

2014 ANIMAL CARE & CONTROL CLIMATE ACTION PLAN

DATA YEAR: FISCAL YEAR 2012-2013

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DATE: MAY 1, 2014

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1. INTRODUCTION

Animal Care and Control occupies a unique niche in San Francisco and continues to meet the unique challenges of its mission. We occupy a relatively small facility only 29,000 ft², but we are occupied 24 hours a day and care for animals around the clock. In addition, we provide for the care and housing of animals in an aging converted warehouse, animal law enforcement education and rescue services to the city. As a result, our water and energy requirements are greater than other buildings with similar footprints.

2. DEPARTMENTAL PROFILE

2A. DEPARTMENTAL MISSION

The Department of Animal Care & Control is responsible for the City & County of San Francisco's stray, injured, abandoned, neglected and mistreated animals, both domestic and wild.

The Department provides courteous and responsive service to the public with specific attention to public safety and ensures compliance with all state and local laws related to animals.

Further information about SFACC can be found at: http://www.sfgov.org/site/acc_index.asp

2B. DEPARTMENTAL BUDGET

ACC operates under San Francisco's GSA

Total budget for FY13-14: \$4.3 million

2C. NUMBER OF EMPLOYEES

Full ASO authority: 41 employees

Volunteers: 30-40 daily

2D. FACILITIES

Animal Care & Control is located at 1200 15th St. between Harrison and Alabama Sts. The shelter occupies a two-story 1930's era concrete warehouse containing 29,500 ft² of space. 27,250 ft² has been converted to animal facilities and office space, with the remaining 2,250 ft² used for parking shelter vehicles & laundry.

The first floor is primarily used for dogs, with 96 kennels. In addition, the lobby, veterinary clinic, a grooming room, visiting room, garage, one laundry and one of two kitchens are on the first floor.

The second floor is mainly used for cats, with one room for puppies and two rooms for small and exotic animals.

There are 290 small animal cages spread throughout the second floor in various configurations.

The shelter admin, Animal Care Officer squad room, second floor kitchen, x-ray room, second laundry, volunteer rooms, warehouse and various offices are also on the second floor.

In addition, the shelter is bordered on the East by a fenced in park area used for dog & rabbit recreation, training and evaluations.

The shelter houses on average 4,000 cats and 2,700 dogs over the course of a year. In addition approximately 4,000 small animals and wildlife such as rabbits, birds and reptiles are housed and cared for each year. Occupancy rates

can vary widely for cats, with summer kitten season filling all available cages, while other animal occupancy rates are steadier, varying according to other factors such as the state of the economy

2E. VEHICLES

ACC's mission includes picking up stray, lost, dead or injured animals, providing adoption services, as well as enforcing laws related to animal care and behavior. To achieve this we have a fleet of vehicles based at the shelter, which are serviced by Central Shops. In addition the department participates in the City Car Share and City Bike programs to minimize the use of department vehicles when possible.

We currently have the following vehicles:

