME (type or print) Linda Buchanan

JOB TITLE Administrative Assistant 3

Phone # 360-956-4623 E-mail Address lbuchanan@sib.wa.gov AWARD RATIO: 33.33%

X Linda Buchanan _____
Signature Date

TEAM MEMBER NAME (type or print) Alyssa Barada

JOB TITLE Administrative Assistant 3

Phone # 360-956-4625 E-mail Address abarada@sib.wa.gov AWARD RATIO 33.33%

X Alyssa Barada 2-18-09
Signature Date

AGENCY AUTHORIZATION FORM

AGENCY Washington State Investment Board

UNIT/DIVISION Operations and Investments

TEAM NAME Board Paper Reduction

As certified by my signature below, I approve the above named unit/division to participate and receive the agreed upon award in the Teamwork Incentive Program. Awards up to 25 percent of net savings or revenue gains resulting from improvements made during the project period will be distributed according to the agreements made by the agency and m. The Agency Head may determine whether to waive the requirement of signatures from the unit supervisor, and/or nscal/budget officer. The Agency Head must sign the report if he/she agrees with the team becoming an official Teamwork Incentive Program team.

As certified by my signature below, I have reviewed and agree with the information provided in the team report, and support the team receiving the award recommended in the report.

Margaret Brennan 2-23-09
AGENCY PRODUCTIVITY BOARD COORDINATOR – Margaret Brennan, HR Consultant Assistant Date

Joe Dear 2/18/09
AGENCY HEAD – Joseph A. Dear, Executive Director Date

Note: The agency head has the authority to waive the following signatures:

Rita Wineinger 2/18/09
UNIT SUPERVISOR – Rita Wineinger, Administrative Assistant 5 Date

Celina Verme 3/4/2009
AGENCY FISCAL OFFICE – Celina Verme, Finance and Administrative Services Director Date

	Email to Outside Participants
Admin	$70.42
Audit	$108.25
Board	$1,198.59
Private	$526.61
Public	$65.65
Estimated Cost of FedEx per Year	$461.28
Estimated Cost of USPS per Year	$128.00
Estimated Cost of Staff Time per Year	$2,023.48
Estimated Savings per Year	$4,582.27
25% of total	$1,145.57
Team Members: Alyssa, Linda, Marie	$381.86

Staff Time and Mailing Cost

	Average # of Packets	Approxmiate Time for Mailing	Approxmiate Time per Packet	Cost of Staff per Mailing	Cost of Staff per Packet	Email Packet to Outside Recipients	Email Packet to Outside Recipients Cost per Year Staff Time
Admin	32	4 hours	0.13	$77.64	$2.43	$9.71	$77.64
Audit	33	8 hours	0.24	$155.28	$4.85	$19.41	$77.64
Board	54	20 hours	0.37	$388.20	$12.13	$145.58	$1,164.60
Private	57	20 hours	0.35	$351.80	$10.99	$76.96	$615.65
Public	38	8 hours	0.21	$140.72	$4.40	$17.59	$87.95
						Total Estimated Cost per Year	**$2,023.48**

	USPS	FedEx	Campus
Admin			4
Audit			4
Board	2	2	8
Private		4	3
Public			4

	USPS	FedEx	Campus
Admin			
Audit			
Board	$128.00	$153.76	
Private		$307.52	
Public			
Est. Cost per Year	$128.00	$461.28	$0.00
Total Est. Cost per Year		**$589.28**	

*Average Cost to mail USPS $8.00

**Average Cost to mail FedEx $9.61

Administrative Committee Meeting Date	Pages in Packet	Tan Covers	Salmon Covers	B&W Copies	Color copies	Email Packet to Outside Recipients
January-08	12	4		7	1	
Cost of Paper per Packet	$0.07	$0.0346		$0.0242	$0.0064	
Cost per Copy per Packet	$0.14	$0.0352		$0.0616	$0.0400	
Total Cost per Packet	$0.20					
Total Cost of Mailing	$6.46					$0.81
February-08	28	7	2	15	4	
Cost of Paper per Packet	$0.16	$0.0606	$0.0179	$0.0518	$0.0256	
Cost per Copy per Packet	$0.37	$0.0616	$0.0176	$0.1320	$0.1600	
Total Cost per Packet	$0.53					
Total Cost of Mailing	$16.87					$2.11
April-08	65	6	2	16	41	
Cost of Paper per Packet	$0.39	$0.0520	$0.0179	$0.0552	$0.2624	
Cost per Copy per Packet	$1.85	$0.0528	$0.0176	$0.1408	$1.6400	
Total Cost per Packet	$2.24					
Total Cost of Mailing	$71.64					$8.95
May-08	70	3		9	58	
Cost of Paper per Packet	$0.83	$0.0260	$0.0000	$0.0621	$0.7424	
Cost per Copy per Packet	$2.43	$0.0264	$0.0000	$0.0792	$2.3200	
Total Cost per Packet	$3.26					
Total Cost of Mailing	$104.19					$13.02
June-08	82	5		7	70	
Cost of Paper per Packet	$0.52	$0.0433	$0.0000	$0.0242	$0.4480	
Cost per Copy per Packet	$2.91	$0.0440	$0.0000	$0.0616	$2.8000	
Total Cost per Packet	$3.42					
Total Cost of Mailing	$109.47					$13.68
July-08	64	8	2	14	40	
Cost of Paper per Packet	$0.39	$0.0693	$0.0179	$0.0483	$0.2560	
Cost per Copy per Packet	$1.81	$0.0704	$0.0176	$0.1232	$1.6000	
Total Cost per Packet	$2.20					
Total Cost of Mailing	$70.49					$8.81
November-08	92	5		11	76	
Cost of Paper per Packet	$0.57	$0.0433	$0.0000	$0.0380	$0.4864	
Cost per Copy per Packet	$3.18	$0.0440	$0.0000	$0.0968	$3.0400	
Total Cost per Packet	$3.75					
Total Cost of Mailing	$119.95					$14.99

