

SUPPORTING THE GOVERNOR'S VISION FOR SUSTAINABILITY

Sustainability Plan
2007-2013

July 1, 2010



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DIRECTOR'S OVERVIEW

The Oregon Department of Administrative Services (DAS) strongly supports the Governor's vision of a sustainable government that spends taxpayers' money prudently and exercises wise stewardship of Oregon's environmental treasures. Because it plays a preeminent role in state government, DAS can lead by example and help make sustainability the focus of all state agencies. A principal goal in our Strategic Plan¹ is "adaptable government for future generations," which we consider tantamount to promoting sustainable business practices in government.

In recent years, DAS has sharpened its focus on sustainable practices. Though every division of DAS contributes to the department's efforts toward sustainability, the following plan deals with the most significant contributions of our divisions. We believe that sustainable actions like these will compound across state government and help ensure a bright future for all Oregonians.

Scott L. Harra, Director

Excerpt from DAS Sustainability Plan in July 2008

EXECUTIVE SUMMARY

The Department of Administrative Services leads state government by providing an array of services which include budget development, procurement, human resources, IT support, surplus property management and many others. Since DAS acts as the principal vehicle for realizing the Governor's executive goals, the department will serve as state government's main resource in achieving and maintaining sustainable practices. The department's core objective is to meet and expand Governor Kulongoski's goals in sustainability:

1. **Greenhouse gas emissions.** By 2010, stop the growth of greenhouse gas emissions; by 2020, reduce greenhouse gas emissions to 10 percent below 1990 levels; by 2050, reduce emissions to 75 percent below 1990 levels, and fully stabilize and eliminate their negative impacts.
2. **State government energy savings.** By 2015, reduce energy consumption by 20 percent (based on energy consumption in 2000).
3. **State government electricity sources.** By 2025, achieve 100 percent of state government's electrical needs through renewable sources.
4. **State government use of alternative fuels.** Actively pursue the use of alternative fuels (i.e. biodiesel, ethanol, natural gas, and electric) in state fleets.
5. **State government sustainable procurement.** Collaborate and coordinate on regional purchasing strategies to harness purchasing power and maximize environmental and economic value. In addition, develop a program to ensure that all state agencies "green the supply chain" by ensuring that the state uses its purchasing power to stimulate production of more sustainable products and services.
6. **Sustainable information technology.** Commit to buying high-efficiency IT systems for state government; join the Climate Savers Computing Initiative.
7. **Interagency sustainability network.** Form a network of state agency personnel to exchange ideas and practices, and develop new approaches to sustainability among state agencies.



PROGRAM STRATEGIES

To accomplish the Governor's goals and develop a culture of sustainability throughout state government, DAS will expand its current sustainability program by using the strategies outlined below, and short-term action items that are updated every six months. To date, DAS completed around 100 action items. However, DAS did not complete as many action items for Jan-June 2010 due to a legislative special session and a department transformation initiative. This report includes a few, new action items to complete by December 2010, as well as carry-over action items from the last plan.

Goal 1

Greenhouse gas emissions. By 2010, stop the growth of greenhouse gas emissions; by 2020, reduce greenhouse gas emissions to 10 percent below 1990 levels; by 2050, reduce emissions to 75 percent below 1990 levels, and fully stabilize and eliminate their negative impacts.



Strategies

Build connections to initiatives that address sustainability, global warming and climate change.

- Expand the resource conservation program and develop metrics to ensure that by 2013, no material that can be recycled or "taken back" enters a landfill.
- Monitor and prepare an annual greenhouse gas inventory for state government.
- Establish a state contract for a Web-based tool that reports on efforts to avoid gas consumption and reduce carbon combustion.
- Strive for the highest energy efficiency and lowest greenhouse gas emissions when designing and constructing new buildings.

