

Thousands of suggestions from employees have been adopted, resulting in millions of dollars in savings. Below is a sampling of suggestions that are already implement and might benefit your agency:

- Scan copies of Human Resource letters sent to various program staff. The documents should then be -sent as email attachment files rather than sending multiple hard copies through campus mail.
- Consolidate different cellular accounts it currently has into one agency account with one shared-minutes pool.
- Employees should use the "self delete" function when sending emails that pertain to a certain projected period of time. This would save the recipient(s) time by not having to go through emails that are no longer relevant or pertain to something that has already happened.
- Promote video conferencing through free/low-cost web-based software and webcams.
- Put the weekly bulletins on the intranet home page instead of handing out hard copies to save on costs associated with printing.
- Label jacks in the conference rooms that are for connecting to the internet to save confusion.
- Stop sending pay stubs out to employees since earning statements are now available online.
- Adjust heating and cooling temperature gauges seasonally (i.e.: air temperature should be warmer in the summer before cooling systems engage and colder in the winter before heating engages) to maximize energy efficiency and cost savings.
- Have a place on intranet sites to post supplies in stock rooms that are unwanted or unused that can be given away or exchanged with other departments that would have a use for them.
- Have Information Technology staff create a set of instructions that all divisions/offices will use when installing Microsoft Office 2007.
- Set the default on printers to double sided.
- Purchase translation software for the Bi-lingual Licensor. By implementing the translation software, this would eliminate an extremely time consuming and costly step.
- Unplug or disconnect small kitchen appliances when not in use.

- Use digital recorders instead of cassette tapes to record hearings. There is no process currently in place for the archival of cassette tapes, so they are housed within the hearings unit. Digital recorders can be downloaded from the recorders to the Hearing Officer's lap top and ultimately kept on the hard drive. It would take approximately 6 USB drives, at \$230 each, to store one years' worth of hearings but ultimately save on the price of cassettes and storage.
- Cancel pagers not being used by Enforcement Officers.
- Purchase fuel from Washington State owned sites such as Department of Transportation or Washington State Patrol.
- Promote video conferencing through free/low-cost web-based software and webcams.
- Request bids for leased equipment that includes service, repairs, and parts replacement riders.
- Attach an envelope for gas cards to key rings to help prevent theft and loss.
- Use the conference call feature provided on phones instead of the State Conference assistant.