

YEAR 2008 CDLE GREENING PLANS

Overview

For 2008, the CDLE Greening of Government Team (Green Team) plans to work on both projects that can be completed within the year 2008 and those that will be on-going into the next several years. We plan to continue to educate our employees on Governor Ritter's environmental goals for State Government and the State of Colorado. The Green Team will continue to develop educational materials for CDLE employees on sustainability, stewardship, climate change, and other environmental issues, so that employees better understand the reason for this Executive Order. These materials will be posted on the CDLE Greening Website.

Goals. The Greening Government Program calls for Colorado state government to reduce its impact on the environment and take a position of leadership in the New Energy Economy through the efficient management and conservation of resources (energy, water, petroleum, and paper) used in conducting state business. The overall objective of the Greening Government public information program is to promote the goals outlined by the Governor in his Executive Orders. In order to reach these goals, Greening Government must convey its goals and benefits to all state agencies. Additionally, this must be communicated to those that are working with Colorado state government, including vendors and the general public. Some of the Governor's goals that will have either a direct trickle-down effect on CDLE follow:

- Reduce energy usage by 20% by June 30, 2012
- Paper Reduction 20% by June 30, 2012
- Water reduction 10% by June 30, 2012
- Volumetric petroleum use reduction 25% by June 30, 2012
- Educate State employees about the purpose and benefit of the Energy Office
- Develop "zero waste" strategies
- Assess/implement state renewable energy projects
- Successful reporting of goals to stakeholders
- Related Greening Government goal: 25% volumetric reduction in petroleum consumption by 2012.

Motivation. The motivation of CDLE employees will come through playing off of what the Governor refers to as "*Key Messages*":

- Government is leading by example through conservation and efficient use of energy and resources.
- Energy efficiency is both environmentally and fiscally sound.
- Greening Government is helping to lead Colorado to a New Energy Economy through conservation, energy efficiency, renewable and clean energy resources

Greening CDLE

Media Strategy. The CDLE Green Team will coordinate with the Office of Government Policy and Public Relations to build relationships with Colorado media including energy and state government reporters. Promote Greening Government programs on all levels by securing media coverage in local, trade, print, online, broadcast media. Identification of Target Media to reach key audience.

Virtual Conferences (Aimed at reducing travel and meeting costs and environmental impact associated with travel)

Telephone and web conferencing. The Colorado Department of Personnel and Administration (DPA) Division of Information Technologies (DoIT) <http://www.colorado.gov/dpa/doit/> provides state agencies and institutions of higher education with telecommunications support through a preferred service provider, Qwest Communications. The Qwest Reservationless Conferencing services are convenient and easy to use. Whether a meeting is across town or across the state, meeting by telephone is a great way to communicate. The Qwest service also allows meeting organizers to post documents on a web site for meeting attendees to view, approved, or edit while on the telephone conference. Visit Qwest's web site for more details: <http://conferencing.qwest.com/audioservices/resless.asp>

Video conferencing. If an employee prefers a face-to-face meeting, but want to save gas and time, consider one of the 100 or so video conferencing sites available around the state. DPA's Division of Central Services maintains a list of these sites, most of which are available for use by state employees. The list of sites is available on the web at: <http://www.colorado.gov/dpa/dcs/fleet/docs/green/videosite.pdf> The list contains the name of a contact person, who can reserve the site for you.

Tracking CDLE's progress. When a CDLE employee chooses a virtual rather than in-person meeting, the CDLE Green Team would like want to know about it so we can share your story with the rest of our employees. ron.arthur@state.co.us Please help us to track our agency's progress in reducing vehicle miles traveled. With a reduction of fifteen percent (15%) in fuel use on an annual basis (\$3.00 per gallon average), the State would save approximately **\$1,200,000** according to the Governor's Energy Office.

