

DEPARTMENT OF ADMINISTRATIVE SERVICES

# SUPPORTING THE GOVERNOR'S VISION FOR SUSTAINABILITY

Sustainability Plan  
2007-2013

January 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 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**

*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.

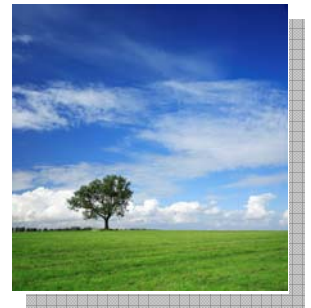


## PROGRAM STRATEGIES

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 75 action items. This report includes new action items to complete by June 2010.

### 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.

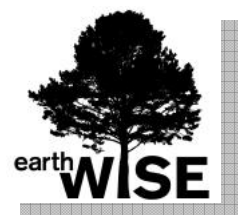
- Expand the resource conservation program and develop metrics to ensure that by 2013, no material that can be recycled or "taken back" enters a landfill.
- Monitor and prepare an annual greenhouse gas inventory for state government.
- Establish a state contract for a Web-based tool that reports on efforts 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 January-June 2010**

- Increase use of audio/video services by 10% to avoid travel to meetings by car or air. Due: June 30, 2010
- Increase use of rechargeable batteries by 50%. Due: April 30, 2010
- Reduce plastic bottles and containers for personal and work use by 25%. Due: June 30, 2010
- Reduce overnight shipping for goods to DAS locations by 25%. Due: June 30, 2010
- Review alternatives to gas-powered leaf blowers in DAS operations, and if possible, develop a plan to phase out by fall 2011. Due: June 30, 2010
- Develop and implement a program to compost paper towels from restrooms. Due: June 30, 2010
- Conduct a greenhouse gas summit with state agencies. Due: June 30, 2010

### **Success from July-December 2009**

DAS received Marion County's "EarthWISE" certification on 15 of 19 buildings. The designation applies to organizations that make a commitment to observe environmentally friendly practices in their facilities.



### 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.

# Department of Administrative Services Sustainability Plan Revised January 2010



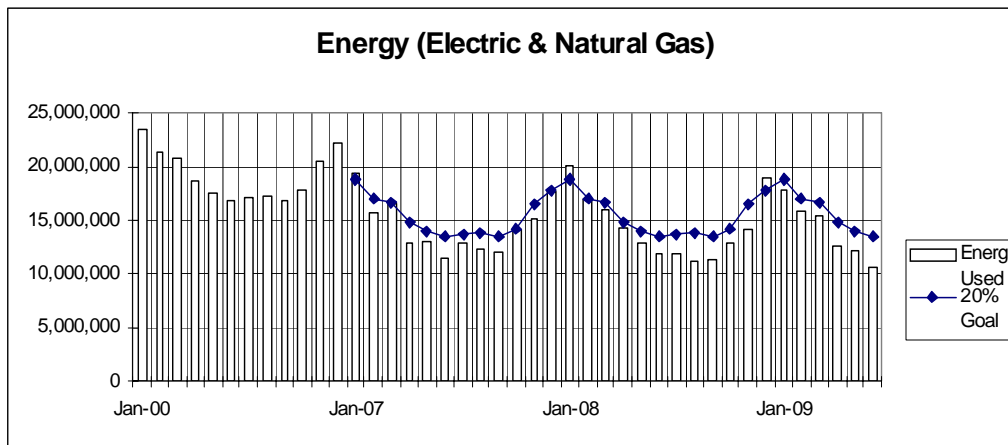
- Seek out innovative technologies to include in new construction projects.
- By 2015, expand renewable energy projects (solar, wind, fuel cell, etc.) that offset the energy costs in DAS buildings by 20 percent.
- Work with the Oregon Department of Energy to develop a central program to initiate and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



The Executive Building Green Team

## Action Items for January-June 2010

- Install “smart” power strips in all DAS buildings. Due: June 30, 2010
- Reinstall misers on vending machines in all DAS buildings. Due: April 30, 2010
- Increase success of Green Teams in DAS buildings. Due: June 30, 2010
  - 1) Ensure Green Teams in all primary work locations of DAS employees.
  - 2) Establish two new Green Teams in DAS buildings.
  - 3) Increase support of Green Teams with agency heads.
- Implement sustainability plans in DAS cafeterias and track results. Due: June 30, 2010
- Track effectiveness of electricity scorecards in buildings and adjust if needed. Due: March 31, 2010
- Document success of programs to involve tenants. Due: June 30, 2010
- Rewrite construction standards for leased buildings to incorporate sustainability attributes and updated building codes. Due: June 30, 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. Due: June 30, 2010



## Success from July-December 2009

Due to new Resource Conservation Management policy, decreased lighting and increased tenant communication, DAS achieved 25 percent energy reductions (based on the year 2000) in buildings and lowered base loads 20-40 percent.