Administrative Committee Meeting Mailing

Administrative Committee Meeting Date	Pages in Packet	Tan Covers	Salmon Covers	B&W Copies	Color copies	Email Packet to Outside Recipients
December-08	55	3	4	10	38	
Cost of Paper per Packet	$0.34	$0.0260	$0.0358	$0.0345	$0.2432	
Cost per Copy per Packet	$1.67	$0.0264	$0.0352	$0.0880	$1.5200	
Total Cost per Packet	$2.01					
Total Cost of Mailing	$64.29					$8.04
Total Cost per year	$541.16					$70.42

Average # Pages per Packet	60				
Price per Ream		$4.33	$4.47	$3.45	$6.40
Price per Page		$0.00866	$0.00894	$0.00690	$0.01280
Price per Copy on Machine		$0.0088	$0.0088	$0.0088	$0.04

Audit Committee Meeting Date	Pages in Packet	Tan Covers	Salmon Covers	B&W Copies	Color copies	Email Packet to Outside Recipients
February-08	81	8		24	49	
Cost of Paper per Packet	$0.47	$0.0693	$0.0000	$0.0828	$0.3136	
Cost per Copy per Packet	$2.24	$0.0704	$0.0000	$0.2112	$1.9600	
Total Cost per Packet	$2.71					
Total Cost of Mailing	$89.34					$10.83
April-08	96	8	4	46	38	
Cost of Paper per Packet	$0.51	$0.0693	$0.0358	$0.1587	$0.2432	
Cost per Copy per Packet	$2.03	$0.0704	$0.0352	$0.4048	$1.5200	
Total Cost per Packet	$2.54					
Total Cost of Mailing	$83.73					$10.15
September-08	366	12	2	26	326	
Cost of Paper per Packet	$2.30	$0.1039	$0.0179	$0.0897	$2.0864	
Cost per Copy per Packet	$13.39	$0.1056	$0.0176	$0.2288	$13.0400	
Total Cost per Packet	$15.69					
Total Cost of Mailing	$517.77					$62.76
December-08	153	10		20	123	
Cost of Paper per Packet	$0.94	$0.0866	$0.0000	$0.0690	$0.7872	
Cost per Copy per Packet	$5.18	$0.0880	$0.0000	$0.1760	$4.9200	
Total Cost per Packet	$6.13					
Total Cost of Mailing	$202.18					$24.51
Total Cost per year	$893.02					$108.25

Average # Pages per Packet	223				
	Price per Ream	$4.33	$4.47	$3.45	$6.40
	Price per Page	$0.00866	$0.00894	$0.00690	$0.01280
	Price per Copy on Machine	$0.0088	$0.0088	$0.0088	$0.04

Board Meeting Date	Pages in Packet	Tan Covers	Sal[illegible]n Covers	B&W Copies	Color copies	Outside Source Copied	Email Pac[illegible]to Outside Recipients
January-08	346	21		35	290		
Cost of Paper per Packet	$2.16	$0.1819		$0.1208	$1.8560		
Cost per Copy per Packet	$12.09	$0.1848		$0.3080	$11.6000		
Total Cost per Packet	$14.25						
Total Cost of Mailing	$769.58						$171.02
February-08	301	22	2	58	143	76	
Cost of Paper per Packet	$2.30	$0.1905	$0.0179	$0.2001	$0.9152	$0.9728	
Cost per Copy per Packet	$9.48	$0.1936	$0.0176	$0.5104	$5.7200	$3.0400	
Total Cost per Packet	$11.78						
Total Cost of Mailing	$636.02						$141.34
April-08	283	19	8	68	188		
Cost of Paper per Packet	$1.67	$0.1645	$0.0715	$0.2346	$1.2032		
Cost per Copy per Packet	$8.36	$0.1672	$0.0704	$0.5984	$7.5200		
Total Cost per Packet	$10.03						
Total Cost of Mailing	$541.61						$120.36
June-08	355	23		49	210	73	
Cost of Paper per Packet	$2.65	$0.1992	$0.0000	$0.1691	$1.3440	$0.9344	
Cost per Copy per Packet	$11.95	$0.2024	$0.0000	$0.4312	$8.4000	$2.9200	
Total Cost per Packet	$14.60						
Total Cost of Mailing	$788.41						$175.20
July-08	245	12	4	51	178		
Cost of Paper per Packet	$1.45	$0.1039	$0.0358	$0.1760	$1.1392		
Cost per Copy per Packet	$7.71	$0.1056	$0.0352	$0.4488	$7.1200		
Total Cost per Packet	$9.16						
Total Cost of Mailing	$494.88						$109.97
September-08	453	33	12	62	254	92	
Cost of Paper per Packet	$3.41	$0.2858	$0.1073	$0.2139	$1.6256	$1.1776	
Cost per Copy per Packet	$14.78	$0.2904	$0.1056	$0.5456	$10.1600	$3.6800	
Total Cost per Packet	$18.19						
Total Cost of Mailing	$982.36						$218.30
November-08	295	15	2	38	155	85	
Cost of Paper per Packet	$2.36	$0.1299	$0.0179	$0.1311	$0.9920	$1.0880	
Cost per Copy per Packet	$10.08	$0.1320	$0.0176	$0.3344	$6.2000	$3.4000	
Total Cost per Packet	$12.44						
Total Cost of Mailing	$671.92						$149.31

