

DEPARTMENT OF ADMINISTRATIVE SERVICES

SUPPORTING THE GOVERNOR'S VISION FOR SUSTAINABILITY

Sustainability Program Progress Report

July 2009 to June 2010



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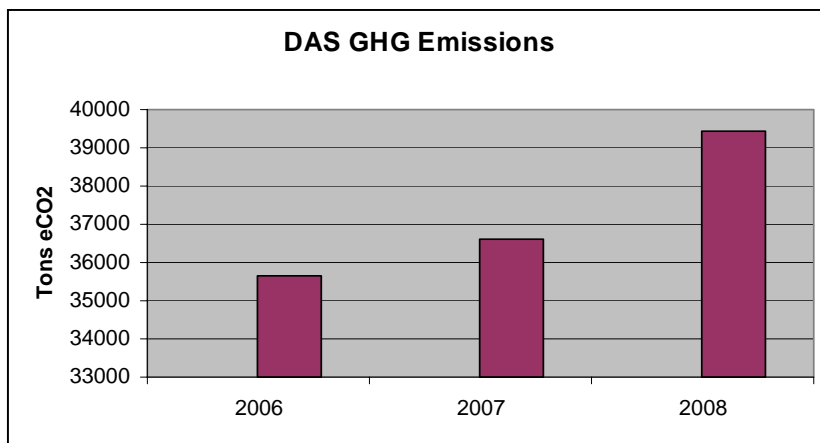
Department of Administrative Services Sustainability Program Progress Report July 2009 to June 2010



In 2008, the Department of Administrative Services (DAS) released a sustainability plan that contained a road map for infusing a culture of sustainability into state government by 2013. The DAS Sustainability Program released a progress report in December 2008 and a biennial report in June 2009. This progress report summarizes the progress, success and lessons learned from the department's actions July 2009 to June 2010.

GREENHOUSE GAS (GHG) EMISSIONS

RESULT: From 2007-2008, DAS increased GHG emissions by 4%.



DAS completed the third GHG inventory for state government operations in January 2010. This report compiled data for the calendar year 2008. The emissions generated from fuels used in fleet operations increased 4%, the energy used in DAS buildings increased around 20%, the garbage waste decreased around 18% compared to 2007 emissions. Even though a colder winter and increased transportation use at Fleet caused higher energy and fuel use, it shows that DAS has more work to mitigate these outside factors and achieve the goal to arrest an increase by the end of this year and begin to reduce overall emissions.

The greenhouse gas savings from the 18% trash reduction equals the equivalent of eliminating 6,700 cars from the road for a year.

EarthWISE Awards

Nineteen DAS buildings in Salem received EarthWISE certification from Marion County in December 2009, and one more was added in June 2010. EarthWISE is a designation for organizations that make a commitment to observe environmentally-friendly practices in their facilities. Practices include green operation and

Goal: 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.

maintenance of buildings, the purchase of recycled-content paper, an advanced recycling program, and more. This award, combined with a move to co-mingled recycling in April 2010 launched several new green teams and renewed interest in recycling.

CONCLUSION

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 GHG emission reductions. This does not reflect a decrease in commitment to reducing GHG emission, but underscores the fact that it is only a piece of a larger picture for a comprehensive sustainability strategy.

DAS faces the challenge that when there is growth in staff, facilities, transportation, and materials consumption, there is also growth in greenhouse gas emissions. While we are making significant strides to reduce our impacts, if DAS operations continue to grow on their current pace, we will need to find new ways to mitigate increased emissions. Most, if not all of the improvements in operations that DAS has implemented can, and are, being incorporated into the operations of many other state agencies.

FUTURE PLANS 2010-2011

1. Improve data for the GHG inventory
2. Launch a "sustainability focus" each month for DAS to engage and change their culture (i.e. the month of May 2010 will focus on reducing paper use 30% by the end of the year)

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- Engage employees to reduce their personal footprint at home as well as work

LINKS

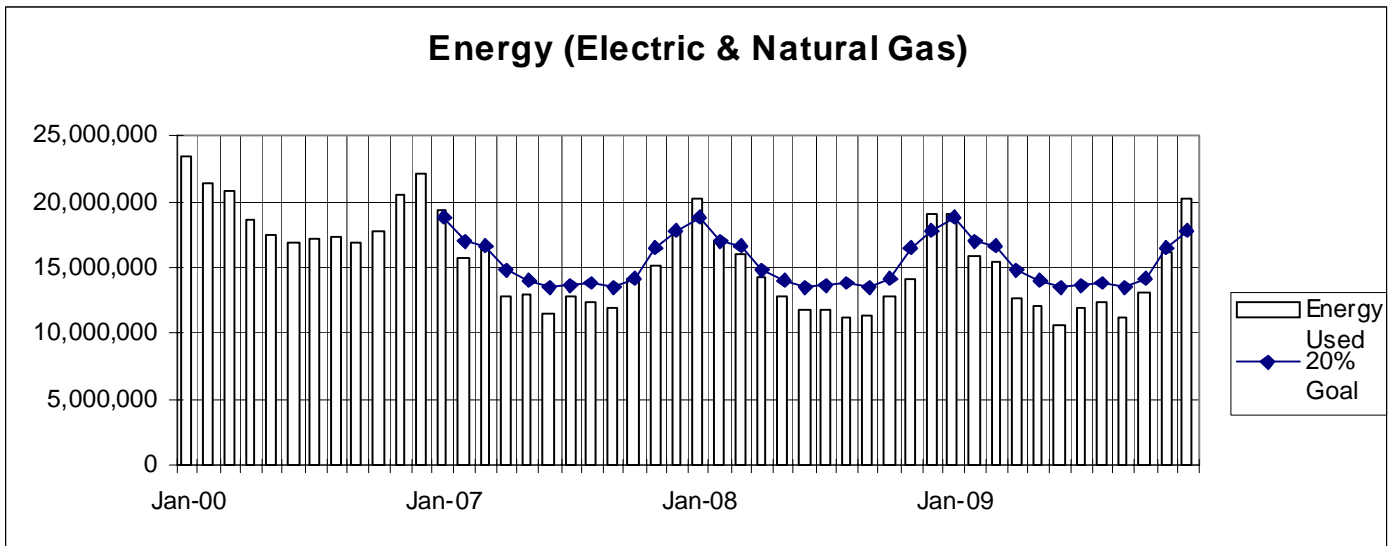
- [Greenhouse Gas Inventory for State Government](#)
- [EarthWISE awards ceremony](#)
- [Commingled recycling program](#)
- [Alternative modes for transportation](#)

Besides DAS, only two other state agencies have sought EarthWISE certification – Legislative Administration for the Capitol Building and the Oregon Department of Energy.

ENERGY SAVINGS

RESULT: In 2009, DAS reduced 27% of the energy used in the year 2000.

Goal: By 2015, reduce energy consumption by 20 percent (based on energy consumption in 2000).



The 2009 legislative session eliminated funding for most of the capital projects that DAS had planned for the 09-11 biennium. This required DAS to look into low to no-cost alternatives for energy. DAS increased its focus on forming Green Teams to involve tenants and developed a new Resource Conservation Management policy. In fact, DAS feels that Green Teams and innovative policy are the “silver bullets” to reach true energy conservation in buildings. These factors added about 7% to the energy saved in 2009.

moving custodians from night shifts to day shifts, turning off ambient lights from 7 PM to 6 AM where tenants may not override them, and restricting many personal appliances. However, the most innovative aspect was that each building would have a night audit once a quarter to verify that the plug loads in cubicles and common spaces were turned off. If DAS found the same items on after two audits, DAS could charge the agency for the quarterly consumption of the items. While agencies initially expressed concern about this policy, they understood the importance of saving money, jobs, and energy in the buildings and complied very well. By December 2009, DAS found several buildings with “0” plug loads on at night – a feat that we expected would take years to achieve.

