



OREGON
DEPARTMENT OF
ENERGY

Sustainability Presentation

Oregon Sustainability Board
April 8, 2016



Presentation Overview

Sustainability Policy and Plan

Sustainability Highlights

Sustainability Practices



Sustainability Policy and Plan

Sustainability Highlights

Sustainability Practices



Sustainability Policy

Importance of policy

- High-level, strategic guidance
- Executive-level sponsorship
- Clarity of policy, plan, processes
- Acknowledges and requires commitment of agency, divisions, and employees

Sustainability Policy (*strategic, long-term vision*)

Sustainability Plan (*tactical, actions and goals*)



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Sustainability Policy

Policy Development

- Committee involvement
- “Procedures on Policies”
- Staff and supervisor collaboration
- Executive Support
- Central Services and HR review



-Long process to develop policy, that was accelerated as we held more inclusive and collaborative meetings

-Following a policy development pathway where everyone understood their role is important

Summary of Policy Development Steps

Step	Person Accountable	Action
1	Policy Owner, Deputy or Director	Identifies a policy for review or development.
2	Policy Owner	Selects staff to serve as a Policy Advisor or form a Policy Review Committee, if needed.
3	Policy Owner or designated Policy Advisor	Researches statewide and/or similar policies in place at other state agencies, if needed.
4	Policy Owner	Coordinates with advisors or committee to review research and draft a new or revised policy. This may also include reviewing or developing related procedures and/or guidelines. When proposing changes to existing policies, the new language should be suggested using "track changes" so that reviewers of the policy can easily see proposed modifications. Once a final draft is complete, the Policy Owner will provide a copy to the Central Services Administrator.
5	Central Services Administrator	Ensures that the proposed policy is documented in the right format and that the policy is consistent with existing policies. For complex statewide policies, the Administrator will coordinate with the Communications Manager to ensure that the language used meets plain language standards. Once this review is complete, feedback is provided to Policy Owner.
6	Policy Owner	Analyzes feedback provided, which may require reconvening policy advisors or the committee. Depending upon the degree of change, the process may require a second review by the Central Services Administrator or the Communications Manager. Once this process is complete, the draft proposed policy is submitted to the Deputy.

Existing framework for how a policy gets developed

Summary of Policy Development Steps

Step	Person Accountable	Action
7	Deputy Director	<p>Reviews the policy, provides feedback and determines the final review process. Review options include:</p> <ul style="list-style-type: none"> • Advancing the policy to the Director for final review and signature, or, • Requesting that the department’s administrators and/or managers review the policy and provide feedback. <p>The review process will be based on the applicability of the policy. For example, policies specific to the Small-scale Energy Loan Program or Accounts Payable are typically only applicable to staff in those programs so they may not warrant a review by all administrators and/or managers.</p>
8	Deputy Director	Works with the Policy Owner to make final edits to the point the Deputy determines that the policy is ready to be advanced to the Director for final review and approval.
9	Director	Reviews and signs all the department’s policies. Signed policies are provided to the Policy Coordinator for publishing and archiving (see notes below on this process).



Sustainability Policy

Challenges and Solutions

- Understanding broad scope and value of sustainability
- Staff involvement & collaboration
- Constraints of existing policies and requirements



-Need to expand thinking around sustainability and explain how the sustainability lens can be applied to very aspect of our work. Setting the stage for continuous improvements.

-Important to have committee involved and supportive, need to maintain involvement with one-on-one meeting and group check-ins

-Policy needs to be adaptable and workable/complementary, consistent with agency procedures

-Balance between a policy that addresses employee behavior vs. employee values

Sustainability Policy

Policy Elements

- Policy Statement
- Supporting authority and alignment with mission
- Strategy statements
 - Separate strategy sections for agency, programs, and employees

Roles & Responsibilities

- Coordinator & Committee
- Sustainability Plan
- Agency
- Employees & Supervisors
- Human Resources & Central Services



-Walk though the plan

Sustainability Policy

Policy Statement

- Provides clear, direct guidance at the beginning of the document

It is the policy of the Oregon Department of Energy to promote sustainability as a core value of its mission, and thereby encourages agency employees to integrate sustainability throughout all agency operations, program and services, including its statewide policy development and planning.

