



2019-2021 SUSTAINABILITY PLAN

By the Business Oregon Sustainability Committee

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ABOUT BUSINESS OREGON

VISION

Prosperity for all Oregonians

MISSION

We invest in Oregon's businesses, communities, and people to promote a globally competitive, diverse, and inclusive economy.

WHAT WE DO

Business Oregon is the assumed business name for the Oregon Business Development Department, the state's economic development agency. Core functions of the agency include:

- Rural community development and infrastructure financing;
- Business retention, expansion, and recruitment;
- Export promotion and international trade;
- Industry research and development and entrepreneurship;
- Small business assistance; and
- Support for arts and culture organizations.

Business Oregon has 131 positions in two main offices in the State Lands Building in Salem and the World Trade Center Building in Portland, and several small regional offices.

SUSTAINABILITY AND BUSINESS OREGON

As the state's economic development agency, Business Oregon's success is measured not exclusively by Oregon's economic *growth*, but by the broader metric of economic *development*. As Business Oregon's Vision, Mission, and 2018-2022 Strategic Plan indicate, economic development relates directly to the economic and social well-being of *all* Oregonians as well as the incorporation of long-term vision into projects that affect our built environments and communities. Climate change, environmental degradation, and the uneven effects of these changes on different communities are factors that influence Business Oregon's success in generating positive economic outcomes and prosperity across the state. Furthermore, linking together environmental sustainability and economic development can result in increased profit and competitiveness for businesses in Oregon.

By promoting, facilitating, and incentivizing sustainable business practices and statewide sustainable development, Business Oregon has an opportunity to cultivate equity while supporting the competitiveness of Oregon's businesses in the face of grand environmental challenges.

SUSTAINABILITY COMMITTEE ("GREEN TEAM")

In its [2015-2017 Sustainability Plan](#), Business Oregon laid the groundwork for a Green Team as part of an effort to integrate sustainability internally and externally. In May 2017, the Green Team was established and is now populated by staff volunteers from across the agency—geographically and programmatically.

The Green Team:

Leads the efforts of the agency to integrate sustainability into the agency’s mission-driven work;
 Plans and implements sustainable practices in the agency’s office operations;
 Provides sustainability-related resources and reports to the Executive Team, the various divisions as applicable, and employees;
 Aligns agency sustainability-related efforts with the Interagency Sustainability Coordinators Network and the Oregon Sustainability Board; and

- Supports sustainability-related Executive Orders and statewide policy compliance.

CURRENT PRACTICES, ACTIVITIES & POLICIES

The recently-formed Sustainability Committee has reviewed current practices, taken stock of available metrics, and discussed where our agency impacts and has opportunities to further sustainability. While working on reducing our environmental footprint in operations, as a smaller agency that leases space and has limited physical assets we realize that there is significant opportunity to address sustainability in our programs that we deliver to businesses and communities in Oregon.

INTERNAL

Business Oregon leases office space in the State Lands Building (Salem) and One World Trade Center (Portland) and adheres to these facilities’ overarching sustainability practices. Additionally, Business Oregon currently implements sustainability internally in the following ways:

Policy & Strategy <ul style="list-style-type: none"> • Employee Green Team established 	Water <ul style="list-style-type: none"> • Bathroom upgrades included low flow faucets 	Diversity, Equity & Inclusion <ul style="list-style-type: none"> • Diversity, Equity & Inclusion Manager position • Emphasis on transparency and inclusivity in agency Strategic Plan
Energy <ul style="list-style-type: none"> • Close window blinds on sunny days to reduce HVAC need • Energy efficient lighting and motion sensors lights • Computer power modes set to Energy Saving by default 	Procurement <ul style="list-style-type: none"> • Procurement of paper with 30% post-consumer content 	Health & Wellness <ul style="list-style-type: none"> • Wellness Committee to promote healthy activities and choices. • Safety Committee to ensure staff trained in accident and incident investigation principles. • Maintain list of chemicals used in the building
Transportation <ul style="list-style-type: none"> • Use of DAS Motor Pool includes option to select fuel-efficient and reduced pollution vehicles • Electric bicycle available for employee use 	Waste <ul style="list-style-type: none"> • Recycling receptacles at each desk and in communal areas • Compost receptacle in Portland office • Coffee mugs for employee use • Areas to share used office supplies • Donation of unwanted items to DOC and state Surplus facility 	

EXTERNAL

Business Oregon currently implements sustainability externally through the Solar Development Incentive program, support of Oregon's clean tech industries, and through programmatic commitment to Diversity, Equity, and Inclusion.

The Sustainability Committee has drafted a Work Plan that aligns with Business Oregon's Strategic Plan and outlines key activities related to sustainable business practices and statewide sustainable development. The Work Plan is currently under review by the Business Oregon Executive Team.

Clean Energy Support

- Business Oregon runs the Solar Development Incentive program that provides \$0.005/kWh of solar electricity produced to enrolled projects (150MW max, which has been reached).

