

California Department of Justice



Green Office-DOJ

ANNUAL REPORT

2009

First Year Report on
Sustainability Goals
& Accomplishments



Edmund G. Brown Jr.
Attorney General

Executive Summary

This report highlights the progress, accomplishments, and challenges of “greening” the California Department of Justice (DOJ) in its first year of the Green Office-DOJ initiative. Our goal is to promote sustainable business practices to offset the effects of climate change, while protecting the environment for future generations. We hope that Green Office-DOJ encourages other state agencies and departments to adopt and expand environmental goals for their business practices. Therefore, we invite other state agencies, as well as members of the public, to collaborate with us on proven methods for advancing sustainability.

But what does “sustainability” mean? The idea of “sustainability” originated in 1987 with the publication of the World Commission on Environment and Development report, *Our Common Future*. The report defined sustainability as “meeting the needs of the present without compromising the ability of future generations to meet their own needs.”

We keep this meaning in mind as we evaluate the DOJ’s business policies and practices to reduce our negative impact on the environment and promote the wise use of natural resources. In the last year, we have taken a lead role among other government agencies by adopting environmentally friendly business



Aerial view of the San Francisco Bay wetlands and salt ponds. Photo courtesy of Roy Tennant.



practices to conserve energy, reduce solid waste, increase recycling, and promote a healthier workplace.



Linda Brughelli, chair of Green Office-DOJ, accepting a rebate check from the Sacramento Municipal Utility District.

We follow these practices by encouraging environmental awareness in our employees, seeking like-minded business partners, and extending our efforts into the communities in which we work and live.

These improvements would not have been possible without the leadership of Attorney General Jerry Brown, the support of executive management, and the efforts of more than 100 volunteers on Green Office-DOJ committees. Further, the involvement

of administrative program and information technology managers—who took ownership of their departments’ “green” improvements—has been crucial to the success of Green Office-DOJ. Finally, we credit the DOJ employees who enthusiastically responded to a comprehensive awareness campaign that invited them to “make a difference.”

A fully sustainable “green” organization requires time and attention, as well as ongoing planning and coordination. Therefore, we anticipate that the second year of Green Office-DOJ will bring more challenges as we delve into statewide policies and practices that govern not only the DOJ, but all of state government. We intend to implement the Climate Change Scoping Plan adopted by the Air Resources Board to reduce greenhouse gas emissions in California. In addition, we will seek common ground with state control agencies, such as the Department of General Services, to identify opportunities and overcome roadblocks to make green business a reality for state government.



Best Practices

Green Office-DOJ representatives are often asked to assist other state agencies or provide advice to other law offices about “greening” their business practices. While our expertise is recent, we have some guidelines that we offer to others. The list below represents the principles and steps we followed.

- 1.** Ensure that leadership for a green office comes from top management.
- 2.** Put one person in charge of the green office.
- 3.** Communicate the charter—the Who, the What, and the How.
- 4.** Recruit and organize volunteers and provide time for their activities.
- 5.** Involve the business and information technology functions in all phases.
- 6.** Identify partners—vendors, other government agencies, special districts, and business partners.
- 7.** Seek similar groups and organizations for collaboration and idea exchange.
- 8.** Select measurable and attainable objectives.
- 9.** Use all forms of communication to educate, involve, and inspire employees.
- 10.** Going “green” is a journey—a lifelong commitment to protect the environment.



Major Accomplishments

Green Office-DOJ's first year focused on three areas: starting the office, becoming informed on green fundamentals, and implementing goals and objectives. In just one year, we celebrated several major accomplishments.

Resource Conservation

- Converted from 30 percent to 100 percent post-consumer content (PCC) paper for printing and copying—PCC paper is now the default choice throughout the DOJ.
- Reduced paper waste over the past three years (see chart 1).
- Increased efforts to buy recycled content supplies and equipment through the State Agency Buy Recycled Campaign (SABRC) and the Environmentally Preferable