11 Light duty vans, most outfitted with cages.

1 Light duty pickup truck.

2 Cars for administrative duties.

2F. DEPARTMENTAL CONTACT INFORMATION

Rebecca Katz: Director of Animal Care & Control 554-9413

rebecca.katz@sfgov.org

Jeannie Taulealo: Admin Secretary 554-9413

jeannie.taulealo@sfgov.org

Nuvia Bolanos: Zero Waste coordinator 554-9408 nuvia.bolanos@sfgov.org

Le-Ellis Brown: Fleet Manager 554-9433

Le.ellis.brown@sfgov.org

Liam Curry: Stationary Engineer 554-9432

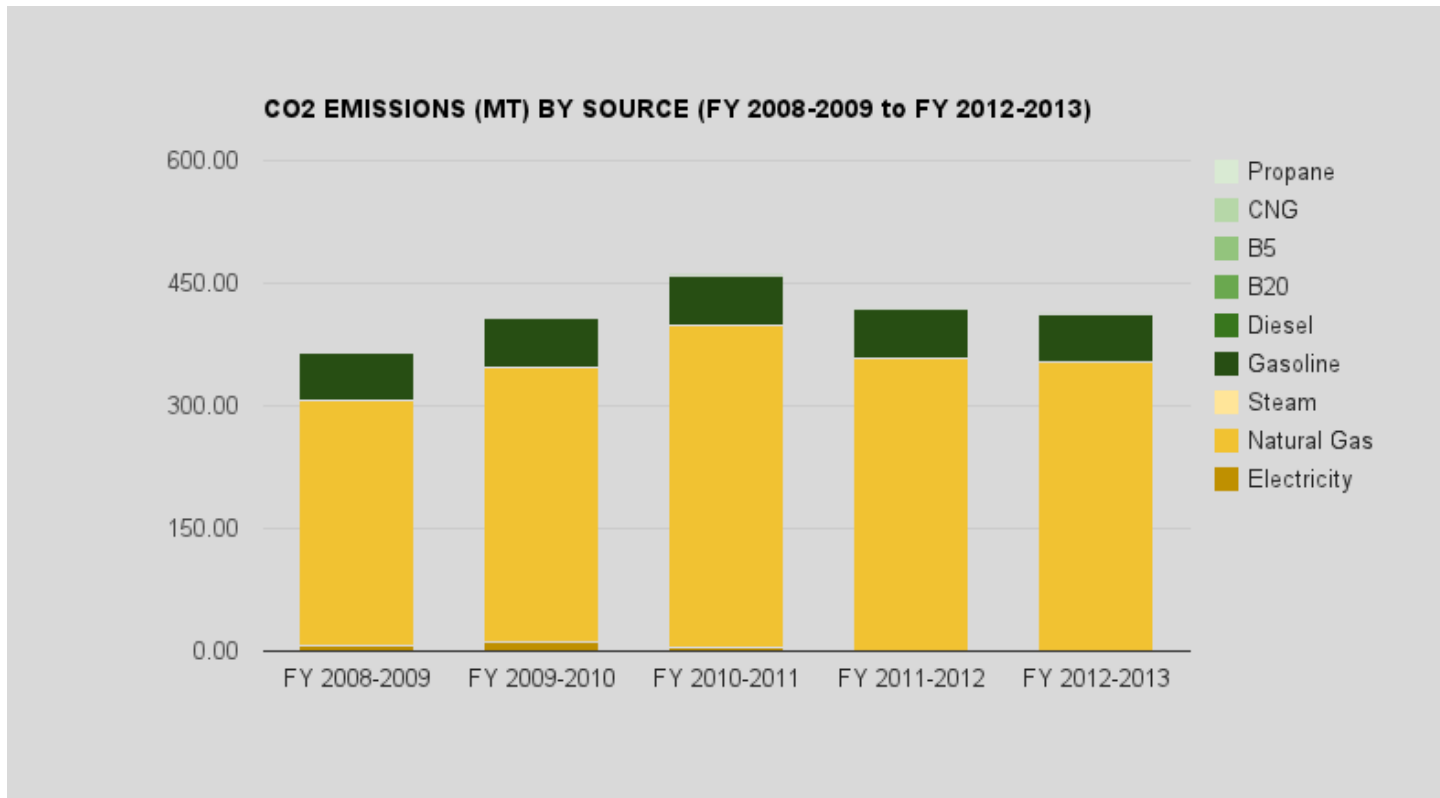
liam.curry@sfgov.org

2G. OTHER SUSTAINABILITY OR ENVIRONMENTAL PLAN

Animal Care & Control has no other sustainability plan.

3. TOTAL ENERGY CONSUMPTION AND CARBON FOOTPRINT

ACC's primary source of Green House Gas emissions is from Natural Gas burned to heat water for laundry, sanitation and space heating. The next highest source of GHG emissions is from fuel for fleet transportation, which has been fairly steady. The overall GHG emissions vary year to year due to fluctuations in natural gas use. Natural gas use varies in response to various factors, such as weather, shelter population and the condition of heating & ventilation systems. The following portrays ACC's CO² emissions over the last five years.



