

Title: Health Service System Climate Action Plan

Data Year: Fiscal Year 2011-2012

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1. INTRODUCTION

This is the second annual Departmental Climate Action Plan (DepCAP) prepared by the Health Service System. The department's carbon footprint consists of the consumption of energy at our single facility on the 2nd Floor of 1145 Market Street. Through adherence to the City's policies regarding sound environmental usage, transit, and green purchasing, Health Service System is doing its best to protect the environment per the San Francisco Environment Code Chapter 9.

2. DEPARTMENTAL PROFILE

Departmental Mission:

The Health Service System of the City & County of San Francisco is dedicated to preserving and improving sustainable, quality health benefits and to enhancing the well-being of employees, retirees and their families. The Health Service System is the primary administrator of health, dental and other non-retirement benefits for 107,000 active employees, retirees and their respective eligible dependents of the City and County of San Francisco, the San Francisco Unified District, the Community College District, and the San Francisco Superior Court.

Departmental Budget:

HSS will oversee a budget of \$700 Million for the Health Service Trust Fund with an additional \$6.6 Million Administrative budget for FY 2012-13.

Number of Employees:

HSS current is budgeted for and maintains 39 full-time employees.

Facilities:

HSS occupies the second floor of 1145 Market St, a non-city owned building, comprised of roughly 13,000 square feet. All facility needs are managed by the building owner.

Vehicles:

HSS does not operate or maintain any vehicles.

Climate Liaison & Zero Waste Coordinator:

Brian J Rodriguez, HSS Information Systems Administrator.

3. CARBON FOOTPRINT

HSS occupies only one leased, non-city-owned facility. The list of facilities used by SF Environment to calculate the FY 2011-2012 departmental carbon footprint has been verified by HSS to be accurate and complete. Energy consumption is exclusively electricity. HSS does not use steam or natural gas. As detailed below, HSS' carbon footprint will continue to dwindle over the next years.

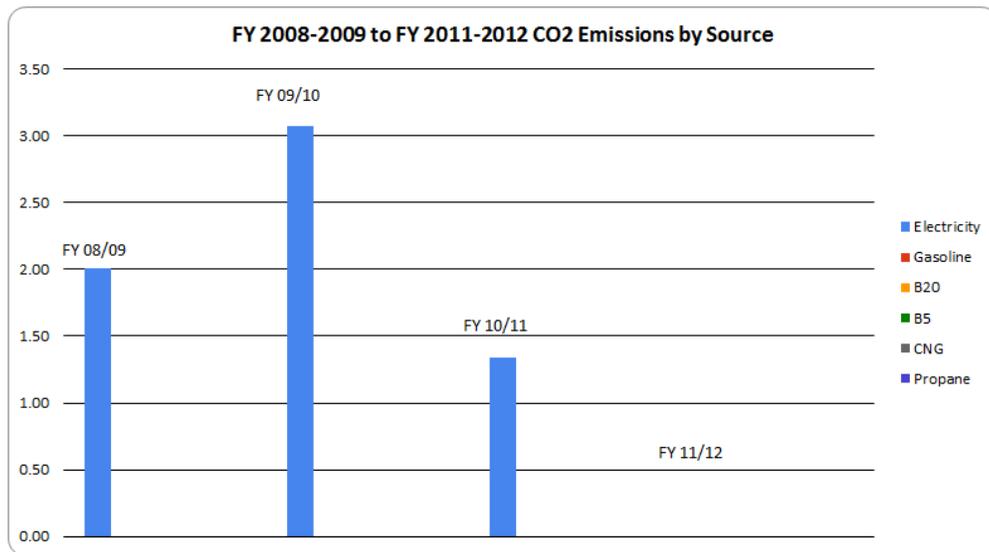
3a. Building Energy

The San Francisco Public Utilities Commission (SFPUC) is the electricity provider for City & County of San Francisco municipal facilities and other retail customers. The SFPUC's generation portfolio includes hydroelectric power from the Hetch Hetchy Power System as well as in-city solar and biogas generation.