Alignment with Mission

- “Leading Oregon to safe, clean, and *sustainable* energy future”
- Sustainability is already a key element in the ODOE Mission Statement. A Sustainability Policy is a natural compliment to our mission, as well as to statute

The agency's mission to *lead Oregon to a safe, clean, and sustainable energy future* and sustainability as described in ORS 184.421 share a long-term goal to achieve the best outcomes for Oregon [ORS 184.421 says state agencies shall maintain sustainability in their workplace by “*using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives*”].



-Discuss policy statement at top, why it aligns with mission and ORS is important

-This is a practice – in some ways we’re already doing it but not articulating it; in other ways, we’re going to have to literally practice doing it, and we’ll get better at it and gain more experience with over time.

-“Following section provide strategy statements that identify the audience and action”

-Discuss importance of integrating sustainability into business process and decision making

Sustainability Policy

Strategy Statements

- Provides separate strategic direction each for:

Employees: integration with daily activities and projects

Employees will integrate sustainability principles, criteria, and performance standards within programs, rules, and other service-based programs (consistent with legal requirements). Examples include

Agency: integration with policies and recognition of leverage for sustainability aspects of other existing initiatives

The agency will include sustainability in statewide policy development. The agency develops, advises on and implements policies for a wide array of energy-related activities.

The strength of this work is enhanced when aligned with other state agencies and policies, including initiatives such as emissions reductions under state climate change action plans, water conservation under the Integrated Water Resources Strategy, and other similar statewide frameworks for public health, education, and innovation.

Programs: integration with existing agency programs

Programs and services include sustainability as a component of design and evaluation, and may include it as a criterion for decision-making.

- Employees: both empowers and requires employee action
- Agency: tie to other agency goals. Some flexibility built in (“where compatible”).
- -Discuss how agency can address the sustainability-energy nexus in policy work
- -Programs/Services can find opportunities to sustainability to be an element of the new program or criteria for project
- Programs: introduces concept of sustainability as a decision making criteria, with specific considerations and metrics that may be considered (waste and water reduction, air quality, etc.)

Sustainability Policy

Strategy Statements

- Final strategy paragraph ties together the direction for employees, the agency, and its programs, and focuses on creating sustainable communities across our state with consideration for the “Triple Bottom Line”

ODOE will enable and encourage sustainable communities in program development and services provided to Oregonians. Agency employees and managers will work to identify opportunities for equity, economic, and environmental improvement.



- Covers other aspects of economic and social sustainability
- Connection of ODOE being in service of state goals for “Sustainable Communities”

Sustainability Policy

Roles and Responsibilities

Sustainability Coordinator

Sustainability Coordinator

The director will appoint and maintain an agency sustainability coordinator

The coordinator will commit sufficient time to meet the needs of agency, up to 5% of their scheduled work-time.

Sustainability Committee

Sustainability Committee

The committee will be comprised of volunteers from throughout the agency and will meet at least four times a year during participants' regular working hours. The committee will also encourage representation across all agency divisions.

The committee will make develop a sustainability plan and make recommendations to the director



-Discuss how this formalizes roles and addresses barriers to full participation. Help staff see themselves in the policy.

-Active encouragement to participate, accountability to act, ask questions to meet the strategy statements above

-Set expectations for ensure compliance with policy

- Building role is sustainability coordinator into position description is key. It reinforces importance and ensures commitment and permanence of role.

Sustainability Policy

Roles and Responsibilities

Sustainability Plan

Sustainability Plan	The sustainability plan will be updated on a biannual basis by June 30 of even years, to be approved by the management team and director. The plan will be provided to the Oregon Sustainability Board as requested.
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Agency

Agency	The agency will offer a variety of opportunities for employees to engage in and promote sustainability.
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	The agency will commit reasonable time and resources
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Supervisors

Supervisors	Supervisors will support this policy and have the opportunity to highlight employees' commitment to sustainability
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- Reiterate how policy leads to plan
- Importance of formalized commitment by agency
- Commitment by agency to offer opportunities and allow employees to pursue sustainability interests related to work
- Sustainable performance can be rewarded

