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1. Introduction

The San Francisco District Attorney’s Office is committed to reducing its carbon footprint through decreased energy use, vehicle use and taking affirmative steps towards improving our recycling and composting of materials. To achieve these goals, we plan to increase our staff’s knowledge about ways to reduce our carbon output through presentations, visual posters and emails that remind and educate everyone about our initiatives and applaud those for their significant contributions.

During 2012, as a direct result of being involved in this process, we have :

- ❖ After training, had our purchasers buy green products when they could choose these products
- ❖ Retired more vehicles over 12 years old, reducing our fleet overall and buying more energy efficient vehicles. We now have no vehicles regulated by HACTO that are twelve years or older.
- ❖ Completed implementation of a composting and improved recycling program at our 850 Bryant offices, which will reduce our charges for landfill in 2012 and in the future.
- ❖ Continued to educate our employees how to print double sided copies and to scan and store work-product and evidence produced during litigation through our Xerox machines. Our office has made a commitment to go paperless throughout the office and hope to make major strides towards this goal in 2013.
- ❖ Encouraged our employees to begin using alternative commuting methods by sending out information to everyone via email and having them complete a survey about their transportation habits.
- ❖ Encouraged our staff to receive their payroll information on-line instead of delivering a paper pay stub, increasing our number of users so that now the vast majority get paperless pay information.

- ❖ Continued to install more energy efficient IT equipment, including both computers and printers.
- ❖ Our summary statistics for 2011-2012 show a decrease in CO2 emissions due to a decrease in our use of electricity and CNG, from 2010-2011, from 350 to 326 metric tons. We also decreased our use of water from 2011 to 2012.
- ❖ As building tenants, we reduced our CO2e emissions from 232 to 217 metric tons..

2. Departmental Profile

The mission of the San Francisco District Attorney's office is to investigate charge and prosecute all criminal violations of the laws of California occurring within San Francisco County, on behalf of the people of the State of California and to provide support services to victims of violent crimes.

Article XL, Section 1, of the California Constitution mandates that each county have an elected District Attorney. Under California Government Code section 26500, the District Attorney acts as the public prosecutor for all crimes committed in the county. By law, the District Attorney is the chief law enforcement officer for the City and County. The District Attorney is elected to serve a term of four years and acts both as a county officer and as a state officer in performing the duties of the office. In addition to prosecuting criminal matters, the District Attorney's Office has additional responsibilities to:

- Provide support services to victims in the aftermath of crime.
- Prosecute actions in the juvenile justice system involving conduct that, if committed by an adult, would be a criminal matter.
- Bring actions involving consumer fraud, including real estate fraud, insurance fraud and financial fraud against elders and dependent adults.
- Bring actions to ensure environmental protection.
- Recover children when abducted by stranger and non-custodial parents

-Departmental Budget- For FY 12-13 budget is \$42,657,621..

-Number of Employees- 246 Full Time employees, up from 240 last year. All have computer workstations.

-Facilities: The District Attorney's Office is housed in three different buildings. We occupy parts of the 1st, 2nd, and 3rd floors of the Hall of Justice at 850 Bryant, two floors at 732 Brannan and have offices at the Youth Guidance Center, at 375 Woodside. At HOJ we have 187 people distributed as follows in 32,315 sq ft. At our Brannan office, we have 17,625 square feet and 65 people. At YGC, we have 11 employees and our square feet is. 1,975. The Hall of Justice and Youth Guidance Center is managed by the Real Estate Division and the Brannan Street Office is rented from a private landlord. All of our space functions as office space, with some rooms for conference rooms and IT equipment, but mostly offices. We are very crowded, occupying half the space we need. Most staff share offices intended for one person only. In that regard, we are very efficiently using our space.

-Vehicles: Our fleet is used primarily by our District Attorney Investigators to serve office functions including serving subpoenas to testify in court and to assist in the investigation of crimes. We have 32 vehicles, 18 use Gas, 3 are Hybrid, and 11 use Natural Gas. There are two vans and thirty cars. This year, we determined only four vehicles are subject to HACTO standards because they are pursuit vehicles.