Action Items for July-December 2010

- Implement pilot project to collect foam chunks in five DAS buildings. Due: Dec. 31, 2010
- Implement pilot project with GreenPrint to save paper and printing. Due: Dec. 31, 2010

Carry-over action items from Jan-June 2010

- Review alternatives to gas-powered leaf blowers in DAS operations, and if possible, develop a plan to phase out by fall 2011. *Original date: June 2010; New due date: Aug. 31, 2010*
- Increase use of rechargeable batteries by 50%. *Original date: April 2010; New due date: Dec. 31, 2010*
- Reduce plastic bottles and containers for personal and work use by 25%. *Original date: June 2010; New due date: Dec. 31, 2010*
- Reduce overnight shipping for goods to DAS locations by 25%. *Original date: June 2010; New due date: Dec. 31, 2010*
- Develop and implement a program to compost paper towels from restrooms. *Original date: June 2010; New due date: Aug. 31, 2010*

Success from January-June 2010

In 2010, DAS modified the Key Performance Measure (KPM) for the Sustainability Program to a more comprehensive metric that takes all seven goals into account, rather than only tracking greenhouse gas emission reductions.



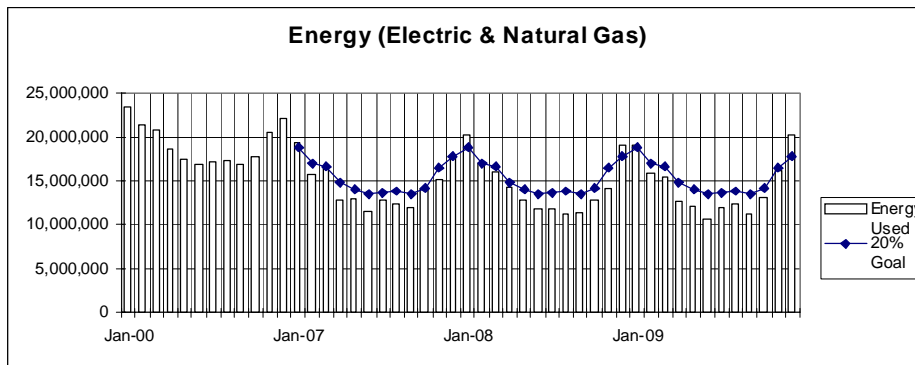
Goal 2

State government energy savings. By 2015, reduce energy consumption by 20 percent (based on energy consumption in 2000).

Strategies

Construct and operate buildings that incorporate maximum efficiency and innovation.

- Develop programs to involve tenants in operation of buildings.
- Seek out innovative technologies to include in new construction projects.
- By 2015, expand renewable energy projects (solar, wind, fuel cell, etc.) that offset the energy costs in DAS buildings by 20 percent.
- Work with the Oregon Department of Energy to develop a central program to initiate and track solar and renewable energy projects in state government.

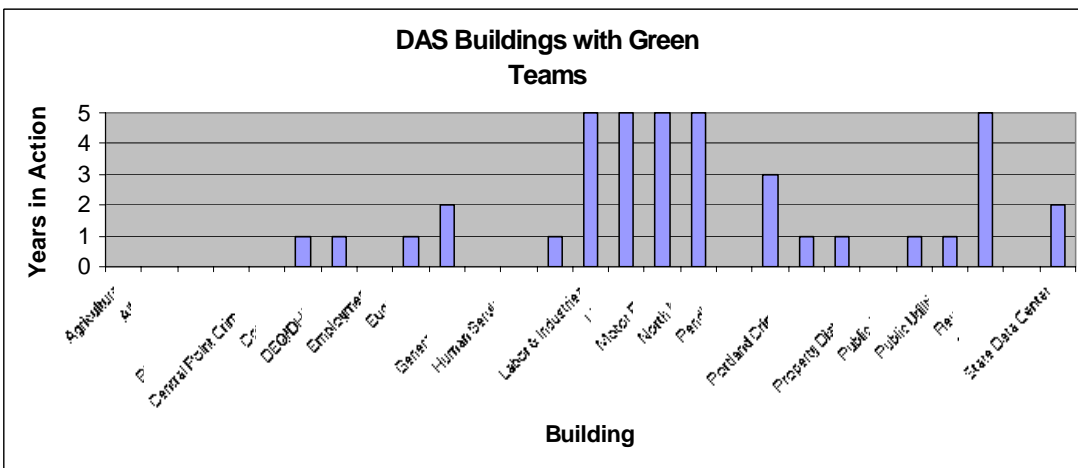


Action Items for July-December 2010

- Increase support of Green Teams with agency heads and work with Green Teams to develop quarterly events for charity. Due: Dec. 31, 2010
- Develop practice and supporting system to ensure that DAS maximizes all Energy Trust of Oregon (ETO) incentives for building, fleet, I.T., and other projects. Due: Dec. 31, 2010

