

California Department of Justice



Green Office-DOJ
**ANNUAL
REPORT**
2010

Sustainability Goals
& Accomplishments



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Attorney General

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Executive Summary

This *2010 Annual Report for Green Office-DOJ* highlights the progress, accomplishments, and challenges of “greening” the California Department of Justice (DOJ) in the second year of the Green Office-DOJ initiative.

Our goal is to promote sustainable business practices to offset the effects of climate change while doing our part to protect the environment for future generations. The program targets opportunities to reduce greenhouse gas emissions, conserve energy, and save money.

Early Successes

The first year of Green Office-DOJ was highly successful. We emphasized and encouraged environmentally conscious buying, initiated green building certification for our largest legal offices, installed power management software on computers, and boosted recycling and waste reduction efforts.¹

We also established *Best Practices*, a set of 10 principles and steps we followed. These best practices include ensuring that leadership for a green office comes from top management and involving an agency’s business and information technology functions in all phases.²



Aerial view of the confluence of the Stanislaus and San Joaquin rivers in the California Central Valley, east of Tracy. Photo courtesy of Roy Tennant.

¹ For more information from the Green Office-DOJ’s first report, go to <http://ag.ca.gov/publications/greenreport.pdf>.

² For the list of our *Best Practices*, see the Appendix.



The Year in Review

Building on these accomplishments, Green Office-DOJ set out to do even more. This year's significant achievements include the following:

- Employees in our Oakland office can now drive a plug-in electric hybrid for business-related travel, reducing emissions of greenhouse gases and other pollutants while saving money for the department.
- More than a quarter of our employees work in three *Leadership in Energy and Environmental Design* (LEED) certified buildings.



Standing with the LEED plaque from the U.S. Green Building Council are: (from left to right) Scott Clark, Manager of Facilities; Linda Brughelli, Chair, Green Office-DOJ; Julie Juarez, Office Manager, Sacramento I/J Streets; and Robin Libby, Office Building Manager II, Department of General Services.

- The department made great strides in greening information technology (IT) and continues to seek energy-saving solutions.

- Spurred in part by budget constraints, DOJ employees statewide logged 7,500 hours in video conferences, reaping both the cost cutting and carbon reductions of less airplane and vehicle travel.

Additionally, Green Office-DOJ continued efforts established during its first year that aided in furthering our long-term goal:

- Added two Green Committees in the winter of 2009.
- Enhanced Intranet offerings.
- Launched *GO*, a monthly newsletter.
- Maintained successful activities, which included educational and brown bag events, e-waste events, green promotional sales, and an "A to Z" list of recycled office and laboratory supplies.

Future Plans

Other projects are still in the works. These include encouraging compostable food service containers and utensils in our cafeterias, reducing the amount of printing in favor of electronic publishing and storage of DOJ reports, and increasing our ability to benchmark and quantify the department's greenhouse gas reductions.

In 2009, state budget constraints forced the department to curtail personnel resources for various programs, including Green Office-DOJ. However, Green Office-DOJ proposals include cost savings as a criteria for advancement, so we are confident that green goals are in synchronicity with this budget-conscious era.

Overall, we are pleased with our progress. 



GO, a monthly newsletter, was launched to update the DOJ employees.

Importance of Sustainability

We hope that Green Office-DOJ encourages other state agencies to adopt and expand environmental goals for their business practices. Therefore, we invite them, as well as members of the public, to collaborate with us to develop 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 two years, we have taken a lead role among other government agencies by adopting environmentally friendly business practices to conserve energy, reduce solid waste, increase recycling, and promote a healthier workplace.

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. 



Major Accomplishments

In Green Office-DOJ's second year, we achieved several key goals and made progress on major objectives that included using technology to reduce energy use, conserving resources, and mandating recycling services.

Our accomplishments and progress in these areas are listed below.

Pollution Prevention/ Energy Conservation

- Leased a plug-in hybrid electric vehicle (PHEV) for business travel by employees in the Oakland and San Francisco legal offices.

The DOJ was selected by the Department of General Services (DGS) to participate in a pilot program designed to help "green" the state's fleet of vehicles. Use of the PHEV saves on travel expenses and cuts CO₂ emissions in half compared to a regular vehicle, annually saving an estimated 3.3 tons of emissions.

Information Technology

- Met or exceeded the standards established by the State Chief
- Consolidated, or "virtualized," 32 internal servers and 12 external servers to save energy and space.