This chart shows the effects of increased animal population at ACC from FY 2008-2009 to FY 2010-2011.

FY 2008-2009 TO FY 2012-2013 ANNUAL DEPARTMENTAL CO2 EMISSIONS (MT)					
	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Total CO2 (mt)	364.92	406.97	461.13	418.99	413.56

Insert text here.

3A. FACILITIES LIST VERIFICATION STATEMENT

The list of facilities used by the Department of the Environment to calculate the FY 2012-2013 Departmental carbon footprint has been verified by Animal Care & Control to be accurate and complete.

3B. FISCAL YEAR 2012-2013 FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

ACC's total Electricity in FY 2012-2013 was: 540,114 kWh, resulting in 0 metric tons of CO₂

ACC's total Natural Gas in FY 2012-2013 was: 66,564 Therms, resulting in 395.52 metric tons of CO2

ACC uses no steam.

3C. 5-YEAR HISTORICAL ANALYSIS OF FACILITIES ENERGY CONSUMPTION AND CARBON EMISSIONS

The tables below summarize ACC's annual energy consumption and GHG emissions for the past five fiscal years.

FY 2008-2009 to FY 2012-2013 Departmental Facilities Energy Consumption					
Emission Source (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity (kWh)	552,971	595,858	539,189	523,556	540,114
Natural Gas (th)	56,592	63,284	74,527	67,327	66,564
Steam (lbs)	0				

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Facilities Energy					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Electricity	6.05	10.39	4.07	0.0	0.0
Natural Gas	300.34	335.85	395.52	357.31	353.26
Steam	0	0	0	0	0
Total Facilities Energy CO2 (mt)	306.39	346.24	399.59	357.31	353.26

Increased electricity and natural gas consumption from 2008 to 2011 may be from a combination of increased animal population housed at ACC, installation of a larger laundry equipment and progressive failure of legacy heating equipment and controls. A lighting system upgrade from T-12 to T-8 lamps and electronic ballasts was begun in 2009 and finished in 2013, resulting in some decreases in electricity use. Continuing lighting upgrades, such as occupancy sensors and photo controls are being installed as time and budget allow.

3D. VEHICLE LIST AND FUEL DATA VERIFICATION STATEMENT

The list of vehicles and ACC's fuel totals used by the Department of the Environment to calculate the FY 2012-2013 Departmental carbon footprint has been verified by ACC to be accurate and complete.

3E. FISCAL YEAR 2012-2013 VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

Gasoline, gal: 6,765 CO2 emissions: 59.58 Metric tons

CNG, GGE (Gasoline Gallon Equivalent) : 109 CO2 Emissions: .67 Metric tons

3F. 5-YEAR HISTORICAL ANALYSIS OF VEHICLE FUEL CONSUMPTION AND CARBON EMISSIONS

The tables below summarize annual fuel consumption by ACC's fleet during the FY 2008-2009 to 2012-2013 period.

FY 2008-2009 to FY 2012-2013 Departmental Fuel Consumption					
Fuel Type (Units):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline (gal)	6,645	6,892	6,832	6,966	6,765
Diesel (or equivalent) (gal)					
B100 equivalent (gal)					
B20 (gal)					
B5 (gal)					
CNG (GGE)		4	195	54	109
Propane (gal)					9

FY 2008-2009 to FY 2012-2013 CO2 Emissions from Mobile Fuel					
Emission Source (mt):	FY 2008-2009	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Gasoline	58.53	60.71	60.17	61.35	59.58
Diesel (or equivalent)					
B100 equivalent					
B20					
B5			.18		
CNG		.02	1.19	.33	.67
Propane					.05
Total Mobile Fuel CO2 (mt)	58.53	60.73	61.54	61.68	60.30

Gasoline use by the vehicles at ACC has remained fairly steady from FY 2008-2009 through FY 2012-2013. Primary use for ACC's fleet is to respond to animal related emergencies and enforce animal ordinances. Gasoline use peaked during the FY 2011-2012 period at 6,966 gallons and 61.35 Metric tons of GHG's, but has dropped again, possibly due to reduced number of calls run.