Board Meeting Mailing

Board Meeting Date	Pages in Packet	Tan Covers	Salmon Covers	B&W Copies	Color copies	Outside Source Copied	Email Packet to Outside Recipients
December-08	298	16	10	107	165		
Cost of Paper per Packet	$1.65	$0.1386	$0.0894	$0.3692	$1.0560		
Cost per Copy per Packet	$7.77	$0.1408	$0.0880	$0.9416	$6.6000		
Total Cost per Packet	$9.42						
Total Cost of Mailing	$508.87						$113.08
Total Cost per year	$5,393.64						$1,198.59

Average # Pages per Packet	674				
Price per Ream		$4.33	$4.47	$3.45	$6.40
Price per Page		$0.00866	$0.00894	$0.00690	$0.01280
Price per Copy on Machine		$0.0088	$0.0088	$0.0088	$0.04

Private Markets Meeting Date	Pages in Packet	Tan Covers	Salmon Covers	B&W Copies	Color copies	Email Packet to Outside Recipients
January-08	353	10	6	31	306	
Cost of Paper per Packet	$2.21	$0.0866	$0.0536	$0.1070	$1.9584	
Cost per Copy per Packet	$12.65	$0.0880	$0.0528	$0.2728	$12.2400	
Total Cost per Packet	$14.86					
Total Cost of Mailing	$846.97					$104.01
February-08	221	7		10	204	
Cost of Paper per Packet	$1.40	$0.0606	$0.0000	$0.0345	$1.3056	
Cost per Copy per Packet	$8.31	$0.0616	$0.0000	$0.0880	$8.1600	
Total Cost per Packet	$9.71					
Total Cost of Mailing	$553.49					$67.97
April-08	188	6		50	132	
Cost of Paper per Packet	$1.07	$0.0520	$0.0000	$0.1725	$0.8448	
Cost per Copy per Packet	$5.77	$0.0528	$0.0000	$0.4400	$5.2800	
Total Cost per Packet	$6.84					
Total Cost of Mailing	$390.00					$47.89
June-08	448	11		11	426	
Cost of Paper per Packet	$2.86	$0.0953	$0.0000	$0.0380	$2.7264	
Cost per Copy per Packet	$17.23	$0.0968	$0.0000	$0.0968	$17.0400	
Total Cost per Packet	$20.09					
Total Cost of Mailing	$1,145.31					$140.65
July-08	3	1		2		
Cost of Paper per Packet	$0.02	$0.0087	$0.0000	$0.0069	$0.0000	
Cost per Copy per Packet	$0.03	$0.0088	$0.0000	$0.0176	$0.0000	
Total Cost per Packet	$0.04					
Total Cost of Mailing	$2.39					$0.29
September-08	310	9	2	18	281	
Cost of Paper per Packet	$1.96	$0.0779	$0.0179	$0.0621	$1.7984	
Cost per Copy per Packet	$11.50	$0.0792	$0.0176	$0.1584	$11.2400	
Total Cost per Packet	$13.45					
Total Cost of Mailing	$766.74					$94.16
November-08	169	7		14	148	
Cost of Paper per Packet	$1.06	$0.0606	$0.0000	$0.0483	$0.9472	
Cost per Copy per Packet	$6.10	$0.0616	$0.0000	$0.1232	$5.9200	
Total Cost per Packet	$7.16					
Total Cost of Mailing	$408.17					$50.13

Private Markets Committee Meeting Mailing

Private Markets Meeting Date	Pages in Packet	Tan Covers	Salmon Covers	B&W Copies	Color copies	Email Packet to Outside Recipients
December-08	80	8		12	60	
Cost of Paper per Packet	$0.49	$0.0693	$0.0000	$0.0414	$0.3840	
Cost per Copy per Packet	$2.58	$0.0704	$0.0000	$0.1056	$2.4000	
Total Cost per Packet	$3.07					
Total Cost of Mailing	$175.03					$21.49
Total Cost per year	$4,288.10					$526.61

Average # Pages per Packet	536				
	Price per Ream	$4.33	$4.47	$3.45	$6.40
	Price per Page	$0.00866	$0.00894	$0.00690	$0.01280
	Price per Copy on Machine	$0.0088	$0.0088	$0.0088	$0.04