Information Office's policy on low power utilization. All desktop computers and printer purchases met the *Electronic Product Environmental Assessment Tool* (EPEAT) Gold Level standards; the new printers complied with the Energy Star 5.0 requirements and have the ability to print back-to-back.

Currently, the department is completing replacement of lower efficiency CRT monitors with LCD monitors.



DGS-owned hybrid photographed with Environment Supervising Deputy Attorney General Janill Richards.

The environmental benefits of consolidating the servers are equivalent to taking 18 cars off the road, planting 230 trees, and reducing CO₂ emissions by 96.2 metric tons. The department's goal is to consolidate half of its 300 servers.

- Eliminated 74 printers.
- Realized a 30 percent savings in desktop energy consumption.
- Recycled approximately 2,000 pounds of copper network cabling and used the proceeds to purchase recycled printer parts for in-house repairs.

The energy savings associated with the recycled copper wire is 83.1 million BTUs (British Thermal Unit, a measure of energy intensity). Environmental savings from this project are equal to removing three passenger cars off the road or providing electricity for two homes for one year.

Video Conferencing

- Increased the use of video conferencing technology. The department was an early adopter of this technology, starting with seven sites in 2000.

Currently, the DOJ has more than 50 internal video conference (VC) sites, which cuts travel expenses.

- Logged 7,500 VC hours in 2009.



The increased use of video conferencing in 2009 resulted in significant fiscal and energy savings.

- Participated in 314 video conferences at 12 VC sites – 3,166 employees within the legal offices used the VC sites for:
 - 112 meetings
 - 95 depositions
 - 63 moot courts
 - 12 training classes
 - 10 trial preparation meetings
 - 22 hiring interviews, administrative hearings, client conferences, deposition and witness preparation, interviews with defendants, and pretrial meetings.
- Saved an estimated \$200,000 in legal staff's travel expenses by using VC in lieu of flying or driving to the meetings.



Resource Conservation/ Recycling

- Placed 1,300 containers in 26 office sites to encourage recycling. Added 190 recycling containers in kitchens, hallways, and copy rooms.



To encourage easier access to recycling, the DOJ started a desk-side recycling program.

- Exceeded state agency expectations by reporting only 0.5 pounds of waste per employee per day in 2008. The Department of Resources, Recycling and Recovery (Cal-Recycle) determined that daily waste should not be more than 0.6 pounds per DOJ employee.
- Implemented a used cell phone recycling program in partnership with Verizon's Hopeline® program. The phones are refurbished and sold, with the proceeds funding grants to non-profit organizations

that support victims of domestic violence or provide education in the community.

For more information, visit the Verizon website at: <http://aboutus.vzw.com/communityservice/hopeline-ContactUs.html>.

- Added a Re-use Hub Center in the Sacramento DOJ office on Broadway. The department installed these centers in a number of larger offices to encourage use of surplus or used items before ordering new supplies.
- Dedicated "green" printers for draft copies, to re-use paper already printed on one side.

Green Purchasing

- Collaborated with West, publisher of legal reference and research materials, to increase the amount of post-consumer content (PCC) paper in its publications and to identify the amount of PCC content in West publications purchased by the DOJ. These efforts resulted in a 50 percent increase in qualifying purchases reported to Cal-Recycle (formerly the California Integrated Waste Management Board).
- Increased expenditures on qualifying recycled content copy paper by 5 percent in 2009 compared to 2008. Eighty percent of the paper purchased was 100 percent post-consumer content.

From 2007 to 2009, the quantity of paper purchased by the department's primary print shop dropped by 23 percent. At the same time the print shop shifted from 30 percent PCC to 100 percent for white bond paper.

- Reduced by 1 percent the paper procured departmentwide compared with 2008.

Green Buildings

- Obtained LEED certification from the U.S. Green Building Council (USGBC) for three legal office buildings:

Sacramento (Gold), San Francisco (Gold), and Oakland.

An application is pending for the Los Angeles legal office building. The LEED effort is a partnership with the Department of General Services.



LEED plaque installed at the DOJ's I Street building.

- Obtained approval from General Services to include language mandating recycling services for our new building leases and lease renewals.

Community Partnerships

Art contests were hosted at DOJ sites in Richmond and Sacramento for Earth Day and the California Coastal Cleanup annual events. In Sacramento, the department partnered with the California Arts Council (CAC) for a Kids "Green" Art Contest and Art Show, which also promoted participation in the annual Coastal Cleanup.