Sustainability Policy

Roles and Responsibilities

Employees

Employees	Employees should incorporate the agency's core value of sustainability into their decision-making and day-to-day activities
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Human Resources

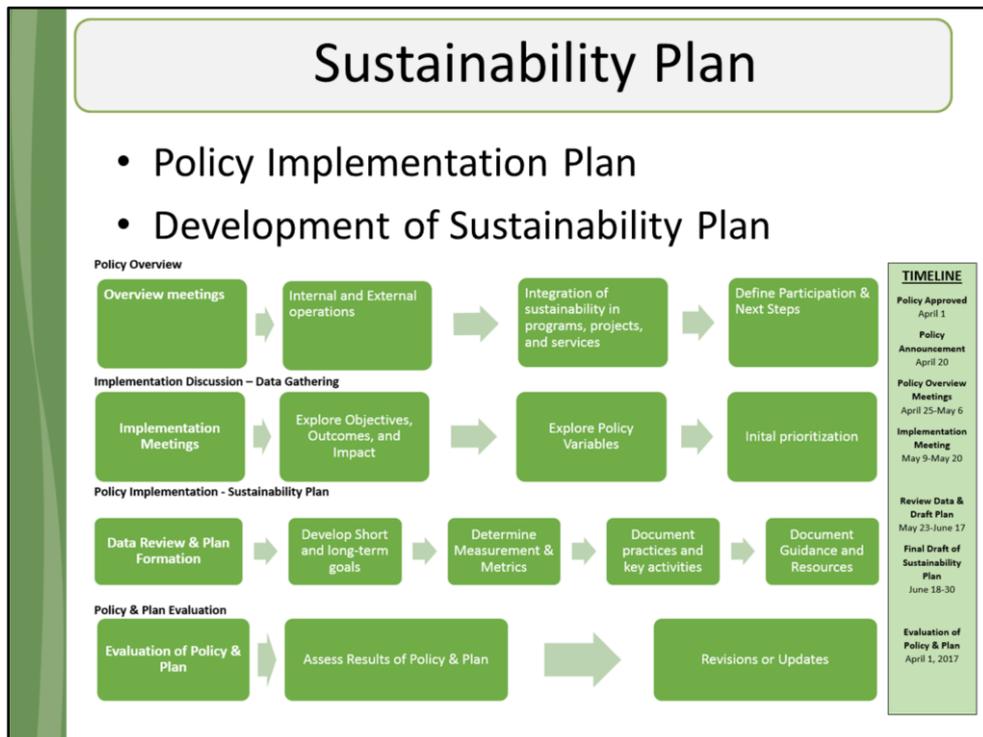
Human Resources	Human Resources will foster an awareness of a culture of sustainability at the agency. To this end, Human Resources will make employees aware of this policy and incorporate sustainability education in new employee orientation.
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Central Services

Central Services	Central Services will incorporate sustainability in decision-making for core business services
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Where the agency makes a significant commitment of resources, Central Services will ensure highest feasible efficiency and lowest life cycle costs are used as a factor in these decisions.

- Help staff see where they fit in policy
- Explain why HR and Central Services play key roles
- Sustainability is an agency value that should be part of employees decision making processes



-Executive support shown in wanting to formalize a “roll out plan” to help staff understand the policy and feel good about being involved.

-Essential to understanding sustainability, especially when the word itself is so overused.

- Helps us all get on the same page, takes it from a theoretical or marketing concept to something that’s practical and applicable to ODOE staff.

-Include small group meetings with short enough timelines to not fatigue staff.

-Appoint representative to make sure staff and supervisors time is being respected.

-Set deliverables (like the Sustainability Plan) and be clear about the purpose of these deliverables

Sustainability Plan

- Metrics
 - Executive Summary
- Sustainability Framework
 - Coordinator, Committee, Policy, and Plan
- Goals
 - Short and long term
- Practices and Activities
- Metrics
 - Narrative & Other Metrics
- Appendix



-As part of the adoption of the Sustainability Policy, we will publish a Sustainability Plan.