Public Markets Meeting Date	Pages in Packet	Tan Covers	Salmon Covers	B&W Copies	Color copies	Email Packet to Outside Recipients
February-08	126	3		9	114	
Cost of Paper per Packet	$0.79	$0.0260	$0.0000	$0.0311	$0.7296	
Cost per Copy per Packet	$4.67	$0.0264	$0.0000	$0.0792	$4.5600	
Total Cost per Packet	$5.45					
Total Cost of Mailing	$207.18					$21.81
April-08	48	2		11	35	
Cost of Paper per Packet	$0.28	$0.0173	$0.0000	$0.0380	$0.2240	
Cost per Copy per Packet	$1.51	$0.0176	$0.0000	$0.0968	$1.4000	
Total Cost per Packet	$1.79					
Total Cost of Mailing	$68.16					$7.17
September-08	81	6	8	40	27	
Cost of Paper per Packet	$0.43	$0.0520	$0.0715	$0.1380	$0.1728	
Cost per Copy per Packet	$1.56	$0.0528	$0.0704	$0.3520	$1.0800	
Total Cost per Packet	$1.99					
Total Cost of Mailing	$75.60					$7.96
November-08	70	3		10	57	
Cost of Paper per Packet	$0.43	$0.0260	$0.0000	$0.0345	$0.3648	
Cost per Copy per Packet	$2.39	$0.0264	$0.0000	$0.0880	$2.2800	
Total Cost per Packet	$2.82					
Total Cost of Mailing	$107.15					$11.28
December-08	105	3	3	10	89	
Cost of Paper per Packet	$0.66	$0.0260	$0.0268	$0.0345	$0.5696	
Cost per Copy per Packet	$3.70	$0.0264	$0.0264	$0.0880	$3.5600	
Total Cost per Packet	$4.36					
Total Cost of Mailing	$165.59					$17.43
Total Cost per year	$623.68					$65.65

Average # Pages per Packet	78				
	Price per Ream	$4.33	$4.47	$3.45	$6.40
	Price per Page	$0.00866	$0.00894	$0.00690	$0.01280
	Price per Copy on Machine	$0.0088	$0.0088	$0.0088	$0.04

Washington State Productivity Board

ADOPT REPORT

April, 2009

Department of Corrections

Suggestion Number	Suggester Name:	City:	Award:
Entry Date:	Holly Rensberger	Tacoma	Recognition
200800552			
Oct2008			

Savings/Desc

Suggestion: The Department of Corrections (DOC) should utilize the Excel workbook designed by the suggestor to help Community Corrections Officers (CCO) track vital information regarding their caseloads. This could reduce the amount of air cards purchased, lessen fuel cost due to mapping components included in the program, and save staff time.

Evaluation: This suggestion has passed a pilot stage implementation. It has been well-received by both Community Corrections Officers and Community Correction Supervisors as it saves staff time. This tool is efficient and useful when air cards are not available for CCOs to use in making reports while in the field.

Department of Corrections

Suggestion Number	Suggester Name:	City:	Award:
Entry Date:	Randy Villanueva	Tacoma	$50.00
200800559			
Nov2008			

Savings/Desc $74.00

Suggestion: The Department of Corrections (DOC) should combine two internal forms into one in order to eliminate duplication.

Evaluation: After receiving input from Community Corrections managers and their staff, it is recommended this suggestion be adopted. Some work is still underway in the modification process. A recognition award is granted for this idea.

Department of Corrections

Suggestion Number	Suggester Name:	City:	Award:
Entry Date:	Steve DePoister	Tacoma	$50.00
200800565			
Nov2008			

Savings/Desc $336.00

Suggestion: The Department of Corrections (DOC), Tacoma Unit 2 and Special Needs Unit, should purchase LED bulb kits for their Surefire flashlights.

Evaluation: After researching this idea, it was decided the use of LED bulbs would result in better safety for officers of the Tacoma Unit 2 and Special Needs Unit in low-light situations. While more expensive to purchase initially, over time the LED lights will save the department money in replacement bulbs and batteries. Because this is within the suggester's job duties a recognition award is recommended.

Department of Social & Health Services

Suggestion Number	Suggester Name:	City:	Award:
Entry Date:	Theresa Adams	Tacoma	$200.00
200800318			
Aug2008			

Savings/Desc

Suggestion: The Department of Social and Health Services (DSHS), Division of Child Support, should have incoming documents designated for imaging sent to a centralized fax for direct imaging.

Evaluation: Department of Child Support (DCS) has 10 field offices across the state. Each office has a different process for handling faxes and scanning documents into the imaging system. Based on the most efficient process currently in place, it is projected that this is a time savings only suggestion. Because of this, a recognition award is recommended for this idea.

Department of Social & Health Services

Suggestion Number	Suggester Name:	City:	Award:
Entry Date:	Theresa Williams	Lakewood	Recognition
200900045			
Jan2009			

Savings/Desc

Suggestion: The Department of Social and Health Services (DSHS), Child Study and Treatment Center, should have a place on the Admission Notification form to include whether the patient is male or female.

Evaluation: This is a Child Safety and Treatment Center in-house form to which the suggested information will be added.This suggestion will help improve our customer service.

Department of Transportation

Suggestion Number	Suggester Name:	City:	Award:
Entry Date:	John Hurd	Everett	$200.00
200700120			
Jul2007			

Savings/Desc

Suggestion: The Department of Transportation (DOT) should use the device that the suggester developed for seating wedges in the cable barriers along the freeways.

Evaluation: After much review, we find this tool to be a great time saver and appreciate the suggester's input. Because there are no tangible savings attributed to the suggestion a recognition award is granted.