Carry-over action items from Jan-June 2010

- Implement sustainability plans in DAS cafeterias and track results. *Original date: June 2010; New due date: Dec. 31, 2010*
- Develop a metric to track the success of third party utility bill tracking to ensure a positive return-on-investment. Promote within state government. *Original date: June 2010; New due date: Dec. 31, 2010*



Success #1 from January-June 2010
 DAS focused heavily on Green Teams over the past six months. Four new Green Teams formed in buildings. All of the existing Green Teams gained new members and developed activities or programs for the building tenants.

Success #2 from January-June 2010

In 2009, DAS reduced 27% of the energy used in the year 2000. From January-June 2010, DAS maintained the momentum and focus to increase that savings even further – with very little capital investment.



Goal 3

State government electricity sources. By 2025, obtain 100 percent of state government’s total electricity needs from renewable energy sources.

Strategy

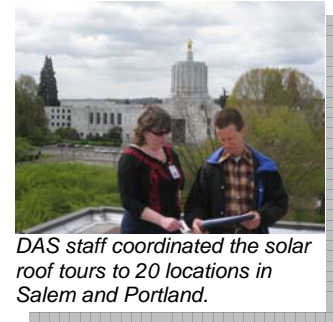
By 2025, achieve 100 percent of state government’s electrical needs through renewable sources.

Action Items for July-December 2010

- Conduct feasibility study to generate power with micro-turbine on the Shelton Ditch behind the Print Plant. Due: Dec. 31, 2010

Carry-over action items from Jan-June 2010

- Award contractor for third-party solar project. *Original date: March 2010; New due date: Sept. 30, 2010*



DAS staff coordinated the solar roof tours to 20 locations in Salem and Portland.

Success from January-June 2010

DAS completed the Request for Proposals for 4.6 megawatts of solar power on 15 buildings, 3 carports, and 2 ground systems.

Goal 4

State government use of alternative fuels. Actively pursue the use of alternative fuels (i.e. biodiesel, ethanol, natural gas, and electric) in state fleets.

Strategies

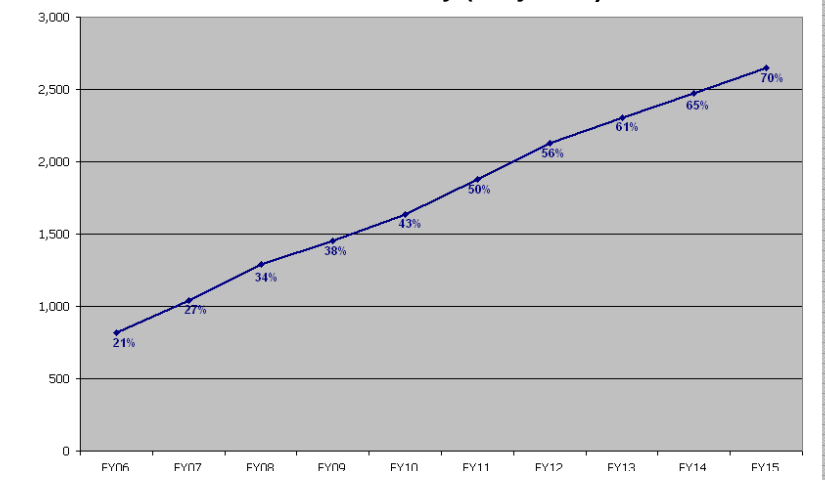
Develop a program to achieve and expand the DAS “green” fleet.

- Engage other agency fleets and focus on implementing an Environmental Management System (EMS) that uses DAS’ fleet as a model and trainer.
- Create an electric car infrastructure for state fleet.