In calendar year 2011, electricity supplied to SFPUC municipal and retail customers had a greenhouse gas (GHG) emissions factor of zero. The SFPUC's GHG-free, renewable power supplies for 2011 are detailed on SFPUC's Power Content Label, submitted annually to the California Energy Commission (http://www.energy.ca.gov/sb1305/labels/2011_labels/SFPUC_PCL.pdf). The California Renewable Energy Resources Act of 2011 established updated rules related to the State's Renewables Portfolio Standard (RPS). In accordance with those RPS rules (in particular Public Utilities Code Section 399.30), SFPUC now procures renewable resources to meet any electricity demand unsatisfied by its hydroelectric generation in any given year.

SFPUC has not yet reported its Power Content Label for calendar year 2012. However, the GHG emissions associated with SFPUC-supplied electricity in 2012 are currently expected to be zero.

Health Service System Historical Energy Usage



3a1. Energy Efficiency

Information Technology at HSS continues to replace obsolete systems with newer systems that meet or exceed the Electronic Product Environmental Assessment Tool (EPEAT) standard as required by the Committee on Information Technology (COIT). HSS has also taken the following measures to increase energy efficiency:

- a. Label systems that can be turned off with a label that clearly states "Turn off when not in use"
- b. Set PCs to hibernate after nightly backups and updates are complete.
- c. Obsolete servers have been replaced with new Energy Save and Climate Saver Gold servers.
- d. At least 3 servers have been virtualized to reduce energy usage and server sprawl.

3a2. Renewable Energy

This does not apply to Health Service System

3a3. Green Building

This does not apply to Health Service System

3b. Water

Since HSS occupies space in a privately owned building, there is no water consumption data available for Health Service System. All drinking water is tap; HSS staff does not use plastic water bottles.

3c. Transportation and Fuel

Health Service System strives to comply with the Health Air and Clean Transportation Ordinance. Most travel for HSS employees involves walking from our office at 1145 Market Street to nearby city offices at City Hall or One South Van Ness. When meetings are outside the immediate geographic area, HSS employees prefer public transit, or if that is not available, carpooling. HSS does not operate any fleet vehicles.

3c1. HACTO

HSS continues to encourage all of its employees to partake in the Commuter Benefit program and avoid solo driving to work. HSS Management strongly recommends that all employees utilize carpools and transit for commute travel, especially since HSS is located right next to a Civic Center Metro and BART station entrance. Please see Appendix A for HSS' HACTO report. For the coming year HSS plans to increase awareness of the various City programs through the CommuteSmart brochures specific to increasing awareness and encouraging participation in the pre-tax Commuter Benefits program.

3c2. Transportation Survey

This year the City conducted its biannual survey of City employee commuting and travel behavior. The 2012 CCSF Transportation survey was administered for the month of December 2012 through the Department of Environment's CommuteSmart team and distributed through Climate Liaisons. HSS had 100% survey participation, which was completed all via the online form.

47% of HSS' employees are enrolled in the pre-tax Commuter Benefit program through the City. (In addition, 1 employee walks back and forth to work every day.) The transportation survey showed that 63% of travel done for work during the sample month involved HSS employees using some form of non-personal car transit (walk, bus, bike, taxi). This would increase, according to respondents, if the City allowed alternate work schedules, more reliable transit options, or financial assistance for purchasing transit tickets. HSS continues to encourage all of its employees to partake in the Commuter Benefit program and avoid solo driving to work.

4. OTHER SUSTAINABLE PRACTICES

Brian J Rodriguez is the Zero Waste Coordinator for Health Service System. HSS has several commitments to increase its already successful Zero Waste program.

Facility Name	Address	Commitment
Health Service System	1145 Market Street Suite 200	Send e-mail to staff reminding them to sign up for ePayroll, hold training session if needed. Goal 80% participation by 2014.
Health Service System	1145 Market Street Suite 200	Set up a site visit with SFE to troubleshoot issues with recycling and composting.
Health Service System	1145 Market Street Suite 200	Arrange training handouts and sessions for HSS staff to get a refresher on recycling, and the City's zero waste goals.