Department of Transportation

Suggestion Number	*Suggester Name:*	*City:*	*Award:*
Entry Date:	Megan Villa	Richland	$25.00
200900020			
Jan2009			

Savings/Desc

Suggestion: The Department of Transportation (DOT) should discontinue purchasing Styrofoam cups for employees to use for bottled water service.

Evaluation: Modified adopt. The use of personal mugs and cups should be encouraged so long as adequate hygiene measures are practiced. This could save a small amount of money and reduce waste. A modified adoption of this suggested is recommended through a promotional campaign that encourages employees to use their own mugs and cups. Totally eliminating the use of disposable cups is not practical because many facilities lack appropriate cleaning areas and shared use of poorly cleaned cups could spread disease. A recognition award is granted.

Department of Transportation

Suggestion Number	*Suggester Name:*	*City:*	*Award:*
Entry Date:	Yvonne Peterson	Wenatchee	$50.00
200900038			
Jan2009			

Savings/Desc $552.00

Suggestion: The Department of Transportation (DOT) should have regions print their own Over/Under and Leave Error reports instead of having payroll headquarters mail them to each region.

Evaluation: We recommend the adoption of this suggestion as this is a duplication of effort and each region is capable of printing their own reports. Upon review of Express Mail forms for these reports, it was found they were sent to three regions six times each since July 2008. Prior to July 2008, they were sent via inter-office mail. Based on the Express mail receipts, a tangible first-year savings can be expected at $552.00. Because this falls within the suggester's job duties a recognition award is granted in appreciation for the suggestion.

Washington Lottery

Suggestion Number	*Suggester Name:*	*City:*	*Award:*
Entry Date:	Jerome Jansen	Olympia	Recognition
200800651			
Dec2008			

Savings/Desc

Suggestion: Washington State Lottery should print the letterhead created by the graphics department using their own color printers instead of ordering it from the Department of Printing.

Evaluation: There is a staff time savings benefit to this suggestion by eliminating the need to order, stock, distribute, and load letterhead paper. On this basis, the suggestion will be implemented. Because this falls with in the suggester's job duties a recognition award will be given.

Washington State Productivity Board

NON-ADOPT REPORT

April, 2009

Central Washington University

Suggestion Number *Entry Date:*

200800642 Dec2008

Suggestion: Central Washington University (CWU) should have a campaign to "Clean up Central" to increase the amount of recycling and reduce the amount of trash collected by facilities management.

Evaluation: Not a new idea. The University is committed to reducing the amount of garbage generated and increasing the amount of recycling. Since 1990, campus cleanup efforts have been initiated by the student Campus Beautification and Recycling Committee. Annual volunteer campus and canal cleanups are sponsored by this committee.

Department of Corrections

Suggestion Number *Entry Date:*

200800634 Dec2008

Suggestion: The Department of Corrections (DOC) should offer two sizes of envelopes in the offender store to reduce the amount of postage transfer forms used.

Evaluation: The United States Postal Service (USPS) provides the pre-franked envelopes in the letter and legal size. If the offender store were to provide pre-franked card envelopes, the offenders would be required to purchase an envelope for a card that already has an envelope provided. This would create another fee for offenders.

Department of Corrections

Suggestion Number *Entry Date:*

200800635 Dec2008

Suggestion: The Department of Corrections (DOC) should have offenders cover a percentage of the cost of translating their mail.

Evaluation: It is DOC's policy that written mail in another language is screened to ensure there isn't a breech of security. If this suggestion was implemented, this would place additional charges on offenders who have to use the translation services for their mail. After discussion with the Diversity Program Manager, it is felt this proposal would be discriminating to the offenders requiring these specialized services.

Department of Corrections

Suggestion Number	*Entry Date:*
200800654	Dec2008

Suggestion: The Department of Corrections (DOC) should grant certain offenders bail.

Evaluation: Cost outweighs the benefit. It appears this suggestion to create an opportunity for some offenders to post bail is similar to the conditional release system currently in place. The conditional release program is a cost saving measure which encourages evaluation of all offenders for release prior to a scheduled hearing, much the same as bail. There are many costs and legal issues regarding the implementation of a system to collect, track, and return bail monies. Safeguards would need to be implemented to guarantee the security of the bail posted and integrity of the system. This system does not now exist and would need extensive review by the Attorney General's office as well as General Accounting. Clearly, there would be substantial costs and additional staff required to implement such a system.

Department of Corrections

Suggestion Number	*Entry Date:*
200800664	Dec2008

Suggestion: The Department of Corrections (DOC) should stop paying offenders for doing work in the State facilities.

Evaluation: State law requires that "except for inmates who work in work training programs, inmates in this class shall be paid for their work in accordance with an inmate gratuity scale. In addition, without pay offenders would refuse to work which would increase offender idleness, which could increase violence in the prisons. In the long term, the cost to infract offenders which would increase their time in the institution, would be greater than the small amount they are currently paid.

Department of Corrections

Suggestion Number	*Entry Date:*
200800671	Dec2008

Suggestion: The Department of Corrections (DOC) should utilize the Extended Family Visiting Housing and facilities for staff emergency quarters.

Evaluation: Not a new idea. The facility currently extends the use of the staff resource center located at the Timberline Building for situations such as this. Access for use is granted as the need arises, at the staff's request, and is always accessible during such times.