The energy that DAS saved could power 4,500 homes for a year.

Resource Conservation Management Policy

DAS released the updated Resource Conservation Policy in July 2009. This policy included new, innovative strategies for energy savings such as

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Green Teams

DAS worked extensively to start and expand Green Teams over the last year. Now, nearly every DAS building has a thriving group of folks working to make a difference. Some Green Teams coordinated events such



as waste-free potlucks or Green Jeopardy lunch time activities, others started composting programs and developed pledge cards. DAS is pleased how the grass roots efforts of Green Teams advance the Governor's goals for sustainability and further the mission to infuse a culture of sustainability in state government operations.



Executive Building Green Team

Communication Tools

As the Green Teams continue to grow and expand in DAS buildings, they require more communication and involvement. DAS developed "electricity scorecards" to communicate a tremendous amount of information on a quarterly, one-page flyer. It shares the building's compliance with the year 2000 goal, a graph of energy performance, consumption and cost data, and the results of the last night energy audit. The scorecards have reached more staff than ever before, allowing them to feel a part of the process and solution. DAS also began an optional program to check out Kill-A-Watt units to green teams. Kill-A-Watts measure the electricity used by appliances and devices in cubicles. Green teams felt empowered to verify information themselves.

Sustainability Fund

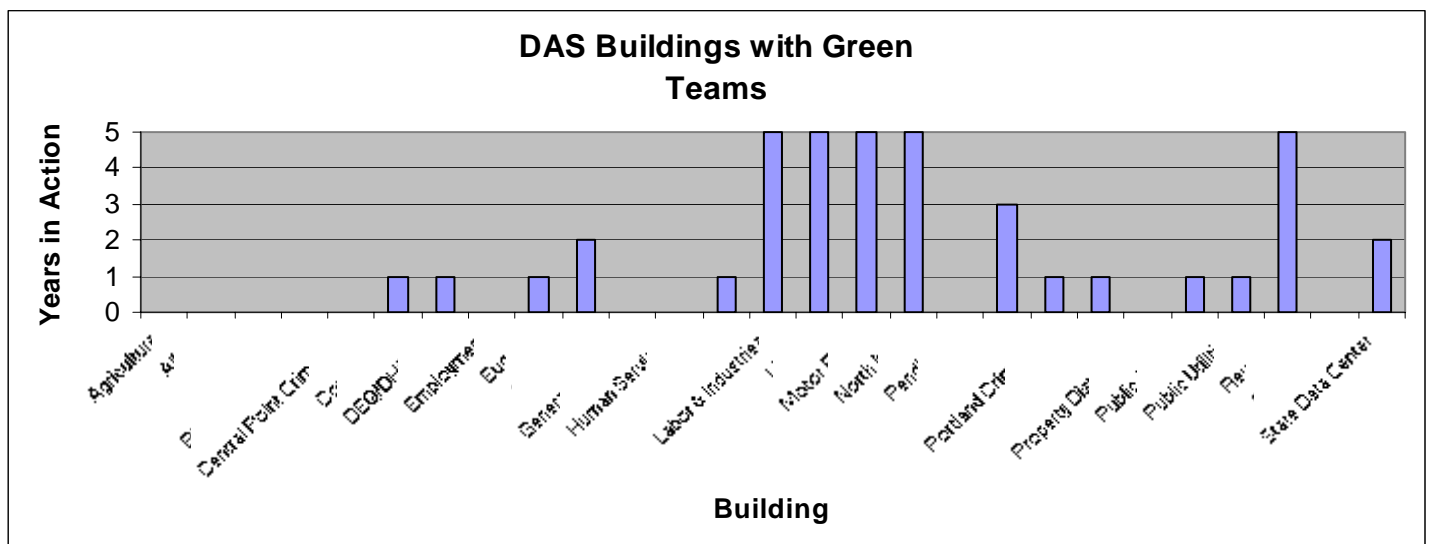
DAS wanted to continue to invest in small capital projects, but we did not have a dedicated budget. To solve this issue, DAS created a "sustainability fund," that is comprised of Energy Trust of Oregon (ETO) incentives. The Fund receives around \$1 million in incentives every biennium. In addition, DAS received \$500,000 in ARRA funds from the federal government for efficiency projects.

Construction Standards for Leased Buildings

One of the under-recognized impacts that DAS has on the community is the six million square feet of space that we lease for state agencies in private buildings throughout Oregon. The Construction Standards is a comprehensive document that spells out the required building standards for state agencies to occupy a space. The last revision to these standards was in 2000. Throughout 2009, DAS worked with Oregon Departments of Energy and Environmental Quality to review the standards with an eye for sustainable practices and products. When agencies review the updated version later in 2010, DAS feels confident they will embrace the higher levels of sustainable practices throughout the state.

Eugene State Office Building

In operation since June 2009, the Eugene State Office Building has the first four-pipe, active chilled beam unit in the Pacific Northwest. The system's panels contain nozzles and coils on the upper side that allow treated liquid to flow, bringing cold or hot air into a



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room. “Active” chilled beams are connected to an air handling unit to provide ventilation. The building has performed very well, maintaining the comfort of tenants during some extreme weather conditions.

Originally, DAS wanted to develop a policy for “dark buildings.” However, after careful analysis, the re-wiring of the buildings’ electrical systems was so expensive, the pay back for the project was not reasonable. This plan was abandoned, but will be considered when constructing new buildings or major retrofits.

CONCLUSION

DAS exceeded the state goal for energy conservation six years early. This impressive success shows the impressive results of a dedicated Operations and Maintenance crew, proper energy tracking tools, and engaging tenants in innovative programs. However,

the results also require continued diligence to keep the buildings from losing their levels of conservation before 2015.

FUTURE PLANS 2010-2011

1. Expand Green Teams and increase executive support for their activities and projects
2. Work with ETO on more pilot projects to test effectiveness of innovative products
3. Deploy sustainability training module to ensure all state employees understand their role to conserve
4. Launch a pilot project with Marion County to collect foam chunks in five DAS buildings

LINKS

- [Resource Conservation Management Policy](#)
- [Electricity Scorecards](#)
- [Green Teams in DAS Buildings](#)

ELECTRICITY SOURCES

RESULT: In 2009, less than 1% of electricity used by DAS came from renewable sources.

Goal: By 2010, obtain 100 percent of state government’s total electricity needs from renewable energy sources.



Solar panels on the Pendleton State Office Building

DAS continues to trumpet the Governor’s goal for 100% renewable power with state agencies. In 2009, DAS connected its first solar project to the grid at the Pendleton State Office Building. It originally produced around 5% of the building’s load, but once the 40-

year-old windows were replaced, that amount rose to 15%. DAS designed the system for expansion in the future to double that offset.

The DAS project plans to generate 4.6 megawatts of electricity – enough to power 700 homes for a year.

Energy Trust of Oregon

In early 2009, DAS contacted the Energy Trust of Oregon (ETO) about the possibility of creating a State Agency Solar Working Group. DAS knew that state agencies were interested in solar – both owned and leased systems – but didn’t know how to navigate the complicated waters surrounding the solicitation and

selection of these systems. The ETO responded positively and the group was formed. Ten agencies met twice a month for many months and learned from experts in how to best proceed with solar projects. This team formed the collaborative foundation to support the upcoming projects in 2010.

State Parks Solar Project

In addition, DAS was privileged to join State Parks as a reviewer for their third-party solar project. A third-party project means that a state agency “leases” their land and roofs to a private investor who designs and installs the panels at their expense. This allowed DAS to learn the process for Request for Proposal and selection development before we proceeded with our own project. State Parks staff were very good mentors.



