

DEPARTMENT OF ADMINISTRATIVE SERVICES

SUPPORTING THE GOVERNOR'S VISION FOR SUSTAINABILITY

Sustainability Plan
2007-2013

July 1, 2009



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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 2010, obtain 100 percent of state government's total electricity needs from renewable energy sources.
4. **State government use of alternative fuels.** By 2010, increase the use of biodiesel in state cars by 25 percent and ethanol by 10 percent.
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. DAS completed action items in December 2008 and in June 2009. This report includes new action items to complete by December 2009.

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. This will cover 100 percent of electronic waste, construction debris, oil and tires, and any other relevant materials generated in state operations.
- 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 2009

- Obtain Earthwise certification from Marion County for all DAS buildings in Salem. Due: December 31, 2009
- Work cooperatively with cafeteria operators in DAS buildings to develop a strategy to monitor, promote, and implement increased energy conservation. Due: October 31, 2009
- Develop outline for an on-line self-reporting tool to increase data collection for procurement, business travel, green building practices, energy conservation, fleet use, IT policy improvements, and other DAS sustainability operations. Due: November 30, 2009
- Reinstate a strong recycling program in DAS buildings based around the strategies developed by the Willamette University MBA students. Due: December 31, 2009
- Implement a new program of “no waste” lunches and social events to include reusable plates, cups, silverware, and recyclable or compostable to-go containers from nearby restaurants. Due: December 31, 2009
- Begin a feasibility study for a new Surplus Program facility. The study should include the cost benefits and greenhouse gas reductions to move the Property Distribution Center closer to the program's largest agency customers, and the potential for solar or wind systems. Due: December 31, 2009
- Increase number of staff who telework at least one day a week by 10 percent. Due: December 31, 2009

Success from January-June 2009

All DAS divisions now participate in the Office Max tote program, which reduces the greenhouse gas emissions for the delivery of office supplies by 50-75 percent.

Department of Administrative Services Sustainability Plan Revised July 2009



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.
- Research the available software products for power management and energy conservation.

Action Items for July-December 2009

- Develop a monitoring and verification plan to track the energy savings from the Resource Conservation Management policy revision and Energy Expert program. Market the results to other public entities. Due: August 30, 2009
- Maximize state and federal stimulus dollars for conservation, renewables, or other department projects. December 31, 2009
- Create Green Teams in the General Services and Revenue Buildings. Continue to support and mentor the existing five Green Teams in DAS buildings. Due: December 31, 2009

Success from January-June 2009

DAS completed the renovation of the Eugene State Office Building. This project included an innovative heating, ventilating, and air conditioning system called active chilled beams. The system is the first of its kind in the Pacific Northwest and could save as much as 40 percent of the energy of a traditional system.



Chilled beams and indirect lighting highlight the innovative energy conservation measures incorporated into the Eugene State Office Building

Goal 3

State government electricity sources. By 2010, obtain 100 percent of state government's total electricity needs from renewable energy sources.

Strategy

By 2010, convert DAS to 100-percent renewable electrical power through utility purchases and green tags or both.

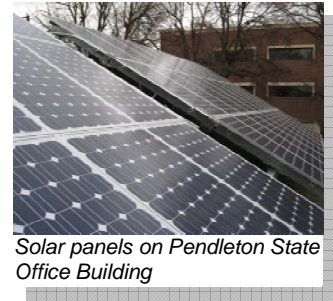
Action Items for July-December 2009

- Implement third-party solar project. Due: December 31, 2009
- Complete an assessment of the solar potential for the roofs of all DAS buildings and land. Combine the solar assessments with a "map" that includes wind and geothermal for a complete renewable portfolio of all DAS buildings. Due: December 31, 2009



Success from January-June 2009

DAS activated the solar array at the Pendleton State Office Building in May 2009. The array is 10 kilowatts and will offset around 5 percent of the building's load with renewable power.



Solar panels on Pendleton State Office Building

Goal 4

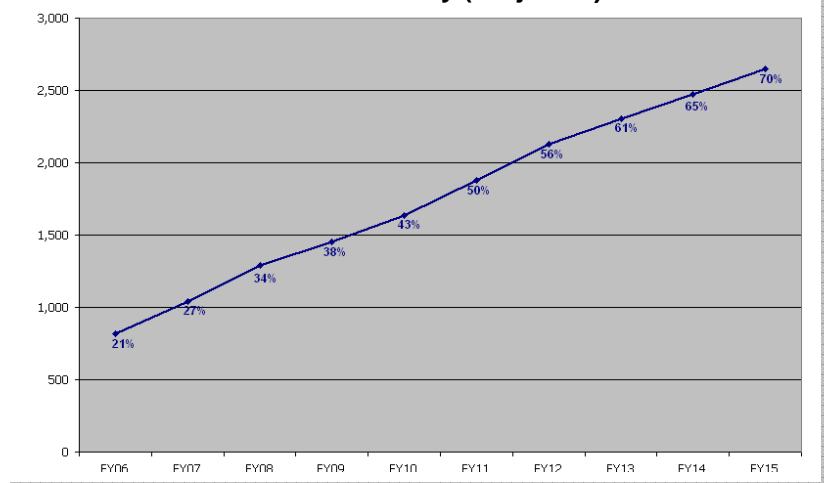
State government use of alternative fuels. By 2010, increase the use of biodiesel in state cars by 25 percent and ethanol by 10 percent.