Department of Corrections

Suggestion Number *Entry Date:*

200800678 Dec2008

Suggestion: The Department of Corrections (DOC) should establish a mandatory transition trust account that offenders begin contributing to as soon as they enter prison. It should only be accessible to pay for basic transition living expenses.

Evaluation: Not a new idea. DOC policy "Trust Accounts for Offenders" requires mandatory deposits to a savings sub-account designed to assist offenders with transition to the community. This suggestion is currently in use.

Department of Corrections

Suggestion Number *Entry Date:*

200800298 Aug2008

Suggestion: The Department of Corrections (DOC) should provide wireless services in all institutions/facilities to allow staff to view hearing documents online rather than providing printed copies.

Evaluation: Cost outweighs the benefit. One part of the many legal requirements for conducting a quality hearing and insuring that the offender's due process rights are adhered to is the copies they are entitled to receive. While a paperless form of business would be ideal, DOC has many paper files requiring signed legal notices, rights forms, etc. In addition, wireless electronic practices and devices would suggest a large investment in equipment for over 100 statewide locations where hearings are conducted.

Department of Corrections

Suggestion Number *Entry Date:*

200800357 Sep2008

Suggestion: The Department of Corrections (DOC) should have Correctional Industries establish a program to sharpen tools for state agencies that require this service as an option to generate revenue.

Evaluation: Many of the tools (including saw blades) must be sent to an outside vendor due to the technical skills and specialized equipment required to perform the service.

Department of Corrections

Suggestion Number *Entry Date:*

200800378 Sep2008

Suggestion: The Department of Corrections (DOC), Clallam Bay Corrections Center (CBCC), should upload photos taken by the prison photographer to a commercial photo website and have prints mailed to the institution rather than printing them in-house.

Evaluation: Printing the photos onsite ensures they are distributed before offenders transfer or leave the facility, avoiding additional staff time required to track down where the offenders went and then the additional cost of mailing photos to them. Also, the program is funded with the money offenders spend on the photos so making a change such as this will not save agency funds.

Department of Corrections

Suggestion Number *Entry Date:*

200800388 Sep2008

Suggestion: The Department of Corrections (DOC) should keep the indigent offender's pre-stamped envelopes in the Office Assistant's (OA) office where the offenders would have to address them in front of the OA . This would keep them from trading the pre-stamped envelopes for other goods, saving DOC the cost of providing the envelopes that are not being used.

Evaluation: Not a new idea. A survey of all the major DOC facilities in the state revealed many already have procedures the same or similar to the one suggested. Others do not currently track or monitor the use of pre-franked envelopes issued to indigent offenders.

Department of Corrections

Suggestion Number *Entry Date:*

200800404 Sep2008

Suggestion: The Department of Corrections (DOC) should make offender management databases easy to cross-reference by using terms similar to "see Liberty" rather than requiring entire entries be rewritten in each database.

Evaluation: Not a new idea. Original training made this an option for staff. While there has been differing opinions about how to make these entries, staff can use discretion to replicate entries in whole or in part, depending on the nature of the entry. Cross-referencing may not be appropriate in all cases.

Department of Corrections

Suggestion Number *Entry Date:*

200800406 Sep2008

Suggestion: The Department of Corrections (DOC) should eliminate all personal clothing from offenders to save the money paid out in tort claims as the result of staff negligence in regard to lost or damaged personal belongings.

Evaluation: Not a new idea. In March 2008, DOC submitted a Biennial Budget Concept Paper recommending offender personal clothing be abolished

Department of Corrections

Suggestion Number *Entry Date:*

200800420 Sep2008

Suggestion: The Department of Corrections (DOC) should limit health care provided to offenders to services allowed under programs such as Basic Health or Medicaid, the same as for citizens outside correctional facilities.

Evaluation: Offender health care is already limited to that which is covered by the Offender Health Plan which only allows medically necessary care. DOC can not offer less than this without violating the offender's 8th Amendment rights.

Department of Corrections

Suggestion Number *Entry Date:*

200900021 Jan2009

Suggestion: The Department of Corrections (DOC) should discontinue printing hard copies of the Judgment and Sentence, DISCIS, WACIC/NCIC reports currently used by classification counselors in the development of the Criminal Conviction Record and provide them electronically instead.

Evaluation: Resources not available. Unfortunately, due to the fact that the technologies used to retrieve the material in question coupled with the incompatibility of the technologies, one copy of each of these documents must be printed for the counselors to use while preparing their classifications.

Department of Corrections

Suggestion Number *Entry Date:*

200900022 Jan2009

Suggestion: The Department of Corrections (DOC) should request a donation per visitor per visit to help offset the cost of offender programming.

Evaluation: Many of our visitors spend their last dollar getting to the facility. In these difficult times, it is believed the expense would be an extra hardship on the families who are already donating their life to an offender. Offenders who receive visits while in prison are significantly less likely to re-offend. It is part of the Department's mission to strengthen family ties and this suggestion could build barriers by putting an additional financial burden on family members.

Department of Corrections

Suggestion Number *Entry Date:*

200800683 Dec2008

Suggestion: The Department of Corrections (DOC), Correctional Industries (CI), should have the receiving center give the boxes used for shipping back to the shipping center for reuse in another shipment.