Carry-over action items from Jan-June 2010

- Install 10 electric charging stations (Level 2) at Salem Motor Pool. Plan the location and details for one Level 3 station. *Original date: June 2010; New due date: Dec. 31, 2010*

Percentage of Alternative Fuel Vehicles in DAS’ Fleet Inventory (Projected)



Success from January-June 2010

DAS completed a review of the life-cycle costs and sustainability implications of alternative fuel vehicles vs. regular vehicles.

Department of Administrative Services

Sustainability Plan

Revised July 2010



Goal 5

State government sustainable procurement. Collaborate and coordinate on regional purchasing strategies to harness purchasing power and maximize environmental and economic value. In addition, develop a program to ensure that all state agencies “green the supply chain” by ensuring that the state uses its purchasing power to stimulate production of more sustainable products and services.



Strategies

Through education and technology innovation, create a culture of sustainable procurement in state operations.

- By 2010, develop metrics to track the number of and amount spent on statewide price agreements that offer environmentally preferred and local products.
- Promote the Responsible Purchasing Network³ (RPN) as a resource for environmentally sound purchasing decisions.
- With the launch of each new price agreement, conduct research and host forums with purchasing entities to ensure common standards are developed for environmentally preferred products and services (i.e. EPEAT⁴, Green Seal⁵, etc.).

Action Items for July-December 2010

- Define “sustainable products” vs. “durable products.” Due: Dec. 31, 2010

Carry-over action items from Jan-June 2010

- Implement two pilots that build on the July-December 09 projects. *Original date: June 2010; New due date: Dec. 31, 2010*
 - 1) Track Environmentally-Preferable Products (EPP) purchased by state agencies.
 - 2) Establish and implement a special procurement for sustainability purchases.
- Advocate language on new price agreements to include process to “block” non-EPP products from state price agreements. *Original date: June 2010; New due date: Dec. 31, 2010*

Success from January-June 2010

DAS increased its national presence through participation in a new program to develop a common label for environmentally-preferred products.

Goal 6

Sustainable Information Technology (IT). Commit to buying high-efficiency IT systems for state government; join the Climate Savers Computing Initiative².

Strategies

Develop more sustainable IT practices in state government.

- Build new contracts and programs to support the concepts of Climate Savers.
- By 2013, reduce the number of servers providing IT support to state agencies by 50 percent.
- Purchase lifecycle replacement hardware that consumes less energy than the previous generation and take advantage of moving toward greener IT infrastructure. By 2013, this will reduce overall power consumption of the State Data Center by 15 percent.



State Data Center
Infrastructure Lead,
Ben Tate



Carry-over action items from Jan-June 2010

- Deploy power management software on DAS servers and document savings. Develop a statewide price agreement for desktop power management software and services. *Original date: June 2010; New due date: Dec. 31, 2010*

