

# SUPPORTING THE GOVERNOR'S VISION FOR SUSTAINABILITY



## OREGON DEPARTMENT OF ADMINISTRATIVE SERVICES

2007-13

**Updated Plan  
January 2009**



# Sustainability Plan

Revised January 2009



## Director's Overview

The Oregon Department of Administrative (DAS) Services 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 Plan<sup>1</sup> 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**  
**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.

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## 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 updated every six months. This report includes new action items to complete by June 2009. In addition, DAS completed its first round of short-term action items at the end of 2008 and included a few major successes under each action (see Appendix 3 for the full list).

### 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 bridges among 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 January-June 2009

- Monitor a new compost program at the Portland State Office Building. Due: March 31, 2009
- Develop lessons learned from current tenant committees to broaden recycling program awareness. Due: June 30, 2009
- Create a pilot project with DAS Executive Staff for electronic meeting handouts. Due: June 30, 2009
- Increase the number of staff who telework at least one day a week by 10 percent. Due: June 30, 2009
- Eliminate 10 percent of junk mail that arrives to the workplace. Develop a plan to eliminate 100 percent of paper and electronic junk mail by 2011. Due: June 30, 2009
- Ensure all DAS divisions participate in the Office Max sustainability program, including reusable totes. Due: April 30, 2009
- Create a sustainability training module for Leadership Oregon and other statewide training programs. Due: June 30, 2009



Office Max employees demonstrate the reusable tote program. Photo courtesy of Office Max.

### Success Spotlight

In July-December 2008, DAS created an interactive template that assists State Fleet's documentation of greenhouse gas impact of vehicles prior to purchase.

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## **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 January-June 2009**

- Contract with a third party company to process utilities bills for more timely payments and data entry. Due: March 31, 2009
- Review the applicability of refurbished systems furniture in DAS projects. Due: April 30, 2009
- Create five tenant committees to re-build a culture of energy conservation in DAS buildings. Due: June 30, 2009
- Develop a plan to pilot a third-party solar project on a DAS building in 2009. Due: June 30, 2009

### **Success Spotlight**

DAS supported tenants in the Portland State Office Building on the development of their new sustainability committee.

## **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 January-June 2009**

- Support related legislative bills. Due: June 30, 2009



Solar array on the Pendleton State Office Building in December 2008

### **Success Spotlight**

DAS completed its first solar installation on the Pendleton State Office Building, which offsets 5 percent of the building's annual electrical load.

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## Goal 4

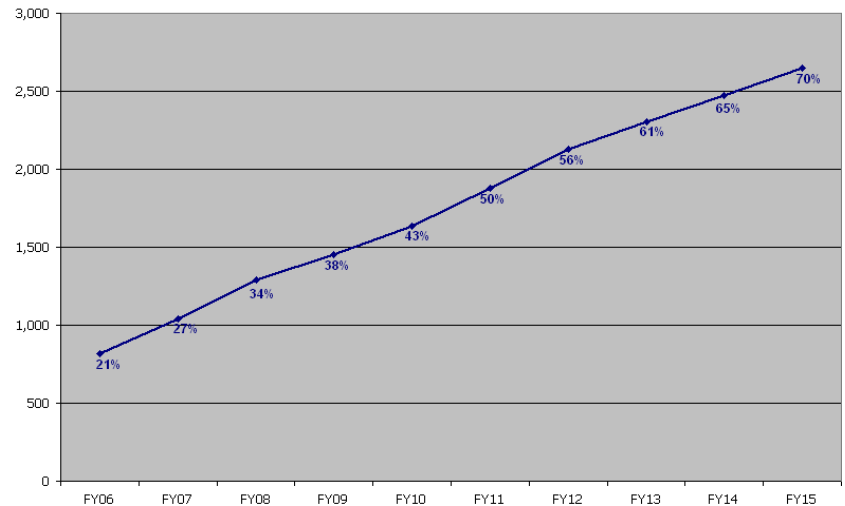
*State government use of alternative fuels.* By 2010, increase the use of biodiesel in state cars by 25 percent and ethanol by 10 percent.

### 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 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 January-June 2009

- Develop a plan for electric car plug-in stations that include solar panels to offset the energy used. Due: May 15, 2009
- Create a plan to market the Environmental Management System to other state fleets. Due: June 30, 2009
- Continue to investigate all kinds of alternative fuel vehicles for viability in state fleet and prepare an annual report of process. Due: June 30, 2009

### Success Spotlight

DAS Fleet successfully participated in the electric car workgroup that converted 11 out-of-warranty Toyota Prius hybrids into plug-in electric hybrids.

## 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 Network<sup>3</sup> (RPN) as a resource for environmentally sound purchasing decisions.