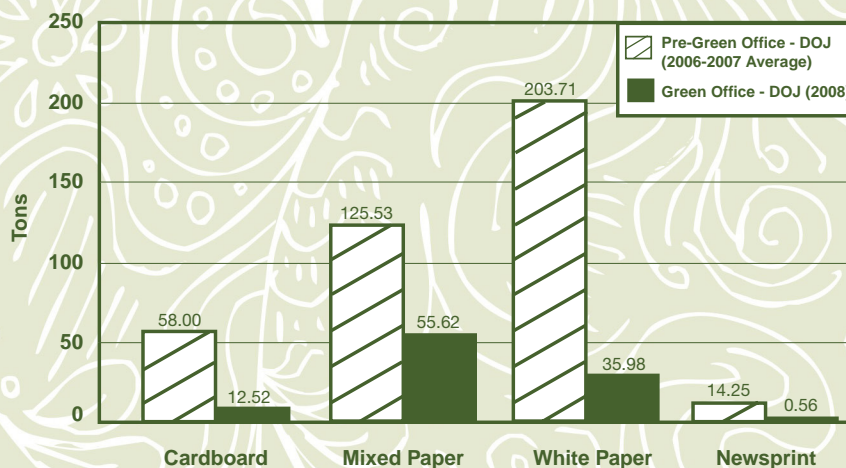
Purchasing (EPP) programs advocated by Green Office-DOJ.

- Made double-sided printing the preferred printing and copying setting unless court rules or other justification exists for single-sided printing.
- Purchased additional printers and copiers that print and copy double-sided.

Energy Conservation

- Installed desktop power management software on 6,000 DOJ computers and monitors, with a projected cost savings of about \$200,000 annually, a nearly 50 percent savings in energy costs. In addition, utility rebates will total nearly \$70,000 and defray the cost of the software.

Chart 1
California Department of Justice Paper Waste Decline 2006-2008 (in tons)
By Converting to Electronic Format



- Strengthened DOJ policies that emphasize unplugging appliances and equipment when not in use.

Recycling

- Added recycling receptacles in offices and common areas (see chart 2, page 6). In 2008, the DOJ's recycling efforts saved 396 metric tons of CO².
- Implemented a used battery collection program for employees to dispose of personal batteries.
- Hosted multiple e-waste events for employees to dispose of electronic appliances and equipment.
- Sold more than 1,600 reusable bags to employees to reduce reliance on plastic and paper shopping bags.
- Increased use of remanufactured toner cartridges for copiers and printers, providing an average cost



Eleven cages of e-waste collected at the Broadway office in Sacramento.

savings of 68 percent per cartridge. Remanufactured toner cartridges are made from used materials, which reduces landfill waste.

Alternative Transportation

- Added bicycle racks and lockers in the Los Angeles and Sacramento offices to encourage bicycle commuters.



Grand Squadra Team, DOJ ONE. (L-R): Robert Smith, Michelle Steele, Eva Reveles, Seth Taylor, Carlos Casillas, Diane Camargo, Mike Shields, Jeff Steele.



Green Laboratories

- Instituted new and expanded recycling, energy conservation, and resource reduction programs in the Jan Bashinski DNA Laboratory of the Bureau of Forensic Services (BFS). These programs will serve as a model for green efforts in all BFS labs. The programs include recycling of Styrofoam packaging, all types of plastic, pipette tip boxes, personal batteries, and e-waste.

Green Buildings

- Initiated the LEED certification process for three state-owned DOJ buildings, with the Sacramento office at 1300 I Street expected to receive silver status by April 2009. LEED certification is the standard for measuring a building's sustainability.

Partnerships

- Joined the American Bar Association and the federal Environmental Protection Agency in the Law Office Climate Challenge. We are the first and only state attorney general's office in the nation to do so.
- Joined the California State Bar's Eco-Pledge program to encourage members to adopt sustainable business practices.
- Collaborated with the Department of General Services to include utility rebate information on its website to encourage other state agencies to purchase desktop power management software.

Public and Employee Awareness

- Created a Green Office-DOJ page on the Attorney General's website that provides information to the

Chart 2

First Year Accomplishments: Amount Recycled in 2008

Recycled	Pounds	Tons
Aluminum Cans	15,220	6.79
Cardboard	28,050	12.52
Copper Wire	1,100	0.49
Glass Bottles	1,884	0.84
Newspaper	1,236	0.55
Office Paper - Mixed	124,581	55.62
Office Paper - White	80,595	35.98
Plastic Bottles	1,052	0.47
Telephone Books	697	0.31

general public and interested job seekers.

<http://ag.ca.gov/greenoffice/>

- Created and built an employee Intranet with hundreds of links to information about climate change, environmental issues, Green Office-DOJ activities, and community-specific information.

- Created "GreenFlash," a periodic e-mail sent to employees that provides information on an environmental topic.