Success from January-June 2010

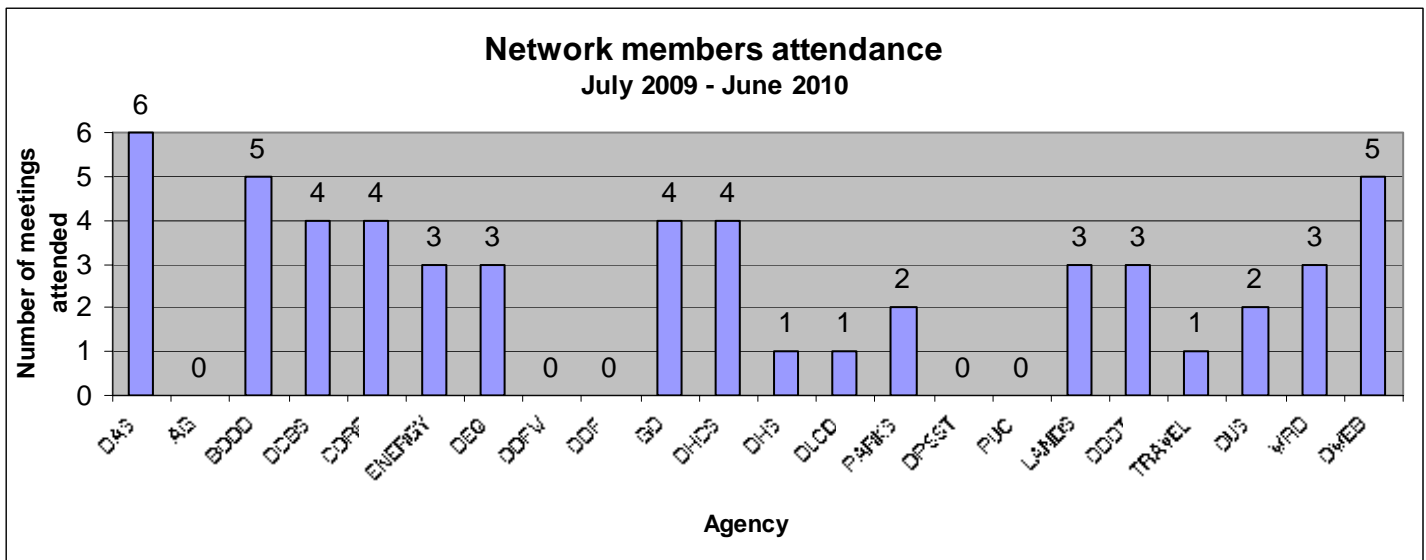
The State Data Center consolidated and virtualized many servers. The project saved around 500,000 kWh, and generated an incentive check for \$20,000 from the Energy Trust of Oregon.

Goal 7

Interagency Sustainability Network. Form a network of state agency personnel to exchange ideas and practices, and develop new approaches to sustainability among state agencies.

Strategies

- Provide staff support to the Sustainability Coordinators Network (Network) to maximize the input from state agencies and harness the Network’s potential.
- Help agencies develop partnerships, resource-sharing or other solutions for effective coordination.
- Frequently review and update statewide policies in support of IT, green building, resource conservation, sustainable procurement, and fleet practices to stay focused on best practices and the Governor’s goals.



Action Items for July-December 2010

- Implement social media plan. Due date: Dec. 31, 2010
- Implement monthly sustainability focus within DAS. Due date: Dec. 31, 2010 (and continue through June 2011)
- Build metrics to support each goal of plan and new programs. Due date: Aug. 31, 2010
- Implement DAS sustainability awards program and develop plan to expand statewide. Due date: Oct. 31, 2010
- Deploy sustainability training module for all state employees. Due date: Sept. 30, 2010

Department of Administrative Services

Sustainability Plan

Revised July 2010



Carry-over action items from Jan-June 2010

- Expand the Green Cleaning Network to include activities and training. *Original date: June 2010; New due date: Dec. 31, 2010*
- Implement a new tracking system for statewide procurement and green building. *Original date: June 2010; New due date: Dec. 31, 2010*
- Collaborate with the Oregon Sustainability Board to create an expectations checklist for state agencies. *Original date: June 2010; New due date: Dec. 31, 2010*

Community

In addition to the Governor's primary goals, DAS supports building a strong community through social equity.

Action Items for July-December 2010

- Work with Green Teams to develop quarterly events for charity. Due: Dec. 31, 2010
- Develop seasonal employee drives for local charities and coordinate with Green Teams to implement. Due: April 30, 2010
- Develop final report of schools program and determine 2011 feasibility. Due: June 30, 2010



Elin Shepard discusses a career as Sustainability Coordinator with the children at Gates Elementary School

Success from January-June 2010

DAS participated in the Santiam School District's annual Career Day in May. Elin Shepard spoke with 240 students in grades K-4 about her role as Sustainability Coordinator.

Appendix 1

References

1. DAS Strategic Plan: http://oregon.gov/DAS/docs/businessplans/2006_strategic_plan.pdf
2. Climate Savers Initiative: www.climatesaverscomputing.org/
3. Responsible Purchasing Network: www.responsiblepurchasing.org/
4. EPEAT: www.epeat.net/
5. Green Seal: www.greenseal.org/

Appendix 2

DAS Sustainability Program

The following link contains a biennial report, annual status reports, action items updates, green team information, newsletters, and more on the progress of moving DAS toward a culture of sustainability.

<http://sustainability.oregon.gov>