Sustainable Timber Industry Support

- Convene CLT industry stakeholders & identify strategic activities and market opportunities
- Reassessing/inventorying potential manufacturers of CLT and other mass timber products
- Western Juniper Industry Development program

Diversity, Equity & Inclusion

- Diversity, Equity & Inclusion Manager position
- Certification Office for Business Inclusion and Diversity

Capital

- Provides capital to investment vehicles that prioritize traditionally underserved populations like women, communities of color, rural entrepreneurs, and native populations.
- Prioritized natural resource investment funds, with the goal of building up capital for projects like sustainable farming and timber management.

Global Trade

- Coordinates and participates in cleantech industry focused recruitment and global trade strategies.
- Facilitates Foreign Direct Investments to target industries including cleantech and mass timber.

Agency Collaboration

- With DEQ with P2 Intern program promotion and facilitation
- With the Oregon Department of Energy on Green Finance program and policy developments
- With US Forest Service through Forest Product Technical Assistance support

Sustainable & Resilient Infrastructure

- Brownfields Redevelopment: Supports environmental remediation and redevelopment to successfully stimulate economic development and sustainability in economically distressed areas.
- Seismic Rehabilitation Grant Program: Provides funding for the seismic rehabilitation of critical public buildings, particularly public schools and emergency services facilities.
- Safe Drinking Water programs: fund drinking water system improvements needed to maintain compliance with the Federal Safe Drinking Water Act
- Community Development Block Grant Program: to develop livable urban communities for persons of low- and moderate-incomes by: expanding economic

SUSTAINABILITY METRICS

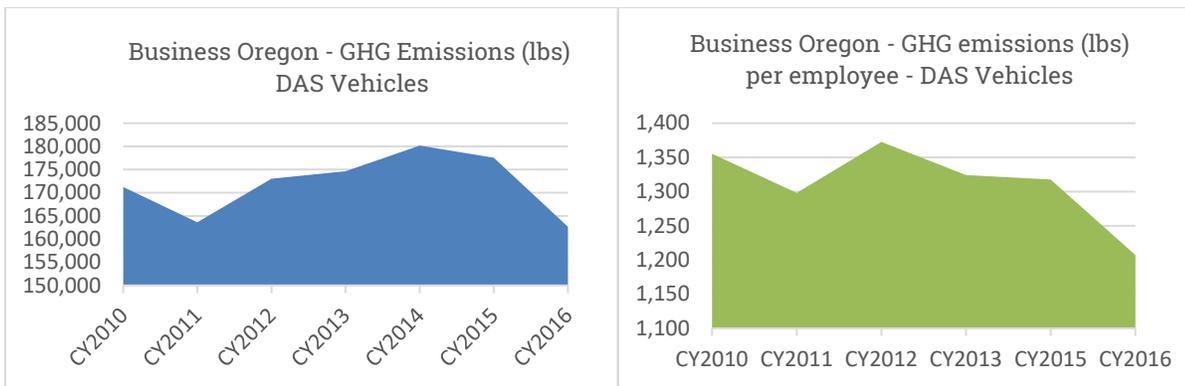
METRIC	PERIOD	AGENCY TOTALS	% FROM PREVIOUS REPORT
Resource Conservation			
Energy (MBtus) ¹	2016	1,687	NA
Water (gallons) ¹	2016 2017	1,560 1,616	NA
Waste (tons) ²	unknown	unknown	NA
Recycling—mixed use/paper (lbs) ¹	2017	5,650	NA
Recycling—electronic waste (lbs)	2016 2017	5,760 2,103	NA
Compost ³	2017	unknown	NA
Transportation			
Gallons of fuel	2016	8,723	91%
GHG emissions from fuel used (lbs)	2016	162,660	92%
Procurement			
Sustainable Purchasing: Printer paper (sheets)	2017	635,500 (80% = 30% pcc)	NA
Sustainable custodial supplies ⁴	NA	unknown	NA

¹ Energy, water, waste, and mixed/paper recycling metrics are based on building-wide totals where Business Oregon is a tenant, in the State Lands Building (Salem). Calculations were made utilizing Business Oregon's square footage occupancy. We have so far been unable to obtain accurate estimates for our Portland office in the One World Trade Center Building, where we are tenants.

² The State Lands Building, where we are a tenant, shares a trash compactor with the North Mall Office Building, which is owned by DAS. DAS is working on a way to quantify trash and we will make calculations utilizing square footage to determine our contribution to this waste when the numbers are available.

³ The Portland office, in the One World Trade Center Building, provides a compost option to employees. We have so far been unable to obtain metrics for compost.

⁴ Janitorial services in the State Lands Building and One World Trade Center utilize sustainable custodial supplies. We have so far been unable to obtain metrics for sustainable custodial supplies.