Other Green Activities

In addition to the major accomplishments listed above, Green Office-DOJ conducted or sponsored various other green activities.

- Designed new employee orientation materials about Green Office-DOJ.
- Installed bulletin boards throughout DOJ facilities to inform employees about Green Office-DOJ news and activities.
- Created green committee electronic mailboxes where employees can submit suggestions and ask questions using the Green Office-DOJ e-mail address.
- Hosted several lunchtime speakers on subjects such as UC San Diego's Sustainability Initiative, Trash and Where It Goes, and Water Woes in California.
- Profiled in the DOJ newsletter employees who practice sustainability at home.
- Surveyed DOJ employees to collect information on their use of alternative transportation and green practices at work and at home. We used the survey results to support LEED certification credits for DOJ offices in the Bay Area and Sacramento.
- Participated in various community events such as Earth Day, Lake Merritt Cleanup, Bike to Work Day, California Coastal Cleanup Day, and San Francisco's Green Festival.



Oakland office's Earth Day 2008 Lake Merritt cleanup.



Awards and Recognition

The DOJ received the first "Best of California Award for Green IT" from the Center for Digital Government in recognition of installing power management software on all DOJ computers.



DOJ IT employee Seth Taylor and the Best of California-IT Award for 2008.

In addition, the DOJ was invited to join the advisory committee and become a contributor to the National Association of Attorneys General compendium of best practices and resources for sustainability. This compendium will help attorneys general offices to improve energy efficiency and reduce the environmental consequences of their operations.

Continuing Efforts for 2009

While we will continue to address initiatives begun in 2008, we have identified many new projects for Green Office-DOJ's second year. For instance, we will take steps to improve recycling programs and to increase employees' use of alternative transportation. We will also continue to build on a strong education campaign through the employee newsletter, the Intranet, and the Attorney General's website.

In addition, Green Office-DOJ will provide support and assistance to managers and employees involved in purchasing, facilities, and other business decisions that affect the DOJ's green efforts.

In 2009, we hope to accomplish the following objectives:

- Collaborate with other state agencies to facilitate the goals and timetables of the Air Resources Board's Climate Change Scoping Plan.
- Convert from Styrofoam containers and plastic to compostable utensils and containers at DOJ offices where food service vendors are located.
- Implement hybrid car sharing in one or more offices to offer employees

alternatives to standard rental cars, taxis, and personal vehicles for business travel.

- Expand sustainable practices adopted at the BFS Jan Bashinski Laboratory to other BFS labs, beginning with the Riverside lab, which recently established a local green committee.
- Obtain LEED certification for Sacramento, San Francisco, and Oakland buildings.
- Become a member of the Climate Registry and the California Climate Action Institute.
- Become certified as a Bay Area Green Business.
- Develop additional benchmarks and quantifiable measures for assessing effectiveness and success of Green Office-DOJ activities.
- Promote employee awareness about electronic archiving of e-mail and documents to reduce the amount of electronic information that is printed for filing.
- Encourage the use of electronic filing and archiving and the transition to electronic documentation of laboratory and scientific procedures, purchasing contracts, and timesheets.
- Update the Green Office-DOJ pages on the Intranet and the Attorney General's website.
- Organize employees to participate in more community service events to benefit the environment.

Conclusions

These accomplishments and ongoing objectives demonstrate the positive effect that Green Office-DOJ has made after one year. Our accomplishments suggest that engaging in sustainable business practices is largely a function of knowledge and commitment rather than a complex, time-consuming undertaking of uncertain outcome.

In addition, we have learned that being an independent constitutional office does not ease the process of going green. In fact, we have accomplished several objectives only because the DOJ is connected with the vast state government structure. In particular, our business ties to the Department of General Services have enabled us to partner on several green initiatives. Our partnerships with other state agencies will become more common as we increase our sustainable business practices. Further, partnerships among state agencies, businesses, and community groups will help us develop policies to accomplish our ultimate goal—keeping California green.



DOJ Green Office Management and Staff

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Linda Brughelli	Chair, Green Office-DOJ, Special Advisor, DAS
Brian Anderson	Staff Support
Jorge Sales	Graduate Student Assistant

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Green Committee Members

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***Special thanks to the Communications and Imaging
Resource Center (CIRC) staff for their assistance:***

Jerry Hill - Manager, Daphne Hom - Managing Editor,
Allison Meraz - Editor, Jan Mistchenko - Graphic Designer