Images from the site tours for the DAS Solar Project

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DAS Solar Project

On April 1, DAS released a Request for Proposals for a third-party solar project of around 4.6 megawatts on 15 buildings, 2 parcels of land, and 3 new carports. The proposers could choose all of the locations or only some of them. After seven years, we plan to buy the system from them and save around 35% on our electrical bills.



Proposers tour the Labor & Industries Building roof

Ten interested firms met for the pre-proposal meeting and seven firms completed the mandatory tours of all the sites. In early May, the Oregon Department of Energy released the new rules for the Business Energy Tax Credit, which changed the viability of this investor-owned model. DAS received one proposal in late May, which recommended using the new feed-in tariff model and abandoned the incentive structure. The feed-in tariff allows utilities companies to pay entities with solar arrays a high premium for the renewable power generated. At the time of this report, DAS plans to continue discussions with the

proposer to determine viability of this model, but has not made a final decision to move forward.

CONCLUSION

Under development for the past 18 months, this solar project is a way for DAS to support the Governor's goals for renewable power and create jobs for Oregonians. While significant challenges remain due to contract negotiations, the uncertain future of the tax credits for renewable projects, and the economic downturn, DAS remains optimistic that we will become a major initiator of solar in state government in 2010 and beyond.

FUTURE PLANS 2010-2011

1. Complete the third-party solar project to maximize amount of solar on DAS buildings and grounds
2. Support future legislation that promotes renewable projects for public buildings
3. Complete a feasibility study to install a micro-turbine on the Shelton Ditch behind the Print Plant

LINKS

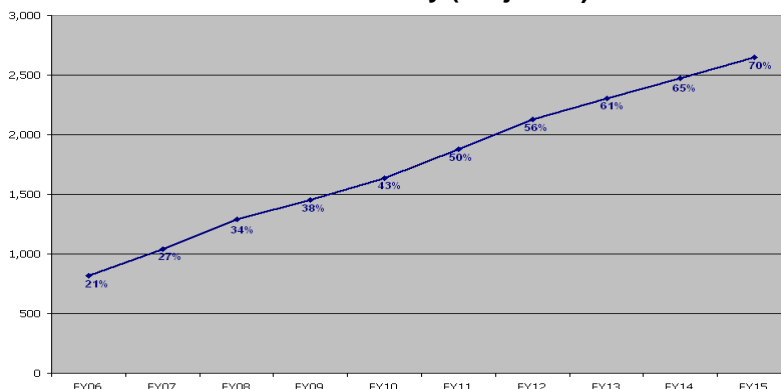
1. [DAS Solar Project](#)
2. [Pendleton State Office Building](#)

USE OF ALTERNATIVE FUELS

RESULT: In 2009, DAS increased the number of alternative fuel vehicles from 1566 to 1630--meeting the goal of 38% alternative fuel vehicles in the fleet. However, this figure includes hybrid vehicles, which do not fit the technical definition of alternative fuel vehicles, but meet the state's intent to find alternatives to fossil fuels.

Goal: By 2010, increase the use of biodiesel in state cars by 25 percent and ethanol by 10 percent.

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



Environmental Management System

DAS Fleet is one of only a few publically-owned fleets in the nation to achieve ISO 14001 certification for our Environmental Management System (EMS). The EMS allows Fleet to monitor, measure, and plan for ways to minimize the environmental impacts of fleet operations.

Alternative Fuel Fleet (includes hybrids)

DAS consolidated several independent agency fleets to allow better-centralized control of vehicle acquisition, usage and

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disposal. Our 432 Fleet hybrid sedans save nearly 7.5 cents in fuel per mile over a regular gas fueled Fleet sedan. For 2009, this equated to an estimated \$406,000 in savings.

CONCLUSION

The current economic situation has put strain on the motor pool's ability to continue towards its alternative fuel vehicle goals. In response to a decreased legislatively-approved budget, DAS closed two motor pools in July 2009 and only retains the headquarters fleet facility in Salem. In addition, DAS does not plan to purchase vehicles on the same frequency as before, which means the current vehicles will have higher miles and newer models

will be harder to acquire. This has an impact on GHG emissions and future goals for alternative fuels and establishing an electric car infrastructure.

FUTURE PLANS 2010-2011

1. Continue to support and expand the EMS
2. Promote EMS to other agencies' fleets
3. Deploy electric cars and charging stations at Salem Motor Pool

LINKS

- [State Fleet EMS](#)

SUSTAINABLE PROCUREMENT

RESULT: In 2009, DAS developed collaborative and innovative price agreements; however, the exact results of those efforts are unknown. The Sustainability Program and State Procurement Office have a metric under development to report in the biennial report in July 2011.

Collaborative Projects

Over the last year, the DAS State Procurement Office (SPO) was instrumental in advancing the notion of sustainability in regional purchasing strategies. SPO worked with Multnomah County and City of Portland to launch a new format for collaborative procurement and establish a bold, new lamps and ballasts price agreement. The group worked together with national experts for nearly a year, but held firm to their initial principles of less toxicity in lamps and ballast use in state government. The resulting price agreement will set a national standard for the lowest levels of mercury and lead. This requires extensive education for the vendor community, promotes energy conservation in public buildings, and uses the combined purchasing power to effect change.

SPO also worked with vendors to create seven new buyer's guides in 2009. These guides provide instructions to help agencies understand the price agreements. They also include recommendations on the most sustainable practices to employ when using the products in the price agreements.

Goal: 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.

SPO Trainer, Greg Hopkins, attended a Green Products Roundtable on behalf of the National Association of State Procurement Officials. The purpose of this group is to recommend strategies for managing ecolables. Currently, there are close to 400 green labels for products. The roundtable included stakeholders from large companies (3M, Unisource, and ConAgra), universities, nonprofits, and the public purchasing sector. The impetus for the group was a hearing on fair green marketing practices before a U.S. House of Representatives committee chaired by Bobby L. Rush. Greg is on a subcommittee exploring the pros and cons of an oversight body to govern ecolables.

Innovative Price Agreements

SPO incorporated important sustainability attributes in the office products, custodial products, and tires price agreements. As with the lamps and ballasts price agreement, the office products solicitation, selection, and award processes featured sustainability throughout – both in the expectations of the vendors and in the items listed. State agencies may purchase greener supplies, have them

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delivered in greener ways, and even “block out” the least green items on on-line order forms.

West Coast EPP Group

The West Coast EPP Collaborative is a collective of state government personnel who share knowledge and expertise related to environmentally preferable purchasing practices. Greg Hopkins, Bill Bolliger, and James Moering are part of a 10-person subcommittee. Their purpose is to advise on green purchasing criteria for a Western States Contracting Alliance RFP for Industrial Supplies. The industrial supplies contract is expected to be awarded in November of 2010.

CONCLUSION

While sustainability has served a core function within SPO for the past decade, it rose to a new level in

2009. SPO was recognized as a national leader among the states and was able to use that recognition to expand the state’s sustainability goal and save taxpayer money.

FUTURE PLANS 2010-2011

1. Create metrics to support and promote SPO progress towards sustainable procurement
2. Work with the Facilities Division to define and support the concepts of sustainable vs. durable products for green building
3. Continue to drive and expand the momentum around national standards for EPP certifications

LINKS

- [State Procurement Web site](#)

INFORMATION TECHNOLOGY

RESULT: In 2009, the State Data Center reduced the number of server use in one area of the data floor by 74%, which saved around 500,000 kWh (enough to power around 40 homes for a year).

Goal: Commit to buying high-efficiency IT systems for state government; join the Climate Savers Computing Initiative.