4a. Zero Waste

There is an opportunity to increase compliance with separating recyclable, compostable and landfill waste in department trash bins.

Recommendation: Facilitate annual zero waste training for staff

Department	Address	#1 Recyclable or Compostable Item Found in Landfill Bin	Action to Eliminate
Health Service System	1145 Market St. 2nd Floor	Paper Towels	Increased signage and education.

4b. Green Purchasing

San Francisco Environment Code Chapter 2 requires that all City departments purchase green products listed at SF Approved, at <http://www.sfapproved.org>. Since HSS resides in a leased, non-city-owned building HSS does not purchase its own cleaning products, light bulbs, or fixture and all cleaning services are supplied by the building management. However, HSS does ensure all of its purchases come solely from vendors on the City's SF Approved list. This includes all IT equipment.

Percent of Green Products
Batteries: No data from vendors
Cleaners: No data from vendors
Computers/servers: 100%
Light bulbs: No data from vendors

5. Community Wide Impact

Health Service System continues to improve the health of its members and the community at large. This includes the environment. HSS has implemented (within legal limits) an increase in the usage of electronic forms and flyers for its legally required communication. This includes a pilot program aimed at reducing the amount of printed benefit guides for the Municipal Executive Association during the 2013 Plan Year Open Enrollment (now occurring in the month of October) saving paper.

Furthermore HSS is working towards decreasing printed materials for future Open Enrollments, and working with purchasing to secure the the use of appropriate recycled papers when printing is required. HSS' ultimate goal is a predominantly on-line Open Enrollment (hoped for in 2015) which will save paper, as well as reduce the time and energy HSS members may expend traveling to and from the HSS offices.

Note: the initiatives for electronic Open Enrollment are dependent upon complex multi-department coordination centered on the City's PeopleSoft system. HSS is participating in the multi-department effort to move this forward over the next two years.

HSS continues to strive towards a paperless office, as much as legal requirements such as HIPPA and PPACA allow. We hope to achieve this by implementing a digital filing system to reduce the amount of paper and space occupied by the files HSS is mandated to keep in perpetuity.

6. Summary & Goals

Health Service System strives daily towards reducing its carbon footprint, saving energy, and encouraging environmental responsibility. By ensuring adherence to the City's green initiatives such as HACTO, Zero Waste, and SF Approved Green Purchasing HSS is poised to have an increasingly small impact on the environment.

Appendices

A: HSS HACTO Report

Appendix A
HSS HACTO Report 2013

Approved by HSS Director, Catherine Dodd PhD, RN
Catherine.dodd@sfgov.org

HACTO Annual Plan

Department * Health Service System

Name of Person Preparing Report * Brian J Rodriguez

Title of Person Preparing Report * Information Systems Administrator

Email of Person Preparing Report * BrianJ.Rodriguez@sfgov.org

Name of Department Head * Catherine Dodd

Does your department promote or plan to promote employees to use public transit for work-related travel? * No

Does your department offer or plan to offer employees access to a bicycle for work-related travels? * No

Would your department like to make a request for more bikes? * No

Does your department belong or have a plan to belong to a City vehicle pool or car-sharing program for work-related travels? * No

Is your department able or have plans to host a tele-conference call? *	Yes
Is your department able or have plans be able to host a video-conference call? *	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
If applicable, please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel:	When HSS employees must travel for work related meetings and presentations most carpool or use some other form of public transportation. HSS Management strongly recommends that all employees utilize carpools and transit for work related travel.
A. Does your department promote or have plans to promote the use of public transit for commuting to/from work? *	Yes
How will you promote public transit? *	Encourage participation in the Pre-Tax Commuter Benefits program
What forms of communications will you use to promote employees to use TRANSIT when commuting to/from work? *	New Employee Orientation Posters / Flyers
B. Does your department promote or plan to promote the use of bicycles for commuting	No

to/from work? *

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

No

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

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:

HSS Management strongly recommends that all employees utilize carpools and transit for commute travel, especially since HSS is located right next to a Civic Center Metro & BART station entrance.

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

N/A

Does your department manage any of its own vehicles? *

No

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