Energy Management for CDLE

The CDLE Energy Management Plan will be completed in January '08 and subsequently will be integrated into the State Energy Plan during the first quarter of '08. The State's annual utility budget is approximately \$154,000,000. Assuming the greening government energy reduction measures are initiated, using a cost-neutral tool such as energy performance contracting, the EO believes the State could achieve conservatively a three percent (3%) net cost reduction. That equates to **\$4,600,000 per year** in potential cost avoidance

Environmentally Preferable Purchasing (EPP) Policy

The PCS staff completed training by Green Seal, Inc. in November 2007. The push for 2008 will be to continue to educate our employees on procuring products that minimally impact our environment.

Greening CDLE

Reduce Paper Consumption

Educating our employees on reducing the waste and expense associated with paper usage will continue. Our Super User Group educated employees last year on duplexing (printing on both sides of a sheet of paper rather than on two separate pieces). The CDLE Green Team will post reminders on the CDLE Greening Site throughout the year on reducing paper usage. The State Greening Council believes reducing paper consumption by twenty percent (20%) could result in a twenty percent (20%) cost savings. Patti Torres (Office of the Deputy Director and Fleet Manager) continues to battle against waste and to report the numbers associated with DocuVault and the destruction of confidential paper (shredding, etc.) She always has supported replacing paper with electronic versions of documents when possible. Remember, CDLE employees view SP's and SPP's on CDLE's intranet or through e-mails -- but not in paper format thanks to Patti.

New Employee Orientation – Training Materials on The Greening of Government.

The Green Team plans to work with HR/P and provide some greening materials for use during the new employee orientation process. At a minimum the new employee should know that the Greening Government program exists and that the program has goals which benefit the employee as well as the environment.

Automobile Usage and Fleet Management

Patti Torres (Fleet Manager for CDLE) participates in State Fleet actions which lead CDLE to reduce costs and environmental impact attributed to travel (e.g., fuel consumption and smog reduction)

Strategy to Meet State Goal – Reduce Petroleum Consumption by 25% by June 30, 2012

- Reduce miles driven

- Improve MPG (replace gas guzzlers with hybrids and next-generation vehicles)

- Increase use of alternate fuels and hybrid (hybrid rebates)

Depending upon funding, either four (4) vehicles will be replaced by “hybrid” vehicles or E-85 vehicles.

Existing Building (“EB”) LEED Certification for 251 East Grant Avenue

Janey Antal heads a sustainability team at 251 whose goal is to change/green the older section of the building to meet the requirements for EB LEED Certification. Don Burns a member of the team will seek a \$250,000 grant related to renewable energy.

Greening of 633 17th Street (Jones-LaSalle – Building Management -- in Cooperation with Tenants)

Energy Star

Achieved a score of 87 for 2006; qualified for Energy Star certification. Presently In the process of completing the necessary documentation for 2007 certification. This high score is a result of efforts already taken to run an efficient building, including modified maintenance P&Ps: adding VFDs to various equipment, using energy efficient lighting, flat plate heat exchanger, etc.

Greening CDLE

Recycling

On February 1, a “single stream recycling program” will be launched throughout the building. This program will allow the tenants to easily recycle almost everything used at their desk or elsewhere. Each occupant will have one container (no trash can liners). If there is anything NON-recyclable (e.g., garbage or contaminated tissues), such items should be disposed of in a centralized containers conveniently located throughout the CDLE’s office space. The building’s current trash compactor will be converted to a recycling compactor, and there will be a small roll-off for the garbage.

Baseline numbers for this new program will be provided for February 2008 early in March 2008.

Irrigation

Plans in progress to install a web based rain sensor on our grassy area is planned to avoid overwatering. This sensor is monitored by an outside company that controls the irrigation water based on the weather.

Working with City to add trees in our landscape areas, as part of Greenprint Denver. Presently evaluating existing plant materials to determine if these materials should be replaced with others that require less water.

Transportation

Want to institute a program to promote the use of public transportation and car pooling.

Looking into adding bicycle storage lockers.

Considering preferred parking benefits for hybrid vehicles and carpooling.