The Sacramento event honored 35 outstanding artists, ages 5 to 17, from our DOJ/CAC families and represented local schools. The event's highpoint, which was attended by speakers, families and teachers, was the formal recognition of each artist with gifts from three community sponsors: Papa John's Pizza, Joe's Crab Shack, and the Virgin Sturgeon restaurants.

For the 2010 event, we look forward to expanding the number of budding artists and we plan to invite Sacramento and legislative dignitaries to celebrate the "greening" of our families, workplace, and community. 



Two posters from the Sacramento Kids "Green" Art Contest and Art Show.



Awards

Our department was the 2009 recipient of the first WAGGY *Going Green* award given by the Conference of Western Attorneys General. The award cited the department's leadership in using the Attorney General's Internet website to highlight its commitment to sustainable business practices (<http://ag.ca.gov/greenoffice>).



WAGGY award given to the DOJ by the Conference of Western Attorneys General for the department's green successes.

The Green Office-DOJ's 2009 Annual Report was awarded an Honorable Mention in the *Best Annual Report* category by the State Information Officers Council. 



Award for the Green Office's 2009 Annual Report.

Legal Reference Materials Savings

- Reduced copies of library books in the legal staff's private offices. The effort resulted in a 27 percent drop in the number of California Code printed updates ordered and a 17.5 percent decline in ordered California desktop code books.

The reductions totaled 155 linear feet of paper, representing an annual savings of 325,000 sheets of paper and 8,500 pounds of CO₂.

Green Meetings

- Adopted a green meeting checklist to assess conference and lodging sites. The list is a synthesis of current industry standards and EPA Green Meeting Guidelines.
- Increased the proportion of attendees at green meetings by 9 percent in 2009 despite an 11 percent decline in meetings and conferences. Sixty-eight percent of conference attendees met at green hotels and conference sites.
- Increased the use of green hotels and conference sites from 33 percent to 50 percent. 

Goals for 2010

- 1.** Collaborate with food service vendors in DOJ facilities to convert food service containers and utensils to compostable products.
- 2.** Introduce food waste recycling, which is currently done at the Oakland Elihu Harris State Building, to other DOJ offices.
- 3.** Reduce our printing of reports and other documents.
- 4.** Increase the number of “green printers” to reduce the thousands of pounds of paper that would otherwise be recycled.
- 5.** Increase employee reliance on duplex printing and reduce discretionary printing to lessen annual paper and toner purchases.
- 6.** Reduce purchasing and expand re-use of supplies, and train procurement staff on *Environmentally Preferable Purchasing* guidelines.
- 7.** Work with the Department of General Services and Cal-Recycle to expand recycling programs at all DOJ offices.
- 8.** Obtain LEED green building certification of our Los Angeles legal office.
- 9.** Continue to work with General Services to reduce DOJ energy use in state buildings and leased facilities.
- 10.** Expand the availability of General Services’ hybrid cars for business travel in our legal offices.
- 11.** Increase staff awareness on the use of the green meeting checklist and video conferencing as an alternative to travel.
- 12.** Expand sustainable business practices in our forensic laboratories.
- 13.** Continue to expand and update the Green Office-DOJ Intranet site.
- 14.** Consider membership in the Climate Registry and other green associations.
- 15.** Document changes in our business practices that result in greenhouse gas reductions. This would allow us to report the benefits of our cost savings and reduced emissions that are in compliance with the AB 32 Scoping Plan.



Conclusions

The first year of Green Office-DOJ focused on organizing the department's efforts, assessing its practices, identifying priorities for improvement, and instituting changes.

The second year yielded two major outcomes: First, the efforts of 2008 became institutionalized as part of everyday operations.

Second, in 2009, Green Office-DOJ achieved major objectives that had long-term impact on how the department conducts its daily business and provided tangible cost savings for the department.

We are justifiably proud of these accomplishments. They set the stage for greater environmental benefits still to be attained. Moreover, with the firm foundation set down by the success of the past two years, we are well on our way to a sustainable and greener future. 



The Attorney General's Team Award presented to the Green Office-DOJ committee chairs. Shown are three of the chairs: (left to right) Laura Zuckerman, Catherine Rivlin, and Tobi Kirschmann who are standing next to Chief Deputy Attorney General James Humes.

Appendix

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.



Acknowledgments

The Department of Justice's green accomplishments 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 offices' green improvements, has been key to the success of Green Office-DOJ. Finally, we acknowledge and thank the DOJ employees who enthusiastically responded to a comprehensive awareness campaign that invited them to "make a difference."

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