Through the Enterprise Information Strategy and Policy Division (EISPD) and the State Data Center, DAS holds an important position for creating and deploying sustainable IT practices in state government. As the internal program for DAS, the Technology Support Center (TSC) helps this mission.

In late 2009, the State Data Center received EarthWISE certification from Marion County for employing sustainable practices in the facility and internal operations.

Server Consolidation and Reductions

Over 2009, a Green Team emerged that developed a sustainable operations plan for the State Data Center and a phase-out plan for the old servers. The team:

- consolidated 3 Mainframes to 1,
- consolidated 3 Iseries to 1,
- consolidated 150 Sun/Solaris Servers to 2 IBM P595 Frames,
- decommissioned 218 xSeries Servers,
- consolidated 40 servers to virtual platform.

The team worked with the Energy Trust of Oregon to obtain incentives for the server replacement, which helped infuse a small amount of capital for future projects.

CONCLUSION

While DAS made significant progress towards the greening of I.T., we have more to go to reach the full extent of the state’s goals.

FUTURE PLANS

Complete the xSeries Server consolidation at the State Data Center to eventually virtualize another 550 servers

LINKS

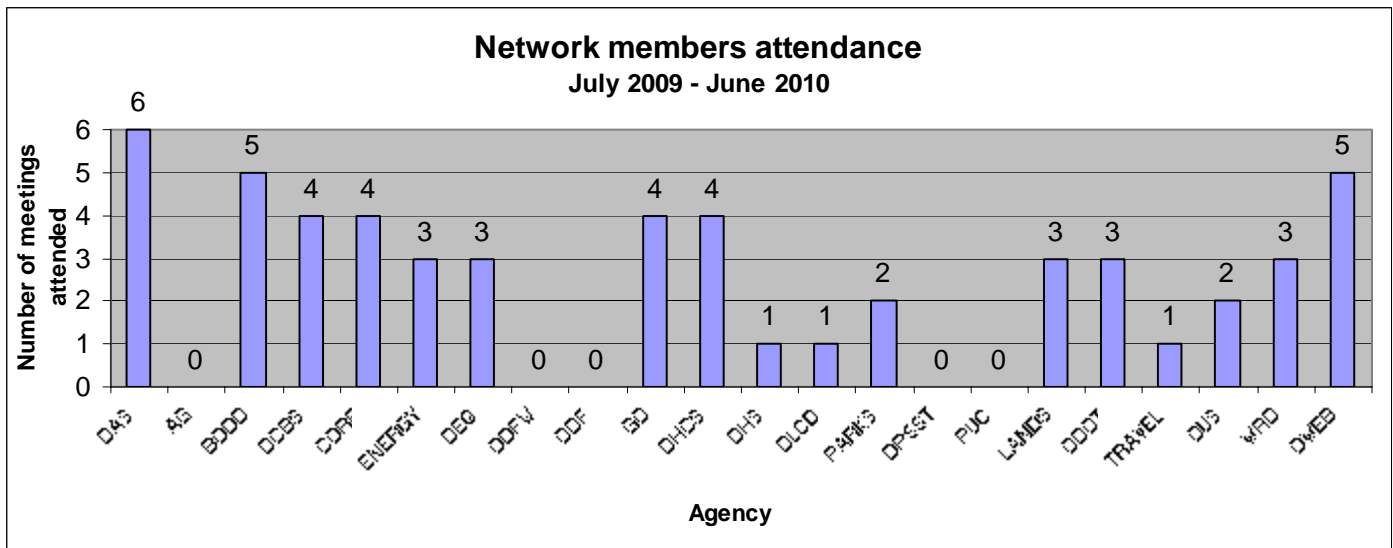
- [State Data Center Web site](#)
- [State Data Center building Web site](#)
- [EISPD Web site](#)
- [DAS Operations Technology Support Center Web site](#)
- [Statewide E-Waste Policy](#)



INTERAGENCY COORDINATORS NETWORK

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

RESULT: In 2009, the Interagency Sustainability Coordinators Network experienced a 40% decrease in participation in meetings, projects and activities.



In January 2008, realizing the need for increased inter-agency coordination on sustainability projects, the Oregon Sustainability Board charged DAS to re-institute the Interagency Sustainability Coordinators Network, which had disbanded in 2006. The group met six times over the past year and faced diminished attendance at each meeting.

As attendance reached an all-time low with a dip of 40%, DAS recognized the need to reinvent the Network again, but still maintain a high value for the time commitment the individuals give to attend meetings and participate in stakeholder activities. DAS was pleased to have another member of Governor’s Office, Jessica Keys, assigned to support the Network when the former Sustainability Policy Advisor resigned. Ms. Keys worked with DAS to prepare a new strategy that included more focus on internal sustainability programs and working on statewide projects, such as an annual Earth Day event and sustainability awards program.

Network Reinvention

When DAS approached the Network members with this reinvention strategy in January 2010, the group

was not receptive to those ideas. They indicated that they were not the best representatives to focus on internal activities and that they already have too much on their plates to take on new projects. It was clear this new direction was not the correct path.

DAS sought feedback from the Network members and developed an alternate strategy that increases the education factor of the Network through mini-workshops and brings the Network together to complete one statewide project a year. In addition, DAS worked with Ms. Keys to prepare a memo that the Governor’s Chief of Staff could deliver to agency heads to reinforce the Governor’s commitment to sustainability and require agencies to review the individuals in the role of “sustainability coordinators” to ensure they are not overloaded and unable to dedicate the time required. This new direction was presented at the May 2010 Network meeting and received a positive reception.

Oregon Sustainability Board

Since 2007, DAS has provided staff support to the board. Over that time, DAS has streamlined pre- and post-meeting preparation, reconnected the board with

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the public, and advanced the board's mission throughout the state. In January 2009, the board chair transitioned from former Secretary of State, Bill Bradbury, to the incumbent, Kate Brown. DAS provided an instrumental role to make the transition as smooth as possible.



Oregon Sustainability Board in August 2009

In April 2010, DAS partnered with Business Oregon for the third, annual Oregon Sustainability Awards presentation at the Future Energy Conference in Portland. The awards were delivered with great success. While the application, review, and selection process that occurred over the fall and winter was successfully and efficiently coordinated by Business Oregon, DAS produced the presentation and slide show for the awards ceremony, as well as a critical connection point for state agencies, board members, award winners, and speakers.

DAS provides the board members timely customer service, writes grants for funding, and provides a liaison among the board and state agencies. This

connection will lead to the first sustainability benchmarks for state agencies in late 2010.

CONCLUSION

While it is too early to determine if the new direction will improve participation in the Network, DAS feels encouraged by the dialogue. Priorities change over time and this is a normal part of the process in championing a new program.

FUTURE PLANS 2010-2011

1. Expand the State Energy Workgroup to ensure agencies maximize ETO incentives for capital projects and improvements
2. Commit waste free social events to all agencies' internal practices
3. Ensure all Green Teams receive executive support from the agency directors
4. Complete the state agency benchmarks with the Oregon Sustainability Board and begin process to develop sustainability indicators for Oregon communities

LINKS

- [Interagency Sustainability Coordinators Network](#)
- [Oregon Sustainability Board](#)
- [Oregon Sustainability Awards](#)

COMMUNITY

DAS did not create a formal metric for tracking success in this area, but continues to track programs complete and their ripple effect across state government.

Schools Program

DAS feels that community is an important aspect of sustainability. DAS understands it plays a role to nurture and maintain the sense of the community in the areas that we influence. Throughout 2009, DAS coordinated an innovative program with school children. They came into the buildings to conduct



Elin Shepard discusses a career as Sustainability Coordinator with first graders at Gates Elementary School

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

"sustainability audits," which resulted in great suggestions and savings. However, they also charmed the staff and helped them reconnect with the future generations that sustainability aims to help with resource conservation.

