

SUPPORTING THE GOVERNOR'S VISION FOR SUSTAINABILITY



**OREGON
DEPARTMENT OF
ADMINISTRATIVE
SERVICES**

2007-13





Sustainability Plan

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 Plan¹ is "adaptable government for future generations," which we consider tantamount to promoting sustainable business practices in government.

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

Scott L. Harra, Director

Executive Summary

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

1. **Greenhouse gas emissions.** By 2010, stop the growth of greenhouse gas emissions; by 2020, reduce greenhouse gas emissions to 10 percent below 1990 levels; by 2050, reduce emissions to 75 percent below 1990 levels, and fully stabilize and eliminate their negative impacts.
2. **State government energy savings.** By 2015, reduce energy consumption by 20 percent (based on energy consumption in 2000).
3. **State government electricity sources.** By 2010, obtain 100 percent of state government's total electricity needs from renewable energy sources.
4. **State government use of alternative fuels.** By 2010, increase the use of biodiesel in state cars by 25 percent and ethanol by 10 percent.
5. **State government sustainable procurement.** Collaborate and coordinate on regional purchasing strategies to harness purchasing power and maximize environmental and economic value. In addition, develop a program to ensure that all state agencies "green the supply chain" by ensuring that the state uses its purchasing power to stimulate production of more sustainable products and services.
6. **Sustainable information technology.** Commit to buying high-efficiency IT systems for state government; join the Climate Savers Computing Initiative.
7. **Interagency sustainability network.** Form a network of state agency personnel to exchange ideas and practices, and develop new approaches to sustainability among state agencies.



Program Strategies

To accomplish the Governor's goals and develop a culture of sustainability throughout state government, DAS will expand its current sustainability program by using the strategies outlined below. In addition, the department will complete several short-term action items by the end of 2008.

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.

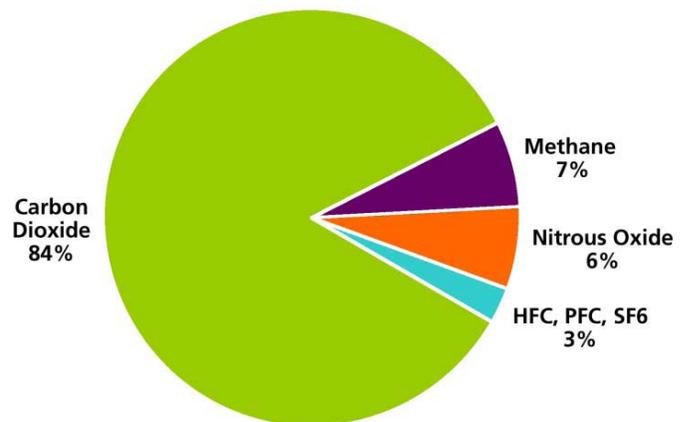
Strategies

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.

Sources of Oregon Greenhouse Gas Emissions (2000)

Figure 1



Source: Oregon Department of Energy

Action Items

- Increase review of utility bills for DAS buildings; investigate anomalies that save money and increase building efficiency. Due: December 1, 2008
- Analyze DAS fleet and develop a strategy which arrests the growth of greenhouse gases in fleet operations by 2010. Due: September 1, 2008
- Create an interactive campaign to re-energize recycling efforts in DAS buildings that emphasizes the importance of reusing materials, avoiding the initial purchase, and procuring items with the least packaging. Due: December 31, 2008
- Develop an online calendar that encourages staff to carpool to events. Due: December 31, 2008

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Goal 2

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

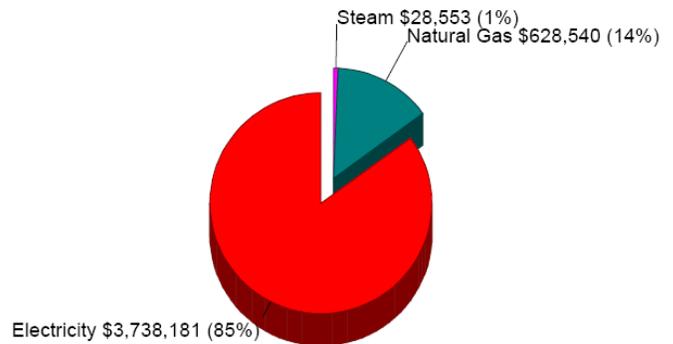
Strategies

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.