-Plan will follow the OSB/ISCN template and focus on tactical actions and goals to implement the policy..."How to get from A to B"

Sustainability Policy and Plan

Sustainability Highlights

Sustainability Practices



Sustainability Highlights

Residential solar applications

- All electronic transactions, saved over 14,000 pieces of paper (just at ODOE)

Energy Siting Public Involvement Process

- Prescriptive process that emphasizes awareness on how community can participate



Sustainability Highlights

Outreach by HR and Communication

- Reaching out to more communities
- Using accessible, translatable, and varied platforms and tools

Grant criteria for rural, distressed communities

- Renewable Energy and Schools

Planning and Innovation Strategic Framework

- Core element of Resiliency & Sustainability



Sustainability Highlights

New Agency Location

- Moving to 550 Capitol St. NE in December 2016

During the move, we will:

- Reduce paper storage & recycle unneeded items
- Surplus old furniture and office equipment
- Reusable plastic totes for moving
- Moving coordinator to reduce truck trips



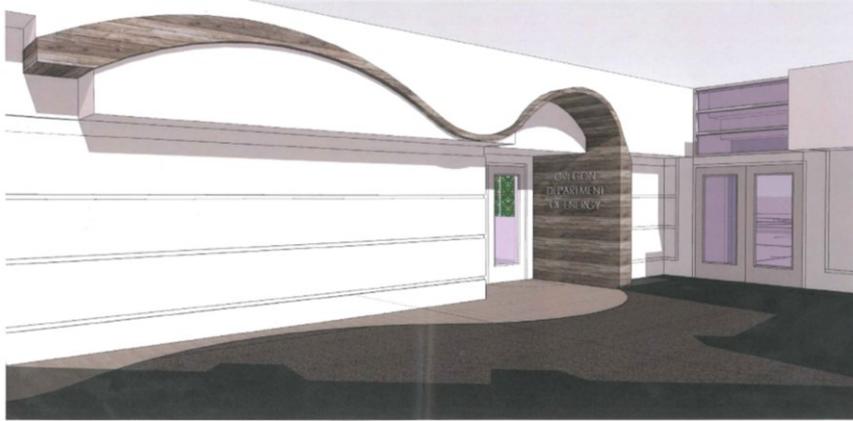
Sustainability Highlights

New building Features

- New Building Envelope
- LED lighting, daylight and motion sensors
- Recycled and recyclable carpet
- Salvaged wood walls, pressed paper counters
- Clear and lower partitions for use of daylighting
- Reusing existing file cabinets & office equipment



Sustainability Highlights



Sustainability Highlights

New building Features

- Smaller, centralized printing areas; office equipment reduction
- Low-water landscaping
- EV charging stations & purchase of an all-electric vehicle
- Indoor bike storage and outside racks
- Downtown core location, walkable to many services



Sustainability Highlights



Sustainability Policy and Plan

Sustainability Highlights

Sustainability Practices



Sustainability Practices

EarthWISE Certification

- Certified in 2008
- First state agency to receive certification

“While we help Oregonians develop ways to conserve energy, we walk the talk with an extensive reuse and recycling program and active green team”



-Marion County program to foster sustainability for businesses and organizations.

-Certification recognizes achievement in core sustainability practices

Sustainability Practices

Recycling

- On-site recycling of many items
- Recycle electronics, batteries, CFLs, styrofoam, and food waste
- Staff can bring items from home



Most recycling is in lunchroom, some outside of restrooms as well

Paper recycling in various places through office

Talk about who handles and receives the recycling streams (lotions = women's shelter, batteries = Garten, etc.)