Career Day

In April, DAS participated in the Career Day event for the Santiam School District in Gates. This turned out to be an amazing way to connect with an important part of the local community – the ones that oversee the watershed for all Salem buildings.

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Sustainable Creekside

DAS worked with a group of home owners in the Creekside neighborhood in South Salem on a project to install solar power systems. The covenants for the neighborhood association did not allow solar panels on roofs, but the group wanted to support renewables. DAS referred them to staff at Oregon Department of Energy, solar companies, the Public Utilities Commission and other resources to help their effort. After a long struggle, the group was successful and the first solar panels were installed in May 2010. Now, the group seeks to make the neighborhood more sustainable in general, and DAS plans to provide guidance to keep the creek clean, green the golf course operation, and develop a garden and composting program.

Children are 70% more likely to continue a practice they learn between ages 6-12 than if they learn it as an adult.

CONCLUSION

While the connection to community is often the hardest piece of the sustainability puzzle to solve, DAS has made major strides over the past year to initiate, connect with, and positively support community efforts and projects.

FUTURE PROJECTS

1. Organize open house events when DAS completes a major construction project to connect the public with the results of their taxpayer investment
2. Deploy social media program (Facebook and Twitter) to communicate program information
3. Work with Green Teams to organize seasonal drives for charities (i.e. coat drive in fall, blanket drive in winter, etc.)

LINKS

- [Sustainable Creekside](#)

DAS Sustainability Program Public Sector Network (Non-State Agencies)		
Association of Oregon Counties	Benton County	Clackamas County
Douglas County	Jackson County	Klamath County
Lake County	Lane County	Marion County
Multnomah County	Wallowa County	Washington County
City of Beaverton	City of Corvallis	City of Enterprise
City of Eugene	City of Klamath Falls	Town of Lakeview
City of Oakridge	City of Portland	City of Salem
Beaverton School District	Evergreen School District (WA)	Gladstone School District
Portland Public Schools	Salem-Keizer School District	Santiam School District
METRO	SEDCOR	

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MARKETING AND OUTREACH

DAS determined the first step to move towards a culture of sustainability requires all staff members to share an understanding of the term and how their actions contribute to the end result. In a sense, DAS needed to market sustainability to its staff.

Customer Contact

TACTIC	DAS STAFF REACHED*	STATE STAFF REACHED*	RESULT
One-Thing Thursday – a weekly message on sustainability	1,000	5,000	DAS continues to receive positive comments from staff on the messages since the first release in October 2008. Coordinators from other agencies also send messages to their staff. Link: OTT archive
Waste Watcher – a quarterly newsletter	1,000	10,000	DAS continues to receive positive comments from employees each time a version is released. However, these comments have now come from other public jurisdictions, private companies, and even staff in other states and countries. The number of staff from other agencies, jurisdictions and the private sector who asked to be added to distribution list increased by 50% over the past year to around 200. Link: Waste Watcher newsletter archive
Web site	1,000	50,000	The number of hits on the Sustainability Program Web site increased 100% over the last year. The Web site averages around 835 hits a month. It was in the top five most viewed for the Facilities Division. Each week, this averages around 200 visits to the Web site, and 150 downloads of the Sustainability Plan and other publications. The most popular pages over the past year were the green teams, RCM index, OTT archive, scorecards and solar project. Link: DAS Sustainability Program Web site
Electricity Scorecards – a quarterly snapshot of energy savings for buildings	1,000	20,000	DAS launched this new communication tool in November 2009. In the first week after the launch, their page received over 1,200 hits and many downloads. This number repeated for the releases of the February and May 2010 batches as well. However, in between the new releases, their page remains in the top five most visited in the Facilities Division, with an average of 400 hits a month. Link: Electricity Scorecard page

* This is an estimate, based on potential numbers of staff with access to program materials or who participated in actual events.

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Information and Tool Sharing

DAS understands the efficiencies gained for taxpayers by sharing information and tools across state and public jurisdiction boundaries. DAS dedicated a significant amount of time over the past year to share lessons learned, documents created, and other tools in the best interests of the public. The following list summarizes some of the amazing collaborations that resulted from this outreach effort.

July-September 2009

- Starting in January 2009 and continuing through July, DAS hosts an ETO solar working group with state agencies that creates an internal network for solar conversations and partnering. As a result of the working group, State Parks accelerated their third-party solar project and Corrections included solar projects in their Go Oregon package.
- DAS shares the night audit checklist with Marion County and they begin night audits of their facilities. They revise the form and send to Master Recyclers and EarthWISE businesses for their use.
- DAS hosts a Green Custodial Forum with Waxie and public agencies start a Green Custodial Network.
- DAS rides with Secretary of State (SOS), Kate Brown, to fast pyrolysis pilot project demonstration in Roseburg. Results in state support of project and stronger connections with counties. [Link to photo album](#)
- DAS works with Executive Building Green Team to develop pledge cards and coordinate “green” potluck. The pledge cards become a model for other public entities and the potluck serves as an example of “waste free” events. Both are used in other buildings and public agencies.



Oregon Secretary of State, Kate Brown, stands in front of the fast pyrolysis machine near Roseburg

October-December 2009

- DAS presents at Go Green conference in Portland and drafts speech for SOS Kate Brown’s keynote address. The speech receives much attention and SOS uses content in future speeches. DAS connects with businesses that build links for new sustainableoregon.net Web site.
- City of Salem requests DAS input on energy strategy development and begins to build a strong working relationship. The City piggy-backs on several DAS projects for their federal stimulus, EECBG, request.
- Parks asks DAS to participate in selection committee for third-party solar project at State Fair. This builds on the foundation from the solar working group and creates a partnership of information and expertise that help with DAS’ RFP development and selection in 2010.
- DAS presents building information to the Portland Water Bureau. This leads to the Bureau implementing night audits, electricity scorecards, and the Waste Watcher as a model for a new internal newsletter.
- DAS coordinates the first tour for state employees of the biennium to Surplus and Garten. This event builds a stronger connection with agency staff and Garten that helps with the transition to commingled recycling. [Link to photo album](#)
- DAS meets with staff from OSU about the RCM policy, Energy Expert, and Utility Manager. This results in OSU obtaining similar systems and implementing night audits with the form. This new practice for OSU is gaining statewide attention and they were featured in the DJC in March 2010.
- DAS participates on interview panel for DOJ’s new sustainability coordinator, strengthening the trust and partnership with their fledgling sustainability program.



Attendee listens to Kate Brown’s presentation at the Go Green conference in Portland



State agency staff tour Garten Services in Salem

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- DAS hosts a Green Team Forum for 65 public sustainability coordinators that increases green teams by 10% in agencies and about the same in other public agencies.

January-March 2010

- PSU uses Waste Watcher as a model for their new internal newsletter.
- Portland Water Bureau begins ETO pilot project with smart power strips, based on the DAS model.
- The City of Portland, Office of Planning and Sustainability, uses the electricity scorecard and building Web pages as models for an internal communication program.
- DAS gives presentation to the City of Corvallis, which results in the development of their new sustainable procurement policy.
- Washington County uses sustainability training module as a model for their internal training program.
- METRO uses State Fleet's EMS as a model for their sustainable fleet policy.
- DAS presents EarthWISE awards to top management from 18 DAS buildings. This sparks a new focus on practices and launches new green teams. [Link to photo album](#)
- DAS works with Office Max and Boise to correct virgin paper issues in state government, which results in a new statewide commitment to recycled-content paper.