Strategies

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

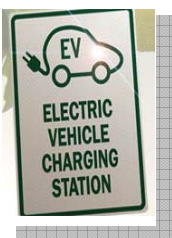
- Replace SUVs with more economical all-wheel-drive sedans that get better estimated fuel mileage.
- Engage other agency fleets and focus on implementing an Environmental Management System (EMS) that uses DAS' fleet as a model and trainer.
- Create an electric car infrastructure for state government.

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



Action Items for July-December 2009

- Develop alternative fueling station maps for state employees. Due: September 30, 2009
- Review the feasibility of using short-term car rentals for state agencies' fleet needs. Due: October 31, 2009
- Develop a plan to expand the EMS to other state agency fleets. Due: November 30, 2009



Success from January-June 2009

DAS joined other state agencies and private sector companies to complete the Clean Cities grant to the U.S. Department of Energy. If approved, the grant could fund installation of 850 electric charging stations and deployment of more than 700 electric vehicles in Oregon by 2012.

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.

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- 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 2009

- Develop a new practice to use green hotels and venues for state-sponsored conferences, trade shows, events, and travel. Due: November 30, 2009
- Clarify how DAS interfaces with the “sweat-free” procurement movement. Due: October 31, 2009
- Complete Buyer’s Guides in progress and distribute to users. Due: October 31, 2009
- Review the applicability of refurbished systems furniture in DAS projects. Due: December 31, 2009
- Expand RPN membership to maximize benefit to public procurement officers in all 50 states. Due: December 31, 2009

Success from January-June 2009

DAS coordinated a national contract with RPN for all 50 states to have free access to centralized, sustainable procurement information. In addition, DAS completed an innovative price agreement for lamps and ballasts, which sets a new, national standard for public procurement.

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.



Action Items for July-December 2009

- Deploy power management software on DAS servers and document savings. Due: December 31, 2009
- Develop a statewide price agreement for desktop power management software and services. Due: December 31, 2009
- Consolidate the remaining original enterprise server boxes at the State Data Center. This will reduce the original footprint by 97 percent. Due: December 31, 2009

Success from January-June 2009

DAS introduced a new software tool called GovSpace, which serves as a social network and portal for public employees to communicate and share information.



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 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 2009

- Conduct a feasibility study of benefits to develop a partnership between State Surplus and the Oregon State Hospital to consolidate pallets of materials. Due: December 31, 2009
- Develop a peer network to promote and expand green custodial practices with the City of Salem, Marion County, Salem-Keizer School District, and state agencies. Due: November 15, 2009
- Convene a meeting of state agencies that routinely transport large shipments statewide. The group will examine the feasibility of coordinating shipments to reduce duplication of effort and environmental impact. Due: December 31, 2009
- Partner with the Oregon Sustainability Board to conduct performance audits of state agency sustainability programs. Due: December 31, 2009



Oregon Sustainability Board meeting at SolarWorld in April 2009. About half of the Network members attended the meeting and tour.

Success from January-June 2009

State agencies increased communication with each other on sustainability concerns and tactics during the legislative session.

Community

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

Action Items for July-December 2009

- Implement a curriculum for school children to conduct energy and waste audits of DAS buildings. Due: October 31, 2009
- Develop a sustainability awards program for DAS employees. Due: December 31, 2009
- Investigate ways to increase community awareness of DAS activities. Due: November 30, 2009

Success from January-June 2009

DAS joined the City of Salem at their first Sustainability Summit in February 2009. This summit connected DAS with the sustainability community of Salem and may result in several collaborative projects.



Appendix 1

Broader Impact on Other Agencies and the Public

Greenhouse Gas Reduction Strategies

- DAS took the lead to collect data on reducing emissions and reporting the results. This process will involve other state agencies, and where possible, inspire programs that reach into the agencies' internal operations.
- DAS' targets in building conservation and innovation, sustainable construction and waste reduction could become statewide policies, enabling state government to stay on the cutting edge of sustainable operations.
- Fleet's "green" operation could serve as a model for other state and national fleets.

Sustainable Procurement Strategies

- DAS' procurement targets expand the ability for state agencies to purchase sustainable products. These sustainable procurement targets will magnify across Oregon with city, county, school districts, non-profits and even other states able to buy off those contracts.
- Through the Western States Contracting Alliance, the State Procurement Office leads the development of a contract for office supplies that emphasizes green products.

Outreach Strategies

By developing and maintaining a partnership with the city of Salem, Marion County, school districts, neighborhood associations, and other citizen groups, DAS will create a stronger sense of community around sustainability issues.

Appendix 2

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 3

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>