4. EFFORTS IN FACILITIES ENERGY REDUCTION

4A. ENERGY EFFICIENCY & RETROFIT PROJECTS

In 2013, ACC's facility underwent a heating and ventilating system retrofit funded by SFPUC's Power Enterprise and SF's Capitol Planning group. The project involved replacing 3 air handlers, 4 hot water boilers, a hot water storage tank and complete heating control system. This retrofit is estimated to result in \$4,510 electrical and \$13,275 natural gas costs annually. All construction and programming was completed in Nov. 2013, with Final closeout and as-built documents to be delivered in early 2014.

Improvements comfort and temperature in the shelter have been noticed, with more even temperatures throughout the building and significant reduction of hot or cold complaints.

One of the results of converting from constant speed air handlers to variable speed air-handlers, has been fluctuations with building static pressure. Ongoing adjustments are being done to balance the ventilation system.

In early 2014 ACC completed an in-house lighting retro-fit. The project consisted of replacing older T12 lamps and ballasts with T8 lamps and electronic ballasts, with some daylight controls and occupancy sensors. More occupancy sensors are planned to be installed on a case-by-case basis.

4B. ENERGY BENCHMARKING & COMPLIANCE WITH THE ENERGY PERFORMANCE ORDINANCE

In order to comply with the Existing Commercial Buildings Energy Performance Ordinance (Ord 17-11, SF Environment Code Chapter 20) ACC assisted the SFPUC in producing the 2012 Energy Benchmarking Report for San Francisco Municipal Buildings by verifying existing facility data. Year built, gross square footage and building type.

The 2012 Energy Benchmarking Report is available at <http://sfwater.org/modules/showdocument.aspx?documentid=4139>

Facility Type	# of Facilities Benchmarked for Department X per Facility Type	Page Number(s) in Benchmarking Report
Animal Shelter	1	22

ACC is in a category by itself, and thus we are unable to directly compare it to any other City buildings. The closest comparison are the Hospitals, which have a similar Energy Use Index. ACC's energy use per square foot during 2012 was 298.7 kBtu/ft² reflects the energy-intensive nature of providing a clean living environment for a large number of animals in a small space. It falls in-between the EUI's recorded for SF's two hospitals.

4C. COMPLIANCE WITH THE COMMERCIAL LIGHTING EFFICIENCY ORDINANCE

ACC is compliant with the Commercial Lighting Efficiency Ordinance (SF Green Building Code Chapter 13D) as of Feb 2014.

4D. INFORMATION TECHNOLOGY

All of ACC's computers and servers are maintained and administered by SFGSAIT, which includes server and work-station settings.

4E. RENEWABLE ENERGY

A preliminary survey was performed by SFPUC/Power Enterprise in 2010 to determine feasibility of installing a roof-mounted solar photovoltaic array. The results are as follows;

Usable roof area: 4,400 ft²
Net. AC power generated annually: 70,266 kWh
Percentage of current annual shelter power use: 11.8 %
Estimated cost of installation: \$447,000.00

Estimated payoff time: 20 years.

Estimated CO2e reduction: 1.5 (metric tons)

Conclusion: Solar PV is not cost effective at this time.

ACC is interested in installing wind-speed and direction data-loggers as part of a wind survey to explore the practicality of installing micro wind turbines.

5. EFFORTS IN WATER USE REDUCTION

5A. WATER DATA VERIFICATION STATEMENT

The list of water accounts used by the Department of Environment to calculate annual department water use has been verified by ACC to be accurate and complete.

5B. FISCAL YEAR 2012-2013 WATER CONSUMPTION AND WASTEWATER DISCHARGE

ACC's water consumption for FY2012-2013 was 1,086,844 gallons.

5C. 4-YEAR HISTORICAL ANALYSIS OF WATER CONSUMPTION AND WASTEWATER DISCHARGE

Animal Care & Control's main use for water is for washing animal housing areas and laundering animal bedding to prevent spread of disease. The water use over the last five years primarily reflects the fluctuating animal population at the shelter.

