

SUPPORTING THE GOVERNOR'S VISION FOR SUSTAINABILITY

TENANT HANDBOOK



**Strategies for tenants in DAS
buildings to meet sustainability
goals and expectations**

January 2016



DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES
SUSTAINABILITY PROGRAM

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.

DAS provides an array of services for state government which include budget development, procurement, human resources, IT support, surplus property management and many others. As a tenant in a DAS building, you can help!



The Department of Administrative Services (DAS) has designated its buildings as resource conservation zones. This means DAS works hard to save energy and water in its buildings, as well as ensure employees and tenants recycle to the best of their ability. The goal is to save taxpayer money and care for the environment to the greatest extent possible.

ENERGY CONSERVATION

DAS is required to save at least 20% of the energy we used in the year 2000. Tenants control about 30 percent of the energy use in buildings through plug loads (anything that plugs into the wall). Currently, that amounts to about one month's worth of energy in a year. That means, DAS pays for 13 months of energy every year! Here are a few ways we ask everyone to help out:



- Turn off computers, monitors, and peripherals when you leave at night. Plug them all into a power strip that you can turn off with one switch when you leave.
- Don't use space heaters that consume more than 150 watts and have the potential to confuse the building system if placed near a thermostat.
- Don't use hot plates, toasters, or other devices that could be a fire hazard.
- Don't bring in unnecessary items such as fountains, fish tanks, non-communal refrigerators, large fans, etc.
- After hours, use task lights rather than the overhead lights. Since emergency lights are on when people are in the building, it's never completely dark.
- Always purchase Energy Star-rated equipment.
- If physically able, take the stairs instead of the elevator.
- If you sit by a window, use proper blinds management:
 - in the winter, open your blinds during the day to let sunlight in and close your blinds at night to keep cold air out;
 - in the summer, close your blinds when the sun shines on them, and open them at night to help cool the space near your desk naturally.

GREEN TEAMS

Green teams are self-organized, grassroots and cross-functional groups of employees who voluntarily come together to educate, inspire and empower employees

around sustainability. The goal is to reduce energy consumption in the buildings, but also to connect tenants with the operation of their buildings and understand how their actions impact the world and the state's pocketbook. By joining a green team, participants will:

- help DAS with night energy audits,
- contribute ideas for saving resources,
- develop Impact Days to engage the rest of the building and track the results,
- distribute information to the building and,
- actively make a difference.



Solar panels on Pendleton State Office Building

RENEWABLE ELECTRICITY

In 2006, Governor Kulongoski mandated that all state agencies use 100% of their electrical power from renewable sources by 2010. Environment groups and

investor-owned utilities have proposed many plans to revamp Oregon's power supply, phasing out all power produced by coal and doubling the use of renewable energy. Agencies are doing their part by planning installations of solar, wind, and geothermal on buildings and lands.

WATER

Water is another precious resource in the Oregon. Even though it seems like it rains often, we lack water supply in the summer. We need to maximize water savings in DAS buildings. Report any leaks you notice inside or outside the facility to your building manager, and turn off water while you scrub your hands or dishes. Learn more about drought in Oregon: www.drought.oregon.gov



CASE STUDY: PORTLAND STATE OFFICE BUILDING



The Portland State Office Building is located at 800 NE Oregon Street in the Lloyd District of Portland. It contains 252,000 square feet and houses 1,200 state employees in 25 different agencies and boards.

The Portland State Office Building Green Team launched in late 2007 to improve resource use and sustainability in the building, and engage their co-workers in conservation projects through "Impact Days." Their first Impact Day was on Earth Day, April 22, 2008. The focus of this one was on elevators. They put up flyers and encouraged their co-workers who were able to take the stairs. Through this effort, the building saved more than two percent over the previous Tuesdays in the month. It demonstrated how our individual choices make a difference!

The team expanded its focus from energy and started to look at recycling and other sustainability programs. Since their first Impact Day, the team started a floor-by-floor challenge to save on plug loads, conducted research studies of electricity usage for computers, worked with their garbage hauler on a composting program for the cafeteria, and more. They save taxpayer money, help the environment, and make a difference in the world around them.



GARBAGE & RECYCLING

Due to centralized waste collection, all tenants must take their waste material to central depots in their buildings. DAS custodians

empty these barrels nightly. Individual waste material at desks can be dumped either daily or less frequently, as long as no perishables stay in cans at desks overnight.

In DAS buildings, we recycle all paper material (fiber), cardboard, batteries, laser print cartridges, toner cartridges, Tyvek, fluorescent light tubes, plastic, metal, aluminum, glass, and electronic waste.

DAS encourages reuse of office products before buying new. This includes file folders, paper clips, binders, sheet protectors, boxes, and any other material that is in decent condition and could be used again. Talk to your office manager to find out



Office Max employees demonstrate the reusable tote program. Photo courtesy of Office Max.

where the stash of used office material resides in your area before ordering new. If there isn't a place, work with your coworkers to create one. If you need to order supplies, take advantage of the reusable tote program.