## Goal 3

*State government electricity sources.* By 2010, 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 January-June 2010

- Award contractor for third-party solar project. Due: March 31, 2010
- Implement first phase of third-party solar project. Due: June 30, 2010 (full project complete by 12/31/10)

# Department of Administrative Services Sustainability Plan Revised January 2010



- Promote solar practices and results of solar RFP process with other agencies and government sectors. Due: June 30, 2010
- Complete an assessment of the solar potential for the roofs of remaining DAS buildings and land. Due: June 30, 2010

## Success from July-December 2009

DAS participated on the contractor selection panel with State Parks for the acquisition of a third-party, 1.2 megawatt solar array at the State Fairgrounds.

## 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

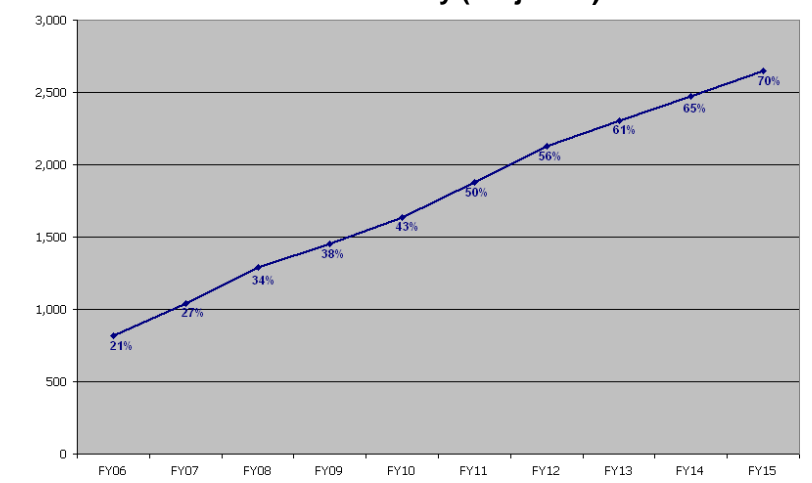
Develop a program to achieve and expand the DAS “green” fleet.

- 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.

### Action Items for January-June 2010

- Install 10 electric charging stations (Level 2) at Salem Motor Pool. Plan the location and details for one Level 3 station. Due: June 30, 2010
- Implement plan to expand the EMS to other state agency fleets. Due: June 30, 2010

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



## Success from July-December 2009

DAS continued to support the EMS in tough budget times, as well as purchase the most sustainable vehicles possible.

## 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.
- 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 2010

- Implement two pilots that build on the July-December 09 projects. Due: June 30, 2010
  - 1) Track Environmentally-Preferable Products (EPP) purchased by state agencies.
  - 2) Establish a special procurement for sustainability purchases.
- Evaluate and implement methods to increase procurement of local goods and services by 10% in state price agreements. Due: June 30, 2010
- Develop process to “block” non-EPP products from state price agreements. Due: June 30, 2010
- Create two new Buyer’s Guides for EPP products. Due: June 30, 2010

#### Success from July-December 2009

DAS released five Buyer’s Guides on different commodities. The guides explain the sustainable attributes of the price agreements and help customers maximize the benefit.

#### 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 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 the vendor move toward greener IT infrastructure. By 2013, this will reduce overall power consumption of the State Data Center by 15 percent.



#### Action Items for January-June 2010

- Deploy power management software on DAS servers and document savings. Develop a statewide price agreement for desktop power management software and services. Due: June 30, 2010

#### Successes from July-December 2009

- DAS EISPD completed a collaborative project with Facilities to create a web-map interface of buildings with their locations, tenants, energy consumption, and solar potential.
- DAS developed a partnership with Portland General Electric (PGE) for their dispatchable generation project. This program allows the State Data Center generators to deploy on the grid during peak power periods. In exchange for this service, PGE operates and maintains the generators at their cost.



### **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.
- Develop the Sustainability Coordinators Network into the state's "green team."



*Representatives from state agencies' green teams tour Garten Services in Salem*

### **Action Items for January-June 2010**

- Review 10% of DAS policies for possible sustainability additions. Due: May 31, 2010
- Expand the Green Cleaning Network to include activities and training. Due: June 30, 2010
- Ensure a sustainability lead for all state agencies and DAS locations and work units. Due: June 30, 2010
- Implement a new tracking system for statewide procurement and green building. Due: June 30, 2010
- Collaborate with the Oregon Sustainability Board to create an expectations checklist for state agencies. Due: June 30, 2010
- Create subgroups of the Network to work on focused projects. Due: June 30, 2010

### **Success from July-December 2009**

DAS coordinated the first-ever Green Team Forum for public sector sustainability coordinators. Over 60 folks attended or called-in to hear a panel of Green Team organizers talk about successes and challenges for their groups. The meeting sparked future meetings, subsequent conversations and emails exchanges.

### **Community**

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

### **Action Items for January-June 2010**

- Investigate ways to market state sustainability activities using social media. Due: March 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

### **Success from July-December 2009**

DAS welcomed 25 schoolchildren and teachers into the General Services and Executive Buildings for sustainability audits. These children provided several recommendations that should lead to cost savings in the buildings. In addition, the audit kicked off a year-long project within their classrooms and staff enjoyed their visit.



## **Appendix 1**

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

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

- DAS collects data on reducing emissions and reports the results. This process involves other state agencies, and where possible, inspires programs that reach into the agencies' internal operations.
- DAS' targets in building conservation and innovation, sustainable construction and waste reduction have 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](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**

### **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>