The Revenue Building Green Team accepts their EarthWISE award

April-June 2010

- DAS hosts a forum with ETO for 35 state agency staff on the incentive process, which leads to a new peer group that pre-reviews capital projects for incentive viability.
- DAS is contacted by a plumber in Ontario, Oregon to join the email lists and gain more information about the sustainability programs.
- City of Gresham begins to use the scorecards and energy audit forms for their internal programs.
- Wah Chang begins to use the scorecards and energy audit forms for their internal programs.
- DAS co-coordinates the Oregon Sustainability Awards, which were presented at the Future Energy Conference in Portland. [Link to photo album](#)
- DAS serves as subject for Portland Energy Conservation Inc (PECI)'s PIER Pilot Study around DAS' use of interval metering and data tracking to maximize energy savings.
- DAS serves as case study in webinar for Northwrite's promotion of Energy Expert – the interval metering tool that DAS uses to track electrical use.
- DAS provides resources to the State of Missouri to help their efforts to meet their governor's new mandate to reduce 20% of their energy consumption.
- DAS schedules experts to present to state and other public sector agencies on the new feed-in tariff for solar at the next Network meeting in July.
- DAS shares information with the City of Portland on successful sustainability projects in the private sector to help with a report on eco-system services.



Oregon Sustainability Awards recipients in Portland

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Presentations, Press and Awards

PRESENTATIONS	PRESS ARTICLES
<p>July 2009</p> <ul style="list-style-type: none"> • DAS Supervisory Managers Meeting in Salem <p>October 2009</p> <ul style="list-style-type: none"> • Legislative Committee on Environment and Water in Salem • Go Green conference in Portland • Dept of Consumer and Business Services Managers Forum in Salem <p>November 2009</p> <ul style="list-style-type: none"> • Managers Foundation course for HRSD in Salem <p>December 2009</p> <ul style="list-style-type: none"> • Portland Water Bureau in Portland • Dept of Consumer and Business Services Managers Forum in Salem <p>January 2010</p> <ul style="list-style-type: none"> • Public Sector Sustainability Coordinators Network in Portland • City of Corvallis Executive Team in Corvallis <p>February 2010</p> <ul style="list-style-type: none"> • State Library Council in Salem • Dept of Consumer and Business Services Managers Forum in Salem • University of Oregon Sust Certificate course in Portland <p>March 2010</p> <ul style="list-style-type: none"> • Revenue Building Green Team in Salem • Assoc of Prof Energy Managers Spring Forum in Eugene <p>May 2010</p> <ul style="list-style-type: none"> • Straub Issues Forum at Willamette University in Salem (now runs on local access television from time to time) • Santiam School District Career Day in Gates • Community Colleges Green Team in Salem <p>June 2010</p> <ul style="list-style-type: none"> • Capitol Planning Commission in Salem • Capital Projects Advisory Board in Salem • Association of Oregon Recyclers Annual Conference in Salem • Oregon State Bar in Salem (participants received CLE credit from Bar) 	<p>Aug 2009</p> <ul style="list-style-type: none"> • PGE Power Report on cost savings from using interval monitoring to reduce peak loads • LPB newsletter <p>January 2010</p> <ul style="list-style-type: none"> • Statesman Journal newspaper about Earth WISE certification for DAS buildings and DAS Sustainability Program <p>April 2010</p> <ul style="list-style-type: none"> • Daily Journal of Commerce about DAS solar project <p>May 2010</p> <ul style="list-style-type: none"> • Statesman Journal newspaper about Straub Issues Forum
	AWARDS AND RECOGNITION
	<p>December 2009</p> <ul style="list-style-type: none"> • EarthWISE awards for 19 DAS buildings <p>May 2010</p> <ul style="list-style-type: none"> • Runner-up for PGE's annual Customer of the Year award – nominated by PGE Account Rep, Ron Comstock <p>June 2010</p> <ul style="list-style-type: none"> • EarthWISE award for one DAS building • Runner-up for an award from American Council for an Energy-Efficient Economy – nominated by Energy Trust Existing Buildings Program

CONCLUSION

DAS implemented many aspects of its marketing plan ahead of schedule and plans to continue the aggressive trend to communicate the state's progress towards sustainability in the upcoming year.

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ACTION ITEM TRACKING

All Action Items – July 2007 to June 2010

GOAL #1: GREENHOUSE GAS EMISSIONS

ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS	% complete	DONE
Increase use of audio/video use by 10%.	Bret	6/30/10	On track.	5	
Reduce plastic bottles at work by 25%.	Elin/All	6/30/10	On track. Beginning to plan.	5	
Reduce overnight shipping by 25%.	Elin/All	6/30/10	On track.	5	
Review alternatives to gas-powered blowers.	Elin/Robin: Randy Gengler	6/30/10	On track. Began discussions with O&M.	5	
Compost paper towels from restrooms.	Elin/Robin	6/30/10	On track. Discussing plan with Garten.	5	
Conduct a greenhouse gas summit with agencies.	Elin/Robin	6/30/10	Complete. DAS and Gov's Office decided that this was not necessary, based on 09 results.	100	✓
Reinstate a strong recycling program in DAS buildings.	Elin/Robin	From Jul-Dec 09 6/30/10	Complete. Green Teams have re-energized this process, as well as co-mingled recycling.	100	✓
Increase use of rechargeable batteries by 50%.	Elin/All	4/30/10	Behind schedule. Started a larger discussion about durability vs. sustainability in products that will be resolved in July-Dec 2010.	BUMP	
Obtain Earthwise certification for DAS bldgs.	Elin/Robin	12/31/09	Complete! Marion County certified 14/19 buildings. Elin f/u with others and certify in Jan or Feb.	100	✓
Reinstate a strong recycling program in DAS buildings.	Elin/Robin	12/31/09	Complete! Recycling reinvigorated when state agencies moved to commingled recycling in April 2010.	100	✓
Implement "no waste" social events and lunches.	Elin/Bret	12/31/09	Complete (sorta)! Exec Green Team started the ball rolling with selling mess kits, but program has a long way to go before part of culture.	100	✓
Begin feasibility study to move State and Federal Surplus.	Elin/Jan	12/31/09	Behind schedule due to budget. Bump to July-Dec 2010.	BUMP	
Increase number of staff who telework at least one day a week by 10%.	Elin/HRSD	From Jan-Jun 09 12/31/09	Behind schedule. Lots of tension around issue. Need another strategy to proceed.	5	
Develop an outline for data collection.	Elin/??	11/30/09	Complete!	100	✓

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Develop strategies to reduce energy in cafeterias.	Elin/Robin	10/31/09	Behind schedule. Meeting with Comm for the Blind was delayed due to illness. Bump to July-Dec 2010.	BUMP	
Develop a lessons learned document from current Green Teams.	Elin/Robin	6/30/09	Complete! Instead of document, it became a new section on webpage that's received positive feedback.	100	✓
Eliminate 10% of paper junk mail that arrives to the workplace. Develop a plan to increase to 100% of paper and email junk mail by 2011.	Elin/Jan: P&D Elin/Jan: P&D	6/30/09 6/30/09	Behind schedule. There are too many barriers to this project right now. Bump to Jan-June 2011.	BUMP	
Create sustainability training modules.	Elin/HRSD	6/30/09	Behind schedule. Module was nearly complete, but delayed due to Brandy leaving HRSD for budget cuts. Module now under final review with ISCN and will be complete by June 2010.	95	
Ensure all DAS divisions are participating in the Office Max sustainability program.	Elin/Jan	4/30/09	Complete. Good job!	100	✓
Monitor the new compost program pilot at the Portland State Office Building.	Elin/Robin: Alison	3/31/09	Complete. Pilot program a success and may expand.	100	✓
Create an interactive campaign to re-energize recycling efforts in DAS buildings.	Elin/Robin	12/31/08	Behind schedule. Bumped to Jan-June 2010.	BUMP	
Develop an on-line calendar which encourages staff to carpool to events.	Mark	12/31/08	Complete. Good job!	100	✓
Analyze state fleet portfolio and develop a strategy which arrests the growth of greenhouse gases in fleet operations by 2010.	Jan: Jessica/Jim D	9/1/08	Tool complete and enhances existing strategy in place.	100	✓