Evaluation: As much as possible, each center recycles cardboard in keeping with the Agency's "green" philosophy. To implement this suggestion, the PikAPak staff would be required to receive and inspect each box for serviceability and to ensure they are free of contraband since they are inbound from another institution. They would then be required to flatten, palletize, and store the used boxes until a delivery truck could return them for reuse. The staff and storage costs exceed the overall cost savings suggested by this idea.

Department of Corrections

Suggestion Number *Entry Date:*

200900007 Jan2009

Suggestion: The Department of Corrections (DOC) should reduce the number of employees on special teams to reduce costs.

Evaluation: Specialty teams are crucial to DOC operations and keeping our staff, offenders, and community citizens safe. These teams include the Crisis Negotiation Team which acts to resolve incidents at the lowest level possible without the need to resort to using force; the Inmate Recovery Team which support all department facilities; the Critical Incident Stress Management Teams who serve to reduce the stress staff experience after a critical incident; the Emergency Response Team which works toward maintaining and/or restoring order and ensuring safety and security of staff and offenders; and the Special Emergency Response Teams whose task it is to reduce the use of deadly force in an emergency situation. All of these teams serve a specific and critical purpose to the DOC.

Department of General Administration

Suggestion Number *Entry Date:*

200800681 Dec2008

Suggestion: The Department of Labor and Industries (L&I), Central Office, should discontinue supplying sanitary products at no cost in bathrooms.

Evaluation: The supplies are provided by General Administration by agreement with L&I as part of the custodial services rendered at their headquarters in Tumwater, WA. Audit controls for cash as mandated by the State Auditor's Office are very clear in the chain of control for monies paid to the State. Money must be collected and controlled by a single employee and deposited in the bank in very specific time frames. The wage of an FTE whose sole job would be to collect this money if they were a custodian would be in excess of $20,000 annually. The cost of products supplied in 2008 for all of L&I was $3,846.58, showing a current savings of at least $15,000 per year over the suggestion.

Department of General Administration

Suggestion Number *Entry Date:*

200900060 Feb2009

Suggestion: The Department of General Administration (GA) should change electrical switches so employees can turn off lights manually during non-work hours

Evaluation: When lighting systems are manually switched, logging of actual lighting runtime hours typically shows the lighting systems are left on much longer than they are actually needed.

Department of General Administration

Suggestion Number	*Entry Date:*
200900067	Feb2009

Suggestion: The Department of General Administration, Motor Pool Division, should modify the online reservation system to only allow for pick-up times when staff will be present.

Evaluation: This reservation system is a canned system that was purchased as part of the Motor Pool information system. The idea was forwarded to Assetworks, the company that built the system. The reply received from them was "at the present time, there is no way to limit the time that reservations can be picked-up."

Department of General Administration

Suggestion Number	*Entry Date:*
200800652	Dec2008

Suggestion: The Department of General Administration (GA) should replace incandescent and florescent lighting with LED lighting.

Evaluation: Cost outweighs the benefit. LED lighting is beginning to show promise for area lighting but technically is not quite ready to be implemented due to limited efficacy of the LEDs themselves.

Department of Information Services

Suggestion Number	*Entry Date:*
200800580	Nov2008

Suggestion: The Office of the Attorney General (AG) should extend the computer lifecycle from three years to four years.

Evaluation: Not a new idea. Agencies using the Department of Information System (DIS) lease contract, the lease states PCs can only be leased for three years. At that time, the PC is removed from the agency and placed into the PCs for Kids program. This suggestion does not address the value the PCs for Kids program provides the K-12 community, which may provide more than $10 million per year value to the schools of our state. In addition, the Office of Financial Management is investigating the idea of longer leases as part of the 09-11 budget.

Department of Information Services

Suggestion Number	*Entry Date:*
200900100	Feb2009

Suggestion: State agencies and colleges should move from using hardware computer servers to virtual computer servers to consolidate computer workload on fewer hardware components.

Evaluation: Not a new idea. Department of Information Systems (DIS) and many State agencies have already implemented this suggestion and have been migrating servers to virtual server platforms since 2007. DIS has had a service offering virtual servers for the past 18 months

Department of Labor & Industries

Suggestion Number	*Entry Date:*
200900050	Jan2009

Suggestion: The Department of Labor and Industries (L&I) should require health care providers to have workers with claims of back injuries complete the Roland Morris Disability Questionnaire during the initial evaluation in order to provide early identification of potentially expensive claims.

Evaluation: Not a new idea. L&I, in partnership with the University of Washington, began a pilot project in 2008 to implement the disability predictor survey like the one suggested. The pilot will be evaluated for cost-effectiveness to determine whether and how to spread it statewide.

Department of Social & Health Services

Suggestion Number	*Entry Date:*
200800598	Nov2008

Suggestion: The Department of Social and Health Services (DSHS), Division of Child Services (DCS), should assign paternity cases in the same manner as all other cases.

Evaluation: Not a new idea. Since 2006, DCS has considered this but has a long-standing agreement with the county Prosecuting Attorneys and the Washington Association of Prosecuting Attorneys that paternity cases be referred from the DCS Field Office with the Prosecuting Attorney's catchment area

Department of Social & Health Services

Suggestion Number	*Entry Date:*
200800680	Dec2008

Suggestion: The Department of Social and Health Services (DSHS), Aging and Disability Services, Office of Rates Management and Nursing Home Rates Section, should have facilities send relevant documents to the auditor beforehand so more of the audit work could be done in the agency office prior to the actual site visit.