DAS' Energy Costs, 2007

Figure 2



\$4,395,274 --- Total Energy Cost

Action Items

- Create five tenant committees charged with saving energy and re-building a culture of energy conservation in DAS buildings. Due: December 31, 2008
- Update the resource conservation policy to incorporate new industry trends, including implementing “dark” buildings and reducing plug loads. Due: October 31, 2008

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

- Design and construct a “solar” carport at the Pendleton State Office Building, which will offset 8 percent of the building’s electrical use, and provide a 100 percent renewable power source for an electric car plug-in station. This will serve as a pilot project for future solar installations for DAS. Due: December 31, 2008
- Complete a comprehensive review of solar, wind, geothermal, and fuel cell potential in DAS buildings. Due: October 31, 2008

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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.

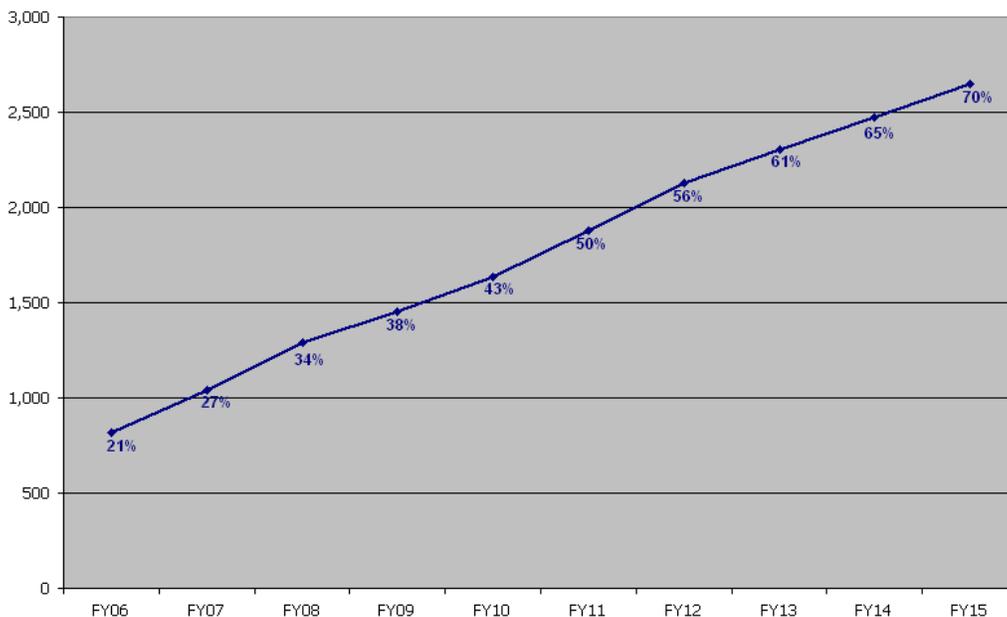
Strategies

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)

Figure 2



Action Items

- Increase the percentage of alternative fuel vehicles to 34 percent (a 4-percent increase from 2007). Due: December 31, 2008
- Participate in the Governor’s electric car work group, which will convert hybrids to electric cars for use in DAS and other agencies’ fleets. Due: December 31, 2008
- Investigate all kinds of alternative vehicles (air, fuel cell, water, hydrogen) for viability in state fleet. Due: December 31, 2008

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.

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Strategies

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

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

Action Items

- Highlight sustainability at 2008 “Partners in Public Procurement” conference and in other forums for procurement managers. Due: October 31, 2008
- Develop a Buyer’s Guide template in association with the contract renewal for lamps and ballasts which can be used for future contracts. Due: August 31, 2008

Goal 6

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

Strategies

Develop more sustainable IT practices in state government.

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

Action Items

- Create a business case template for divisions to utilize in the decisions about IT purchases. Include a new tool for analyzing energy and greenhouse gas consumption of computers, monitors, and peripherals. Due: October 31, 2008
- Develop a new procedure for the efficient use of equipment for users and technicians. Due: August 31, 2008
- Analyze the IT power management software tools and consider their adoption in DAS. Due: December 15, 2008
- Hold a “power management” forum with the following themes: power management practices in desktop and data center environments; products available for power management; establishing a baseline to measure the state’s progress on power management. Due: December 31, 2008



A technician installs a new blade in a blade center at Oregon’s State Data Center.

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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

- Finalize the Sustainable Procurement and Operations policy, which provides a roadmap to state sustainability rules, statutes and procedures. Due: August 31, 2008
- Review and comment on proposed legislation related to climate change, water and energy for the 2009 legislative session. Due: November 30, 2008



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
2. Climate Savers Initiative: www.climatesaverscomputing.org/
3. Responsible Purchasing Network: www.responsiblepurchasing.org/
4. EPEAT: www.epeat.net/
5. Green Seal: www.greenseal.org/