GOAL #2: ENERGY SAVINGS

Track effectiveness of electricity scorecards.	Elin	3/31/10	Complete! Informal surveys, emails, and personal conversations indicate a major success.	100	✓
Reinstall vending misers.	Elin/Robin: Randy Gengler	4/30/10	On track. Not sure it's feasible if we can't use Sustainability Fund to purchase.	25	
Install "smart" power strips.	Elin/Robin: Randy Gengler	6/30/10	On track. Working w/ETO on pilot for GSB and brand name exemption and bid approved for purchase by OPS.	50	
Increase success of Green Teams.	Elin/Scott	6/30/10	On track. Working w/public sector groups and posting info on website.	20	
Implement sustainability plans in DAS cafeterias.	Elin/Robin: Randy Gengler	6/30/10	On track. Need to meet with Blind Commission.	5	

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Document success of programs to involve tenants.	Elin	6/30/10	On track. Metrics under development.	20	
Rewrite construction standards for leased buildings.	Elin/Robin: Valerie McBride	6/30/10	On track. Review complete. Plan to complete re-write by end of May and begin review with agencies in June.	50	
Track success of third-party bill processing.	Elin/Robin	6/30/10	On track. Processing not yet completely set up. Once it is, develop metric.	25	
Implement "dark" buildings to reduce plug loads.	Elin/Robin: Randy G/Phil T	From Jul-Dec 08 6/30/10	Complete! Payback analysis proved this project was not a good ROI.	100	✓
Develop an M&V plan to track energy savings from the Resource Conservation policy.	Elin/Robin	12/31/09	Complete! Using Energy Expert and Utility Manager with a series of spreadsheets.	100	✓
Maximize stimulus funds and grants.	Elin	12/31/09	Complete! DAS obtained \$500K for projects. Add to July-Dec 2010 to watch for next round.	100	✓
Create Green Teams in General Services and Revenue Buildings.	Elin	12/31/09	Behind schedule. Revenue created (any many others), but not GSB. Staff reductions caused workload issues. Hosted GT Forum to get back on track. Bump to July-Dec 10 for GSB.	BUMP	
Implement "dark" buildings to reduce plug loads.	Elin/Robin: Randy G/Phil T	From Jul-Dec 08 12/31/09	On track. ARRA money shifted to other projects. Bump to Jan-June 10 to determine if positive payback.	BUMP	
Create two Green Teams in DAS buildings.	Elin/Robin	6/30/09	Complete! DOJ & Library.	100	✓
Obtain third party utilities bill paying.	Elin/Robin: Alison	3/31/09	Behind schedule. Bump to Jul-Dec 09 to finalize contract.	BUMP	
Increase review of utilities bills for DAS buildings to investigate anomalies.	Elin/Robin	12/1/08	Complete. Good job!	100	✓
Update the resource conservation policy to incorporate new industry trends, including implementing "dark" buildings and reducing plug loads.	Elin/Robin: Randy G/Phil T	12/31/08	Behind schedule. Policy re-writes complete May 2010 and again in July 2010.	BUMP	
Create five tenant resource conservation committees in DAS buildings.	Elin/Robin	12/31/08	Complete. Good job!	100	✓

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GOAL #3: ELECTRICITY SOURCES

Implement first phase of third-party solar project.	Elin/Robin: O&M	6/30/10	Behind schedule. Solar project RFP delayed in DOJ. Interviews with finalists scheduled for June, but contractor selection may extend into July 2010.	0	
Promote solar practices and results of solar RFP.	Elin/Robin: O&M	6/30/10	Behind schedule. Must complete RFP process first.	0	
Complete assessment of solar potential for remaining buildings.	Elin	6/30/10	On track. Waiting to see which buildings are selected w/RFP due on 5/27 and then go from there.	0	
Award contractor for third-party solar project.	Elin/Robin: FAC team	Orig. date 3/31/10 6/30/10	Behind schedule – project delayed due to DOJ review.	50	
Complete renewable assessment for DAS buildings.	Elin/Robin	12/31/09	Complete! EISPD created interactive map of buildings.	100	✓
Implement a third-party solar project.	Elin/Robin	From Jan-Jun 09 12/31/09	Behind schedule. RFP sent to DOJ in Jan 2010. Bump to Jan-Jun 2010.	BUMP	
Develop plan to pilot a third party solar project on a DAS building in 2009.	Elin/Robin: Alison	6/30/09	Plan complete. ETO solar working group drafting RFP for Jul-Dec 09 implementation.	100	✓
Support related legislative bills.	All	6/30/09	Complete! Over 50 bills tracked during session.	100	✓
Design and construct a “solar” carport at the Pendleton State Office Building.	Elin/Robin: Lee W/Ross W	12/31/08	Complete! Carport abandoned, but 10 kW system on Old Pendleton was constructed.	100	✓
Complete a comprehensive review of renewable potential in DAS buildings.	Elin/Robin	10/31/08	Behind schedule due to lack of budget. Project to be rolled into larger building database development. Bump to Jul-Dec 09.	BUMP	

GOAL #4: USE OF ALTERNATIVE FUELS

Install 10 charging stations at SMP.	Elin/Jan: Brian King	6/30/10	On track. Beginning to plan. May need to move to Jul-Dec 10 action items.	5	
Implement plan to expand EMS to other fleets.	Elin/Jan: Brian King	6/30/10	On track. Fleet planning.	25	
Expand EMS to other fleets.	Elin/Jan	9/30/09	Behind schedule due to budgets and staff reductions. Bump to Jan-Jun 2011.	BUMP	
Review feasibility of flexible, short-term car rentals.	Elin/Jan	9/30/09	Complete! Study completed and program implemented.	100	✓
Develop alternative fueling maps.	Elin/Jan	9/30/09	Complete! Maps inserted in all vehicle packets.	100	✓

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Create a plan to “market” the EMS to other state fleets.	Jan: Brian King/Sara	6/30/09	Plan complete. Presentation created and Sara Clark to travel to fleet staff meetings.	100	✓
Continue to investigate all kinds of alternative fuel vehicles for viability in state fleet and prepare an annual report of process.	Jan: Brian King	6/30/09	Complete. Good job!	100	✓
Develop a plan and design for electric car plug-in stations.	Elin/Robin	5/15/09	Complete in 2/09. Waiting to implement w/fed stimulus money.	100	✓
Increase the percentage of alternative fuel vehicles to 34 percent.	Jan: Jim D	12/31/08	Complete. Nice job!	100	✓
Investigate all kinds of alternative vehicles for viability in state fleet.	Jan: Jessica/Jim D	12/31/08	Complete. Nice job!	100	✓
Participate in the Governor's electric car work group, which will convert hybrids to electric cars for use in DAS and other agencies' fleets.	Elin/Jan: Jim D	12/31/08	Complete. Nice job!	100	✓