Sustainability Practices

Waste Reduction & Prevention

- Reusable dishware, silverware, and towels
- Events have reusable/recyclable/compostable materials
- Duplex printing default & draft printer
- Office supply reuse area
- Hand towels in restroom



Sustainability Practices

Environmentally Preferable Purchasing

- Specify recyclables in purchase requests
- Paper products include recycled content
 - Printer Paper is 100% recycled



Commuting

- Commuter survey
- Employee voluntary mapping exercise to encourage carpooling
- Commute Alternatives & Employee Transportation Coordinator



Printer/copier paper, Paper towels, Toilet paper, Trashcan liners, Writing pads, Envelopes, Business cards

Sustainability Practices

Water Conservation

- Low-flow toilets & shower heads
- Faucet aerators
- Energy Star dishwasher



Wastewater & Stormwater

- Dumpsters away from storm drains
- “Dump No Waste” plaques on storm drain and kitchen sink
- Fleet washed at State Motor Pool
 - Biodegradable cleaner & recycles water



Sustainability Practices

Energy Conservation

- Thermostat, refrigerator, and water heaters set to most efficient settings
- Staff control HVAC system and settings
- Motion sensor light in lunchroom
- IS recommends power savings mode and equipment shut-off
- PC Shutdown Reminders
- Night-walk energy audits



Sustainability Practices

Outreach and Education

- Sustainability Committee:
 - Represents all divisions
 - Monthly meetings, all staff invited
 - Email updates 2-3x per month
 - Partner with other agency activities & events
 - Zero-Waste events, Higher Ed Sustainability Conference, OR Green Schools
- Intranet website
- Bulletin board
- New employee training



Sustainability Practices

Sustainability Committee

#MyODOE • Sustainability Committee



"The earth provides enough to satisfy every person's need but not every person's greed. When we take more than we need, we are simply taking from each other, borrowing from the future." -Mahatma Gandhi

In response to the sustainability order, Energy established and made a number of changes. These changes range from consumption (paper, office products, and waste). Virtually all are inherent in our mission.

Resources

The links below are provided as a resource to ODOE employees in helping attain our goal to become more sustainable, both inside and outside the office.

- 2012 EarthWISE Recertification Application
- EarthWISE Case Study
- Sustainability Team 2012 Strategy
- Sustainability Methods
- Sustainability Progress
- Sustainability Presentations

External Resources

- State Sustainability Program
- Marion County's Waste and Recycling program and EarthWISE program
- Green Link, Save More
- Sustainability Tips from David Haskin
- Tips for Reducing Sustainability Behavior
- Greener Choices - Consumer Report environmental information and ratings
- The National Step Network
- Clean Production Action
- Green Tree that 101



SUSTAINABILITY UPDATE

Hello!

Occasionally we will be sending out emails to staff with updates and reminders about sustainability at ODOE. We have a long-standing [Sustainability Committee](#) with staff representatives from all divisions and we are always looking for new members to join!

Our next meeting will be held on **Wednesday, May 6th in Room Westerberg from 3-4pm.**

Sustainability at ODOE

EarthWISE

We have received our new [EarthWISE](#) Re-Certification from Marion County! In 2008, the Oregon Department of Energy became the **1st** state agency to receive an EarthWISE certification.

EarthWISE stands for Workplace Initiative for Sustainable Enterprise and is a free environmental assistance program offered to all businesses in Marion County. The EarthWISE Certification recognizes businesses that have made a commitment to environmentally friendly practices. ODOE met all of the required criteria for the Re-Certification, including:



- **Recycling and Waste Reduction:** Thanks to our Building Services staff we recycle cardboard, paper, bottles and cans, electronics, and even styrofoam. We also have an office supply reuse area and reusable dishware in the kitchen.
- **Water Conservation:** Our bathrooms have low-flow faucets, toilets, and showerheads.
- **Energy Efficiency:** We have installed more efficient lighting and use ENERGYSTAR appliances.
- **Purchasing:** We have 100% recycled content printer/copier paper and Garten custodial services uses green cleaning products which are safer for staff and the environment.
- **Transportation:** We have covered bike storage and a loaner bike in the front lobby for employee use. We also use hybrid and alternative fuel vehicles for workday transit.

11 OF 11

ENERGY

Sustainability Practices

Events

- Bike to Work
- Commute Alternatives
- Food Waste
- Recycled Holiday Ornaments
- Earth Day





Sustainability Practices

Above & Beyond

- Renewable power purchased from PGE
- Incentives for using alternative transportation
- Secure bike parking & showers
- Solar array on-site
- Hybrid & alternative fuel vehicles



Thank you!

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