If you can't find a reuse option for used material, all state buildings have recycling programs (see above). In addition, state law requires we send items to State Surplus. Call (503) 378-4711 for more information.

ELECTRONIC WASTE

State Surplus and Garten Services Inc. have entered into a partnership to handle the state's e-waste recycling and refurbishing. For Surplus, the benefits of moving the e-waste operation out of the facility coupled with removing the costs of the e-waste operation from the budget allowed them to focus on other projects. Many state agencies, cities, and counties stated the process and security has improved. Garten passed each security review and random audits of their data sanitization process. The combination of a cost effective e-waste program, secure data sanitization, approximately 30% reuse of e-waste and providing jobs for people with disabilities makes the partnership with Garten a success.



SUSTAINABILITY PLAN

The plan contains goals and strategies for supporting the Governor's sustainability vision. It also includes action items, ensuring that DAS employees are constantly working on new actions towards infusing a culture of sustainability.

Link to the DAS Sustainability Plan:

http://www.oregon.gov/DAS/EAM/SUST/pages/sust_plan_rep.aspx



GREENHOUSE GAS REPORTING

DAS reports the annual greenhouse gas (GHG) emissions for state government operations.

Link to the GHG report:

<http://www.oregon.gov/DAS/EAM/FPS/pages/ghgrpts.aspx>

PROCUREMENT

The sustainability goal of the State Procurement office is to collaborate and coordinate on regional purchasing strategies to harness purchasing power and maximize environmental and economic value.

SUSTAINABILITY INFORMATION AND EXECUTIVE DIRECTION

FLEET

The DAS, State Fleet leads the country for sustainable, fleet practices. It was the first state fleet to receive ISO 14001 certification with an environmental management system (EMS). The EMS is re-certified every two years, which requires State Fleet to continually monitor the sustainability of internal operations.

In late December 2015, the DAS Fleet & Parking Services program received a certificate of achievement from Government Fleet Magazine for being one of the nation's "Notable Fleets of 2015." The nationwide awards program honored Fleet and Parking Services for its collective teamwork toward delivering quality fleet services and management.



ALTERNATIVE FUELS

ODOT leads state government's alternative transportation efforts. DAS strongly supports their goals and actively participates in the Governor's electric car work group. State Fleet and Facilities intend to purchase and install electric cars and charging stations around the Capitol Mall, which would be available to the public.

STATE PARKING

The State Parking Program continues to encourage alternative modes to all state employees. They support carpools, bicycles, and vanpools.

INFORMATION TECHNOLOGY

State government leads the path to more sustainable IT. State IT investments now include the EPEAT rating, which requires equipment to rate at Energy Star 4.0 and has design standards for easy recycling and reclaiming of materials at the end of life.

EXECUTIVE DIRECTION

Governor Kulongoski established some of the most aggressive sustainability requirements in the country. Below is a summary of the key drivers in state government.

- 20% energy reduction goal and SEED guidelines http://arcweb.sos.state.or.us/rules/OARs_300/OAR_330/330_130.html
- 100% renewable energy goal for state government http://governor.oregon.gov/Gov/p2006/press_031006.shtml
- DAS policy 125-6-010: Sustainable Facilities Standards <http://www.oregon.gov/DAS/FAC/docs/1256010.pdf>
- DAS policy 107-011-010: Resource Conservation <http://www.oregon.gov/DAS/OP/docs/policy/state/107-011-010.pdf>
- DAS policy 107-011-030: Holiday Decorations & Lights <http://www.oregon.gov/DAS/OP/docs/policy/state/107-011-130.pdf>
- DAS policy 107-011-140: Sustainable Procurement and Internal Operations <http://www.oregon.gov/DAS/OP/docs/policy/107-011-140.pdf>
- DAS E-waste policy 107-009-0050 <http://www.oregon.gov/DAS/OP/docs/policy/state/107-009-0050.pdf>
- Solar power in public buildings: 1.5% of construction cost http://arcweb.sos.state.or.us/rules/OARs_300/OAR_330/330_135.html
- ORS 459A.480 governs state agency recycling programs. <http://landru.leg.state.or.us/ors/459a.html>
- Governor Brown issued Executive Order 15-09 http://www.oregon.gov/gov/Documents/executive_orders/eo_15-09.pdf
- 2015 report to Governor Brown on State Agency's water conservation measures. http://www.oregon.gov/owrd/Pages/wr/drought.aspx#Implementing_the_Drought_Executive_Order

OREGON SUSTAINABILITY BOARD AND INTERAGENCY NETWORK

The Oregon Sustainability Board was created in 2001 by the Oregon Sustainability Act. Since its inception, the Board worked with state agencies to create sustainability plans and encouraged innovation among communities.

The Board re-instituted the Interagency Sustainability Coordinators Network. It's comprised of representatives from the top 25 key agencies that impact sustainability. The Network meets six times a year and ensures state agencies collaborate on sustainability programs and projects. More: http://www.oregon.gov/DAS/EAM/SUST/Pages/osb_home.aspx



Members of the Interagency Network toured several solar arrays around Salem and Eugene in July 2008