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- 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. EPEAT <sup>4</sup>, Green Seal <sup>5</sup>, etc.).

## Action Items for January-June 2009

- Create five Buyer Guides for use with five price agreements. Due: June 30, 2009
- Develop a metric to track the success of Responsible Purchasing Network as a resource for state government's procurement staff. Due: April 30, 2009
- Develop a plan to track purchases of environmentally preferable products from statewide price agreements issued by the State Procurement Office. Due: June 30, 2009
- Determine if solid ink printers are environmentally preferable and recommend requirements for use. Due: June 30, 2009
- Review the process for special procurements and determine if the state can use it as a tool to increase purchases of environmentally preferred products. Due: June 30, 2009
- Participate in at least one "green supplier" forum. Gain knowledge from suppliers who sell environmentally preferable products and use sustainable business models. Increase suppliers' knowledge of how to do business with state government. Due: June 30, 2009

## Success Spotlight

In October 2008, SPO featured sustainability prominently in its public procurement conference and brought new awareness to the topic for over 300 procurement professionals.

## Goal 6

*Sustainable Information Technology (IT)*. Commit to buying high-efficiency IT systems for state government; join the Climate Savers Computing Initiative<sup>2</sup>.

## Strategies

Develop more sustainable IT practices in state government.

- Build new contracts and activities to support the concepts of Climate Savers.
- By 2013, reduce the number of servers providing IT support to state agencies by 50 percent.



Hot and cold server rows at Oregon's State Data Center

## Action Items for January-June 2009

- Convene a multi-agency workgroup around power management with the following tasks: (1) review results of research on software for workstation power management; (2) deploy a pilot project using power management in a state agency; (3) develop a statewide price agreement for power management software. Due: June 30, 2009
- Investigate sustainability portfolio management software to track sustainability actions and metrics. Due: April 30, 2009
- Coordinate a report with the State Data Center to document a 15 percent reduction in servers since 2007. Due: June 30, 2009



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- Set the default for all agency internal printing to two-sided printing and copies. Inventory all printers and develop a plan for phasing out printers that cannot print two-sided. Due: June 30, 2009.
- Develop a plan to replace all non-Energy Star compliant PCs. Implementation will depend upon divisions obtaining resources to purchase new machines. Due: June 30, 2009

## Success Spotlight

In December 2008, the Enterprise Information Strategy and Policy Division delivered a power management forum that brought important information about sustainability policy and products to over 50 IT professionals from various state agencies.

## 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 January-June 2009

- Actively track, comment, and prepare testimony on legislation related to climate change, water and energy during the 2009 legislative session. Due: June 30, 2009
- Ensure the network coordinates with the Oregon Sustainability Board on a new initiative around ecosystem services. Due: March 31, 2009
- Develop a metric to track the effectiveness of the network. Due: April 30, 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: June 30, 2009

## Success Spotlight

The network developed a new policy on sustainable procurement and operations and revised the existing statewide policy on resource conservation.

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## Social Equity

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

### Action Items for January-June 2009

- Develop a plan and metric to increase the contributions of DAS employees to the Charitable Fund Drive and Governor's Food Drive by 10 percent a year. Due: June 30, 2009
- Use existing metrics to track state agency participation in Minority, Women & Emerging Small Businesses and products made by employees with disabilities in statewide price agreements for social sustainability indicators. Due: June 30, 2009



For more information:

Elin Shepard, Sustainability Coordinator  
Oregon Department of Administrative Services  
1225 Ferry St, SE U100  
Salem, OR 97301-4281  
(503) 373-7132  
[elin.d.shepard@state.or.us](mailto:elin.d.shepard@state.or.us)

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## Appendix 1

### **Broader Impact on Other Agencies and the Public**

#### **Greenhouse Gas Reduction Strategies**

- DAS has taken the lead in collecting 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 can 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](http://oregon.gov/DAS/docs/businessplans/2006_strategic_plan.pdf)
2. Climate Savers Initiative: [www.climatesaverscomputing.org/](http://www.climatesaverscomputing.org/)
3. Responsible Purchasing Network: [www.responsiblepurchasing.org/](http://www.responsiblepurchasing.org/)
4. EPEAT: [www.epeat.net/](http://www.epeat.net/)
5. Green Seal: [www.greenseal.org/](http://www.greenseal.org/)

## Appendix 3

### **Progress from July-December 2008**

[http://www.oregon.gov/DAS/FAC/Statewide/docs/DAS\\_Sustainability\\_Report\\_Jul-Dec08.pdf](http://www.oregon.gov/DAS/FAC/Statewide/docs/DAS_Sustainability_Report_Jul-Dec08.pdf)