-Departmental Contact Information: Martha Knutzen, Legal Operations Manager, Zero Waste and Climate Action activities.. Martha.knutzen@sfgov.org, 553-1861. Purchasers are Rey Salonga, rey.salonga@sfgov.org 553-1024 and

3. Carbon Footprint

The District Attorney's Office total carbon footprint included the consumption of energy in our three facilities that we occupy [electricity, natural gas, water, water discharge, and CNG. Our emissions report from 2008 to 2012, shows an overall decrease for electrical and natural gas for an improved Building Energy CO2 output from 226.42 to 217.11 metric feet. Our gasoline has been reduced since 2008, although it increased from 2010-2011 to 2011-2012. CNG has been reduced since 2008 from 56.64 to 19.83, so our total Mobil Fuel CO2 emission has been reduced since 2008 from 160.53 to 198.98. For consumption, we reduced our use of electricity, natural gas, water, wastewater discharge, gasoline and CNG since 2008, with slight increases of electricity, wastewater discharge, gasoline between 2010 and 2011. As tenants , we reduced our emissions overall since 2008, although we increased our consumption excluding usage as tenants since 2008. Our summary statistics for 2011-2012 show a decrease in CO2 emissions due to a decrease in our use of electricity and CNG, from 2010-2011, from 350 to 326 metric tons. We also decreased our use of water from 2011 to 2012. As building tenants, we reduced our CO2e emissions from 232 to 217 metric tons. We probably increased our usage due to an increase in employees. We will strive to reduce our use of electricity through deployment of new computers that will be more energy efficient. We were not able to deploy new computers this year due to a delay in delivery from the city's program for deployment of computers. Each year we deploy computers, we reduce the use of electricity.

3a. Building Energy

At the two buildings for which we obtained data, 732 Brannan and 850 Bryant, our report shows we have decreased use of natural gas and electricity overall, 885,839 to 853,417 kWh of electricity, 40,932 to 40,918 th of Natural Gas. We do not use steam. At 732 Brannan since 2008, electricity use is up. Since 2008, we have moved more employees to that building. We did begin to deploy energy efficient light bulbs in 2010 and new computers as they become obsolete. Again, this year, we were not able to deploy new computers due to a delay in delivery of the models. We are back on track this year and should be deploying more energy efficient computers in 2013.

The list of facilities used by SF Environment to calculate the FY2011-2012 Department carbon footprint has been verified by the District Attorney's Office to be accurate and complete.

3a1. Energy Efficiency

We are a tenant at the Hall of Justice and have participated in all programs to gain energy efficiency that were coordinated by the Department of Real Estate, including replacing all light bulbs and placing timed lights throughout the building. At 732 Brannan, we complied with a protocol to replace all bulbs with energy efficient ones as they burned out. We also seek to replace computers and other office machines regularly so that we can gain energy efficiency through product improvements. Currently, we are not engaged in any specific plans to improve energy efficiency as none are being coordinated by the Department of Real Estate for the Hall of Justice. We do not own our own buildings or have any current energy retrofit projects. At the Hall of Justice, the Department of Real Estate will report on these efforts. They will submit the SFPUC's Performance Benchmarking report and describe our compliance with the City's Lighting Efficiency Ordinance. We do not report individually as a department on any retrofit projects that may be occurring at the Hall of Justice. We fall under the chart of buildings listed with the Department of Real Estate in Appendix D.

Information Technology. Although we do not label our computers with an energy conservation reminder, it is our office policy, often stated in reminder emails to everyone, that they should completely turn their computers off every night before they leave work. Computers do go into hibernation/standby mode after 20 minutes of inactivity. Obsolete servers have been replaced with Climate Savers Gold or Energy Star servers. We do not have virtualized servers, but are currently evaluating our strategy for this possibility. We encountered challenges when it took over a year to get new computers due to a contracting issue by the Department of Technology. Some of our computers are over 5 years old and will be more energy efficient when they are replaced this year.

3a2. Renewable Energy

We do not have any renewable energy projects or project proposals outside of a project that would be initiated by the landlord of the Hall of Justice, the Department of Real Estate.

3a3. Green Building

We do not own a LEED certified building, since we are in a building owned by the Department of Real Estate or leased from a landlord.

3b. Water

Fiscal Year 2011-2012 Water Consumption

Our Department's water use for FY 1012 was 1,846,452. This is a reduction from FY01011, when it was 2,064,226.14 gallons, and the year before, when it was 2,838,486.81 gallons. Wastewater consumption was down overall, but went up this year from last year. Between 2010 and now, we went from 2,554,638 gallons to 1,554,085 gallons, although this year it was 1,661,807 gallons. The cost is down from \$729,014 to \$511,825.

We verified the accuracy of the data in our worksheet.

Water Efficiency & Conservation

We did not initiate any water efficiency retrofit projects as we are in the Hall of Justice, a building operated by the Department of Real Estate.