Evaluation: Not a new idea. DSHS has been discussing this since December 18, 2008 and was mentioned at a holiday lunch speech by our Chief of Rates Management several weeks before the date of this suggestion.

Department of Transportation

Suggestion Number	*Entry Date:*
200800620	Dec2008

Suggestion: The Department of Transportation (DOT), Commute Trip Reduction Program, should reduce the amount of reimbursement paid to participants.

Evaluation: Major employers in certain cities and counties, including State agencies, are required by the Commute Trip Reduction Law to offer programs designed to meet statewide goals for reducing drive-alone commute trips and vehicle miles traveled If State agencies cut their incentives and subsidies, they will be required to strengthen other elements of their programs to meet the law. While each agency determines if it will pay incentives and subsidies as part of its CTR program, it has been shown those that do offer incentives have more effective programs.

Department of Transportation

Suggestion Number *Entry Date:*

200900086 Feb2009

Suggestion: The Department of Transportation (DOT) should create a timesheet where the work order code, group number, work op, and control sections are simple pull-down menus.

Evaluation: Not a new idea. During 2008, DOT performed a thorough evaluation of its time and attendance activities to include development of requirements for a new time and attendance system. As part of this process, DOT is collaborating with other State agencies to review and analyze future development of an Enterprise Time, Attendance, and Labor Distribution system.

Department of Transportation

Suggestion Number *Entry Date:*

200900087 Feb2009

Suggestion: The Department of Transportation (DOT) should eliminate the Annual Employee Recognition Picnic and the DOT shirts that are given to employees each year.

Evaluation: Public Service Recognition Week (PSRW) is governed by the US Office of Personnel Management. It is a national event, held the first Monday through Sunday of May since 1985, to honor the people who serve America as federal, state, and local government employees. South Central Region DOT celebrates PSRW by awarding each employee with a DOT logo shirt and holding a barbeque during the lunch hour. DOT headquarters celebrates PSRW by providing a pizza feed and random drawing. DOT has a recognition policy in place for these events, and both meet the guidelines. In these tight economic times, these recognition events go a long way toward boosting morale and should not be eliminated.

Department of Transportation

Suggestion Number *Entry Date:*

200900012 Jan2009

Suggestion: The Department of Transportation (DOT) should incorporate an option into the CAPS program to print double-sided reports.

Evaluation: This is a function of the printer being used to print reports. If the printer supports duplex printing, it's simply a matter of selecting the printer option for printing on both sides of the paper (duplex printing). This can be utilized without any modification to the MTP application. After communicating with Information Technology staff for the suggester, it was found the suggester's office printer is duplex-capable, and the suggester has been trained on how to use this feature.

Department of Transportation

Suggestion Number *Entry Date:*

200900128 Mar2009

Suggestion: The Department of Transportation (DOT) should sell advertising space on the DOT website.

Evaluation: Not a new idea - Since 2003, DOT has been discussing the concept of advertising on the webpage with legislative support for the concept raised in February, 2009. Government web sites registered under the "Dot.Gov" domain are federally regulated and prohibited from advertisements that could be construed as endorsement.

Eastern Washington University

Suggestion Number *Entry Date:*

200800539 Oct2008

Suggestion: Eastern Washington University (EWU) should require students to use an email account for correspondence instead of mailing hard copies.

Evaluation: Not a new idea. This suggestion has been in discussion for many years but the practical hurdles of keeping student personal email information current had been a deterrent. As of December 31, 2008, a policy for student email has been drafted and is being vetted through the EWU policy process.

Liquor Control Board

Suggestion Number *Entry Date:*

200800417 Sep2008

Suggestion: The Liquor Control Board (LIQ) should put the supplier manual on the LIQ internet page instead of mailing hard copies.

Evaluation: Not a new idea. This idea was put under an action plan in October, 2007. LIQ continues to move forward in making the supplier manual available electronically.

Liquor Control Board

Suggestion Number *Entry Date:*

200900054 Feb2009

Suggestion: The Liquor Control Board should only print receipts for purchases if the customer desires one.

Evaluation: This change in procedure would require a programming change to our Point of Sale (POS) computer system. The changes required impact multiple areas and would be quite extensive. The POS system code is controlled by the vendor, thus cost, priority, and program impact would be at their mercy. In addition, this change would circumvent our internal security controls as the receipt serves to validate that an actual transaction has taken place. Customers desiring to return a product could not easily do so without a receipt as the receipt is our only protection against shoplifting scams.

Suggestion Number	*Entry Date:*
200900101	Feb2009

Suggestion: The Washington State Patrol (WSP) should reduce the amount of evidence tape currently used to seal property and evidence for storage.

Evaluation: After much research, it was found there is no "industry standard" for the requirement of how much evidence tape is used on a package prepared for storage at WSP. It is with due diligence that envelopes are sealed both with the manufacturers seal and evidence tape on all seams. All eight WSP districts use wooden shelves and steel containers to store evidence, and with crowding in the storage areas, high potential for tearing and break-down exists. With less sealing material, this could easily become a large problem if evidence is compromised and rendered useless in a prosecution situation.