GOAL #5: SUSTAINABLE PROCUREMENT

Implement two pilot projects around new SPO sustainable procurement.	Elin/Jan: Dianne Lancaster	6/30/10	On track. EPP project complete; Special Procurement nearly complete.	10	
Evaluate methods to increase procurement of local goods and services by 10%.	Elin/Jan: Dianne Lancaster	6/30/10	On track.	5	
Develop process to “block” non-EPP products from price agreements.	Elin/Jan: Dianne Lancaster	6/30/10	On track.	5	
Create two new Buyer's Guides.	Elin/Jan: Dianne Lancaster	6/30/10	On track.	5	
Expand RPN memberships.	Elin/Jan	12/31/09	Complete! Expanded for all state procurement officials.	100	✓
Review the applicability of refurbished systems furniture in DAS projects.	Elin/Jan/Robin	From Jan-Jun 09 12/31/09	Complete! Brian King investigated and not currently feasible.	100	✓
Develop standard for green hotels & venues for conferences & travel.	Elin/Robin	11/30/09	Complete. Oregon's participation in a multi-state effort lead to the creation of a new guide for state offices.	100	✓
Develop a plan to increase tracking on price agreements for EPP and local products.	Jan: Dianne/Greg H.	From Jan-Jun 09 11/30/09	Complete! EPP team developed project plan that will be implemented in Jan-June 2010	100	✓

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Clarify DAS interface with sweat-free procurement movement.	Elin/Jan	10/31/09	Complete! Working in tandem with other states.	100	✓
Create five Buyer Guides.	Jan: Dianne	From Jan-Jun 09 10/31/09	Complete! Created for five different commodities.	100	✓
Determine if solid ink printers are EPP and recommend req's for use.	Elin/Dugan	6/30/09	Complete! Adding information as attachment to price agreement.	100	✓
Review process for special procurements and determine if it can be used as a tool to increase environmentally preferred product purchases.	Jan: Dianne	6/30/09	Complete! SPO convened a team to develop the special procurement.	100	✓
Participate in at least one "green supplier" forum.	Jan: Dianne	6/30/09	Complete! SPO participated in innovative reverse vendor show in Chicago in 3/09.	100	✓
Tie into existing metrics to track state agency participation in MWESB and QRF statewide price agreements for social sustainability indicators.	Elin/Jan: Dianne	6/30/09	Complete! Annual QRF report given to Elin. No existing metrics for MWESB tracking.	100	✓
Develop a metric to track the success of RPN as a resource for state government procurement staff.	Elin/Jan	4/30/09	Complete! Greg Hopkins developed a metric and collection tool.	100	✓
Develop a Buyer's Guide template that can be used for future contracts.	Jan: Melissa/Tim T	8/31/08	Complete! Template developed.	100	✓
Highlight sustainability at 2008 "Partners in Public Procurement" conference and in other forums for procurement managers.	Jan: SPO	10/31/08	Complete. Nice job!	100	✓

GOAL #6: INFORMATION TECHNOLOGY

Deploy power mgmt software & establish price agreement	Elin/Dugan/Bret	6/30/10	On track. EISPD making progress with SPO.	25	
Investigate online collaboration tool for potential use of people to share car rides.	Elin	From Jul-Dec 08 6/30/10	EISPD completed GovSpace portion; project now needs a site administrator.	75	
Create a tool and process for divisions to utilize in making decisions about IT purchases.	Bret: Mel	From Jul-Dec 08 3/31/10	Behind schedule. Tool developed, but Bret best way to implement.	75	
Statewide power management activities.	Jan/Dugan	6/30/09	Complete. Nice job!	100	✓

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Document a 15% reduction in servers at SDC since 2007.	Julie	6/30/09	Complete! Julie sent report to Elin in March 09.	100	✓
Set defaults for two-sided printing and copying and phase out old machines.	Bret: TSC	6/30/09	Complete, but staff may still override.	100	✓
Develop plan to replace non-Energy Star compliant PCs.	Bret: TSC	6/30/09	Complete! Bret worked with TSC to develop plan.	100	✓
Investigate Sustainability Portfolio Management software.	Elin/Dugan	4/30/09	Complete! Jessica created a GovSpace page for ISCN.	100	✓
Develop a new procedure for the IT operations of users and technicians.	Bret: IT Council	8/31/08	Complete. Nice job!	100	✓
Create a tool and process for divisions to utilize in making decisions about IT purchases.	Bret/Mark/Dugan	10/31/08	Complete! Tool and strategy developed.	100	✓
Analyze the IT power management software tools and consider their adoption in DAS.	Dugan	12/15/08	Complete! Review complete, but price agreement development for adoption in DAS and other agencies still underway.	100	✓
Hold a "power management" forum.	Bret & Dugan	12/31/08	Complete! Forum took place on 12/9/08.	100	✓

GOAL #7: INTERAGENCY SUSTAINABILITY NETWORK

Expand Green Cleaning Network.	Elin	6/30/10	On track.	5	
Ensure sustainability lead for all DAS locations.	Elin	6/30/10	On track.	5	
Collaborate with OSB to create expectations checklist for agencies.	Elin	6/30/10	On track.	5	
Create subgroups of Network to work on focused projects.	Elin	6/30/10	On track. Network objected to first plan at meeting in Jan; need to rework and try again.	5	
Complete feasibility study of partnership w/OSH and Surplus.	Elin/Jan	From Jul-Dec 09 6/30/10	Project put on hold due to budget issues. Will raise again in 2011.	BUMP	
Review 10% of DAS policies.	Elin/All	5/31/09	Complete! Reviewed and recommended sustainability additions to Facilities Division policies first.	100	✓
Complete feasibility study of partnership w/OSH and Surplus.		12/31/09	Behind schedule. Project on hold due to budget cuts at OSH. Bump to Jan-June 2010.	BUMP	

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Partner w/OSB on performance audits in state agencies.		12/31/09	Behind schedule. In lieu of audits, OSB to work with DAS on series of questions to keep agencies accountable. Bump to Jan-June 2010.	BUMP	
Facilitate a meeting of state agencies who routinely transport large shipments statewide.		From Jan-Jun 09 12/31/09	Project delayed. Bump to Jan-June 2010.	BUMP	
Ensure Network link with the Oregon Sustainability Board on new initiative around ecosystem services.	Elin	From Jan-Jun 09 12/31/09	Complete! Interested Network members on email list and some on ad hoc group.	100	✓
Develop Green Custodial Peer Network.	Elin/Robin	11/15/09	Behind schedule. Bump to Jan-June 2010.	BUMP	
As a Network, participate in legislative activities during the 2009 session.	Elin: Network	6/30/09	Complete. Nice job!	100	✓
Develop metric to track effectiveness of Network.	Elin	Original date 5/15/09 – 6/30/09	Complete. Nice job!	100	✓
Finalize the Sustainable Procurement and Operations policy.	Elin	8/31/08	Complete. Final draft updated with ISCN input and posted to DAS statewide webpages.	100	✓
Review and comment on proposed legislation related to climate change, water, and energy for the 2009 session in the ISCN.	Elin	11/30/08	On track. Elin has bills for tracking & legislative strategy will be discussed at ISCN on 11/12.	100	✓

COMMUNITY

Develop a plan and metric to increase the DAS charitable contributions by 10% a year.	Elin/Robin: Fred	From Jan-Jun 09 6/30/10	On track. Elin talked w/Fred & Nole, but needs CFD Coordinator participation.	15	
Investigate ways to use social media.	Elin	3/31/10	Complete – research done. Preparing a proposal for next steps.	100	✓
Develop final report of schools program.	Elin	6/30/10	On track.	25	
Develop school curriculum with energy audits.	Elin/Robin	10/31/09	Complete! Curriculum developed and project to start in October.	100	✓
Increase community awareness of DAS activities.	Elin	11/30/09	Complete! Elin expanded website, produced electricity scorecards and other marketing tools.	100	✓
Develop a sustainability awards program for DAS.	Elin	12/31/09	Behind schedule. OSB asked program to be statewide. ISCN to coordinate. Bumped to Jul-Dec 10.	BUMP	