3c. Transportation & Fuel

We verified the Fuel consumption. Our fuel use for Gasoline (gal) from 2008 to 2011 is down: 11,796 in 2008, 10,720 in 2009, 9,135 in 2010, and 10,122 in 2011. Our fuel use for CNG is greatly lowered: CNG (GGE): 9,278[2008]5,314[2009] 5,906[2010] 3,249[2011]. This is a significant reduction in use of CNG.

3c1. HACTO

In order to comply with the Healthy Air and Clean Transportation Ordinance [HACTO], the District Attorney's Office reported on the successes of its Transit First programs and plans for improvement and growth.

The District Attorney's Office encourages employees to walk or use transit for meetings. We encourage our employees to use Clipper Cards by letting them know about their availability via email.

The District Attorney's Office encourages employees to commute sustainably to work by offering bike-parking and promoting participation in the Pre-Tax Commuter Benefits Program. This year, we will be joining a car sharing program that allows our employees to drive to civic center.

The District Attorney's Office is a department with vehicles and we submitted and verified our HACTO plan on-line. We have 32, down from 35, vehicles last year, 18, down from 21 use Gasoline, 3 are Hybrid, and 11 use Natural Gas. There are two vans and thirty cars. We removed our pursuit vehicles from those covered by HACTO goals and did not need a waiver. Our current HACTO vehicles are 4, with none of our HACTO covered cars older than 12 years. As we retire the oldest vehicles, we replace them with newer, more energy efficient vehicles.

Attached as Appendix A is our HACTO plan.

Please note, our 732 Brannan office is privately leased, not benchmarked. The building owner should be benchmarking this building. We cannot get the data from this landlord.

3c2. Transportation Survey

We incorporate the City's Transit-First plan by encouraging our employees to use mass transit and marketing the commuter benefits program to all employees. This year, the City conducted its biannual survey of City employee commuting and at-work travel behavior during December 2012 and January 2013. The 2012 CCSF Transportation Survey was administered through the Department of Environment's CommuteSmart team and distributed to everyone via email in the District Attorney's Office. We have participated in the transit survey when it was sent out during 2012 and each time we were asked to remind our employees to complete the survey. Our response rate was 41.32%, up from 22.80% last year. It is interesting to note the high percentage of employees who walk to work [7.71%, up from 3%] and that those who drive is the highest [50.20%], yet those who take public transit is still high. [30.57%]. Note the comments suggest that if the public transit system was safer and more convenient, they would use it more. Very few refused to consider

anything but driving [12.78%]. The District Attorney encourages employees to walk or use public transit to attend meetings. We inform and encourage our employees to participate in Pre-Tax Commuter Benefits. We offer bike parking at Brannan Street.

4. Other Sustainable Practices

We participated in the Zero Waste and Green Purchasing programs conducted by the Department of the Environment during 2012. We completed the Waste Assessment Questionnaire and it is in our google docs. We are pleased to have completed our Zero waste commitments for 2012 by adding the Hall of Justice to those employees working to reduce landfill through composting and recycling all our material. We greatly reduced the staff who get their payroll information delivered on paper by marketing the on-line program continually throughout 2012 via email messages. We met with our purchasers and they committed to purchase green when they could. They suggested a product they needed to purchase from Staples if it were approved. Our computer practice is to ask all users to power down their computers on a daily basis.

4a. Zero Waste

We completed the on-line Waste Assessment Questionnaire and it is loaded in Google Docs.

Our commitment for 2012 was to rearrange and resign all the recycling bins at HOJ and YGC, continue to ensure the improved signs stay in place at Brannan. For all employees, continue to market the ePayroll program through emails and reports showing our progress. We met all these goals. We will continue to teach people to recycle, emphasizing how to recycle coffee cups through informative emails.

#1 Recyclable or Compostable Item Found in Landfill Bin

Action to Eliminate #1 Item

Coffee Cups

Will email people to remind them to recycle

4b. Green Purchasing

We follow the requirement set at San Francisco Environment Code Chapter 2 that requires all City departments to buy green products listed at SF Approved, at <http://www.sfapproved.org>.

In calendar year 2011, the District Attorney's Office had the following record:

"Batteries: No data from vendors
Cleaners: No data from vendors
Computers/servers: 100%
Light bulbs: No data from vendors"

We attended the Green Purchasing meeting with our purchasers. During the meeting, our purchasers made a recommendation to make it easier to purchase a green product if it could be approved in the Staples catalog. We will continue to remind all staff about the City purchasing requirements by including the reminder in our staff handbook that each employee receives. We encourage our purchasing staff to rated green products on the SFApproved.org cite.