Operations

- Submitting a proposal to the property owner to add Variable Frequency Drives to our building exhaust fans, in order to achieve additional energy efficiencies.
- Considering day cleaning in areas of the building that it may be acceptable (CDLE would need to agree to allow such daytime cleaning and janitorial work).
- Modifying our policies and procedures regarding the hours for running common area and exterior lighting after hours.
- Replacing inefficient lighting with more efficient lighting.
- Establishing a tenant council or Green Team to discuss efforts that tenants can take to help us all achieve better sustainability results.
- Addressing the chemicals and supplies used in our business for landscaping, cleaning, water treatment, office supplies, etc. and converting to Green products wherever possible.
- Discussing IPM (integrated pest management) with our pest control company to obtain counsel on modifying our practices (and including the tenants).
- Evaluating all building systems for further efficiencies and may decide to re-commission the building.
- Considering making the property a Non-smoking property in its entirety. Also considering offering smoking cessation clinics for our tenants.
- Analyzing hands free and water efficient restroom fixtures. Waterless urinals provide another option.
- Talking to all of building’s vendors, contractors, and tenants, to work with us on our team-based approach to making 633 17th Street a green building.

Greening CDLE

Ultimate goal for 633 17th Street: achieve LEED certification for Existing Building (EB). Target Time: 18 months. Building Manager will be testing for LEED AP accreditation sometime in the first quarter of 2008.

Recognition Program for CDLE Employees

A rewards program will be discussed and developed beginning in the first quarter for implementation in FY 2008-09 for employees who contribute to CDLE's greening efforts .

CDLE Greening Website

The goal for 2008 is to increase the use and improve the content of our Greening Website. Vicki Netherland, who developed and continues to maintain the website, remains open to suggestions for increasing the number of hits and the type of information posted.

The members of the 2008 CDLE Green Team and some of their interests/functions follow:

Dawn Anderson (OPS @ 633) -- flexplace and waste reduction/recycling

Janey Antal (UI Operations -Staff Services @ 251) -- energy consumption, paper reduction, teleworking, and placing more documents (books) for UI on-line.

Shari Ashley (PCS @ 633) -- EcoPass, RideShare, and toner cartridge recycling.

Don Burns (UI Facilities/Electrical @251) -- energy management and pursuing energy-related grants (e.g., solar array for 251)

Mike Dawson HR/P @ 633) -- commuting, flexplace, telecommuting/teleworking, Eco Pass, and all other HR/P related issues

Lisa Eze (PCS @ 633) -- EPP, Marketing & Education, and Energy Performance Contracting.

Katherine Gallagher (ICAP @ 633) -- commuting and alternative energy

Greg Goldman (Accounting @ 633) -- recycling and waste reduction

John Gould (OPS) -- commuting and alternative fuel usage

Carol Harr (Workforce Programs/TAA @633) -- education of employees in the workplace.

Greening CDLE

Richard Jaramillo (UI Facilities/Building Services @251) -- co-mingled recycling at 251 and waste reduction

Mike Mange (IMO @ 633) -- greening of IT, commuting, and flexplace.

Tom Morgan (GPPR @ 633) -- Department Energy Manager

Vicki Nederland (GPPR @ 633) – CDLE Greening Website and other projects involving graphics

Scott Renville (Workers' Comp @ 633) – materials management (waste reduction & recycling) and energy consumption

Patti Torres (Fleet Manager, Mgr. Document Destruction & Storage - DocuVault, CDLE Handbook @ 633) will work on Greening of CDLE's Fleet and paper reduction.

Jerry Valdez (UI Facilities/Building Services @ 251) will work on energy conservation and water conservation

Submitted on February 2008 by Ron Arthur

Ron Arthur (Office of Government Policy and Public Relations) serves as the Representative for CDLE on Governor's Council for the Greening of Government and Chair of CDLE Green Team; he also serves as the Liaison for the Building Management's Greening Program at 633 17th Street.

Executive Director Don Mares supports greening of government efforts within CDLE; Don would like for the accomplishments of our employees to be recognized.