SUSTAINABILITY GOALS

SHORT-TERM GOALS (2018):

1. Policy & Strategy Goal: Identify sustainability as an agency priority.
 - 1.1. Incorporate Sustainability priorities into Business Oregon's current Strategic Plan as an addendum;
 - 1.2. Incorporate Sustainability Actions in team and individual work plans and metrics being developed for the current Strategic Plan
 - 1.3. Develop and adopt agency Sustainability Policy

2. Performance/Impact Goal: Develop methods to measure and report on metrics as possible as a small agency that leases space.
 - 2.1. While we anticipate new tools associated with Executive Order 17-20, we will evaluate ways to better assess impact, set goals, and track and share metrics for: Facilities energy use; Facilities water use; Facilities waste; Transportation; and Procurement.
 - 2.2. Explore possibility of sub-metering Business Oregon's tenant spaces.

3. Internal Sustainability
 - 3.1. Reduce material waste.
 - 3.1.1. Increase employee access to used office supplies to reduce need to order new supplies
 - 3.1.2. Acquire reusable flatware and dishes for employee use and internal events
 - 3.1.3. Provide glass, plastic grocery bag, and battery recycling receptacles
 - 3.1.4. Partner with our neighbors in the North Mall Building for waste reduction event or activity
 - 3.2. Reduce carbon footprint.
 - 3.2.1. Adopt electric bicycle policy to clarify how employees can access this option
 - 3.2.2. Conduct commuting survey
 - 3.2.3. Identify opportunity areas for reducing plug load in the office

4. Internal Awareness Goal: Establish resources to build awareness.
 - 4.1. Publish regular sustainability-themed content in internal-employee newsletter
 - 4.2. Develop initial content for Intranet related to sustainability resources and activities
 - 4.3. Schedule a recycling presentation for an all-staff meeting
 - 4.4. Work with Diversity, Equity & Inclusion Manager to consider ways the Green Team might collaborate around areas of inclusion and environmental equity

4.5. Integrate sustainability awareness into onboarding of new staff.

5. External Strategies Goal: Integrate sustainability into Business Oregon Strategic Plan and division Work Plans.

5.1. Identify short and long-term activities and begin to implement explicit external sustainability activities that align with the Business Oregon Strategic Plan.

LONG-TERM GOALS (2019-2021)

1. Policy & Strategy Goal: Implement sustainability as an ongoing agency strategy.

1.1. Ensure that revisions to and subsequent agency Strategic Plans include the promotion, facilitation, and incentivizing of efforts to increase the sustainability of Oregon's businesses and communities

1.2. Develop and implement work plans and metrics pursuant to the sustainability priorities in revisions and subsequent Strategic Plans

2. Performance/Impact Goal: Comply with statewide policies and executive orders.

2.1. Working with the Department of Administrative Services, Department of Energy, and Department of State Lands, ensure compliance of Executive Order 17-20 and 17-21 regarding high performance energy targets for existing buildings, plug-loads, energy efficient equipment, and lifecycle cost analysis of energy or water upgrades; in addition to other statewide policies concerning sustainability.

3. Internal Sustainability

3.1. Procure 100% post-consumer content paper for standard printer paper by 2020

3.1.1. Work with procurement to identify options

3.1.2. Implement change

3.2. Reduce paper procurement by 10% by 2020

3.2.1. Educate employees on paper use.

3.2.2. Hold campaign to reduce printing.

3.2.3. Examine work flow to identify areas to reduce paper use.

3.3. Grow material waste reduction.

3.3.1. Review and update procurement practices for office supplies, cleaning supplies, and food and beverages to reduce environmental impact

3.3.2. Identify needs and opportunities related to sustainable practices in field offices

3.4. Grow carbon emission reduction

3.4.1. Implement tool to encourage employee carpooling

3.4.2. Encourage purchase of hybrid and electric vehicles

4. Internal Awareness Goal: Develop regular programming and core resources for long-term awareness integration.

4.1. Provide key resources on the Business Oregon Intranet site for employees related to both internal sustainability and external sustainability activities

4.2. Establish regular employee training sessions and/or brown bags with sustainability themes

5. External Strategies Goal: Implement activities to accomplish promote, facilitate, and incentivize sustainable business practices and statewide sustainable development.
 - 5.1. Support established and emerging traded sector low carbon economy companies;
 - 5.2. Support infrastructure projects that decrease economic vulnerability and increase competitiveness in light of climate change related risks; and
 - 5.3. Support Oregon businesses to become more resilient to the impacts and risks of climate change by helping them mitigate increased input costs and reduce cost volatility.

CONCLUSION

In addition to integrating sustainable practices into internal operations, Business Oregon has a rich opportunity to implement sustainable development in many of its program areas, including loans, global trade, infrastructure, and innovation. The Green Team looks forward to continued work with the Interagency Sustainability Coordinators Network, the statewide sustainability officer, and the Oregon Sustainability Board to both support statewide policies and goals, and to further link sustainability with the mission-drive work that Business Oregon does for businesses and communities across the state.