4c. Carbon Sequestration / Urban Forest

Does not apply to our department as we do not care for plants or support forestry resources.

5. Community Wide Impact

We have reduced our overall carbon footprint by participating in a lighting retrofit project at the Hall of Justice, a composting initiative at our Brannan Street facility and the Hall of Justice and purchasing more energy efficient vehicles and IT equipment when we replace these items. We made progress by reducing our carbon footprint, walking instead of

driving to work, and limiting those who get printed payroll information. We will continue to education our staff through posters and email messages when they are conveyed to us by the Department of the Environment.

At the District Attorney's Office, we also have a unit that prosecutes criminal environmental crimes.

6. Summary & Goals

We have reduced our overall carbon footprint by participating in a lighting retrofit project at the Hall of Justice, a composting initiative at our Brannan Street facility and the Hall of Justice and purchasing more energy efficient vehicles and IT equipment when we replace these items. We made progress by reducing our carbon footprint, walking instead of driving to work, and limiting those who get printed payroll information. We will continue to education our staff through posters and email messages when they are conveyed to us by the Department of the Environment.

Our goals in 2013 is to continue to educate our staff on how to recycle materials effectively. We will also work on an initiative to put as much paper as possible into a digital environment, encouraging our staff to view information on line and avoid printing paper when they are able to .

Appendices

HACTO Annual Plan

#16

Healthy Air & Clean Transportation Ordinance Annual Implementation Plan FY 12-13

Due January 10, 2013

Notes:

1. A Resource Guide for filling out this form is available on-line [through this link](#).
2. We recommend that you use Firefox or Chrome internet browsers to complete this form (though Internet Explorer will work).
3. Department directors must approve the form – you will receive directions for approval after you submit the form.

Department *

District Attorney

Name of Person Preparing Report *

Martha Knutzen

Title of Person Preparing Report *

Legal Operations Manager

Email of Person Preparing Report *

martha.knutzen@sfgov.org

Name of Department Head *

George Gascón

1. Transit First – At Work

Section 403.a.3 of the Environment Code mandates that each department develop a Transit-First policy to reduce motor vehicle use for work-related trips. In accordance with section 403.a.5, the policy will serve as a baseline to evaluate your vehicle request in the coming year.

A. Public Transit

For next year's report, you will be asked to report on the departmental metrics concerning transit usage. For example, number of trips made and money spent on public transit.

Does your department promote or plan to promote employees to use public transit for work-related travel? *

Yes

No

What resources will your department offer? *

Clipper Card

Communal FastPass

Tokens

Other

Other: *

What forms of communications will you use to promote employees to use TRANSIT for work-related travel? *

Department Website / Intranet

Department Newsletter

E-mail Blast

New Employee Orientation

Poster / Flyers

Brown bag lunch / Presentation

Other

Other: *

If applicable, please use this space to describe in greater detail your department's PUBLIC TRANSIT program for work-related travel:

B. CityCycle (formerly known as City Bike Fleet) & Department Bikes

For next year's report, you will be asked to report on the departmental metrics concerning bike usage. For example, number of trips made and mileage covered via bike usage.

CityCycle is a program offered through SF Environment where City departments receive bicycles, accessories and maintenance for free. These bicycles are housed around the City and can be used by any paid intern or employee.

Does your department offer or plan to offer employees access to a bicycle for work-related travels? *

Yes

No

Is it / will it be a CityCycle bike? *

Yes

No

Not sure

How many bicycles will be available? *

Would your department like to make a request for more bikes? *

Yes

No

What forms of communications will you use to promote employees to use BICYCLES for work-related trips? *

Department Website / Intranet

Department Newsletter

E-mail Blast

New Employee Orientation

Posters / Flyers

Brown bag lunch / Presentation

Other

Other: *

If applicable, please use this space to describe in greater detail your department's BICYCLE program for work-related travels:

C. Vehicle Pool & D. Car-Sharing

For next year's report, you will be asked to report on the departmental metrics concerning car-sharing usage. For example, number of trips made and money spent on car-sharing.

Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? *

Yes

No

Video- and Tele-Conferencing

One option for sustainable transportation is to remove the need for travel.

Is your department able or have plans to host a tele-conference call? *

- Yes
 No

Is your department able or have plans be able to host a video-conference call? *

- Yes
 No

In the 2012-13 HACTO Report, you will have to provide metrics for these programs. How will you track the implementation of these programs? *

- Excel spreadsheet
 Google Docs
 Other

We plan to track the met

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel:

2. Transit First - Commuting

Here we ask questions about how your department encourages its employees to use sustainable modes of transportation to get to/from work.