FY 2008-2009 to FY 2012-2013 Annual Water Consumption and Wastewater Discharge				
	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013
Water (gal)	1,079,813	1,076,447	1,120,878	978,160
Wastewater Discharge (gal)				

There is no data for wastewater discharge, since ACC does not meter irrigation and we do not have evaporative cooling towers. Wastewater discharge is most likely close to fresh water delivered.

5D. WATER CONSERVATION

Larger, more efficient laundry equipment was installed in 2010, but increased animal population has negated some of that efficiency.

1.5 gpm aerators have been installed throughout the shelter.

Signs have been posted to remind people to conserve water.

Irrigation water use has been cut back to 20 minutes or less a day.

More efficient hose nozzles for kennel cleaning are being tested.

A water fixture audit was done at ACC with intent to replace older bathroom equipment.

6. EFFORTS IN VEHICLE FUEL REDUCTION

6A. COMPLIANCE WITH THE HEALTHY AIR AND CLEAN TRANSPORTATION ORDINANCE

The Healthy Air and Clean Transportation Ordinance (HACTO) is a mandate that all City employees and departments should use sustainable transportation such as public transit, walking, ridesharing or biking to minimize single occupancy vehicle transportation as much as possible and, when it is not, to use green vehicles. To implement this ordinance, each department is required to develop a Transit First Plan outlining how your department will implement the various sustainable options to reduce vehicle usage and a Transit First report on implementation. For departments that manage their own fleet of vehicles, fleet size must be reduced 5% annually.

ACC is compliant with this year’s Healthy Air and Clean Transportation Ordinance requirements and the “HACTO Submission Forms – FY 1314” is attached as Appendix A to this document.

6B. TRANSIT FIRST CAMPAIGN

A transit information board is available for all employees and volunteers to post and read about the various transit and commute programs offered in San Francisco. Additionally, all employees and volunteers are informed via email of new information related to transit issues. Bicycle parking is available to all staff and volunteers who bike to ACC.

7. OTHER SUSTAINABLE PRACTICES

7A. ZERO WASTE

Our zero waster coordinator regularly works with staff and custodians to use proper bins for recycling, composting and waste. Numerous disposal bins throughout the facility are marked in a consistent manner. Signs have been posted near recycling bins throughout the shelter to educate shelter staff on what to put in each bin.

The annual Waste Assessment survey is attached in Appendix B.

7B. CARBON SEQUESTRATION / URBAN FOREST

1) Tree Species and Location (for each tree):

Magnolia, 2 each, either side of front entrance on 15th Street.

Elm, 3 each, situated in dog park.

Japanese maple, 7 each, on Harrison St.

Donated planters to grow rabbit greens.

7C. COMMUNITY WIDE IMPACT

Because we are an Open-Door animal shelter (meaning, we must take in every animal that comes to us regardless of species, condition or temperament) and our operations are paid for by taxpayer dollars, our shelter invites the public to participate in a whole range of shelter activities. We educate, introduce and train volunteers from the public to learn about their City Shelter. Our volunteers come from various backgrounds, skills and experience and are highly sensitive to the environment and animals and freely join ACC in going Green. We were one of the first City departments to replace bottled water dispensers with filtered water systems. We've placed signs in our restrooms reminding people to conserve water. Green-thinking is an essential part of our day-to-day operation and thus, we demonstrate to the public what we do to play our part in saving energy and resource management. In bi-monthly 3-4 hour meetings/orientations/ trainings/tours with the public, this feature of the ACC shelter is discussed. ACC holds tours for 500 to 700 children a year, with children from SF/SPCA's Summer camp and the SFUSD system which sees how we function with regard to the environment.

7D. RESILIENCY AND ADAPTATION

ACC has prepositioned two disaster trailers with food. Water and medical supplies to address vulnerabilities from extreme flooding, sea level rise and other natural disasters.