For next year's report, metrics for this section can come from the CCSF Transportation Survey.

A. Does your department promote or have plans to promote the use of public transit for commuting to/from work? *

- Yes
 No

How will you promote public transit? *

- Encourage participation in the Pre-Tax Commuter Benefits program
- Offer a shuttle to nearby transit
- Other

Other: *

What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? *

- Department Website / Intranet
- Department Newsletter
- E-mail Blast
- New Employee Orientation
- Posters / Flyers
- Brown bag lunch / Presentation
- Other

Other: *

B. Does your department promote or plan to promote the use of bicycles for commuting to/from work? *

- Yes
- No

How will you promote bike-commuting? *

- Provide indoor/safe bike storage
- Offer on-site showers and/or lockers
- Other

Other: *

What forms of communications will you use to promote employees to BICYCLE when commuting to/from work? *

- Department Website / Intranet
- Department Newsletter
- E-mail Blast
- New Employee Orientation
-

Posters / Flyers

Brown bag lunch / Presentation

Other

Other: *

C. Does your department promote or plan to promote the use of carpooling for commuting to/from work? *

Yes

No

How will you promote Carpool and/or Vanpool? *

Reserved parking carpool and vanpool vehicles

Encourage registration in the 511-matching program

Other

Other: *

What forms of communications will you use to promote employees to CARPOOL or VANPOOL when commuting to/from work? *

Department Website / Intranet

Department Newsletter

E-mail Blast

New Employee Orientation

Posters / Flyers

Brown bag lunch / Presentation

Other

Other: *

D. Does your department offer or plan to offer tele-commuting? *

Yes

No

If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work:

Bonus: How will you promote the Great Race for Clean Air?

- Department Website / Intranet
- Department Newsletter
- E-mail blast
- Posters/Flyers
- Other
- N/A

Other: *

3. Fleet Reduction

Section 403.a.3 of HACTO mandates that each department reduce its fleet by 5% per year until 2015. The Ordinance does permit a department to apply for a waiver if "mandated fleet reductions would unduly interfere with the department's ability to discharge its official functions." In this section, please state your fleet reduction plan for FY12-13 (July 1, 2012 - June 30, 2013).

A HACTO vehicle is a passenger vehicle or light-duty truck.

Does your department manage any of its own vehicles? *

- Yes
- No

Measurement for fleet reduction will be based on fleet inventory as of June 30, 2010. On June 30, 2010 how many vehicles from your department's fleet were subject to HACTO? This number is your "Baseline." *

Your 5% fleet reduction is calculated from the Baseline fleet size you supplied in the answer above. What is 5% of the Baseline fleet?

Note: this is the average number that must be removed annually through July 1, 2015. *

How many vehicles did your department remove from service during FY 11-12 (July 1, 2011-June 30, 2012)? *

In FY12–13 (July 1, 2012–June 30, 2013), how many vehicles must be removed from service to be compliant with HACTO's reduction mandate? *

How many vehicles is your department planning to remove from service in FY12–13 (July 1, 2012–June 30, 2013)? *

The number of vehicles your department plans to remove is: *

- Fewer than the number needed to be compliant.
- Equal to the number needed to be compliant.
- More than the number needed to be compliant.

If your department feels it cannot comply with the fleet reduction requirement, you will be able to apply for a waiver (HACTO Section 403(c) details waiver qualifications). To apply, a waiver request must be sent from your department director to the director of SF Environment. As part of the justification, this request must include a description of your Transit First programs for reducing reliance on department vehicles, and an explanation of why these programs are not sufficient to enable your fleet to be reduced as required by the Ordinance. Additional information about the process for submission and evaluation of waiver requests, and about alternative steps for reducing Greenhouse Gas emissions that may be required, will be available after the first of the New Year.* *

- I would like a call from the Clean Vehicle team to discuss the Waiver process
- No call is needed, thank you

4. Resources

The CommuteSmart Team and Clean Vehicle staff have a wide assortment of resources available to you. Please check all of the resources that you would like and we will do our best to accommodate: *

- CommuteSmart brochures specific to CCSF employees
- Pre-Tax Commuter Benefits flyers & guides
- CityCycle flyers & signs
- Phone consultation with a CommuteSmart team member
- Phone consultation with a Clean Vehicle team member
- Presentation (tabling, brown bag lunch...) at your office

No thank you

Save Changes