8. REPORT SUMMARY AND DEPARTMENTAL CLIMATE ACTION GOALS

ACC has made some improvements in lowering our GHG emissions and green purchasing. There have been challenges as well, with an aging facility, aging vehicle fleet and fluctuating animal population. The coming months should show a significant drop in GHG's generated by natural gas use as new heating and ventilation equipment comes on line. The completion of the lighting retrofit and moving the network server off site have further reduced our emissions and environmental impact.

Areas for improvement lie in improving our recycling rate and staying aware of purchasing decisions.

Areas for innovation would be:

- Diversion of animal wastes from landfill to compost or diversion to a methane co-gen site.
- Hybrid diesel-electric vans for ACO's

- Wind & Solar, PV and Thermal.
- Led lighting.

APPENDICES

A) Hacto Ordinance

Healthy Air and Clean Transportation Ordinance – No. 278-10, amended section 425-7 Implement a new Healthy Air and Clean Transportation Program, providing for the gradual conversion of the City’s vehicle fleet to clean air vehicles and the gradual reduction of the overall number of passenger vehicles and light duty trucks in the city’s vehicle fleet by 20%; and make environmental findings. Based on the general guidelines of this ordinance the general objectives are: 1. Sect. 400 (6) – Urban Environmental Accords: 1) reduce smog and emissions from public fleets by 50% in 7 years, 2) expand the availability and affordability of public transportation, and 3) reduce single-occupancy commute trips by 10% in 7 years. 2. Sect. 403 (a)(1) MARCH 1, 2011 (date missed and letter to Mayor & Clerk of the Board to be issued by Director SFE), City to implement Transit-First Policy (SF Charter Sect 8A.115) ~employ manners of TDM to reduce single occupancy vehicle transport. 3. Sect. 403 (a)(5) – Controller shall refuse to certify expenditures for departments that have failed to adopt transit – first policies or failed to properly justify purchase given the ordinance guidelines. 4. Sect. 403 (b)(1) – July 1, 2011 – July 1, 2015 City Administrator and each Department head will remove from service 5% of the existing total number of passenger vehicles and light trucks. 5. Sect. 403 (b)(2) – Beginning July 1, 2015 and each year after City Administrator and Department heads shall remove from service all passenger vehicles and light trucks that 12+ years or older. Written Plans for vehicle removal by each department submitted no later than July 1, 2014. 6. Sect. 403 (b)(3) – Starting July 1, 2011 and every year after, each City department is required to submit written an annual report on official progress of vehicle removal. 7. Sect. 404 (a) Unless granted waiver, all purchases of new vehicles must comply with regulations. Based on the general guidelines of this ordinance the San Francisco Department of the Environment is responsible for the following actions: 1. Sect. 403 (a)(2) – SFE provides technical assistance to departments and City officials subject to this requirement in developing complying policies and implementation procedures and in coordinating policies and procedures among City departments.

HACTO Submission Forms 2013

#67

Department *	Animal Care & Control
Name of Person Preparing Report *	Liam Curry
Title of Person Preparing Report *	Stationary Engineer
Email of Person Preparing Report *	liam.curry@sfgov.org
Name of Department Director *	Rebecca Katz
Acknowledgement *	As the email noted, my department does not have any vehicles subject to HACTO.
Does your department promote or plan to promote employees to use public transit for work-related travel? *	Yes
What resources will your department offer? *	• Other
Other: *	Transit options bulletin board
From looking at last year's HACTO Plan, please describe the successes and challenges of promoting transit for work-related travel: *	Most work related travel involves transporting animals.
What are the reasons for not encouraging or planning to encourage employees to use public transit for work-related travel? *	
Does your department offer employees access to bicycles for work-related travels? *	Yes
Are they part of the CityCycle program? *	Yes
How many bicycles are available? *	1
How many locations have CityCycle bikes? *	1

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycles for work-related travel:

Finding secure parking at city buildings.

What are the reasons for not encouraging or planning to encourage employees to use bicycles for work-related travel? *

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

Yes

What are the reasons for not encouraging or planning to encourage employees to use car-sharing for work-related travel? *

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting car-sharing for work-related travel: *

Promote car sharing for work related trips. Challenges include difficulty making reservations using City Car Share on short notice.

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

What are the reasons for not encouraging or planning to encourage employees to use tele-conferencing or video-conferencing? *

No need for video conferencing, only one work location, so conferences are held in house.

Please use this space to describe in greater detail all of your department's Transit-First programs related to at work travel: *

Transit bulletin board located in second floor lobby.

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

Other: *

What are the reasons for not encouraging or planning to encourage employees to use public transit for travel to/from work? *

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting public transit for commuting to/from work: *

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

Yes

How will you promote bicycle commuting? *

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

Other: *

These bicycle-friendly resources are available at: *

My department only has one location

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting bicycling for commuting to/from work: *

What are the reasons for not encouraging or planning to encourage employees to use bicycles for travel to/from work? *

Does your department plan to promote the use of ridesharing for commuting to/from work? *

Yes

How will you promote ridesharing? *

- Other

Other: *

Transit bulletin board.

The reserved space(s) are available at: *

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting ridesharing for commuting to/from work: *

Shelter staff live in varied geographic locations, work a number of different shifts and the shelter location is not near the downtown transit hubs.

What are the reasons for not

encouraging or planning to encourage employees to use ridesharing for travel to/from work? *

D. Does your department offer or plan to offer tele-commuting? * No

From looking at last year's HACTO Plan, please describe the successes and challenges of promoting tele-commuting: *

What are the reasons for not encouraging or planning to encourage employees to use tele-commuting? * Physical presence required for all department roles to run shelter.

Please use this space to describe in greater detail all of your department's Transit-First programs related to commuting to/from work: * We actively encourage the use of public transit.

Campaign Options * 9. CityCycle

Other

How many vehicles is your department planning to remove from service in FY13-14 (July 1, 2013-June 30, 2014)? *

How many vehicles is your department planning to change the status of vehicles turned in for credit toward your vehicle reduction requirement in FY13-14 (July 1, 2013-June 30, 2014)? *

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

Your department is not in compliance with the HACTO reduction requirement. Please contact the Clean Vehicle team at HACTO@sfgov.org for assistance with the waiver process. *

Your department does not have any vehicles subject to HACTO.

You have completed this section. Thank You.

Please contact Dan Coleman, GSA Fleet Analyst, at dan.coleman@sfgov.org to resolve any discrepancies in the fleet information presented to you by Dec. 9, 2013. Please visit the site after this date to resume reporting your HACTO annual and implementation plans.

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PUBLIC		PUBLIC
		83%

B)

Departmental Zero Waste Assessment Survey

Name *	Nuvia Bolanos
Department Name *	General Services Agency
Department Division/Branch/Station *	Animal Care and Control
Address *	1200 15th Street San Francisco, CA 94103 United States
Phone Number *	(415) 554-9408
Email *	nuvia.bolanos@sfgov.org

Have you attended an annual workshop Yes before? (these are either held at the end of January or beginning of February) *

If YES, how many times have you attended? 4-5

Have you promoted signing up for paperless paystubs at your office or facility? *

Does your office/facility use the Virtual Warehouse Program to see what items are available before purchasing new ones AND does your office/facility use the Virtual Warehouse Program to turn in City owned surplus items? *

Does your office/facility use the Virtual Warehouse Program to see what items are available before purchasing new ones AND does your office/facility use the Virtual Warehouse Program to turn in City owned surplus items? *

How did you follow through on the commitment to eliminate it from the landfill and what were the challenges? *

I reuse plastic and glass jars, containers, bottles for storing: e.g., mayonnaise, olives, spaghetti sauce jars; hot sauce and soy sauce & juice bottles. I store other food, coins, toys in them. Also, the containers I get from take outs are reused for bringing my lunch.

Date * Tuesday, April 8, 2014

Time: * 12:00 noon

Date * Tuesday, April 15, 2014

Time: * 12:00 noon

Date * Tuesday, April 22, 2014

Time: * 12:00 noon

Does your department distribute Yes

memorandums, handouts, flyers, brochures, etc *

**I confirm that I will work to complete the I agree
above actions ***